

Steve Spencer
Superintendent

Rachel Alpert
Assistant Superintendent

**2023-2024
Board of Directors**

Ed Dressel

Lu Ann Meyer

Rob Ogilvie

Zach Steele

Jon Woods

Board Secretary
Juli Lichtenberger

Please join us at our
school board meetings.

Unless otherwise
scheduled the board
meets the second and
fourth Mondays
of the month.

District Office
Board Room
6:30 p.m.

Mission Statement
*Dallas School District
is centered on students,
powered by
collaboration, built on
equity, and driven by
excellence.*

*Dallas School District
111 SW Ash Street
Dallas OR 97338*

*503.623.5594 ph
503.623.5597 fax*

Agenda

**Work Session at Lyle Elementary School – 2:30 p.m.
Board Meeting at District Office Board Room – 3:45 p.m.
October 23, 2023**

<https://dsd2-org.zoom.us/j/84855147461>

Work Session with Lyle Staff

- **Introductions**
- **What are your successes, accomplishments or things that you are proud of this year?**
- **What are you currently struggling with or directing your resources to address?**
- **What are you focused on improving individually, in departments or grade levels, and as a building?**

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

3.0 Good News

- 3.1 The new sound system purchased for Lyle by their Parent Teacher Committee has been completed.

4.0 Student Report – Rowan McDowell

5.0 Public Comment

6.0 Announcements

- 6.1 October & November Calendars 298
- 6.1.1 Next Board Meeting November 13, 2023 at 6:30 p.m.
- 6.1.2 Citizens Oversight Committee Meeting
November 7, 2023 at 5:30 p.m.
- 6.1.3 Finance Committee Meeting, November 2, 2023
at 5:30 p.m.

7.0 Consent Agenda

- 7.1 Approval of the October 9, 2023 Board Minutes 300

8.0 Technology & Innovation Annual Report – Sean Johnson 303

9.0 Division 22 Standards Assurances – Nick Ingalls 306

10.0 Strategic Plan Report – Administrators

11.0 Reports

- 11.1 Citizen Oversight Committee Draft Minutes 324

12.0 Discussion Items

13.0 Adjourn



Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled “public comment.” It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board’s work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item. All public comment during a Board meeting is limited to 3 minutes for each individual. Up to 5 minutes may be granted to one person who represents a group of 3 or more with similar testimony. The Board Chairperson may adjust or extend allowable time limits, if necessary.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

There are three ways to provide public comment at a Board meeting.

- 1) If you wish to address the Board in person during a Board meeting, please fill out the request for public comment form available outside the boardroom. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board executive assistant with your request by simply handing them the public participation form. This will be directed to the board chair.
- 2) If you wish to address the Board remotely (via Zoom) during a Board meeting, please email Juli Lichtenberger, Executive Assistant to the Superintendent and Board, (juli.lichtenberger@dtd2.org) at least two hours prior to the start of the meeting. Clearly label the subject line as “Public Comment”. In the email state that you would like to address the board remotely during the meeting, and include the topic.

Steve Spencer, Superintendent

Rachel Alpert, Assistant Superintendent

Board of Directors: Ed Dressel • Lu Ann Meyer • Rob Ogilvie • Zach Steele • Jonathan Woods

- 3) If you wish to address the Board in hard copy or email please submit to Juli Lichtenberger, Executive Assistant to the Superintendent and Board, at juli.lichtenberger@dsd2.org at least two hours prior to the start of the meeting. Clearly label the subject line or document as "Public Comment"

If you have questions about the district, we encourage you to contact our superintendent.

