

**Welcome to this Work Session & Regular Meeting of the  
Tigard-Tualatin School District Board of Directors  
Monday, February 26, 2024 - UPDATED  
Tigard-Tualatin Training Center, 9550 SW Murdock St., Tigard, OR 97224**

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

- I. WORK SESSION ~ Time: 5:00 PM
  - A. Bond Refunding – Presenter: David Moore..... Page 03
- II. ADJOURN WORK SESSION ~ Time: 6:00 PM
- III. REGULAR SESSION ~ Time: 6:30 PM
  - A. CALL TO ORDER - Presenter: Chair Tristan Irvin ..... Page 04  
David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)
- IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ Time: 6:31 PM
  - A. CONSENT AGENDA ITEMS
    - 1. February 12, 2024 TTSD Board Work Session & Meeting Minutes ..... Page 07
    - 2. Human Resources/Personnel Report ..... Page 16
    - 3. January Financial Report..... Page 17
- V. RECOGNITION & GOOD NEWS ~ Time: 6:32 PM
  - A. Celebrate Classified Appreciation Week, March 4-8, 2024 - Presenter: Brian Bailey ..... Page 24
- VI. ACTION ITEM, Part I ~ Time: 6:45PM
  - A. Resolution 2324-11: Classified Appreciation Week- Presenter: Lisa Burton ..... Page 25
- VII. STUDENT REPRESENTATIVE REPORTS ~ Time: 7:00 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
- VIII. SUPERINTENDENT & BOARD COMMUNICATION ~ Time: 7:15 PM
- IX. PUBLIC COMMENT ~ Time: 7:30 PM
 

*This 30-minute section of the agenda is for public comment related to both board agenda and non-agenda items. Any member of the public who has not provided comment within the 30-minute period will have an opportunity at the end of the agenda to do so. Please email Patty Roberts, Board Secretary @ [proberts@tsd.k12.or.us](mailto:proberts@tsd.k12.or.us) to sign up to provide public comment, by 4:00 PM on Board meeting day. Include your name, community, and the reason or topic for your public comment. Public comments are limited to three (3) minutes and should be brief and concise. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel. If this public comment agenda item exceeds 30 minutes, time for the remainder of the public comments will be provided at the end of this meeting.*
- X. REPORTS & DISCUSSION ITEMS ~ Time: 8:00 PM
  - A. Policy JFCP-AR DRAFT and Matrix - Presenter: Dr. Lisa McCall ~ Time: 8:00 PM ..... Page 27
  - B. 2<sup>nd</sup> Quarter Academic Update, 2023 Graduation Rates & Semester 1 HS Data - Presenter: Dr. Sue Rieke-Smith ~ Time: 8:15 PM ..... Page 28
  - C. 2024-2025 TTSD Student Calendar Preview – Presenter: Len Reed ~ Time: 8:45 PM ..... Page 29
  - D. Budget Assumptions – Presenter: David Moore ~ Time: 9:00 PM ..... Page 30
- XI. ACTION ITEMS, Part II ~ Time: 9:15 PM
  - A. Second Reading: Open Enrollment/District Transfer Process – Presenter: Lisa Burton ~ Time: 9:15 PM ..... Page 36
  - B. Resolution 2324-10: In Support of SROs and Mental Health Training – Presenter: Chair Irvin ~ Time: 9:30 PM ... Page 40
  - C. New Course Proposals – Presenter: Todd Robson ~ Time: 9:45 PM ..... Page 44
  - D. Students Rights & Responsibilities Handbook & TTSD Discipline Framework – Presenter: Carol Kinch ~ Time: 10:00 PM ..... Page 45
  - E. Approval of S24 Boiler Replacement Project – Presenter: David Moore ~ Time: 10:15 PM ..... Page 46
- XII. BOARD MEMBER REFLECTION TIME – Presenter: Chair Irvin ~ Time: 10:30 PM
 

*This agenda item is provided for the Board to reflect at the end of their meeting and to have an opportunity to discuss, or talk about items to have on a future meeting agenda or if there is something that Board members wish to discuss further. This agenda item is available on an as needed basis.*
- XIII. ADJOURN - Presenter: Chair Irvin ~ Time: 10:45 PM

**Info Added**

### Public Participation in Board Meetings

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

### ~ Matters Permitted for Executive Session ~

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

#### As per ORS 332.061

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

#### As per ORS 192.660

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



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

February 26, 2024

TO: Board of Directors  
FR: David Moore  
RE: Work Session – Bond Refunding

**EXPLANATION:**

The Bond Refunding Work Session will include a presentation and discussion regarding a proposed refunding of bonds from the 2017 issuance. Duncan Brown, the District’s Financial Advisor from PFM Financial Advisors LLC and Carol McCoog, the District’s Bond Counsel from Hawkins Delafied & Wood LLP will be in attendance to discuss the refunding and the related authorizing resolution in addition to answering any questions.

The plan of finance includes the following elements:

- The District is considering a small restructuring of outstanding debt
- Transaction would take a portion of bonds payable June 2037 and “accelerate” them to June 2025
- Intended to maintain a stable levy rate through FY 2024-25 and create additional capacity for future general obligation bonds
- Due to relatively small transaction size (~\$3.5 million), refunding bond would likely be sold directly to a commercial bank

This is the first of two scheduled work sessions on this topic. The second one is scheduled for March 11, the same evening that the Board is scheduled to consider a resolution to authorize the issuance and sale of the refunding bonds and designate the Board Chair, Superintendent, or CFO to act on behalf of the District to complete the transaction including negotiation of the borrowing terms. The second work session on March 11 is designed to disclose the terms proposed by the responding banks and provide for final questions and discussion before formal action during the regular meeting.


PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: [Bond Refunding Presentation](#)

REQUESTED ACTION: None

PROPOSED MOTION None

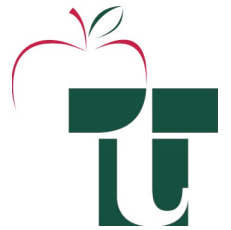
# Art of Community

- 
- A watercolor illustration on the left side of the page. It depicts two hands, rendered in shades of brown and orange, cupping a mound of dark brown soil. A small green plant with several leaves grows out of the soil. The background is a mix of light green and blue washes, suggesting a natural, outdoor setting.
- We acknowledge that we bring our lived experiences into our conversations
  - We strive to be in community with one another with care
  - We try to stay curious about each other
  - We recognize that we need each other's help to become better listeners
  - We slow down, so we have time to think and reflect
  - We remember that conversation is a natural way we think together
  - We expect it to get messy at times
  - We will listen with intention to learn something new

## **Equity Lens**

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

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



2019

## Land Acknowledgement



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

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

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

Shared from Dr. Julie Esparza-Brown, adapted by  
Page 6 of 48 Rina Miyamoto-Sundahl for TTSD, updated August 2021

# February 12, 2024 TTSD School Board Work Session and Meeting Minutes

Tigard-Tualatin School District, 23J

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

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

## **Board Members Present:**

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

## **Administrators Present:**

Dr. Susan Rieke-Smith, Superintendent  
David Moore, CFO  
Len Reed, Director, Human Resources  
Susan Barnard, Director, IT  
Darin Barnard, Director, Bond/Operations  
Carol Kinch, Director, Student Services  
Dr. Zinnia Un, Director, Equity & Inclusion  
Dr. Lisa McCall, Assistant Superintendent  
Todd Robson, Director, Teaching & Learning  
Michael Dellerba, Principal, Tualatin HS

## **Others Present:**

Patty Roberts, Executive Assistant  
Lisa Burton, Community Relations Manager  
Paul Verstraete, District Data Coordinator

Officer Nick Nunn, SRO  
Jarvis Gomes, Facilities Administrator  
Jasmine Indalecio, TTSD Administrative Specialist  
Jacob DeGraw, Parent and EEAC Chair  
Rima Hussein, Student Representative, Tigard HS  
Jamie Hartmann, Student Representative, Tualatin HS  
Cleon Cox, Community Member  
Kelly Shelton, Associate Director, Student Services  
Robin Bridgeman, Parent, Hazelbrook MS & Tualatin HS  
Caitlin Blood, Interim Executive Director, MITCH  
Nicole Hann, Associate Director, MITCH  
Marcia Chapman, Financial Oversight Committee  
Sarah Parker, Teacher, MITCH  
Alexandria Singletary, Parent, Fowler MS & CFT ES  
Leslie Kolb, Teacher, Durham ES  
Krista Brown, Parent, MITCH  
Stephanie Kensinger, Engagement Specialist, TuHS  
Emma Fortmiller, Social Worker, Tualatin HS  
Jessica Miller, Secretary, Tualatin HS  
Brad Vest, Parent, Twality MS  
Marni Watts, Associate Principal, Fowler MS  
*And*  
Members of the Community via the Internet

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

Chair Irvin called the Board Work Session of the Tigard-Tualatin School District Board of Directors to order at 5:00 PM in the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. She welcomed everyone to this work session. Chair Irvin shared that this work session will provide a financial update.

This Board work session was streamed live and can be found on the [TTSD YouTube Channel, \(02/12/2024 TTSD Board Work Session\)](#).

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

### **A. Financial Update – Presenter: David Moore ~ Time: 5:00 PM (00:03 Timestamp)**

David Moore, CFO, and Dr. Sue Rieke-Smith, Superintendent, provided information to the regarding a financial update for the TTSD general fund, using a PowerPoint presentation, a link is found in the agenda. Director Moore discussed:

- Estimating Resources under Local Budget Law
- The district three-year General fund preliminary estimate and forecast of revenue, expenditures and based on current information.
- General Fund Balance history, preliminary estimate and forecast
- TTSD General Ending Fund Balance

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

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This financial update scenario reflects reductions of \$4.5 million in 2024-25 for which savings are realized going forward into 2025-26. In 2024-25, the forecasted ending fund balance is approximately 8% of operating revenue and in 2025-26 it drops to approximately 6%.

Board members made the following questions & comments:

- Is the SIA and CAT Tax within the State School Fund?
- Looking at the March Economic Forecast, that Morgan Allen, with COSA, sent, does that forecast just brings us to where we are currently at? Where does that factor into our projections?
- I've been thinking there might be a legislative advocacy piece that we could do regarding that percentage of the state budget, because education used to be 43% of that budget. Also, I did hear that there is some commitment from the legislature to backfill the \$22 million that was missing from early intervention, and so that's going to be the only money that will be coming to an education program from this last round.
- When we look at the forecasts and actuals, our numbers are really close to these estimates.
- I want to point out that the State percentage isn't quite apples to apples with the comparison, because we have to factor in the amount of local tax revenue, which in Oregon, our property tax system is unique and definitely smaller than in other states, and I think that ends up meaning the state amount would be smaller than if we had a more robust local tax.
- And, we're going to be looking at a significant PERS hit in the next biennium.
- Is the board going to be discussing how we're going to best prioritize the reductions?
- Would it be possible of to get a summary report of the proposed cuts that we are looking at?
- This decision by the board should not be made in isolation. It really needs to include community, teachers, students, and parents all coming in and voice their opinions on it, because nobody is going to be happy with the end result of the budget this year.
- This process offers an opportunity to be creative and think outside the box, to think of new ways of doing things or new ways to keep things that we thought that we might not have thought we could do. This is a really complicated puzzle.
- Let's keep equity at the center of everything we do and how do we ensure that our most marginalized students are getting the services that they need.
- We all should review our Financial Strategic Plan, our Strategic Plan and have overlays on all of the programming, on our Strategic Financial Plan, for our Strategic Plan, for our Goals, and making sure that they all align or that we understand what potential impacts or unforeseen consequences may be.
- I would be in favor of further reducing our reserves.
- I think that having a Strategic Financial Plan helps us to keep that equity lens.
- Also, when we updated the Strategic Plan, we have equity at the absolute center of everything.

## **II. ADJOURN WORK SESSION ~ 5:42 PM**

At 5:42 PM Chair Irvin adjourned this Tigard-Tualatin School District Board Work Session.

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

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

### **A. CALL TO ORDER**

Chair Tristan Irvin convened this Board meeting of the Tigard-Tualatin School District (TTSD) Board of Directors to order at 6:30 PM at the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. She shared that the Board had met in a Work Session regarding a TTSD financial update discussion. This Board meeting was streamed live on the [TTSD YouTube Channel \(02/12/2024 Regular Meeting of the TTSD School Board\)](#). She asked the audience to observe a moment of silence for Shawn Alderman, dearly loved father, friend, mentor, teacher and coach who recently passed away. There will be updates regarding a service for him coming up in Communications, later this evening.

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**IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ 6:31 PM (1:03 Timestamp)**

Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Superintendent Rieke-Smith shared that regarding ACTION Item A. New Course Proposals, the Tigard HS proposals will be moved to the February 26, 2024 Board meeting, and this evening only Fowler MS and Tualatin HS new course proposals will be shared. There are no other changes to the agenda. Chair Irvin asked for a MOTION to approve the Agenda and Consent Agenda consisting of the January 22, 2024 TTSD Board Work Session & Meeting Minutes, Human Resources/Personnel Report, and Black History Month Proclamation, as amended. Vice Chair Jaimes made a MOTION to approve the Agenda and Consent Agenda, as amended. Director Zurschmeide 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 ~ 6:32 PM**

A. Celebration of Black History Month – Presenter: Lisa Burton ~ Time: 6:32 PM (1:36 Timestamp)

Lisa Burton, Community Relations Manager, provided information regarding the activities planned for celebrating Black History Month in our schools and the work of the Black Student Union (BSU) connecting with their community. She shared that unfortunately the students that were going to attend this evening, from the BSU, were unable to make it, so she shared information on their behalf. She provided information using a PowerPoint presentation, a link can be found in the agenda. Ms. Burton shared that our Black Student Union has a history of improving our District to be more inclusive and partner with us to learn the importance of including student voice, and that we do is relevant to them and what they want to see in their community, which reinforces the statement “Nothing for us, about us, without us.” She shared a list of events that our secondary schools have planned, during the month of February. Ms. Burton shared that last week she attended a community listening session, and slides were shared in preparation for Juneteenth. We are again partnering with the City of Tigard to plan for the Juneteenth event. Community members were able to share what it is that they would like to see at this event. She noted that the slides she shared provide information about the BSUs, about the History of BSUs, and there are also some pictures of our students participating in activities in their communities.

Board Members shared:

- I appreciated the very comprehensive slide show in the packet. I loved to see all the pictures from last year’s Juneteenth events.
- The slide presentation is great, and thank you to Octavia Horne for her work on the Juneteenth event. And we have some really thriving BSUs at the middle school level.
- A quote by Ibram X. Kendi, Author, really struck a chord with me, which was: “When Americans commonly know their history, then Black History Month will not just be proudly celebrated by black Americans. Non-Black Americans will celebrate Black History Month with nearly as much pride because they will know they have benefitted from long standing black struggles to make freedom, equality and democracy a reality for black Americans by making it real for all Americans. When we say black history is American history, it is not a slogan, it is a historical reality.”

**VI. STUDENT REPRESENTATIVE REPORTS ~ Time: 6:39 PM (9:16 Timestamp)**

**Rima Hussein**, Tigard HS Student Representative, shared;

- It has been a “rocky” start to the semester, due to the unexpected loss of Shawn Alderman. Students and teachers are still trying to cope, while getting used to a new schedule.
- There will be a memorial held on Sunday, February 25, 2024 at 2:00 PM in the Tigard HS Main Gym.
- Clubs are getting back on.
- We are also going to be having Winterfest. And there will be a lot of middle schoolers coming.

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

- 2<sup>nd</sup> Quarter has started, and for most student’s lunch schedules have switched.
- Activities/Sports:
  - Both Girls and Boys Basketball are ranked in the top ten in the State. And, both beat Tigard HS in the first matchup of the year.
  - Robotics Club won their first tournament, last weekend, and qualified for regionals.
  - The Theater’s production: “The Curious Incident of the Dog in the Nighttime” has been chosen to be a mainstage production at the Oregon State Festival, in April.

**VII. SUPERINTENDENT & BOARD COMMUNICATION ~ 6:43 PM (11:11 Timestamp)**

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

- Attended the inaugural Tigard HS Women in Sports Career Symposium
- The next Community Budget meeting is this coming Thursday, February 15<sup>th</sup>, beginning at 5:00 PM, and will begin with dinner.
- Celebration of Life for Tigard PE teacher and Boys Basketball Coach, Shawn Alderman, will be held on Sunday, February 25, at 2:00 PM at Tigard HS Gym.

Board members shared:

- Celebrated Chair Irvin’s Birthday, which is tomorrow, February 13, 2024.
- Working with the Curriculum Committee, with a lot of meetings, and includes: World Languages, both French and Spanish. ELD curriculum is coming soon. K-5 Math curriculum was close to a unanimous decision. I am feeling really good that we’re going to have a strong curriculum renewal in both World Languages and Math, looking forward.
- Busy couple of weeks:
  - Held our community budget meetings and got to engage with our community members.
  - On behalf of TTSD and OSBA was part of a delegation to advocate for education “on the Hill” in Washington DC.
  - Serving on the OSBA Legislative Policy Committee, and the committee is gearing up for 2025 and looking at how we are fund education.

**VIII. PUBLIC COMMENT ~ 6:50 PM (19:45 Timestamp)**

Chair Irvin shared that the Tigard-Tualatin School Board meetings are public meetings where the business of the Board is conducted in an open meeting for the public to observe as required by law, however regular public comment at board meetings is a policy choice of the Board and is not a legal requirement. As the Board values the input from our students, parents and district community members that we serve. The Board provides these opportunities for community members to provide input on important topics. In addition to public comment, community members may submit written comments to the Board secretary, Patty Roberts, at each meeting or email comments directly to the Board. Public comments are limited to three (3) minutes for each comment and should be brief and concise. Speakers may offer objective criticism of school operations and programs. The Board will not hear complaints concerning specific personnel. *There were no public comments.*

**IX. REPORTS AND DISCUSSION ITEMS ~ Time: 6:50 PM (19:45 Timestamp)**

- A. Update on Educational Equity Advisory Committee Work – Presenter: Dr. Zinnia Un ~ Time: 6:50 PM (19:45 Timestamp)

Dr. Lisa McCall, Assistant Superintendent, Dr. Zinnia Un, Director of Equity and Inclusion, and they introduced Jacob DeGraw, Chair of the Educational Equity Advisory Committee (EEAC) who shared EEAC information using a PowerPoint presentation, [a link is found here](#). He shared that this is the 2<sup>nd</sup> year of the EEAC, have 7 new committee members this year.

Mr. DeGraw discussed:

- Starting the School Year
- EEAC Representation Matrix

- 
- Subcommittees, and
  - The EEAC Agenda for the Rest of the School Year

Board members provided the following questions & comments:

- Thank you for the work you are doing. You mentioned recruitment a couple of time and I am wondering what does that process look like, and who you are looking for to be part of this committee?
- Is the annual report a state law requirement? I was excited to hear about the food service conversation.
- Thank you for all of the work your committee does.

B. The Den at Tualatin HS – Presenter: Michael Dellerba ~ *Time: 7:40 PM (1:10:35 Timestamp)*

Michael Dellerba, Tualatin HS Principal, Emma Fortmiller, Tualatin HS Social Worker, Stephanie Kensing, Tualatin HS Engagement Specialist and Jessica Miller, Tualatin HS School Secretary 3, provided information using a PowerPoint Presentation, a link is found in the agenda. *This agenda item time slot was swapped with the MITCH presentation until Principal Dellerba arrives.*

They discussed:

- The Den – Tualatin HS – A Space for You
- The space was previously known as the Student Affairs office or the disciplinary room. However, a shift in philosophy repurposed the space and goal of the program. The Den staff include the school re-engagement specialist, school social worker, PNWBH, LIFTT interns, and the nurse.
- The space sets the tone for self-regulation.
- Student Voice (Quotes from students)
- The Den by the numbers
- The Den Goals Looking Forward
  - Goal 1: Increase the student’s ability to self-regulate through skill building.
    - February: Social emotional skill of the week with classroom crossover.
  - Goal 2: Reduce the stigma associated with mental health and accessing support services.
    - School Social Worker
  - Goal 3: Keep students at school and in their classes
    - Re-engagement Team
- Conclusion

Board members provided the following questions & comments:

- Thank you for everything that you are doing. The mental health conversation is definitely something in the Latino culture that we don’t talk about. And I know that you are keeping track of the number for now, but perhaps going deeper into those numbers, to see what the population makeup that we are serving is.
- Thank you and I want to ask, when you see 60-70 students per day, are they different students or the same students several times throughout the day?
- This seems like a necessary support for students. Thank you so much for your work.
- I love this all so much! This space gives students permission to learn how to check in and to have agency.

C. MITCH Charter School Annual Presentation – Presenter: Todd Robson ~ *Time: 7:04 PM (34:53 Timestamp)*

Todd Robson, Director of Teaching & Learning, introduced Caitlin Blood, MITCH Interim Executive Director, and Nicole Hann, MITCH Associate Director, who provided information using a PowerPoint Presentation, a link is found in the agenda. Ms. Blood shared her gratitude for TTSD staff who have helped to support their ability to serve all students at MITCH. *This agenda item time slot was swapped with Item B) The Den at Tualatin HS.*

They shared information regarding:

- MITCH Foxtrot Fundraiser (Fun Run)
- 3 Pillars of Equity
  - Access

- 
- Inclusion
  - Opportunity
  - Mission Statement
  - Enrollment
  - School Culture, SEL Survey, Sense of Safety, Sense of Belonging, & Instructional Support
  - Curriculum
  - Academic Differentiation
  - Opportunity & Student Success 2022-23
  - Growth Since 2023
  - Room to Grow
    - Community Culture
    - Lunch Program
    - Differentiation
  - Thank you to TTSD for your support!

Board members provided the following questions & comments:

- Your continuous improvement plan looks like you have a goal of 10% improvement for underserved students and 5% for all students?
- What marketing efforts do you make to diversify your student body.
- I've noticed that your Hispanic population has stagnated in the last three years, what other ideas do you have to get those students interested in your school?
- Glad to hear that you are working to handle your lunch issues.
- Are the small math extension groups being run by Instructional Assistants?
- I want to know about your EASH plan. What are your Culturally Responsive restorative approaches?
- Have you had to use your EASH plan, yet? Are you able to provide English Language Development services? And are you ready for more LatinX students at MITCH? Thank you for all the work you are doing!

D. First Reading: 2024-25 Open Enrollment / Inter-District/In-District Transfer Process – Presenter: Lisa Burton  
 ~ Time: 8:15 PM (1:45:07 Timestamp)

Lisa Burton, Community Relations Manager and Jasmine Indalecio, District Transfer Coordinator, provided a review on the current district transfers process, using a PowerPoint Presentation, a link is found in the agenda. Each year they present to the Board, a first reading of Open Enrollment and Inter-District Transfer process. They discussed:

- Overview of District Transfer process
- In-District Transfers & Inter-District Transfers
- In-District Transfers:
  - Transfers within TTSD Boundaries
  - 2023-2024 Review, as of February 6, 2024
  - Transfer in or out of resident district
- Inter-District Transfers –
  - 2023-2024 Review
- 2024-2025 Transfers
  - Considerations
  - Transfer Process Options
  - Next Steps

Board members provided the following questions & comments:

- Do we advertise that certain schools are closed to transfers?
- Do boundaries/geography play a role in our transfer requests?

