

# Welcome to this Executive Session & Special Meeting of the Tigard-Tualatin School District Board of Directors Monday, March 18, 2024

TTSD 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. CONVENE EXECUTIVE SESSION ~ *TIME: 5:30 PM*
  - A. Convened under ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. ~ *Time: 5:30 PM*
  - B. Convened under ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. ~ *Time: 6:00 PM*
  - C. Convened under ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. ~ *Time: 6:30 PM*
  - D. Board to Deliberate – *7:00 PM*
- II. ADJOURN EXECUTIVE SESSION - Presenter: Chair Irvin ~ *Time: 7:30 PM*
  - A. SPECIAL MEETING ~ *Time: 7:30 PM*
  - B. CALL TO ORDER - Presenter: Chair Irvin ~ *Time: 7:30PM*  
David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston and Jill Zurschmeide (Members)
- III. APPROVAL OF THE AGENDA - Presenter: Chair Irvin ~ *Time: 7:30 PM*
- IV. ACTION ITEMS ~ *Time: 7:31 PM*
  - A. Vote on Matters from March 18, 2024 Executive Sessions – Presenter: Chair Irvin ~ *Time: 7:31 PM*
- V. PUBLIC COMMENT – *Superintendent Search Qualities and Qualifications ~ Time: 7:35 PM*

This section of public comment is for items directly related to the Superintendent Search Qualities and Qualifications. Please email Patty Roberts, Board Secretary @ [proberts@tsd.k12.or.us](mailto:proberts@tsd.k12.or.us) to signup 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 regarding Board agenda items will be shared with the Board during this public comment portion of the meeting. 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.
- VI. REPORTS AND DISCUSSION ITEM ~ *Time: 8:05 PM*
  - A. Superintendent Search Process – Chair Irvin ~ *Time: 8:05 PM*
- VII. ADJOURN - Presenter: Chair Irvin ~ *Time: 8:35 PM*

### Public Participation in Board Meetings

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

### ~ Matters Permitted for Executive Session ~

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

#### As per ORS 332.061

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

#### As per ORS 192.660

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



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

Date: March 18, 2024  
TO: Board of Directors  
FR: Tristan Irvin, Board Chair  
RE: Vote on the Matters from March 18, 2024 Executive Sessions

EXPLANATION:

On March 18, 2024 the Board met in executive sessions under 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. Specific minutes from the executive session will not be made public, but the board is required by Oregon public meetings law to make its decision in an open session.

PRESENTER: Tristan Irvin, Board Chair

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: None

PROPOSED MOTION: I move that the Tigard-Tualatin School District Board of Education **[upholds/overturns]** the Superintendent’s recommendation regarding the matter discussed in executive session on March 18, 2024, at 5:30 PM, regarding ORS 192.660(2)(b) to consider the dismissal or disciplining or, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she request an open meeting;

And I move that the Tigard-Tualatin School District Board of Education **[upholds/overturns]** the Superintendent’s recommendation regarding the matter discussed in executive session on March 18, 2024, at 6:00 PM, regarding ORS 192.660(2)(b) to consider the dismissal or disciplining or, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she request an open meeting;

I move that the Tigard-Tualatin School District Board of Education **[upholds/overturns]** the Superintendent’s recommendation regarding the matter discussed in executive session on March 18, 2024, at 6:30 PM, regarding ORS 192.660(2)(b) to consider the dismissal or disciplining or, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she request an open meeting;



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

Date: March 18, 2024

TO: Board of Directors

FR: Tristan Irvin, Board Chair

RE: Superintendent Search Process

EXPLANATION:

- Discuss and adopt desired qualities and qualifications (Policy CBA) (if we are ready to do so)
- Create a salary range and contract parameters
- Determine search process for interim superintendent - OSBA for interim search and/or RFP process for search firm
- Determine committee to review RFPs

PRESENTER: Tristan Irvin, Board Chair

SUPPLEMENTARY  
MATERIALS: Board Policy CBA; and [Approved Search Calendar](#)

RECOMMENDATION: None

PROPOSED MOTION: Discussion

# **Tigard-Tualatin School District 23J**

Code: CBA  
Adopted: 6/09/05  
Revised/Readopted: 8/28/18; 5/24/21  
Orig. Code: CBA

## **Qualifications and Duties of the Superintendent**

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as a superintendent of the district;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration for a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify of such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills and a desire and ability to motivate and innovate, taking advantage of the district's strengths.

## **General Functions**

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

## **Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student.
2. Serve as educational leader to the Board, staff and community;
3. Act as the Board's chief administrative officer;
4. Serve as clerk of the Board, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and have minutes recorded for all Board and other school meetings authorized by the Board;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Annually review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s) and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

15. Develop and file a complete list of position descriptions with job descriptions within each classification for all classes of personnel, review those descriptions and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Monitor the private use of all bond-financed facilities to ensure the compliance of private use limitations are met. Participate in any preliminary discussions regarding a sale, lease, management contract or other arrangement potentially involving private use of bond-financed facilities. The superintendent, together with the chief financial officer, will promptly consult with bond counsel regarding any such possible private use and will take any remedial actions required by income tax regulations;
34. Direct the district in its relationships with federal, state and local government agencies;
35. Cooperate with universities and colleges in their student-teacher training programs;
36. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
37. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations as may be necessary to attain their efficient operation;
38. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
39. In cases of matters not specifically covered by Board policies, take appropriate action;
40. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-020-0000 - 0035](#)  
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent