

April 4, 2024 School Board Executive Session, Work Session & 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

Jill Zurschmeide

Crystal Weston, arrived at 5:24 PM

Board Members Absent:

Kristen Miles

Administrators Present:

Dr. Susan Rieke-Smith, Superintendent

Dr. Lisa McCall, Assistant Superintendent

Len Reed, Director, Human Resources

Carol Kinch, Director, Student Services

Andy Van Fleet, Principal, Fowler MS

Zinnia Un, Director, Equity & Inclusion

Russ Romas, Principal, Creekside Community HS

Amber Fields, Director, Secondary Education

Others Present:

Patty Roberts, Executive Assistant

Lisa Burton, Community Relations Manager

Thor Kuhn, Teacher & Technology Support

Stace Shillitto, Safety & Security

Nancy Hungerford, Hungerford Law Firm

Kelly Shelton, Associate Director, Student Services

Jeremy Corwin, Associate Principal, Twality MS
Stace Shillitto, Security, TTSD

Nathan Stanley, Associate Principal, Tualatin HS

Maureen Wolf, Representative, City of Tigard
And

Members of the Community via the Internet

I. EXECUTIVE SESSION ~ 5:01 P.M.

Chair Tristan Irvin convened the Executive Session to order at 5:01 PM, under ORS 192.660(2)(b) to consider the dismissal or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. Those present include: Board Chair Irvin, Vice Chair Jaimes, Directors Weston and Zurschmeide, Dr. Sue Rieke-Smith, Superintendent, Len Reed, Human Resources Director, Nancy Hungerford, The Hungerford Law Firm, and Kaeleen & Mr. Kirkpatrick. The Board met in Executive Session and also deliberated their consideration for this appeal hearing. The minutes for this Executive Session will not be made public.

II. ADJOURN EXECUTIVE SESSION ~ 5:23 PM

Board Chair, Tristan Irvin, adjourned the Board Executive Session of the Tigard-Tualatin School District Board of Directors at 5:23 PM.

III. WORK SESSION ~ 5:33 PM

A. Call to Order – Chair Tristan Irvin ~ 5:33 PM

Chair Irvin called the Board Work Session of the Tigard-Tualatin School District Board of Directors to order at 5:33 PM in the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. She welcomed everyone to the Work Session, and shared that this work session will provide an updated of the TTSD Discipline Framework & the TTSD Student Rights and Responsibilities Handbook.

This Board work session was streamed live and can be found on the [TTSD YouTube Channel, \(04/04/2024 TTSD Board Work Session\)](#). *(Please access the online video of this work session for full verbiage in its entirety, see Timestamp beside each title below)*

2023-2024 Tigard-Tualatin School District Board of Directors:

Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors

B. TTSD Discipline Framework – Carol Kinch ~ 5:34 PM

Carol Kinch, Director of Student Services, Dr. Lisa McCall, Assistant Superintendent, Amber Fields, Director of Secondary Education, Kelly Shelton, Associate Director of Student Services, Dr. Zinnia Un, Director of Equity and Inclusion, Russ Romas, Principal, Creekside Community High School, Nathan Stanley, Associate Principal, Tualatin HS, Jeremy Corwin, Associate Principal, Twality MS, Director Kinch explained the purpose of this work session. She shared that this work session is intended to provide the Board with an opportunity to discuss the framework and to ask questions. Director Kinch said the Student Rights and Responsibilities Handbook Committee will meet annually to review and revise the handbook each year. This year the committee will convene beginning in March with the goal of proposing the 2024-25 handbook for board approval by June 2024.

The presenters and board reviewed in detail the disciplinary responses; a link is found in the agenda.

Chair Irvin ADJOURNED the Work Session at 6:53 PM; and she convened the special meeting at 7:00 PM.

IV. TTSD SPECIALBOARD MEETING ~ 7:02 PM

Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Superintendent Rieke-Smith stated that there are no changes to the agenda. Chair Irvin 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, 4-0. The MOTION passed.

A. Executive Search Contract Award – Presenter: Chair Irvin ~ Time: 7:02 PM

Chair Irvin shared that the district recently initiated a Request for Proposal (RFP) process for Executive Search Services for the successful placement of a new Superintendent, effective July 1, 2025, and potential help in finding a placement for the interim Superintendent, effective July 1, 2024. She noted that the District received two (2) RFP's from the following firms: 1) McPherson Jacobson, LLC & 2) Human Capital Enterprises. Chair Irvin stated that based on the quality and scope of service, background and experience and fee proposal, the recommendation is to award the contract in McPherson Jacobson, LLC. She also noted that Director Zurschmeide has participated in this RFP process.

DIRECTOR Zurschmeide made a MOTION that the Tigard-Tualatin School District Board of Directors award a contract to McPherson Jacobson, LLC for Executive Search Services, as presented. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 4-0. The MOTION passed.

B. Vote on Matter from the April 4, 2024 Executive Session – Presenter: Chair Irvin ~ Time: 7:07 PM

Chair Irvin shared that the Board had conducted an appeal hearing, in Executive Session prior to this Board work session & meeting, under ORS 192.660(2)(b) to consider the dismissal or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.

Director Zurschmeide made a MOTION that the Tigard-Tualatin School District Board of Directors uphold the Superintendent's recommendation regarding the matter discussed in executive session on April 4, 2024 at 5:00 PM, under ORS 192.660(2)(b) to consider the dismissal or disciplining of or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for

discussion. There was no discussion. The MOTION carried unanimously, 3-0-1 (Chair Irvin, Vice Chair Jaimes and Director Zurschmeide, Director Weston abstained, and Director Miles was absent). The MOTION passed.

V. ADJOURN ~ 7:08 PM

Board Chair Tristan Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 7:08 PM.

APPROVED BOARD MEETING

This Board Meeting was streamed on the [TTSD YouTube Channel](#).

DATE:

CHAIRMAN:

CLERK: