Welcome to this Work Session & Regular Meeting of the Tigard-Tualatin School District Board of Directors

Monday, January 13, 2025

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@ttsd.k12.or.us, no later than 4:00 PM on Board meeting day, and provide your name, community, and the reason or topic for your public comment. At 9:00 PM the Board may take a five-minute recess, and the chair will review the agenda for possible rescheduling of items. The public meeting will not go beyond 9:30 PM without a majority vote of the board. For assisted listening/speech call.503-431-4002 (voice) or 503-431-4047 (FAX) no later than 48 hours prior to the meeting.

I. WORK SESSION ~ *Time: 5:00 PM*
   A. School Continuous Improvement Plans – Roundtable Discussions – Presenter: Laura Kintz & Amber Fields .... Page 03

II. ADJOURN WORK SESSION ~ *Time: 6:00 PM*

III. REGULAR SESSION ~ *Time: 6:30 PM*
   A. CALL TO ORDER - Presenter: Chair Tristan Irvin ..... Page 04
      David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)

IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ *Time: 6:31 PM*
   A. CONSENT AGENDA ITEMS
      1. December 9, 2024 TTSD Board Work Session, Meeting & Executive Session Minutes ..... Page 07
         December 18, 2024 TTSD Board Special Meeting Minutes ..... Page 16
      2. Human Resources/Personnel Report ..... Page 18
      3. Preliminary November Financial Report ..... Page 19
      4. Resolution 2425-06: Safe and Welcoming Schools ..... Page 26

V. RECOGNITION & GOOD NEWS ~ *Time: 6:32 PM*
   A. School Board Recognition Month – Presenter: Lisa Burton & Kasey Fernandez ~ *Time: 6:32 PM* ..... Page 29

VI. STUDENT REPRESENTATIVE REPORTS ~ *Time: 6:45 PM*
   A. Tigard-Tualatin Virtual Academy Student Representative: Presenter: Brittany Granados
   B. Tigard HS Student Representatives – Presenters: Evelyn Agosto Jeronimo, Nathan Tran & Alternate: Moss Weigel
   C. Tualatin HS Student Representatives – Presenters: Jamie Hartmann, Sky Rowe

VII. SUPERINTENDENT & BOARD COMMUNICATION ~ *Time: 7:00 PM*

VIII. PUBLIC COMMENT ~ *Time: 7:15 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@ttsd.k12.or.us to signup to provide public comment, by 4:00 PM on Board meeting day. Include your name, community, and the reason or topic for your public comment. Public comments 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 willbe provided at the end of this meeting.

IX. REPORTS & DISCUSSION ITEMS ~ *Time: 7:45 PM*
   A. Board of Director Reports on CIP Presentations – Presenter: Chair Irvin ~ *Time: 7:45 PM* ..... Page 30
   B. Presentation of FY 2023-24 Annual Comprehensive Financial Report – Presenter: Jessica Seay ~ *Time: 8:00 PM* ..... Page 31
   C. Demographer's Annual Report – Presenter: Jessica Seay ~ *Time: 8:15 PM* ..... Page 33
   D. 1st Reading: Board Policies – Presenter: Len Reed ~ *Time: 8:30 PM* ..... Page 34

X. ACTION ITEMS ~ *Time: 8:45 PM*
   A. Contract Agreement between TTSD & TTEA – Presenter: Len Reed ~ *Time: 8:45 PM* ..... Page 35
   B. Approve Fiscal Year 2025-26 Budget Calendar – Presenter: Jessica Seay ~ *Time: 9:00 PM* ..... Page 41

XI. ADJOURN REGULAR MEETING - Presenter: Chair Irvin ~ *Time: 9:15 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.

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

Date: January 13, 2025

TO: Board of Directors

FR: Instructional Core Directors

RE: CIP Roundtables

EXPLANATION:
Principals will present their CIP plans and artifacts in a roundtable format, providing the Board/Cabinet an opportunity to make connections, ask for clarifications, and share insights or curiosities.

PRESENTER(s): Amber Fields, Laura Kintz, Carol Kinch, Zinnia Un (Instructional Core Directors)

SUPPLEMENTARY MATERIALS: CIP Roundtable Reflection Form | CCHS CIP | Tualatin ES CIP | TuHS CIP | HMS CIP | Bridgeport CIP

RECOMMENDATION: None

PROPOSED MOTION: None



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

Adapted from Margaret Wheatley's "Turning to One Another." (2000) by Z. Un for TTSD (2019)

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
Rina Miyamoto-Sundahl for TTSD, updated August 2021

December 9, 2024 TTSD School Board
Work Session, Regular Meeting & Executive Session Minutes

Tigard-Tualatin School District, 23J

The minutes are official after Board approval and will be posted at www.ttsdschools.org

Board Members Present:
Tristan Irvin, Chair
David Jaimes, Vice Chair
Dr. Kristen Miles
Crystal Weston
Jill Zurschmeide

Administrators Present:
Dr. Iton Udosenata, Superintendent, Virtually
Jessica Seay, CFO
Len Reed, Director, Human Resources
Darin Barnard, Director, Operations
Susan Barnard, Director, IT
Laura Kintz, Director, Teaching & Learning
Amber Fields, Director, Teaching & Learning
Alex Pulaski, Interim Director, Communications
Carol Kinch, Director, Student Services
Jarvis Gomes, Operations Administrator
Eric Nesse, Special Projects Administrator
Casey Petrie, Principal, Alberta Rider ES
Rory Moore, Principal, Templeton ES
Dr. Sarah Hedges, Principal, Durham ES
Cori Waufle, Principal, Deer Creek ES
Susan Kosmala, Principal, Twality MS
Dr. Jordan Mills, Principal, Bridgeport ES

O***thers Present:***
Patty Roberts, Executive Assistant
Lisa Burton, Community Relations Manager
Thor Kuhn, Teacher & Technology Support
Brittany Granados, Student Rep., TTVA
Evelyn Agosto Jeronimo, Student Rep., Tigard HS
Moss Weigel, Student Rep. Alternate, Tigard HS
Sky Rowe, Student Rep., Tualatin HS
Jamie Hartmann, Student Rep., Tualatin HS
Tim Blackburn, Associate Principal, Bridgeport ES
Suzy Yanez Benitez, Family Partnership Advocate, BPES
Becky Segundo, Attendance Secretary, Bridgeport ES
Robin Bridgeman, Parent, Hazelbrook MS & TuHS
Marcia Chapman, Financial Oversight Committee
Lindsey Voorhees, Parent, Mary Woodward ES
Kristi Baker, Parent, Twality MS & Tigard HS
Brooke Diaz, Parent, Mary Woodward ES
Karen Hughart, Teacher, TAG
Jacob DeGraw, Parent, Tualatin HS & EEAC Chair
Nynna Le, Teacher, Bridgeport ES & EEAC Member
Barb Doyle, Teacher, Deer Creek ES & EEAC Member
Sarah Darland, Parent, CFT ES & Tigard HS
Karen Hughart, TOSA, TAG
Licensed and Classified Staff Members,
And
Members of the Community via the Internet

I. WORK SESSION ~ 5:02 PM

Continuous Improvement Plans (CIPs) Roundtable Discussion: This work session was not streamed live. Board members met with Principals this evening to discuss and review their school continuous improvement plans and artifacts in a roundtable format, to provide the Board and Cabinet members to make connections, ask for clarifications, and share insights or curiosities. A link for each CIP can be found in the agenda.

Tristan Irvin, Board Chair, met with Twality Middle School Principal Susan Kosmala;
David Jaimes, Board Vice Chair, met with Deer Creek Elementary School Principal Cori Waufle;
Kristen Miles, Director, met with Durham Elementary School Principal, Sarah Hedges;
Crystal Weston, Director, met with Alberta Rider Elementary School Principal, Casey Petrie; and
Jill Zurschmeide, Director, met with Templeton Elementary School Principal, Rory Moore.

Later, during the Reports and Discussions Board meeting agenda item, Board members will share a brief review of their discussion, clarifications, insights and curiosities.

II. ADJOURN WORK SESSION ~ 6:02 PM

III. REGULAR SESSION ~ 6:30 PM

A. ***CALL TO ORDER ~*** *6:30 PM* ***(00:01 Timestamp)***

Chair Tristan Irvin convened this Board meeting of the Tigard-Tualatin School District (TTSD) Board of Directors to order on Monday, December 9, 2024 at 6:30 PM at the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. Chair Irvin shared that the Board had met, earlier, in a work session, with principals, to discuss their school's continuous improvement plans (CIPs) in a roundtable discussions format. This Board meeting was streamed live on the ***TTSD YouTube Channel (12/09/2024 Regular Meeting of the TTSD School Board)***.

IV. AGENDA ~ 6:31 PM ***(00:20 Timestamp)***

Chair Irvin asked Superintendent Dr. Udosenata if there are any changes to the agenda. Superintendent Udosenata stated that there are no changes to the agenda. Chair Irvin asked for a MOTION to approve the Agenda and Consent Agenda consisting of the November 18, 2024 TTSD Board Work Session & Meeting Minutes, Human Resources/Personnel Report, Preliminary October Financial Report, Second Reading: Board Policies, Approved Administrative Rules, For Information Only, and Investment Policy DFA, Annual Readoption, as presented. Vice Chair Jaimes made a MOTION to approve the Agenda and Consent Agenda, as presented. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

*V. **RECOGNITION & GOOD NEWS** – Time: 6:33 PM*

A. Bridgeport Elementary School Super Team – Presenter: Alison Heath & Bryce Bennett ~ Time: 6:33 PM ***(1:36 Timestamp)***

Alex Pulaski, Interim Communications Director, introduced the Bridgeport Elementary Super Team, consisting of Jordan Mills, Principal, Bridgeport ES Tim Blackburn, Associate Principal, Bridgeport ES, Suzy Yanez Benitez, Family Partnership Advocate, Bridgeport ES, and Becky Segundo, Attendance Secretary, Bridgeport ES. This team was recently spotlighted in the news for reducing Bridgeport ES's chronic absenteeism over the past few years. The Bridgeport ES staff have reduced chronic absenteeism by 13.4 percentage points by connecting with families and utilizing caring and targeted strategies. They shared specific information about their outreach efforts and strategies, using a PowerPoint presentation, a link is found in the agenda.

Board members shared the following comments and questions:

- I know you care about helping our students succeed and being there for students. I really appreciate you being there for students.
- Thank you for the amazing work you have done. I know that you have built up a trust with your students and their families and when you make a call to them it has a much greater effect.
- This is one of the areas that is a state and nation-wide "thing" that everybody is focused on and one of the things that you must be doing is making school a place where everybody wants to be, and making that true for staff and students. Thank you for your efforts!
- Thank you for all of your work. Attendance is really important and for making that a priority.
- Thank you and what is evident is that you are really engaging with students and their families in an authentic and meaningful way, where they want to come to school and they feel seen and heard and valued.
- Thank you for your amazing work at Bridgeport.