Thank you for your interest in Dallas School District.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception
Dallas School District 2
111 SW Ash Street
Dallas, OR 97338
503-623-5594

Or: e-mail compliance.officer@dsd2.org

OCT 2023

SUN	MON	TUE	WED	THU	FRI	SAT
01	02 Homecoming Week	03 Homecoming Week Citizens Oversight Committee Meeting 5:30 p.m.	04 Homecoming Week	05 Homecoming Week Legislative Road Show at WESD	06 Homecoming Week	07
08	09 Board Meeting 6:30 p.m.	10	11	12	13 No School State Inservice	14
15	16	17	18	19	20	21
22	23 Work Session with Lyle 2:45 p.m. Board Meeting 4:00 p.m.	24	25	26	27	28
29	30 No School Assessment Day	31 No School Inservice Day Technology Advisory Committee Meeting 3:00 p.m.				

NOV 2023

SUN MON TUE WED THU FRI SAT

01

02

03

04

Finance
Committee
Meeting
5:30 p.m.

05

06

07

08

09

10

11

Citizens
Oversight
Committee
Meeting
5:30 p.m.

No School
Holiday

12

13

14

15

16

17

18

Board Meeting
6:30 p.m.

Technology
Advisory
Committee
Meeting
3:00 p.m.

19

20

21

22

23

24

25

No School
K-12
Conferences

No School
K-12
Conferences

No School
K-12
Conferences

No School
Holiday

No School

26

27

28

29

30

Board Meeting
6:30 p.m.

**Minutes
Board Meeting
October 9, 2023
6:30 p.m.
<https://dsd2-org.zoom.us/j/84855147461>
District Office Board Room**

Present: Jon Woods, Lu Ann Meyer, Rob Ogilvie, Ed Dressel, Zach Steele, Steve Spencer, Juli Lichtenberger, Rowan McDowell, Rachel Alpert, Reed Langdon, Todd Baughman, Nick Ingalls, Tami Montague, Bob Archer, Kas Knoll

Visitors: Mary Tharp, Sherry Lines, Kyle Diehm, Erin Sutro, Jennifer Lenoue, Steve Pon, Barb Pon, Stephanie Hofferber, Kendra Steele, Arriel Robinson, Glenda Instenes

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

Zach Steele moved to approve the agenda, seconded by Ed Dressel. The motion passed unanimously.

3.0 Good News

- 3.1 Dallas High School AP Biology students had an 83% pass rate. The national average was 64% on last spring's test.
Steve Spencer, Superintendent, shared good news with the Board.

4.0 Student Report – Rowan McDowell

Rowan McDowell, Student Representative, shared highlights of events at Dallas High School.

5.0 Public Comment

Mary Tharp, substitute teacher in the district, addressed the Board about student behaviors.

6.0 Announcements

6.1 October Calendar

- 6.1.1 Next Board Meeting will be on October 23, 2023 at 3:45 p.m.
following a work session at Lyle Elementary School at 2:30 p.m.
6.1.2 Citizens Oversight Committee Meeting November 7, 2023 at 5:30 p.m.

7.0 Consent Agenda

7.1 Approval of the September 25, 2023 Board Minutes

7.2 Staffing Report

Zach Steele moved to approve the Consent Agenda as printed, seconded by Rob Ogilvie. The motion passed unanimously.

8.0 Financial Report – Tami Montague

Tami Montague, Director of Fiscal Services, shared the financial report for month ending September 30, 2023. Tami shared a supplemental budget will not be necessary. The ending fund balance is reflecting 5.48% at this time.

9.0 Reports

9.1 Citizens Oversight Committee Draft Meeting Minutes

9.2 Enrollment Report

9.3 Charter Schools Enrollment Reports

9.4 Charter Schools Financial Reports

9.5 Charter Schools Minutes and Agendas

Discussion was held regarding the waiting lists reflected in the meeting minutes at both Luckiamute Valley Charter School and Dallas Community School.

10.0 Discussion Items

Lu Ann Meyer, Board Vice-Chair, discussed a potential targeted feedback survey as a tool for the superintendent evaluation. Lu Ann Meyer asked board members to help monitor each other during Executive Session and to look at the Board Evaluation documents on the Oregon School Boards Association website.

Zach Steele, Board Member, asked to discuss the potential of moving to one board meeting a month. Discussion was held.

