



West Linn-Wilsonville School District
22210 SW Stafford Rd, Tualatin, OR 97062
Phone: 503-673-7000 – Fax: 503-673-7001

1. **12:30 p.m. CALL TO ORDER**
2. **12:30 p.m. ROLL CALL**
3. **12:30 p.m. COMMUNITY FEEDBACK - INPUT**
 - A. *Expected Outcome: Board Chair acknowledges community feedback*
 1. Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in person.

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 10:30 a.m. on July 13th, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: douglask@wlwv.k12.or.us.

Please note: Comments submitted are subject to Public Records Requests.

To view this Public Board Meeting live on-line, please visit the West Linn-Wilsonville District Website for virtual meeting details on Monday, July 13th.
4. **12:35 p.m. CONSENT AGENDA - BOARD ACTION**
 - A. **Board Meeting Minutes - Ms. Kelly Douglas, Board Secretary** 3
5. **12:40 p.m. NEW BOARD BUSINESS - Superintendent Dr. Kathy Ludwig**
 - A. **12:40 p.m. Election of Board Officers - BOARD ACTION - Chair Regan Molatore**
 1. *Expected Outcome: Board nominates and appoints Chairs.* 38
 - B. **12:50 p.m. Long Range Planning Committee Position No. 4 Resignation - BOARD ACTION - Vice Chair King/LRPC Liaison**
 1. *Expected Outcome: Board acknowledges resignation, declares Position No. 4 open.*
 - C. **1:00 p.m. Designation of 2020-2021 Officials - Resolution No. 2020-1 - BOARD ACTION - Dr. Son Le Hughes**
 1. *Expected Outcome: Board reviews Resolution, takes action.* 40
6. **1:10 p.m. BOARD BUSINESS - GENERAL ADMINISTRATION**
 - A. **1:10 p.m. Renewal First Student Bus Transportation Contract - BOARD ACTION - Mr. Pat McGough, Chief Operating Officer**
 1. *Expected Outcome: Board reviews contract, takes action.* 43
 - B. **1:40 p.m. Oregon Executive Session Law Update - Ms. Shyla Waldern, Human Resources Director and Ms. Kelly Douglas, Board Secretary**
 1. *Expected Outcome: Board receives information and discusses, no action required.* 44
7. **1:50 p.m. BOARD POLICY - BOARD ACTION - Dr. Jennifer Spencer-Iiams, Assistant Superintendent**

- A. *Expected Outcome: Board reviews proposed policy and takes action.* 46
- 8. **2:00 p.m. IMPORTANT DATES FOR THE BOARD**
 - A. **2:00 p.m. DRAFT Board Meeting Calendar 2020-2021 - BOARD ACTION**
 - 1. *Expected Outcome: Board reviews proposed calendar, takes action.* 48
 - B. **2:10 p.m. Board Retreat Preliminary Discussion and Planning for August 2020**
 - 1. *Expected Outcome: Board discusses retreat date, location and agenda.*
- 9. **2:30 p.m. ADJOURN**



West Linn-Wilsonville School District
Regular School Board Meeting
June 8, 2020 @ 6:00 p.m.

Minutes

A Regular Board Meeting of the West Linn-Wilsonville School District was held Monday, June 8, 2020 beginning at 6:00 p.m. via Zoom conference call online.

(Please access the online video of this meeting for full verbiage in its entirety.)

1. **4:30 p.m. EXECUTIVE SESSION ORS 192.660 (2)(a)(i)**

2. **6:00 p.m. CALL TO ORDER**

Board Chair Regan Molatore called the meeting to order at 6:02 p.m.

3. **6:00 p.m. ROLL CALL**

Board Members in Attendance:

Chair Regan Molatore
Vice Chair Chelsea King
Director Ginger Fitch
Director Christy Thompson
Director Dylan Hydes

4. **6:05 p.m. RECOGNITIONS**

A. **Retirement Recognition of Mr. Tim Woodley, Capital Program Manager**

Superintendent Dr. Kathy Ludwig presented Mr. Tim Woodley to the Board for recognition as he retires from a robust 23-year career with the West Linn-Wilsonville School District. Superintendent Ludwig presented a brief Power Point of Mr. Woodley's contributions to the District stating he is leaving a legacy landscape of excellence and under his tutelage has created a solid foundation of peers to continue the work of the District.

The Board thanked Mr. Woodley for his 23 years of service, dedication and calm leadership as he served the students and staff of the West Linn-Wilsonville School District.

Mr. Woodley thanked the Board for the honor of serving the District and reiterated his confidence and support of Superintendent Ludwig's leadership.

5. **6:20 p.m. REPORTS**

A. **Board and Superintendent Reports**

1. **Board Member Reports**

a. **6:20 p.m.** Chelsea King

Vice Chair King provided an update of her activities on behalf of the District for the month of May including graduations. Vice Chair King stated she recognizes the public outcry within our communities to disrupt systems of racism and took a moment to remind everyone the West Linn-Wilsonville School Board added the verbiage “disrupt systems of racism” into their Board Goals at the beginning of the 2019-20 school year. She is personally committed and welcomes conversation on what this looks like in education within our own district.

b. **6:25 p.m.** Ginger Fitch

Director Ginger Fitch provided an update of her activities on behalf of the District for the month of May including graduations. Director Fitch stated that before the death of George Floyd, parents and students came before the Board with concerns of difficult experiences and requested support from the District. The District and Board heard them, and last fall the Board changed Goal No. 1 and added the verbiage “disrupt systems of racism” in support of the District’s mission and she invites anyone from the public to engage with her on this important subject.

c. **6:30 p.m.** Dylan Hydes

Director Dylan Hydes provided an update of his activities on behalf of the District for the month of May including graduations. Director Hydes stated he wanted to acknowledge Superintendent Ludwig’s visionary leadership at the beginning of the 2019-20 school year, she invited staff and Board Members to read the book White Fragility in support of dismantling racism. He encourages families to engage in discussions with their children around race and the rally movement.

d. **6:35 p.m.** Christy Thompson

Director Christy Thompson provided an update of her activities on behalf of the District for the month of May including graduations. Director Thompson stated she wanted to acknowledge Superintendent Ludwig’s forward thinking when the Board added the verbiage “disrupt systems of racism” to Goal No. 1. Director Thompson is appreciative of her fellow Board members for supporting each other as they continue making changes for the better.

e. **6:40 p.m.** Regan Molatore

Board Chair Regan Molatore provided an update of her services on behalf of the District for the month of May including graduations. Chair Molatore stated she is grateful to District Administration and fellow Board Members changing Goal No. 1 last August and what it means to move words into action. She is nearing the end of her second term and does not plan to run again, however, encourages diverse community members to please reach out to her for support and guidance to run a successful election. She is happy to do this.

2. **6:45 p.m. Superintendent Report - Dr. Kathy Ludwig**

(Please access the online video of this meeting for full verbiage in its entirety.)

Superintendent Ludwig provided an update to the Board on Distance Learning and invited the Department of Teaching and Learning to report on each level.

Dr. David Pryor, Assistant Superintendent of Primary Schools provided an update to the Board on Primary Level Distance Learning:

Family Surveys:

- What helped your child stay connected to staff and friends?
- The resources that helped me learn best were:
- Teachers used a variety of online tools and resources for distance learning, tell us which were helpful:
- What did students enjoy the most? What were they able to use independently?
- When working on assignments, I needed – no help from an adult, some help, a lot of help from an adult.
- The feedback I got from my teacher was – not helpful, a little helpful, very helpful, I did not receive feedback.
- What feedback was helpful for your child?
- The Amount of work assigned was:
- What made Distance Learning challenging?
- What would you like your teacher to know about distance learning?

Teachers Surveyed:

- Teachers grew skills and expertise in collaboration, co-planning and co-teaching.
- Teams met regularly to plan and share resources.
- Teachers practiced elements of Universal Design for Learning (UDL) to plan for the specific needs of bilingual students and those served by special education.
- Teachers wish to learn more about platforms and strategies to engage younger students.
- Teachers learned many new tools in Google Classroom and now want to learn to better integrate the tools together to increase engagement/learning.
- Teachers want more time and professional learning focused on distance learning.

Dr. Barb Soisson, Assistant Superintendent of the Department of Teaching and Learning provided an update to the Board on Middle School Distance Learning:

Four Focus Areas

1. Student Survey
2. Google Classroom Participation Analysis
3. Parent / Family Survey
4. In-Depth Teacher Reflection

Guiding Principles

- Common collection and use of data across schools to inform practice and reopening decisions
- Use data to adjust during Distance Learning and use overall evidence to plan for 2020-2021
- Teacher / Specialist teams actively involved with school leaders in collecting and sharing the data

Student Findings: Google Classroom Analysis

- Data collected April 13 – June 3
- Team setting it up, communicating, collecting, reporting out included teacher(s), specialist(s), assistant principal, principal at each school
- Questions used to set up collection of evidence:
 - Who is logging in and when? (student names)
 - Who logs in and who completes assignments?
 - What amount of tasks/assignments are completed?

- How do log-in and assignment/task completion rates vary by learner group? (All, IEP, 504, ELD)
- How do log-in and assignment/task completion rates vary by grade level?
- How do log-in and assignment/task completion rates vary by subject area?
- How do log-in and assignment/task completion rates vary week to week?

Student Findings: Student Survey

Questions:

1. What was most helpful to your Google Classroom learning experience? (Select all that apply: Organization of classroom, Videos, Forms, Flipgrid, Individual Comments and Feedback, Other)
2. Were teacher videos helpful? Why or why not?
3. Did you participate in Zoom meetings? If so, what was helpful and not helpful?
4. Did you collaborate with other students in any way? If so, how?
5. How many weeks did it take to get into a rhythm with distance learning? (1-2 weeks, 2-3 weeks, 4-5 weeks)
6. If you had a choice, would you choose to do distance learning again?
7. Was it helpful to have all lessons released on Monday morning or would you have preferred a gradual release of lessons? Options: a.) Having all lessons on Monday worked well for me b.) I would prefer lessons to be posted every couple of days)
8. Which classes draw you to participate? (Check all that apply.)
9. What drew you to participate in classes? (Task Content, Format, Interest in Subject, Connection to Teacher)
10. Was the work load too little, just right, or too much? (3 choices)

Findings from Families, survey sent through each school's Listserv in Spanish and English:

Questions:

1. What best describes your family's current food situation? (a. We're okay for food right now without breakfasts / lunches from the school district and/or community resources. b. We're okay, and relying on school district breakfasts / lunches and/or community resources for support. c. We need more support for food.)
2. How concerned are you about your family's housing situation? a. Not at all concerned b. Slightly concerned c. Somewhat concerned d. Quite concerned e. Extremely concerned
3. How concerned are you about your child's social or emotional well-being? a. Not at all concerned b. Slightly concerned c. Somewhat concerned d. Quite concerned e. Extremely concerned
4. If the need to provide Distance Learning occurred again, how could we better support your student and family?
5. My child has reliable access to (Please check all that apply: a. Computer or Chromebook b. Tablet c. Internet)
6. In general, the assignments provided an adequate challenge for my student during Distance Learning. (Strongly Agree, Agree, Disagree, Strongly Disagree)
7. For the most part, my student was able to know what to do and complete assignments independently during Distance Learning. (Strongly Agree, Agree, Disagree, Strongly Disagree)
8. The approximate amount of time my student spent per day completing assignments during Distance Learning: (30-60 minutes, 1-2 hours, 2-3 hours, 3 or more hours)
9. Based on what you saw with your student, what types of assignments and teacher support best helped your student remain interested and complete assignments during Distance Learning?