Alex Pulaski, Interim Communications Director introduced Superintendent Iton Udosenata who shared that this is an early farewell to Board Secretary Patty Roberts who has made the decision to retire. Patty has been the glue to the district leadership team and also in supporting the board. He said that in his time in TTSD Patty has been kind, and she has been a very hard worker and she has been patient. He said she has embodied what community service means and what student service to a school district is.

Board members shared the following comments and questions:

- Thank you for your long service to the district. It is great news that you are retiring and I know you will be missed here.
- Thank you so much Patty, for everything you have done. You are one of the kindest and most welcoming person that I have had the pleasure of knowing.
- I will miss you and thank you for everything you have done. Thank you for taking care of five (5) board members who rotate every couple of year. I wish you well in retirement.
- You were one of the biggest sources of welcoming, for me, when I came into the District. You have always been kind, patient and full of information.
- Thank you for helping me to get my feet under me when I was new. You have given all of us the confidence to do this work because you have the institutional knowledge and you know the people involved and are seeing all those things behind the scenes. I really appreciate your calm nature. We will really miss you.

VI. STUDENT REPRESENTATIVES *– Time: 6:48 PM* ***(18:06 Timestamp)***

Nathan Tran, Student Representative, Tigard HS, was absent.

Jamie Hartmann, Student Representative, Tualatin High School, shared:

- We had our first "WIN" time and it was a great success. It helped students get a set built-in time of day to get help, especially students who have to take the bus or have work immediately after school. We will have a couple more next week.
- Most college applications are due January 1st.
- Clubs:
  - Communicare club has chosen to fund raise for non-profit organizations fighting to help domestic violence victims.
  - Math Honor Society has completed its first competition, which is a group bracket style, and from a round of 64, they made it to the round of 16!
- Sports:
  - Winter season is underway and cheer has already won their first competition.

Sky Rowe, Student Representative, Tualatin HS, shared:

- Next Monday is our Winter Pep Assembly;
- ASB conducting the Wolf Pak Hygiene Drive, beginning today and all donations will be made to the TTSD Family Resource Center;
- TuHS The Wolf, newspaper, was in Eugene today for their fall media conference where they won "Best in the West"
- IB students have finished their extended essays and many other IB students are starting on their IAs.

Brittany Granados, Student Representative, Tigard Tualatin Virtual Academy (TTVA), shared:

- Winter Break Raffle, for students with unexcused absences from December 5-20 will be entered into a raffle to win a $20 gift card. This raffle will help to improve attendance.

Moss Weigel, Student Representative Alternate, Tigard HS, shared:

- 15 students at Tigard HS attended the fall media day and I won "Best in Show" for portrait photography and then a staff writer. Our news magazine also got graded excellent for opinion writing.
- Our next student roundtable is this Wednesday, December 11th.

Evelyn Agosto-Jeronimo, Student Representative, Tigard HS, shared:

- Theater – Princess Tea Party on December 14th, at Deb Fennel Auditorium.
- Movie night will be held on December 13th and will show Little Women, at Deb Fennel Auditorium.

VII. SUPERINTENDENT & BOARD COMMUNICATIONS ~ Time: 6:52 PM (22:19 Timestamp)

Dr. Iton Udosenata, Superintendent, shared: (his comments can be found here)

- Welcome to TTEA, and thank you for attending this board meeting today. We see you.
- Updates:
  - Enrollment is down, a little bit, from last year.
  - Looking at Smarter School Spending about ways to be more thrifty while still giving services to students.
- As we wrap up the 2024 calendar
  - Some bright spots are:
    - Improving attendance and working to remove barriers;
    - Behavior: referrals are down, our climate and culture data is showing improvement.
    - Continuing to focus on inclusion and equity in our schools
- Moving forward we will focus on ways to support all students;
- Last week I visited Tigard HS and met with a couple of student groups and discussed:
  - Transportation;
  - Areas of discrimination;
  - Experiences that students are having that we need to focus on and improve;
  - And other ways we can improve and show up for students;
  - Students seem to be having a great experience in school and feel valued and represented;
  - An it was great to meet with all the students who were just honest and candid about ways that we can improve schools for them, and they also gave us compliments on ways that we are showing up for them.
- There is some nasty bug going on out there. Stay well!

Board Members shared: *(27:40 Timestamp)*

- Thank you for our TTEA members & leaders, who make our schools great and who advocate to improve working and learning conditions for students & teachers. Thank you for showing up today. I want to say a few words for a loss in our community of Andrea Doering, who served the Twality MS community and her family. For her family, I am so sorry for your loss. I also want to express appreciation for the parents, community members and district employees who worked on addressing cell phones in schools. And again, thank you to everyone that showed up today.
- Governor Kotek came out with her proposed budget last week, and her number, $11.3M, for education, which is bigger than it has been before. However, we need to make sure that the legislature passes it at that level or higher.
- Last week was the COSA Law Conference, and there were some really great sessions, regarding board and admin work. I learned some really great information. One of big pieces is Legislative advocacy and there will be some legislative road shows/open houses for Washington County that will be offered through the Oregon School Boards Association (OSBA) in January. More information to come.
- What is best for our teachers, staff
- Twality MS suffered a tragic loss over Thanksgiving weekend and there has been an outpouring of support by both the Byrom and Twality communities.

VIII. PUBLIC COMMENTS ~ Time: 7:02 *PM (32:09 Timestamp)*

Chair Irvin shared that the Tigard-Tualatin School Board meetings are public meetings where the business of the Board is conducted in an open meeting for the public to observe as required by law, however regular public comment at board meetings is a policy choice of the Board and is not a legal requirement. As the Board values the input from our students, parents and district community members that we serve. The Board provides these opportunities for community members to provide input on important topics. In addition to public comment, community members may submit written comments to the Board secretary, Patty Roberts, at each meeting or email comments directly to the Board. Public comments are limited to three (3) minutes for each comment and

should be brief and concise. Speakers may offer objective criticism of school operations and programs. The Board will not hear complaints concerning specific personnel. Chair Irvin shared that there are several public comments this evening, and any written comments can be found through a link below and are included in these minutes.

- Lindsey Voorhees, 97224, Parent, shared their comments regarding the District-Wide Smartphone Policy (requesting a full BAN on Smartphones). *(34:25 Timestamp)*
- Kristi Baker, 97223, Parent, shared their comments about Smartphones in school - distraction. *(38:07 Timestamp)*
- Brooke Diaz, 97223, Parent, shared their comments regarding "my concerns with current smartphone policy and data supporting suggested changes." *(40:42 Timestamp)*
- Sarah Darland, 97223, Parent, shared comments regarding the smartphone policy. *(44:03 Timestamp)*
- Marcia Chapman, 97223, Parent, & Chair of TTSD Financial Oversight Committee, shared their comments regarding the negotiations of a new teacher's contract. *(46:42 Timestamp)*

The Board was provided the following written comments:
- Cagney Ringnalda, 97223, regarding: Smartphone Policy.
- Anna Murphy, 97223, regarding: Smart Phone Policy.
- Cara Kawahara, MD, 97224, regarding: Smartphone Policy.
- Cara Unger-Fink, 97224, regarding: TTSD Smartphone Policy.
- Marianne Schnell-Bruton, 97223, regarding: Smartphone Policy.
- Fawn McCool, 97224, regarding: TTSD's Smartphone Policy.

IX. REPORTS & DISCUSSION ~ Time: 7:19 PM

A. Board Director Reports on CIP Presentations – Presenter: Chair Irvin ~ *Time: 7:19 PM* ***(49:00 Timestamp)***

Chair Irvin shared that board members will be reporting on the CIP presentations that they have had with various schools, earlier this evening.

Chair Tristan Irvin, met with Susan Kosmala, Principal at Twality Middle School, and they discussed some really cool things happening at Twality MS, and there is also some really hard things going on right now. Twality is leaning into, not just Math, but really our multilanguage learners and trying to drill down into where that disparity is happening and how do we help to build that back up? Twality MS is working with a teacher development group in Math, working through problems, and understanding the whys. They got a grant from the Americorp, and that person is working with 40 students, during the day. Teachers are working in PLC's and are having a positive and fun experience in Reading in vertical teams in content areas, and talking about strategies, effective discourse strategies. There are a lot of opportunities for teachers to try on and to see how these strategies work.

Vice Chair Jaimes, met with Cori Waufle, Principal of Deer Creek Elementary School, and they discussed Reading & Math, and targeted implementation of Ignite Tutoring for 2nd grade and they want to expand to 3rd and 4th grades. Tutoring provides best supports for students. They are also focusing on pushing into the classroom for ELD supports for Multilingual students; using funds from the foundation to hire additional math inventions support; they are focusing on Kinder attendance and are increasing interventions for Native Hawaiian and Pacific Islander communities. We also talked about imprint lessons and upstander and teasing versus bullying lessons that are implemented in their EASH plan.

Director Kristen Miles, met with Sarah Hedges, Principal, Durham Elementary School, discussed three (3) big areas: Language, Math with i-Ready implementation, and a lot of instructional coaching in Math; and the biggest item we talked about school culture and climate. Durham ES is having a lot of community events, and all tier 2 and tier 3 teams are new. She shared that with Durham's attendance focus many of the grades are at 90% attendance. Students and staff really want to be at school. Principal Hedges has a coffee cart that she takes

around the school. Director Miles asked for most exciting thing at Durham and Principal Hedges shared that there is a need for a lot of healing and she is focusing on creating a place where people want to be.

Director Crystal Weston, connected with Casey Petrie, Principal, Alberta Rider Elementary School, and they discussed: Kinder attendance and seems to be doing better over time. Challenges with family vacations, winter breaks, etc. Also talked about the office referral rate is especially high for students with disabilities along with supports for these students, and we heard some success stories

Director Jill Zurschmeide, met with Rory Moore, Principal of Templeton Elementary School and they discussed: using an SEL screener tool, that helps to track individual students and the teacher can see who is on task and then provides tools to help each individual student to help get them back on task, when needed. Templeton ES has a dedicated 30-minute daily writing block, along with a 90-minute reading block. The new I-Ready math curriculum is more rigorous than our previous curriculum. She also mentioned that some student data was inaccurate, regarding referrals, from the state

B. 2024-25 First Quarter Open Enrollment and ODE 3% Report – Presenter: Alex Pulaski ~ *Time: 7:34 PM* ***(1:04:25 Timestamp)***

Alex Pulaski, Interim Communications Director and Lisa Burton, Community Relations Manager, shared that the purpose of this agenda item is to provide the Board with a formal report of TTSD's student transfer and open enrollment activity and the ODE 3% calculation report for the first quarter of the 2024-25 school year. They provided information using a PowerPoint presentation, a link is found here.

They reviewed the TTSD Transfers slides in detail, including:

- Inter-District Transfer Summary
  - Incoming
  - Outgoing
- In-District Transfer Summary
- Durham Boundary Update – Rising & Legacy Transfers
- Fall 2024 Charter and Online School Enrollment
- 2025-26 Transfer Proposal will be presented February.

