

SWEET HOME SCHOOL DISTRICT #55

Sweet Home, Oregon

SCHOOL BOARD MEETING AGENDA

To view live board meeting please visit the Sweet Home District website: sweethome.k12.or.us and click YouTube link

District Office Conference Room

July 10, 2023, 6:30 p.m.

1. Call the meeting to order/pledge J. Redick Action
2. Action Items
 - A. Certify May 16, 2023 Election Results
 - B. Swear in new Board members
3. Elect Board Officers for 2023-2024 ORS 322.040, 332.005(2) BC/BCA J. Redick Action
 - Board Chair: _____
 - Vice-Chair: _____
 - Secretary: _____
4. Agenda approval/changes Chairman Action
5. Public Comments
Information
6. Student & Personnel Reports/Comments
 - A. Certified & Classified Representatives Presidents
 - B. Superintendent's Report T. Martin Information
 1. Enrollment
 2. Strategic Plan Progress
 - A. Pillar 1 - OUTSTANDING ACHIEVEMENT
 - B. Pillar 2 - THRIVING CITIZEN
 - C. Pillar 3 - THRIVING COMMUNITY
 - D. Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE J. Darwood
7. Consent Agenda Chairman ALL Action
 - A. Approve minutes from the June 12, 2023 School Board Meeting
 - B. Designate the Local Government Investment Pool and Key Bank as depositories for the District for 2023-2024 ORS 328.441 DG
 - C. Designate Superintendent as Chief Administrative Officer, District Clerk and Hearings Officer for 2023-2024 ORS 332-515
 - D. Designate Pauly Rogers as auditors of record for 2023-2024
 - E. Designate The Hungerford Law Firm as attorney of record for 2023-2024 DJCA
 - F. Authorize cooperative purchasing agreements with other local education agencies, county, state, and federal agencies for 2023-2024
 - G. Designate the Business Manager as the Deputy Clerk, custodian of funds and Budget Officer for 2023-2024 ORS 328.441, 328.445, ORS 294.331
 - H. Designate Superintendent as the signature authority on all state and federal grants for 2023-2024 ORS 332.525
 - I. Designate Brown & Brown as our Insurance Agent of Record for 2023- 2024
 - J. Authorize Business Manager & Superintendent to handle District funds for the 2023-2024 fiscal year
 - K. Authorize Sweet Home School Board as the Local Public Contract Review Board ORS 279A.060
 - L. Approve to extend the award for Food Products and Non-Food Supplies to Sysco for the 2023-2024 school year

M.	Accept resignation of Christy Vough, Science Teacher at the High School effective immediately		
N.	Accept resignation of Kaitlyn Tesdal, 6th Grade Teacher at Hawthorne Elementary effective immediately		
O.	Accept resignation from L. Carolina Tavarez, Spanish Teacher at Sweet Home High School effective immediately		
P.	Approve hire of Caitlin Bowen, Kindergarten teacher at Oak Heights for the 2023-24 school year		
Q.	Approve hire of Madelyn Hatch, 2nd Grade Teacher at Oak Heights for the 2023-24 school year		
R.	Approve hire of Lindsay Janzer, PE Teacher at Hawthorne Elementary for the 2023-24 school year		
S.	Approve hire of Jo Pierce, Learning Resource Center Teacher at the High School for the 2023-24 school year		
T.	Approve hire of Breonna North, Language Arts Teacher at the High School for the 2023-2024 school year		
U.	Approve hire of Kyra Wafford, Math teacher at the Jr. High school for the 2023-24 school year		
V.	Approve out-of-state field trip from the Sweet Home High School Cheer going to the Great Wolf Lodge, Grand Mound, Washington July 17 - 20, 2023		
8.	Information/Discussion		ALL Information
A.	Budget Update		
B.	Board Policies 2nd reading		
	AC-AR – Discrimination Complaint Procedure		
	EHB – Cybersecurity		
	EHB-AR – Cybersecurity		
	GCBDF/GDBDF – Paid Family Medical Leave Insurance		
	ICB – Religious and Cultural Holidays		
	IGBHD – Program Exemptions		
	JFCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures		
	JGE – Expulsion		
	KL – Public Complaints		
	KL-AR(1) – Public Complaint Procedure		
9.	Action Items	Chairman	Action
A.	Designate the day, time and location for the official school board meetings for the 2023-2024 school year ORS-322-045BD/BDA		
B.	Resolution #01-2324 - Extend the swimming pool operating levy for five years with an unchanged \$0.30 per \$1,000 assessed value rate		
C.	Authorize district staff to negotiate a contract with ZCS Engineering to provide engineering and project management services for the Oak Heights Elementary School seismic retrofit project.		
10.	Board Comments		Information
11.	Late Items		
12.	Future Agenda Items	Chairman	ALL Information
A.	Next Board Officers Meeting TBD at 3:30 p.m. Superintendent's Office		
B.	Next Board Meeting August 14, 2023 at 6:30 p.m. in DO Boardroom		
C.	2023 Summer Board Conference - August 11, 2023 - August 13, 2023 at the Salem Convention Center		
D.	Inservice - August 28, 2023 - more details to come		
13.	Adjournment	Chairman	Action

Sweet Home School District #55**MAY ELECTION 2023****Director, Zone 2 (Liberty)**

Amanda Carter 28870 LIBERTY RD SWEET HOME, OR 97386- 9730 PO BOX 704 SWEET HOME, OR 97386

Director, Zone 3 (Foster)

Mary Massey 1214 CESSNA CT SWEET HOME, OR 97386 971-219-8946

Director, Zone 4 (Cascadia)

Floyd Neuschwander 48034 SANTIAM HWY FOSTER, OR 97345-9743

Director, Zone 5 (At Large)

Michael E Adams 42999 GREEN RIVER DR SWEET HOME, OR 97386-9723

Director, Zone 6 (Crawfordsville)

Jenna Jo Northern 39624 HIGHWAY 228 SWEET HOME, OR 97386 (541) 409-0301

Director, Zone 9 (Sweet Home)

Dale Keene 26966 OLD HOLLEY RD SWEET HOME, OR 97386- 9538

Sweet Home School District 55

Code: BBBB
Adopted: 6/08/98
Revised/Readopted: 4/11/22
Orig. Code: BBBB

Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office.