- Regarding the breakdown of virtual schools, is there any effort to bring these students back to TTSD now that we have the Tigard Tualatin Virtual Academy (TTVA)?
- Some of those schools are Charter schools where anyone can go to those school and do not require a transfer.
- Do we know anything about the Fossil Distant Learning Program and what makes them so popular?
- It looks like we are getting closer to the 3%? Will we say no to transfers when we hit the 3% cap?
- Last year, how many students applied for the 20 lottery spots? And your recommendation is to keep our number at 20 with hardships?

E. Elementary Positive Behavior Intervention Supports (PBIS) – Presenter: Carol Kinch ~ *Time: 8:30 PM (1:59:04 Timestamp)*

Carol Kinch, Director of Student Services, and Kelly Shelton, Associate Director of Student Services, provided information about Positive Behavior Intervention Supports (PBIS) and they used a PowerPoint Presentation, a link is found in the agenda. They discussed:

- PBIS: Positive Behavior Interventions Supports
- Tier 1 / Tier 2 / Tier 3
- School Wide Positive Behavior Interventions & Supports
- Critical Components
- 5-Evidence-Based Practices: Student Management
- Primary Data Sources
- Average Referrals Per Day (Elementary District)
- Incidents by Incident Type (Elementary District)
- Incidents per Month: (Elementary District)
- Incidents by Gender: (Elementary District)
- Incidents by Special Education: (Elementary District)
- School Wide Data (School)
- Referrals by Behavior (School)
- Referrals by Location (School)
- Race/Ethnicity (School)
- Perception Data
- Implementation Data
- Voice Data
- Elementary District PBIS Team Implications

Board members provided the following questions & comments:

- Thank you for bringing forward the good, the bad and the ugly, and how we are fixing it! PBIS seems to be working within TTSD.
- I have a lot of gratitude for the Durham ES staff that have hung in there to keep having those conversations and for being willing to figure it out and be honest and to try new things and to stick with it.
- Thank you for what you are doing and for keeping us on track on how to better serve our students and when you talk about over representation, is there anything different that we are trying in order to mitigate this overrepresentation? Are we trying anti-bias training?
- Regarding the perception data by the staff slide, will we get a report on this data?

F. First Reading: Board Policies – Presenter: Len Reed ~ *Time: 9:02 PM (2:32:32 Timestamp)*

Len Reed, Director of Human Resources, provided information regarding a 1<sup>st</sup> reading of Board Policies, under Reports and Discussion. She reviewed the changes to each policy, as found in the agenda. She noted the coding changes on some of these policies.

These policies will be presented for second reading and approval at an upcoming TTSD Board Meeting.

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Board members provided the following questions & comments:

- There were questions regarding references to EASH committee and the EEAC Committee membership.
- Do we really store data on CD's still?
- Can you explain the logic of removing alternative rewards in policy EFA?

At 9:15 PM, Chair Irvin recessed the Board meeting for a 5-minute break. She reconvened the meeting at 9:21 PM.

**X. ACTION ITEMS ~ Time: 9:21 PM (2:51:06 Timestamp)**

**A. New Course Proposals – Presenter: Todd Robson ~ Time: 9:21 PM (2:51:06 Timestamp)**

Todd Robson, Director of Teaching & Learning, Michael Dellerba, Tualatin HS Principal and Marni Watts, Fowler MS Associate Principal provide information regarding the new course proposals for the 2024-2025 school year, as found in the agenda, for Fowler Middle School and Tualatin High School. Tigard High School will present their new course proposal at the February 26, 2024 TTSD Board Meeting.

Ms. Watts shared information regarding Fowler Middle School 6<sup>th</sup> Grade Seminar; and Principal Dellerba provided information regarding: Computer Technology Capstone, Environmental Design & Action, and App and Web Design 2, as found in the agenda.

Board members provided the following questions & comments:

- I love the Science and Math electives.
- I appreciate the accessibility of Math and Science for our students.

Director Zurschmeide made a MOTION that the Tigard-Tualatin School District Board approves the following new courses at Tualatin High School, Computer Technology Capstone, Environmental Design & Action and App and Web Design 2 and at Fowler Middle School, 6<sup>th</sup> Grade Seminar, as listed in the agenda and as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

At 9:29 PM Director Zurschmeide made a MOTION that the TTSD Board extend this meeting to 9:45 PM. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

**B. Resolution 2324-09: Authorizing NWRESD Local Service Plan – Presenter: David Moore ~ Time: 9:29 PM (2:59:54 Timestamp)**

David Moore, CFO, shared that this is an annual request to the Board and he reviewed the Northwest Regional Education Service District (NWRESD) annual 2024-25 Local Service Plan, submitted for approval. He shared that the NWRESD met with local superintendents to receive input to support this plan. He reminded the Board that 10% of the SSF goes to the NWRESD, as noted in his memo. He reviewed the allocations as found in the agenda for “ESD Service Credits” and “Core Services”. He noted that the plan is funded by the NWRESD’s assumed share of an estimated \$10.2 billion State School Fund allocated in the 2023-2025 biennium, of which 51% will be distributed to Oregon school and ESD districts in 2024-25. He discussed the menu of services available with the use of service credits, as found in the 2024-2025 Local Service Plan, as detailed in the agenda.

Board members provided the following questions & comments:

- Director Zurschmeide shared that she sits on the NWRESD Budget Committee, and said it is not a conflict of interest, in any way, and she will be voting on this MOTION.

Director Zurschmeide made a MOTION that the Tigard-Tualatin School Board adopts Resolution 2324-09 authorizing the NWRESD Local Service Plan for 2024-25, as presented. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

<p style="text-align: center;"><b>2023-2024 Tigard-Tualatin School District Board of Directors:</b> <b>Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors</b></p>
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**XI. BOARD MEMBER REFLECTION TIME ~ Time: 9:34 PM (3:04:07 Timestamp)**

Chair Irvin noted that this agenda item is provided for the Board to provide reflection at the end of their meeting to have an opportunity to discuss, or talk about items to have on a future agenda or if there is something that the Board would like to talk through. This agenda item is available on an as needed basis. There were no comments.

**XII. ADJOURN ~9:34 PM (3:04:23 Timestamp)**

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 9:34 PM.

APPROVED BOARD MEETING

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

DATE: 02/26/2024

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CHAIRMAN:

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CLERK:

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February 26, 2024

**HUMAN RESOURCES REPORT**

TIGARD-TUALATIN SCHOOL DISTRICT 23J

**HUMAN RESOURCES REPORT - LICENSED**

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
AVILA GUTIERREZ	SINDY	TERM	RESIGN	LICENSED TUHS	CULTURALLY RESPONSIVE COORDINATOR	1.000	D6	2/21/24	
BOSEN	JOEY	TERM	RESIGN	LICENSED TUHS	TEACHER LANGUAGE ARTS	1.000	D5	6/14/24	
KELCHNER LEE	EMILY	CHANGE	CHANGE IN SALARY SCHEDULE PLACEMENT	LICENSED ARE	TEACHER MUSIC	1.000	F15	1/1/24	
MICHAELS	JOSEPH	CHANGE	CHANGE IN SALARY SCHEDULE PLACEMENT	LICENSED TUES	TEACHER GRADE 4	1.000	E10	1/1/24	
MUNOZ-GARCIA	NANCY	CHANGE	CHANGE IN SALARY SCHEDULE PLACEMENT	LICENSED TEMPLETON	TEACHER PRESCHOOL	1.000	C2	1/1/24	
POWERS	JEFF	TERM	RETIRE	LICENSED ARE	ELL TEACHER	1.000	E15	6/14/24	
REISS	RICHARD	TERM		LICENSED HAZELBROOK	TEACHER PE	1.000	F15	2/14/24	
SESTER	IRENE	CHANGE	CHANGE IN SALARY SCHEDULE PLACEMENT	LICENSED METZGER	TEACHER GRADE 3 TWI	1.000	E8	1/1/24	
WILSON	KARMIN	TERM	RETIRE	LICENSED ARE	TEACHER GRADE 5	1.000	F15	6/14/24	
WRENN	MARGAUX	CHANGE	CHANGE IN SALARY SCHEDULE PLACEMENT	LICENSED TWALITY	TEACHER ELL	1.000	E2	1/1/24	

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
ALBARRAN ORTIZ	LETICIA	EMPLOY	REPLACE	HOURLY BRIDGEPORT	TITLE 1 ASSISTANT	0.469	H6	2/21/24	6/7/24
DAHME	ZOEY	EMPLOY	REPLACE MUKOHCHI	CLASSIFIED TIGARD HS	ATHLETIC TRAINER	1.000	N4	3/4/24	
HARTMAN	MARQUELLE	EMPLOY	INCREASE FTE	HOURLY TEMPLETON	TITLE 1 ASSISTANT	0.531	H4	2/15/24	5/24/24
KIRKPATRICK	ALYSSA	EMPLOY	REPLACE	CLASSIFIED BYROM	LEARNING SPECIALIST ASSISTANT	0.813	I6	2/20/24	
LINES	ELLEN	EMPLOY	INCREASE FTE	HOURLY TEMPLETON	TITLE 1 ASSISTANT	0.500	H7	2/8/24	5/17/24
LAWTON	TANYA	CHANGE	ON LEAVE	CLASSIFIED DURHAM	LEARNING SPECIALIST ASSISTANT	0.813	I7	2/15/24	6/13/24
MARTINEZ	CHRISTIAN	EMPLOY	REPLACE	HOURLY DEER CREEK	UTILITY TECH	0.438	F3	2/13/24	6/30/24
MCNATT	JILL	EMPLOY	TEMP HOURLY INCREASE	HOURLY TEMPLETON	TITLE 1 ASSISTANT	0.531	H11	2/8/24	5/7/24
PETIT	NANCY	EMPLOY	REPLACE LAHART	CLASSIFIED BYROM	FAMILY PARTNERSHIP ADVOCATE	0.500	I6	2/15/24	2/15/24
QUANDT	MARTIN	EMPLOY	REPLACE GALINDO	CLASSIFIED BYROM	LEARNING SPECIALIST ASSISTANT	0.813	I2	2/8/24	
SEGOVIA	JESSICA	CHANGE	ON LEAVE	CLASSIFIED TUALATIN ES	INSTRUCTIONAL ASSISTANT 3, EARLY LEARNING	8.000	H7	2/12/24	5/22/24
TAUFAO	FRANCIS	TERM	RESIGNED	HOURLY TUALATIN HS	FOOD SERVICE ASSSITANT 1	0.438	C6	2/16/24	
VILLAVICENCIO	VIOLETA	TERM	RESIGNED	HOURLY TUALATIN ES	INSTRUCTIONAL ASSISTANT 1	0.313	E2	3/1/24	
WILCOX	EMILY	CHANGE	LOCATION/FTE	CLASSIFIED DURHAM	LEARNING SPECIALIST ASSISTANT	0.813	I6	2/9/24	
WRIGHT	STEPHANIE	EMPLOY	REPLACE AMBROSINI	CLASSIFIED TUALATIN ES	LEARNING SPECIALIST ASSISTANT	0.813	I6	2/20/24	
ZAIDAN	DANA	EMPLOY	TEMP HOURLY INCREASE	HOURLY TUALATIN HS	ELL ASSISTANT	0.625	H6	2/5/24	5/14/24