Board members shared the following comments and questions:

- I am curious about the increase in the overall number of students that is going up. Is that because we are losing enrollment there is more room in schools for kids to move around?
- Does the number, this year, count towards the grandfathered numbers for the students who stayed at Durham?
- We want our families to be happy about their schools. I'm disappointed that this is not true for more families. We have a lot of great things happening in programs, and schools and teachers, but I am concerned seeing the director of some of these numbers and I am wondering if there is any information about the age, any particular schools, based on the boundaries, or any input from families.
- A large housing development going in the south-end of Tualatin, Basalt Creek Area, and the students in those houses are all going to Sherwood SD, and I know of many families who would love to be going to TTSD schools, but they cannot because Sherwood won't release them.
- Regarding the 3%, districts have the option of not saying no at 3% to releasing students.

C. Cell Phone Work Group Recommendation – Presenter: Eric Nesse ~ *Time: 7:47 PM* ***(1:17:51 Timestamp)***

Eric Nesse, Special Projects Administrator, Marni Watt-Tupou, Associate Principal, Fowler MS; Jonathan Holm, Dean of Students, Tigard HS and Rory Moore, Templeton ES Principal, provided information regarding the Cell Phone Work Group recommendation, using a PowerPoint presentation, found here. This fall the TTSD Cellphone Workgroup, comprising teacher, administrator representatives from all three levels, met multiple times to examine the impact of cellphones in our schools. At the October 28, 2024 Board meeting, representatives from the Workgroup shared an initial set of recommendations, which were contingent on the results of a cellphone survey

distributed to students, families and staff. Now that the survey window has closed and the results have been compiled, the Workgroup is pleased to present this final report.

They discussed in detail:
- Workgroup Initial recommendation (shared 10/28);
- Survey questions posed to students, staff and families;
- Survey Highlight: What is your satisfaction with TTSD's current Policy on student cell phone usage in school?
- Survey Highlight: Main themes found in "open ended" question 6, ranked by frequency of response
- Workgroup Final: Recommendations
- Questions?

Board members shared the following comments and questions:
- I appreciate that you are considering the research, while engaging with staff, families and students, and that you are taking a grade level approach to the recommendation.
- I want to double check that our current policy, which allows for students to have their cell phones available for medical reasons, as part of their IEP or 504 plan, will continue.
- Thank you for doing this work and looking at the data, it looks like there is more concern in middle school around cell phone use. Middle school can be more of a challenge. Our current policy says PreK-8th phones are to be powered off at school. I have seen a lot of variation in the implementation of this policy and maybe this policy isn't strong enough. What happens when a student does use their phone? I think we need to have consistency.
- Thank you for all of this work and being really thoughtful about the process. There is a really nuanced approach to this and recognizing that K-5 is very different than middle and high school. Also, the consistency and fidelity piece is tricky. There has been a lot of progress at the HS level. A lot of work has gone into this process and policy work.
- Chair Irvin asked our students representatives for their input:
    - Thank you for advocating on behalf of students and for not disbanding it, because we do need to learn how not to use our phones all the time. I know a lot of my peers are very addicted to their cell phones.
    - Thank you to Superintendent, for your comments. I feel that this is a bigger issue, and a flat-out ban is not the step that needs to be taken at this level. A ban does not set us up well for the long term.

D. 2023-24 Integrated Guidance Program – Presenter: Dr. Iton Udosenata ~ *Time: 8:12 PM* ***(1:42:45 Timestamp)***

Dr. Iton Udosenata, Superintendent and Carol Kinch, Director of Student Services presented, using a PowerPoint presentation, as found in the agenda. They shared that the ODE requires an Integrated Programs Annual Report for 2023-24 to the School District's Board members. The requirements of the annual report submitted to ODE in Smartsheet form and summarized in the Annual Report Presentation include:
- The report to the Board with meeting minutes provided as evidence to ODE;
- Posting the TTSD 2023-24 Integrated Programs Annual Report Narrative Responses on the District website and providing for public comment at the meeting where the Board receives the report.

Superintendent Udosenata and Director Kinch discussed:
- Our Time Together
- What is the Integrated Guidance?
- Why We are Here
- 2023-24 Integrated Program Grants
- What is the Student Investment Account (SIA)
- 2023-24 Integrated Program Highlights
- Celebrating Successes
- Areas of Growth
- What is the work ahead?

Board members shared the following comments and questions:

- Thank you for all of the work that is being done. I want to call out the narrative response of the integrated programs annual report has a couple of lines in it that are some of the finest writing I've seen and I want to call them out, including: the second question asks about what is getting in our way as we are trying to do this really important work? And two sentences really struck me: "The barriers and challenges we continue to face stem from the high expectations for services without adequate funding to support general operations while we strive to be strategic and innovative the absence of clear and sustainable funding streams for building and maintaining the necessary infrastructures leaves us relying on fragmented solutions." We saw that at our last meeting when we were talking about our diverse workforce and we're pulling together grants to get pieces together. We need a clear sustainable funding stream to do this incredibly important work.
- In looking at the presentation, I am wondering is there space for our attendance initiatives and where might those fit into where we are dividing up our money and initiative.
- I know, from experience, what a really complex and complicate4d system the integrated guidance piece is and I appreciate the clarity and transparency in which you present all of this work, because it is not easy and when we are braiding funds and looking at so many different pieces, I appreciate the work it takes and the time it takes to really spell it out for our community.

X. ***ACTION ITEMS*** *~ Time: 8:33 PM* ***(2:03:10 Timestamp)***

A. Resolution 2425-05: May 2025 Bond Measure Recommendation – Presenter: Alex Pulaski ~ *Time: 8:33 PM* ***(2:03:10 Timestamp)***

Alex Pulaski, Interim Communications Director and Darin Barnard, Director, Bond and Operations, shared that a committee of staff and community members has spent the last two (2) years studying the district's facility needs. Projected growth, and bond measure options and cost. In November, 2024 the committee conceptually endorsed plans to forward a formal bond proposal to the Board at the December 9, 2024 meeting. That proposal, at $421.3 million (an estimated additional .99/$1,000 assessed value) over 20 years, would include the replacement of Fowler Middle School, significant renovation at Bridgeport, Byrom, Durham and Mary Woodward elementary schools; curriculum and technology needs priority 1 and 2 infrastructure upgrades; safety upgrades; athletics and recreation opportunities. Staff shared an outline of these plans as well as recent polling at the November 18, 2024 Board meeting. Interim Pulaski thanked our community volunteers because without our vital community support we wouldn't get anywhere and I really appreciate that and including the advocacy that is going to have to happen for this bond to pass.

Board members had no questions.

Director Kristen Miles made a MOTION that the Tigard-Tualatin School District Board of Directors approve the May 20, 2025 bond measure resolution including the ballot title and explanatory statement language, as presented. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

Superintendent Udosenata, shared his appreciation for the support of the board and our community. We have a lot of work to do to ask our community to approve this bond. We don't take this hard work lightly,

B. Canvass November 5, 2024 Local Option Levy Election Results – Presenter: Alex Pulaski ~ *Time:8:37 PM* ***(2:07:43 Timestamp)***

Alex Pulaski, Interim Communications Director shared that the purpose of this agenda item is for the TTSD Board to approve the official abstract of votes from the November 5, 2024 Local Option Levy Election results. The Certified results reports from Washington and Clackamas Counties for Tigard-Tualatin School District Measure 34-341, which appeared on the November 5, 2024 General Election ballot.

Board members had no questions.

Vice Chair Jaimes made a MOTION that the Tigard-Tualatin School District Board of Directors approve the Abstract of Votes for the November 5, 2024 Election, as presented. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

XI. ADJOURN *~8:38 PM* ***(2:48:08 Timestamp)***

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 8:38 PM.

APPROVED BOARD MEETING

This Board Meeting was streamed on the TTSD YouTube Channel.

DATE: 1/13/2025

CHAIRMAN:

CLERK:

XII. EXECUTIVE SESSION *~8:44 PM*

Chair Tristan Irvin called the Board Executive Session of the Tigard-Tualatin School District Board of Directors to order at 8:44 PM in the Tigard-Tualatin Training Center, Board Room, at 9550 SW Murdock St., Tigard, OR 97224. This executive session was convened under ORS 192.660(2)(d) to conduct deliberations with persons designated to carry on labor negotiations. Present in the Executive Session include: Chair Tristan Irvin, Vice Chair David Jaimes, Board Directors: Kristen Miles, Crystal Weston, and Jill Zurschmeide, also Dr. Iton Udosenata, Superintendent, Jessica Seay, CFO, Len Reed, Human Resources Director. Labor negotiations were discussed.

XIII. ADJOURN EXECUTIVE SESSION *~ 9:33 PM*

At 9:33 PM Chair Irvin adjourned this Tigard-Tualatin School District Board Executive Session.

December 18, 2024 TTSD School Board
Special Meeting Minutes

Tigard-Tualatin School District, 23J

The minutes are official after Board approval and will be posted at www.ttsdschools.org

Board Members Present:
Tristan Irvin, Chair
David Jaimes, Vice Chair
Dr. Kristen Miles
Crystal Weston
Jill Zurschmeide

Administrators Present:
Dr. Iton Udosenata, Superintendent
Dr. Lisa McCall, Assistant Superintendent
Alex Pulaski, Interim Director, Communications
Len Reed, Director, Human Resources

O***thers Present:***
Patty Roberts, Executive Assistant
Thor Kuhn, Teacher & Technology Support

I. SPECIAL SESSION ~ 4:00 PM

A. ***CALL TO ORDER ~ 4:00 PM (00:01 Timestamp)***
Chair Tristan Irvin convened this Board special meeting of the Tigard-Tualatin School District (TTSD) Board of Directors to order on Wednesday, December 18, 2024 at 4:00 PM, virtually, through a ZOOM Meeting link. This Board special meeting was streamed live on the ***TTSD YouTube Channel (12/18/2024 Regular Meeting of the TTSD School Board)***.

II. APPROVAL OF AGENDA ~ 4:00 PM (00:20 Timestamp)

Chair Irvin stated that there are no changes to the agenda and she asked for a MOTION to approve the agenda, as presented. Vice Chair Jaimes made a MOTION to approve the agenda, as presented. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

III. ACTION ITEM – Time ~ 4:01 PM

A. Suspend & Review of Board Policy BCB: Board Officers – Presenter: Chair Irvin ***(1:36 Timestamp)***

Chair Irvin shared that the TTSD Board Policy BCB: Board Officers is slightly different than Oregon School Boards Association (OSBA), Oregon Department of Education (ODE) board policy around board leadership terms and you will note in the policy it talks about the length of the term of a board officer is two calendar years. It also talks about if you take over for a board officer who has become incapable or incapacitated and cannot finish their, but is does not clarify when the "clock" begins on that term. Chair Irvin spoke with OSBA who has reviewed our policy, and agrees that our policy is a little vague. She shared that since she began her term as Board Chair in December, 2022, taking over for Director Ben Bowman, who vacated the Chair position. She shared that to avoid any confusion, and at the guidance of OSBA, Chair Irvin is suggesting that the Board temporarily suspend Board Policy BCB: Board Officers, effective today, so that the TTSD policy committee can review and add language around when you take over mid-term for another board member. She shared that the board wants to stay transparent and make sure that they are clear about that piece of policy. When we go through our board leadership voting and nomination process, for the next time, there will not be questions, in terms of whether the board is in compliance with their own policy.

