Wednesday, April 26, 2023

Executive Session – 4:30 pm  (Closed to the public.)
Budget Committee Meeting – 5:30 pm
Board Meeting – 7:00 pm

145 SE Salmon Drive, Redmond, OR

Virtual Access is Available:
https://zoom.us/j/96761496607

Budget Committee Members
Jill Adams
Timothy Benesh
Stephanie Hunter
Kevin Palmer
James Wood

Redmond School Board Members
Michael Summers, Chair
Liz Goodrich, Vice Chair
Keri Lopez
Alice DeWittie
Eric Lea

*CITIZEN PARTICIPATION:  Redmond School District (RSD) 2J welcomes public participation at school board meetings. Individuals who wish to comment will be given an opportunity to do so during an indicated time at each board meeting. Public comment can be made in person or virtually. If you would like the opportunity to comment, please email gina.blanchette@redmondschools.org at least 4 hours prior to the meeting with your name and topic of comment. Because time available is limited, there is a three-minute time limit placed on each person who wishes to speak and a 30 minute overall time limit. If you have a group attending regarding the same topic, you will need to appoint one speaker. The Chair has authority to keep order and to impose any reasonable restrictions necessary to conduct an efficient meeting. The Board reserves the right to delay discussion on any item presented until later in the meeting or at a subsequent meeting. Objective criticism of operations and programs will be heard, but not comments concerning specific personnel. The visitor will be directed to the appropriate means for filing complaints involving school district employees.

AMERICAN WITH DISABILITIES ACT: Please contact Gina Blanchette at the district office at 541-923-8250 if you need accommodation to participate. Please telephone at least three days prior to the scheduled meeting date.

Si usted requiere servicios de interpretación, por favor contacte a Mel Salinas McCabe a 541-923-5437. Por favor, llama a lo menos tres días antes de la fecha de reunión.
AGENDA
Virtual Access is Available: https://zoom.us/j/96761496607
Times listed are an estimate only and may vary.

BOARD MEETING
4:30 pm Call to Order and Establish a Quorum Chair Summers

EXECUTIVE SESSION (Closed to the public.)
ORS 192.660(2)(i) for the purpose of reviewing and evaluating 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.

5:25 pm Adjourn Chair Summers

BUDGET COMMITTEE MEETING
5:30 pm Call to Order and Establish Quorum Chair Summers
Corrections, Additions, Deletions and Questions Regarding the Agenda

5:35 pm Election of Officers (Citizen Member Chair, Board Member Vice Chair) Chair Summers

5:45 pm Approval of Budget Committee Minutes Chair

5:50 pm 2023-24 Proposed Budget - Budget Message Charan Cline

6:00 pm Presentation of the 2023-24 Budget Document and Budget Highlights Kathy Steinert

6:30 pm Questions Regarding Budget Document

6:40 pm Adjourn

BOARD MEETING
6:50 pm Call to Order and Establish Quorum Chair Summers
Corrections, Additions, Deletions and Questions Regarding the Agenda

6:55 pm Teacher Appreciation Week – May 8-12 Chair Summers

7:00 pm HMK End of Month Report Chad Franke

7:10 pm High School English Language Arts Adoption Proposal Stacy Stockseeth

7:30 pm Policy Updates – 2nd Reading Charan Cline
  • CB – Superintendent
  • DBEA – Budget Committee
  • EGH – Cybersecurity
  • GCBDB/GDBDB – Early Return to Work
• IGBHE – Expanded Options Program
• IGDJ - Interscholastic Activities
• IK – Academic Achievement

7:50 pm  Consent Agenda  Charan Cline
• Financial Reports
• Board Meeting Minutes
• Personnel Reports
• Gifts to the District
• Out of State Travel Requests

8:00 pm  Superintendent & Board Updates

8:15 pm  Adjourn
Board Members in Attendance: Chair Michael Summers, Vice Chair Liz Goodrich, Directors Keri Lopez, Alice DeWittie, Eric Lea
Budget Committee Members in Attendance: Stephanie Hunter, Jill Adams, James Wood, Tim Benesh. Absent: Kevin Palmer

Work Session started at 5:30 pm.