Ed Dressel, Board Member, discussed a potential conflict of interest for him as a board member and a business opportunity. This is something he has been in discussions with the district about prior to filing to be a board member. Ed Dressel asked the Board to take action allowing him to contact the district's legal counsel for guidance. Discussion was held. Zach Steele moved to seek legal opinion to advise Ed Dressel, School Board Member, on ethics questions, seconded by Lu Ann Meyer. The motion passed unanimously with Ed Dressel abstaining from the vote.

Jon Woods, Board Chair, would like further information regarding student behaviors which was discussed tonight during public comment. An explanation on what we do and why would be good for the public to know. Discussion was held.

Board Chair, Jon Woods, read in a statement moving the Board into Executive Session.

11.0 Executive Session per ORS 192.660

(i) To Evaluate the Employment-Related Performance of District Personnel

The Board adjourned back into regular session.

12.0 Adjourn at 8:10 p.m.

Board Chair / Jon Woods

Date

Board Secretary / Juli Lichtenberger

Date

Dallas School District – Technology Department
2023-2024 Annual Report
Sean Johnson, Director of Technology & Innovation
Oct. 23rd, 2023

Technology Department:

As we ended last school year and began to transition to the 23-24 school year, we can still feel the effects of our ransomware attack from January. The ransomware attack took a toll on everyone in the district, but we gained tremendous understanding of our mistakes and learned from them. There has been security improvement for our systems and with each day, we gain more insight into what is best for our district moving forward.

With the new school year well under way, there have been a few changes in our vision. One of our biggest efforts this year in the Technology department is to be more efficient with our time working on the needs of the district. One of these efforts has been put into our helpdesk ticketing system. We have guided district staff to use the helpdesk system as much as possible, so we can track the work that is being done. The analytics from this data will allow us to get a better picture of the needs of the district and where we should focus our resources.

With a focus on tickets, I made the decision to assign technology staff to each building for a two-week period. Each technician is the point person for a school(s) for those two weeks. At the end of two weeks, they rotate to a new school. Having technicians assigned as the main contact has allowed staff to know who is in their building and given our department a better sense of what is happening in the buildings on a daily basis. So far, I have heard positive feedback on this rotation so we will continue to move forward with it.

As we focus on improving our efforts to better the district, the Technology Advisory Committee has been implemented once again. We have a licensed staff member and classified staff member from each school that represents their school. The role of the committee is to be a liaison to the buildings and provide strategic advice/recommendations regarding technology related matters. Currently, we meet once a month and our next meeting is scheduled for October 31st. This committee will be a great resource for moving the district vision forward and gathering input from all parties.

Bond:

With the start of bond work this past summer, we are in the process of updating the identified needs for the district. Concerning technology, our focus will be on safety & security as well as infrastructure needs. Regarding safety & security, we will be installing an updated security camera system at the high school and middle school. Currently, those two schools do not have

a functioning system that is reliable for their needs. At the three elementary schools, they will be getting the same system, but this will be a completely new system for them since they currently don't have anything in place. The district will be using the Avigilon Unity system, which is currently in use at the New CTE building. Work on the installation of cameras at Dallas High School is set to begin in the next couple of weeks.

In addition to the security camera system, a new access control system will be installed at all schools. Currently, access to all our buildings is controlled with keys, which can cause concerns for the Facilities department when keys are lost, or new staff are hired to the district. With the new access control system, we will be able to program staff ID badges to let them access the buildings. We will also be able to let outside entities use our facilities without having to give them a key to enter our buildings.

On top of the camera and access control, another priority for technology will be updating the intercom systems at all buildings. Currently, most of our buildings are using an old analog system that has been converted to digital, but that causes issues in its on right. Moving forward, we will be implementing a system that utilizes Valcom products. Valcom offers numerous products specific to a K-12 environment such as IP based speakers which can have text and flashers built in.

PowerSchool:

We are now in our second year of PowerSchool being our primary Student Information System. Last year, PowerSchool had its share of hiccups which caused plenty of headaches. As we started the school year, there were plenty of opportunities to improve our process. One of our main goals this year is to make sure the information is accurate and up to date, which will take some time to clean up, but it will help the whole district in the long run.

At the end of last school year, Josh Archer moved on from Dallas School District for an opportunity to work at Willamette ESD. Josh was the district Data Specialist and did the initial implementation of PowerSchool. Though we lost a great resource in Josh, we were able to hire Shari Walker as the new Data Specialist. Shari was the Office Manager at LaCreole Middle School for the past couple of years. With Shari's understanding of what the day-to-day task are for PowerSchool, she has been able to correct information that we looked past. Her relationship with all district staff and years of experience in Dallas has made her a fantastic resource for teachers, educational assistants, and office staff regarding PowerSchool.

Reprographics/Print Shop:

After the ransomware attack, the print shop had to revert to the old way of submitting print orders. The old way was just emailing Debbie McCleery with what was needed. As we slowly came back online, so did the print shop.

We no longer have to have staff email orders directly to Debbie. Staff can use PaperCut to submit print orders again. There are still a few items that need to be tweaked here and there, but Debbie has been very busy the past couple of months fulfilling print orders for the district.

Moving Forward:

In the ever-changing landscape of technology, we continue to adjust and improve our processes. In the near future, we know we will have to start planning our device replacement cycle for staff and student devices across all buildings. This past summer we were able to apply some of our ESSER funds to purchase Chromebooks for Dallas High School, which helped alleviate some pressure moving forward. I would like to thank the Board for helping push through the purchase of those necessary devices. Our next device replacements will need to focus on K-8 students and what devices are best for them to learn lifetime skills.

In planning for the future, we are looking at what is best for staff and students. We know we have to upgrade key infrastructure outside of the bond work, such as our wireless system and our phone system. We will be able to access funding through E-Rate, which will help us offset the money needed to improve these systems. I know it will take time before all our systems and devices are updated, but the future is promising for our district and we will take it one day at a time.

I would like to express my personal gratitude to the Board, Superintendent Spencer, my colleagues and coworkers, and the Technology department for entrusting me with the leadership of this team.

Thank you,
Sean Johnson, Director of Technology & Innovation



Division 22 Standards Assurances for the 2022-23 School Year

October 23rd, 2023

Overview

What are the Division 22 Standards?



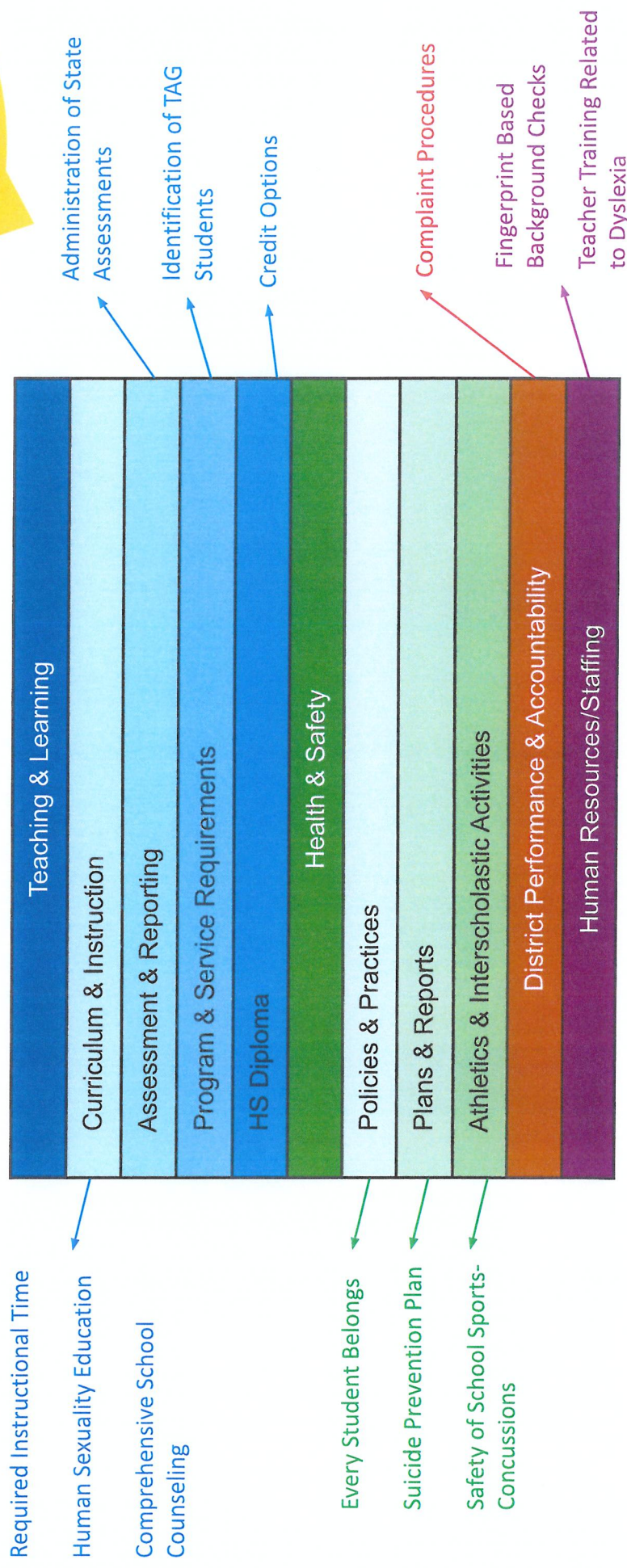
- All Oregon administrative rules (OARs) set out in Chapter 581, Division 22, Standards for Public Elementary and Secondary Schools.

Example: 581 - 022 - 0102 Definitions
Ch. Div. Rule Title

- The standards that the Oregon legislature or the State Board has determined must be met in order to be a standard school district.
- Compliance with these rules ensures a baseline level of service across the state.

Snapshot: Division 22 Rules

Division 22 standards include over 50 rules.



What are the requirements for each of the rules?

Consult the following resources for information:

<u>ODE's Rules at a Glance Summary</u>	Provides a high level summary of each rule
<u>Secretary of State's Oregon Administrative Rules Database</u>	Consult the text of the OAR for all of the specific details
<u>ODE's Division 22 Standards Newsletter</u>	Biannual publication that highlights new/revised rules, clarifies existing rules; provides insights on how the standards intersect with current issues and trends in K-12 education, as well as resources and promising practices

What are the Division 22 Standards Assurances?

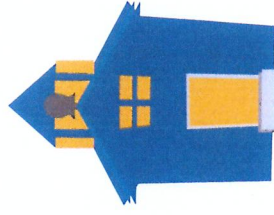
Combined Accountability Model

Districts report annually on compliance with each of the standards, and include an explanation and corrective action plan for any rule with which the district is out of compliance.

Local Accountability

Districts must:

- report to their local school board by Nov 1
- make a report available on the district website by Nov 1



State Accountability

- Districts must submit assurances to ODE by Nov 15
- ODE reviews all submissions and follows up with districts that have self-reported as being out of compliance



Division 22 Standards & Assurances of Compliance

“Our Why”

- Signals our commitment to providing a high quality educational experience and equitable opportunities for all students.
- Division 22 standards articulate the floor of the education to be provided to students, not the ceiling.
- Assurances process offers an opportunity for districts not in compliance to reflect on areas in need of attention and receive technical assistance.



What happens if the district is out of compliance?



- ODE reviews the district's proposed corrective action plan and either approves or rejects it
- If the plan is not approved as submitted, ODE contacts the district and provides technical assistance and support
- Once the district has an approved plan in place, ODE specialists may continue to provide support, as needed
- The corrective action must be complete by the beginning of the next school year
- If a district fails to come back into compliance after an opportunity for corrective action, ODE may withhold a portion of the district's State School Fund monies

Report for the 2022-23 School Year

Division 22 Standard Waivers for 2022-23

- [581-022-2115\(3\) Assessment of Essential Skills:](#)
 - **Essential Skills Graduation Requirements** are waived for students graduating in the 2022-2023 and 2023-2024 school years.
 - Note: Local Performance Assessment requirement in Section (2) remains in effect.
- [OAR 581-022-2265](#) Report on PE Data
 - **PE Data collections** were suspended last year. Districts will be required to submit data for the upcoming 2023-24 SY.