Board members shared:

- I like the idea of adding a sentence, or so, about if you are completing a term for someone else, that it won't count towards your two-year limit.

Director Zurschmeide made a MOTION to temporarily suspend policy BCB: Board Officers, for the remainder of this school year, as presented. Director Weston seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

Chair Irvin shared that she will communicate with the Policy committee, in terms of this work and she thanked everyone for attending this meeting this afternoon.

IV. ADJOURN *~4:06 PM* ***(5:01 Timestamp)***

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 4:06 PM.

APPROVED BOARD MEETING

This Board Meeting was streamed on the TTSD YouTube Channel.

DATE: 1/13/2025

CHAIRMAN:

CLERK:

January 13, 2025

HUMAN RESOURCES REPORT

TIGARD-TUALATIN SCHOOL DISTRICT 23J

HUMAN RESOURCES REPORT - CONFIDENTIAL MANAGER

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
WOODFORD	JADELYN	HIRE	REPLACE ROBERTS	CONFIDENTIAL	HIBBARD	EXECUTIVE TO THE SUPERINTENDENT & SCHOOL BOARD SECRETARY	1.000	E1	1/13/25	

HUMAN RESOURCES REPORT - LICENSED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
APPLE	AMANDA	CHANGE	LEAVE	LICENSED	FOWLER	TEACHER MATH	1.000	F11	1/31/25	6/12/25
CHANEY	JESSIE	TERM	RESIGN FROM LEAVE	LICENSED	BRIDGEPORT	KINDERGARTEN	1.000	E12	12/20/24	
GIVENS	NICOLE	HIRE	REPLACE CHANEY	LICENSED	BRIDGEPORT	KINDERGARTEN- TEMPORARY	1.000	A5	1/9/25	6/12/25
FRANKLIN	SHELBY	HIRE	REPLACE GRANT	LICENSED	BRIDGEPORT	5TH GRADE-TEMPORARY	1.000	D1	1/6/25	6/12/25
WOODSIDE	TRAVIS	HIRE	NEW POSITION	LICENSED	METZGER/ ALBERTA RIDER	ELEMENTARY BEHAVIOR SPECIALIST	1.000	D7	12/16/24	6/12/25

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
CABRERA MIRANDA	DULCE	EMPLOY	REPLACE SANCHEZ	CLASSIFIED	TEMPLETON	SECRETARY 3	0.875	I6	12/12/24	
CRAM	EVONNE	EMPLOY	REPLACE VESSEY	CLASSIFIED	TRANSPORTATION	DISTRICT BUS DRIVER	0.750	I6	1/6/25	
GENCHI NAVA	SONIA	CHANGE	LOCATION	CLASSIFIED	BYROM	LEARNING SPECIALIST ASSISTANT	0.813	I2	1/13/25	
GONZALEZ	MICAELA	EMPLOY	REPLACE	HOURLY	TEMPLETON	INSTRUCTIONAL ASSISTANT 1	0.025	E3	1/7/25	6/11/25
LEE	WAN-I JENNY	CHANGE	INCREASE FTE	HOURLY	ALBERTA RIDER	INSTRUCTIONAL ASSISTANT 2	0.156	G2	10/10/24	5/30/25
LIVINGSTON	GILLIAN	EMPLOY	REPLACE ROMO	CLASSIFIED	FOWLER	FAMILY PARTNERSHIP ADVOCATE	1.000	I3	1/6/25	
MILLER	TAYLOR	EMPLOY	REPLACE	HOURLY	TEMPLETON	TITLE 1 ASSISTANT	0.469	H4	1/6/25	6/11/25
MORENO	REYNA	EMPLOY	REPLACE WALSH	CLASSIFIED	FOWLER	UTILTIY/CLEAN TECH	0.625	F6	1/6/25	
NAJERA DEL ROSARIO	FANY	EMPLOY	REPLACE ORTIZ	CLASSIFIED	TRANSPORTATION	VAN DRIVER FOR STUDENTS	0.750	H2	1/6/25	
PHILLIPS	TIFFANY	EMPLOY	REPLACE WILLIAMS	CLASSIFIED	DURHAM	LEARNING SPECIALIST ASSISTANT	0.813	I2	12/16/24	
POLLARD	CHAD	EMPLOY	REPLACE KIRKPATRICK	CLASSIFIED	BYROM	LEARNING SPECIALIST ASSISTANT	0.813	I6	1/6/25	
RASMUSSEN	JULIE	EMPLOY	REPLACE	HOURLY	DURHAM	NUTRITION SERVICES ASSISTANT 1	0.438	C6	12/19/24	6/11/25
RICHARDS	HOLLY	EMPLOY	REPLACE BELLO	CLASSIFIED	HAZELBROOK	SCHOOL ENGAGEMENT SPECIALIST	1.000	K2	12/17/24	
ROLEY	ALEECE	CHANGE	REPLACE	CLASSIFIED	FOWLER	LEARNING SPECIALIST ASSISTANT	0.875	I11	12/10/24	
SHOTTS	CHRISTOPHER	EMPLOY	REPLACE WATTS	CLASSIFIED	HAZELBROOK	LEARNING SPECIALIST ASSISTANT	0.875	I6	1/13/25	
TATE	ANGELICA	EMPLOY	REPLACE	TEMP CLASSIFIED	TEMPLETON	LEARNING SPECIALIST ASSISTANT	0.813	I4	12/9/24	
TURIN	LISA	TERM	RETIRE	CLASSIFIED	TUALATIN HIGH	INSTRUCTIONAL ASSISTANT 4, PRE ETS	1.000	J11	1/10/25	
TYE	SARA	EMPLOY	REPLACE	HOURLY	TEMPLETON	TITLE 1 ASSISTANT	0.469	H11	12/9/24	1/9/25
TYE	SARA	EMPLOY	REPLACE POKALLUS	CLASSIFIED	TEMPLETON	LEARNING SPECIALIST ASSISTANT	0.813	I11	1/10/25	
VESSEY	REBECCA	CHANGE	REPLACE STEVENS	CLASSIFIED	TRANSPORTATION	DISTRICT BUS DRIVER	1.000	I10	1/6/25	
VOHLAND	ELIZABETH	EMPLOY	REPLACE ZAIGER	CLASSIFIED	TUALATIN	INSTRUCTIONAL ASSISTANT 4, EBS	0.750	I6	12/13/24	
WATTS	SHAYLA	TERM	RESIGN	CLASSIFIED	HAZELBROOK	LEARNING SPECIALIST ASSISTANT	0.875	I5	1/10/25	
WOODFORD	JADELYN	TERM	RESIGN	CLASSIFIED	TUALATIN HIGH	HEAD SECRETARY	1.000	L8	1/10/25	

as of 1/8/25 3:05 PM
Prepared by Annette Cooley, HR Ast\server\PERSJAN222004

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

January 13, 2025

TO: Board of Directors
FR: Jessica Seay
RE: Preliminary November Financial Report

EXPLANATION

This month's financial report includes the preliminary November 2024 statements. Final audit fieldwork occurred prior to the date of this report so balances for the year ending June 30, 2024 reflect the final balance.

There are no MITCH Charter School financial statements included in this month's packet.

JUNE 2024 ENDING FUND BALANCE

The ending fund balance at June 30, 2024 of $17.9 million is less than the $19.0 million estimated at the time of the proposed budget for 2024-25.

NOVEMBER 2024 GENERAL FUND

Revenue:
Revenue through November consists primarily of the State School Fund Grant, property and local option taxes, and unrestricted revenue. Property and local option revenues are less than projected due to the timing of turnovers remitted by both Washington and Clackamas counties. This timing issue resolves itself by the end of the calendar year. Unrestricted revenue includes amounts service credits drawn down from NWRESD to support staffing and general operations. Projected revenue includes estimates for revenue to be received for the remainder of the year.

Expenditures:
Expenditures through November include annual projected payroll costs for all including employees' 50% share of surplus health insurance costs. Subsequent to November 30th but prior to the preparation of this report, the District reached a tentative agreement with TTEA which would provide a 4% COLA retroactive to the beginning of the contract year. Accordingly, this increase in expense will be reflected in financial reports covering the period ending January 31st, 2025 and the months thereafter.

Projected Ending Fund Balance and Implications:
At this time the projected ending fund balance for June 30, 2025 is projected to total $12.2 million compared to the budgeted amount of $13.8 million. The difference is attributable to 1) the missed fund balance referred to both above and in the detailed financial report covering year to date results through July 2024 (shared with the Board at its September 2024 meeting) and 2) updates to the District's substitute services, transportation and extra pay salary projections which increased expenses. These

updated expense projections were made based on an analysis of trends in the current year as well as actual total expenditures in 2023-24. Updates to the projected ending fund balance will continue to be made as variances are noted in actual activity for both revenues and expenditures when compared to their respective projections.

The District's 2024-25 Adopted Budget reflects the planned use of reserves totaling $5.1 million. At this time, the District notes that deliberate and conscientious adjustments will need to occur mid-year to meet the budgeted ending fund balance approved by the Board and execute the terms tentatively agreed to in the contract with TTEA. Communications regarding a budget cool down with District leadership and staff occurred prior the preparation of this report. Recommended adjustments include hiring freezes, reducing discretionary budgets, not reinstating certain vacated positions and other necessary measures. Other factors that the District is considering in combination with current year operating results include:

- Future economic forecasts which will project state revenue in the current biennium and beyond.
- Average Daily Membership weighted (ADMw) is a primary element of the State School Fund revenue formula. As of this report date, October 1st enrollment totaled 11,065, a decline from October 2023's enrollment of 11,267.
- Use of the Student Investment Account (SIA).
- The financial impact of an approved contract with TTEA.
- Development of the 2025-2027 statewide K-12 budget. Recently, Governor Kotek released her budget for the next biennium reflecting an updated approach to assumptions informing the calculation of Current Service Level. Accordingly, the total state allocation in the recommended budget is $11.36 billion which reflects a ~$1.2 billion increase over the current biennium.

District Board policy DBDB requires specific reserves based on the budgeted resources (net of beginning fund balance):

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

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

The budgeted reserves are broken down as follows below. Note that the Board approved drawing down the Rainy Day Reserve to 1% of operating revenues in the 2024-25 budget.

