

# May 6, 2024 TTSD School Board Work Session and Meeting Minutes

Tigard-Tualatin School District, 23J

The minutes are official after Board approval and will be posted at [www.ttsdschools.org](http://www.ttsdschools.org)  
(Please access the online video of this meeting for full verbiage in its entirety on the [TTSD YouTube Channel](#))

## **Board Members Present:**

Tristan Irvin, Chair  
David Jaimes, Vice Chair  
Kristen Miles  
Crystal Weston  
Jill Zurschmeide, Virtually

## **Administrators Present:**

Dr. Susan Rieke-Smith, Superintendent  
David Moore, CFO  
Len Reed, Director, Human Resources  
Susan Barnard, Director, IT  
Darin Barnard, Director, Bond/Operations  
Carol Kinch, Director, Student Services  
Amber Fields, Director, Secondary Education  
Dr. Lisa McCall, Assistant Superintendent  
Todd Robson, Director, Teaching & Learning  
Michael Dellerba, Principal, Tualatin HS  
Russ Romas, Principal, Creekside Comm HS  
Casey Petrie, Principal, Alberta Rider ES  
Bobbie Brown, Principal, Tualatin ES  
Jordan Miles, Principal, Bridgeport ES  
Matt Coleman, Principal, Byrom ES  
Jamie Kingery, Principal, Art Rutkin ES  
Lisa Dailey, Principal, Hazelbrook MS  
Rory Moore, Principal, Templeton ES  
Jerry Nihill, Principal, Mary Woodward ES  
Tim Gross, Principal, CF Tigard ES

## **Others Present:**

Patty Roberts, Executive Assistant  
Lisa Burton, Community Relations Manager  
Jeff Smith, Superintendent's Husband  
Thor Kuhn, Teacher & Technology Support  
Olivia Trone, Student Rep., Tualatin HS  
Lily Story, Student Rep., Tualatin HS  
Karen Emerson, Community Member, Tigard  
Cleon Cox, Community Member, Tigard  
Robin Bridgeman, Parent, Hazelbrook MS & Tualatin HS  
Maria Morrison, Parent, Metzger ES  
Liz Wood, Staff, Tigard HS, CE2  
Brad Wood, Community Member  
Jessica Seay, New CFO,  
Adam Seay, Spouse  
Bob Ripperger, 24-25 Manager, TTSD Transportation  
Brian Lawrence, Parent, Metzger ES  
Therese Briede, Medical Teams International  
Andrew Miller, Parent, CE2  
Edvin Garcia, Student, CE2  
Eric Nelson, Parent, Metzger ES  
Marcia Chapman, Community Member  
Brad Vest, Parent, Twality MS  
Josiah Lake, Community Member  
Sarah Nicolas, Parent, Metzger ES  
Krystal Evans, Teacher, CE2  
Chris Evans, Spouse  
Yanet Palacios, Parent, Metzger ES  
*And*  
Members of the Community via the Internet

## **I. WORK SESSION ~ 4:30 PM**

Chair Tristan Irvin called the Board Work Session of the Tigard-Tualatin School District Board of Directors to order at 4:30 PM in the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. She welcomed everyone to this Work Session. Chair Irvin shared that this work session will provide board members with information regarding the School Continuous Improvement Plans (CIPs).

This beginning of this Board work session was streamed live and can be found on the [TTSD YouTube Channel \(05/06/2024 TTSD Board Work Session\)](#). The Work Session broke into 5 groups for discussions regarding the following schools:

Chair Irvin sat with Principal Michael Dellerba, Tualatin HS and Principal Jerry Nihill, Mary Woodward ES; Vice Chair Jaimes sat with Principal Matt Coleman, Byrom ES, Principal Jamie Kingery, Art Rutkin ES and Principal Tim Gross, CF Tigard ES;

2023-2024 Tigard-Tualatin School District Board of Directors:  
Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors

---

Board member Miles sat with Principal Jordan Mills, Bridgeport ES, and Principal Lisa Dailey, Hazelbrook MS; Board member Weston sat with Principal Russ Romas, Creekside Community HS, and Principal Casey Petrie, Alberta Rider ES; and Board member Zurschmeide sat with Principal Bobbie Brown, Tualatin ES, and Principal Rory Moore, Templeton ES.

A link for each schools CIP can be found in the agenda. Also, during the Board meeting, each Board member will provide an update on the information shared with them during the work session.

**II. ADJOURN WORK SESSION ~ 5:56 PM**

At 5:56 PM Chair Irvin adjourned this Tigard-Tualatin School District Board Work Session.

*(Please access the online video of this meeting for full verbiage in its entirety, see Timestamp beside each title below)*

**III. REGULAR SESSION ~ 6:30 P.M.**

**A. CALL TO ORDER (00:03 Timestamp)**

Chair Tristan Irvin convened this Board meeting of the Tigard-Tualatin School District (TTSD) Board of Directors to order at 6:30 PM at the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. She shared that earlier this evening the Board had met in a Work Session regarding discussions about School Continuous Improvement Plans. This Board meeting was streamed live on the [TTSD YouTube Channel \(05/06/2024 Regular Meeting of the TTSD School Board\)](#).

**IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ 6:30 PM (0:34 Timestamp)**

Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Superintendent Rieke-Smith shared that there no changes to the agenda. Chair Irvin asked for a MOTION to approve the Agenda and Consent Agenda consisting of the Human Resources/Personnel Report, PROCLAMATION: Asian American and Pacific Islander Heritage Month; and PROCLAMATION: Jewish American Heritage Month, as presented. Vice Chair Jaimes made a MOTION to approve the Agenda and Consent Agenda, as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

**XIII. RECOGNITION AND GOOD NEWS ~ 6:31 PM**

**A. New District Leadership - Presenter: Lisa Burton ~ Time: 6:31 PM (1:05 Timestamp)**

Lisa Burton, Community Relations Manager, introduced the following new TTSD leaders:

**Jessica Seay, 2024-25 CFO.** Ms. Burton shared that Ms. Seay was selected as the new TTSD Chief Financial Officer (CFO) beginning on July 1, 2024. Jessica currently serves as the St. Helens School District Director of Fiscal Services and will step into the position currently held by CFO David Moore, who announced his retirement at the end of the 2023-2024 school year. Jessica holds a BA in Business Administration from Washington State university and a Certificate in Education Finance from Georgetown University. She is a Certified Public Accountant (CPA) and a member of the Oregon Association of School Business Officials, serving as the Professional Development Committee Chair. She is a current member of the Oregon Department of Education Program Budgeting and Accounting Manual Committee. And,

**Bob Ripperger, 2024-25 TTSD Transportation Manager.** Ms. Burton shared that Mr. Ripperger will be the new TTSD Transportation Manager, starting on July 1, 2024, replacing current Manager Geoff Smoke, who is retiring at the end of the school year. Mr. Ripperger has been a bus driver for TTSD since 2018. Before coming to work for TTSD he was a bus driver for Student Transportation of America (STA). Mr. Ripperger also brings knowledge and experience in routing, travel efficiency, state and federal safety law and management experience from over 30 years working with the United States Postal Service.

Board Members shared:

- Welcome to TTSD Team. You have some big shoes to fill & we are excited to have you be part of our team!

<p style="text-align: center;"><b>2023-2024 Tigard-Tualatin School District Board of Directors:</b> <b>Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors</b></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

#### **XIV. STUDENT REPRESENTATIVE REPORTS ~ Time: 6:35 PM (5:45 Timestamp)**

**Briana Castellanos Zuniga**, Tigard HS Student Representative shared;

- Last Friday Tigard HS had our annual Nocha Latina and we had a great turnout and 16 of our MechA seniors were honored for their active participation within the club and we had two (2) recipients of the MechA scholarship, including me and my fellow classmate, Stephanie Hernandez.
- Yesterday, the Tigard Rotary held their annual Banquet and Achievement Award ceremony, and our ASB President, Julia Hernandez was honored with a \$4,000 scholarship and also two (2) seniors from Tigard HS, Angelina Martinez and Stephanie Hernandez received the Intercambio Rotary Award and also, two (2) Tualatin HS students, Twisha Santra and Amy Iturburo received the Intercambio Award as well.

**Owen Ahlbrecht**, Tigard HS Student Representative shared;

- Prom was at the Zoo and we had an amazing turnout. It was the best venue ever!
- THS also has IB testing going on.
- Sports:
  - Girls Tennis

**Lily Story**, Tualatin HS Student Representative, shared;

- Unity Week was held went off without a hitch and had a lot of fun activities and we will also have Culture week, soon;
- Grad Night registration is due May 8<sup>th</sup>;
- Fun Note: Theater went to State and don't know how well they did;
- Band also went to state. A friend is the second or third best drummer, competitively, in the state;
- Jewish Community Club will have their last field trip of the year on May 20<sup>th</sup> and will go to the Oregon Jewish Museum;
- Affinity Groups will be having their end of the year party, very soon.