The oath of office will be in the following form:

Oath of Office

Hold up your right hand and repeat after me: I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Sweet Home School District. During my term, I will faithfully and impartially discharge the responsibilities of the Office of School Board Member to the best of my ability.

END OF POLICY

Legal Reference(s):

ORS 332.005

Sweet Home School District 55

Code: BC/BCA
 Adopted: 9/13/04
 Revised/Readopted: 4/11/22
 Orig. Code: BC/BCA

Board Organization/Board Organizational Meeting

No later than the next regular meeting following July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31st.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

ORS 255.335

ORS 332.040 to -332.045

ORS 332.057

**SWEET HOME SCHOOL DISTRICT ENROLLMENT
AS OF 5/31/2023**

														Last Month				
	K	1	2	3	4	5	6	7	8	9	10	11	12	6/30/23	5/31/23	6/30/22	6/30/21	6/30/20
FO	45	47	42	46	44	48	49							321	321	325	312	341
HW	49	41	34	49	27	46	44							290	294	285	301	359
HO	24	20	20	31	20	30	29							174	174	148	148	151
OH	37	52	38	54	53	46	48							328	332	307	251	267
CH	18	21	18	21	21	20	16							135	135	128	135	139
JH								196	178					374	373	341	339	351
HS										192	167	167	125	651	654	653	680	657
TOTAL	179	181	152	201	165	190	186	196	178	192	167	167	125	2273	2283	2187	2166	2265
Grade	K	1	2	3	4	5	6	7	8	9	10	11	12					

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

7A

Board Chairman Mike Reynolds called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. June 12, 2023

To view live board meeting please visit the Sweet Home District website: sweethome.k12.or.us and click YouTube link

The Board of Directors of the Sweet Home School District will hold a public hearing on the District's 2023-2024 Budget from 6:30 p.m. to 7:00 p.m. During this time the Board shall receive comments from the public on the budget. If there are no comments, the Board will proceed with the regular School Board Meeting. The public hearing will close at 7:00 p.m.

Public Comments must be in writing before board meeting and sent to the Superintendent's Office

Board Members in Attendance

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

Staff Members in Attendance

Superintendent: Terry Martin; Administrators: Kevin Strong, Luke Augsburg, Josh Dargis, Barbi Riggs, Mark Looney, Ralph Brown, Darel Bidwell, Josh Darwood; Certified: Steve Thorpe; Classified: Michelle Bidwell, Lisa Gourley; Student Representative: None; Board Recording Secretary: Julie Emmert

Other Attendance: Benny Westcott, New Era, Parents, Steve Brown

1. Call the meeting to order/pledge

2. Agenda Approval/Changes

Chairman Reynolds called for changes and/or approval of the agenda

Motion No. 23-26: Board Member Jim Gourley moved to approve the agenda as presented. Board Member Debra Brown seconded the motion. The motion passed unanimously.

3. Public Comments: NONE

4. Student & Personnel Reports/Comments

A. Certified & Classified Representatives: Steve Thorpe thanked the board members for their service who will be leaving the board. Shared stories about graduation and the all night party. Left thanking the whole board for such a great working relationship.

1. Enrollment - We continue to run counter to our neighboring districts, enrollment is strong.
2. Attendance - For June our attendance CHAMPION is Holley Elementary, schools are working hard to be above 90% across the district
3. Strategic Plan Progress: We continue to tie everything we do to the 5 year strategic plan.

Pillar 1 - OUTSTANDING ACHIEVEMENT: Teaching and Learning Director Barbi Riggs. Curriculum is up to date and in compliance with state regulations. Language Arts has been adopted, ordered, and is on site at our schools. Math has gone through the adoption process, and the goal is to have it in classrooms before teachers leave for the summer. Next year, along with supporting ELA and Math, we will be adopting Science, which will bring us up to date with our adoption cycle. ODE has been approved for all 6 initiatives

Pillar 2 - THRIVING CITIZEN: Todd Barrett shared regarding the positive events that have been happening at Oak Heights. Self Managers, Walking School bus, PTC Sponsored events, Character Program.

Pillar 3 - THRIVING COMMUNITY: Student Leadership- Superintendent Martin has met with leadership students from both the Junior High and also the High School for lunch in his office where we have been able to discuss from a student perspective what is happening at school and needs around the district. 7A

Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE - Josh Darwood presented a video on what is coming up around the district for summer projects that maintenance will be tackling. Shared seismic opportunities for Oak Heights.

7:00 pm Closed public hearing for the budget

5. Consent Agenda

- A. Approved minutes from the May 8, 2023 school board meeting
- B. Accepted Resignation from Whitney Grizzle, Jr. High School Math Teacher effective June 16th, 2023
- C. Accepted Resignation from Tami White, Basic Life Skills Coordinator and Behavior Specialist effective June 16th, 2023
- D. Approved hire of Brooklyn Giles, Secondary School Counselor - Mental Health Support at the Jr. High and High School for the 2023-2024 School year
- E. Approved hire of Caytlin Gillespie, Language Arts Teacher at the High School for the 2023-2024 School year
- F. Approved hire of Samuel Mercado, Spanish Teacher at the High School for the 2023-2024 school year
- G. Approved transfer of Mark Looney, Jr. High Principal to Principal at Hawthorne Elementary effective August 1, 2023
- H. Approved transfer of Nate Tyler, Assistant Principal at the High School to Principal at the Jr. High School effective August 1, 2023
- I. Accepted Resignation from Elijah Heide, Band Teacher at the High School effective June 16, 2023
- J. Approved hire of Zech Brown, Forestry Instructor at the High School for the 2023-2024 School Year
- K. Approved hire of Bailey Bronson, Full time substitute teacher for the district for the 2023-2024 school year
- L. Approved hire of Courtney Daniels, 1st Grade Teacher at Oak Heights Elementary for the 2023-2024 school year
- M. Accepted Resignation from Jesse Fipps, 2nd grade teacher at Oak Heights effective June 16, 2023
- N. Approved transfer of Lori Tuter from Language Arts to Music Teacher at the High School for the 2023-2024 school year
- O. Approved hire of Jennifer McIntyre, English Teacher at the High School for the 2023-2024 school year

Motion No. 23-27: Board Member Jim Gourley moved to approve the consent agenda as presented. Board Member Mike Adams seconded the motion. The motion passed unanimously.