Rules That Were New in 2022-23

581-022-2308 Agreements Entered Into with Voluntary Organizations

Requires adoption of a policy governing participation in a voluntary organization that administers interscholastic activities. Voluntary organization must adopt and implement policies prohibiting discrimination, maintain a complaint process with sanctions, and administer an annual survey.

581-022-0107 Operational Plans for the 2022-23 School Year (not a new requirement)

School districts and public charter schools must periodically submit to the Department a plan for operation during the 2022-23 school year. The plan must be submitted on a form and on a timeline to be determined by the Department.

District Report on Compliance with Division 22 Standards

Include key points from your district's report regarding compliance and/or non-compliance on each of the standards.

Universal Screenings for Risk Factors of Dyslexia (581-022-2445)

- Only partially in compliance, all students are screened but family history questionnaire has not been in use

Educational Equity Advisory Committee*

- For Dallas SD, we have until September of 2025 to first Convene, first report compliance in 2026

Corrective Action Implemented

In process of creating district guidance and plan to screen for family history of reading difficulty. Notification and screens will occur starting after the winter assessment window for students not making progress on universal assessment to insure compliance for this year

Begin planning of Equity Advisory Committee and gather interest for membership

Looking Ahead: Compliance for the 2023-24 SY

New/Revised Rules & Requirements



Oregon Department of Education

OAR 581-022-2263 Physical Education Requirements

[HB 3199](#), which reduces the total number of physical education instructional minutes required in grades 6-8, was passed just before the close of the 2023 legislative session. The bill revises ORS 329.496 to include two significant changes:

1. The weekly time requirement was reduced from 225 minutes every week of the year.
2. The new weekly minimum of 150 minutes is calculated as an average over the duration of the school year.

This provision went into effect on July 1, 2023

New/Revised Rules & Requirements

OAR 581-022-2220 Health Services

Last revised in 1996, much of the rule’s language has been updated to reflect learning from the last three years of school operations and to bring the rule into alignment with current statutes and rules.

The revised rule will be in effect for the 2023-2024 academic year. Districts will first report on their compliance with the revised rule as part of Division 22 Standards annual assurances in November of 2024.



Potential Rule Changes



The following changes are being considered by the State Board of Education and may be adopted at the October meeting:

- **Assessment of Essential Skills graduation requirement:** proposed extension of the suspension of this requirement through the 2027-28 school year

Looking Ahead: Compliance for the 2023-24 SY

Include this slide to update the Board on any recent changes in policy or practice that may take the district out of compliance with any of the Division 22 Standards during the current school year (2023-24).



Minutes
Citizens Oversight Committee
October 3, 2023
Dallas High School Library
5:30 pm

- **Present:** Jerry Boudreaux, Bob Archer, Steve Spencer, Sean Johnson, Tami Montague, Candy Posey, Gary Suderman, Bill Masei, Tara Townley, Jennifer Reinhardt, Marlene Gillis, Paul Chamberlin
- **Welcome**
 - Meeting called to order at 5:30 p.m.
 - Site survey of Dallas High School completed.
- **Approval of Minutes**
 - Motion made by Bill Masei to approve minutes from August 7, 2023 meeting, motion seconded by Tara Townley, motion carried, minutes are approved.
- **Financial Update - Paul from HMK**
 - Handed out Bond Program Budget packet. Packet shows the overall budget for the Bond, \$12.758 million allocated to projects, and includes the Seismic project. To date \$2.785 million has been spent on construction and \$1.8 million on soft costs. The seismic project is on track to be under budget by roughly \$100,000 - \$150,000. We seem to be tracking a little bit below on what the project budget was estimated.
- **Old Business**
 - None at this time.
- **New Business**
 - Seismic Update –
 - From the Athletic Entrance through to the Boiler Room is seismically up to date. We have obtained the immediate occupancy status in the account that we had an event. Currently working to replace the old generator that runs the emergency lighting and server room.
 - Bond Project Update –
 - District managed projects – we completed roof renovations at Dallas High School (DHS), LaCreole Middle School (LMS) gym roof and Lyle Elementary gym roof. All of those came within the allocated amount of