**HUMAN RESOURCES REPORT - EXTENDED RESPONSIBILITY**

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
SHEARD	CALEB	EMPLOY	REPLACE	COACH TIGARD HS	JV2 SWIM COACH	0.500	F1	11/13.2023	3/9/24
ZACK	MITCHELL	EMPLOY	REPLACE	COACH TUALATIN HS	FROSH BASEBALL	0.670	B1	2/26/24	5/15/24
STRODE	SHANNON	EMPLOY	REPLACE	COACH TUALATIN HS	HEAD SOFTBALL COACH	1.000	B2	2/26/24	5/15/24
BARRY	EMILY	EMPLOY	REPLACE	COACH TUALATIN HS	JV SOFTBALL COACH	1.000	B1	2/26/24	5/15/24
BRYANT	JAKE	EMPLOY	CLUB FUNDED-REPLACE	COACH TUALATIN HS	ASST COACH- CLUB FUNDED	1.000	3000.00	2/26/24	5/15/24
BARRY	JEFF	EMPLOY	CLUB FUNDED-REPLACE	COACH TUALATIN HS	ASST JV COACH- CLUB FUNDED	0.500	1000.00	2/26/24	5/15/24
COELHO	ROB	CHANGE	CHANGE POSITION/SCHOOL	COACH TUALATIN HS	JV GOLF COACH BOYS	0.500	H6	2/26/24	5/7/24
MILLER	BRIAN	EMPLOY	REPLACE	COACH TUALATIN HS	JV GOLF COACH GIRLS	0.500	H2	2/26/24	5/7/24
NOKES	JACOB	EMPLOY	REPLACE	COACH TUALATIN HS	HEAD BOYS TENNIS COACH	1.000	H	2/26/24	5/18/24
EARLE	MITCHELL	EMPLOY	CLUB FUNDED-REPLACE	COACH TUALATIN HS	ASST BOYS TENNIS COACH CLUB FUNDED	1.000	2500.00	2/26/24	5/18/24



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

February 26, 2024

TO: Board of Directors  
FR: David Moore  
RE: January Financial Report

### **EXPLANATION**

This month's financial report includes the January 2024 statements. The MITCH financial statements for December 2023 are currently unavailable.

The beginning fund balance in the January 31, 2024 statements reflects the audited ending fund balance of \$22 million at June 30, 2023.

### **JANUARY 2024 GENERAL FUND**

#### **Revenue:**

The only significant change in projected General Fund revenue since December 2023 is an increase of \$433,242 in local sources, which consists primarily of growth in projected property tax revenue.

Projected revenue includes estimates for revenue to be received for the remainder of the year. Estimates will be refined as we move forward in the year.

#### **Expenditures:**

Projected expenditures for the year include expenditures to date plus projected payroll costs for all employees and all other expenditures for the remainder of the year.

Projected salaries increased \$328,000 from December, while associated payroll costs including health insurance increased \$558,483. These increases were offset by a decrease in projected purchase services of \$580,882.

Expenditure projections will be refined each month as the annual projections include more actual data.

#### **Projected Ending Fund Balance:**

At this time the projected ending fund balance for June 30, 2024 is \$17 million compared to the budgeted \$12.98 million as noted below. This approximates the amount forecasted in the December statements as the changes in revenue and expenditures described above net to zero. 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.
- Future enrollment, as enrollment drives Average Daily Membership weighted (ADMw), a primary element of the State School Fund revenue formula, in addition to staffing needs. The enrollment used to determine budgeted SSF revenue for 2023-24 is 11,248, a decline from 11,325 students in the fall of 2022. The actual October 1 enrollment number is 11,267, which is the base for the update to the 10-year enrollment forecast published in January. The forecast estimates a further decline to 11.153 students in the fall of 2024.
- Additional staffing needs in response to enrollment shifts
- Use of the Student Investment Account (SIA) and federal emergency relief funds (ESSER).

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

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

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

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

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

PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: January 2024 Financial Statements

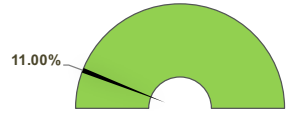
RECOMMENDATION: NONE

PROPOSED MOTION: NONE

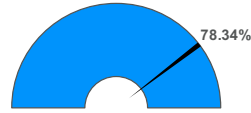
# Tigard Tualatin School District 23J General Fund | Revenue Dashboard Summary

For the Period Ending January 31, 2024

Projected Year End Balance as % of Budgeted Revenues

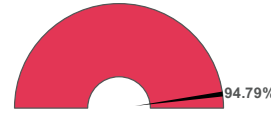


Actual YTD Revenues



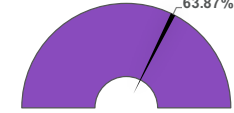
Projected YTD Revenues  
73.11%

Actual YTD Local Source



Projected YTD Local Sources  
84.34%

Actual YTD State Sources



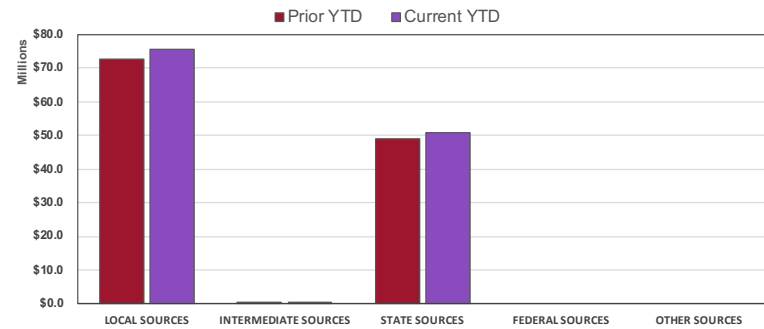
Projected YTD State Sources  
63.79%

## Revenue Analysis

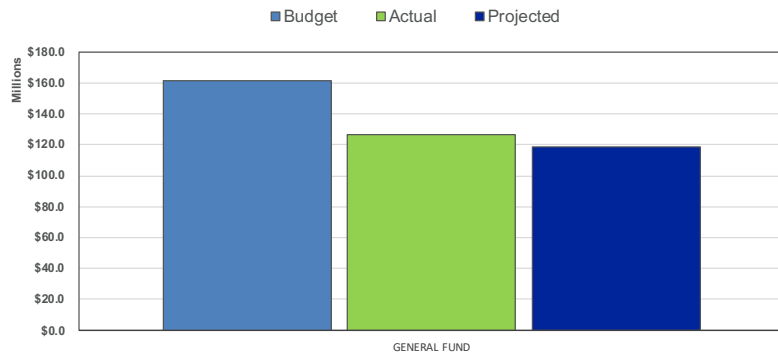
Top 10 Sources of Revenue (Year-to-Date)

Ad Valorem Taxes Levied by District	\$63,423,373
Unrestricted Grants-in-Aid	\$50,869,167
Local Option Ad Valorem Taxes Levied by District	\$11,239,508
Interest on Investments	\$827,531
Unrestricted Revenue	\$130,878
Penalties and Interest on Taxes	\$104,877
Miscellaneous	\$83,901
Other Intermediate Sources	\$29,800
Regular Day School Tuition	\$25,200
Admissions	\$22,074
Percent of Total Revenues Year-to-Date	99.99%

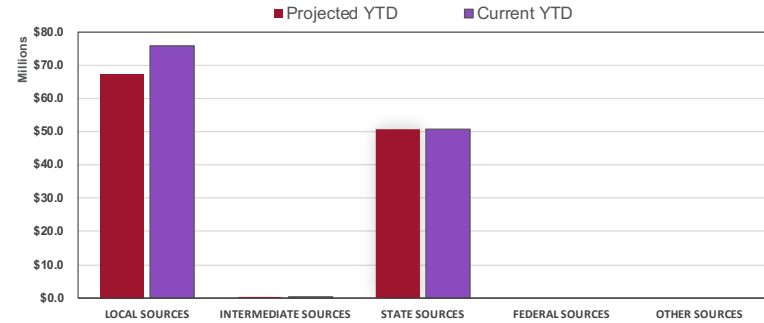
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



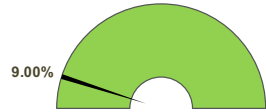
Revenues by Source | Projected YTD vs. Current YTD



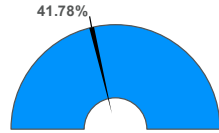
# Tigard Tualatin School District 23J General Fund | Expenditure Dashboard Summary

For the Period Ending January 31, 2024

**Projected Year End Balance as % of Budgeted Expenditures**

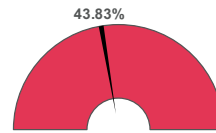


**Actual YTD Expenditures**



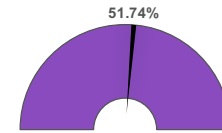
*Projected YTD Expenditures*  
41.59%

**Actual YTD Salaries/Benefits**



*Projected YTD Salaries/Benefits*  
44.24%

**Actual YTD All Other Objects**



*Projected YTD All Other Objects*  
47.88%

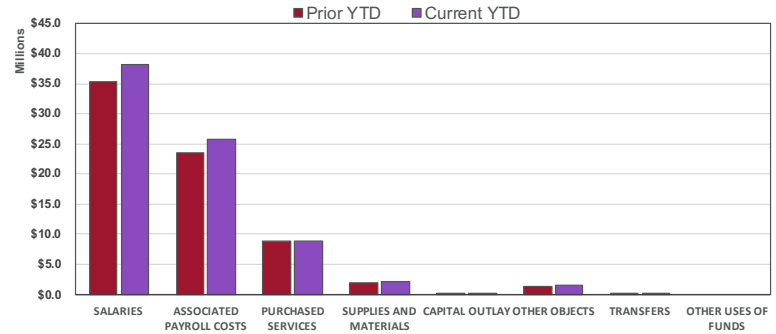
## Expenditure Analysis

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

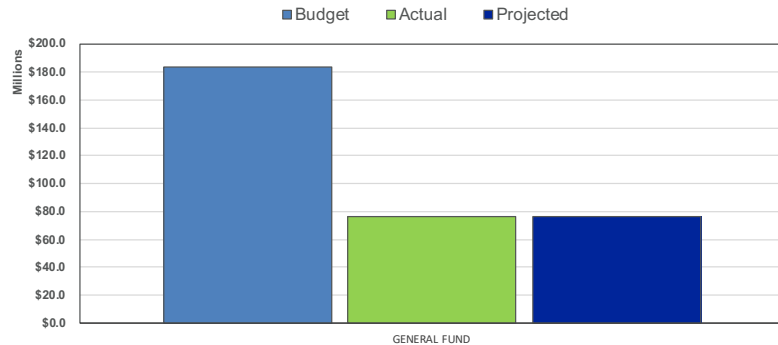
LICENSED SALARIES	\$23,200,313
CLASSIFIED/CONF SALARIES	\$8,247,718
OPSRP EMPLOYER CONTRIB	\$5,431,114
HEALTH INS - LICENSED	\$4,484,037
ADMINISTRATOR SALARIES	\$3,589,961
HEALTH INS - CLASSIFIED	\$3,415,221
F I C A	\$2,959,172
PERS EMPLOYER CONTRB	\$2,689,855
PERS EMPLOYEE CONTR-P/U	\$2,191,757
REIMB STUDENT TRANSPORT	\$1,927,182

