

**Welcome to this Regular Meeting of the
Tigard-Tualatin School District Board of Directors
Monday, June 24, 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, no later than 4:00 PM on Board meeting day, and provide your name, community, and the reason or topic for your public comment. At 9:00 PM the Board may take a five-minute recess, and the chair will review the agenda for possible rescheduling of items. The public meeting will not go beyond 9:30 PM without a majority vote of the board. For assisted listening/speech call.503-431-4002 (voice) or 503-431-4047 (FAX) no later than 48 hours prior to the meeting.

- I. REGULAR SESSION ~ Time: 6:30 PM
 - A. CALL TO ORDER - Presenter: Chair Tristan IrvinPage 03
David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)
- II. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ Time: 6:31 PM
 - A. CONSENT AGENDA ITEMS
 - 1. Human Resources/Personnel ReportPage 06
 - 2. May Financial Report.....Page 07
 - 3. Resolution 2324-25: Appropriation Transfer for General Fund.....Page 14
 - 4. ADDED ITEM: Public Contracting Rules 2024 Amendment to Update.....Page 17
- III. RECOGNITION & GOOD NEWS ~ Time: 6:32 PM
 - A. District Leadership Moves – Presenter: Len ReedPage 25
- IV. REPORTS & DISCUSSION ITEMS, Part I ~ Time: 6:45 PM
 - A. Legislative Update – Presenter: Senate President Wagner
- V. STUDENT REPRESENTATIVE REPORTS ~ Time: 7:00 PM
- VI. SUPERINTENDENT & BOARD COMMUNICATION ~ Time: 7:15 PM
- VII. 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 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.
- VIII. REPORTS & DISCUSSION ITEMS, Part II ~ Time: 8:00 PM
 - A. Annual EEAC Committee Report – Presenter: Jacob DeGraw ~ Time: 8:00 PMPage 26
 - B. REMOVED ITEM: 4th Reading: Board Policies – Presenter: Len Reed
- IX. ACTION ITEMS ~ Time: 8:15 PM
 - A. Cities of Tigard and Tualatin SRO IGA’s - Presenter: David Moore ~ Time: 8:15 PMPage 27
 - B. Property and Liability Coverage and Workers Compensation Insurance for 2024-25 - Presenter: David Moore ~ Time: 8:30 PMPage 28
 - C. Resolution 2324-24: Construction Excise Tax Rate – Presenter: David Moore ~ Time: 8:45 PM.....Page 33
 - D. New Superintendent Contract – Presenter: Tristan Irvin ~ Time: 9:00 PMPage 37
 - E. Consideration for Two (2) Board Hearings: Appeals for Alberta Rider ES Complaints – Presenter: Tristan Irvin ~ Time: 9:15 PMPage 38
- X. BOARD MEMBER REFLECTION TIME – Presenter: Chair Irvin ~ Time: 9:30 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.
- XI. ADJOURN - Presenter: Chair Irvin ~ Time: 9:45 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.

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 is growing out of the soil. The background is a mix of light green and blue washes, suggesting a natural, outdoor setting.

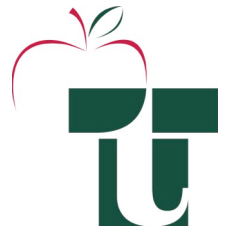
Art of Community

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

Equity Lens

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

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



2019

Land Acknowledgement



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

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

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

*Shared from Dr. Julie Esparza-Brown, adapted by
Page 5 of 38 Rina Miyamoto-Sundahl for TTSD, updated August 2021*

June 24 , 2024

HUMAN RESOURCES REPORT

TIGARD-TUALATIN SCHOOL DISTRICT 23J

HUMAN RESOURCES REPORT - ADMINISTRATOR

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
FETHERSTON	LISA	EMPLOY	HIRE	ADMINISTRATOR	DURHAM ES	ASSOCIATE PRINCIPAL	1.000	ES ASSOC PRINC STEP C	7/1/24	
POZOS	EMILY	EMPLOY	HIRE	ADMINISTRATOR	METZGER ES	ASSOCIATE PRINCIPAL	1.000	ES ASSOC PRINC STEP C	7/1/24	
UDOSENATA	ITON-ETOK	EMPLOY	HIRE	SUPERINTENDENT	HIBBARD	SUPERINTENDENT	1.000	SUPERINTENDENT STEP E	7/1/24	

HUMAN RESOURCES REPORT - LICENSED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
FETHERSTON	LISA	TERM	RESIGN	LICENSED	TUALATIN ES	DEAN OF STUDENTS	1.000	F15	6/30/24	
LANGER	CHRISTINE	TERM	RESIGN	LICENSED	TUALATIN HS	COUNSELOR	1.000	E12	6/21/24	
NEISH	CAROLYNNE	TERM	RESIGN	LICENSED	TIGARD HS	TEACHER LANGUAGE ARTS	1.000	F7	6/30/24	
POZOS	EMILY	TERM	RESIGN	LICENSED	METZGER ES	TEACHER GRADE 2	1.000	F10	6/30/24	
REMSEN	JANELLE	CHANGE	ON LEAVE 24-25 SCHOOL YEAR	LICENSED	BYROM ES	TEACHER 3RD GRADE	1.000	D15	8/26/24	

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

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

+ Redline

++Legacied

HUMAN RESOURCES REPORT - CLASSIFIED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
ARIZMENDI VAZQUEZ	OLIVIA	CHANGE	RATE REVISION	CLASSIFIED	TIGARD HS	CUSTODIAL/UTILITY TECH	1.000	G8	5/8/24	
BARRETO ROCHE	HEYRA	TERM	RESIGN	CLASSIFIED	METZGER ES	LEARNING SPECIALIST ASSISTANT, YTP/LSA	0.813	I8	6/14/24	
BERG	KAIDEN	TERM	RESIGN	HOURLY	DURHAM ES	CUSTODIAL/UTILITY TECH	0.438	F3	6/14/24	
BURCH	BRENDAN	TERM	RESIGN	CLASSIFIED	METZGER ES	NUTRITION SERVICE ASSISTANT 2	1.000	E6	6/13/24	
CARRICO	SARAH	TERM	RESIGN	CLASSIFIED	BYROM ES	LEARNING SPECIALIST ASSISTANT, YTP/LSA	0.813	I4	6/14/24	
FLORES HERNANDEZ	VERONICA	CHANGE	RATE REVISION	CLASSIFIED	HAZELBROOK MS	CUSTODIAL/UTILITY TECH	1.000	G7	5/8/24	
GARCIA	CATHRYN	TERM	RETIRE	CLASSIFIED	BRIDGEPORT ES	SECRETARY 3	1.000	I11	6/26/24	
GARCIA NAVARRETE	ARISIBIEDIS	CHANGE	RATE REVISION	CLASSIFIED	TIGARD HS	CUSTODIAL/UTILITY TECH	1.000	G7	5/8/24	
GUZMAN	JOSE	CHANGE	RATE REVISION	CLASSIFIED	TUALATIN HS	CUSTODIAL/UTILITY TECH	1.000	G8	5/8/24	
MORALES	NATALIA	TERM	RESIGN	CLASSIFIED	ALBERTA RIDER ES	LEARNING SPECIALIST ASSISTANT, YTP/LSA	0.813	I4	6/14/24	
NOTHWANG	BRANDON	CHANGE	REPLACE PHAN	CLASSIFIED	HIBBARD	DISTRICT TECHNICAL SUPPORT MANAGER	1.000	AA2	7/1/24	
OLSON	ILENE	TERM	RETIRE	CLASSIFIED	TIGARD HS	LEARNING SPECIALIST ASSISTANT, YTP/LSA	1.000	J11/I11	6/30/24	
PEREZ FERNANDEZ	JUAN	CHANGE	NEW POSITION	CLASSIFIED	HAZELBROOK MS	FAMILY PARTNERSHIP ADVOCATE-PRIMARY TRANSLATOR	1.000	J4	6/10/24	
PHAN	HUNG	CHANGE	REPLACE MAYNARD	CLASSIFIED	HIBBARD	DATA & SYSTEMS ADMINISTRATOR	1.000	AB11	7/1/24	
PLEITEZ	MIRIAM	TERM	RETIRE	CLASSIFIED	BRIDGEPORT ES	INSTRUCTIONAL ASST 3/IA1	0.875	H11/E11	6/14/24	
RIVERO TAMES	JOSE	CHANGE	RATE REVISION	CLASSIFIED	TEMPLETON ES	CUSTODIAL/UTILITY TECH	1.000	G4	5/8/24	
SMITH	KAYLIE	TERM	RESIGN	CLASSIFIED	DEER CREEK ES	LEARNING SPECIALIST ASSISTANT, YTP/LSA	0.813	I2	6/14/24	
SPENCER	MELVIN	CHANGE	RATE REVISION	CLASSIFIED	ALBERTA RIDER ES	CUSTODIAL/UTILITY TECH	1.000	G8	5/8/24	
TRAFFAS	KRISTINA	EMPLOY	REPLACE DINGER	CLASSIFIED	HIBBARD	ACCOUNTS PAYABLE CLERK	1.000	J6	6/17/24	
TWAIN	ROB	TERM	RETIRE	CLASSIFIED	TUALATIN HS	CAMPUS SECURITY, LEAD	1.000	J11/I11	6/14/24	



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

June 24, 2024

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

EXPLANATION

This month's financial report includes the May 2024 statements. The MITCH financial statements for April 2024 have not been received at the time of publication.