10. What middle school does your child attend? (Athey Creek, Meridian Creek, Rosemont Ridge, Wood)
11. Please list your name and email address or phone number if you would like a staff member to contact you about support with food and/or housing.

Teacher Reflection Findings:

Teachers sign in on a Google Form daily for attendance. One question below was added to the form for the last 11 days of school.

1. Looking ahead to next year, what is something you have done during Distance Learning that you would implement again or continue to do, even if we are back in the classroom?
2. What did you find to be the most successful and clear way to provide students their weekly learning activities?
3. During our weeks of Distance Learning, what did you find to be the most successful method(s) in which to provide students with the instruction they needed each week?
4. During Distance Learning, what did you find to be the most helpful way(s) for students to receive feedback or additional instructional support?
5. During Distance Learning what were some of the strategies you used that you believe helped increase students' engagement with and/or completion of the lesson?
6. What did you notice during Distance Learning about what is especially helpful and important to engage and support students with IEPs and ELD students?
5. Please list the five or so platforms or applications that you found to be the most useful during Distance Learning:
6. In reflecting on Distance Learning and the systems that were developed along the way, which did you find to be most helpful?
7. Which do you feel need to be improved upon so as to be more efficient?
8. What learner skills did you find that students needed to be successful with Distance Learning?
9. In thinking about next year and the uncertainty of how we might be beginning school, what additional learning do you feel we might need to invest in in order to help all of us feel more prepared regarding the level of collaboration?

Dr. Aaron Downs, Assistant Superintendent of Secondary Schools provided an update to the Board on Distance Learning High School Level:

- There were joys and challenges of distance learning with staff collaboration, lesson planning, assessing, and communication.
- Renewed focus on relevant and authentic learning activities and power standards.
- They missed the daily, in person, connection with students and one another.
- A celebration of success for supporting Seniors on their path to graduation.
- We will be working with Seniors this summer to earn their diploma.

Families and Student Anecdotal Reflections

- Students spent, on average, 1-4 hours a day on distance learning.
- Students appreciated the flexibility and thoughtfulness of the staff with communication, assignments, and assessments.
- Some families shared concern around earning of credits and assigning of Pass/Incomplete for grades on transcripts.
- Many students who were not credit whole were able to use this time to focus on recovering previously unearned credits and catching up.

Survey questions included:

- How much of the day is your student participating in distance learning?
- Did the District provide adequate support with technology?
- How concerned are you about your student's learning while school is closed?
- How are you feeling about the idea of students returning to school in person?
- How satisfied are you with the communication/information you received from the District during distance learning?

Dr. Jennifer Spencer-Iiams, Assistant Superintendent of Student Services provided an update to the Board on Distance Learning:

Distance Learning: Staff Padlet

- Collaboration and co-planning was a win!
- Deepening staff understanding of Universal Design for Learning UDL
- Learning new tech and access tools
- Deeper understanding of students' learning with parents
- More independence
- Zooming through IEP (Individual Education Program) meetings

Distance Learning: Parent Input Survey (Special Education)

Opportunities:

1. Flexibility of schedule
2. Consistent expectations/timelines
3. UDL Tools (i.e.Videos with captions)
4. Common format across classes
5. More understanding between home/school

Barriers

1. Feeling of isolation
2. No peer modeling
3. No boundary between home/school
4. Need more organization in format
5. Need in the moment support

Parent's Priorities for Fall 2020 Survey (Special Education)

- Increasing socialization (67.5%)
- Opportunity for in-person instruction (65%)
- Reducing exposure to virus (62%)
- Ability to learn at own pace (50%)
- Continued access to distance learning (40%)

Distance Learning: Mental Health Supports

- Tiered Approach (Oregon Department of Education)
- Guidance)
- Emphasized Social Emotional Learning (SEL)
- Regular Check-ins with some students
- Updated Suicide Prevention Protocols
- Resources for Families

Dr. Mayra Gomez, Director of College and Career Readiness provided an update to the Board on Distance Learning based on student focus groups:

- High school student participants: 18
- Middle school student participants: 10
- Facilitators: College & Career Readiness Team

Positives of Distance Learning:

- Assignments were posted on Monday and students created their own schedule
- Students enjoyed zoom meetings
- Students worked at their own pace
- Teachers provided check lists
- Instructional videos could be watched multiple times
- Specific constructive feedback from teachers
- Teachers only taught what was essential, didn't give busy work
- Pass/No Pass grading made school less stressful

Areas of Growth with Distance Learning:

- More Zoom meetings and immediate access to teachers
- Better technology: internet/computer was slow
- Opportunities to re-submit assignments after feedback
- Frequent check-ins with counselors for social and emotional support
- Would like more visuals
- Would like more engaging and/or hands-on assignments
- More consistency about expectations across courses

Student Feedback:

- All students said they missed the social interactions with their teachers and their peers.
- All with the exception of one student said they would like to return back to "normal" school if it is safe. They like the idea of having the option for online school.

Parent Feedback:

- HS Parent: "We are in full support of a normal school. We are not concerned for children his age (HS) or our age whether we get coronavirus or not. We assume school will restart on August 31 as planned and would be disappointed for many different reasons if it does not."
- 9th grade HS Team Parent: "We have had a few discussions at home over the year about how nice it is for him to have the same kids in his core classes. Especially moving from outside the WLWV district previously. It helped him make friends faster and feel more comfortable. We hope it continues for all 4 years."

The Board thanked Dr. Ludwig and the Department of Teaching and Learning for the update on distance learning.

(Please access the online video of this meeting for full verbiage in its entirety.)

6. 7:15 p.m. CONSENT AGENDA - BOARD ACTION

A. Personnel Report - Ms. Shyla Waldern, H.R. Director

B. Board Meeting Minutes - Ms. Kelly Douglas, Board Secretary

**Director Christy Thompson motioned to approve the consent agenda.
Director Dylan Hydes seconded.**

5-0 All approved, motion passes.

7. 7:20 p.m. COMMUNITY FEEDBACK - INPUT

A. *Expected Outcome: Board Chair acknowledges community feedback*

1. Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in person.

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Board Chair Regan Molatore acknowledged public feedback:

1. Ms. Jessica Mehta request the Board consider impacts of maintaining the complete/pass grading system and requested a hybrid in person/online format in the fall.
2. Mr. Preston Van Meter requested the Wilsonville HS softball fields be reopened for use by the Wilsonville Youth Softball Program under Phase II.

8. 7:25 p.m. NEW BOARD BUSINESS

A. Budget Message (Budget Committee Open & Close) - Dr. Son Le Hughes, CFO & Dr. Kathy Ludwig, Superintendent

1. *Expected Outcome: Board receives information, no action to be taken.*

Chair Molatore paused the Regular Board Meeting at 7:16 p.m.

Chair Molatore called the Budget Committee Meeting to order at 7:25 p.m.

Budget Committee Members Present:

Craig Nelson

Hui (Heleena) Xie

Emily Teixeira

Kirsten Wyatt

Ahsan Ahmed

Board Chair Molatore called for nominations for Budget Committee Chair.

Director Fitch stated she recently served on the Clackamas County ESD Budget Committee and due to social distancing meetings, they recommended making the Chair and Vice Chair of the Budget Committee the same as the Board Chair and Vice Chair for ease of hosting the meetings via Zoom.

- **Director Fitch nominated Board Chair Regan Molatore as Budget Committee Chair.**
- **Vice Chair King nominated Kirsten Wyatt for Budget Committee Chair.**

Board Chair Molatore stated the Zoom hosting is supported well by IT Director, Mr. Curtis Nelson. The 10-member Budget Committee approves the budget and then it is presented to the School Board for adoption. In the past, we have not had the same person be the Board Chair and Budget Committee Chair.

Votes for Regan Molatore for Budget Committee Chair:

Regan Molatore	Yes
Ginger Fitch	Yes
Hui (Heleena) Xie	Yes
Chelsea King	No
Dylan Hydes	No
Christy Thompson	No
Craig Nelson	No
Kirsten Wyatt	No
Emily Teixeira	No
Ahsan Ahmed	No

Yes: 3

No: 7

Votes for Kirsten Wyatt for Budget Committee Chair:

Regan Molatore	Yes
Chelsea King	Yes
Ginger Fitch	Yes
Dylan Hydes	Yes
Christy Thompson	Yes
Craig Nelson	Yes
Kirsten Wyatt	Yes
Emily Teixeira	Yes
Ahsan Ahmed	Yes
Hui (Heleena) Xie	Yes

Yes: 10

Board Chair Molatore turned the meeting over to Budget Committee Chair Kirsten Wyatt.

Budget Committee Chair Wyatt called for nominations for Budget Committee Vice Chair.

- **Budget Committee Member Ahsan Ahmed nominated Regan Molatore as Budget Committee Vice Chair.**
- **Board Vice Chair King nominated Craig Nelson as Budget Committee Vice Chair.**

Votes for Regan Molatore as Budget Committee Vice Chair:

Regan Molatore	Yes
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Ginger Fitch	Yes
Hui (Heleena) Xie	No
Chelsea King	No
Dylan Hydes	Yes
Christy Thompson	No
Craig Nelson	No
Kirsten Wyatt	No
Emily Teixeira	No
Ahsan Ahmed	Yes

Yes: 4
No: 6

Votes for Craig Nelson as Budget Committee Vice Chair:

Regan Molatore	Yes
Chelsea King	Yes
Ginger Fitch	Yes
Dylan Hydes	Yes
Christy Thompson	Yes
Craig Nelson	Yes
Kirsten Wyatt	Yes
Emily Teixeira	Yes
Ahsan Ahmed	Yes
Hui (Heleena) Xie	Yes

Yes: 10

Budget Committee Chair Wyatt invited members to share why they wanted to be on the Committee and thanked them for their service.

Dr. Hughes stated the Superintendent’s Message to the community is to set the stage for the budget document which is in alignment with the District Mission and Board Goals.

Superintendent Ludwig read her message aloud:

Dear West Linn-Wilsonville School District Budget Committee Members and Community:

I respectfully submit the West Linn-Wilsonville School District proposed budget for 2020-2021 in accordance with ORS 294.391.

The proposed general fund budget of \$127,590,434 accounts for a balanced budget that aligns with the School Board and School District goals; these goals are identified, prioritized and articulated to maximize student learning.

2020-2021 State Budget Allocation for School Districts

The West Linn-Wilsonville School District 2020-2021 budget proposal is based on a \$9.0 billion State School Fund biennium. While \$9.0 is an increase from the past biennium (\$8.2 billion), unfortunately it is not enough to accommodate “roll up” costs to maintain current programs and personnel. And it is well below what is needed to adjust for increases to PERS (Public Employee Retirement System). For West Linn-Wilsonville this

means an estimated cost increase of \$3.5 million in each year of the biennium. This is not a one-time cost increase for one biennium. Funding PERS obligations will affect all public agencies (state government, public schools, cities, counties and special districts) for at least the next ten years.

Additionally, the recent global pandemic COVID-19 has impacted both programs and budget expenses this fiscal year as well as a projected significant reduction into the second year of the biennium, 2020-2021. The June Economic Revenue Forecast estimates a \$2.7 billion loss to revenue for Oregon, subsequently a \$490 million loss to the State School Fund. For West Linn-Wilsonville, this means an unexpected estimated loss of \$7.5 million for the 2020-2021 school year.

As school districts across Oregon are submitting their school budgets for next year, state officials and legislators are still considering ways to mitigate the reductions in revenue for the second year of the biennium and over the next five years. In the meantime, we are charged with submitting a budget with current information (June 2020) and to the best of our abilities.

Budget Investments in Excellence, Opportunity and Access

In the process of assembling a school budget, the district maintains a theory of action that investing in diverse and challenging learning opportunities for our children leads us to achieving our goals. These key investment strategies are identified and implemented because they prove to exemplify the quality of learning and the quality of care every parent wishes for their child and the outcomes for every child in our community to be fully prepared for college, career and the world.