the quote and they were 100% completed on time. We did some HVAC upgrades at DHS. We rebuilt the Bollman Auditorium unit in place due to some structural issues so we replaced components, rather than replacing the entire unit. The unit serving the foods room and the computer room was replaced. The main domestic water line at LMS which runs the length of the building was replaced. The lighting in the DHS gym was upgraded and smaller maintenance upgrades district wide have been completed. A small storage shed is being added to the back side of the play shed at Whitworth to store custodial and maintenance supplies. Emerick has started the Bond project at LMS. The decision was made to take the bus canopy down out front, it was not up to code, and we are working on a simple design to replace it. Parent pick up and the bussing seem to be going well. We are working with Energy Trust of Oregon to upgrade the high school stadium lights with LED lights at no cost to the district. Access controls and video monitoring at DHS is another project that we are hoping to get going with in the next couple of weeks. Access controls, video monitoring and the construction of the vestibule will be taking place as well. The fire alarm will also need to be replaced in the middle school. It was discovered that the south side of the building was non-operable. Innova will be coming in to get us back in compliance. This summer, elementary schools will be impacted with low voltage, access control, tech upgrades, and a vestibule at Lyle. There are two sections of roofing that need to be done at the high school. Once those are done, we will be 100% on our roofs district wide.

- LaCreole GMP –
 - Emerick provided a Guaranteed Maximum Price (GMP) of \$2,950,142 for the middle school project.
- LaCreole Gym Discussion –
 - Cost estimates seem to have stabilized a bit. If the committee recommends that we build a new gym at the middle school, we need to start looking at costs. To put the gym at the South end of the school the square footage was about 8,300 square feet and the cost was about \$3.5 million. To put it on the West side the square footage is about 7,150 square feet and the cost is about \$3.4 million. The building is programmatically needed, we promoted it in the Bond planning and Long-Range Facility Planning. Operationally, if it goes on the South end of the building instead of the West, there will be additional costs because we have the trash compactor, commodities freezers and other things which will need to be dealt with and possibly moved. We are willing to explore PEMB (Pre-Engineered Metal Building) as well as other building options.

- Chemeketa Building –
 - With the cost of renovating the old CTE building, the district approached Chemeketa about purchasing the building on the high school property. If the building is able to be purchased, it would fit our needs of creating a flexible space at a much lower price than renovating the existing CTE space. Steve and Bill have been in discussion with Willamette ESD regarding CTE “Hubs” and Dallas possibly becoming one. A hub being CTE programs held at Dallas High School with kids from other, surrounding, districts being able to attend the classes at DHS. Dallas kids would be able to go to surrounding schools and take their CTE classes which are not offered locally. Because we have been diligent with the Bond spending, we may be able to have other districts, and donors share the cost of renovating the CTE space. The district received a \$25,000 TAP Grant for Facility Assessment. We can most likely incorporate some of that in to the long-range plan. At some point in the future, the school board might be asking for the Citizen Oversight Committee’s opinion regarding purchasing the building.
- **Discussion of Next Meeting**
 - Next Meeting Date – Tuesday, November 7, 2023 5:30 p.m. at LaCreole Middle School.
- **Public Input**
 - None at this time.
- **Adjourn**
 - Motion made by Gary Suderman, motion seconded by Tara Townley. Meeting adjourned at 7:00 p.m.

Committee Chair

Jerry Boudreaux

Date

Committee Secretary

Natalie Castillo

Date