Contingency	
Operating Contingency	$3,444,668
Ending Fund Balance	
Unappropriated Ending Fund Balance	8,611,670
Rainy Day Reserve	1,830,995
Total	$13,887,333

PREPARER: Jessica Seay

SUPPLEMENTARY MATERIALS: November 2024 Financial Statements

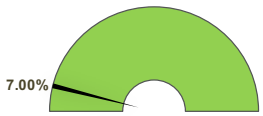
RECOMMENDATION: NONE

PROPOSED MOTION: NONE

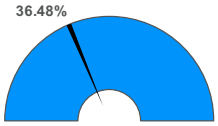
Tigard Tualatin School District 23J General Fund | Revenue Dashboard Summary

For the Period Ending November 30, 2024

Projected Year End Balance as % of Budgeted Revenues

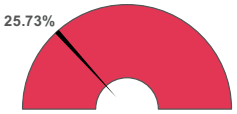


Actual YTD Revenues



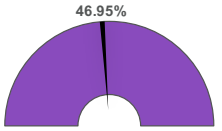
Projected YTD Revenues
59.51%

Actual YTD Local Source



Projected YTD Local Sources
73.27%

Actual YTD State Sources



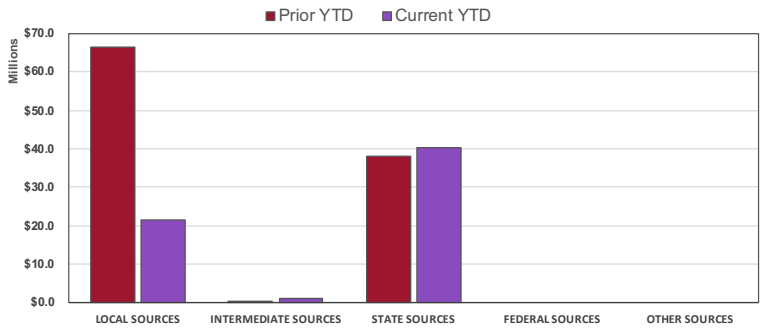
Projected YTD State Sources
48.08%

Revenue Analysis

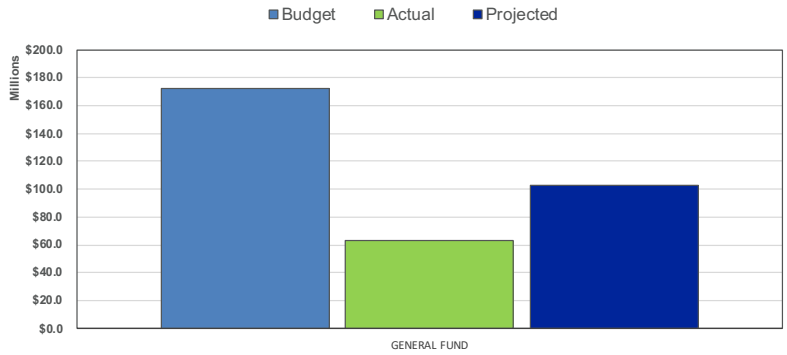
Top 10 Sources of Revenue (Year-to-Date)

Unrestricted Grants-in-Aid	$40,371,864
Ad Valorem Taxes Levied by District	$17,255,048
Local Option Ad Valorem Taxes Levied by District	$3,055,466
Unrestricted Revenue	$1,055,080
Interest on Investments	$631,128
Recovery of Prior Years' Expenditure	$224,712
Miscellaneous	$176,192
Fees Charged to Grants	$31,394
Other Intermediate Sources	$14,073
Admissions	$9,516
Percent of Total Revenues Year-to-Date	**99.99%**

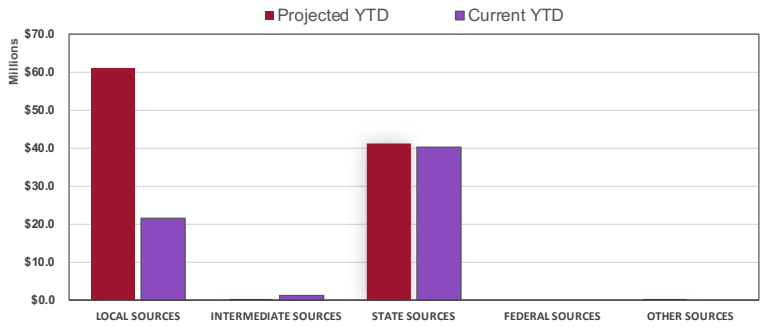
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



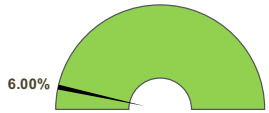
Revenues by Source | Projected YTD vs. Current YTD



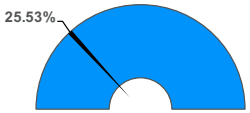
Tigard Tualatin School District 23 J General Fund | Expenditure Dashboard Summary

For the Period Ending November 30, 2024

Projected Year End Balance as % of Budgeted Expenditures

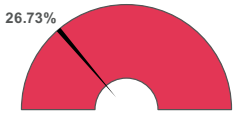


Actual YTD Expenditures



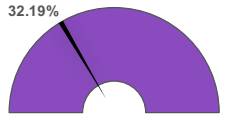
Projected YTD Expenditures 27.03%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits 27.89%

Actual YTD All Other Objects



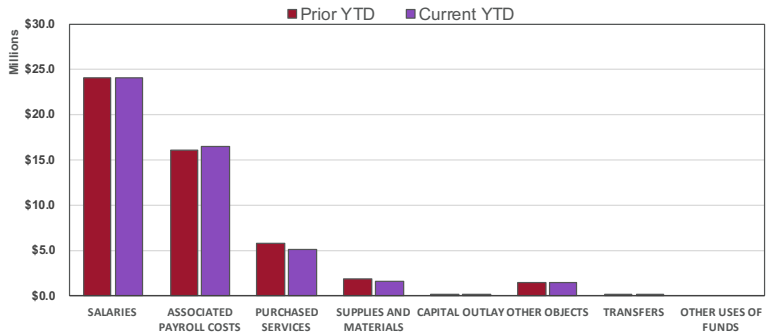
Projected YTD All Other Objects 36.59%

Expenditure Analysis

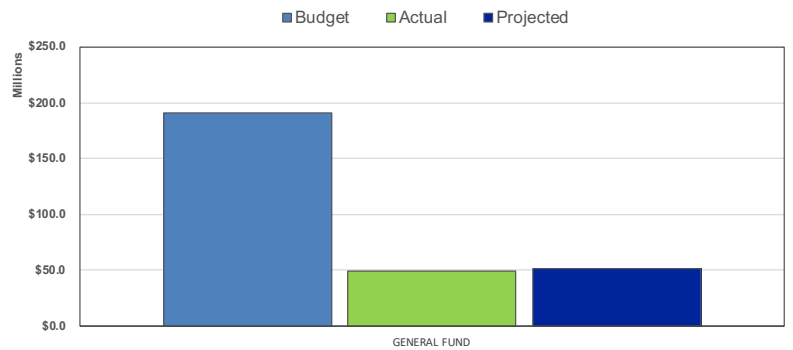
Top 10 Expenditures by Object (Year-to-Date)

LICENSED SALARIES	$13,783,988
CLASSIFIED/CONF SALARIES	$5,643,644
OPSRP EMPLOYER CONTRIB	$3,625,363
HEALTH INS - LICENSED	$2,772,973
ADMINISTRATOR SALARIES	$2,576,947
HEALTH INS - CLASSIFIED	$2,416,952
F I C A	$1,871,211
PERS EMPLOYER CONTRB	$1,458,940
PERS EMPLOYEE CONTR-P/U	$1,390,801
PERS UAL CONTRIBUTION	$1,121,632
Percent of Total Expenditures Year-to-Date	**75.11%**

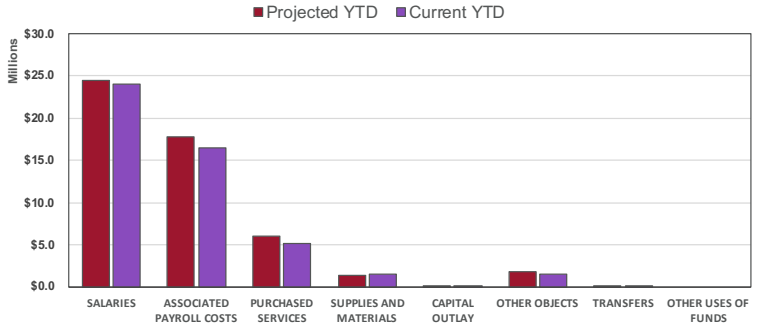
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Actual YTD / Projected YTD

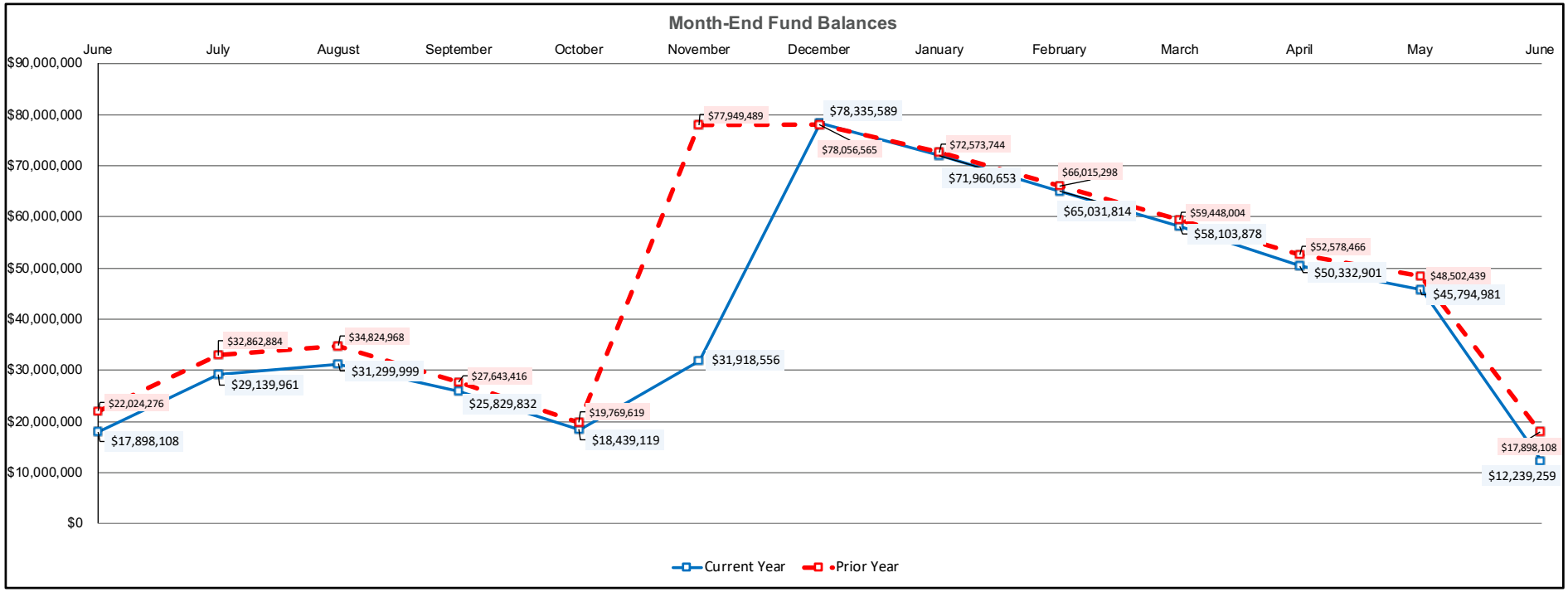


Expenditures by Object | Projected YTD vs. Current YTD



Tigard Tualatin School District 23J General Fund

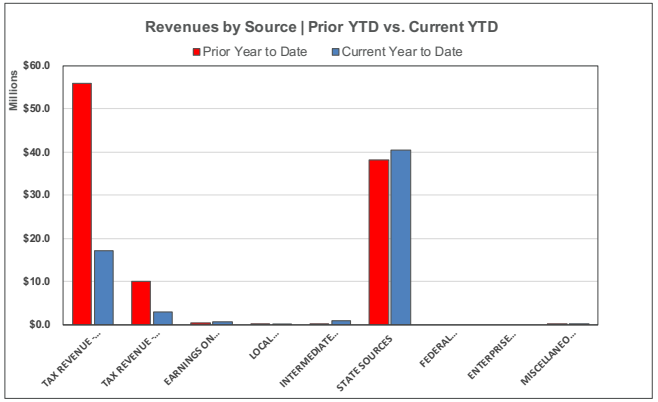
Fund Balance Report | For the Period Ending November 30, 2024