**Olivia Trone**, Tualatin HS Student Representative, shared;

- Last week was Prom for both Tigard and Tualatin. It was a fun night.
- IB Exams have started, about a week and a half ago.
- Spring sports are going, including Golf and Track.

#### **XV. SUPERINTENDENT & BOARD COMMUNICATION ~ 6:41 PM (10:53 Timestamp)**

Dr. Sue Rieke-Smith, Superintendent shared information regarding, [her comments can be found here](#):

- 21<sup>st</sup> Century Learning Community;
- Tigard Library Maker Space; she shared a [PowerPoint presentation](#) a link is found here;
- Tigard Rotary Noon Club 60<sup>th</sup> celebration of Tigard HS Seniors;
- Tigard Chamber of Commerce will host their Shining Stars Gala on Friday, May 10<sup>th</sup>;
- On Wednesday, May 8<sup>th</sup> the TTSD Long Range Facilities will meet.

Board members shared **(16:15 Timestamp)**:

- Applications for 2024-25 Student Representatives closed on May 1<sup>st</sup> and we will be scheduling interviews soon.
- As a member of the Policy Committee, I am looking forward to hearing the discussion regarding all of the policies, found in the agenda. On Friday, I will get a tour of Hazelbrook MS and Tualatin Elementary and to visit with principals and see students in action.
- Attended the Shining Stars Awards Banquet with City of Tigard and it is the season to celebration students. THS has 47 valedictorians.

- 
- Last week attended the Long-Range Facilities Planning Committee (LRFPC) meeting at Mary Woodward and we are starting to solidify that bond process and plan and listening to the results of the recent poll.
  - Birthday Celebrations for Briana Castellanos Zuniga, Lily Story and Director Miles.

**XVI. PUBLIC COMMENT ~ 6:46 PM (18:00 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. There are written public comments only:

Sarah Nicolas, 97223, Parent, shared her comments regarding 2024/2025 TTSD Budget Cuts. (18:55 Timestamp)

Yanet Palacois Martinez, Parent, 97223, shared her comments, in Spanish, about hiring more teachers to better support out English classes. (22:20 Timestamp)

Maria Morrison, 97223, Parent, shared comments [regarding the proposed budget cuts for Metzger ES.](#) (25:50 Timestamp)

Brian Lawrence, 97223, Parent, shared comments [regarding Metzger ES Budget Cuts](#) (29:15 Timestamp)

Theresa Briede, Medical Teams International, [CE2 Program support](#) (32:45 Timestamp)

**XVII. PUBLIC COMMENT – SUPERINTENDENT SEARCH – Time: 7:05 PM**

There were no public comments regarding the Superintendent Search.

**XVIII. REPORTS AND DISCUSSION ~ Time: 7:05 PM**

**A. Board Director Reports on CIP Presentations ~ Time: 7:05 PM (35:30 Timestamp)**

**Vice Chair Jaimes** – Sat with Byrom, Art Rutkin ES and CFT ES, he noted that the CIP plans have a lot of similarities. Focusing on oracy, learning by talking, and intentional focus on Social Emotional Learning (SEL) and developing relationships with staff, students and parents.

**Director Weston** – Met with Alberta Rider ES and Creekside Community HS. At Alberta Rider, with a lot of collaboration and focus on reading and spot checking on instruction and looking at data, and at Creekside Community HS, with a culture of support and empowerment so students feel they can contribute in a positive way. The schools can help to bring their communities together in an empowering way to break down barriers and have more real connections that are more genuine. There were really great discussions.

**Director Miles** sat with Bridgeport ES and Hazelbrook MS and they discussed several focus areas, including writing to teach about content. At Bridgeport ES they are focusing on equity with a Color World event that will bring more family involvement into multicultural events. Both schools are working on refocusing natural consequences and restorative practices, as well as disproportionate referrals by race and are focused on what they are seeing in discipline data.

**Director Zurschmeide** sat with Tualatin ES and Templeton ES and at Tualatin ES the focus was on oracy and also on math differentiation and on SEL. There is impressive gains around chronic absenteeism and she asked what is stopping students from coming to school. They discussed the response to EASH, and Principal Brown has

---

worked hard to determine a timeline to respond to a complaint. And at Templeton ES, with Principal Rory Moore, they are prioritizing science, and he mentioned, several times, that he has extreme respect for his staff.

**Chair Irvin:** Sat with Mary Woodward ES, Principal Jerry Nihill, and he mentioned how much he appreciates this consistent format regarding the CIP plans, measurements, etc. She shared that they discussed the 5% and 8% increases for reading and math. They discussed collaboration meetings, instructional design and practice, focusing on 5<sup>th</sup> graders transitioning to 6<sup>th</sup> grade at Fowler MS, and having listening session with various affinity groups and affinity families and broadening the idea of community.