Our key investment strategies include:

- Hiring and developing the most qualified professionals who provide expert instruction for all students, including students with diverse learning needs.*
- Prioritizing and delivering high quality professional learning experiences, systems, curricula and supports that impact instruction in the classroom on a daily basis.*
- Developing and sustaining strategies that increase time for learning, including a full academic school year and full academic schedules for all students.*
- Maintaining effective class sizes while strengthening counseling, teacher-librarian, special education, operations and information technology support.*
- Expanding and supporting strong early childhood programs: Pre-K and Kindergarten.*
- Providing instructional and programmatic supports for **mental and behavioral health needs***
- Utilizing **School Equity Teams** and districtwide initiatives to eliminate systems of racism and increase equity & access for all students*
- Expanding Advanced Placement and other college level courses in our high schools.*
- Providing enriched and comprehensive programming for the performing and visual arts, world and dual language, athletics, activities and wellness across all schools.*
- Expanding STEM and CTE Programs and related experiences in science, technology, engineering, journalism, health sciences, business/marketing and mathematics.*
- Maintaining responsible stewardship of our facilities, grounds, and other property assets.*

Measure 98: High School Success Grant

Measure 98 is funded fully through two revenue sources: The State School Fund (approximately \$170 million) and the Student Success Act (approximately \$133 million). The district was fully funded for Measure 98 in the 2019-2020 school year.

The Measure 98 Grant targets improvement to graduation rates through expansion of Career & Technical Education (CTE) Programs, addressing chronic absenteeism, and providing interventions that reduce drop-out rates. School districts apply for funds that must be spent to implement three strategies:

- 1. Establish or expand drop-out prevention strategies in high schools,*

2. *Establish or expand college-level educational opportunities for high school students, and*
3. *Establish or expand career and technical education programs in high schools.*

In West Linn-Wilsonville, we have developed a strategic plan for allocating Measure 98 funds to impact all three of these areas that connect to school attendance, graduation and a student’s aspiration for college, career and beyond.

Due to the economic downturn from COVID-19, the estimated impact is a 35% reduction to this grant for the 2020-2021 school year. (Calculations supplied by COSA, based on June Economic Revenue Forecast)

Student Success Act: Student Investment Account Grant

Last year, voters approved a Corporate Activities Tax allocating \$2 billion in funds each biennium towards the Student Success Act. The Student Success Act proportions each year, \$1 billion towards 3 funds: Statewide Education Initiatives, Early Learning Account and the Student Investment Account.

The Student Investment Account, is an annual \$500 million non-competitive grant fund for all Oregon school districts and eligible charter schools. This money has two purposes: 1) Meet students’ mental and behavioral health needs and 2) Increase academic achievement and reduce academic disparities for students who have historically experienced disparities in our schools.

Extensive community engagement informed the goals within the district’s Continuous Improvement Plan and the priorities outlined in the district’s Student Investment Grant application. Funded according to ADMw, West Linn-Wilsonville School District planned to receive about \$7.5 million dollars for the 2020-2021 school year.

Due to the economic downturn from COVID-19, the estimated impact is a 37% reduction to this grant for the 2020-2021 school year. (Calculations supplied by COSA, based on June Economic Revenue Forecast)

Measuring the Outcomes of Our Investments

Our District Mission question, “How do we create learning communities for the greatest thinkers and most thoughtful people...for the world”, sets the stage and tone for the collaborative and collective ethic of excellence we hold for ourselves as professionals. From this compelling mission question emerges annual District Goals and a District Work Plan that identifies and outlines actions, strategies and measureable outcomes to align and allocate resources towards meeting these goals.

We measure the outcomes of our investments by collecting, analyzing and utilizing a broad range of evidence:

- *Graduation rates – West Linn-Wilsonville has the highest in the state of Oregon for multi-high school districts*
- *Drop-out rates – West Linn-Wilsonville schools continue to make important strides in keeping students engaged in school, K-12.*
- *Regular Attendees – We monitor and respond to data that helps us work with students who have chronic absenteeism.*
- *9th Grade On Track – We monitor and respond to data that helps us focus strategies and support to students in their first year of high school.*
- *Student participation in AP courses and dual credit classes at our high schools*
- *Oregon Department of Education School Report Cards*
- *Oregon State Assessments (SBAC, OAKS, ELPA21) that provide academic benchmark data aligned to college and career readiness*
- *District Interim and Formative Assessments that provide academic growth data – These types of assessments (standardized, curriculum-based measures, tests, grades, etc.) provide valuable information to help students monitor their own learning, help teachers adjust and prepare strategically*

for new learning, and help our school and district leadership teams effectively plan where broad-based as well as targeted new learning and resources are needed.

In developing a balanced budget for the 2020-2021 school year we have made the following working assumptions:

Revenue:

- *State revenue of \$9.0 billion for the biennium*
- *49% of the biennial allocation in 2019-2020 and 51% in 2020-2021*
- *Projected local option revenue of \$10,472,674*
- *ADMr projected at 9,816; ADMw projected at 11,229*
- *Utilization of Regional ESD funds appropriated to the district*
- *Carry-over of approximately \$10,971,225 of our 2019-2020 ending fund balance*

Additional Revenue: Coronavirus Aid, Relief, and Economic Security (CARES) Act

- *Federal relief funds to Oregon have targeted support for K-12 Public Schools. These funds are proportioned based on the same allocation rate as title grant funding. The projected amount to West Linn-Wilsonville School District for 2020-2021 is approximately \$460,000.*

Expenditures:

- *Increased personnel costs to honor negotiated contracts that include increases in cost of living (COLA) and health insurance.*
- *Increased costs in PERS (Public Employees Retirement System)*
- *Increased costs for utilities, transportation, materials, supplies and purchased services for all buildings and adjusting for growth across the district.*

Challenges with the Current State Funding Level of \$9.0 billion:

- *\$9.0 billion from the state does not quite fund the “roll-up” costs of current operation and staffing from the 2019-2020 school year into the 2020-2021 school year. It absolutely does not provide enough funding to offset the \$3.5 million PERS increase for our school district.*
- *The \$3.5 million PERS increase paired with insufficient funds from the state, result in increased dependency on local option revenue, depletion of our PERS reserve, and the risk of a fund balance far below GASB (Governmental Accounting Standards Board) recommendations.*

Additional Challenges: Estimated Reductions to the 2020-2021 Revenue due to COVID-19 Related Economic Downturn

- *Estimated \$490 million State School Fund reduction to the 2020-2021 school year, which is approximately \$7.5 million reduction for West Linn-Wilsonville*
- *35% reduction to Measure 98 Grant Funds in the 2020-2021 school year*
- *37% reduction to Student Investment Account Grant Funds in the 2020-2021 school year*

Savings from 2019-2020 to offset challenges for 2020-2021:

- *Savings from transportation, utilities and substitutes*
- *Savings from furlough days (all staff: licensed, classified, specialty & confidential, administrators)*
- *Savings from suspending June summer programs*
- *Savings from untapped Contingency Fund*

Maintaining School Year and Targeted Support for Students:

- *We will continue to support a full academic school year and full academic schedules, with targeted support for extended learning time.*

- We will sustain our strategies of targeted support for students for whom we have identified opportunity and achievement gaps.

Amendment Budget Plan based on Reduction in 2020-2021:

With the \$490 million reduced revenue to the State School Fund and the subsequent approximately \$7.5 million reduced revenue to West Linn-Wilsonville School District, the following reductions are planned for the 2020-2021 school year to help balance the budget.	Estimated Savings
Reduction Area:	
Personnel: Reduce licensed staff by 16 FTE and reduce 54 classified staff hours.	\$2.4 million
Suspension of WLWV Preschool Program for one year. This program is funded by tuition payments; we receive no preschool funding from the state. Challenges with fully enrolling and sustaining the program next year causes us to make the difficult decision to suspend the program for the 2020-2021 school year.	\$100,000
Suspension of Teacher-Mentor Program for 2020-2021 school year. These two positions have been funded out of the General Fund budget and are used to support teachers in their first-second year of teaching. It is unlikely we will hire many new teachers next year.	\$250,000
20% Reduction to school budgets	\$400,000
Suspend curriculum renewal plans and reduce district-level professional development	\$100,000
Utilize Student Investment Account (SIA) Grant to fund current positions which fulfill the goals and priorities of the Student Success Act legislation (mental and behavioral health, class size, increasing academic achievement) and those outlined in the SIA grant application.	\$4.0 million
Utilize Construction Excise Tax account for appropriate expenditures (e.g. equipment, furniture, textbooks, technology).	\$250,000

If the Governor or state legislature determines to utilize the Education Stability Fund or Rainy Day Fund to offset the losses to the State School Fund, the district will prioritize restoration of licensed and classified positions.

Recognition of Our Community

- I wish to recognize the leadership of our School Board members. We appreciate your volunteer service that includes countless hours meeting with patrons, attending school and district events while leading the district. We appreciate your belief and support in the professional expertise and commitment to students by our staff and administrators. We appreciate your courageous advocacy for inclusion of ALL children in a general education learning experience, while speaking out on issues of race, equity and sustainable funding for public education. We appreciate your priority and persistence in advocating for adequate and stable school funding.
- I wish to recognize our Budget Committee and all who participated in this budget development process by sending us your feedback: parents, patrons and staff. The interest, support and advocacy by our community towards our school district is deeply evident. The strong investment of parent volunteers and community partnerships in our students is a hallmark across Wilsonville and West Linn.
- I wish to recognize the excellence of our teachers and staff in our schools who bring their best professional selves to the work on a daily basis. Our teachers and staff seek out professional learning that address race and equity reform, research-based best practices and high-leverage instructional strategies that “move the dial” in eliminating opportunity and achievement gaps. At 94.7%, West Linn-Wilsonville School District students demonstrate the highest graduation rate in Oregon for a multi-high school district.
- Lastly, I wish to recognize and thank our community’s generosity in supporting local option levies and capital construction bonds over the years. Our local option levy helps us currently fund approximately 80 teachers. And our most recent capital bond in 2019 allows us to build a new primary school and middle school, remodel an existing school to relocate our third option high school, add a new auditorium to Wilsonville High School, expand the stadium and parking at West Linn High School,

upgrade safety, security and technology at all schools, and attend to districtwide improvements. These are significant contributions and we would not be able to provide the level of service and learning to students without this support.

In Closing

This budget message is presented with the sobering recognition that we will be making significant reductions to our personnel, programs and professional development program next year. Reducing by \$7.5 million dollars, while also growing as a district, will be a noticed impact. And yet, I hold a spirit of optimism that our community, our state and our elected representatives will continue to seek out ways to support public education funding in Oregon.

We must always strive to fulfill the District's compelling first goal to provide each child with a high-quality education while eliminating opportunity and achievement gaps.

I am proud and humbled to serve the West Linn-Wilsonville School District and I believe this budget supports the mission and goals of this school district as we LEAD FOR ALL.

*Respectfully,
Kathy Ludwig, D.Ed.
Superintendent*

Dr. Hughes thanked Superintendent Ludwig for her message to our community and invited Budget Committee Members to stop by the District Office to pick up a hard copy of the proposed budget document. Budget Committee Members should submit questions to Superintendent Ludwig and Dr. Hughes no later than June 18th so they can be answered and sent back out to the full Committee in advance of the deliberation on the 22nd.