**Percent of Total Expenditures Year-to-Date** 75.92%

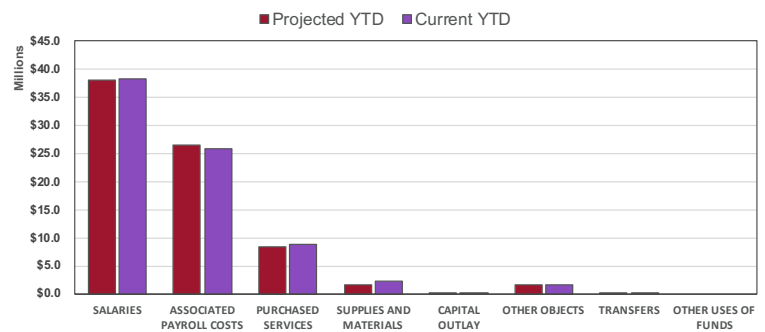
**Expenditures by Object | Prior YTD vs. Current YTD**



**Expenditures by Fund | Budget / Actual YTD / Projected YTD**

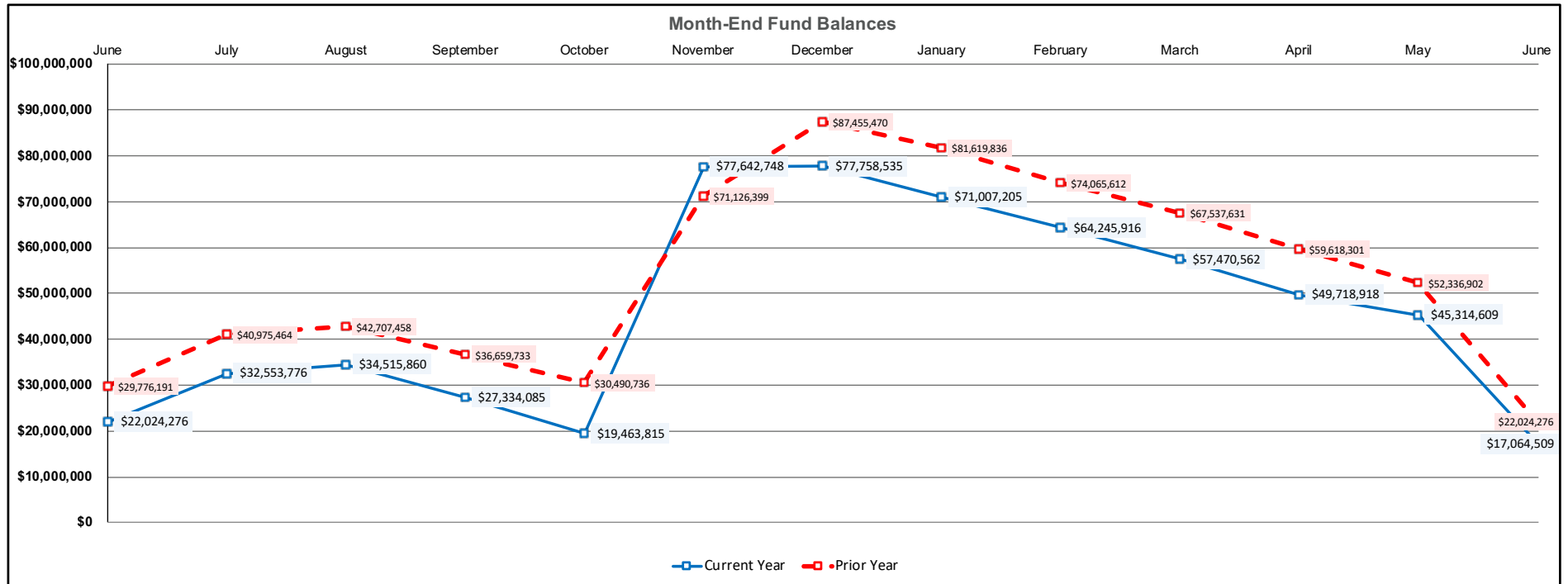


**Expenditures by Object | Projected YTD vs. Current YTD**



# Tigard Tualatin School District 23J General Fund

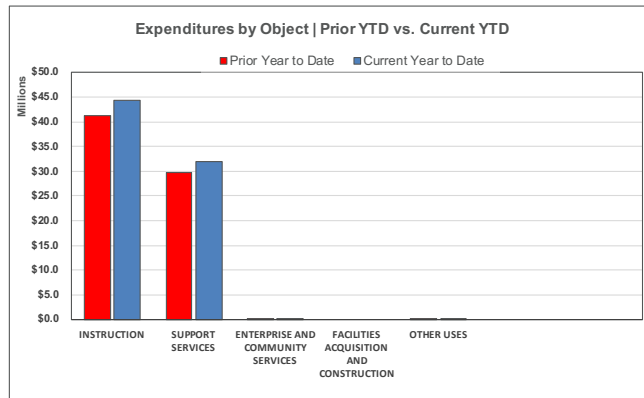
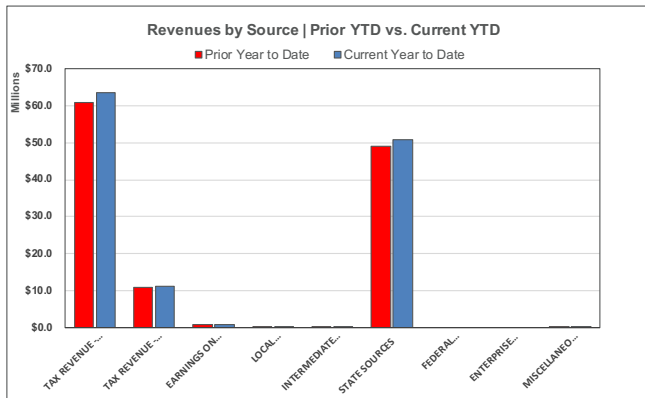
Fund Balance Report | For the Period Ending January 31, 2024



# Tigard Tualatin School District 23J General Fund | Financial Summary

For the Period Ending January 31, 2024

	Prior YTD	Prior Year Total	% of PY Actual to Total	Current YTD	Annual Budget	YTD % of Budget
July Beginning Fund Balance	\$29,776,191	\$29,776,191	100.00%	\$22,024,276	\$21,500,000	102.44%
<b>REVENUES</b>						
Tax Revenue - Local Property Taxes	\$60,944,356	\$63,831,741	95.48%	\$63,423,373	\$65,800,000	96.39%
Tax Revenue - Local Option Taxes	10,911,986	11,426,452	95.50%	11,239,508	11,700,000	96.06%
Earnings on Investments	756,329	1,464,801	51.63%	827,531	750,000	110.34%
Local Sources - Other	40,353	283,050	14.26%	13,638	940,000	1.45%
Intermediate Sources	230,762	2,265,957	10.18%	160,679	2,270,000	7.08%
State Sources	49,125,277	74,635,692	65.82%	50,869,167	79,641,862	63.87%
Federal Sources	0	1,973	0.00%	0	0	
Enterprise and Community Services	0	82,965	0.00%	0	0	
Miscellaneous Sources	148,442	562,344	26.40%	83,901	423,265	19.82%
All Other Sources	69,479	244,119	28.46%	152,106	286,000	53.18%
<b>TOTAL REVENUE</b>	<b>\$122,226,985</b>	<b>\$154,799,092</b>	<b>78.96%</b>	<b>\$126,769,903</b>	<b>\$161,811,127</b>	<b>78.34%</b>
<b>EXPENDITURES</b>						
Instruction						
Salaries & Benefits	\$37,217,901	\$95,842,338	38.83%	\$40,237,802	\$98,958,515	40.66%
Purchased Services	3,216,898	6,215,719	51.75%	3,286,973	4,848,699	67.79%
Supplies and Materials	720,417	1,276,559	56.43%	645,016	908,313	71.01%
Capital Outlay	5,519	11,519	47.91%	0	2,300	0.00%
Other Objects	180,603	248,693	72.62%	230,401	142,574	161.60%
Transfers	0	0		0	0	
Other Uses of Funds	0	0		0	0	
<b>Total Instruction</b>	<b>\$41,341,338</b>	<b>\$103,594,828</b>	<b>39.91%</b>	<b>\$44,400,192</b>	<b>\$104,860,401</b>	<b>42.34%</b>
Support Services						
Salaries & Benefits	\$21,373,753	\$42,725,548	50.03%	\$23,524,666	\$46,632,639	50.45%
Purchased Services	5,639,298	12,575,127	44.84%	5,511,231	13,736,263	40.12%
Supplies and Materials	1,295,971	2,412,698	53.71%	1,559,134	2,504,366	62.26%
Capital Outlay	194,724	325,905	59.75%	5,230	153,650	3.40%
Other Objects	1,182,845	1,366,309	86.57%	1,315,097	1,561,939	84.20%
<b>Total Support Services</b>	<b>\$29,686,591</b>	<b>\$59,405,586</b>	<b>49.97%</b>	<b>\$31,915,357</b>	<b>\$64,588,857</b>	<b>49.41%</b>
Enterprise and Community Services						
Salaries & Benefits	\$157,901	\$340,482	46.38%	\$204,576	\$361,876	56.53%
Purchased Services	927	5,834	15.89%	2,121	39,508	5.37%
Supplies and Materials	3,742	11,438	32.72%	4,233	26,890	15.74%
<b>Total Enterprise Community Services</b>	<b>\$162,570</b>	<b>\$357,754</b>	<b>45.44%</b>	<b>\$210,930</b>	<b>\$428,274</b>	<b>49.25%</b>
Facilities Acquisition and Construction						
<b>Total Facilities Acq. And Construction</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
Other Uses						
Transfers	54,000	54,000	100.00%	54,000	454,000	11.89%
<b>Total Other Uses</b>	<b>\$54,000</b>	<b>\$54,000</b>	<b>100.00%</b>	<b>\$54,000</b>	<b>\$454,000</b>	<b>11.89%</b>
Total Contingencies	\$0	\$0		\$0	\$3,236,223	0.00%
<b>Total Unappropriated Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$9,743,372</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$71,244,500</b>	<b>\$163,412,168</b>	<b>43.60%</b>	<b>\$76,580,480</b>	<b>\$183,311,127</b>	<b>41.78%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$50,982,485</b>	<b>(\$8,613,075)</b>		<b>\$50,189,423</b>		
<b>Current Month Ending Fund Balance</b>	<b>\$80,758,676</b>			<b>\$72,213,699</b>		