6. Information/Discussion

- A. Budget Update- Kevin Strong, Business Manager gave a budget update YTD spending
- B. Free Breakfast & Lunch Program Update- Kevin Strong, Business Manager gave an update on the grant that Sweet Home received that will give all students free breakfast and lunch for the next four years
- C. Aquatic Committee Update- Kevin Strong, Business Manager gave an update. There was a meeting right before this meeting. Maintaining an existing Levi for 5 years will be the recommendation from this group.
- D. OSBA Policy Review 1st Reading
 - AC-AR – Discrimination Complaint Procedure
 - EHB – Cybersecurity
 - EHB-AR – Cybersecurity

GCBDF/GDBDF – Paid Family Medical Leave Insurance

ICB – Religious and Cultural Holidays

IGBHD – Program Exemptions

JFCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures

JGE – Expulsion

KL – Public Complaints

KL-AR(1) – Public Complaint Procedure

7A

7. Action Items

M. Reynolds Action

- A. **Resolution #2-2223** Approve budget adjustment for the 2022-2023 School fiscal year; Transfer \$750,000 from the General Fund to the Long Term Maintenance Fund

Motion No. 23-28: Board Member Jim Gourley, moved to approve Resolution #2-2223 budget adjustment for the 2022-2023 school year as presented. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- B. **Resolution #3-2223** Close Public Hearing & Approve to adopt the 2023-2024 Budget, make appropriations and impose and categorize taxes

Motion No. 23-29: Board Member Jim Gourley, moved to approve Resolution #3-2223 to adopt the 2023-2024 budget as proposed and adopted at the tax rate of 5.0057/\$1,000 GF and .3000/\$1,000 local option. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- C. Approve the use of ESSER funds for renovation costs for Oak Heights Elementary School. Renovation costs outside the scope of the \$2.5 million seismic grant.

Motion No. 23-30: Board Member Dale Keene, moved to approve the use of ESSER funds for renovation costs for the Oak Heights Elementary updates. Board Member Mike Adams seconded the motion. The motion passed unanimously.

~~D. Approve Contract with ZCS Engineering for the Oak Heights Seismic Project~~

8. Board Comments: NONE

9. Late Items: NONE

10. Future Agenda Items

M. Reynolds ALL Information

- A. Next Board Meeting July 10, 2023 at 6:30 p.m. in DO Boardroom
B. OSBA Summer Conference, August 11-13, 2023 at Salem Convention Center (please inform Julie Emmert if you are interested in attending)

11. Adjournment

The meeting adjourned at 7:18 p.m.

Signature, Board Chairman

Julie Emmert, Board Recording Secretary

(This meeting was also recorded and saved supt/board/audio)

June 19, 2023

Dear Mr. Martin,

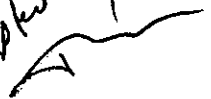
I appreciate the offer and opportunity to teach at Sweet Home High School. I am regretfully writing to inform you that I am resigning from the Science Teacher position scheduled to begin on August 28th for the 2023-2024 school year. There was a miscommunication and misunderstanding in the hiring process.

I applied for the advertised Biology/Life Science Teacher position. It was my understanding that I had been hired to teach Biology (refer to the transcript of the official offer letter from the Superintendent's office dated May 9th, 2023 below.) I was informed June 1st that my course load would include Physical Science. I'm not qualified to teach high school Physics or Chemistry and it would be a disservice to the students for me to remain in this position. Another less important point was that I was also informed that there would not be an opportunity in the future for me to use my Paramedic experience in the health occupation career pathway because another teacher would be included in CTE Health Occupation Pathways program development and teach any future course offerings instead.

I have an opportunity to teach Anatomy & Physiology, Medical Terminology and help develop a strong CTE Health Occupation Pathways program at North Eugene High School. This is my area of expertise, and also my passion. I have decided to pursue this opportunity as it better matches my specialized skill sets and interests.

I am sincerely sorry for the inconvenience that my resignation creates for you and the Sweet Home School District. According to the contract, I must give a 60 day written notice of resignation to the Superintendent of Sweet Home School District. The official written resignation notice is attached.

Respectfully,
Christy Vough
Christy Vough BS, MAT
Life/Health Sciences Teacher

Accepted 6/23


From: **Kaitlyn Tesdal** <kaitlyn.tesdal@sweethome.k12.or.us>

Date: Fri, Jun 16, 2023, 2:50 PM


Subject: Resignation

To: Aaron Huff <aaron.huff@sweethome.k12.or.us>

Please accept my resignation from Sweet Home School District effective immediately.
Thank you for an amazing two years.

--

Kaitlyn Tesdal
6th Grade Teacher
Hawthorne Elementary School

Accepted 6/23


L. Carolina Tavárez, MA
389 Grove St
Lebanon, OR 97355

June 14, 2023

Re: Resignation Sweet Home High School 2023/24 School Year

To whom it may concern,

I am writing to communicate with you about my resignation to the position of Spanish Teacher at Sweet Home High School (SHHS) this upcoming school year of 2023/2024. This opportunity was a wonderful experience for my career and I want to express my gratitude towards you and the staff. However, due to health issues and unforeseen family circumstances, I am unable to continue in this role moving forward. Thank you for allowing me to be part of the Huskies Family and helping me learn about the education system in Oregon.

Sincerely,

L. Carolina Tavárez, MA

Rec'd
6/14/23

RECOMMENDATION TO HIRE

CANDIDATE NAME: Caitlin BowenPOSITION: KindergartenJOB #: 39-2324DATE: 10/15/23BUILDING: OAK HeightsADMINISTRATOR: Todd Barrett

Does this candidate hold a current Oregon License?

yes

☒

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: Elementary/ multiple subjects

Have three reference checks been completed?

yes

☒

no

☐Effective Date: 23-24 school year

Other Information:

Office use only:

Superintendent review date: _____

Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

7Q

RECOMMENDATION TO HIRE

CANDIDATE NAME: Madelyn Hatch

POSITION: 2nd Grade Teacher

JOB #: 40-2324

DATE: 6/14/23

BUILDING: OAK Heights

ADMINISTRATOR: Todd Barnett

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" 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?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>

Type of Endorsement: Elementary

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 2023-24 school year

Other Information:

Office use only:
Superintendent review date: 6/19/23
Board approval date: 7/10/23

RECOMMENDATION TO HIRE

CANDIDATE NAME: Lindsay JanzerPOSITION: Elementary PE HawthorneJOB #: 3-2324DATE: 6-14-23BUILDING: HawthorneADMINISTRATOR: Aaron Huff

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?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>

Type of Endorsement: Initial TeachingHave three reference checks been completed? yes ☒ no ☐

Effective Date: _____

Other Information:

Office use only:

Superintendent review date: _____

Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

7S

RECOMMENDATION TO HIRE

CANDIDATE NAME: To Pierce

POSITION: Learning Resource Center Teacher

JOB #: 36-7324

DATE: June 19, 2023

BUILDING: High School

ADMINISTRATOR: Ralph Brown - Ralph J. Brown

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" 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?	yes	<input type="checkbox"/>	no	<input type="checkbox"/> ?

Type of Endorsement: _____

Have three reference checks been completed? yes ☒ no ☐

Effective Date: _____

Other Information:

* Needs An emergency license and will need to work with Brian Brands towards the Special Education "grow your own".

Office use only:
Superintendent review date: _____
Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

7T

RECOMMENDATION TO HIRE

CANDIDATE NAME: Breonna North

POSITION: Language Arts Teacher

JOB #: 41 ~~5~~-2324

DATE: June 14, 2023

BUILDING: High School

ADMINISTRATOR: Ralph Brown - Ralph J. Brown

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?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>

Type of Endorsement: Preliminary Teaching - Language Arts

Have three reference checks been completed? yes ☐ no ☒

Effective Date: _____

only 2

Other Information:

Office use only:
Superintendent review date: _____
Board approval date: _____

RECOMMENDATION TO HIRE

CANDIDATE NAME: Kyra Wafford
POSITION: SHJH Math
JOB #: 33-2324
DATE: 6/19/23
BUILDING: Sweet Home Junior High
ADMINISTRATOR: Nate Tyler

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?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>

Type of Endorsement: Ag Science

Have three reference checks been completed? yes ☒ no ☐

Effective Date: August 28, 2023

Other Information:

Needs conditional license. Does not have Math endorsement. Is willing to add the endorsement.

Office use only:

Superintendent review date: _____

Board approval date: _____

FIELD TRIP REQUEST FORM
OUT-OF-STATE AND/OR OVERNIGHT TRAVEL
 Sweet Home School District #55

To be completed and submitted to the Superintendent for approval at least one month prior to the date (s) of the event. A request for transportation for this field trip should be completed separately through the Transportation Center (Bus Garage) at least 3 weeks prior to the date (s) of the event.

School: SHHS

Date Submitted: 6/13/23

Organization: Cheer

Sponsor: Cheer

Date (s) of trip: 7/17-20

Cost Per Student: \$ 475

Students Participating: _____ #

School Days Missed: 0 #

Transportation By: (Circle One): Activity Bus OR
 Approved Charter Company: _____

Destination: Great Wolf Lodge (Grand Mound, WA)

Chaperones (1 per 12 students): Dar Hummer
Amber Rosa
Lindsey Martin

Purpose: UCA cheerleading camp - prepare for season + get credentialed for USA Nationals.

Itinerary: 7/17 travel to WA in morning / camp afternoon
7/18 camp
7/19 camp + swimming
7/20 camp + travel home that evening

Principal's Signature: R. J. Brown

Date: 15 June '23

Transportation's Signature: _____

Date: _____

Approved: _____ Disapproved: _____ Returned for More Information: _____

Reason Disapproved: _____

ok

MEMORANDUM

To: Board of Directors
From: Kevin Strong
Subject: 6/30/2023 Financial Update

The Sweet Home School District ended the 2022-2023 fiscal year in a favorable financial position compared to many other Oregon school districts. Our General Fund ending fund balance grew from 13 percent of total revenues on June 30, 2022 to 17 percent of total revenues on June 30, 2023 (pre-audit and before adjusting entries).

On the revenue side, we benefited from a higher State School Fund allocation. Our enrollment has modestly increased while statewide enrollment has decreased. As a result, Sweet Home received a larger share of the State School Fund allocation during the 2022-2023 fiscal year. Furthermore, we are benefiting from higher interest rates resulting in additional interest income.

On the expenditure side, we continue to benefit from much lower PERS rates than most other Oregon school districts due to positive past investment performance for our side account balance. Furthermore, instructional spending and support services spending were less than budgeted. This is primarily due to savings from budgeted but unfilled positions during the 2022-2023 fiscal year. We have also been able to use federal Elementary and Secondary Schools Emergency Relief (ESSER) funds for some expenditures.

Looking ahead, we are facing some financial challenges.