MAY 2024 GENERAL FUND

Revenue:

There are no significant changes to annual projected revenue from projections reported in the April financials.

Projected revenue includes estimates for revenue to be received in June and accrued during the year-end closing.

Expenditures:

Expenditure projections take into account year-end payrolls and spending and there are no significant differences in projected General Fund expenditures as of the end of May.

Expenditure projections include projections for amounts expended in June and accrued during year-end closing.

Projected Ending Fund Balance:

As of the end of May, projected ending fund balance for June 30, 2024 is \$19 million compared to the budgeted \$12.98 million as noted below. 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

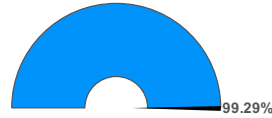
Tigard Tualatin School District 23J General Fund | Revenue Dashboard Summary

For the Period Ending May 31, 2024

Projected Year End Balance as % of Budgeted Revenues

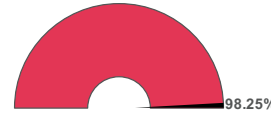


Actual YTD Revenues



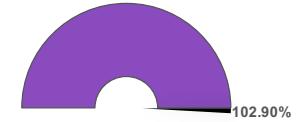
Projected YTD Revenues
92.76%

Actual YTD Local Source



Projected YTD Local Sources
87.47%

Actual YTD State Sources



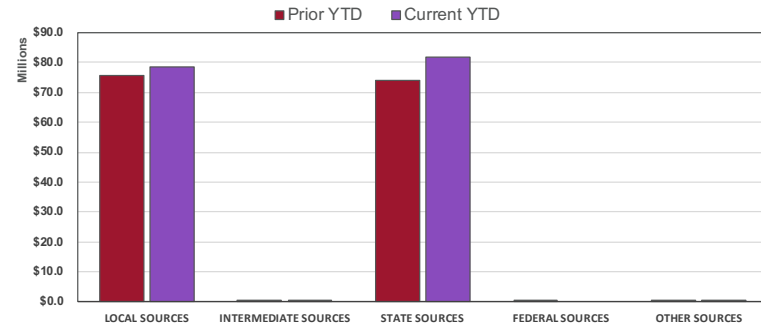
Projected YTD State Sources
100.51%

Revenue Analysis

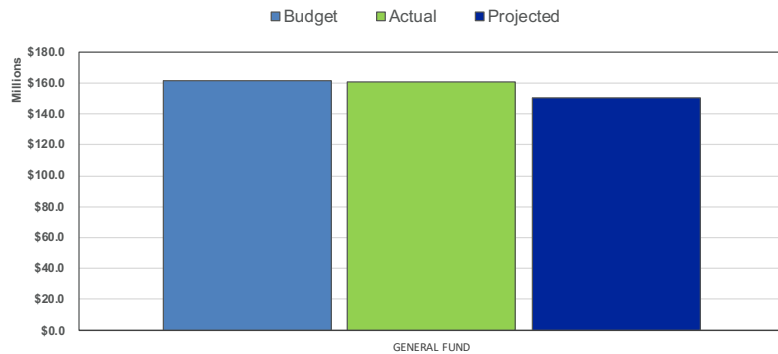
Top 10 Sources of Revenue (Year-to-Date)

Unrestricted Grants-in-Aid	\$81,952,294
Ad Valorem Taxes Levied by District	\$65,127,468
Local Option Ad Valorem Taxes Levied by District	\$11,763,232
Interest on Investments	\$1,081,952
Miscellaneous	\$224,970
Unrestricted Revenue	\$156,559
Penalties and Interest on Taxes	\$124,152
Recovery of Prior Years Expenditure	\$84,129
Other Intermediate Sources	\$52,429
Admissions	\$48,808
Percent of Total Revenues Year-to-Date	99.97%

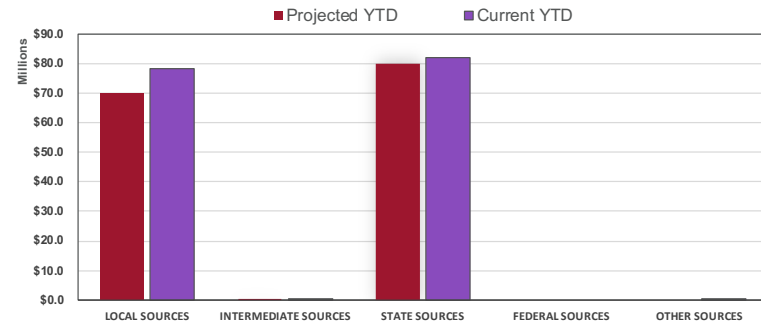
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



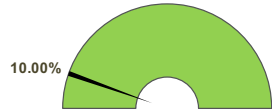
Revenues by Source | Projected YTD vs. Current YTD



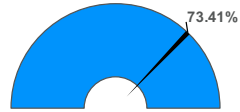
Tigard Tualatin School District 23J General Fund | Expenditure Dashboard Summary

For the Period Ending May 31, 2024

Projected Year End Balance as % of Budgeted Expenditures

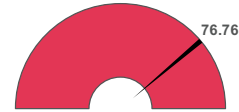


Actual YTD Expenditures



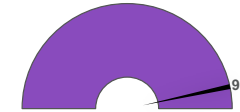
Projected YTD Expenditures
72.95%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
77.99%

Actual YTD All Other Objects



Projected YTD All Other Objects
81.60%

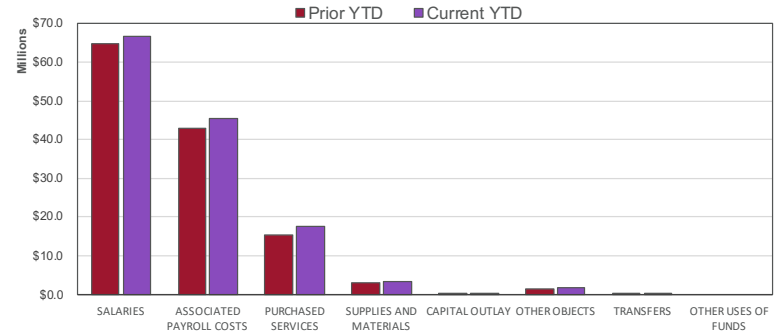
Expenditure Analysis

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

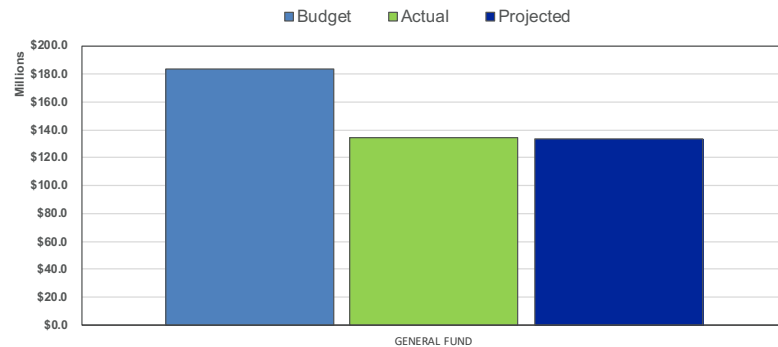
LICENSED SALARIES	\$41,819,794
CLASSIFIED/CONF SALARIES	\$13,872,901
OPSRP EMPLOYER CONTRIB	\$9,502,225
HEALTH INS - LICENSED	\$8,060,453
HEALTH INS - CLASSIFIED	\$5,825,402
ADMINISTRATOR SALARIES	\$5,747,423
F I C A	\$5,196,297
REIMB STUDENT TRANSPORT	\$4,756,250
PERS EMPLOYER CONTRB	\$4,747,175
PERS EMPLOYEE CONTR-P/U	\$3,824,459

Percent of Total Expenditures Year-to-Date **76.81%**

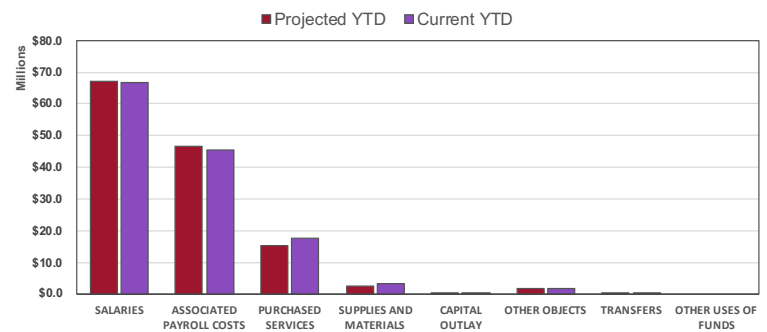
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Actual YTD / Projected YTD

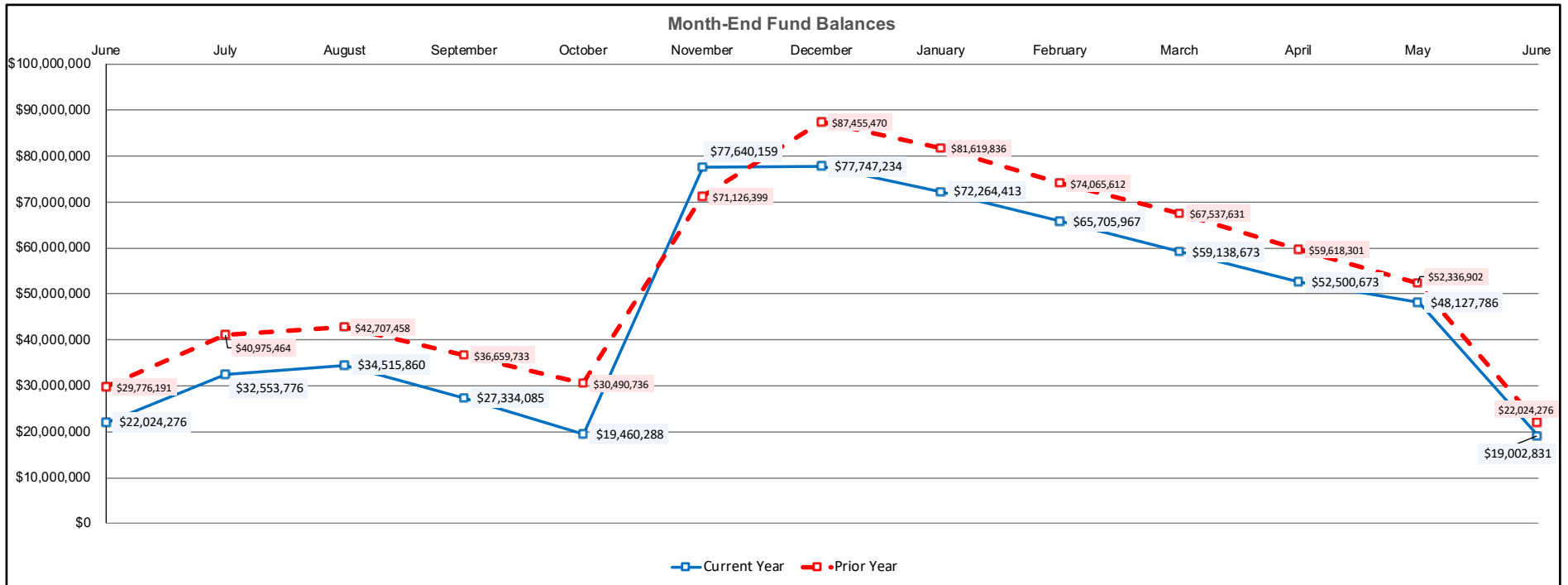


Expenditures by Object | Projected YTD vs. Current YTD



Tigard Tualatin School District 23J General Fund

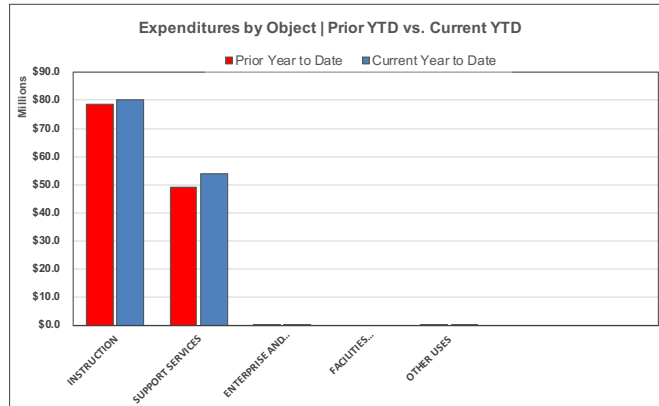
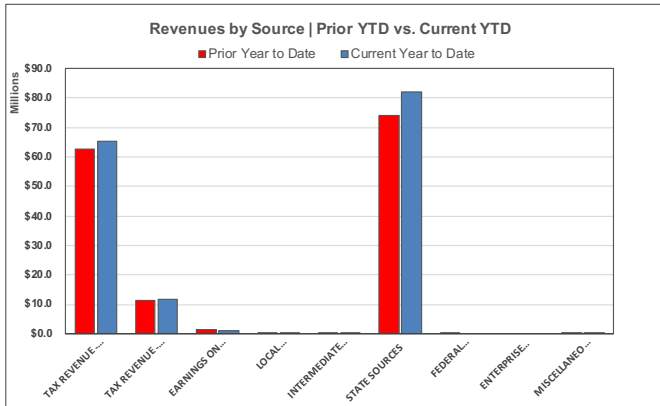
Fund Balance Report | For the Period Ending May 31, 2024



Tigard Tualatin School District 23J General Fund | Financial Summary

For the Period Ending May 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%			
REVENUES						
Tax Revenue - Local Property Taxes	\$62,580,022	\$63,831,741	98.04%	\$65,127,468	\$65,800,000	98.98%
Tax Revenue - Local Option Taxes	11,204,325	11,426,452	98.06%	11,763,232	11,700,000	100.54%
Earnings on Investments	1,459,639	1,464,801	99.65%	1,081,952	750,000	144.26%
Local Sources - Other	51,617	283,050	18.24%	106,034	940,000	11.28%
Intermediate Sources	308,520	2,265,957	13.62%	208,988	2,270,000	9.21%
State Sources	73,868,564	74,635,692	98.97%	81,952,294	79,641,862	102.90%
Federal Sources	1,973	1,973	100.00%	0	0	
Enterprise and Community Services	0	82,965	0.00%	0	0	
Miscellaneous Sources	182,713	562,344	32.49%	224,970	423,265	53.15%
All Other Sources	138,205	244,119	56.61%	198,206	286,000	69.30%
TOTAL REVENUE	\$149,795,578	\$154,799,092	96.77%	\$160,663,144	\$161,811,127	99.29%
EXPENDITURES						
Instruction						
Salaries & Benefits	\$71,395,161	\$95,842,338	74.49%	\$72,792,615	\$98,958,515	73.56%
Purchased Services	5,772,976	6,215,719	92.88%	6,025,194	4,848,699	124.26%
Supplies and Materials	1,079,922	1,276,559	84.60%	931,270	908,313	102.53%
Capital Outlay	5,519	11,519	47.91%	0	2,300	0.00%
Other Objects	231,709	248,693	93.17%	260,624	142,574	182.80%
Total Instruction	\$78,485,287	\$103,594,828	75.76%	\$80,009,704	\$104,860,401	76.30%
Support Services						
Salaries & Benefits	\$36,011,262	\$42,725,548	84.29%	\$38,894,329	\$46,632,639	83.41%
Purchased Services	9,755,494	12,575,127	77.58%	11,454,034	13,736,263	83.39%
Supplies and Materials	1,988,829	2,412,698	82.43%	2,305,442	2,504,366	92.06%
Capital Outlay	189,868	325,905	58.26%	10,210	153,650	6.64%
Other Objects	1,313,647	1,366,309	96.15%	1,455,751	1,561,939	93.20%
Total Support Services	\$49,259,100	\$59,405,586	82.92%	\$54,119,765	\$64,588,857	83.79%
Enterprise and Community Services						
Salaries & Benefits	\$285,161	\$340,482	83.75%	\$353,586	\$361,876	97.71%
Purchased Services	3,687	5,834	63.20%	8,739	39,508	22.12%
Supplies and Materials	8,792	11,438	76.87%	13,840	26,890	51.47%
Total Enterprise Community Services	\$297,639	\$357,754	83.20%	\$376,164	\$428,274	87.83%
Facilities Acquisition and Construction						
Total Facilities Acq. And Construction	\$0	\$0		\$0	\$0	
Other Uses						
Transfers	\$4,000	\$4,000	100.00%	\$4,000	\$454,000	11.89%
Total Other Uses	\$4,000	\$4,000	100.00%	\$4,000	\$454,000	11.89%
Total Contingencies	\$0	\$0		\$0	\$3,236,223	0.00%
Total Unappropriated Ending Fund Balance	\$0	\$0		\$0	\$9,743,372	0.00%
TOTAL EXPENDITURES	\$128,096,027	\$163,412,168	78.39%	\$134,559,633	\$183,311,127	73.41%
SURPLUS / (DEFICIT)	\$21,699,551	(\$8,613,075)		\$26,103,511		
Current Month Ending Fund Balance	\$51,475,743			\$48,127,767		

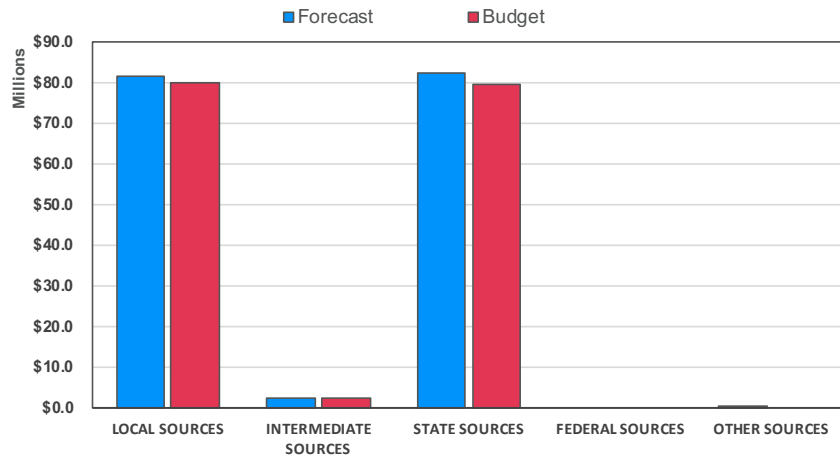


Tigard Tualatin School District 23J General Fund | Financial Projection

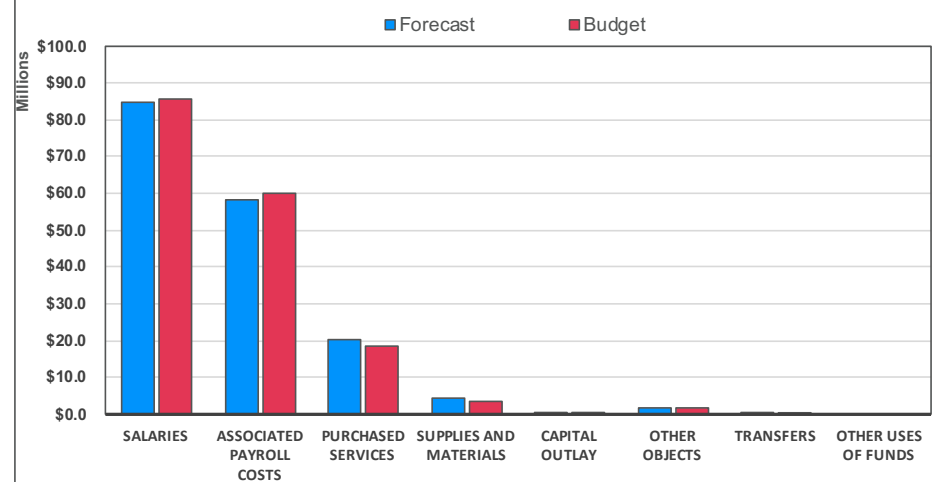
For the Period Ending May 31, 2024

	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
REVENUES						
Local Sources	\$75,608,456	\$78,501,816	\$2,993,944	\$81,495,760	\$79,899,265	\$1,596,495
Intermediate Sources	308,520	208,988	2,105,000	2,313,988	2,270,000	43,988
State Sources	73,868,564	81,952,294	475,009	82,427,303	79,641,862	2,785,441
Federal Sources	1,973	0	0	0	0	0
Other Sources	8,065	46	0	46	0	46
TOTAL REVENUE	\$149,795,578	\$160,663,144	\$5,573,953	\$166,237,097	\$161,811,127	\$4,425,970
EXPENDITURES						
Salaries	\$64,759,157	\$66,591,994	\$18,250,761	\$84,842,755	\$85,771,132	\$928,377
Associated Payroll Costs	42,932,427	45,448,537	12,661,169	58,109,706	60,181,898	2,072,192
Purchased Services	15,532,157	17,487,967	2,612,109	20,100,076	18,624,470	(1,475,606)
Supplies and Materials	3,077,543	3,250,551	906,937	4,157,488	3,439,569	(717,919)
Capital Outlay	195,387	10,210	0	10,210	155,950	145,740
Other Objects	1,545,357	1,716,375	37,931	1,754,306	1,704,513	(49,793)
Transfers	54,000	54,000	230,000	284,000	454,000	170,000
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	0	0	3,236,223	3,236,223
Unappropriated Ending Fund Balance	0	0	0	0	9,743,372	9,743,372
TOTAL EXPENDITURES	\$128,096,027	\$134,559,633	\$34,698,908	\$169,258,542	\$183,311,127	\$14,052,586
		\$134,559,633				
SURPLUS / (DEFICIT)	\$21,699,551	\$26,103,510	(\$29,124,955)	(\$3,021,445)	(\$21,500,000)	\$19,002,830
Ending Fund Balance	\$52,336,902	\$48,127,786		\$19,002,831	\$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

June 24, 2024

TO: Board of Directors
FR: David Moore
RE: Resolution 2324-25 Appropriation Transfer for General Fund

EXPLANATION:

The budgeted State School Fund allocation was based on a statewide allocation of \$10.1 billion, while the final allocation was \$10.2 billion., providing additional resource for expenditure during 2023-24. As the District ends the fiscal year, we continue to run final payrolls and pay year-end invoices, so final expenditures compared to approved appropriations are not yet finalized. To provide appropriations for end-of-year expenditures, Resolution 2323-25 moves \$1,300,000 from Contingency to Instruction (\$300,000), Support Services (\$900,000), and Enterprise and Community Services (\$100,000).

PRESENTER: David Moore, CFO

SUPPLEMENTARY MATERIALS Resolution 2324-25 Appropriation Transfer for the 2023-24 General Fund; FY 24 Budget, June 24, General Fund Appropriation Transfer

RECOMMENDATION: Approve appropriation transfer for the 2324-25 fiscal year.

PROPOSED MOTION: I move to approve Resolution 2324-25 Appropriation Transfer for the 2023-24 General Fund Budget.

**Tigard-Tualatin School District 23J
Resolution 2324-25**

Appropriation Transfer for the 2423-25 General Fund

- Whereas,** ORS 294.450 allows for the transfer of appropriations within a fund during a fiscal year; and
- Whereas,** the budgeted State School Fund allocation was based on a statewide allocation of \$10.1 billion, while the final allocation was \$10.2 billion, providing additional resource for expenditure during 2023-24; and
- Whereas,** the District continues to run final payrolls and pay year-end invoices, so total expenditures compared to approved appropriations are not yet finalized; and
- Now Therefore
Be It Resolved,** \$1,300,000 is transferred from Contingency to Instruction (\$300,000), Support Services (\$900,000), and Enterprise and Community Services (\$100,000) in the General Fund to provide appropriations for end-of-the year expenditures.

Duly passed this 24th day of June, 2024 at the Board Meeting of the Board of Directors of Tigard-Tualatin School District 23J.

Tristan Irvin, Board Chair

Dr. Susan Rieke-Smith, Superintendent

Board Member:

Aye Nay

Tristan Irvin	_____	_____
Kristen Miles	_____	_____
David Jaimes	_____	_____
Crystal Weston	_____	_____
Jill Zurschmeide	_____	_____

Tigard Tualatin School District 23J
 Request for Board Approval
 Appropriation Transfer Resolution 2023-24
 FY 2024 Budget
 General Fund
 June 24, 2024
 Appropriation Transfer

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Adjustments</u>	<u>Revised Budget</u>
1000 - Instruction	\$ 104,887,308	\$ 300,000	\$ 105,187,308
2000 - Support Services	\$ 64,564,644	\$ 900,000	\$ 65,464,644
3000 - Enterprise and Community Services	\$ 425,580	\$ 100,000	\$ 525,580
5000 - Transfers	\$ 454,000	\$ -	\$ 454,000
6000 - Contingency	\$ 3,236,223	\$ (1,300,000)	\$ 1,936,223
7000 - Unappropriated	\$ 9,743,372	\$ -	\$ 9,743,372
<u>Total General Fund</u>	<u>\$ 183,311,127</u>	<u>\$ -</u>	<u>\$ 183,311,127</u>



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

June 24, 2024

TO: Board of Directors
FR: David Moore
RE: Public Contracting Rules 2024 Amendment to Update

EXPLANATION:

On June 10, 2024 the Board adopted the update for the Public Contracting Rules 2024. Following that action, the District noted the omissions in the updated rules below.

Certain Class Special Procurements contain provisions that cite the procurement thresholds. The procurement thresholds were not updated with the new dollar amounts in the following classes:

- **402 Advertising Contracts – Purchase and Sale.**
- **403 Equipment Repair and Overhaul.**
- **417 Used Personal Property — Purchase.**
- **421 Telecommunications Services.**

All other changes in the initial update adopted by the Board remain the same. A redline copy of the sections impacted by this amendment are included for reference.

PRESENTER: David Moore, CFO

SUPPLEMENTARY MATERIALS: Redline copy of amendment to update of Tigard-Tualatin School District 23J Public Contracting Rules 2024

RECOMMENDATION: Approve the amendment to the Public Contracting Rules 2024 update, as presented

PROPOSED MOTION: I move to approve the amendment to Tigard-Tualatin School District 23J Public Contracting Rules 2024 update, as presented.

TIGARD-TUALATIN SCHOOL DISTRICT NO. 23J PUBLIC CONTRACTING RULES — 2024

100 ADMINISTRATION.

105 District Rules.

Pursuant to ORS 279A.065(5), the District elects to establish its own rules of procedure for public contracts ("Rules"). The Model Rules adopted by the attorney general under ORS 279A.065(1) do not apply to the District, except as expressly incorporated by reference in Section 130 of these Rules.

110 Definitions.

(1) District: Tigard-Tualatin School District No. 23J.

(2) District Contract: Means all Contracts entered into by the District, including Public Contracts subject to the Public Contracting Code and Rule 130 of these Rules, Contracts to which the Public Contracting Code does not apply, intergovernmental agreements, settlement agreements, Contracts for the purchase, conveyance, acceptance, sale, or lease of real property or an interest in real property, and all other Contracts or agreements entered into by the District.