**Budget Committee Chair Wyatt adjourn the Budget Committee Meeting at 8:28. p.m.
Board Chair Molatore called the Regular Board Meeting back to order at 8:35 p.m.**

2. Guide on How to Read the Proposed Budget Document

a. *Expected Outcome: Board receives information, no action required.*

Dr. Son Le Hughes, Chief Financial Officer for the District provided information to the Budget Committee on how to read the budget document including: The West Linn Wilsonville (WLWV) School District's Budget plays a crucial role in communicating our district's financial accounting information to district leaders, district employees and our community members. Our district's budget is more than numbers, it is a record of the district's past decisions and a spending plan for its future and is a communications document that informs constituents about our District's priorities and goals.

The Budget Document is comprised of the following ten (10) main sections:

- Section I – Superintendent's Budget Message
- Section II – Budget Process
- Section III – Financial Summaries
- Section IV– General Fund
- Section V– Special Revenue Funds
- Section VI– Debt Service Funds
- Section VII– Capital Projects Funds
- Section VIII– Trust Funds

- Section IX – Reference Materials
- Section X – Required Publication (Legal)

The Superintendent’s Budget Message is a transmittal letter that outlines the organizing principles of the budget and the assumptions on which the budget was developed such as economy, revenue, strategic plan and expenditure needs to accomplish our district objectives for fiscal year 2020-2021.

The budget process provides information such as: 1) Budget Timeline, 2) Board and Budget Committee Members term, and 3) Budget Assumption.

The Financial Summary shows WLWV School District’s total budget. WLWV School District has a total of five (5) different funding sources: 1) General Operational also known as General Fund, 2) Special Revenue, 3) Debt Service, 4) Capital Projects, and 5) Trust and Agency funds.

Special Revenue Fund is an account established to collect funding that must be used for a specific purpose. Special revenue funds require an extra level of accountability and transparency to taxpayers to show that their tax dollars will go toward the intended purpose. These funding sources come from federal, state, and local agencies. Special revenue funds are comprised from Funds 201-299.

Debt Service Funds account for the accumulation of resources and the payment of general long-term debt such as payment of principal and interest on General Obligation (G.O.) Bonds and the Pension (PERS) Bond. This section identifies Fund 300 for G.O. bonds, and Fund 320 for the PERS Pension Bond.

Capital projects funds are used to account for financial resources used for the acquisition or construction of capital facilities. These include land, improvements to land, building and building improvement and infrastructure. Capital projects funds are comprised from Fund 410-492. A more in-depth Capital Improvement Project document is available from the district bond’ office.

Trust Funds account for fund-raising and scholarship resources received and held by the district in a fiduciary capacity. Trust funds are found in Funds 701-709.

When the proposed budget and the budget message are ready, as required by the Oregon Department of Education, under the Local Budgeting in Oregon, the budget officer publishes a “Notice of Budget Committee Meeting.” This public notice must be published at least twice (once in the local newspaper and also on the district website), 5 to 30 days before the scheduled budget committee meeting date.

The Budget Committee thanked Dr. Hughes for the information and support in reading the budget document.

9. **7:50 p.m. BOARD BUSINESS**

A. **BUSINESS OFFICE - Dr. Son Le Hughes, Chief Financial Officer**

1. **7:50 p.m. Financial Report**

a. *Expected Outcome: Board receives information, no action required.*

Due to the school-year ending early this year resulting from the Covid-19 situation, our district was able to identify one-time cost savings as following:

- Savings from transportation, utilities and substitutes
- Savings from suspending June summer programs

- Savings from untapped Contingency Fund

This one-time cost saving will help offset challenges for fiscal year 2020-2021.

West Linn Wilsonville School District also participated into the Workshare program (furlough days for all staff: licensed, classified, specialty & confidential, administrators) but at this time, it is too soon for us to have confirmed savings until we have all staff cleared through the Oregon Employment Department.

The District is trending toward an ending fund balance of approximately \$10.9M. General Fund – There are no changes to our Financial Report for this month.

The Board thanked Dr. Hughes for the Financial Report.

b. 7:55 p.m. Resolution 2019-23 - Authorizing Transfer of Appropriated Funds - BOARD ACTION

1. *Expected Outcome: Board receives information, takes action.*

Dr. Son Le Hughes, Chief Financial Officer for the District presented Resolution 2019-23 to the Board for review stating it is typical for the CFO to present this transfer at the end of June. On June 27th of 2019, the Board approved Resolution 2018-12, adopting the FY2019-20 budget and appropriating funds. The budget was based on the best available information at the time, as actual revenues and expenses are not known when the budget is developed. Typically, WLWV School District submits an “appropriations transfer” resolution at the June Board Meeting. It is the duty of the Chief Financial Officer to transfer spending authority between functions, if needed, to keep within budgetary allotments and appropriations levels. In addition, Oregon Budget Law requires a transfer resolution if expenditures in any appropriation category are higher than shown in the original budget or amended budget.

Director Fitch motioned to approve Resolution 2019-23 as presented.

Director Hydes seconded the motion.

The Board held a brief discussion including:

- Board Chair Molatore asked for clarity on the 2019 bond and the small portion of the original 2015 bond.
- Director Fitch confirmed Board approval and vote is needed if there is a more than 10% difference.
- Vice Chair King stated she would like additional visuals next time if at all possible.
- Superintendent Ludwig stated when we refinanced the bonds, there was a large amount of funds that needed to be recognized and be shifted into a budget function. This is in alignment with our Auditor’s expectations and advice.

Chair Molatore called for a vote:

5-0 All in favor, motion passes.

10. 8:05 p.m. OPERATIONS - Mr. Tim Woodley, Capital Program Manager

A. 8:05 p.m. Long Range Planning Committee Position Vacancies - BOARD ACTION

1. *Expected Outcome: Board receives information, takes action.*

Mr. Tim Woodley, Capital Program Manager presented the two openings to be declared open on the Long Range Planning Committee to the Board for review. At this time, Mr. David Lake and Mr. Mike Jones have completed their terms leaving Positions 1 and 7 open.

**Director Fitch motioned to declare Positions 1 and 7 open.
Director Thompson seconded.**

5-0 All in favor, motion passes.

The next Long Range Planning Committee meeting will be in August.

B. 8:15 p.m. Resolution 2019-24 - Oregon School Capital Improvement Matching Program (OSCIM) Grant Authorization - BOARD ACTION

1. *Expected Outcome: Board receives information, takes action.*

Mr. Tim Woodley, Capital Program Manager presented Resolution 2019-24 to the Board for review stating: During the summer of 2019 as the District was considering placing a Capital Bond Measure on the November 2019 ballot, the Bond Office concurrently conducted an assessment of the Athey Creek and Inza R. Wood school buildings to support a construction improvement grant application to the Oregon Department of Education for the Oregon School Capital Improvement Matching Program (OSCIM).

In July 2019, the district was notified that we would be eligible for a grant pending positive outcome of the 2019 GO Bond election. The award was in the amount of \$7,192,506 to be distributed between Athey Creek and Inza R. Wood middle schools.

In November 2019, voters approved the \$206.8 million Capital Bond Program and in February 2020, bonds were sold as required prior to submission of the OSCIM Grant Agreement as required by ODE.

Chair Molatore called for a vote:

**Vice Chair King motioned to approve Resolution No. 2019-24 as presented.
Director Fitch seconded.**

The Board held a brief discussion including:

Chair Molatore thanked Mr. Woodley for his efforts on the matching OCIM Grant. The matching grant came into fruition due to our voters approving the bond in November and the Board is excited to finalize this commitment to our patrons.

Director Fitch thanked Mr. Woodley and asked Dr. Hughes, Chief Finance Officer where and when the grant funds will show up in the financial reports and the budget document? Mr. Woodley stated this is a grant system schedule which would have them selling the bonds in February of 2021 and monies would be paid out in April or May. Dr. Hughes stated there is a placeholder in the budget document for the OCIM Grant funds.

Director Thompson asked if the budgeted amount for Athey Creek Middle School is to renovate it into a third comprehensive high school? Mr. Woodley stated yes, Athey's allocation is higher because we have extra work converting it to a high school.

Vice Chair King stated she appreciates this point of integrity all along in the bond process and recognizes a sizeable portion is allocated to Inza R. Wood Middle School to bring it up in alignment of standards with our other middle schools.

Chair Molatore called for a vote:

5-0 All in favor, motion passes.

11. 8:25 p.m. Superintendent Evaluation - Vice Chair Chelsea King

A. *Expected Outcome: Board receives information, no action required.*

Vice Chair King stated this is an opportunity to keep the public aware of the Superintendent Evaluation Process which the Board has been diligently working on. One of primary functions of the School Board is to employ the Superintendent and provide a performance evaluation at the end of each year with assessments throughout the year and feedback in December. The Board has met in Executive Session to discuss the formal Evaluation and Superintendent contract and plans to provide the formal document and engage in conversation at the June 22nd Board Meeting.

12. 8:40 p.m. IMPORTANT DATES FOR THE BOARD

- A. 6-22-20 @ 5:00 p.m. Budget Committee Work Session & Superintendent's Evaluation
- B. 6-24-20 @ 5:00 p.m. Additional Budget Committee Meeting (Only If needed)
- C. 6-29-20 @ 6:00 p.m. Regular Board Meeting - Budget Hearing & Adoption of Budget

13. 8:45 p.m. ADJOURN

Chair Molatore adjourned the meeting at 9:42 p.m.

(Please access the online video of this meeting for full verbiage in its entirety.)

Regan Molatore, Board Chair

Date

Kelly Douglas, Board Secretary

Date



**West Linn-Wilsonville School District
Budget Committee Meeting – Work Session
June 22, 2020 @ 5:00 p.m.**

Minutes

A Budget Committee Meeting/Board Work Session of the West Linn-Wilsonville School District was held Monday, June 22, 2020 beginning at 5:00 p.m. via Zoom conference call online.

(Please access the online video of this meeting for full verbiage in its entirety.)

1. **4:15 p.m. EXECUTIVE SESSION ORS 192.660 (2)(i)**
2. **5:00 p.m. CALL TO ORDER**

Board Chair Regan Molatore called the meeting to order at 5:04 p.m.

3. **5:00 p.m. ROLL CALL**

Budget Committee Members present via Zoom:

**Board Chair Regan Molatore
Board Vice Chair Chelsea King
Director Ginger Fitch
Director Christy Thompson
Director Dylan Hydes
Budget Committee Chair Kirsten Wyatt
Budget Committee Vice Chair Craig Nelson
Budget Committee Member Hui (Heleena) Xie
Budget Committee Member Emily Teixeira
Budget Committee Member Ahsan Ahmed**

4. **5:05 p.m. COMMUNITY FEEDBACK - INPUT**

A. ***Expected Outcome: Board Chair acknowledges community feedback***

1. **Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in person.**

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 3:00 p.m. on June 22, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: douglask@wlwv.k12.or.us.

Please note: Comments submitted are subject to Public Records Requests.

To view this Public Board Meeting live on-line, please visit the West Linn-Wilsonville District Website for virtual meeting details on Monday, June 22nd.

Board Chair Regan Molatore recessed the Work Session at 5:07 p.m.
Budget Committee Chair Kirsten Wyatt called the Meeting to order at 5:07 p.m.

5. **5:15 p.m. BUDGET COMMITTEE DELIBERATIONS - Dr. Son Le Hughes, CFO and Dr. Kathy Ludwig, Superintendent**

A. *Expected Outcome: Budget Committee deliberates proposed budget and takes action or determines if another meeting is needed.*

Budget Committee Chair Ms. Kirsten Wyatt provided a brief overview; The purpose of the evening is to receive an update on budget materials, a summarization of the budget questions and answers, public comment as submitted and the budget deliberation and motion to follow.

Dr. Son Le Hughes, Chief Financial Officer for the District provided an updated to the Budget Committee on minor changes from the original budget including:

June 8th 2020 Budget Proposal Stated:

Ms. Hue Xie's term stated June 30, 2021 pg. 2.4
Budget Assumption year stated 2019-20 pg. 2.5

June 22nd Budget Proposal Corrections:

Ms. Hui Xie term correction: June 30, 2020 pg 2.4
Budget Assumption year correction 2020-21 pg. 2.5
All Funds FTE by Program pages added pg 9.7
Budget Survey Feedback pages added pg 9.9

Budget Committee Chair Wyatt thanked Dr. Hughes for the update on small edits/correction in the proposed budget document.

The Board held a brief discussion:

- Superintendent Dr. Kathy Ludwig stated the two teaching positions that are suspended are for the Teacher Mentor Program which we hope will be reinstated the following school year. For next year, these two teachers will be in the classroom teaching.
- Director Ginger Fitch requested Dr. Hughes return to the Power Point Slide showing funding for School Resource Officers. Does this include two in Wilsonville and one in West Linn? No, we have one in each city.
- Director Christy Thompson asked if the Teacher Mentor Program of two teachers has been suspended, why is .55 percent still showing? We have a staff member who supports English Language Services and the Dual Language Program for improvement and instruction in English language development services.
- The Teacher Mentor Program has two teachers, one works with the primary level new teachers and the other works with middle and high school new teachers. We rotate positions so teachers get a chance to try a leadership role and the following year, a new pair of Teachers On Special Assignment (TOSA) take on the role.

PUBLIC COMMENT – BUDGET COMMITTEE MEETING/BOARD WORK SESSION

Budget Committee Chair Wyatt read aloud public comment for the June 22nd meeting:

- Community Member Mr. John McCabe addressed the Board with concerns of bond debt, number of employees and student enrollment in relation to the proposed budget document.

Director Ginger Fitch stated she would like to comment on the community member's submission to the Budget Committee:

- This community member has repeatedly been invited to meet with Superintendent Ludwig, CFO Dr. Hughes and Board Chair Molatore to engage in conversation for accurate information, yet he continues to decline the offer and she is disappointed in this. The offer is still open for this community member, he is welcome and invited.

Director Fitch asked Dr. Hughes if there is anything a Board Member could take note of within the budget document relevant to the community member's comments?

- Dr. Hughes stated to please reference the Local Option graph within the budget document and referenced the bond debt table from US Bank. Dr. Hughes stated if this community member would like to meet with us, we can walk through the budget cycle year by year and answer his questions in detail.

Superintendent Ludwig stated she would like to speak to a few items in the community member's email:

- This community member's comments around enrollment and Average Daily Membership (ADM) is noted with the understanding that it is complex work to unpack enrollment as it changes year to year. The District hired Flo Analytics to do a long-range demographic view of our projected growth, which is now happening in Wilsonville and West Linn has sporadic growth in pockets of neighborhoods. She has heard comments from community members saying they do not see dramatic growth in West Linn to support building a new school. She is reminding our community, we are not building a new school, we are relocating the existing Athey Creek Middle School to the Dollar Street Property to serve the neighborhood there. This will help alleviate the overcapacity at West Linn High School as the current Athey Creek MS becomes a third comprehensive high school.
- This community member has been invited and will continue to be invited to meet with District Administration to answer any questions he may have. The invitation is open and he is welcome.

Director Fitch reminded the public they can email any member of the Board or Budget Committee from the District's website.

Budget Committee Chair Wyatt confirmed there were no more questions from the Board regarding Public Comment.

Budget Committee Chair Wyatt stated budgeting is an art and a science and is never perfect because the information we need to create the budget is not always known at the time. The Business Office does an amazing job creating the budget document and the Budget Committee acknowledges this and that it is the responsibility of the School Board to adopt the budget by June 30th.

Budget Committee Member Emily Teixeira thanked the full Budget Committee for their questions and for District staff answering in such a quick and thorough manner. She has worked with public budgets before and reading through this one was so thorough and so detailed, she had no trouble and she thanks them for the incredible work.

Budget Committee Member Craig Nelson asked a procedural question; As a collective group, what are the triggers or significant decrease in enrollment that would warrant the Budget Committee reconvening? After the budget has been adopted by the School Board, if anything changes, the Board has full authority to approve the amendment if it is within 10%. Dr. Hughes will keep the Budget Committee informed throughout the year.

Budget Committee Chair Wyatt stated she wanted to clarify her interest in asking a question; With regard to School Resource Officer funding, she would like to see some analysis done to see how they are addressing anti-racism. This funding rate surpasses school counselors and she wants to see how SRO's relate to the role for the district and is it a value in our community?

Director Hydes asked if there is any way to know what the preschool program funding would have been? Superintendent Ludwig stated that last year there was a loss of approximately \$85,000 due to families requesting scholarships and COVID stopped everything in March.

Director Hydes stated it feels like a grey area between the District and the School Board as he heard about the Pre-K Program suspension from the community and would have liked to have the opportunity to engage in discussion as a Board Member. The program is for approximately 140-150 children and pausing the Pre-K Program vs. funding the School Resource Officers is an important conversation.

Superintendent Ludwig apologized and stated there were many unknowns about school returning to normal in the fall and the timing needed to be sooner than later as families were increasingly asking about the program and we continued to hear concerns from Principals not knowing if they could fill the spaces in the Pre-K Program. Due to Clackamas County Health and Oregon Department of Education's Social Distancing Guidelines, we need every classroom available this fall for space when students come back. We need to be flexible with the usable space in the classrooms for social distancing and after hearing feedback from Principals and COVID precautions from Health and Safety Leaders, we felt it best to suspend the Pre-K Program for one year.

Director Hydes stated that he understood the reasoning, however, if timing made the discussion impossible, he wishes that they could have discussed it and maybe they would have come to the same conclusion, but he sees other areas in the budget that do not provide the same bang for the buck.

Superintendent Ludwig clarified the suspension of the program is only for one year and she did have discussions with Board Chair Regan Molatore and Vice Chair Chelsea King as they needed to make the decision quickly and the teacher's union association wanted to know what positions the Pre-K Program teachers would have in the fall. The decision of School Resource Officers or the Pre-K program is not the role of the Budget Committee this evening, they do not determine which programs come and go, it is their job to look at the District Goals and how they align with financing. That being said, the School Board, outside of the Budget Committee can work on programming with the Superintendent. School districts shape the SRO Program and ours may be very different than neighboring districts. Each district is different as to their expectations, role and type of training the

SRO receives. The Board and Superintendent can discuss this in the fall or at the summer retreat to see how it fits with our Goals. Each school district's SRO Program is not apples to apples, we are in the driving seat for our program as a school district and we can take this on in the fall.

Director Fitch stated that along the lines of the different categories in the budget and allocations, she tried to match District Goals to these and the Pre-K Program is important in her mind. The responses they received from Primary Principals did not seem to be based on District Goals which is a Board issue. We need more immediate conversations about the SRO Program given the budget and the problem with aligning this expenditure with District Goals.

Superintendent Ludwig stated she wanted to be sure she did not misspeak. Our Primary School Principals deeply value the Pre-K Program which we have continually kept even though the revenue and expenditures do not match up. There were many conversations about suspending the Pre-K Program as we worked through the guidance from the Oregon Dept. of Education for social distancing. Primary Principals agreed that in all the years, this may be the one year to suspend the program to allow for additional classroom space for students to social distance.

Vice Chair King agreed, this is not the time to do a deep dive into the role of the School Resource Officer and the program we run with them. The suspension of the Pre-K Program for one year comes as no surprise, we did not want it cut, it is sad, and Administrators know it was a tough decision but understand the reason why it was an important decision to make and she believes in the program and will continue to advocate to keep the program.

Budget Committee Member Ahsan Ahmed asked what the increase in transportation expenses is attributed to? Superintendent Ludwig stated as we entered into discussions for the renewal of the transportation contract with First Student, we looked at neighboring school districts along with the well-known bus driver shortage and learned our rate was the lowest in our area and it is hard for First Student to retain drivers. The majority of the bus drivers do not live in our community, we are recruiting them from other cities and the rate had to be an incentive in terms of the job market.

Director Ginger Fitch MOTION TO APPROVE PROPOSED BUDGET for Fiscal Year 2020-2021: The motion to approve the West Linn-Wilsonville School District 2020-2021 Budget as PROPOSED, establishing the maximum total expenditure for each fund, is as follows:

Funding Sources	As Proposed	Adjustment	Approved
General Fund	\$127,590,434.00		
Special Revenue Fund	\$ 26,243,942.00		
Debt Service Fund	\$ 34,511,790.00		
Capital Projects Funds	\$170,027,850.00		
Trust and Agency Fund	\$ 610,848.00		
TOTAL BUDGET AMOUNTS	\$358,984,864.00		

It is further moved that the approved budget is to include assessment of the permanent tax rate (maximum rate) of \$4.8684 per \$1,000 of taxable property value, which will raise approximately \$40,068,618.00 for General Fund operations, and will also include a Debt Service Fund Tax Levy of \$30,204,461.00 for the purpose of servicing the District's General Obligation Bond long-term debt.

Be it further moved that the Budget Committee approves the "local option" tax passed by voters on November 5, 2019, to levy an additional tax of \$1.50 per thousand of assessed value limited to \$5.00 per thousand of real market value for all taxes subject to educational limits.

Budget Committee Member Emily Teixeira seconded the motion.

The Board held a discussion including:

Superintendent Ludwig let the Board know that Assistant Superintendent Dr. David Pryor added a comment in the Zoom meeting stating: School Principals called each family that had signed up for the Pre-K Program and explained the reason we were suspending it for one year.

Vice Chair King thanked fellow Budget Committee Members for asking good questions as it allows her to review the information with a new lens. She is pleased with the state of this budget as much as there were painful moves and knows that should revenue be generated programs will be reinstated. The Ending Fund Balance keeps us in the black and economically sustainable which are clear indicators of prioritization on behalf of the District and she feels confident in this budget and is thankful for the robust process.

Budget Committee Chair Kirsten Wyatt called for a vote:

Regan Molatore	Yes
Chelsea King	Yes
Ginger Fitch	Yes
Dylan Hydes	Yes
Christy Thompson	Yes
Craig Nelson	Yes
Kirsten Wyatt	Yes
Emily Teixeira	Yes
Ahsan Ahmed	Yes
Hui (Heleena) Xie	Yes

10-0 All approve, motion passes.

Board Chair Molatore thanked the Business Office for their hard work which is evidenced in the budget document.

Superintendent Ludwig and Dr. Hughes thanked the Budget Committee for their attention to detail and support of a balanced budget on behalf of the West Linn-Wilsonville School District.

**Budget Committee Chair adjourned the Budget Committee Work Session at 6:39 p.m.
Board Chair Regan Molatore called the Board Work Session back to order at 6:39 p.m.**

6. **7:45 p.m. SUPERINTENDENT EVALUATION - Vice Chair Chelsea King**

A. ***Expected Outcome: Board receives information, no action required.***

Vice Chair Chelsea King read the Superintendent Evaluation Letter from the Board aloud:

The Board of Directors of the West Linn-Wilsonville School District is grateful to our superintendent, Dr. Kathy Ludwig, for her steadfast, thoughtful and visionary leadership. We are proud of her accomplishments, and when we compliment her, she is quick to credit the staff, teachers and administrators who share in this dedication to our schools and the students we serve. The board is pleased to announce that we will renew our contract with the Superintendent, extending it for the next

3 years. This letter will announce the highlights of our ongoing performance review of the superintendent, and the terms of the contract to which the board and Dr. Ludwig have agreed. During the 2019- 2020 academic year, the Board reviewed the performance of the superintendent in early December and early March. The framework that we have used for the past several years remained in place this academic year, whereby the board ranks Dr. Ludwig's performance in 9 standards as defined by the Oregon School Board Association. Considering each standard, every board member describes specific examples of the superintendent's performance. While the majority of our feedback is qualitative in nature, we also give a label to quantify performance. These labels range from Ineffective to Developing to Effective and finally Accomplishing.

When the board reviews the performance of Dr. Ludwig, she consistently scores as "accomplishing" on the majority of the 9 Standards. This is the highest score and often the board is unanimous in its declaration of this level of achievement. Visionary and Ethical Leadership are two standards in which Dr. Ludwig excels and consistently ranks the highest. Labor Relations, Resource Management and

Instructional Leadership are three more standards where she consistently ranks as accomplishing. These are 5 standards where the superintendent ranks accomplishing, the highest rank available. Policy and Governance, Effective Management, and Curriculum Planning are three more standards where the Superintendent also ranks high. In these categories, the board of directors ranks the superintendent on a range from effective to accomplishing, the two highest scores available.

While 8 of the 9 standards have consistent and often unanimous statements of exemplary performance, the one standard that has mixed reviews is OSBA's Standard 3, regarding Communication and Community Relations. This standard continues to show itself as complex and one that requires ongoing analysis and dialogue.

The Board observes very thoughtful and engaged communication and response to the community in many areas of Dr. Ludwig's performance. Yet, there remains an opportunity for growth as the Board asks the superintendent to continue improving communication about difficult issues that the community brings forth. Dr. Ludwig excels at visionary leadership, and sometimes sections of the community may not understand or agree with the vision, and it is those moments that require the ability to convey to the community that they are heard and understood. Indeed, there may always be areas where total agreement is not reached, and perhaps even strategic moves may not be altered, because the Board and the Superintendent may agree upon the vision and make strategic moves to achieve that vision, even as segments of our community may not agree.

It is because of this visionary work and deep commitment to community engagement that we as a Board will continue to seek data and input from the Superintendent that both praises the innovative, ethical and visionary moves that we make as a district, and ways that our application of these moves create challenges. Even as we make strategic moves toward continuous improvement in our schools and responsiveness to community needs, new information emerges that creates the next set of obstacles

to address. The primary message that this Board has at this time is to continue to be transparent about the achievements and the challenges of the educational and operational moves the district makes.

The work that the Board and the Superintendent are doing to unpack the Communication and Community Relations Standard reveals that many wise and engaged moves are made, and fine tuning in this category continues to be an area of importance to the Board. We have engaged in robust dialogue about this, and it is likely that this standard will continue to be a topic of conversation. Dr. Ludwig has demonstrated dedication to work to understand what the Board is observing.

As I have stated, Dr. Ludwig's performance is top-notch. The Board knows that the West Linn-Wilsonville school district benefits enormously from her dedication, intellect, compassion and experience. Our final performance review document contains specific examples where Dr. Ludwig continues to move the dial toward greater excellence in our schools. A couple of examples from this academic year include proposing to the board that we edit a district goal to declare that we will disrupt systems of racism, and leading district communication during the most successful Capital Bond and Local Option Levy Campaign in the history of our district, as measured by the percentage of yes votes. Furthermore, Dr. Ludwig has incorporated the impossible to anticipate Covid-19 pivots in a way that our schools may actually benefit, using the challenge as an opportunity to develop structure around online and hybrid learning, so that we may carry these efforts forward to serve the present and future needs of students and teachers.

Based on the exceptional performance by our superintendent, the board offered Dr. Ludwig a 4% raise, which she accepted. This raise is in alignment with the entire WLWV school district; all of the classified, certified and administrative staff received their contracted raise. Our superintendent earned and will receive the same raise as other administrators, which is 3% for cost of living, and 1% to reward longevity.

Additionally, we retained the terms of the contract as stated in the previous year, including a continuation of the \$6830 donation by the superintendent, deducted from her salary, and dedicated to a superintendent scholarship fund. These monies were donated by Dr. Ludwig last academic year when the board offered her a raise during the 2018-2019 academic year; she chose to instead have the increase placed into a scholarship fund, with which she started awarding to our graduates this year. This scholarship fund contribution continues at the same amount of \$6830 a year.

We recognize that this raise, which is aligned with the rest of our district salary increases, is one that is important to explain because of the proposed cuts during this budget cycle. Institutional-wide, our staff have increased their work load and made continual pivots during extraordinarily stressful and highly ambiguous times. Our superintendent has worked increased hours, under increased stress levels, and in prolonged ambiguous conditions, with frequent pivots required due to mandates and recommendations from state and federal agencies. We want to retain our staff, and we want to retain our superintendent. Rewarding them for their sustained effort and perseverance in a time of increased complexity and demand is the ethical and smart move to make. While the Board honors that these are difficult economic times and we are dedicated to being thoughtful stewards of our public funds, it remains a wise decision to offer our superintendent a 4% raise for the coming contract year, ensuring that we keep up with the increased cost of living, continue to compensate our superintendent in range with the profession, and retain exemplary talent. We are thankful to our Superintendent and all of the staff who collaborate with her to make West Linn-Wilsonville school district one of the best in the state and beyond.

Vice Chair King stated the renewed contract is in recognition of Superintendent Ludwig’s sustained effort of strong leadership and the Board believes this is an ethical and smart move to make.

Board Chair Molatore stated that she has often reflected that Dr. Ludwig is the absolutely right person at the right time. This has been a difficult year with the shutdown of schools, it has never been more apparent that she always has our students’ and families’ best interests at heart and is always doing her best to reach every student in our district.

Director Fitch stated the kind of leadership we receive from Dr. Ludwig is a reflection of her education, experience and character. Dr. Ludwig’s decision to make the kind of moves and the decisions in the District have proven through these difficult and challenging times how important and valuable she is to the District and our community.

Director Hydes stated he wanted to let the community know that the School Board understands one of the most important functions they have is the evaluation our Superintendent. The five Board Members very seriously support Vice Chair King’s letter as is demonstrated by Dr. Ludwig’s contract renewal. In the three years he has worked with Dr. Ludwig, he knows we absolutely have the right person for this job. She excels far beyond expectations and has a high quality team surrounding her. The Board is proud to work as a part of her team supporting her in any manner.

Superintendent Ludwig thanked Vice Chair King and the Board for the honorable letter and contract renewal. She is grateful to each of them for their feedback as she continues to be better on behalf of our District. She enjoys coming to work each and every day and there is no place she would rather be.

7. 7:50 p.m. IMPORTANT DATES FOR THE BOARD

- A. 6-24-20 @ 5:00 p.m. Additional Budget Committee Meeting (Only If needed)
- B. 6-29-20 @ 6:00 p.m. Regular Board Meeting - Budget Hearing & Adoption of Budget

8. 7:55 p.m. ADJOURN

Board Chair Molatore adjourned the meeting at 7:03 p.m.

(Please access the online video of this meeting for full verbiage in its entirety.)

Regan Molatore, Board Chair

Date

Kelly Douglas, Board Secretary

Date



West Linn-Wilsonville School District
Regular Board Meeting
June 29, 2020 @ 6:00 p.m.
Minutes

A Regular Board Meeting of the Board of Directors of West Linn-Wilsonville School District was held Monday, June 29, 2020, beginning at 6:00 PM via Zoom online.

(Please access the online video of this meeting for full verbiage in its entirety.)

1. **5:30 p.m. EXECUTIVE SESSION ORS 192.660(2) (a)(d)**
2. **6:00 p.m. CALL TO ORDER**

Chair Molatore called the meeting to order at 6:00 p.m.

3. **6:00 p.m. ROLL CALL**

All Members of the Board of Directors present:

Board Chair Regan Molatore
Board Vice Chair Chelsea King
Director Ginger Fitch
Director Christy Thompson
Director Dylan Hydes

4. **6:05 p.m. CONSENT AGENDA - BOARD ACTION**

A. **Personnel Report - Ms. Shyla Waldern, H.R. Director**

Director Christy Thompson moved to approve the Consent Agenda.
Director Dylan Hydes seconded.

5-0 All in favor, motion passes.

5. **6:10 p.m. COMMUNITY FEEDBACK - INPUT**

A. *Expected Outcome: Board Chair acknowledges community feedback*

1. Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in-person.

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 p.m. on June 29th, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: douglask@wlwv.k12.or.us.

Please note: Comments submitted are subject to Public Records Requests.

To view this Public Board Meeting live on-line, please visit the West Linn-Wilsonville District Website for virtual meeting details on Monday, June 29th.

Chair Molatore acknowledged Public Comment:

- Ms. Ashleigh Connell encouraging the District to have primary level students attend school in-person in the fall.

Chair Molatore recessed the Regular Board Meeting at 6:03 p.m.

Chair Molatore opened the Budget Hearing at 6:03 p.m.

6. 6:15 p.m. BOARD BUSINESS-GENERAL ADMINISTRATION

A. 6:15 p.m. Budget Hearing 2020-21 (Open and Close) - Board Chair Regan Molatore & Dr. Son Le Hughes, CFO

1. *Expected Outcome: Board Chair acknowledges community feedback*

- a. Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in-person.

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 p.m. on June 29th, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: douglask@wlwv.k12.or.us.

Please note: Comments submitted are subject to Public Records Requests.

Chair Molatore acknowledged Public Comment:

- Mr. John McCabe addressed the Board with concerns of the FTE correction within the approved budget document.

7. 6:25 p.m. BUSINESS OFFICE - Dr. Son Le Hughes, Chief Financial Officer

A. 6:25 p.m. Adoption of 2020-21 Budget Resolution # 2019-25 - BOARD ACTION

1. *Expected Outcome: Board reviews proposed budget and takes action.*

Dr. Son Le Hughes, Chief Financial Officer presented Resolution 2019-25 to the Board stating:

Resolution 2019-25 includes three (3) areas required by law:

1. Adopting the Budget – Adopting the WLWV School District Budget of \$358,984,864.00. The District is required to adopt a budget prior to expending funds in the new fiscal year. The budget recommended for adoption is the same budget approved by the Budget Committee on June 22, 2020. The fiscal year 2020-2021 is the second year of the biennium.
2. Making appropriations for five (5) funds at the legally required appropriation levels: 1) General Fund, 2) Special Revenue Funds, 3) Debt Service Funds (General Obligation and Pension Bond series 2004), 4) Capital Projects Funds, and 5) Trust and Agency Funds. After the budget is adopted, a Board resolution is required to move spending between appropriation levels within a fund.
3. Imposing and categorizing taxes for the WLWV School District’s permanent rate levy of \$4.8684 per \$1,000, the local option tax levy of \$1.50 per \$1,000, and taxes required for the voter-approved general obligation (G.O) bond in the amount of \$30,204,461.

State law allows for changes to the budget adopted by the Budget Committee within legal limits and the Board may also amend the adopted budget within the legal limits.

Resolution No. 2019-25 has been updated and reflects the Full Time Equivalency (FTE) changes per the approved budget. As Dr. Hughes was working on the budget document, she corrected the FTE counts within the budget document itself and inadvertently missed correcting it on the proposed Resolution 2019-25. Dr. Hughes thanks our community member for noticing this and letting us know.

**Director Dylan Hydes motioned to adopt Resolution No. 2019-25 as presented.
Director Ginger Fitch seconded.**

The Board held a brief discussion:

Director Fitch stated she compared the language used in the Resolution approving the budget to the language in this Resolution adopting the budget and they seem to be the same. Dr. Son Le Hughes confirmed this is correct.

**Chair Molatore called for a vote:
5-0 All approve, motion passes.**

The Board of Directors thanked Dr. Hughes and her team for the diligent work of the Business Office in creating the budget on behalf of the District.

