

**Welcome to this 2024-25 Organizational Meeting of the
Tigard-Tualatin School District Board of Directors
Monday, July 1, 2024**

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: 2023-24 Chair Tristan IrvinPage 03
David Jaimes, 2023-24 Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)

II. ACTION ITEM, Part I ~ Time: 6:31 PM

- A. Election of 2024-25 Board Chair and Vice Chair - Presenter: 2023-24 Chair Irvin..... Page 06

III. SUPERINTENDENT & BOARD COMMUNICATIONS ~ Time: 6:45 PM

IV. ACTION ITEM, Part II ~ Time: 7:00 PM

- A. Resolution 2425-01: Designation of District Officers, Clerks, Agents, and Depositories of Funds - Presenter: Jessica Seay ~ Time: 7:00 PMPage 07
B. Designation of 2024-25 Meeting Schedule, Dates, Times & Location(s) – Presenter: Board Chair ~ Time: 7:15 PM Page 13

V. 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.

VI. BOARD MEMBER REFLECTION TIME – Presenter: Board Chair ~ Time: 8:00 PM

This agenda item is provided for the Board to reflect at the end of their meeting and to have an opportunity to discuss, or talk about items to have on a future meeting agenda or if there is something that Board members wish to discuss further. This agenda item is available on an as needed basis.

VII. ADJOURN - Presenter: Board Chair ~ Time: 8:15 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, one above the other, cupping a mound of dark brown soil. A small green plant with several leaves is growing out of the soil. The background is a mix of light green and blue washes, suggesting a natural, outdoor setting.

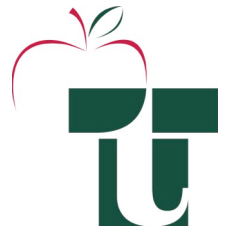
Art of Community

- 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 14 Rina Miyamoto-Sundahl for TTSD, updated August 2021*



Tigard-Tualatin School District
6960 SW Sandburg St.
Tigard, OR 97223

Date: July 1, 2024

TO: Board of Directors

FR: Chair Tristan Irvin

RE: Election of 2024-25 Board Chair and Vice Chair

EXPLANATION:

ORS 332.040 requires that: Immediately after July 1st the District School Board shall meet and organize by electing a chairman and a vice chairman from its members. No member shall serve as chairman for more than two years in succession.

As required by ORS 332.040, the Board is required to elect Board officers for the 2024-2025 school year. Following the elections, the Chairperson for the 2024-2025 school year will conduct the remainder of the July Board Meeting.

PRESENTER: Chair Tristan Irvin

SUPPLEMENTAL
MATERIALS: None

REQUESTED ACTION: None

PROPOSED MOTION: None



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

July 1, 2024

TO: Board of Directors
FR: David Moore, Chief Financial Officer
RE: **Designation of District Officers, Clerks, Agents, and Depositories of Funds**

EXPLANATION:

The 2024-25 Organizational Resolution is presented for the Board's approval. Annually, at the first meeting of the fiscal year, the Board is asked to approve the designation of District officers, agents, and depositories of funds. Certain appointments are required by Oregon Law and other appointments are required by Board Policy BCA. The resolution defines guidelines for the District to follow in relation to legal notices, investment of funds, and authorized limits for the Clerk and Deputy Clerk.

The recommendation is to appoint Dr. Iton Udosenata as District Clerk and Jessica Seay as Deputy Clerk for the 2024-25 fiscal year. As required by Oregon Local Budget Law, a Budget Officer is appointed for the District for the year. The Budget Officer acts under the direction of the Superintendent and the recommendation is to appoint Jessica Seay as Budget Officer for the 2024-25 fiscal year.

Dr. Udosenata and CFO Seay are authorized to execute to execute contracts and agreements on behalf of the District up to \$150,000. Contracts and agreements above \$150,000 will be brought to the Board for action.

Tristan Irvin is designated as the member authorized to negotiate and execute real property transactions along with Dr. Udosenata.

Marcia Chapman has been the chair of the Financial Oversight Committee since the 2017-18 fiscal year and has been notified to confirm her interest in continuing to serve as the chair for the 2024-25 fiscal year.

Per diem and meal reimbursement rates will remain the same in 2024-25.

Use of the IRS Standard Mileage Rates for mileage reimbursement has been the District's practice and is included in the resolution.

Staff continues to be satisfied with the various service providers recommended and is under contract or agreement with several of the service providers as required by our purchasing rules. There are no changes recommended in the areas of legal services and auditing services. Staff recommends continuing with Brown and Brown Northwest and Government Portfolio Advisors (GPA) for the 2024-25 fiscal year.

The same newspapers and websites will be used for publications. Community Newspapers business name is Pamplin Media Group. The resolution clarifies the business name and the common name.

The Investment Advisor reviewed official depositories and investment instruments and no changes are recommended. The policy states maximum percent holdings, maximum percent per issuer, and required S&P and Moody's ratings for each issue type.

Associated Student Body (ASB) accounts at the five secondary schools have separating checking accounts. ASB checks are written and signed at the school site. The resolution authorizes school staff to manually sign the ASB checks and requires two signatures on the checks.