(3) Public Contract: District Contracts subject to the Public Contracting Code under ORS 279A.010 and 279A.025.

(4) School Board: The District Board of Directors pursuant to ORS Chapter 332.

(5) Superintendent: The District Superintendent or the Superintendent's designee.

115 Local Public Contract Review Board.

The School Board is the District Local Public Contract Review Board pursuant to ORS 279A.060.

120 Authority to Approve and Execute District Contracts; Administer Rules.

(1) Except as otherwise provided in these Rules, the powers and duties of the local contract review board under the Public Contracting Code or the Model Public Contracting Rules incorporated

by reference in these Rules shall be exercised and performed by the School Board.

(2) Except as otherwise provided in these Rules, all powers and duties given or assigned to Contracting Agencies by the Public Contracting Code or the Model Public Contracting Rules incorporated by reference in these Rules shall be exercised by the Superintendent. The Superintendent may designate any District employee or employees to exercise all or a portion of the Superintendent's powers and duties under these Rules.

(3) Pursuant to ORS 279A.075 and 332.075(3), and except as expressly limited by other School Board policy, the School Board delegates to the Superintendent the authority to enter into and approve payment on District Contracts in the following circumstances:

(a) The District Contract is within appropriations made by the School Board; and

(b) Any of the following circumstances apply:

(i) The total amount payable by the District under the individual District Contract does not exceed ~~\$250,000~~ 150,000;

(ii) The District Contract is for routine and customary expenditures, including but not limited to payroll, payroll taxes and benefits, utility bills, and postage;

(iii) Advance authorization has been given by the School Board for the Superintendent to execute a particular District Contract or class of District Contracts;

(iv) The District Contract is an Emergency Procurement;

(v) The District Contract is a Change Order or Contract Amendment to a prior-approved Contract authorized under these Rules; or

(vi) These Rules otherwise expressly authorize the Superintendent to approve the Contract.

must document its results. Based on this information, the District may confirm that following the Market Norm is unlikely to encourage favoritism, competition is not likely to be diminished, and substantial cost savings may be realized. Under no condition may the District accept or follow any Market Norm that likely encourages favoritism or diminishes competition, even if it is accepted or expected in the market.

402 Advertising Contracts – Purchase and Sale.

(1) Authorization — Purchase. The Superintendent or designee, acting on behalf of the District, may purchase media advertising, regardless of dollar value, without competitive bidding pursuant to Rule 120(3).

(2) Process and Criteria — Purchase. If the anticipated purchase exceeds ~~\$150,000~~250,000, the District will publish notice pursuant to Rule 130(2) (incorporating OAR 137-047-0300). The procurement file shall document the reasons why a competitive process was deemed impractical. The resulting Contract must be in writing and the procurement file must document the use of this special procurement Rule by number to identify the sourcing method.

(3) Authorization — Sale. The Superintendent or designee, acting on behalf of the District, may authorize the sale of advertising in District publications and for District activities, regardless of dollar value, without competitive bidding pursuant to Rule 120(2).

(4) Process and Criteria — Sale. The District will use competitive methods wherever possible to achieve the best value and must document in the procurement file the reasons why a competitive process was deemed to be impractical.

403 Equipment Repair and Overhaul.

(1) Authorization. The Superintendent or designee, acting on behalf of the District, shall comply with the requirements of this Rule for the procurement of equipment repair or overhaul services.

(2) Conditions. The Superintendent may enter into a Public Contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

(a) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or

(b) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and

(c) The District purchases within the limits and pursuant to the methods in Section 7 of this Rule.

(3) Process and Criteria. The District will use competitive methods wherever possible to achieve the best value. If the anticipated purchase is less than ~~\$150,000~~250,000, the District may purchase without competitive bidding and include in the procurement file the reasons why competitive quotes were deemed impractical. The District may then proceed directly into a Public Contract. If the anticipated purchase exceeds ~~\$150,000~~250,000, the District shall solicit competitive bids or proposals utilizing one of the source selection methods provided in ORS 279B and Section 130(2) of these Rules or request a specific exemption from the Local Contract Review Board.

407 Purchases Under Federal Contracts.

When the price of goods and services has been established by a Contract with the federal government pursuant to a federal contract award, the Superintendent may purchase the goods and services in accordance with the federal contract. In exercising this authority under this class special procurement, the Superintendent must:

(1) Include in the procurement file a memorandum confirming the federal official who granted permission to the District to purchase under the federal contract; and

(2) Include in the procurement file documentation showing the cost savings to be gained from anticipated purchases under the federal contract.

409 Copyrighted Materials and Creative Work.

(1) Authorization. The District may purchase copyrighted materials and creative work, regardless of dollar value, without competitive bidding, pursuant to this Rule.

(2) Definitions. Examples of copyrighted materials covered by this exemption may include, but are not necessarily limited to, all adopted curriculum materials and tools in any format, including without limitation hard copy, electronic, digital, or online. Examples of such curriculum material include textbooks, workbooks, curriculum kits, on-line curriculum, instructional software applications and related digital resources, assessments, assessment materials and reports. This exemption also includes reference materials in any format, including without limitation books, periodicals, audio and visual media, and non-mass-marketed software. Examples of creative works covered by this Class Special Procurement include without limitation, artwork, music, uncopyrighted writings, and similar works.

413 Product Prequalification.

(1) Authorization. The District may enter into a Public Contract for procurement based on product(s) prequalification, pursuant to this Rule.

(2) Process and Criteria. The District may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following procedures:

(a) The District will make reasonable efforts to notify all known manufacturers and vendors of competing products of the District's intent to compile a list of prequalified products. The notice will explain the procedure that manufacturers and vendors of competing products must utilize to apply to have their products included on the District's list of prequalified products. At its discretion, the District may provide such notice by:

(i) advertising in a trade publication of general statewide circulation; or

(ii) written notice to those manufacturers and vendors appearing on the appropriate list maintained by the District.

(b) The District will accept manufacturer and vendor applications to include products in the District's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be

purchased, unless otherwise specified in the advertisement or District's written notice.

(3) Denial and Protest. If the District denies an application for inclusion of a product on its list of prequalified products, the District will promptly provide the applicant with a written notice of the denial, including the reason(s) for the denial. The applicant may submit a written request to the Superintendent within seven calendar days of the District's notice requesting review and reconsideration of the denial.

(4) Competitive methods will be used wherever possible to achieve the best value. The reasons why a competitive process was deemed to be impractical must be documented in the procurement file. The resulting Public Contract must be in writing and the procurement file must document the use of this special procurement Rule by number to identify the sourcing method.

414. "Spot Buys."

(1) Authorization This Special Procurement provides a process for the District to procure products that are available for a limited period of time at "lower-than-normal" prices (also referred to as "spot buys"). Spot buy opportunities typically arise with regard to commodities such as food stuff or technology.

(a) The Superintendent may purchase "spot buys" without competitive procurement and in any dollar amount as provided in this Section.

(b) Conditions. The District may procure an unlimited dollar value of products when any of the following conditions are present:

(A) A non-exclusive mandatory-use Contract or regularly scheduled Bid process already exists for the item being purchased;

(B) The proposed unit price of the item(s) to be purchased is significantly less than a comparable item's price on an existing mandatory-use Contract, recent Bid, or based on obtaining at least three Quotes, and the amount saved exceeds any additional administrative costs incurred to purchase the item using this Special Procurement;

(C) The product being purchased has limited availability (i.e., the product may no longer

be available or available at the special price upon completion of normal Bid processes); or

(D) Any mandatory-use Contract currently in place for the item being purchased contain clauses allowing for the use of this Special Procurement.

(c) Notwithstanding Section 1(b) of this Section, the District may not purchase a spot buy if doing so would jeopardize fulfillment of a guaranteed minimum volume under an existing mandatory-use Contract;

(2) Documentation. Purchases may only be made under this Special Procurement if the Superintendent documents to the procurement file that at least one of the conditions set forth in Section (1)(b) apply to the proposed purchase.

415 Requirements Contracts (Blanket Purchase Orders or Price Agreements).

(1) Authorization. The Superintendent or designee, acting on behalf of the District, may establish Requirements Contracts pursuant to this Rule.

(2) Definitions. "Requirements Contracts" means the procurement of goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the Contract was let by one of the source selection methods identified in ORS 279B.050.

(3) Process and Criteria. The District may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of products, securing a source of supply, reducing inventory, combining District requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering. Requirements contracts may be utilized in accordance with the following:

(a) The Requirements Contract must have been let by one of the source selection methods identified in ORS 279B.050; and

(b) Schools and departments may purchase the goods or services from the awarded contractor without first undertaking additional competitive procurement procedures.

(c) The term of any District Requirements Contract, including renewals, will not exceed five

years unless otherwise exempted pursuant to ORS 279B.085.

(d) The District may use the Requirements Contract entered into by another Oregon public agency under the following conditions:

(i) The original Requirements Contract met the requirements of public procurement statutes contained in ORS 279A and ORS 279B.

(ii) The original Requirements Contract allows other public agency usage of the contract; and

(iii) The original public contracting agency concurs, and this is documented by a written interagency agreement between the District and the agency.