Dr. Hughes thanked the Board and stated her staff is appreciative of their support. She took the opportunity to express her appreciation to the Budget Committee Members for asking good questions – she feels we live and learn so the more questions asked means we have more opportunities to go deeper and learn even more. She also thanks Superintendent Ludwig for her leadership, guidance and support during her first two years at the District and she looks forward to next year’s budget cycle.

**Chair Molatore adjourned the Budget Hearing at 6:22 p.m.
Chair Molatore called the Regular Board Meeting back to order at 6:22 p.m.**

8. **6:45 p.m. NEW BOARD BUSINESS - Superintendent Dr. Kathy Ludwig**
- A. **6:45 p.m. Ready Schools, Safe Learners: Oregon Dept. of Education Guidance Update**
1. *Expected Outcome: Board reviews proposed reopening plan, no action required.*

Superintendent Dr. Kathy Ludwig and Assistant Superintendent Dr. Jennifer Spencer-Iiams provided an update to the School Board of Directors on Ready Schools and Safe Learners and presented a Power Point.

The Oregon Department of Education has provided an Operational Blueprint for schools to open in the Fall including:

1. Public Health Protocols
2. Facilities and School Operations
3. Response to Outbreak
4. Equity
5. Instruction
6. Family and Community Engagement
7. Mental, Social, and Emotional Health

8. Staffing and Personnel

Superintendent Ludwig and the Board went through the Operational Blueprint for Reentry as families will have two options when school opens in the fall:

Hybrid Model Primary:

- Grades K-4 attend in-person classes every day at school.
- Grade 5 half of students attend in-person classes at school, other half of students do online learning at home, students switch roles the following day with an A/B rotation schedule.

Hybrid Model Secondary:

- Grades 6-12 half of students attend in-person classes at school, other half of students do online learning at home, student switch roles the following day with an A/B rotation schedule.

WLWV Online Program: Enroll through your regular school for Grades K-12.

- Fully virtual K-12 program where students complete all coursework at home, while having access to all the activities, athletics, clubs and enrichment offered at their home school.
- High-Quality Curriculum – Rigorous and dynamic curriculum and materials.
- District provided Chromebook.
- Taught by WLWV Teacher(s) Students work remotely with assigned WLWV teacher(s).
- Diplomas Reflect Exceptional WLWV School District
- Graduating seniors have access to counseling support for financial aid, scholarships and post-high school planning.
- West Linn-Wilsonville High School of enrollment will be named on the transcript and earned diploma.

The Governor of Oregon has updated face covering requirements and as of July 1st, staff will be required to wear a mask or shield within 6 feet of one another, including bus drivers, nutrition services and staff in general. Our Robotics Team has offered to make face shields for us as needed and are eager to support school opening in the fall. Nurses will use the N95 masks which will be individually fitted for them. We are installing plexi-glass barriers in front offices and those spaces that have high proximity and interaction with others. The plexi-glass is on back order and as it comes, in our operations team will be installing it to fit each person's unique space.

Meals will be provided daily including pre-packaged lunches for students not on campus on any particular day. They can pick up a lunch the day before.

At the end of each day our custodial team will be cleaning and disinfecting schools. This is an adult activity, students cannot help clean due to the cleaners and health protocols.

Early Release Wednesdays may look slightly different next year and we are working with our Certified and Classified Unions to make sure we acknowledge agreements for the year. If there are any calendar day adjustments, we will let our families know immediately.

If there is an outbreak or a surge in the pandemic, we will move to short term distance learning.

Ms. Carolyn Miller, former Principal of Cedaroak Park is the Director for the WLWV Online Program. She has been incredibly busy with several Zoom meetings with families in the community to see what they need for on-line learning. We are incredibly excited for Carolyn to lead our Online Program.

Director Hydes asked if there is any chance 5th grade primary students could attend school every day. Why is it not able to do safely? Superintendent Ludwig stated when schools have fewer students, we can be more flexible with social distancing in the classrooms. Lake Oswego was fortunate and has an empty school where their 5th graders can attend. Unfortunately, we do not have this space and time is running out as we prepare for the fall. We also looked into portables and found three used ones in good condition in the state of Oregon. We purchased them and are working with the city on permits to install them at two of our schools.

Director Hydes asked how large the average classroom was. Superintendent Ludwig stated we have been measuring classrooms and have found we can fit 16 students and 2 adults in a typical classroom in the District.

Director Hydes asked if there are any efforts on behalf of the District to group A/B students that are in the same family but different grades to be together as a cohort? Superintendent Ludwig stated we can do our best, however, it's challenging to try to get a high school language arts class to line up with a 5th grade language arts class and primary conferences may be on a differing day than middle school conferences. Director Hydes thanked Superintendent Ludwig for the explanation, he understands K-4 attend every day in-person and 5-12 will be on an A/B rotation schedule.

Director Ginger Fitch stated when it comes to calendar changes, she would like the District to consider asking our community for input. She would also like to see the Operational Blueprint for returning to school on each of the school's websites.

Director Fitch asked if there is any concern with having 5th graders who are generally 10 to 11 years old home alone on days they are not in school. Superintendent Ludwig stated Oregon is one of three states with minimal home alone requirements which is 10 year olds in 5th grade. Families can make the best decision for their children.

Director Fitch stated that both in terms of budget issues and space issues and the bandwidth of staff, families and students, what consideration is the District giving to not having access to sports, extracurricular activities, band, choir, science labs, after care programs, Rosetta Stone, labs and libraries in our schools? Superintendent Ludwig stated there are a lot more details to work through and our Teacher Teams are helping us think about each of these and more. There is greater potential for infection, in these program areas and not a lot of detail about guidance as we think about those types of learning environments. There is guidance coming from the Oregon Department of Education around cleaning of musical instruments in the coming weeks, but for now, we felt it was important to get this information to families on this framework.

Superintendent Ludwig stated that access to child care is a question across the state as to which ones will be open and if so, how many children can attend. Campfire and Club K are unable to run their normal program and as the public school system is not set up to be a day care from birth to 4 years, there are third party agencies we can work with in terms of spacing around the District if they ask.

Vice Chair King asked if the beginning and ending days of the school calendar will remain the same so our families can depend on those dates? Superintendent Ludwig stated she is not going to make a commitment on this as the District is continuing to work with unions to see what they need to be safe and ready. We will get this information to families the soonest we can.

Dr. Jennifer Spencer-Liams, Assistant Superintendent of Student Services provided an update to the Board on the Oregon Health Authorities' expectations and current guidance. The Center for Disease Control and Prevention (CDC) facial covering guidance is for children over the age of 2 to wear a face covering, however, the Oregon Dept. of Education encourages children to wear face coverings ages 12 and over. The WLWV School District will work with the 12 and older guidance. If a student has a disability and it will not make sense for them to wear a face covering, the child will not be denied instruction if they are not wearing a facial covering. We do expect staff to wear a facial covering and help with the modeling for students. There are many components to face coverings and we will exhibit grace and have disposable masks available for those that need one. Each student will also receive a cloth mask with their school logo on it.

Director Christy Thompson asked if there is any point over the summer that we may look at having 5th graders attend every day in-person? Superintendent Ludwig stated we tried to work with this answer before we shared it with our community as we explored quite extensively how to accommodate K-5 with social distancing in the classroom conducive to learning. Perhaps if we have a large number of students choose the Online Program and commit to it for the full year, we could look at social distancing spacing again.

The District will submit the Operational Blueprint to the Board in August and will have more information and understanding of what state guidance requirements will be for approval to open in the fall.

B. 7:15 p.m. Inter-District Transfer Update - Superintendent Dr. Kathy Ludwig

1. *Expected Outcome: Board receives update, no action required.*

Superintendent Ludwig stated she would like to bring the topic of Inter-District Transfers back to the attention of the Board because there is a Hardship component relevant to every school district in the State of Oregon. Senate Bill 709 allows for Inter-District Transfers with a Hardship Cause and is defined in ORS Statute with a number of factors and one is access to child care. The most frequent question we are getting is around health protocols and the second most frequent question is around child care. Staff are wondering if they will be able to come back to work if they cannot access child care in their resident district.

We get a lot of questions from community members, and this may be a year that enrollment looks different as families may need us to say yes for them to transfer out or in to the District due to child care Hardships. The child care Hardship Cause is for any family in the state of Oregon to access and apply for. The process allows for both Superintendents to discuss each circumstance individually and determine the best education for the student. Under this ORS, Senate Bill 709's Hardship Cause is exempt from timelines and can happen any time in the year.

C. 7:20 p.m. Set Date for August Board Retreat - Board Chair Regan Molatore & Vice Chair Chelsea King

1. *Expected Outcome: Board selects a date for the August Retreat (6 hours).*

Board Chair Molatore and Vice Chair King presented the topic of the August Board Retreat to the Directors for discussion.

Vice Chair King stated they have earmarked 6 hours of time for the Board Retreat wherein they review Board Goals, have a topic or two and this year possibly invite guest speakers. The Oregon School Boards

Association has a new tool for the Superintendent Evaluation and they may want to look at it and see if it makes sense to use it in our District. In the spirit of being a Professional Learning Community (PLC) and carrying Goals forward, they are dedicated to learning more about diversity, equity and with adoption of the phrase “disrupt systems of racism” what does this look like in action? She suggests having the trainers come in for the first part of the day for two hours. Vice Chair King suggests Ms. Irene Konev and Ms. Keela Johnson engage with the School Board for equity training and to take a deeper dive into what Board Members understand the phrase “disrupt systems of racism” actually means. The specific outcome of the retreat will be decided as a group and by the Chair and Vice Chair once they are elected at the July School Board Meeting.

Chair Molatore stated that as we are encouraging students to come back to our buildings in the fall, the Board should also begin meeting in-person again in August in a safe and socially distanced manner.

Vice Chair King stated she has a proposal coming from Ms. Konev and Ms. Johnson and will share it with the Board when received.

Director Fitch stated the stress of the pandemic on family life, work, no vacation and having children at home has her wondering if this is the best year to do this? If it were a different year, she may have a different opinion, but today, her emotional state and capacity to do intense work is not the same as prior years.

Chair Molatore stated she understood as we are all under the stress of the pandemic and they will take her comments into consideration and advisement as they plan and organize their Board retreat.

Director Thompson stated she is taking her daughter to college on the 20th-21st just so the Board knows she is unavailable during that time.

Vice Chair King stated there is no need for a decision at this time for the Board Retreat Agenda and she honors Director Fitch’s comments as she is a single working mom with three teenagers in her home. She relates and also values the importance of the work that comes out of the retreat. She hears Director Fitch, empathizes and yet will not so easily let go the phrase “deeper dive” into the work they do as a Board for leadership skills.

9. **7:25 p.m. IMPORTANT DATES FOR THE BOARD**

A. **7-13-20 @ 12:30 p.m. Special Board Meeting**

10. **7:30 p.m. ADJOURN**

Chair Molatore adjourned the meeting at 7:37 p.m.

(Please access the online video of this meeting for full verbiage in its entirety.)

Regan Molatore, Board Chair

Date

Kelly Douglas, Board Secretary

Date

**West Linn-Wilsonville
School District 3J**

Code: **BCB**
Adopted: 10/09/06
Revised/Readopted: 1/11/16; 3/14/16
Orig. Code(s): BCB

Board Officers

The Board shall elect, at its annual organizational meeting, one of its members to serve as Board chair and one to serve as vice chair. No member shall serve as Board chair for more than three consecutive years.

The Board chair shall preside at all meetings of the Board, and he/she shall call meetings when required. He/she shall sign the minutes and other official documents which require the signature of the chair. He/she shall perform other duties prescribed by law.

In the absence of the Board chair, the vice chair shall perform the duties of the chair and, when so acting, shall have all the power of the Board chair. If the Board chair and vice chair are absent at a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Board shall preside.

Superintendent-Clerk

It shall be the duty of the clerk to perform the following functions:

1. Manage the routine correspondence for the district;
2. Prepare the board meeting agendas in cooperation with the Board chair. Incorporated in the agenda should be a calendar of events, legal opinions, unfinished business and new business and draft recommendations requested by the Board or on his/her initiative make recommendations for changes in Board policy;
3. Prepare informational items coming before the Board.

Secretary

It shall be the duty of the secretary to take minutes and compile them for the record, and perform such other tasks as assigned by the superintendent-clerk or requested by the Board chair.

These duties include:

1. Record the disposition of all matters on which the Board considered action, referring to the source of major written recommendations by title and name;
2. Prepare, check and distribute minutes in advance for approval at next meeting;
3. Maintain properly authenticated official copy of the minutes;
4. Maintain official record of policies and bylaws of the Board.

It shall be the duty of counsel to advise the Board on specific legal matters submitted and to make appropriate recommendations.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)



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MEMO

To: Board of Directors
From: Son Lê Hughes, Chief Financial Officer
Subject: Resolution 2020-1 Designation of District Officers, Clerks and Agents
Date: July 13, 2020

Annually, at the first meeting of the fiscal year, the Board is asked to approve the designation of District officers, clerks and agents. Certain appointments are required by Oregon Law and other appointments are required by Board Policy. The Resolution defines guidelines for the District to follow in relation to legal notices, and authorized limits for the Clerk and Deputy Clerk.

The recommendation is to appoint Dr. Kathy Ludwig as District Clerk and Dr. Son Lê Hughes as Deputy Clerk for the 2020-21 fiscal year. As required by Oregon Local Budget Law, a Budget Officer is appointed for the District for the year. The Budget Officer acts under the direction of the Superintendent and the recommendation is to appoint Dr. Son Lê Hughes as Budget Officer for the 2020-21 fiscal year.

Resolution 2020-1 is the standard format we use for the required approval of our fiscal and authoritative details so our business partners know these professionals and services are approved by the Board and is our official notice to the public that these people and businesses are authorized to interact with the District in an official capacity.

The Business Office has worked hard this past year and we are happy to see the successful completion of the 2019-20 school year. We look forward to the coming 2020-21 school year and know that it will be a great one!

Proposed Motion: *I move Resolution No. 2020-1 is approved as submitted.*



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RESOLUTION 2020-1
RESOLUTION DESIGNATING DISTRICT OFFICIALS, CLERKS, AND AGENTS
FOR THE 2020-2021 SCHOOL YEAR

DISTRICT CLERKS

WHEREAS, Dr. Kathy Ludwig, Superintendent of West Linn-Wilsonville School District 3Jt, is designated by law as Clerk/Chief Executive Officer of said District for the 2020-2021 fiscal year;

WHEREAS, it is advisable for an additional staff member to be designated as Deputy Clerk;

BE IT RESOLVED, that Dr. Son Lê Hughes, Chief Financial Officer is appointed as Deputy Clerk for the 2020-2021 fiscal year;

BUDGET OFFICER

BE IT RESOLVED, that Dr. Son Lê Hughes is hereby designated to serve as Budget Officer of the West Linn-Wilsonville School District 3Jt for the 2020-2021 fiscal year.

GRANT OFFICER

WHEREAS, grant funding may become available through Federal, State and/or other sources; and

WHEREAS, certain available grant funds may be deemed beneficial toward improvement of the District's Educational System;

BE IT RESOLVED, that the Superintendent or designee be named as the Local Agency Representative and shall hereby be authorized to execute and file applications for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2020-2021.

LEGAL COUNSEL

BE IT RESOLVED, that for the purpose of all legal notifications made to the West Linn-Wilsonville School District 3Jt, Mersereau Shannon LLP is designated as the attorney of record for the District.

BE IT RESOLVED, that the executive staff of the West Linn-Wilsonville School District 3Jt is authorized to use the firms of: Mersereau Shannon LLP and the Hungerford Law firm and other firms, based on their special expertise in the area of law being considered for the fiscal year 2020-2021.

AUDITOR

BE IT RESOLVED, that Wilcox Arredondo & Co., Certified Public Accountants, are hereby designated to serve as Auditors for the West Linn-Wilsonville School District 3Jt for the fiscal year 2020-2021.

DATA PROCESSING SERVICE

BE IT RESOLVED, that the West Linn-Wilsonville School District 3Jt is authorized to utilize “Epep” as the Student Service Software, “Synergy” as the Student Information System, and the “Infinite Visions” as the Financial/Human Resources data processing service for the 2020-2021 fiscal year.

AGENT OF RECORD, PROPERTY INSURANCE

BE IT RESOLVED, that Brown & Brown Northwest Insurance is hereby designed to serve as Agent of Record for the West Linn-Wilsonville School District 3Jt for property and casualty insurance, worker’s compensation insurance, and Health Benefits insurance for the 2020-2021 fiscal year.

NEWSPAPERS FOR LEGAL NOTICE

BE IT RESOLVED, that the West Linn Tidings and Wilsonville Spokesman be designated as the newspaper in which legal noticed will be published.

DISPOSAL OF SURPLUS PROPERTY

BE IT RESOLVED, that the Clerk of the District or the Deputy Clerk hereby be authorized to dispose of surplus property in accordance with Board Policy (code DN adopted on 1/11/16).

Duly passed this 13th day of July 2020, at the regular meeting of the Board of Directors of West Linn-Wilsonville School District 3Jt.

Board Chair of Directors

Attest: District Clerk



West Linn – Wilsonville Schools

To: Dr. Kathy Ludwig, Superintendent
School Board

From: Pat McGough, Chief Operating Officer

Date: July 13, 2020

Subject: **Regular Board Meeting**
Student Transportation Contract Renewal

In 2007 the District issued an RFP for student transportation that resulted in selection of First Student, Inc. (Laidlaw at the time) to provide home-to-school bus service, as well as all activity busses to support District programs including athletics, events, field trips and special education. That contract had an effective date of July 1, 2007 to June 30, 2010; and included provision for 5-year contract extensions.

In the spring of 2010 an extension was negotiated to renew the contract from July 1, 2010 to June 30, 2015. That contract expired and the District, with legal counsel, negotiated a new 5-year extension from July 1, 2015 through June 30, 2020. That contract has now expired as well.

In the spring of 2020 an extension was negotiated to renew the contract from July 1, 2020 to June 30, 2025. The District, with legal counsel, has negotiated a new 5-year extension from July 1, 2020 through June 30, 2025.

At the July 13, 2020 Regular School Board Meeting, Administration will provide a brief overview of the new contract with a recommendation the Board renew a 5-year contract extension for student transportation with First Student, Inc.



West Linn-Wilsonville School District 3Jt
ADMINISTRATION BUILDING
22210 SW Stafford Rd – Tualatin, Oregon 97062
503-673-7000 or Fax 503-673-7001

M e m o

To: Dr. Kathy Ludwig, Superintendent
From: Shyla Waldern, Human Resources Director
Subject: Kelly Douglas, Executive Assistant to Supt/School Board Secretary
Date: Oregon Executive Session Law Update
July 13, 2020

Oregon Executive Law is defined under ORS 192.610 (2) to 192.690 and allows a governing body of a public body to hold an Executive Session under these conditions:

- (a) To consider the employment of a public officer, employee, staff member or individual agent.
- (b) To consider dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- (c) (does not pertain to public schools).
- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.
- (g) (does not pertain to public schools).
- (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- (j) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

Historically, the West Linn-Wilsonville School District has used ORS 192.610 (2) (a) to present Board Hires of Certified Teachers and Administrators to the Board of Directors during Executive Session.

We have recently learned from Oregon School Boards Association (OSBA) Legal Counsel that this is not best practice as the ORS Statute for (a) should only be used to consider the applications of superintendent candidates and the District has met these guidelines:

- The public body has advertised the vacancy
- The public body has adopted regular hiring procedures

- In the case of an officer, the public has had the opportunity to comment on the employment of the officer and
- In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives

OSBA recommends that while the board is required by law to hire all licensed staff, it is not advisable for Boards to review and discuss the details of individual employee contracts. There is no legal requirement that the names of the new hires be published as long as the Board has been given the names of the new hires, that is sufficient for the board to vote to hire them. OSBA's Best Practice recommends the Superintendent make the decision regarding hires and present them to the Board of Directors on the Consent Agenda and should be done every month as it is occurring.

The Superintendent is responsible for all non-licensed hires and a list of these employees should be presented to the Board twice a year. The Board does not vote on these new hires; it is an informational report from the Superintendent.

It is recommended by staff that beginning with the 2020-2021 the District will follow OSBA's legal direction and will only use ORS 192.610 (2) (a) when hiring a Superintendent.



West Linn-Wilsonville School District 3Jt
Student Services Department

TO: Dr. Ludwig and School Board Members
FROM: Jennifer Spencer-Iiams
RE: Board Policy on Communicable Diseases, JHCC
DATE: July 13, 2020

The purpose of this policy is to outline district responsibilities in regards to communicable diseases as well as providing the range of actions the district may take to prevent or slow the spread of communicable diseases.

Currently, we have Policy GBEB which applies to staff in regards to communicable diseases. The proposed Policy JHCC, would serve as a parallel policy that applies to students.

Policy JHCCA is a current policy that applies to students but is specific to the risks and confidentiality measures of HIV, HBV, and AIDS. Policy JHCC would not replace JHCCA but provides a broader umbrella for policies beyond HIV, HBV and AIDS.

This policy is in the required status from Oregon School Boards Association and has been reviewed by our legal counsel.

**West Linn-Wilsonville
School District 3J**

Code: JHCC
Adopted:

Communicable Diseases - Students

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

When an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, the administrator involved shall exclude the student from school and if the disease is a reportable disease, will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150](#) to -431.157
[ORS 433.001](#) to -433.526
[OAR 333-018](#)

[OAR 333-019-0010](#)
[OAR 333-019-0014](#)
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).



**West Linn-Wilsonville School District
2020-2021 SCHOOL BOARD MEETING CALENDAR**

Regular Meetings begin at 6:00 pm * Work Sessions begin at 5:00 pm *(unless otherwise noted)*
Meetings will be at the Administration Building - Boardroom - 22210 SW Stafford Rd., Tualatin 97062
Executive Sessions will be held at 5:30 p.m. prior to Regular Board Meetings (unless otherwise noted)

2020

August _____ - Board Retreat

Monday, **August 17th** - Regular Board Meeting

Monday, **September 14th** - Regular Board Meeting

Monday, **September 21st** - Work Session

Monday, **October 5th** - Regular Board Meeting

Monday, **October 19th** - Work Session

Monday, **November 9th** - Regular Board Meeting

Monday, **November 16th** - Work Session

Monday, **December 7th** - Regular Board Meeting

2021

Monday, **January 11th** - Regular Board Meeting

Monday, **January 25th** - Work Session

Monday, **February 8th** - Regular Board Meeting

Monday, **February 22nd** - Work Session

Monday, **March 8th** - Regular Board Meeting

Monday, **April 5th** - Regular Board Meeting (Adoption of Budget Timeline)

Monday, **April 19th** - Work Session

Monday, **May 3rd** - Regular Board Meeting – Superintendent’s Budget Message

Monday, **May 17th** - Budget Committee Meeting and Work Session

Monday, **May 19th** Additional Budget Committee Meeting (if needed)

Monday, **June 7th** - Regular Board Meeting – Budget Adoption

Monday, **June 21st** – Work Session – Superintendent Evaluation

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Monday, **June 28th** - Work Session