And Tualatin HS with Principal Michael Dellerba, discussed holding teacher interest groups, redesign the professional development as planned by the teachers and the equity team with peers teaching and working with peers. A very cool student centered affinity positions on the ASB.

B. Funding Options for Class Size Committee Class Size Recommendations - Dr. Sue Rieke-Smith ~ Time: 7:25 PM (56:20 Timestamp)

Dr. Sue Rieke-Smith, Superintendent, David Moore, CFO and Todd Robson, Director of Teaching & Learning shared that per the Board's request for potential options using Title 1 funds and other resources, that are not general funds, to address the concerns that the class size committee presented at the last Board meeting. They shared information using a PowerPoint presentation (a link to the presentation is found in the agenda), that included:

- Title IA Requirements
- Potential District Fiscal Resources
- Elementary Classroom Reduction Costs
  - All schools
    - K-5 schools
  - Title 1 schools
    - K-5 schools
    - K-2 schools
- Funding Options and Considerations
- Questions and Discussion

Board members asked:

- As of now, schools can allocate for themselves and are using that for other interventions, other specialists and other resources, so we could be using that money, the same as the Tier III money in those counselors, but we would no longer have those supports in place, at the school level?
- We are only looking at moving the Title 1 funds? Is that the most viable option for the Board to consider.
- I would like to see other options.
- Where are the bigger buckets. What does that look like?
- On May 22<sup>nd</sup> at Alberta Rider ES is hosting a meeting with Oregon State Representative Courtney Neron, regarding what parent advocacy will look like for the upcoming Legislative session.
- I want to acknowledge that we are in a better fiscal position than most districts across the state. I want to honor equity and make sure that we're meeting everyone's needs. I am concerned about class sizes.
- I would love to hear from the class size committee's thinking is regarding the options we are considering.
- We need to find a balance in class size while providing student with multi-tiered supports to help the students with their additional needs.
- We are not eliminating anything, we are reducing the scope of some programs, but we are not eliminating.
- I don't think we want to consider the Tier III behavior support specialist, because I don't think it's a good idea.

---

A. First Reading: Board Policies – Len Reed ~ *Time: 8:05 PM (1:36:10 Timestamp)*

Len Reed, Human Resources Director, reviewed the following policies for first reading:

AC – Nondiscrimination - Update  
BBF – Board Member Standards of Conduct – Update  
BBFC – Reporting of Suspected Abuse of a Child – Update  
BCBA – Student Representative to the Board – To Delete  
BCBA – Student Representative to the Board – NEW  
BCBA-AR - Student Representative to the Board – To Delete  
BCBA-AR – Student Representative to the Board – NEW  
CB – Superintendent – Update  
CBC – Superintendent’s Contract – Update  
CBG – Evaluation of the Superintendent – Update  
CCG – Evaluation of Administrators – Update

She reviewed the policies and updates and noted that these policies will be brought back for 2<sup>nd</sup> reading at the May 20, 2024 TTSD Board regular meeting.

Board members asked/commented:

- There was questions and discussion regarding Board Policy and Administrative Rule for BCBA – Student Representative(s) to the Board.
- There was discussion regarding Board Policy CBC for Superintendent’s Contract.

**XIX. ACTION ITEMS ~ Time: 8:27 PM**

A. Ednetics, Inc. Contract Award for District-Wide Security Project – Presenter: David Moore ~ *Time: 8:27 PM (1:57:35 Timestamp)*

David Moore, CFO and Darin Barnard, Director of Bond and Operations, shared information regarding this agenda item. They shared the district received a proposal from Ednetics, Inc. to provide and install cameras and paging devices in buildings throughout the district as part of the Bond security upgrade project. This project will bring all of the district buildings up to meet district standards for camera coverage and paging systems. Pricing provided for the project is based off the Organization for the paging systems. Pricing provided for the project is based off the Organization for Educational Technology and Curriculum (OETC) Cooperative Contract #OETC - 191-PhysicalSecurity. OETC is a purchasing co-op that provides member schools with pre-determined pricing by approved vendors whose product has already been bid at a national level. The total cost of this contract will be \$1,749,729.97 and includes freight and installation costs. The Bond Oversight Committee authorized \$2,200,000 for the entire security project. This is one portion of the overall project.

Board Members had no questions or comments.