417 Used Personal Property — Purchase.

(1) Authorization. Subject to the provisions of this Rule, the superintendent or designee, acting on behalf of the District, may purchase used property or equipment without competitive bidding and without obtaining competitive quotes, if, at the time of purchase, the District has determined and documented that the purchase will:

(a) be unlikely to encourage favoritism or diminish competition; and

(b) result in substantial cost savings or promote the public interest.

(2) "Used personal property or equipment" means the property or equipment that has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as "used" at the time of purchase. "Used personal property or equipment" generally does not include property or equipment if the District was the previous user, whether under a lease, as part of a demonstration, trial or pilot project, or similar arrangement.

(3) Process and Criteria.

(a) For purchases of used personal property or equipment where the cost does not exceed ~~\$450,000~~250,000, the District will, where feasible, obtain three competitive quotes, unless

the District has determined and documented that a purchase without obtaining competitive quotes will result in cost savings and will not diminish competition or encourage favoritism.

(b) For purchases of used personal property or equipment exceeding ~~\$450,000~~250,000, the District will obtain and keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

419 Used Personal Property — Sale.

(1) The Superintendent may sell used property or equipment by liquidation without obtaining competitive bids or quotes if a liquidation sale would bring in greater revenue to the District than would be gained through bids. As used in this Section, "Surplus Personal Property or Equipment" is property or equipment that has been determined to be no longer useful to the District. It may be property or equipment that the District has used for some time and that is fully used up or obsolete. It may be property or equipment that is the natural excess or leftover from a project, such as cable, wire, carpet, etc., that has been cut or partially used in some manner so that it cannot be returned to the supplier for a refund.

(2) For sales of surplus property valued at more than \$25,000 per item or lot, the Superintendent must attempt to obtain at least three competitive quotes. The Superintendent will keep a written record of the source and number of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

421 Telecommunications Services.

(1) **Authorization.** The Superintendent or designee, acting on behalf of the District, shall comply with the requirements of this Rule for the procurement of telecommunications services.

(2) **Conditions.** The District may enter into a Public Contract for telecommunications services without competitive bidding if no competition exists within the area for the service required. To determine whether competition exists, the District will consider the following factors:

(a) Determination of alternative providers available within the geographic and service market area;

(b) The extent to which alternative services offered are comparable or substitutable in technology, service provided, and performance; and

(c) The extent to which alternative providers can respond to the District's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management, and limited district liability.

(3) **Process and Criteria.** The District will use competitive methods wherever possible to achieve the best value.

(a) If competition exists as defined above and the anticipated purchase is over ~~\$5,000~~25,000 but less than ~~\$450,000~~250,000, the District will attempt to obtain three competitive quotes pursuant to the Rules governing Intermediate Procurements. The quotes, reasons why three quotes were not available (if applicable), and the justification for award will be documented and retained in the procurement file.

(b) If the anticipated purchase exceeds ~~\$450,000~~250,000, the District will solicit written proposals in accordance with Rule 47-0260 governing RFPs.

(c) The resulting Public Contract must be in writing and the procurement file must document the use of this Special Procurement Rule by number to identify the sourcing method.

423 Fuel and Asphalt Contracts.

Regardless of dollar amount, the District is exempt from competitive bidding requirements for the purchase of gasoline, diesel fuel, heating oil, lubricants, and asphaltic products if the District seeks competitive quotes from at least three vendors and makes its purchase from the least expensive source. Written records for the quotations and purchases made will be kept by the purchasing department as public records.

425 Hazardous Material Abatement.

(1) The Superintendent may enter into Public Contracts without competitive procurement,

for a fee or a percentage of revenue from the operation.

449 Manufacturer Direct Supplies.

The Superintendent may purchase goods directly from a manufacturer without competitive procurement if a large volume purchase is required and the cost from the manufacturer is the same or less than the cost the manufacturer charges to its distributor(s). Procurements of this type are made on a contract-by-contract basis and are not Requirements Contracts.

451 Purchases under Contracts Solicited by Nonprofit Procurement Organizations of Which the District is a Member.

The District may purchase Goods and/or Services under a Contract or Procurement solicited by a Nonprofit Procurement Organization of which it is a member. For the purposes of this Special Procurement, such a Procurement Organization will be considered to be an "Administering Contracting Agency" and a "Contracting Purchasing Group" pursuant to these Rules. Such Procurement must otherwise comply with the requirements for permissive, joint, or Interstate Cooperative Procurements, as applicable, pursuant to these Rules.

453 Secure, Specialized Transportation for Special Needs, Homeless Students.

(1) The Superintendent may contract directly for transportation services for special needs students where such transportation need requires a transportation service with skills or equipment tailored to the needs of the particular special needs student or class of special needs students. For the purposes of this Special Procurement, a "special needs student" is a student with special physical, mental, developmental, or security needs such that District transportation, public transportation, or other private general transportation providers (taxicabs, town car services, charter services, etc.) cannot provide safe, beneficial, or timely service. The School Board hereby authorizes the Superintendent to enter into and approve payment on a Contract for secure, specialized transportation, in any dollar amount.

(2) The Superintendent may contract directly for transportation services, including taxi cab services, for homeless students as the need arises. The School Board hereby authorizes the

Superintendent to enter into and approve payment on a Contract for secure, specialized transportation, in any dollar amount.

455 Expedited Contracting Process in Order to Access State, Federal, or Grant Funding.

The Superintendent may waive any or all of the solicitation procedures otherwise required by these Rules in the following circumstances:

(1) The state or federal government or a granting entity has adopted a funding program or made funding available to assist the District in purchasing Goods and/or Services and has attached a time deadline to have a Contract in place or underway or completed in order for the District to access or be eligible for those funds.

(2) The Superintendent determines that compliance with the solicitation procedures in this Rule could jeopardize the District's ability to access or be eligible for such funding under the timeline established by the state or federal government or granting entity.

(3) The Superintendent provides an alternative contracting process.

(4) The reasons for and extent of the waiver are documented in the procurement file.

(5) The School Board hereby authorizes the Superintendent to enter into and approve payment on Contracts subject to this exemption in any dollar amount.

457 Software and Hardware Maintenance, Licenses, Subscriptions, Other Digital Resources and Upgrades.

The Superintendent may directly enter into a Contract or renew existing Contracts for information technology and telecommunications hardware or software maintenance, software licenses and subscriptions (including for programs, applications, and other digital or electronic resources), and upgrades without competitive solicitation where the maintenance, upgrades, subscriptions, and licenses are either available from only one source or, if available from more than one provider, are obtained from the District's current provider in order to utilize the pre-existing knowledge of the vendor regarding the specifics of the District's hardware or software system. The Superintendent shall document in the

Solicitation file the facts that justify either that maintenance, licenses, subscriptions, and upgrades were available from only one source or, if from more than one source, from the current vendor.

459 Specialized Assistive Equipment for Students.

The superintendent may directly procure specialized assistive equipment for students, including without limitation positioning equipment for orthopedically impaired students and assistive technology for blind/vision impaired, deaf/hard of hearing, and deaf/blind students, and augmentative and alternative communication equipment for students who require such assistance.

461 Service, Repair, or Maintenance Services for Products Under Warranty.

The superintendent may directly procure service, repair, or maintenance services from a manufacturer, dealer, or authorized service provider for a product or a system subject to a warranty when the terms of the warranty require use of a particular maintenance service provider or providers, or when the manufacturer or approved provider shall diagnose a problem because the system or part is proprietary.

500 EXEMPTIONS FROM COMPETITIVE BIDDING — PUBLIC IMPROVEMENT CONTRACTS.

All Public Improvement Contracts must be based on competitive bidding, except the following:

(1) Specific Exemptions for Individual Contracts. Contracts that have been specifically exempted under ORS 279C.335(2).

(2) Class Exemptions. Contracts covered by class exemptions approved under ORS 279C.335.

520 Exemption Procedures.

(1) Request for Exemption. The Superintendent may request a resolution from the Local Contract Review Board exempting a particular Public Improvement Contract or class of Contracts from competitive bidding if the Public Improvement Contract or Contracts are not otherwise exempted under these Rules.

(2) Contents of Exemption Request.

Exemption requests must contain the following:

- (a) The nature of the project;
- (b) Estimated cost of the project;
- (c) Findings supporting why it is unlikely that an exemption from competitive bidding would encourage favoritism or diminish competition for the Public Contract as required by ORS 279C.335(2)(a);

(d) Findings supporting the substantial cost savings anticipated by the exemption from competitive bidding as required by ORS 279C.335(2)(b) or an alternative finding regarding substantial benefits to the District or to the public as provided in ORS 279C.335(2)(c);

(e) Information regarding the following factors as required by ORS 279C.330:

- (i) Operational, budget, and financial data;
- (ii) Public benefits;
- (iii) Value engineering;
- (iv) Specialized expertise required;
- (v) Public safety;
- (vi) Market conditions;
- (vii) Technical complexity; and
- (viii) Funding sources.

(f) Proposed alternative contracting and purchasing practices to be employed; and

(g) The estimated date by which it would be necessary to let the contract.

(3) Hearing Required.