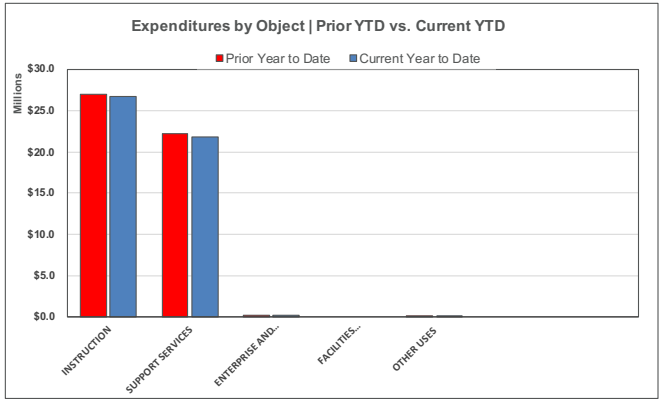


Tigard Tualatin School District 23J General Fund | Financial Summary

For the Period Ending November 30, 2024

	Prior YTD	Prior Year Total	% of PY Actual to Total	Current YTD	Annual Budget	YTD % of Budget
July Beginning Fund Balance	**$22,024,276**	**$22,024,276**	100.00%	**$17,898,108**	**$19,000,000**	94.20%
REVENUES						
Tax Revenue - Local Property Taxes	$55,892,113	$66,283,468	84.32%	$17,255,048	$68,300,000	25.26%
Tax Revenue - Local Option Taxes	10,096,182	11,971,572	84.33%	3,055,466	12,300,000	24.84%
Earnings on Investments	572,117	1,255,713	45.56%	631,128	1,000,000	63.11%
Local Sources - Other	15,556	675,900	2.30%	256,105	820,000	31.23%
Intermediate Sources	92,444	1,278,287	7.23%	1,069,153	2,770,000	38.60%
State Sources	38,184,756	82,710,251	46.17%	40,371,864	85,988,383	46.95%
Federal Sources	0	839	0.00%	0	0	
Enterprise and Community Services	0	0		0	0	
Miscellaneous Sources	57,074	352,178	16.21%	176,192	500,000	35.24%
All Other Sources	11,603	275,677	4.21%	18,169	555,000	3.27%
TOTAL REVENUE	**$104,921,846**	**$164,803,884**	**63.66%**	**$62,833,125**	**$172,233,383**	**36.48%**
EXPENDITURES						
Instruction						
Salaries & Benefits	$24,126,474	$96,767,853	24.93%	$23,796,940	$101,622,128	23.42%
Purchased Services	2,171,153	6,590,187	32.95%	2,405,740	5,336,679	45.08%
Supplies and Materials	497,722	1,226,984	40.56%	410,694	950,712	43.20%
Capital Outlay	0	0		0	2,300	0.00%
Other Objects	160,966	265,565	60.61%	156,984	142,826	109.91%
Total Instruction	**$26,956,315**	**$104,850,588**	**25.71%**	**$26,770,358**	**$108,054,645**	**24.77%**
Support Services						
Salaries & Benefits	$16,000,778	$45,876,676	34.88%	$16,561,061	$49,636,028	33.37%
Purchased Services	3,617,911	13,867,837	26.09%	2,737,631	14,522,436	18.85%
Supplies and Materials	1,302,746	2,607,811	49.96%	1,168,370	2,584,023	45.22%
Capital Outlay	5,230	10,210	51.22%	12,061	153,650	7.85%
Other Objects	1,233,176	1,502,870	82.05%	1,328,012	1,833,745	72.42%
Total Support Services	**$22,159,840**	**$63,865,403**	**34.70%**	**$21,807,135**	**$68,729,882**	**31.73%**
Enterprise and Community Services						
Salaries & Benefits	$131,592	$429,406	30.65%	$175,145	$371,070	47.20%
Purchased Services	1,590	9,945	15.99%	1,769	9,508	18.61%
Supplies and Materials	2,403	29,329	8.19%	3,938	26,945	14.62%
Other Objects	0	468	0.00%	0	0	
Total Enterprise Community Services	**$135,585**	**$469,148**	**28.90%**	**$180,853**	**$407,523**	**44.38%**
Facilities Acquisition and Construction						
Total Facilities Acq. And Construction	**$0**	**$0**		**$0**	**$0**	
Other Uses						
Transfers	54,000	54,000	100.00%	54,000	154,000	35.06%
Total Other Uses	**$54,000**	**$54,000**	**100.00%**	**$54,000**	**$154,000**	**35.06%**
Total Contingencies	**$0**	**$0**		**$0**	**$3,444,668**	**0.00%**
Total Unappropriated Ending Fund Balance	**$0**	**$0**		**$0**	**$10,442,665**	**0.00%**
TOTAL EXPENDITURES	**$49,305,740**	**$169,239,140**	**29.13%**	**$48,812,346**	**$191,233,383**	**25.53%**
SURPLUS / (DEFICIT)	**$55,616,106**	**($4,435,256)**		**$14,020,779**		
Current Month Ending Fund Balance	**$77,949,489**			**$31,918,556**		

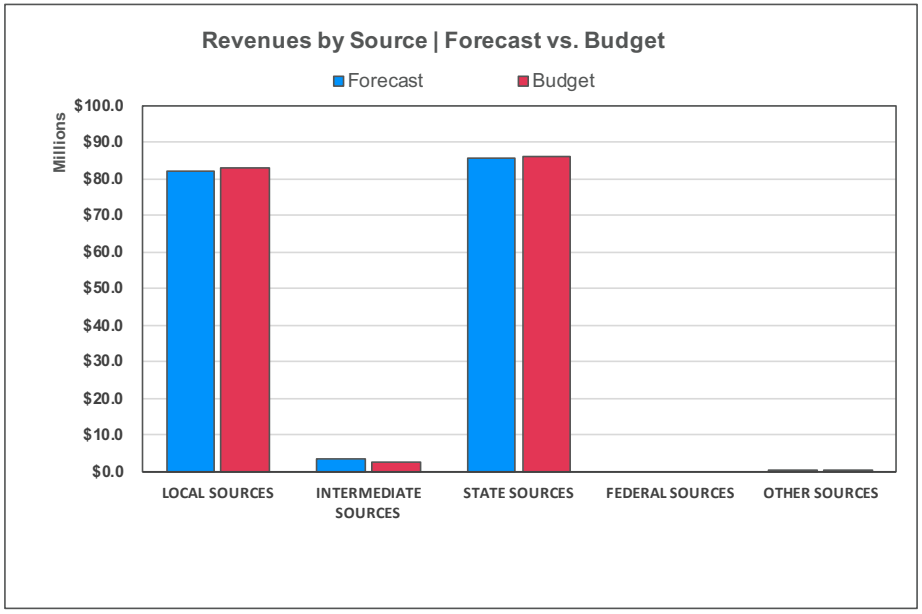


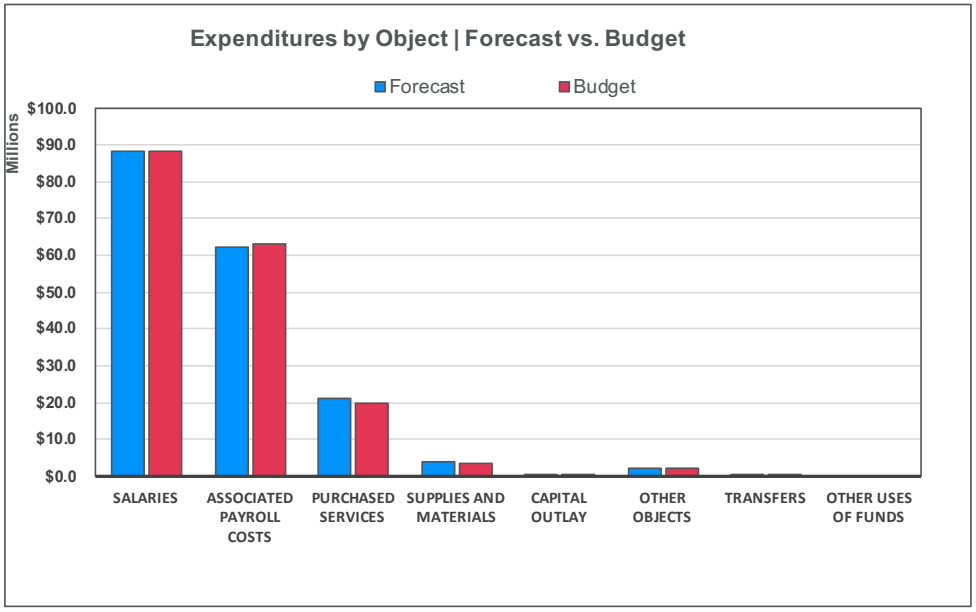


Tigard Tualatin School District 23J General Fund | Financial Projection

For the Period Ending November 30, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	$22,024,276	$17,898,108		$17,898,108	$19,000,000	($1,101,892)
REVENUES						
Local Sources	$66,644,646	$21,392,108	$60,796,127	$82,188,236	$83,125,000	($936,764)
Intermediate Sources	92,444	1,069,153	2,664,283	3,733,435	2,770,000	963,435
State Sources	38,184,756	40,371,864	45,264,397	85,636,261	85,988,383	(352,122)
Federal Sources	0	0	0	0	0	0
Other Sources	0	0	204,167	204,167	350,000	(145,833)
TOTAL REVENUE	**$104,921,846**	**$62,833,125**	**$108,928,973**	**$171,762,098**	**$172,233,383**	**($471,285)**
EXPENDITURES						
Salaries	$24,130,129	$24,093,056	$64,026,532	$88,119,587	$88,464,911	$345,324
Associated Payroll Costs	16,128,715	16,440,423	45,585,463	62,025,886	63,164,315	1,138,429
Purchased Services	5,790,654	5,145,140	16,165,941	21,311,081	19,868,623	(1,442,458)
Supplies and Materials	1,802,871	1,583,002	2,211,282	3,794,284	3,561,680	(232,604)
Capital Outlay	5,230	12,061	68,385	80,445	155,950	75,505
Other Objects	1,394,142	1,484,997	438,177	1,923,173	1,976,571	53,398
Transfers	54,000	54,000	112,492	166,492	154,000	(12,492)
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	0	0	3,444,668	3,444,668
Unappropriated Ending Fund Balance	0	0	0	0	10,442,665	10,442,665
TOTAL EXPENDITURES	**$49,305,740**	**$48,812,677**	**$128,608,270**	**$177,420,948**	**$191,233,383**	**$13,812,435**
SURPLUS / (DEFICIT)	**$55,616,106**	**$14,020,448**	**($19,679,297)**	**($5,658,850)**	**($19,000,000)**	**$12,239,259**
Ending Fund Balance	**$77,949,489**	**$31,918,556**		**$12,239,259**	**$0**	





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

Date: January 13, 2025

TO: Board of Directors

FR: Alex Pulaski and Dr. Zinnia Un

RE: Safe and welcoming schools resolution

EXPLANATION:

Individuals and organizations have requested that the District reaffirm its commitment to fostering a safe and welcoming school environment in light of stated federal plans to significantly increase enforcement of immigration laws under a new administration taking office January 20. The proposed Board Resolution 2425-06 aligns with current state and federal law and District policy. It is similar to a Board resolution passed in April 2017.