- In order to help recruit and retain staff, we have negotiated compensation increases for the 2023-2024 that increase at a rate faster than projected revenue growth. This year's ending fund balance allows us to do.
- We are drawing down our PERS side account and this will result in much higher future PERS rates unless we set significantly more funds aside to reduce our share of the system's unfunded liability.
- Inflation remains a challenge. In particular, property and liability insurance premiums for school districts are skyrocketing. We belong to a statewide insurance pool. Our insurance premiums have increased from \$269,199 during the 2020-2021 fiscal year to \$437,267 for the upcoming 2023-2024 fiscal year, a 62 percent increase over three years. Much of the increase is due to higher property insurance premiums as construction costs have rapidly increased.

- ESSER funds are one-time funds that are going away. The ESSER funds must be fully spent by September 30, 2024.
- We have made substantial progress upgrading our school facilities over the past eight years but more work remains. We continue to set funds aside in our long-term maintenance fund. The School Board established this fund in 2004 so the District would not have to rely entirely on bonds to make capital improvements and major repairs. We hope to schedule a work session with the Board in the not too distant future to discuss the district's recently completed Long Range Facility Plan.

MEMORANDUM

To: Board of Directors
From: Kevin Strong
Subject: Swim Pool Local Option Levy Resolution
Date: June 26, 2023

The Sweet Home School District Aquatic Committee met on June 12 and recommended that the School Board approve a resolution to extend the swimming pool operating levy for another five years with an unchanged \$0.30 per \$1,000 assessed value rate. The current local option levy ends after the upcoming 2023-2024 fiscal year.

The aquatic committee first discussed other options to fund the swimming pool including asking the City to operate the pool similar to Albany or forming a separate aquatic district similar to Lebanon. After discussing these other funding options, the committee reached consensus that a local option levy is the best way to provide the pool with a stable funding source. Furthermore, since it is a school district local option levy, there is no compression loss for the police and library levies. In addition, the District will qualify for a state local option grant if the levy passes that is expected to contribute at least \$225,000 per year for facility maintenance.

Those attending the June 12 Aquatic Committee meeting included Marina Orri, Lin Louie, Rose Thurber, Caryn Wise, Karen Clausen, Agnes Ericson, Kiersten Ericson, Shelly Tack, Terry Martin, Jim Gourley, Lisa Gourley, Jo O'Leary, Scott Starha, Laurie Starha, Mike Adams, Kevin Strong, Beth Suhr, Lupe Wilson, Donna Anderson, Josh Darwood and AJ Bronson.

The Aquatic Committee requests that the Board approve the attached resolution to renew the local option levy for five years at the current tax rate.

The resolution has been reviewed by Jim Shannon, a partner with the Mersereau Shannon law firm that specializes in Oregon municipal finance.

RESOLUTION NO. 01-2324

**A RESOLUTION OF THE SWEET HOME SCHOOL DISTRICT, LINN COUNTY, OREGON,
CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT
THE QUESTION OF A LOCAL OPTION LEVY RENEWAL FOR A FIVE-YEAR PERIOD.**

9B

WHEREAS, the Sweet Home School District's five-year Local Option Levy approved by voters in November 2018 to support swim pool operations, expires after the 2023-2024 fiscal year; and

WHEREAS, the Sweet Home School District Board of Directors finds that District residents have approved a Local Option Levy since 2012 to support swim pool operations and the renewal of the Local Option Levy would provide the Sweet Home School District continued funding to operate the swim pool; and

WHEREAS, Oregon Revised Statutes Section 280.040 to 280.145, as amended (the "Act"), subject to voter approval, authorizes the District to impose a five-year local option levy to provide funds to finance certain District operations;

NOW, THEREFORE, the Board of Directors of the Sweet Home School District, Linn County, Oregon, resolves as follows:

1. A measure election is hereby called for the purpose of submitting to the electors of the District the following question:

QUESTION: Shall District renew pool operating levy at current rate of \$0.30 per \$1000 assessed value for five years beginning 2024-2025? This measure renews current local option taxes.

2. The notice and ballot title for the measure shall be as shown in the attached Exhibit A incorporated by reference herein.
3. The measure election hereby called shall be held in the District on the 7th day of November, 2023. As authorized by the County Clerk of Linn County, Oregon, and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.
4. The Board of Directors authorizes the Superintendent or his designee as authorized representative (the "Authorized Representative") to file a request for ballot title and a notice of levy election as required by law and to act on behalf of the District and take such further action, including necessary changes to the ballot title as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law and any statewide initiative measures that have qualified for the November 7, 2023 election.
5. The District directs the Authorizing Representative to deliver to the Linn County Elections Office not later than 81 days prior to the election a Request for Ballot Title in substantially the form attached hereto, which by this reference is incorporated herein (the "Request") and to deliver to the Linn County Elections Office not later than 61 days prior to the election a Notice of Levy Election.

ADOPTED by the Board of Directors of the Sweet Home School District, Linn County, Oregon this 10th day of July, 2023.

**SWEET HOME SCHOOL DISTRICT
LINN COUNTY, OREGON**

By: _____, Board Chair
Chair

ATTEST:
By: _____, Superintendent

**EXHIBIT A
BALLOT TITLE**

**SWEET HOME SCHOOL DISTRICT NUMBER 55
SWEET HOME, OREGON**

Caption: (10 word limit)

FIVE-YEAR LOCAL OPTION RENEWAL FOR SWIM POOL OPERATIONS

Question: (20 word limit)

Shall District renew pool operating levy at current rate of \$0.30 per \$1,000 assessed value for five years beginning 2024-2025? This measure renews current local option taxes.

Summary: (175 word limit)

This measure would authorize the Sweet Home School District to continue a local option levy to operate the community pool. The levy rate would remain at \$0.30 per \$1,000 of assessed valuation. If the levy passes, the District will qualify for a state local option equalization grant that is expected to contribute at least \$225,000 per year for facility maintenance and improvements. This grant is dependent on the levy passing.