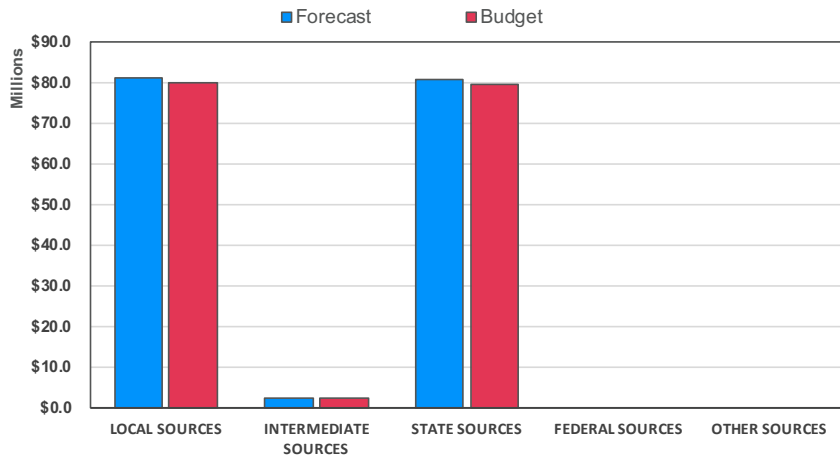


# Tigard Tualatin School District 23J General Fund | Financial Projection

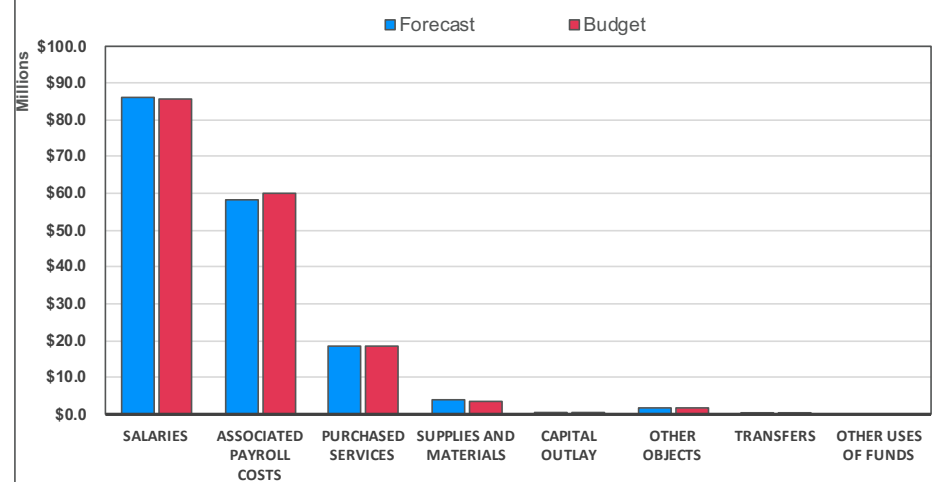
For the Period Ending January 31, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$29,776,191	\$22,024,276		\$22,024,276	\$21,500,000	\$524,276
<b>REVENUES</b>						
Local Sources	\$72,870,945	\$75,740,102	\$5,339,906	\$81,080,008	\$79,899,265	\$1,180,743
Intermediate Sources	230,762	160,679	2,146,780	2,307,459	2,270,000	37,459
State Sources	49,125,277	50,869,167	30,075,363	80,944,530	79,641,862	1,302,668
Federal Sources	0	0	0	0	0	0
Other Sources	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$122,226,985</b>	<b>\$126,769,948</b>	<b>\$37,562,050</b>	<b>\$164,331,998</b>	<b>\$161,811,127</b>	<b>\$2,520,871</b>
<b>EXPENDITURES</b>						
Salaries	\$35,267,317	\$38,161,970	\$48,090,898	\$86,252,869	\$85,771,132	(\$481,737)
Associated Payroll Costs	23,482,238	25,805,074	32,289,677	58,094,751	60,181,898	2,087,147
Purchased Services	8,857,123	8,800,325	9,726,808	18,527,132	18,624,470	97,338
Supplies and Materials	2,020,131	2,208,383	1,786,273	3,994,656	3,439,569	(\$555,087)
Capital Outlay	200,243	5,230	99,468	104,698	155,950	51,252
Other Objects	1,363,448	1,545,498	318,161	1,863,659	1,704,513	(\$159,146)
Transfers	54,000	54,000	400,000	454,000	454,000	0
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	0	0	3,236,223	3,236,223
Unappropriated Ending Fund Balance	0	0	0	0	9,743,372	9,743,372
<b>TOTAL EXPENDITURES</b>	<b>\$71,244,500</b>	<b>\$76,580,480</b>	<b>\$92,711,284</b>	<b>\$169,291,764</b>	<b>\$183,311,127</b>	<b>\$14,019,362</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$50,982,485</b>	<b>\$50,189,468</b>	<b>(\$55,149,235)</b>	<b>(\$4,959,767)</b>	<b>(\$21,500,000)</b>	<b>\$17,064,509</b>
Ending Fund Balance	\$81,619,836	\$71,007,205		\$17,064,509	\$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: February 26, 2024

TO: Board of Directors

FR: Lisa Burton

RE: Recognition of the 2024 Classified Employees of the Year for the Tigard-Tualatin School District

**EXPLANATION:**

Classified Employees of the Year and the Bev Farnsworth Classified Employee of the Year Award

The following Classified staff have been chosen as Classified Employee of the year for their school or department:

Dawn Gorski - Alberta Rider Elementary	Tracy Wanderscheid - Mary Woodward Elementary
Bill Ervin - Art Rutkin Elementary	Donovan Manfredi - Metzger Elementary
Cathy Garcia - Bridgeport Elementary	Sheri Cach - Nutrition Services
Angela Paulsen - Byrom Elementary	Spencer Winter - Operations Department
Gay Carolina Velazquez - C.F. Tigard Elementary	Arlene Council - Templeton Elementary
Alyssa Alarcon - Creekside Community High School	Jacqueline Jacobo - Tigard High School
Dylona Flaherty - Deer Creek Elementary	Mike Clayton - Transportation Department
Nicole Pratt - Durham Elementary	Celeste Robertson - Tigard-Tualatin Virtual Academy
Abby Gambill - Fowler Middle School	Jessica Zaiger - Tualatin Elementary
Hiromi Corrigan - Hazelbrook Middle School	Stephanie Kensinger - Tualatin High School
Jeff Wassom - Hibbard District Office	Caleb Kozla - Twality Middle School

PRESENTERS: Brian Bailey

SUPPLEMENTARY  
MATERIALS:

[Slide Deck](#)

RECOMMENDATION: Recognition & Good News

PROPOSED MOTION: None



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

Date: February 26, 2024  
TO: Board of Directors  
FR: Lisa Burton  
RE: Resolution 2324-11: Classified Employees Appreciation Week, March 4-8, 2024

**EXPLANATION:**

The week of March 4-8, 2024 has been designated as a week to acknowledge the valuable work of the Classified Employees in our schools. Without our Classified Staff we simply could not educate our students because of the important tasks Classified Staff perform in all areas of District services. The following are just a few:

- ◆ Keeping our schools clean, warm, safe
- ◆ Providing nutrition for students
- ◆ Safely driving our students to and from school
- ◆ Greeting the public in a helpful and positive fashion
- ◆ Helping students learn – to read, do math, tie their shoes
- ◆ Keeping track of records, budget, inventory
- ◆ Nurturing our students
- ◆ Improving the educational environment
- ◆ Helping students learn to behave

With this agenda item we join all schools in the State of Oregon in proclaiming the diverse talents of our Classified Staff for their dedication to educating our students.

**PRESENTER:** Lisa Burton

**SUPPLEMENTARY MATERIALS:** Classified Employee Appreciation Resolution 2324-11

**RECOMMENDATION:** Adopt Resolution 2324-11 recognizing Classified Employee Appreciation.

**PROPOSED MOTION:** I move that the Tigard-Tualatin School Board adopt Resolution 2324-11 recognizing the excellent work performed by the classified employees of our District and proclaiming the week of March 4, 2024 as Classified Employee Appreciation Week, as presented.

***Tigard-Tualatin School District 23J***  
***Resolution 2324-11***

**WHEREAS**, the education of youth is essential to the future of our community, state, country and world; and

**WHEREAS**, classified employees are the backbone of our public education system; and

**WHEREAS**, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

**WHEREAS**, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

**WHEREAS**, our community depends upon and trusts classified employees to serve students; and

**WHEREAS**, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

**NOW, THEREFORE, BE IT RESOLVED** that the Tigard-Tualatin School District Board of Directors proclaims March 4, 2024 to March 8, 2024 to be **CLASSIFIED EMPLOYEE APPRECIATION WEEK**; and

**BE IT FURTHER RESOLVED** that the Tigard-Tualatin School Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted this 26<sup>th</sup> of February, 2024

Signed:

\_\_\_\_\_  
Tristan Irvin, Board Chair

Attest:

\_\_\_\_\_  
Dr. Sue Rieke-Smith, Superintendent





TIGARD-TUALATIN SCHOOL DISTRICT 23J  
6960 SW Sandburg Rd.  
Tigard, OR 97223

February 26, 2024

TO: Board of Directors  
FR: Dr. Lisa McCall, Assistant Superintendent  
RE: Policy JFCP-AR Draft & Matrix

I am pleased to present an update on final draft of the Administrative Rule (AR) for Policy JFCP, addressing Student Acts of Aggression and Violence. This draft has been the culmination of a collaborative process, engaging various constituents to gather feedback and insights. I will share insights gained from these constituent groups, as well as explain the process through which the Tigard Tualatin School District (TTSD) arrived at this final AR.

The timeline for drafting JFCP-AR Student Acts of Aggression and Violence was as follows:

- January 11<sup>th</sup>: Met with Administrators to explain the process of engaging School Community Constituent groups, which took place between January 12<sup>th</sup> and January 31<sup>st</sup>.
- February 5<sup>th</sup>: District Community Work Session. This group reviewed the anatomy of the administrative rules and shared insights gained from constituent groups feedback.
- District AR writing team convened to review feedback from constituents and community work sessions, informing the drafting process of AR-JFCP.
- The writing team convened wrote the final AR draft.

Please find the [linked JFCP-AR Draft included in this memo for your review](#).

Also, per district policy, the [Student Rights and Responsibilities Handbook](#) must be approved by the Tigard-Tualatin School Board. The district has developed and is proposing to add the [TTSD Discipline Framework](#) to the existing 2023-24 handbook.

A Student Rights and Responsibilities Handbook Committee that will meet annually to review and revise the handbook each year. This year the committee will convene starting in March with the goal of proposing the 2024-25 handbook for board approval by June 2024.

ATTENDEES: Dr. Lisa McCall, Assistant Superintendent, Dr. Zinnia Un, Director of Equity and Inclusion, Carol Kinch, Director of Student Services, and Kelly Shelton, Associate Director Student Services

SUPPLEMENTARY MATERIALS: Presentation shared at Board meeting

PROPOSED MOTION: None

REQUESTED ACTION: Reports and Discussion Item Only



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

February 26, 2024

To: Board of Directors

FR: Dr. Sue Rieke-Smith, Superintendent

RE: 2<sup>nd</sup> Quarter Academic Update & 2023 Graduation Rates & Semester 1 High School Data

EXPLANATION: This Winter Quarter report will provide a review and analysis of the following data:

1. K-8 Winter Reading and Math Assessment results.
2. 2023 Graduation results.
3. 2023-24 Semester 1 Course Completion results for Grades 9-12.
4. 9<sup>th</sup> Grade On-Track to Graduate data.

PRESENTERS: Dr. Sue Rieke-Smith, Superintendent, and Paul Verstraete, District Assessment Manager & Amber Fields, Secondary Education Director

SUPPLEMENTARY MATERIALS: Slides Presentation will be provided at Board Meeting

RECOMMENDATION: Informational report

PROPOSED MOTION: None



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

DATE: February 26, 2024

TO: Board of Directors

FR: Len Reed

RE: 2024-2025 TTSD Student Calendar Preview

EXPLANATION:

The following important dates are to be anticipated for next year, and are subject to change based on contract negotiations and/or unforeseen emergency closures due to inclement weather. This is not exhaustive of all school or non-school days.

PRESENTER: Len Reed

SUPPLEMENTARY  
MATERIALS: [2024-2025 TTSD Student Calendar Preview](#)

RECOMMENDATION: Reports and Discussion

PROPOSED MOTION: None



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

February 26, 2024

TO: Board of Directors

FR: David Moore

RE: 2024-25 Budget Assumptions

We will provide an overview of the budget assumptions for 2024-25. Budget assumptions related to resources include the economic outlook, the State School Fund and other factors impacting future State resources including the most recent enrollment forecast. Budget cost assumptions include payroll cost updates in addition to other operational cost increases.

PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: FY 2023-24 Budget Assumptions, Working Draft Number 1

RECOMMENDATION: NONE

PROPOSED MOTION: NONE

# Tigard-Tualatin School District 23J

FY 2024-25 Budget Assumptions

Working Draft Number 1

February 26, 2024

## **1. Statewide Issues**

The March 2024 Revenue and Economic Forecast report from the Oregon Office of Economic Analysis can be found here: <https://www.oregon.gov/das/oea/Documents/OEA-Forecast-0324.pdf>.

The Executive Summary on page 1 of the document provides an excellent overview of the current conditions and the outlook for both the U.S. and state economy. To summarize:

- Inflation has cooled and is near the Federal Reserve’s target. The labor market rebalanced last year. However, strong recent data in terms of consumer spending, job gains, and real GDP growth raise the possibility of inflation rebounding in the quarters ahead. The Fed is indicating they will cut interest rates this year, but may be in no hurry given the economic strength.

Specific to Oregon:

- Oregon’s productivity gains have outpaced the nation, while local job growth is in the middle of the pack
- Labor is both strong today and is structurally tight due to demographics
- The population outlook is lower, which leads into a lower labor force and less personal income earned in the years ahead
- The state revenue outlook is positive heading into the state tax filing season
- Tax collections are tracking close to expectations
- General Fund revenues raised \$77 million compared to the December forecast. However, total available resources increased by \$558 million largely in part to unspent allocations from the 2021-2023 biennium which carried forward to the 2023-2025 biennium.
- Corporate income and excise tax collections have outstripped growth in corporate profits. This is a six-year boom and the longer this trend continues, the more likely changes in federal and state corporate tax law permanently change Oregon’s corporate tax base leading to continued growth in corporate tax collections.
- At the quarter-way mark, there is already a \$553.1 million corporate kicker projected at the end of the 2023-2025 biennium. Those funds will be required to be spent on K-12 education during the next budget cycle of 2025-2027.

## **2. Funding Level Assumptions**

Fiscal year 2024-25 is the second of the 2023-2025 biennium. The Oregon Department of Education (“ODE”) is due to issue the first estimate of the 2024-25 State School Fund (SSF) Grant on March 1 based on 51 percent of the \$10.2 billion allocated statewide for the 2023-2025 biennium.

Other resources that flow through the Oregon Department of Education and available for next year include the High School Success Grant and Student Investment Account, both state sources. Elementary and Secondary School Emergency Relief (ESSER) Fund resources, federal funds awarded in response to the COVID pandemic, will end June 30, 2024. In 2024-25, TTSD expects to receive High School Success and Student Investment Account amounts similar to funds allocated in 2023-24, \$3.4 million for High School Success funds and \$10.9 million for Student Investment Account funds.

### **3. Student Enrollment**

The District's projected fall 2024 student enrollment of 11,153 forecasted by the demographer, is down from the fall 2023 enrollment of 11,267. The District will use this forecast to determine 2024-25 revenue estimates and staffing plans.

All but one of the 10 largest districts experienced enrollment losses this year compared to the prior year. Tigard Tualatin's decline of .5% in the current year's fall enrollment was the smallest loss among the 10 largest Oregon districts.

### **4. PERS Rate**

The PERS rates in the 2023-2025 biennium are 23.69 percent for Tier I and II and 20.85 percent for OPSRP, which will be effective through the end of 2024-25.

The effective rate of 4.8% for the Series 2007 PERS UAL bonds debt service will remain the same based on budgeted gross salary. The principal and interest due on the debt will increase by \$170,486 in 2024-25 to \$4,728,432.

### **5. Impact of Negotiated Contracts**

Two-year collective bargaining agreements and contract agreements are effective through June 30, 2024 for all groups except classified. Collective bargaining with the licensed group will commence this spring for a new agreement effective July 1, 2024. The three-year classified agreement is effective through June 30, 2025.

### **6. Contractual Days**

In the current year the contractual days for various groups are:

Administrators 255 days

Managers and Confidential Employees 261 days

Licensed Staff 190 days (3 additional days for planning in 2023-24; 5 additional days for new teachers new to the profession)

Classified 175-261 days

**7. Benefit Costs**

In Fiscal Year 2023-24 the maximum paid monthly contribution towards health insurance is:

Employee groups	Monthly contribution
Licensed and Administrators	\$2,054.38
Classified	\$2,054.38
Confidential and Managers	\$2,054.38

**8. Other Contractual Services Increase**

The U.S. City Average Consumer Price Index for Urban Wage Earners and Clerical Workers currently estimated for 2023 is 4.1% and for Urban Consumers is 3.8%. The District estimates that premiums for property and liability will increase 5 percent for 2024-25. The District expects 2024-25 premiums for workers compensation to increase due to payroll increases, but not rate increases.

Actual expenditures for the object codes 650 Insurance and Judgements are the following:

	<u>2016-17</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	Estimate <u>2023-24</u>
100 General Fund	\$529,192	\$478,955	\$550,247	\$646,921	\$772,000	\$831,894	\$1,015,962

**9. Transportation**

General fund transportation expenses are 70 percent reimbursable under the State School Fund formula. The contract for the transportation services provider calls for cost escalation in 2024-25 of 3.1% based on the Consumer Price Index for Urban Consumers, U.S. City Average for the prior November to November period.

**10. Local Option Dollars**

Fiscal Year	<u>FY 2018-19</u> Actual	<u>FY 2019-20</u> Actual	<u>FY 2020-21</u> Actual	<u>FY 2021-22</u> Actual	<u>FY 2022-23</u> Actual	<u>FY 2023-24</u> Estimate
Local Option Taxes	\$ 9,463,320	\$ 9,517,783	\$ 10,135,689	\$ 10,635,345	\$ 11,455,843	\$ 11,900,000
Increase/(Decrease)	\$ 852,419	\$ 54,463	\$ 617,906	\$ 499,656	\$ 820,498	\$ 444,157
% Change	9.90%	0.58%	6.49%	4.93%	7.71%	3.88%

The local option tax levy increased for the 2023-24 fiscal year and the estimated amount for collections exceeds the amount budgeted by approximately \$500,000 in the current year.

**11. Discretionary School Budgets**

The chart below shows the amount per student by level for the 2023-24 budget. School discretionary budgets continue to include targeted allocations for staff development and support for AVID and IB programs. Staff is reviewing and evaluating changes to the allocations for the 2024-25 budget.

The rates by year:

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Elementary schools	\$ 70.08	\$ 75.63	\$ 71.88	\$ 71.88	\$ 78.05	\$ 79.12	\$ 84.66
No AVID Middle School	\$ 102.54	\$ 115.94	\$ 115.94	\$ 115.94	\$ 122.98	\$ 133.20	\$ 142.52
AVID Middle Schools	\$ 102.54	\$ 102.19	\$ 102.19	\$ 102.19	\$ 109.23	\$ 119.45	\$ 127.81
High schools	\$ 141.68	\$ 156.60	\$ 156.60	\$ 156.60	\$ 167.65	\$ 169.90	\$ 181.79

## **12. Estimated Ending Fund Balances**

Staff currently expects reserve levels at the end of the year to fall below Board Policy targets as budgeted. The District as of the date of the report has not used contingency funds so those funds could be estimated as a resource.

## **13. Early Retirement**

The District contracted with the SilverStone Group for a two-year actuarial valuation of our Early Retirement Program for the two-year period ending June 30, 2022. The plan assets reported in the audited annual report as of June 30, 2023 were \$2,992,202. The estimated assets as of June 30, 2024 are \$1,994,663, which are sufficient to cover the future costs of the Early Retirement Program based on the actuarial valuation. In 2023-24, the District discontinued applying a payroll rate to wages to fund future early retirement benefits.

## **14. Nutrition Services**

The Nutrition Services program is intended to be self-sustaining supported by revenues from sales and federal reimbursement programs. During the pandemic, Nutrition Services reserves were drawn down due to the decrease in meals served. Federal waivers were implemented beginning in 2020-21 offering free meals to all students regardless of socioeconomic status. The federal waivers ended in the summer of 2022. The District ended with surplus reserves on June 30, 2023, which has helped offset any reduction of revenue in 2023-24 due to the federal program based on the lower pre-pandemic reimbursement rates. The District will continue to plan for self-sufficiency in the Nutrition Services program going forward.

## **15. Class Size**

Staffing ratio targets and average class sizes as of October 2023:

### **Staffing Ratio Target and Average Class Size**

<b>Grade/Level</b>	<b>Staffing Ratio Target for 2023-24</b>	<b>Avg Class Size 2023-24</b>
Full Day K	1:22	20.9
1st	1:25	20.6
2nd	1:26	23.9
3rd	1:27	23.1
4th	1:28	23.6
5th	1:29	23.4

<b>Grade/Level</b>	<b>Staffing Ratio Target for 2023-24</b>	<b>Avg Class Size 2023-24</b>
MS Core Average	01:26.0	25.4
MS Elective Average	01:26.0	25.7

<b>Grade/Level</b>	<b>Staffing Ratio Target for 2023-24</b>	<b>Avg Class Size 2023-24</b>
HS Core Average	01:26.5	28.5
HS Elective Average	01:26.5	25.3

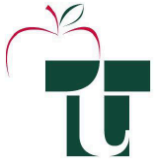
## **16. M.I.T.C.H. Charter School**

The budget for M.I.T.C.H. Charter School will be based on enrollment estimates provided by the Charter School. The 2023-24 Charter School rate issued on December 19 with the District State School Fund estimates by the Oregon Department of Education is \$10,142 per ADMw. The District retains 20 percent of the charter school rate for MITCH students K-8 as administrative fees.

The current year ADMr for MITCH is 242.51 at MITCH and ADMw of 256.09 is being used to calculate the State School Fund Grant payment. The current payment due to MITCH for 2023-24 is \$2.09 million based on the current grant estimate.

## **17. Technology Replacement Plan**

Expenditures for Technology Replacement for the current year and in 2024-25 are planned for in the bond passed in November 2016.



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

Date: February 26, 2024

TO: Board of Directors

FR: Lisa Burton, Community Relations Manager

RE: Second Reading: 2024-25 Open Enrollment/District Transfer Process

The purpose of this agenda item is to:

- Review the 2024-2025 TTSD Inter-District Transfer Process considerations.
- Board review and approval.

PRESENTERS: Lisa Burton, Community Relations Manager

SUPPLEMENTARY

MATERIALS: 2024-25 TTSD Interdistrict Transfer Considerations  
TTSD Interdistrict Transfer Agreement “Qualifications for Hardship”

For Reference: [OAR 581-021-0019](#) Interdistrict Transfer Agreement  
[TTSD Transfer Process Webpage](#)  
[Policy JECC](#) Assignment of Students to Schools  
[Policy JECBB](#) Admission of IntraDistrict Transfer Students  
[Policy JECB](#) Admission of Nonresident Students  
[Policy JECA](#) Admission of Resident Students  
[TTSD Boundary Map](#) School Locator

REQUESTED ACTION: Approve 2024-2025 TTSD Open Enrollment Process

PROPOSED MOTION: I move to approve the 2024-2025 TTSD Open Enrollment Process per discussed and agreed upon.



## TTSD INTER-DISTRICT TRANSFER CONSIDERATIONS

[Board Policy JECB](#): Admission of Nonresident Students

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### Three ways a student can transfer in or out of “resident” district:

1. **Inter-District Transfer Agreement:** By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
  2. **Tuition Paying Student:** By unilaterally admitting with tuition a nonresident student whereby neither district is eligible for State School Fund moneys;
  3. **Court Placement:** If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.
- 

**Inter-District Transfers** are part of Oregon Legislation and require an annual review and vote to approve the district’s process by the Tigard-Tualatin School District (TTSD) Board of Directors.