This resolution is essentially the same as the resolutions adopted by the Board for the fiscal year 2023-24 with any changes noted above.

PRESENTER: Jessica Seay, Chief Financial Officer

SUPPLEMENTARY
MATERIALS: Resolution 2425-01

RECOMMENDATION: The administration recommends the adoption of Resolution No. 2425-01 as submitted.

PROPOSED MOTION: I move that Resolution No. 2425-01 be hereby adopted, as submitted.

**Tigard-Tualatin School District 23J
Resolution 2425-01**

**Designation of District Officers, Clerks, Agents,
and Depositories of Funds**

District Clerks

- Whereas,** Dr. Iton Udosenata, Superintendent of Tigard-Tualatin School District 23J, is designated by law as Clerk of said District;
- Whereas,** it is advisable for an additional staff member to be designated as Deputy Clerk;
- Be It Resolved,** that Jessica Seay, Chief Financial Officer is appointed as Deputy Clerk for the 2024-25 fiscal year;

Budget Officer

- Be It Resolved,** that Jessica Seay is hereby designated to serve as Budget Officer of the Tigard-Tualatin School District 23J for the 2024-25 fiscal year.

Grant Officer

- Whereas,** grant funding may become available through Federal, State or other sources; and
- Whereas,** certain available grant funds may be deemed beneficial toward improvement of the District's educational system;
- Be It Resolved,** that the Superintendent or designee be named as the Local Agency Representative and shall hereby be authorized to execute and file applications for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2024-25.

Individuals Authorized to Negotiate and Execute Real Property Transactions

- Be It Resolved,** that Board Member Tristan Irvin or Superintendent Dr. Iton Udosenata are hereby authorized to negotiate and execute real property transactions on behalf of the Tigard-Tualatin School District 23J for the 2024-25 fiscal year, after obtaining official Board approval within legal regulations and District guidelines.

Recording Secretary

- Be It Resolved,** that the Superintendent's Executive Assistant, Patricia Roberts, serve as the Board's Recording Secretary for the fiscal year 2024-2025.

Financial Oversight Committee

- Be It Resolved,** that Marcia Chapman shall serve as Chairperson of the District's Financial Oversight Committee for the fiscal year 2024-2025.

Legal Counsel

Be It Resolved, that for the purpose of all legal notifications made to the Tigard-Tualatin School District 23J, attorney Jeff Condit, of the firm Miller Nash, is designated as the attorney of record for the District.

Be It Further Resolved, that the executive staff of the Tigard-Tualatin School District 23J is authorized to use the firms of: Miller Nash, Hawkins Delafield & Wood LLP, the Hungerford Law firm and other firms, based on their special expertise in the area of law for the fiscal year 2024-2025.

Auditor

Be It Resolved, that Pauly & Rogers P.C., Certified Public Accountants, are hereby designated to serve as Auditors for the Tigard-Tualatin School District 23J for the fiscal year 2024-2025.

Information Systems

Be It Resolved, that Tigard-Tualatin School District 23J is authorized to utilize “Synergy” as the student information system, and “Infinite Visions” as the financial/human resources information system for the 2024-2025 fiscal year.

Agent of Record, Property Insurance

Be It Resolved, that Brown and Brown Northwest Insurance Agency is hereby designated to serve as Agent of Record for the Tigard Tualatin School District 23J for property and casualty insurance, worker’s compensation insurance, and crime coverage insurance for fiscal year 2024-2025.

Newspapers and Websites for Legal Notice

Be It Resolved, that the Oregonian, Daily Journal of Commerce, or Pamplin Media Group (Community Newspapers) be designated as the newspapers in which legal notices will be published. The OregonBuys eProcurement System is designated as a website where legal notices may be published.

Investment Depositories

Whereas, Tigard-Tualatin School District 23J has statutory authority for investment of funds,

Be It Resolved, that the following depositories are hereby approved as official depositories of Tigard-Tualatin School District 23J funds for the 2024-2025 fiscal year:

- Key Bank
- Oregon State Local Government Investment Pool
- Bank of America
- Umpqua Bank
- U.S. Bank
- Wells Fargo Bank
- OnPoint Community Credit Union
- Computershare Corporate Bank

Be It Further Resolved,

that the investment instruments listed below are permitted for 2024-2025:
US Treasury Obligations
US Agency Primary Securities FHLB, FNMA, FHLMC, FFCB
US Agency Secondary Securities FICO, FARMER MAC etc.
Certificates of Deposit/Bank Time Deposits/Savings
Commercial Paper
Banker’s Acceptance

Be It Further Resolved,

that the Clerk of the District or the Deputy Clerk, as Custodian of Funds, are authorized to establish accounts and to issue checks against such accounts bearing the original signature of the Clerk or the Deputy Clerk, or the facsimile signature of the Clerk or a designated Board Member in the absence of the Clerk.

That the Deputy Clerk is authorized to establish Associated Student Body checking accounts and that the school principal, associate school principals, school bookkeeper, and school secretaries are authorized to issue checks on such accounts bearing two authorized original signatures.