PRESENTERS:	Alex Pulaski, Interim Director of Communications & Dr. Zinnia Un, Director of Equity & Inclusion
SUPPLEMENTARY MATERIALS:	Copy of Resolution 2425-06
REQUESTED ACTION:	Approval
PROPOSED MOTION:	I move that the Board approve resolution 2526-06 for Safe and Welcoming Schools as presented.

Tigard-Tualatin School District

Proposed Board Resolution 2425-06

To Promote a Safe and Welcoming School Environment

Whereas, the Board reaffirms our commitment to equity and access to education for all students as a core value; and

Whereas, the Tigard-Tualatin School District School Board is committed to the goal stated in our Strategic Plan to "create and nurture a welcoming and inclusive learning community where every individual student feels safe, valued, connected, known, and seen;" and

Whereas, the United States Supreme Court held that children, regardless of their immigration status or that of their parents or guardians, have a constitutional right to receive a free public K-12 education (Plyler v. Doe, 457 U.S. 202 (1982)); and

Whereas, the Board is committed to the physical safety and emotional well-being of all our students and their families so that young people can realize their full potential, and does not tolerate any form of discrimination, harassment or bullying; and

Whereas, the Board is committed to enforcing all policies adopted in accordance with State and Federal law, and notes that District personnel are forbidden from using District resources to enforce federal immigration laws, pursuant to ORS 181A.826 (1) that specifies:

"Public facilities, property, moneys, equipment, technology or personnel may not be used for the purpose of investigating, detecting, apprehending, arresting, detaining or holding individuals for immigration enforcement;" and

Whereas, a safe and inviting school environment would be disrupted by the presence of U.S. Immigration and Customs Enforcement (ICE) employees entering TTSD property for the purposes of conducting enforcement actions, or obtaining information about students and their families; and

Whereas, the Board reaffirmed its commitment to nurturing a school and district environment that is safe and welcoming for all through a Board resolution on April 19, 2017; and

Whereas, the Board recognizes that national events and the current political climate have caused anxiety for many in our communities, and that we share a responsibility to respond on behalf of our students and their families,

Therefore, BE IT RESOLVED that the Tigard-Tualatin Board of Directors shall:

1. Nurture a school community where every student and family feels safe, valued and connected.

2. Direct employees not to ask about the immigration status of students or their families, and enforce all existing laws and policies regarding access to students and/or student information.

3. Enforce existing laws and district policies to provide an inclusive, equitable and safe learning environment for all students, including existing state law prohibiting the district from using its resources to assist in enforcing immigration laws.

and, BE IT RESOLVED that the Superintendent shall authorize training for teachers, administrators, and staff on trauma-informed practices, culturally responsive engagement, and strategies for navigating federal law enforcement inquiries while protecting student rights and well-being.

and, BE IT RESOLVED that the Superintendent shall communicate to the community the District's actions to promote and maintain a school and district environment that is safe and welcoming for all.

ADOPTED by the Board of Directors of Tigard-Tualatin School District No. 23J, located in Washington and Clackamas Counties, Oregon this 13th day of January, 2025.

TIGARD-TUALATIN SCHOOL DISTRICT NO. 23J
WASHINGTON AND CLACKAMAS COUNTIES, OREGON

By: _____
Tristan Irvin, Chair, Board of Directors

ATTEST:

By: _____
Dr. Iton Udosenata, Superintendent

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

Date: January 13, 2025

TO: Board of Directors

FR: Lisa Burton

RE: School Board Recognition Month

EXPLANATION:

During January we honor and celebrate the amazing work of School Board Representatives across the state.

We thank the TTSD elected public servants who support the district with vital work throughout the year. We appreciate the work of the TTSD Board of Directors in addressing concerns and challenges with grace and dedication to listening and making equitable decisions and change to keep all students safe and healthy.

As a small token of appreciation, books chosen by school librarians will be donated to school libraries in recognition of the care and encouragement TTSD School Board members give to staff, families, and students in our community

PRESENTERS: Lisa Burton

SUPPLEMENTARY MATERIALS: Slides

RECOMMENDATION: Recognition & Good News

PROPOSED MOTION: None

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

Date: January 13, 2025

TO: Board of Directors

FR: Tristan Irvin, Chair

RE: Board Director Reports on CIP Presentations

EXPLANATION:
Prior to this evening's board meeting, Board members and school administrators met in a Work Session for deeper and richer conversations regarding our schools Continuous Improvement Plans (CIP). Board members were assigned school plans to review and to prepare for discussion. Board members will have an opportunity to share out the information they have learned from the school plans.

This evening Board members may provide information from the following schools as follows:

Tristan Irvin, Board Chair ~ Hazelbrook Middle School
David Jaimes, Board Vice Chair ~ Bridgeport Elementary School
Kristen Miles, Director ~ Tualatin High School
Crystal Weston, Director ~ Creekside Community High School
Jill Zurschmeide, Director ~ Tualatin Elementary School

PRESENTER: Chair Tristan Irvin

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: Reports & Discussion Item

PROPOSED MOTION: None

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

January 13, 2025

TO: Board of Directors
FR: Jessica Seay
RE: Presentation of the District's FY 2023-24 Annual Comprehensive Financial Report

EXPLANATION:

Oregon Municipal Audit Law requires that an independent audit be made of all District funds within six months following the close of the fiscal year. Pursuant to this requirement, the Annual Comprehensive Financial Report of Tigard-Tualatin School District 23J for the fiscal year ended June 30, 2024 is hereby submitted.

The Annual Comprehensive Financial Report is, as the title states, a comprehensive presentation of the financial position of the District. The District has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the past 36 years and the FY 2023-24 report has been submitted to the GFOA for the same award.

The Letter of Transmittal (Pages 1-6) and the Management's Discussion and Analysis (MD&A on Pages 16-26) should be read together. The transmittal letter includes an analysis of the economic factors during FY 2023-24, as well as a look at future initiatives and the economic outlook for the state. The MD&A is a narrative comparison of the current and previous years' financial condition. This is the tenth year of the District's implementation of Government Accounting Standard's Board (GASB) Statement 68. The District's unrestricted portion of the net position is again at a deficit due to the District's proportional share of the statewide unfunded pension liability. The accounting standard causing the deficit does not impact the budgetary basis statements and does not affect the District's ending fund balance available in the General Fund.

The Statistical Section (Pages 95-115) includes five sections: financial trends, revenue capacity, debt capacity, demographic and economic information, and operating information. They provide information on the District's overall financial health.

A copy of the Annual Comprehensive Financial Report will be filed with the web-based Electronic Municipal Market Access ("EMMA") system operated by the Municipal Securities Rulemaking Board, and a copy has been filed with the Single Audit Clearinghouse. The report is currently available on the District's website: FY Ending 2024 Annual Comprehensive Financial Report, e-Document.

Tara Kamp, formerly of Pauly, Rogers and Co., P.C. will attend the January 13th Board meeting virtually to make a short report to the Board and answer any questions regarding the audit. No management letter was issued to the District.

PRESENTER:	Jessica Seay and Tara Kamp of Pauly, Rogers and Co., P.C.
SUPPLEMENTARY MATERIALS:	FY Ending 2024 Annual Comprehensive Financial Report, e-Document; Auditor Communication to Governing Body
RECOMMENDATION:	NONE
PROPOSED MOTION:	NONE

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

January 13, 2025

TO: Board of Directors
FR: Jessica Seay
RE: Demographer's Report

EXPLANATION:

The Tigard-Tualatin School District has received an updated 10-year enrollment forecast report from our Demographer, Charles Rynerson, of FLO Analytics.

The paragraph below is the opening paragraph in the memo for FLO Analytics' 2025-26 to 2034-35 Enrollment Forecast Report (linked below), which describes their scope of work and report content.

At the request of Tigard-Tualatin School District (TTSD/District), FLO Analytics (FLO) prepared enrollment forecasts for grades kindergarten (K) through 12 for the 2025-26 to 2034-35 school years. The study was completed through three main tasks: (1) demographic and residential development analysis, (2) enrollment assessment, and (3) enrollment forecasting. FLO developed three scenarios- low, middle, and high- of district-wide enrollment forecasts, representing the total number of students living within and outside the district boundary and attending district schools and programs. These forecasts are provided as district-wide totals and by individual grade. FLO also prepared more granular forecasts of the number of students enrolled at each of the District's elementary, middle, and high schools.

For 2025-26, TTSD will use the middle scenario enrollment forecast to plan for staffing decisions and projecting the budget for State School Fund revenue. In the middle scenario, October 1 enrollment is projected to drop from 11,118 in 2024-25 to 11,025 in 2025-26.

PRESENTER: Jessica Seay and Charles Rynerson of FLO Analytics

SUPPLEMENTARY MATERIALS: 2025-26 to 2034-35 Enrollment Forecast Report

RECOMMENDATION: NONE

PROPOSED MOTION: NONE

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

Date: January 13, 2025
TO: Board of Directors
FR: Len Reed
RE: First Reading Board Policy

EXPLANATION:

The following policies are submitted to the Board for first reading under Reports and Discussions.