### PROPOSED INTER-DISTRICT TRANSFER PROCESS FOR THE 2024-2025 SCHOOL YEAR:

**REQUESTS TO ATTEND:** Transfer requests for non-resident students to attend TTSD will be reviewed and approved based on the following priorities in the order listed:

1. Non-resident students already attending TTSD (mid-year or summer move within the last 12 months)
2. Siblings of non-resident students currently enrolled in TTSD
3. Families who present an approved Hardship [ODE Rule: 581-021-0019](#)
4. Non-resident students who have been released from their resident district based on TTSD/specified school capacity

**There are no openings available for the 2024-2025 school year at:**

Durham Elementary School  
Deer Creek Elementary School  
Twality Middle School

**REQUESTS FOR RELEASE:** Transfer requests for resident students to attend another district school will be reviewed and approved based on the following priorities in the order listed:

1. All senior students currently enrolled at a non-resident school (mid-year or summer move within the last 12 months)
2. Resident students who are currently enrolled at a non-resident district
3. Siblings of students who are currently enrolled in a non-resident district
4. TTSD students requesting to be released to attend a non-resident district/school

**Important Information:**

- Upon approval, a TTSD Transfer Agreement will be formalized between the parents/guardians and the District outlining expectations for attendance and behavior.
  - Transportation for students on approved transfer agreements is the responsibility of the parents/guardians.
  - Once a student has been accepted into TTSD, the student is considered a resident of the district until they graduate. Updated Transfer Agreements will be required at transitions from Elementary to middle school and middle to high school.
  - Acceptance of a non-resident admission under ORS 339.133(5)(b) does not guarantee athletic eligibility at the high school level. OSAA rules apply.
- 

**BOARD CONSIDERATIONS:**

- Open consideration (unlimited) of **requests to attend** TTSD as guided by the listed priorities.
- Options for #4 under **Requests for Release:**
  1. Specific number of spots based on first-come-first-served (20, 50), open year round. Hardship consideration after threshold is reached.
  2. Specific number of spots (20), applications accepted between April 1 and June 1, 2024. Approved via lottery. Hardship consideration after June 1.
  3. Hardship consideration for all new requests for release.



# TTSD HARDSHIP QUALIFICATIONS

[Board Policy JECB](#): Admission of Nonresident Students

As Directed by Oregon Department of Education Interdistrict Transfer Agreement:

[ODE Rule: 581-021-0019](#)

## Hardship is Defined as:

- The student is impacted by a parent or guardian's military deployment
- The student is experiencing instability related to homelessness or foster care placement
- The student has a documented medical condition that necessitates transfer
- Death of a student's parent
- The student does not have access to safe and affordable childcare in the resident district/boundary
- The student is involved in a documented case of severe harassment, intimidation, bullying, or cyberbullying



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

Date: February 26, 2024

TO: Board of Directors

FR: Tristan Irvin, Board Chair

RE: Resolution 2324-10: Support of School Resource Officers and Mental Health Training

**EXPLANATION:**

The City of Tigard will be asking voters to consider a Local Option Levy in May, 2024 focused on public safety and mental health training. The purpose of this resolution is to recognize the importance of School Resource Officers in our schools and the value of mental health training.

**PRESENTER:** Tristan Irvin, Board Chair

**SUPPLEMENTARY**

**MATERIALS:** Resolution 2324-10; Request for Ballot Title; and DRAFT Public Safety Renewal Levy, Explanatory Statement

**RECOMMENDATION:** Approve Resolution 2324-10: Support of School Resource Officers and Mental Health Training.

**PROPOSED MOTION:** Move to adopt Resolution 2324-10 in support of School Resource Officers and Mental Health Training, as presented.



Tigard-Tualatin School District 23J  
Resolution 2324-10

A resolution of the Tigard-Tualatin School Board of Directors in support of  
School Resource Officers and Mental Health Training

**WHEREAS**, School Resource Officers (SROs) play an important role in keeping students and staff safe and serve as valuable liaisons between the District and our local police force.

**WHEREAS**, SROs are regular, reliable, on-site presence on campus and its perimeters. SROs provide a meaningful role as a valid source of safety and security information for staff, students, and neighbors.

**WHEREAS**, Schools are often sought out to be the mental health provider for students. Over thirty-five percent of 14- to 18-year-olds have behavioral health issues each year, which can include self-injury, suicide ideation, or attempted suicide. Having SROs and local police officers trained in crisis intervention and de-escalation strategies will provide invaluable resources to the District.

**WHEREAS**, Strong partnerships between our schools and community police officers builds greater opportunities for a strong climate and culture within our District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Tigard-Tualatin School District does hereby support the role of School Resource Officers and Mental Health Training.

**ADOPTED this 26<sup>th</sup> day of February, 2024.**

**Attest:**

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Dr. Susan Rieke-Smith, Superintendent

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Tristan Irvin, Board Chair

The Tigard City Council is asking voters to consider a five-year renewal of an existing levy, which would continue to fund public safety and police services. Voting to renew the levy would not increase tax rates; it would maintain the current rate of \$0.29 per \$1,000 of assessed property value for the next five years.

### **What is the existing levy and what does it fund?**

Originally passed by Tigard voters in May 2020, the existing levy is set to expire in 2025. If passed, this proposed measure would allow the City of Tigard to:

- Retain 8 police officers who are already on patrol, responding to an increasing number of emergency calls and patrol neighborhoods,
- Retain 1 School Resource Officer (SRO), to maintain the presence of 1 SRO at each of the middle schools and high school for consistent safety support,
- Continue Advanced Crisis Intervention and De-escalation training for every patrol officer, to better equip officers to respond to calls involving people in crisis, and
- Retain 2 support staff positions in the police department, one in Property & Evidence and one in Records Management.

If the Public Safety Renewal Levy does not pass, current police services would not be funded as proposed and the current tax would expire at the end of fiscal year 2025.

### **Why does Tigard need additional police officers and advanced training?**

Before the passage of the original levy in 2020, minimum staffing levels for patrol had not increased since 1995. Even with the existing levy, there are an average of 3-5 police officers on patrol across the City of Tigard at any given time. Anytime an officer has to take a person to the Washington County Jail in Hillsboro, they are unavailable to respond to calls for service for 1-2 hours.

In addition, police calls for service continue to grow. In 2022, the Tigard Police Department saw nearly 1,000 more dispatched calls as compared to 2021. Not only are calls increasing in number, they are also increasing in complexity. Roughly 1 in 5 police calls in Tigard involve a person experiencing a mental health crisis. The Advanced Crisis Intervention and De-Escalation training funded by the levy allows Tigard officers to take a more comprehensive approach in their response.

### **Why hasn't funding kept pace with the need?**

Police services are primarily funded with general fund dollars, with property taxes making up approximately 50% of general fund revenues. Police services account for 56% of that fund, library services 21%, and general City services make up the remainder. Tigard has one of the lowest property tax rates in Washington County. Since 1990, the effect of state property tax law is to restrict property tax increases to 3% a year, while City costs go up at a higher rate of 3.5 to 4%. Costs are expected to double over the next approximately 20 years and property tax revenues will not keep pace with the costs of maintaining police services.

For additional information, please visit [www.tigard-or.gov/PublicSafetyRenewalLevy](http://www.tigard-or.gov/PublicSafetyRenewalLevy).

# Request for Ballot Title

## Preparation or Publication of Notice

**SEL 805**

rev 08/21  
OAR 165-014-0005

No later than the **81<sup>st</sup> day before an election**, a governing body that has referred a measure must prepare and file with the local elections official the text of the referral for ballot title preparation or the ballot title for publication of notice of receipt of ballot title. This form may be used to file the text of the referral and request the elections official begin the ballot title drafting process or file a ballot title and request the elections official publish notice of receipt of ballot title.

Filing Information	
Election Date	Authorized Official
Contact Phone	Email Address
Referral Information	
Title, Number or other Identifier	
This Filing is For	
<input type="checkbox"/> Drafting of Ballot Title Attach referral text.	<input type="checkbox"/> Publication of Notice Ballot title below.
Ballot Title Additional requirements may apply	
<b>Caption</b> 10 words which reasonably identifies the subject of the measure.	
<b>Question</b> 20 words which plainly phrases the chief purpose of the measure.	
<b>Summary</b> 175 words which concisely and impartially summarizes the measure and its major effect.	
<p><i>By signing this document:</i></p> <p>→ I hereby state that I am authorized by the county or city governing body, or district elections authority to submit this Request for Ballot Title – Preparation or Publication of Notice.</p>	

Signature

Date Signed



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

Date: February 26, 2024  
TO: Board of Directors  
FR: Todd Robson  
RE: New Course Proposals

**EXPLANATION:** As a part of a process, high school, alternative school and middle school administrators receive staff proposals for new courses for inclusion in the academic planning guide for the following year. As per Board Policy IF: *Curriculum Development*, course proposals must be approved by the School Board. The following proposals have been submitted to ensure Board approval and recognition of these classes. The following proposals have been vetted through a committee review process, by building staff and administrators and are recommended for Board approval.

**PRESENTER:** Todd Robson and THS Admin.

**SUPPLEMENTARY MATERIALS:** New Course Proposals submitted by THS (see list below)

**Tigard High School**

- [Link Crew Proposal](#)
- [Musical Theatre New Course Proposal](#)
- [Makeup and Costume Design](#)
- [IB Computer Science](#)
- [CTE Internship](#)

Note: The Syllabus for each class can be found as a highlighted link within the course proposal document or included directly in the new course proposal document.

**RECOMMENDATION:** The administration recommends the approval of the following new courses at Tigard HS. See (read) list above.

**PROPOSED MOTION:** I move that the Tigard-Tualatin School Board approves the following new courses at Tigard High School; see (read) list above - as presented.



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

Date: February 26, 2024  
TO: Board of Directors  
FR: Carol Kinch & [Kelly Shelton](#)  
RE: Student Rights and Responsibilities Handbook and TTSD Discipline Framework

EXPLANATION:

Per district policy, the [Student Rights and Responsibilities Handbook](#) must be approved by the Tigard-Tualatin School Board. The district has developed and is proposing to add the [TTSD Discipline Framework](#) to the existing 2023-24 handbook.

A Student Rights and Responsibilities Handbook Committee that will meet annually to review and revise the handbook each year. This year the committee will convene starting in March with the goal of proposing the 2024-25 handbook for board approval by June 2024.

PRESENTER: Carol Kinch and Kelly Shelton

SUPPLEMENTARY MATERIALS: [Student Rights and Responsibilities Handbook](#) and [TTSD Discipline Framework](#)

RECOMMENDATION: The administration recommends the approval of the Student Rights and Responsibilities Handbook and TTSD Discipline Framework as presented.

PROPOSED MOTION: I move that the Tigard-Tualatin School District Board of Directors approve the Student Rights and Responsibilities Handbook and TTSD Discipline Framework, as presented.



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

Date: February 26, 2024  
TO: Board of Directors  
FR: David Moore  
RE: Summer 2024 Boiler Replacement Project

**EXPLANATION:**

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

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

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

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

PRESENTER: David Moore and Darin Barnard

**SUPPLEMENTARY**

MATERIALS: Summer 2024 Boiler Replacement Project Scoring Matrix; Summer 2024 Boiler Replacement Project Bid Analysis

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

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

### TTSD Boiler Replacement Project RFP Scoring

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

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

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

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

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

<b>Apollo Bid</b>	
22.59	

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