The five-year local option levy would begin in fiscal year 2024-2025 and is computed each year at a rate of 30 cents for each thousand dollars of assessed value. An estimate of the total amount to be raised each fiscal year is: \$309,000 in 2024-2025, \$318,000 in 2025-2026, \$328,000 in 2026-2027, \$338,000 in 2027-2028, and \$348,000 in 2028-2029, for a total of \$1,641,000.

The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information from the county assessor at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate.

MEMORANDUM

To: Board of Directors

From: Josh Darwood
Kevin Strong

Subject: Engineering and Project Management Services for Oak Heights Elementary School Seismic Retrofit Project

Date: June 22, 2023

We request that the Board approve a motion authorizing District staff to negotiate a contract with ZCS Engineering to provide engineering and project management services for the Oak Heights Elementary School seismic retrofit project. The proposed fee is \$321,980. This amount will be covered by the \$2.5 million seismic grant that the Sweet Home School District was awarded earlier this year.

Here is the process that was used to select an engineering firm for the project:

Wednesday, April 26, 2023	Issue RFP and publish RFP notice in the <i>Daily Journal of Commerce</i>
Wednesday, May 3, 2023 at 2 p.m.	Optional Site Visit (three firms attended)
Wednesday, May 10, 2023 at 2 p.m.	Questions and protests due
Friday, May 12, 2023 at 4 p.m.	Owner's written response to questions
Friday, May 19, 2023 at 4 p.m.	RFP response due (ZCS was the only submitter)
Tuesday, May 23, 2023	Optional interviews with Selection Committee
Monday, June 5, 2023	Notice of Intent to Award
Monday, June 12, 2023 at 4 p.m.	Selection Protest Deadline
Monday, July 10, 2023 at 6:30 p.m.	Board Action to Approve Contract

The ZCS Engineering proposal is attached.

June 19, 2023

Kevin Strong
Business Manager
Sweet Home School District
1920 Long Street
Sweet Home, OR 97386

Reference: Sweet Home School District – Oak Heights Seismic Retrofit & TI

Subject: Engineering and Design Services Proposal

I would like to thank you for the opportunity to prepare a fee proposal to provide professional services for the Seismic Retrofit of Oak Heights Elementary School and associated tenant improvement projects.

ZCS has participated in the State of Oregon Seismic Grant Program since its beginning in 2009. We successfully completed three projects in the first funding round and have continued to increase our participation. Since then, ZCS has been the responsible design professional for an additional 142 projects through the program. In addition to our successful record of construction projects, ZCS has helped 76 school districts and 31 emergency service districts obtain 223 grants for a total of \$370 million. This represents 61% of the total \$603 million of available funds through the Seismic Grant Program. This high level of involvement has allowed us to establish a team of engineers and technicians with substantial experience in the seismic retrofit of existing structures, specifically education facilities.

Over the course of the 145 completed projects, our seismic retrofit team has learned valuable lessons and techniques to efficiently perform seismic rehabilitations on schools within summer construction seasons. We have developed a collaborative approach with general contractors developing new solutions that are cost effective and efficient to construct. This approach, along with diligent planning and knowledge of school operations, allows us to help contractors complete the required work in a short window of time.

We are excited to continue our application phase services for the Sweet Home Fire Station #22 into the design phase. The purpose of this proposal is to outline the professional consultant effort and associated fees for developing the construction documents and support necessary to fulfill the grant obligation. The scope of our work for this project is defined as follows:

Our Services

Our work includes advancing preliminary structural rehabilitation plans prepared by ZCS for the Seismic Rehabilitation Grant (SRG). The rehabilitation work will be designed based on the 2022 Oregon Structural Specialty Code (OSSC) and the American Society of Civil Engineer's rehabilitation document ASCE 41-17: Seismic Evaluation and Retrofit of Existing Buildings. Once final construction has been completed under the rehabilitation plan, the building will meet the performance level as identified in the seismic application and ASCE 41-17. The following tasks outline our services:

Seismic Retrofit Design

Pre-design/Schematic Design (SD) Phase

- Review original building construction drawings to verify areas of structural concern
- Perform site visits to verify structural systems and advance schematic level as-built building drawings
- Perform a structural evaluation of existing structure based on the ASCE 41-17 and identify all areas of structural deficiency
- Collate findings in preliminary calculations to assist in the determination of the existing building structural seismic deficiencies
- Generate selective demolition/investigation plan for use by CM/GC contractor
- Prepare SD narrative and exhibits, as required, for preliminary budget analysis and revise as necessary
- Advance the SD plan set to 100% SD. Submit to District for review
- Included in this phase are regular team meetings and meeting minutes by ZCS

Design Development (DD) Phase

- Meetings with the owner to discuss proposed schematic rehabilitation program and make adjustments to benefit the use of the building during and after construction
- Perform site visits to review existing conditions exposed during destructive investigation
- Perform a collaborative in-house work session to develop structural repair strategies to resolve primary structural deficiencies and perform value engineering of the schematic design
- Perform structural calculations per the seismic rehabilitation program to the building as proposed based on the 2022 OSSC, and ASCE 41-17
- Develop 50% DD structural rehabilitation construction plans illustrating the seismic rehabilitation plan for review and cost estimation by CM/GC contractor
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% DD plan set to 100% DD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review

- Meetings with the owner to discuss the seismic rehabilitation scheme findings and solution options

Construction Document (CD) Phase

- Finalize structural analysis of final seismic rehabilitation program
- Develop complete structural rehabilitation construction documents and specifications to implement selected seismic rehabilitation program for CM/GC
- Coordinate floor plans, code plans, roof plans, furniture plans, reflected ceiling plans, building sections, schedules, and interior and exterior elevations with District's architect as necessary to describe the project
- Coordinate 50% CD drawings with the owner and design team
- Submit 50% CD plans to CM/GC for cost estimation
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% CD plan set to 100% CD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review
- Incorporate final team comments, address any conflicts, and review for value engineering strategies as needed

Bidding and Permitting Phase

- Coordinate permit submittal documents and provide response to local building department review comments as needed
- Attend pre-bid meeting
- Provide clarification to bid questions and issue addenda if required
- Coordinate bid documents and provide response to Request For Information (RFI) received during the bidding period as needed

Construction Administration Phase

- Perform review of shop drawings, material testing reports from special inspector, inspection reports, and other submittals
- Attend weekly project meetings and perform necessary site visits and observations and document observations with field reports and project photos.
- Perform necessary structural inspections and provide inspection reports
- Provide response to Request for Information (RFI) issued by the G.C.
- Provide review of, and make recommendations for, material substitution requests, alternate construction options (design not included), review pay requests, and change orders issued by the G.C.
- Prepare preliminary and final punch lists
- Provide as-built document submittal for owner's records (significant construction alterations to be provided by the G.C. in form of marked-up prints)
- Coordinate and attend 1-year warranty review

ZCS will provide comprehensive construction documents including ancillary requirements, necessary to secure all permits and approvals, procure contractors via public procurement, and execute the work required by the grant, as described within the scope of work described by the grant application, funded by the grant, or ancillary to the grant. All work shall be executed in accordance with the requirements of the grant. The above services will include structural calculations stamped by a registered structural engineer and bid level construction documents.

Architectural drawings are excluded from this proposal and will be provided by others under a separate contract. ZCS will coordinate with the District's chosen architect to ensure all architectural work items are properly coordinated into the final construction documents.

It is our understanding that the mechanical, electrical, and plumbing work will be limited to the work ancillary to the required demolition plan. In addition, the seismic rehabilitation of these systems will include the attachment and bracing of specific units, components, and duct systems to secure them from falling. It is our understanding these systems are in good working order.

Designs will be coordinated/submitted at the completion stages noted above. It is expected that each phase will be subject to owner and local agency review, comment, or revision as required. It is our intent to communicate the scope of this project effectively and allow the owner to participate in decisions that will impact the performance and overall use of the facility. We will work closely with the owner to develop a pre-construction and construction schedule to help reduce the stress this project will have on the district staff and operations of the facility.

Project Management

In addition to the scopes of work for individual phases as noted above, we will assist the District with management of the overall process and construction throughout all phases of work. This includes assisting the District with any additional consultant procurement and grant related procurement or documentation. The following list of services to fall under this task is not an all-inclusive list as it can be expanded to help the District facilitate the expectations of the grant.

- Advise the District on benefits and challenges associated with the grant and make a strategic plan that best aligns with the District's goals.
- Assist the District with the procurement of a Geotechnical sub-consultant to prepare a geotechnical report and site-specific hazard study as required by the 2022 OSSC. The District will hire the recommended firm to perform these services which will be funded by the Grant.
- Assist the District with the procurement of a specialized firm in hazardous material evaluations to prepare an evaluation report necessary to determine if hazardous abatement is required for the project. The District will hire this recommended firm to perform these services which will be funded by the Grant.
- Assist the District with the procurement of a specialized firm in special inspections to review the contractor's work during construction as required by the OSSC. The

District will hire this recommended firm to perform these services which will be funded by the Grant.

- Assist the District with the procurement of the General Contractor. ZCS will recommend the use of the Construction Manager/General Contractor (CM/GC) process for this project but will defer to the District's preferred contractor procurement method. ZCS will prepare all the necessary procurement documents and assist the District through the legal process to utilize the "Alternative" procurement method if CM/GC is selected
- Coordinate project scope changes, schedules goals and budgets limits with District staff on a regular basis to ensure the project is in line with the grant requirements and District needs.
- Work with, and submit all the necessary documents to, the State Historical Preservation Office (SHPO) as required by the grant program. ZCS will submit all the necessary information to SHPO on the behalf of the District. If mitigation is required ZCS will assist the District through this process to ensure proper closeout of the grant
- Prepare quarterly reports a required by the grant program
- Procure the necessary plaque required to be installed as part of the project. The fees associated with purchasing the plaque will be paid for by the District.
- Prepare and submit on the behalf of the District all necessary closeout paperwork to the Grant Director for approval for closeout of the grant including Final Performance Status Report and Structural Certificate of Completion

Deliverables

The following describes the major deliverables we anticipate:

Schematic Design

- 100% SD Drawing Set and Narratives

Design Development

- 50% DD Drawings Set for coordination and cost estimation
- 100% DD Drawing Set and Outline Specifications

Construction Documents

- 50% CD Drawings Set for coordination and cost estimation
- 100% CD Drawings Set for Bidding and Permit
- 100% CD Project Specifications for Bidding and Permit
- Structural Calculations Package

Schedule

We propose developing the design and construction documents through the spring of 2024 for a bidding window in late spring for construction in summer of 2024. Upon notice to proceed and discussions with you, we can finalize this schedule.

Fees

Our services will be performed on a lump sum basis and billed based on percentage of completion unless otherwise noted in the fee schedule. We have attached a fee schedule exhibit showing our fees per the phases described above and an hourly rate schedule for work that falls outside the proposed fees. Any additional work will only be performed after approval in writing by the District. Subconsultant costs will be billed at cost plus ten percent and are included within the presented fees.

Any significant scope changes made by the Owner or required by local review committees after commencement of work affecting design or drawings may be considered extra services and would be billed under prior authorization from you.

Assumptions and Exclusions

The following assumptions and exclusions apply to the above fee proposal but can be provided upon your request:

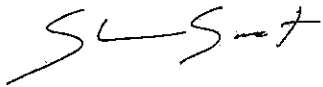
- Engineering related to construction sequence or procedures and value engineering during the construction phase are considered extra services and can be negotiated as needed
- Architectural design including architectural finish drawings and demolition drawings have been excluded from this proposal and will be provided by others
- Reimbursement requests through the grant program will be prepared by the District
 - ZCS will support the District in preparation of reimbursement requests as needed
- Special inspection services are excluded and will be provided by the District directly
- Geotechnical hazard report will be provided by the District directly
- Destructive testing and investigation will likely be required for this project. If needed, it is assumed that the work will be performed by the CM/GC contractor or the District will hire a contractor with ZCS assistance to perform the destructive testing and inspection based on a testing and investigation plan prepared by ZCS
- Hazardous materials (HAZMAT) testing and inspection and abatement contractor will be provided by the District directly with procurement assistance provided by ZCS
- Any work resulting from modifications of the scope of work made by the owner after commencement of work affecting structural design or drawings will be provided under prior authorization from the District
- Scope items outside of the scope of the seismic retrofit project will be performed as additional services under prior authorization from the District
- LEED Certification services are excluded
- Physical models and renderings are excluded
- District will be responsible for the removal and replacement of IT related fixtures and equipment and a dedicated IT design is not anticipated
- Systems furniture design and procurement services are excluded

- Our current insurance coverage will be satisfactory and not required to be increased under our agreement with the owner

Please accept this proposal for your review and feel free to contact me if you have any questions or require additional information. We are willing to negotiate our scope and fee as required to better suit the objectives of the District. Please review and contact our office if you have any questions or would like to discuss an alternate approach.

Thank you again for the opportunity to provide this proposal.

Sincerely,



Shawn Smoot, PE
Project Manager



Zachary A. Stokes, PE
Principal

Enclosure: Fee Schedule

Fee Schedule

	Schematic Design	Design Development	Construction Documents	Bidding & Permitting	Construction Admin	Total
Engineering	\$39,645	\$66,075	\$92,505	\$13,215	\$52,860	\$264,300
Architecture (By Others)	-	-	-	-	-	-
Project Management	\$11,536	\$11,536	\$11,536	\$8,652	\$14,420	\$57,680
Total	\$51,181	\$77,611	\$104,041	\$21,867	\$67,280	\$321,980

2023 Summer Board Conference at a Glance

Preconference

Friday, August 11, 2023

7:30 am-4:00 pm	Registration
8:00 am-9:30 am	Preconference workshop
9:30 am-10:00 am	Break
10:00 am-11:15 am	Preconference workshop
11:15 am-12:15 pm	Lunch
12:15 pm-1:30 pm	Preconference workshop
1:30 pm-2:00 pm	Break
2:00 pm-3:00 pm	Preconference workshop
3:00 pm-4:15 pm	Preconference workshop
4:15 pm -4:30 pm	Leadership Institute bronze award ceremony
4:30 pm	Adjourn

Conference Day 1

Saturday, August 12, 2023

7:30 am-4:30 pm	Registration
7:30 am-4:45 pm	Visit with Exhibitors
7:30 am-8:00 am	Coffee with OSBA Staff
8:15 am-10:00 am	General Session
10:00 am-10:30 am	Break
10:30 am-11:45 am	5 Concurrent Workshops
11:45 am - 1:00 pm	Lunch Program
1:00 pm-2:15 pm	5 Concurrent Workshops
2:15 pm-2:45 pm	Break
2:45 pm-3:45 pm	Hot Topics Tables
3:45 pm-4:45 pm	Region Roundtables
4:45 pm	Adjourn
5:30 pm-7:30 pm	Oregon School Board Members of Color Caucus Membership Meeting

Conference Day 2

Sunday, August 13, 2023

7:30 am-10:00 am	Registration
7:30 am-11:30 am	Visit with Exhibitors
8:00 am-8:30 am	Coffee with OSBA Staff
8:30 am-9:45 am	5 Concurrent Workshops
9:45 am-10:15 am	Break
10:15 am-11:30 am	5 Concurrent Workshops
11:30 am	Adjourn



Summer Board Conference
Preconference | Friday, Aug. 11
Salem Convention Center

7:30 a.m. - 4 p.m.

Registration

Galley Foyer – downstairs

8:00 a.m.

Board-superintendent roles and responsibilities

Santiam 1 & 6

Steve Kelley, OSBA Board Development director

Learn about the board's relationship with the superintendent and how to avoid common pitfalls. Discover best practices, the collaborative governance and balanced governance approach, and boards' legal roles, authorities and responsibilities found in state statute and board policy.

9:30 a.m. | Break

West Gallery

10 a.m.

Public meetings and ethics

Santiam 1 & 6

Haley Percell, OSBA Legal Services director; Callen Sterling, OSBA senior assistant legal counsel; Therese Holmstrom, OSBA senior assistant legal counsel

OSBA attorneys will provide an overview of Oregon public meeting and ethics laws. Learn the rules related to closed session, conflicts of interest, gifts and nepotism, and how to avoid Oregon Government Ethics Commission complaints about executive sessions.

11:15 a.m. | Lunch

Santiam 2 - 5

12:15 p.m.

Educational equity and the role of the board

Santiam 1 & 6

Kristen Miles, OSBA Board Development specialist

The board's focus on educational equity and success for all students is critical to student outcomes. Hear how modeling behavior supports equity and an inclusive culture and share your experiences with your colleagues.

1:30 p.m. | Break

West Gallery

2 p.m.

The board's role in school finance

Jackie Olsen, Oregon Association of School Business Officials executive director

Santiam 1 & 6

Numbers, numbers and more numbers! Gain an overview of school finance and learn the board's role in managing finances.

3 p.m.

Board policy basics

Spencer Lewis, OSBA Policy Services director

Santiam 1 & 6

Learn the basics of board policy, including how board policies are crafted and the role administrative regulations (AR) play in policy implementation. Learn why OSBA staff members code policies and ARs into sections and designate policies and ARs as: required, conditionally required, highly recommended or optional. We will also discuss the basics of reviewing policy and best practices for completing revisions and adoption.

4:15 p.m.

Leadership Institute bronze award ceremony

Jim Green, OSBA executive director

4:30 p.m. | Adjourn