(a) The District must hold a public hearing prior to adoption of the findings required by subsections (1) and (2).

(b) Notification of the public hearing must be published in at least one trade newspaper of

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

DATE: June 24, 2024

TO: Board of Directors

FR: Len Reed

RE: District Leadership Moves

EXPLANATION:

The purpose of this segment is to introduce and welcome new or promoted leaders in our district.

Audra Stave **NEW** District Wellness Coordinator

Stevie (Stephanie) Drake **NEW** Fowler MS Associate Principal

Cindy Pellicci **PROMOTED** Fowler MS Principal

Jeff Grigsby **NEW** Hazelbrook MS Associate Principal

Emily Anderson **NEW** Hazelbrook MS Associate Principal

Christopher Harvey Foltz **PROMOTED** Hazelbrook MS Interim Principal

Sari Hedges **PROMOTED** Durham ES Principal

Lisa Fetherston **PROMOTED** to Durham ES Associate Principal

Emily Pozos **PROMOTED** to Metzger ES Associate Principal

Amber Fields **PROMOTED** to Secondary Director of T&L

Laura Kintz **PROMOTED** to Elementary Director of T&L

Dr. Iton Udosenata **NEW** Superintendent for TTSD

PRESENTER: Len Reed

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: Recognition and Good News

PROPOSED MOTION: None



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

June 24, 2024

TO: Board of Directors
FR: Zinnia Un, Director of Equity and Inclusion; Educational Equity Advisory Committee
Members: Chair Jacob DeGraw, other EEAC Members Nynna Le and Octavia Horne
RE: Educational Equity Advisory Committee Report

EXPLANATION:

In the 2022-2023 school year, TTSD was tasked to create an Education Equity Advisory Committee (EEAC) under Senate Bill 732. The committee is tasked to create a report to share with the Board insights and information about equity issues within our district. The committee members will update and present to the board the work that was completed this year and the recommendations that they have for the Board and the Superintendent.

The EEAC members will present a brief overview of the EEAC report. Including the following information:

- Summary of the number and types of meetings the committee held throughout the school year
- Highlights of recommendations from multiple sections of the annual report
- Subcommittee leads will provide summaries of their work as well as highlights of their recommendations that can be found in the annual report
- Summary of the lessons learned exercise the committee performed during their last meeting
- Opportunity for Board members to ask questions of the EEAC

PRESENTER: Zinnia Un, Director of Equity and Inclusion, EEAC members
Chair Jacob DeGraw and other EEAC members Nynna Le, and
Octavia Horne

SUPPLEMENTARY MATERIALS: [Senate Bill 732](#) ; [EEAC PowerPoint Presentation](#); [TTSD EEAC Annual Report For the 2023-2024 School Year](#)

RECOMMENDATION: N/A

PROPOSED MOTION: N/A



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

June 24, 2024

TO: Board of Directors
FR: David Moore
RE: Cities of Tigard and Tualatin SRO IGA's

EXPLANATION:

Upon annual review of SRO Intergovernmental Agreements (IGAs) with the Cities of Tigard and Tualatin, action is required to approve the SRO IGA's for 2024-25.

Changes from current year versions of the IGAs are provided in the updated versions provided for each City:

- Update the expiration of the IGA term to June 30, 2025.
- Update the maximum compensation under Exhibit B.
- Exhibit A.1. includes added language that the City will assign School Resource Officer to attend scheduled Student Threat Assessment and Sexual Assault Incident Response meetings and emergency meetings if deemed necessary.

PRESENTER: David Moore, Zinnia Un and Jarvis Gomes

SUPPLEMENTARY MATERIALS: SRO IGA's for Tigard and Tualatin

RECOMMENDATION: Approve the 2024-25 SRO Intergovernmental Agreements with the Cities of Tigard and Tualatin, as presented

PROPOSED MOTION: I move to approve the 2024-25 SRO Intergovernmental Agreements with the Cities of Tigard and Tualatin, as presented.



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

June 24, 2024

TO: Board of Directors
FR: David Moore
RE: Property and Liability Coverage and Workers Compensation Insurance for 2024-25

EXPLANATION:

The District has purchased property and liability coverage from the Property and Casualty Coverage for Education (PACE) trust since 2006. The premium for 2024-25 will be \$1,085,772, a 10% increase from the current year. This increase, which is on the low end of the 10-20% increase initially forecasted, is due to losses incurred in the insurance industry and the tight insurance market.

PACE is considering limiting coverage for sexual abuse liability claims to \$15 million vs. the \$20 million provided for general liability claims. This decision has not been finalized, but either way, the District's insurance agent does not see the need to purchase supplemental coverage for this purpose.

PACE is a coverage pool. Pools spread the risk of losses to all members. However, individual member's policies go through underwriting based on that members' experience; then all members pay for total pool losses on a percentage basis. PACE's coverage documents provide broad and comprehensive coverage matched with excellent service and flexible underwriting for Tigard-Tualatin School District.

The District carries crime coverage of \$1 million including protection for dishonesty, forgery, theft, faithful performance and loss investigation expenses (up to \$25,000).

Cyber liability and cyber extortion coverage are offered through AIG as part of the PACE premium. Cyber liability coverage is limited to \$1 million annually for the District with an annual pool-wide limit of \$5 million. Cyber extortion coverage is limited to \$200,000 annually for the District with an annual pool-wide limit of \$2 million.

To supplement the PACE coverage, the District acquired supplemental cyber coverage of \$1 million in the current year, which it will again purchase in 2024-25 for \$28,742, a minimal decrease from the current year.

PACE has ordered real property appraisals in the upcoming year which will inform premium rates going forward for property insurance.

For workers compensation coverage in 2024-25, an increase in the experience modification factor from .82 to .85, although the premium will decrease by \$23,191 to \$370,587 due to rate decreases. The experience modification factor is based on average losses over the three-year period from 2020-21 to 2022-23. Losses of \$102,701 in 2019-20 are replaced by 2022-23 losses of \$158,285 in the 2024-25 experience modification calculation. Even with this change, the District's modification factor is below 1.00, which is the benchmark for all districts.

PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: Property and Casualty Premium and Rate Comparison; Workers Compensation Premium Comparison; Workers Compensation History

REQUESTED ACTION: Approve the proposed motion

PROPOSED MOTION: I move to approve PACE for property and liability and SAIF for workers compensation coverage in the fiscal year 2024-25, as presented.

PACE Premium Rate Comparison Report

Tigard-Tualatin School District 23J

Coverage	2023/ 2024 Policy Year			2024/ 2025 Policy Year			2023/ 2024 to 2024/ 2025 Changes		
	Premium	Exposure	Rate	Premium	Exposure	Rate	Premium Change	% Premium Change	% Rate Change
Property	\$610,657	\$623,080,141	\$9.80	\$647,226	\$647,923,919	\$9.99	\$36,569	5.99%	1.92%
Liability	\$285,546	\$11,272	\$25.33	\$346,042	\$11,106	\$31.16	\$60,496	21.19%	23.00%
Automobile	\$84,216	84	\$1,002.57	\$85,813	81	\$1,059.42	\$1,598	1.90%	5.67%
Crime	\$6,691			\$6,691			\$0	0.00%	
Totals	\$987,110			\$1,085,772			\$98,662	10.00%	

Liability Exposure = ADA for School Districts, Public Resources for Community Colleges and General Services Grant for Education Service Districts

Property Exposure = Total Insured Value (TIV)

Automobile Exposure = Automobile Count

Please note PACE Premium Rate Comparison reflects annualized 2023-2024 premiums.



*This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.
In the event of difference, the policy will prevail.*

Workers' Compensation Premium Exhibit

Class Code	Class Description	Payroll	Expiring Term		Renewal Term	
			Rate	Premium	Rate	Premium
7380	Drivers/Chauffrs/Messengers & Helpr	\$1,100,000	3.7	\$40,700	3.65	\$40,150
8868	School-Professional Emp & Clerical	\$109,200,000	0.31	\$338,520	0.28	\$305,760
8868	Work Experience-No Manual Labor	\$0	0.31		0.28	
9101	College/Schools-All Other Emp	\$4,650,000	2.43	\$112,995	2.23	\$103,695
9101	Work Experience-Manual Labor	\$0	2.43		2.23	
9349	School-Cafeteria/Kitchen Empl	\$930,000	2.14	\$19,902	2.04	\$18,972

Total Estimated Annual Payroll 115,880,000

Estimated Manual Premium		512,117		468,577
Increased Limits Charge - Min \$120	0.4%	2,048	0.4%	1,874
Premium Subject to Modification		514,165		470,451
Experience Modification		0.82		0.85
Standard (Modified) Premium		421,616		399,884
Pre-Pay Discount	0.97%	(11,613)	0.97%	(11,997)
Discounted Premium		410,002		387,887
Premium Volume Discount		(65,415)		(67,645)
Estimated Discounted Premium		344,587		320,242
Terrorism Risk Insurance Act Premium	0.5%	5,794	0.5%	5,794
Domestic Terrorism	1%	11,588	1%	11,588
Total Premium		361,969		337,624
Oregon DCBS Assesment	1.1%	31,809	1.1%	32,963
		393,778		370,587

Total Estimated Annual Premium and Assessment



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of difference, the policy will prevail.

Workers' Compensation History

POLICY PERIOD HISTORY (DATA AS OF 5/22/2024)

Pol Yr	Mod	Payroll	Clm Freq	Std Prem	Tier
2023	.82	104,410,000	.05	375,503	F
2022	.78	105,253,445	.05	349,453	F
2021	.90	96,716,688	.05	377,494	F
2020	1.05	82,986,074	.02	393,372	F
2019	.90	81,908,527	.05	388,937	F

POLICY PERFORMANCE HISTORY (DATA AS OF 5/22/2024)

Pol Yr	Prorated Premium	Paid Losses	Incurred Losses	Paid/Std	Inc/Std	Clm Count	Exp Clm Count	Paid TL	Paid Med	ND Reimb	TL Count	Exp TL Count	TL Day
2023	334,573	91,806	161,037	27%	48%	44	36.84	43,518	48,288	(7,761)	10	8.96	266
2022	349,453	122,597	158,285	35%	45%	57	48.99	27,785	81,560	(32,152)	13	11.47	285
2021	377,494	202,353	218,602	54%	58%	46	51.90	72,497	98,700	(25,720)	10	11.86	706
2020	393,372	102,701	102,701	26%	26%	17	43.06	20,409	75,293	(14,782)	5	10.17	150
2019	388,937	176,230	198,634	45%	51%	40	44.48	48,814	97,382	(20,930)	7	10.46	742

POLICY DIVIDEND HISTORY

Declaration day	Policy period	Standard premium	Loss ratio	Premium dividend factor	Loss dividend factor	Total dividend factor	Premium dividend amount	Loss dividend amount	Computed dividend amount
09/06/2023	07/01/2021	\$377,494.15	39.87%	22.64%	0.0%	22.64%	\$85,465	\$0	\$85,465
09/14/2022	07/01/2020	\$393,372.16	26.71%	13.44%	0.0%	13.44%	\$52,869	\$0	\$52,869
06/04/2021	07/01/2019	\$388,937.22	27.84%	38.14%	0.0%	38.14%	\$148,341	\$0	\$148,341
09/02/2020	07/01/2018	\$315,588.25	36.92%	17.56%	0.0%	17.56%	\$55,417	\$0	\$55,417
09/04/2019	07/01/2017	\$290,163.05	57.88%	20.29%	1.62%	21.91%	\$58,874	\$4,701	\$63,575
09/12/2018	07/01/2016	\$336,844.66	68.34%	20.59%	0.0%	20.59%	\$69,356	\$0	\$69,356
09/13/2017	07/01/2015	\$314,237.57	24.16%	21.38%	6.72%	28.1%	\$67,184	\$21,117	\$88,301
09/14/2016	07/01/2014	\$269,984.28	29.27%	21.99%	3.58%	25.57%	\$59,370	\$9,665	\$69,035
Totals							\$596,876	\$35,483	\$632,359



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.
In the event of difference, the policy will prevail.



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

June 24, 2024

TO: Board of Directors
 FR: David Moore
 RE: 2024-25 Construction Excise Tax Rates

EXPLANATION:

In February 2008, the Board approved a resolution to collect and remit construction excise taxes beginning March 1, 2008. One of the provisions contained in that 2008 resolution stated that "For years beginning on or after June 30, 2009, the tax rates stated in this resolution shall be adjusted for changes in construction costs. The Oregon Department of Revenue will determine the adjusted rate limitations and report to the District." The District has received notification that the Oregon Department of Revenue updated the Construction Excise Tax limits for the 2024-25 fiscal year.

The administration requests that the Board approve Resolution 2324-24, which will amend the Construction Excise Tax rates effective July 1, 2024 based on the limits updated by the Oregon Department of Revenue. The six governmental entities collecting the tax will be notified regarding these increases.

Construction Excise Tax funds are intended for capital purposes. Some examples include capital-related purposes when the District is between bonds, long-range facility and bond planning, additional resources for bond projects and property purchases.

The current Construction Excise Tax uncommitted fund balance is approximately \$7.5 million with the following amounts by jurisdiction collected through May in 2023-24:

Washington County	\$ 20,765.62
City of Tigard	\$507,631.07
City of Tualatin	<u>\$ 56,037.81</u>
Total	<u>\$584,434.50</u>

PRESENTER: David Moore, CFO

SUPPLEMENTARY MATERIALS: Department of Revenue Memo; Resolution 2324-24

RECOMMENDATION: Resolution 2324-24, as submitted

PROPOSED MOTION: I move to adopt Resolution 2324-24, as submitted, modifying Construction Excise Tax rates effective July 1, 2024.

Tigard-Tualatin School District 23J
Resolution 2324-24

Amendment to Construction Excise Tax

WHEREAS, the 2007 Oregon Legislative Assembly enacted ORS 320.170 to 320.189 (Senate Bill 1036) authorizing school districts to impose construction excise taxes (“CET”) to fund capital improvements to school facilities; and

WHEREAS, On February 7, 2008, the Tigard-Tualatin School District Board of Directors (“Board”) enacted Resolution 0708-14 imposing a CET pursuant to this Statute; and

WHEREAS, ORS 320.176 provides that a school district may adjust the CET tax rate and cap limitations each fiscal tax year based upon changes to the construction cost index as determined by the Oregon Department of Revenue (“DOR”), and

WHEREAS, on July 1, 2010, August 22, 2011, August 9, 2012, August 15, 2013, June 25, 2015, June 12, 2017, July 2, 2018, July 12, 2019, July 6, 2020, July 1, 2021 and July 13, 2022, the DOR issued the adjusted rate and cap limit numbers for fiscal years 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2020-21, 2021-22, 2022-23 and 2023-24; and

WHEREAS, the Board desires to amend the District’s CET tax rate and cap to reflect the DOR adjustments.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The applicable CET rates/limits imposed pursuant to Resolutions 0708-14, 1011-02, 1112-04, 1213-03, 1314-02, 1415-04, 1516-02, 1617-06, 1718-02, 1819-02, 1920-02, 2020-21, 2122-02, 2122-29 and 2324-02 are amended as follows:
 - (a) \$1.63 per square foot on structures or portions of structures intended for residential use, including but not limited to single-unit or multiple-unit housing; and
 - (b) \$0.82 per square foot on structures or portions of structures intended for nonresidential use, not including multiple-unit housing of any kind.
 - (c) A construction tax imposed on structures intended for nonresidential use will not exceed \$40,800 per building permit or \$40,800 per structure, whichever is less.
2. The construction excise tax shall be assessed and collected pursuant to the provisions of ORS 320.170 to 320.189.
3. The Superintendent is hereby directed to provide notice of this amendment the District’s local government partners collecting the CET pursuant to intergovernmental agreements with the District under ORS 320.179(2).
4. This resolution takes effect on July 1, 2024.

Duly passed this 24th day of June 2024, at the Meeting of the Board of Directors of Tigard Tualatin School District 23J.

Board Chair

ATTEST:

Dr. Susan Rieke-Smith, Superintendent

Issue: Indexing of School Construction Tax Limits

Statute Reference: ORS 320.170

Last Updated: 7/5/2023

Background:

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4% of tax revenue. DCBS is allowed to establish an administration fee of .25% of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

Tax Limit Calculations:

SB 1036 set tax rate limits of \$1 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts DOR has partnered with Department of Education who receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	2021-22	2022-23	2023-24	2024-25
Residential*	1.41	1.45	1.56	1.63
Non-Residential*	0.70	0.72	0.78	0.82
Non-Residential Max	35,200	36,100	39,100	40,800
* Dollars per square foot				



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

Date: June 24, 2024
TO: Board of Directors
FR: Tristan Irvin, Chair
RE: New Superintendent Contract Approval

EXPLANATION:

The School Board has been conducting a national search for a new Superintendent to begin July 1, 2024. A final interview with Dr. Iton Udosenata was conducted on May 30, 2024, and the School Board unanimously selected him as the top candidate for the Superintendent position.

Highlights of the contract include:

- 3-year term, July 2024 - June 2027
- Salary \$265,500 for 2024-25
- Insurance premium, same as licensed staff
- Tax deferred annuity
- HRA VEBA or similar
- Doctoral stipend
- Travel stipend
- Technology stipend

PRESENTER: Tristan Irvin, Chair

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: It is recommended that the School Board approve the Superintendent selection and contract, as submitted.

PROPOSED MOTION: I move to approve the Superintendent selection and contract, as submitted.



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

Date: June 24, 2024

TO: Board of Directors

FR: Tristan Irvin, Board Chair

RE: Consideration for the Board to Hear Two (2) Appeals for Two (2) Complaints

EXPLANATION:

The Board is asked to consider the appeals of two (2) complaint decisions which have been reviewed, and investigated by school administrators, district administrators and the Superintendent.

PRESENTER: Chair Tristan Irvin

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: None

PROPOSED MOTION: I move that the Tigard-Tualatin School District Board of Education [will further consider or will not consider] a request to appeal the Superintendent’s decision regarding the R/S complaint.

I move that the Tigard-Tualatin School District Board of Education [will further consider or will not consider] a request to appeal the Superintendent’s decision regarding the S/E complaint.