Investment Adviser

Be it Resolved,

that Government Portfolio Advisors, registered investment advisor, is hereby designated to serve as Investment Adviser for the Tigard-Tualatin School District 23J for the fiscal year 2024-2025

Authorization to Borrow Money

Be It Resolved,

that the Clerk of the District or the Deputy Clerk be authorized to borrow up to \$5,000,000 for short term cash flow purposes after obtaining official Board approval within legal regulations and District guidelines.

Signing of Agreements

Be It Resolved,

that the Clerk of the District or the Deputy Clerk is authorized to execute contracts, conveyances, or other similar transactional documents, including student-teacher training agreements, up to the amount of \$150,000, and may execute intergovernmental agreements pursuant to ORS Chapter 190 in any amount, on behalf of the District as deemed necessary.

Employee Expense Reimbursements

Be It Resolved,

meal reimbursements as documented by itemized receipts are subject to the following limitations:

Breakfast	\$ 13
Lunch	\$ 15
Dinner	\$ 26

For the purposes of advances, a meal per diem of not greater than \$54.00 per day will be granted.

Be It Further Resolved,

mileage will be reimbursed at IRS Standard Mileage Rates per <https://www.irs.gov/tax-professionals/standard-mileage-rates> or

Be It Further Resolved,

lodging will be reimbursed at reasonable commercial rates based on the U.S. General Services Administration “Per Diem Rates” located at <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877>

Disposal of Surplus Property

Be It Resolved, that the Clerk of the District or the Deputy Clerk hereby be authorized to dispose of surplus property in accordance with Board Policy to the limit of \$25,000.

Duly passed this 1st day of July 2024 at the Annual Organizational Meeting of the Board of Directors of Tigard-Tualatin School District 23J.

Board Chairperson

Dr. Iton Udosenata, Superintendent

Board Member:

Aye Nay

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



Tigard-Tualatin School District
6960 SW Sandburg St.
Tigard, OR 97223

Date: July 1, 2024

TO: Board of Directors

FR: Dr. Iton Udosenata

RE: Designation of Meeting Schedule Dates, Time & Location

EXPLANATION:

Each year the Board adopts a calendar of Board Meeting dates in July. This calendar is then available to the public in advance of the meetings. Early adoption with consistent dates helps members of the public who want to attend meetings plan their personal calendars accordingly.

The Board will consider a meeting calendar for the 2024-2025 school year. The meetings will be held at 6:30 PM, typically on the second and fourth Monday of each month. There may be a few times during the year that the meeting schedule will change to the first and third Monday of each month, due to various holidays. Please review the attached schedule for clarification.

The location of these Board meetings will be held in the Tigard Tualatin School District Training Center at 9550 SW Murdock St., Tigard, OR 97224.

PRESENTER: Dr. Iton Udosenata

SUPPLEMENTAL
MATERIALS: DRAFT 2024-2025 Meeting Calendar

REQUESTED ACTION: None

PROPOSED MOTION: I move that the Tigard-Tualatin School District Board of Directors adopt the 2024-2025 meeting calendar that sets 6:30 P.M. on typically the second and fourth Monday evening of each month for regular Board Meetings, as presented.

Tigard-Tualatin School District 23J

2024-2025 School Board Meeting Schedule

All Board Meetings will take place at the TTSD Training Center, 9550 SW Murdock St., Tigard, OR 97224 and are open to the public with the exception of Executive Sessions, which are posted accordingly, as needed.

<u>Meeting Date</u>	<u>Type of Meeting</u>	<u>Time</u>
Mon. July 1, 2024	2024-25 Organizational Meeting	6:30 PM
Mon. July 22, 2024	Board Retreat	8:00 AM
Mon. August 12, 2024	Regular Meeting	6:30 PM
Mon. August 26, 2024	Regular Meeting	6:30 PM
Mon. September 9, 2024	Regular Meeting	6:30 PM
Mon. September 23, 2024	Regular Meeting	6:30 PM
Mon. October 14, 2024	Regular Meeting	6:30 PM
Mon. October 28, 2024	Regular Meeting	6:30 PM
Mon. November 4, 2024	Regular Meeting	6:30 PM
Mon. November 18, 2024	Regular Meeting	6:30 PM
Mon. December 9, 2024	Regular Meeting	6:30 PM
Mon. January 13, 2025	Regular Meeting	6:30 PM
Mon. January 27, 2025	Regular Meeting	6:30 PM
Mon. February 10, 2025	Regular Meeting	6:30 PM
Mon. February 24, 2025	Regular Meeting	6:30 PM
Mon. March 10, 2025	Regular Meeting	6:30 PM
Mon. April 7, 2025	Regular Meeting	6:30 PM
Mon. April 21, 2025	Regular Meeting	6:30 PM
Mon. May 5, 2025	Regular Meeting	6:30 PM
Mon. May 19, 2025	Regular Meeting	6:30 PM
Mon. June 9, 2025	Regular Meeting	6:30 PM
Mon. June 23, 2025	Regular Meeting	6:30 PM
Mon. July 7, 2025	2025-26 Organizational Meeting	6:30 PM