Vice Chair Jaimes made a MOTION to award a contract to Ednetics, Inc. for providing and installing cameras and paging devices throughout the district in the amount of \$1,749,729.97, as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried, 5-0. The MOTION passed.

B. Johnson Controls, Inc. Contract Award for District-Wide Security Project – Presenter: David Moorer ~ *Time: 6:57 PM (1:59:48 Timestamp)*

David Moore, CFO and Darin Barnard, Director of Bond and Operations, shared information regarding this agenda item. They shared that the district received a proposal from Johnson Controls, Inc. to provide and install access control devices (card readers) in buildings throughout the district as part of the Bond security upgrade project. Pricing provided for the project is based off the Sourcewell Cooperative Contract #070121-JHN. Sourcewell is a purchasing co-op that provides member schools with pre-determined pricing by approved vendors

---

whose product has already been bid at a national level. The total cost of this contract will be \$255,914.87 and includes freight and installation costs. The Bond Oversight Committee authorized \$2,200,000 for the entire security project. This is one portion of the overall project.

Board Members had no questions or comments.

Vice Chair Jaimes made a MOTION to award a contract to Johnson Controls, Inc. for providing access control devices throughout the district in the amount of \$255,914.87, as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried, 5-0. The MOTION passed.

C. Superintendent Search Process – Presenter: Chair Irvin ~ *Time: 8:30 PM (2:01:20 Timestamp)*

Ci. Adoption of Qualities and Characteristics for the Permanent Superintendent ~ *Time: 8:30 PM (2:01:20 Timestamp)*

Chair Irvin explained that McPherson & Jacobson LLC, Executive Recruitment & Development consultants met with the Board to develop the permanent Superintendent Search Qualities & Characteristics. The Board reviewed the qualities and characteristics as they consider candidates to consider for interviews, as found in the agenda. Board Members had no questions or comments.

Vice Chair Jaimes made a MOTION to adopt the updated Qualities and Characteristics for the Permanent Superintendent, as presented. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried, 5-0. The MOTION passed.

Cii. Authorization to Negotiate the Contract – Presenter: Chair Irvin ~ *Time: 8:34 PM (2:03:30 Timestamp)*

Chair Irvin shared that as part of the executive search and hiring process, and as discussed in the work session on April 24<sup>th</sup>, it is recommended that Board Chair Irvin be authorized to negotiate the superintendent contract not to exceed \$285,000, in total compensation. Board Members had no questions or comments.

Vice Chair Jaimes made a MOTION to authorize Board Chair Irvin to negotiate the superintendent contract not to exceed \$285K in total compensation, as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried, 5-0. The MOTION passed.

A. NWRESD Board Vacancy Election, Zone 1 – Presenter: Chair Irvin ~ *Time: 8:34 PM (2:04:50 Timestamp)*

Chair Irvin shared that the NWRESD Board Zone 1 position is up for election to begin July 1, 2024. NWRESD has completed the application process for candidates and received one application, included in the agenda packet.

Board members provided the following questions & comments:

- Christine Riley has a long history of doing amazing board work.

Director Zurschmeide made a MOTION that the Tigard-Tualatin School District Board move to endorse candidate, Christine Riley, as presented, to fulfill the full-term vacancy of NWRESD Zone 1 to begin July 1, 2024, as presented for Board approval. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried, 5-0, unanimously. The MOTION passed.

B. Consideration for Board to Hear Appeal for Complaint – Presenter: Chair Irvin ~ *Time: 8:35 PM (02:05:54 Timestamp)*

Chair Irvin shared that the Board is asked to consider the appeal of a complaint decision which has been reviewed and investigated by school administrators, district administrators and the Superintendent, as presented. Board Members had no questions or comments.

---

Vice Chair Jaimes made a MOTION that the Tigard-Tualatin School Board will further consider a request to appeal the Superintendent’s decision regarding a complaint, as presented. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. Chair Irvin asked for discussion. The MOTION carried, 5-0, unanimously. The MOTION passed.

**XII. BOARD MEMBER REFLECTION TIME ~ Time: 8:37 PM (2:06:46 Timestamp)**

Chair Irvin noted that this agenda item is provided for the Board to give their reflection at the end of the board meeting and to have an opportunity to discuss, or talk about items to have on a future agenda or if there is something that the Board would like to talk through. This agenda item is available on an as needed basis. There were no board member comments.

**XIII. ADJOURN ~ 8:37PM (2:06.50 Timestamp)**

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 8:37 PM.

APPROVED BOARD MEETING

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

DATE: 05/20/2024

CHAIRMAN:



CLERK:

