

SWEET HOME SCHOOL DISTRICT #55

Sweet Home, Oregon

**SCHOOL BOARD MEETING AGENDA \*\*\*\*REVISED AGENDA**

To view live board meeting please visit the Sweet Home District website: [sweethome.k12.or.us](http://sweethome.k12.or.us) and click YouTube link

Sweet Home Board Room

May 9, 2022, 6:30 p.m.

- |  |            |             |
|--|------------|-------------|
| 1. Call the meeting to order/pledge  | J. Redick  | Action      |
| 2. ESPY Awards/Drawing for Chrome books  | J. Redick  | Action      |
| 3. Agenda approval/changes   | J. Redick  | Action      |
| 3B. <b>Appoint New Board Member</b>  | J. Redick  | Action      |
| A. Mike Adams to the School Board Position #2 Liberty  |            |             |
| 4. Public Comments   |            | Information |
| 5. Student & Personnel Reports/Comments  |            |             |
| A. Certified & Classified Representatives  | Presidents |             |
| B. Superintendent's Report   |            | Information |
| 1. Enrollment  |            |             |
| 2. Summer School Update  | B. Riggs   |             |
| 3. Alternative Education Programs – District Summary   | C. Henry   |             |
| 6. Consent Agenda  | J. Redick  | ALL Action  |
| A. Approve minutes from the April 11, 2022 and Special Board meeting from May 2, 2022  |            |             |
| B. Approve hire of Sirena Hepburn, 6 <sup>th</sup> Grade Teacher at Holley Elementary for the 2022-2023 school year                                    |            |             |
| C. Approve hire of Jarid Adams, Social Studies Teacher the High School for the 2022-2023 school year   |            |             |
| D. Approve hire Michael Stevenson, Counselor at Foster Elementary for the 2022-2023 School year  |            |             |
| E. Approve hire of Madelyn Hawken, .50 Language Arts/.50 Social Studies Teacher at the Jr. High School for the 2022-2023 school year                   |            |             |
| F. Approve hire of Evan Teter, PE Teacher at Foster Elementary for the 2022-2023 school year   |            |             |
| G. Approve hire of Tiffany Irwin, Jr. High Counselor for the 2022-2023 school year   |            |             |
| H. Approve hire of Alyson Ellis, Jr. High Special Education Teacher – BLS for the 2022-2023 school year  |            |             |
| I. Accept resignation from Emmi Collier, PE Teacher at Foster Elementary effective June 17, 2022   |            |             |
| J. Accept resignation from Stephanie Deneen-Rodrigues, Kindergarten Teacher at Oak Heights effective June 17, 2022                                     |            |             |
| K. Accept resignation from Hope Fears, Language Arts teacher at the Jr. High School effective June 17, 2022  |            |             |
| L. Accept resignation from Sarah Fountain, 1 <sup>st</sup> grade Teacher at Oak Heights Elementary effective June 17, 2022                             |            |             |
| M. Approve hire of Andrea Foley, High School Family and Consumer Science Teacher for the 2022-2023 School year   |            |             |
| N. Approve hire of Joni Ortiz, High School Biology/Life Science Teacher for the 2022-2023 School year  |            |             |
| O. Accept resignation from Bailey Bronson Social Studies Teacher at the High School effective June 17, 2022  |            |             |
| P. Approve hire of Cheryl Jones, 3 <sup>rd</sup> Grade Teacher at Oak Heights for the 2022-2023 school year  |            |             |
| Q. <b>LATE ITEM:</b> Approve temporary placement of Mark Looney as acting Principal effective May 3, 2022 for the remainder of the 2021-22 school year |            |             |

- R. **LATE ITEM:** Approve temporary placement of Chris Hiassen as Assistant Principal of the Jr. High effective May 6, 2022 for the remainder of the 2021-22 school year
- S. **LATE ITEM:** Approve hire of Tenille Sayers, 2<sup>nd</sup> grade teacher Holley Elementary

7. Information/Discussion

ALL Information

- A. Budget Update, ESSER Report K. Strong
- B. Facility Report J. Darwood
- C. Calendar Information
- D. OSBA Policy Review 2nd Reading
  - DA - Fiscal Management Goals
  - DB - District Budget
  - DBC - Budget Calendar
  - DBDB - Fund Balance
  - DBE - Budget Preparation
  - DBEA - Budget Committee
  - DBEA – AR - Selection of Budget Committee Members
  - DBEB - Organization of Budget Committee
  - DBEB - Budget Hearing
  - DBH - Budget Adoption
  - DBI - Budget Amendments
  - DBJ - Budget Implementation
  - DBJ - Budget Implementation
  - DBK - Budget Transfer Authority
  - DC - Taxing and Borrowing Authority
  - DD - Grant Funding Proposals and Applications
  - DE - Revenues from State and Federal Tax Programs
  - DF - Revenues from Nontax Sources
  - DFA - Investment of Funds
  - DFA AR - Investment of Funds
  - DFC - Grants from Private Sources
  - DFE - Admission Prices and Receipts DFEA - Admissions to District Events
  - DFG - Income from Program – Related Sales and Services
  - DG - Depository of Funds
  - DGA - Authorized Signatures
  - DH - Loss Coverage
  - DI - Fiscal Accounting
  - DI - Fiscal Accounting and Reporting
  - DIB - Types of Funds
  - DIBA - Special Funds
  - DIC - Financial Reports and Statements
  - DID - Property Inventory
  - DIDA - Fixed Assets
  - DIE - Audits
  - DIEA - Student Activities Fund Management
  - DJ - District Purchasing
  - DJ-AR - Expenditure of District Funds for Meals, Refreshments and Gifts
  - DJB - Petty Cash Accounts
  - DJC - Bidding Requirements
  - DJC – AR -Special Procurements and Exemptions from Competitive Bidding
  - DJCA - Personal Services Contracts
  - DJCA -AR - Personal Services Contracts
  - DJE - Cooperative Purchasing
  - DJG - Vendor Relations
  - DK - Payment Procedures
  - DLA - Payroll
  - DLAA - Method of Payroll Payment
  - DLB - Salary Deductions
  - DLBA - Payroll Advances
  - DLC - Expense Reimbursements
  - DLC – AR - Staff Expense Reimbursement

- DM - Cash in District Buildings
- DN - Disposal of District Property
- E. OSBA Policy Review 1<sup>st</sup> Reading
  - EA - Support Services Goals
  - EB - Safety Program
  - EBA - Buildings and Grounds Inspections
  - EBAC - Safety Committee
  - EBAC-AR Safety Committee
  - EBAB - Indoor Air Quality (IAQ)
  - EBAD-AR - Indoor Air Quality (IAQ) Management Plan
  - EBB - Integrated Pest Management
  - EBB-AR - Regulations Regarding the Application of Pesticides
  - EBBA - First Aid
  - EBBB - Injury/Illness
  - EBBCC - Use of Automated External Defibrillator (AED)
  - EBA/EBCA Emergency Procedures and Disaster Plans
  - EBCB Emergency Drills and Instruction
  - EBCD Emergency Closures
  - EBCD-AR Emergency School Closures
  - EC - Management of Buildings and Grounds
  - ECA - Buildings and Grounds Security
  - ECA-AR - Buildings and Grounds Security
  - ECAA - Access to Buildings and Grounds
  - ECAB - Vandalism, Malicious Mischief, or Theft
  - ECAC - Video Surveillance
  - ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone
  - ECB - Buildings and Grounds Maintenance/Renovations
  - ECD – Traffic and Parking Controls
  - ECF - Energy Conservation
  - ECG - District Vehicle Idling
  - ECG-AR - District Vehicle Idling
  - ECA - Receiving and Warehousing
  - EDB - District Property
  - EDBA - Maintenance and Control of Instructional Materials/Equipment
  - EDC/KGF - Authorized Use of District Equipment and Materials
  - EEA - Student Transportation Services
  - EEAA - Payment in Lieu of Transportation
  - EEAB - School Bus Scheduling and Routing
  - EEAC - School Bus Safety Program
  - EEACA - School Bus Driver Examination and Training
  - EEACB - Vehicle Maintenance
  - EEACC - Student Conduct on School Buses
  - EEACC-AR - Discipline Procedures for District-Approved Student Transportation
  - EEACC-AR(1) - Discipline Procedures for District-Approved Student Transportation
  - EEACC-AR(2) - Elementary School Bus Incident Report
  - EEACCA - Video Cameras on Transportation Vehicles
  - EEACCA-AR - Video Cameras on Transportation Vehicles
  - EEACD - Use of District Activity Vehicles for Student Transportation
  - EEACE - Loading and Unloading
  - EEAE - Student Transportation in Private Vehicle
  - EEAE-AR - Proof of Vehicle Liability Insurance
  - EEBA - District Vehicles
  - EEBA-AR - District Vehicles
  - EEBAA - District Vehicles/Seat Belts/Child Safety System
  - EEBAB - School Activity Trips
  - EEBB - Use of Private Vehicles for District Business
  - EEBC - Vehicle Insurance
  - EF- Food Services Management
  - EFA - Local Wellness Program
  - EFA-AR - Local Wellness Program
  - EFAA - District Nutrition and Food Services
  - EFAA-AR - Reimbursable Meals and Milk Programs
  - EFC - Vending Machines and School Stores
  - EFD - Food Preparation

EFF - Food Service to Outside Organizations  
 EGAAA - Reproduction of All Copyrighted Materials  
 AGAAA-AR - Guidelines for the Use of Copyrighted Materials  
 EGAB - Mail and Delivery Services  
 EGACA - Cell Phones  
 EGACA-AR - Cell Phones.  
 EH - Records and Data Management  
 EHA - Health Insurance Portability and Accountability Act  
 EIA - Insurance Programs  
 EIA-AR - Insurance Program  
 EIB - Agent-Of-Record  
 FA – Facilities Development Goals  
 FB - Facilities Planning  
 FC - Capital Construction Program  
 FEA - Capital Improvement - Educational Program  
 FEB - Selection of Architect  
 FEF - Construction Contracts - Bidding and Awards  
 FF - Naming New Facilities  
 FFA - Memorials  
 FG - Board Inspection and Acceptance of New Facilities  
 FJ - Temporary District Facilities  
 FL - Retirement of Facilities  
 FL-AR - Retirement of School Facilities  
 FLA - Vacated School Buildings  
 FLA-AR - Vacated School Buildings

- |  |           |                 |
|--|-----------|-----------------|
| 8. Action Items  | J. Redick | Action          |
| A. Approve the Proposed 2022-2023 School Calendar                                |           |                 |
| 9. Board Comments  |           | Information     |
| 10. Executive Session  |           |                 |
| A. ORS 192.660 (2) (d) - Classified Bargaining                                   |           |                 |
| 11. Return to Regular Session  |           |                 |
| 12. Action Items   |           |                 |
| A. Approve Classified Contract   |           |                 |
| 13. Late Items   |           |                 |
| 14. Future Agenda Items  | J. Redick | ALL Information |
| A. Next Board Officers Meeting June 6, 2022 at 3:30 p.m. Superintendent's Office |           |                 |
| B. Next Board Meeting June 13, 2022 at 6:30 p.m. in DO Board Room                |           |                 |
| 15. Adjournment  | J. Redick | Action          |

CANDIDATE INFORMATION SHEET FOR POSITION # 2, Liberty  
BOARD VACANCY

Please fill out and return to the Superintendent's Office, 1920 Long Street, Sweet Home, OR 97386-2395.

Name: Adams, Michael E.  
Last First Initial

Business Address: 206 N. Main, Toledo, OR 97391 Phone: 541-635-2008 (direct)

Home Address: 42999 Green River Dr, Sweet Home, OR Phone: 541-401-3018 (cell)

Occupation: Attorney

Number of years you have been a resident in Sweet Home School District: 25 years

Do you meet the following qualifications? (Please answer yes or no)

- 1. Do you live in the District? Yes
- 2. Are you an officer, agent, or employee of the District? No (but wife is teacher)
- 3. Are you a citizen of the United States? Yes
- 4. Are you a registered voter? Yes

Do you have children in the Sweet Home School District? No

If so, what are their names and what schools do they attend?

Former graduates - Kristen A. Adams (2017) and Elizabeth L. Adams (2020)

For what reasons do you desire to be a member of the School Board?

Support the community. Provide quality education to students. Continue service now that active duty military service is completed.

Have you worked on any school committees? No, but former School Board Member, both

If so, which committees? appointed (Jan 2017-Jun 2017) and elected (Jun 2011-Jan 2014). Helped a couple of years with Foster Outdoor School (working in kitchen & staying up there with teachers).

Other Community and Business Activities: Lt Col/JAG in Oregon Air National Guard. Just came off active duty with USAF (June 17, 2017-March 31, 2022), so I haven't gotten back involved yet.

What special qualifications do you have that will help you to be a Board member?

22 years experience as a practicing attorney, including significant time in government, as a Special Deputy District Attorney/Deputy County Attorney for Linn County, Legislative Aide in Oregon Legislature, 9 years on the Sweet Home Planning Commission, elected and appointed to the Board of Sweet Home School District, and more than 25 years of active duty & National Guard service. Currently employed as City Attorney for City of Toledo, Oregon. Experience in public records & meetings, labor negotiations, public employee ethics & general government law.

Signature 

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Mark Looney

POSITION: Acting Principal

JOB #: Appointed

DATE: 5/3/2022

BUILDING: Jr. High

ADMINISTRATOR: Terry Martin

Does this candidate hold a current Oregon License? yes [x] no [ ]
Does this candidate hold an Out-of-State License? yes [ ] no [ ]
Is this candidate in the process of obtaining an Oregon License? yes [ ] no [ ]

Type of Endorsement: Admin License

Have three reference checks been completed? yes [ ] no [ ]

Effective Date: 5/3/2022

Other Information:

[Empty box for other information]

Office use only: Superintendent review date: [Signature] Board approval date: 5/9/2022

**SWEET HOME SCHOOL DISTRICT 55**

**RECOMMENDATION TO HIRE**

**CANDIDATE NAME:** Chris Hiassen

**POSITION:** Temporary Assistant Principal

**JOB #:** Appointed

**DATE:** 5/6/2022

**BUILDING:** Jr. High

**ADMINISTRATOR:** Terry Martin

Does this candidate hold a current Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

**Type of Endorsement:** Admin License

**Have three reference checks been completed?**      yes       no

**Effective Date:** 5/6/2022

**Other Information:**

<i>Office use only:</i>	
Superintendent review date:	<u><i>SM</i></u>
Board approval date:	<u>5/19/2022</u>

**SWEET HOME SCHOOL DISTRICT 55**

**RECOMMENDATION TO HIRE**

**CANDIDATE NAME:** Tenille Sayers

**POSITION:** Teacher- Holley Elementary- 2nd Grade

**JOB #:** 36-2223

**DATE:** 5/6/21

**BUILDING:** Holley

**ADMINISTRATOR:** Josh Dargis

Does this candidate hold a current Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?		<input checked="" type="checkbox"/>	no	<input type="checkbox"/>

**Type of Endorsement:** Elementary

Have three reference checks been completed?      yes       no

**Effective Date:** 8/29/22

**Other Information:**

<i>Office use only:</i> <i>Superintendent review date:</i> _____ <i>Board approval date:</i> _____
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SWEET HOME SCHOOL DISTRICT NO. 55  
Sweet Home, Oregon

6A

Board Chairman Jason Redick called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. on May 2, 2022. This meeting was located at Sweet Home District Boardroom

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**Board Members in Attendance**

Jason Redick, Mike Reynolds, Jim Gourley, Debra Brown, Dale Keene, Kevin Hill, Sara Hoffman, Jason Van Eck: Absent:

Superintendent: Board Recording Secretary: Julie Emmert

**Other Attendance:** Benny, New Era

**1. Called meeting to order/pledge**

**2. Executive Session**

A. B. ORS 192.660 (2) (a) – To consider the employment of a public officer, employee, staff member or individual agent

**3. Return to regular Session 8:10 p.m.**

**4. Action Items**

A. **Approved Leave of Absence from Lisa Riggs for the remainder of the school year**

***Motion No. 22-19: Board Member Dale Keene, moved to Approve Leave of Absence from Lisa Riggs for the remainder of the School Year. Board Member Jason Van Eck seconded the motion. The motion passed unanimously.***

B. **Appoint Acting Superintendent**

***Motion No. 22-20: Board Member Mike Reynolds, moved to appoint Terry Martin as the Acting Superintendent for the remainder of the school year. Board Member Jason Van Eck seconded the motion. The motion passed unanimously.***

**5. Late Items – None**

**6. Future Agenda Items**

- A. Next Board Meeting May 9, 2022 at 6:30 p.m. in DO Board Room
- B. Budget Committee Meeting, 5:00 pm, May 9, 2022

**7. Adjournment**

The meeting adjourned at 8:10 p.m.

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*Signature, Board Chairman*

Julie Emmert, Board Recording Secretary

(This meeting was also recorded and saved supt/board/audio also live streamed on YouTube)