Policy	Title	Action	Explanation
AC AC SPANISH	Nondiscrimination and Civil Rights No discriminación y derechos civiles	Update	Adding "and Civil Rights" to the title. Requires grievance procedures for complaints of sex discrimination OAR 581 021 0655(3) ***Required***
IKABA IKABA SPANISH	Student Progress Reports to Parents	New	***New policy***
JBA_GBN JBA_GBN SPANISH GBN_JBA GBN_JBA SPANISH	Sexual Harassment	Update	The requirements for this policy comes from ORS 342.700 and OAR 581-021-0038. ***Required***

PRESENTER: Len Reed

SUPPLEMENTARY MATERIALS: January 13, 2024 1st reads

RECOMMENDATION: 1st Reading

PROPOSED MOTION: None

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

DATE: January 13, 2025

TO: Board of Directors

FR: Len Reed

RE: Contract Agreement between TTEA and TTSD

EXPLANATION:

On December 17, 2024, the Tigard-Tualatin School District and members of TTEA reached a tentative agreement on a two-year contract that will expire on June 30, 2026.

The agreement was ratified by TTEA members on January 9, 2025.

Attached are the highlight of the changes to the Agreement.

PRESENTER:	Len Reed
SUPPLEMENTARY MATERIALS:	Summary of changes to the TTEA/TTSD contract for the 24-26 school year.
RECOMMENDATION:	Approve the contract terms between the Board and the Licensed group
PROPOSED MOTION:	I move that the Tigard-Tualatin School Board of Directors approve the contract terms between the Board and TTEA, as presented.

24-26 TTEA/TTSD Tentative Agreement Contract Summary

There are changes to Article 2, 3, 4, 5, 6, 8, 10, 11, 12, 14, 15, 17, 18, 20, 30, and Appendix C.

The information below is a summary of the relevant change in the new contract, Articles with structural or minute changes are not included in this summary but are available in the signed copies of the full Tentative Agreements for all articles.

I. Financial Agreement

Article 12: Pay Practices

2024-25: **4%** salary increase over the 2023-24 salary schedule.
(this also applies to OSEA members to our agreement with them).

2025-26: **4%** salary increase over the 2024-25 salary schedule.

Retroactive pay to the start of the 2024-25 school year.

Article 15: Insurance

24-25: $2,124.23 (3.4%)
25-26: $2,196.44 (3.4%)

II. Contract Language

Article 2 Status of Agreement

- Members
    - Recognition of school psychologists, speech language pathologist, and social workers.

Article 3 Work Year

- Work Year
    - 190 day contract for both years
- Pre-service Days
    - 4 preservice days prior to the first day with students. 2 of those days are directed by the district.
- School Calendar Development
    - Superintendent or designee will solicit input from the Association when the school calendar is being developed.

- Professional Learning Communities (Moved to Article 6 Instruction)

Article 4 Work Day

- Working Hours
    - District and Association will collaborate to gather information on any potential changes to schedules at all levels to ensure diverse perspectives are considered. This information will be brought to labor management for discussion and consideration.
- Preparation Time
    - Prep time clarified for members working at TTVA
    - Admin will first seek volunteers to cover a class or to combine classes due to a lack of substitutes.
- Time for Case Management
    - ELL members may request up to two (2) days or (4) half days for case management.

Article 5 Working Conditions

- Class Size/Caseload/Workload Review
    - Committee will meet to review and recommend class sizes/coaseload.
    - District will provide a class size/caseload report upon request.
    - A member who feels their class size, caseload, or workload is unreasonable may take the following steps:
        - **Notify the Building Administrator**: Submit the concern in writing to the building administrator, who will notify the appropriate district administrator.
        - **Meeting with District Administrator**: If unresolved, the district administrator will arrange a meeting with all relevant parties, including a union representative, to gather information and propose solutions. A written decision will be provided within 5 working days.
        - **Appeal to Labor Management Committee**: If the issue remains unresolved or the building administrator is unresponsive, the member can escalate the concern to the Labor Management Committee.
- Safe Working Conditions
    - Clarifies the duty of the District Behavior Response Committee. The District Behavior Response Committee will make recommendations regarding behavior, procedures, and rules.
- Instructional Supplies and Equipment

    - Addition of basic classroom supplies to materials provided by the district. Members would like this to be consistent throughout the district.

Article 6 Instruction

- Classroom Visitors
    - Admin will provide at least a 48 hour notice to a member for visitors to the classroom. The member and the admin could agree upon a time sooner. Visitors cannot record classroom visitations without prior permission from the member.
- Social Emotional Learning
    - Clarification to language for SEL to reflect current practice. Elementary and middle school are more than 30 minutes daily. High School is embedded in classes throughout the day.
    - There is flexibility for the first two weeks of school or a significant event that impacts the school community or a classroom.
- Professional Learning Communities (PLC) (language moved here)

Article 8 Evaluation

- We had an MOU for Evaluations in place due to changes in the evaluation process. We added language from the MOU with clarifications.
- Evaluation System Development
    - Admin will use official evaluation documents including those that are in the evaluation software we use.
- Evaluation Procedures
    - There is a pre-evaluation meeting for Probationary and Contract year 2 members to discuss goals and the process.
    - There is a midpoint converse with Probationary and Contract year 2 members to review written progress on standards.
    - A post evaluation conference will be held with Probationary and Contract year 2 where they will be provided a summative evaluation.
    - Mini classroom observations will be between 15-20 minutes unless mutually agreed upon by the member and admin to be longer. Probationary members have 6 minis and Contract members 4 minis. There will be 5 working days between minis. This can be waived if mutually agreed upon and the prior observation feedback was provided ahead of time.
    - Mini observations will be with the members assigned classroom during instruction and admin will allow members to add evidence to be considered for their summative evaluation.
- Evaluation Cycle

    - Probationary members evaluation cycle will be complete no later than March 1st.
    - Contract members evaluation cycle will be completed no later than June 1st.
    - The evaluation committee will work on evaluation tools for non-instructional (TOSAs, Psychs, Counselors, Social Workers, SLPs) staff. Until then, admin will use current evaluation tools.

Article 10 Paid Leaves

- Non-Medical Emergency Leave
    - Clarification for use of this leave was made. It may be used for but not limited to, impacts of inclement weather such as a downed tree, burst pipe, or dwelling damage.
- Paid Leave Oregon
    - The addition of this leave added to the contract. Members use their sick leave in addition to benefits from PLO and they can decide in what order to use accrued leave when more than one is available.

Article 11 Unpaid Leave

- Members will have to submit a request 2 weeks in advance for unpaid leave. If the district does not respond within the two week window, it will be considered approved.
- If a member feels their reason is unfairly denied, it may be brought to labor management.
- Members may request up to an additional 5 days every two years.

Article 12 Pay Practices

- Salary Placement
    - We had an MOU in place for advancement on the salary schedule. An additional date to submit transcripts has been added, February 5th.

Article 14 Extended Responsibilities

- There is the addition of middle school content area leaders.

Article 17 Funding

- We are removing this article from the contract. Remaining articles will be renumbered.

Article 18 Transfers and Vacancies (will become Article 17)

- TTSD opened this article with proposed changes that were not agreed upon. There are NO changes to this article other than numbering.

Article 20 Reduction in Force/Layoff and Recall (will become Article 19)

- We agreed to hold a meeting with the association to review and verify the accuracy of members on the RIF list.
- Merit was removed as a criteria for retaining a member during the layoff process.

Article 30 Grievance Procedure (will become Article 29)

- Grievances should be reduced to writing within 15 days and timeline may be extended to work on an informal problem-solving solution.
- Grievant doesn't have to sign especially now that they are submitted electronically.
- Step one will be with the person who can provide the remedy being sought for the grievance.

Appendix C Extended Responsibility Placement Schedule

- Updated to include new activities (eg. E Sports and MS Content area leaders).

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

January 13, 2025

TO: Board of Directors
FR: Jessica Seay
RE: Fiscal Year 2025-26 Budget Calendar

EXPLANATION:

The proposed Budget Development Calendar for 2024-25 is presented for approval. Highlights in the proposed budget calendar include the following:

- Review enrollment projections with Board, January
- Program evaluation and staffing model work, January to March
- Long Legislative Session, January 21st through June 29th
- Community engagement for Budget, February to April
- First 2024-25 State School Fund estimate released by the Oregon Department of Education, March 3rd
- Develop and review balanced draft of budget, February to April
- Budget messaging to schools and staff, April
- Budget Committee Meeting, May 15th
- Public Hearing and Budget Adoption by Board, June 13th

PRESENTER: Jessica Seay and Tara Kamp of Pauly, Rogers and Co., P.C.

SUPPLEMENTARY MATERIALS: Proposed 2025-26 Budget Calendar

RECOMMENDATION: Approve the 2025-26 Budget Calendar as presented

PROPOSED MOTION: I move to approve the 2025-26 Budget Calendar as presented.

TIGARD-TUALATIN SCHOOL DISTRICT 23 J
PROPOSED FY 2025-2026 BUDGET DEVELOPMENT CALENDAR

SEQUENCE	RESPONSIBILITY	ACTION REQUIRED	DATE
1	Cabinet & Board	Review Enrollment Projections	December/ January
2	Cabinet	Review Budget Calendar for 2025-26 Budget	1/7/2025
3	Board of Directors	Approve Budget Calendar & Declare Budget Committee Vacancies	1/13/2025
4	Cabinet	Evaluate Programs (Academic Return on Investment) and Determine Projected Staffing and Costs Based on Enrollment Projections and Staffing Guidelines.	January to March
5	State Legislature	2025 Long Session	1/21/2025 - 6/29/2025
6	Board/Cabinet/Admin/Staff/ Students/Community*	Community Engagement Process: Align resource allocation with program evaluation, staffing model and Strategic Financial Plan. PK-12 Administrators: 2/13 Meetings set for 2/12, 2/26, 3/6** (Th), 3/19	January to March
7	Finance	Develop and Update Budget Assumptions	February to April
8	Budget Committee	If needed: Budget Committee Member Applications Due	2/7/2025
9	Finance & Board	If needed: Interview Budget Committee Member Applicants	2/10 – 2/14/2025
10	Board of Directors	Appoint Budget Committee Members	2/24/2025
11	Oregon Department of Education	First State School Fund Grant Estimate Released	3/3/2025
12	Cabinet	Review Preliminary Draft Budget Based on Strategic Plan Community Engagement, Legislative Outcomes, and Program Recommendations.	April
13	Superintendent/CFO	Budget Messaging to Schools and Staff	April
14	Strategic Financial Plan Steering Committee	Draft Strategic Financial Plan in Alignment with Strategic Plan, Community Input, and Budget Assumptions	May
15	Finance	Publish Budget Committee Meeting Notice (newspaper 5/1/2025, website 5/1/2025 to 5/16/2025)	5/1/25
16	Budget Committee*	Convene the Budget Committee to receive the FY 2025-26 budget message, hear public comment, and review the proposed budget	5/15/2025

17	Finance	Publish notice of budget hearing in newspaper and post budget summary on Washington County Website	5/29/2025
18	Board of Directors*	Hold budget hearing to receive public comment on the approved budget and adopt by resolution the FY 2025-26 budget	6/13/2025
19	Finance	Publish adopted budget document, submit to ODE and submit property tax information to counties.	Prior to 7/15/2025

* Citizen input opportunities