2023-24 Budget Issues and Budget Preview – Kathy Steinert
Post-Pandemic Context:
- Federal relief cash must be spent by September 30, 2024
- Gloomy financial and economic outlook
- 40-year high inflation
- Tight labor market and hiring challenges
- Teachers and staff negotiating large raises
- Lower enrollment forecasts
- Pandemic learning gaps persist

2023-2025 Biennium Economic Context:
- Projecting a mild recession
- Inflation has peaked and is slowing
- Labor market is tight
- The current biennium shows strong growth (19.2%) in general fund revenue, but the next biennium will experience a record tax kicker, leaving a forecasted loss in revenue of -11.1%
- Sizable reserves remain

Key Takeaways for K-12 Education:
- Unanticipated revenue in 2021-23 biennium
- Record kickers back to the taxpayers
- Record reserves
- Belt tightening coming because of projected recession and decrease in state revenue
- CAT tax dipped which affect the Student Investment Account (SIA)

Our District’s enrollment dipped by 400 students during the pandemic, however we have recaptured them and it is slowly increasing. We are projecting a 1.1% growth in the 2023-24 school year.
2023-2025 Biennium Political Context:

- New Governor
- New House Speaker and Senate President
- 33 new legislators (37%)
- Democratic supermajority ended

2023-2025 Biennium Governor’s Recommended Budget

- Governor Kotek’s $32.1 billion was released
- Three priorities are housing and homelessness, mental health and addiction care, education and childcare
- The proposed State School Fund (SSF) allocation is $9.9 billion – OASBO projects current service level at $10.3 billion
- The proposed High School Success (Measure 98) allocation is $329.7 million – not a huge increase from the last biennium
- The proposed Student Investment Account (SIA) allocation is $977.4 million

Operating Grants:

- Some of the ways our District uses SIA includes extra K-1 teachers for lower class size targets to 20 students per classroom at K-1, BRYT Program for mental health and behavioral issues, intensive behavioral program at StepUP, and artist in residence programs at some elementary schools.
- High School Success allows us to fund a number of CTE teachers at both high schools, high school success coordinators, and secondary instructional coaches.

Compensation

- 2022-23 Budget includes $67,444,400 in compensation – 84.7% of the budget – compared to our four neighboring districts, we are behind in maximum licensed salary schedule
- 2023-24 Budget
  - At the Governor’s proposed budget of $9.9 billion – we project being approximately $3.5 million short of being able to fund a 5% COLA – we would need to cut existing expenses by 4.4%
  - If we budgeted at the $10.3 current service level – that would leave us $1.6 million short of being able to fund a 5% COLA – we would need to cut existing expenses by 2%. If we have a higher ending fund balance from this current fiscal year to roll into next, that could help close the gap to fund those projected salary increases
- PERS
  - Our District took an educated risk and issued PERS bonds in 2021, the risk has paid off dramatically, saving the District and estimated $4.4 million this biennium

Federal COVID Relief Funds - $17.9 million

- Our District is approaching a funding cliff – we were given $17.9 million to be spent over four years, the past two years, this year, and the upcoming school year
- We project approximately $3.4 million in ESSER III for 2023-24
- We received approximately $1.9 million in Emergency Connectivity Funds – being used to provide internet access through hot spots and refresh Chromebooks
Next Steps
Balanced budget will be presented - April 26, 2023
Review budget documents and submit questions
Second Budget Committee meeting - May 10, 2023
Budget Hearing and Budget Adoption – June 28, 2023

Work Session ended at 7:05 pm.

Budget Committee Chair

Gina Blanchette, Executive Assistant
Teacher Appreciation Week

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country’s future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Redmond School Board of Directors proclaims May 8-12, 2023 to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the Redmond School Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 26th day of April, 2023.

Signed:

__________________________
Chair, Michael Summers

Redmond School District Board of Directors
GENERAL PROGRAM UPDATE

During March, both the Elton Gregory Middle School / Tom McCall Elementary School Addition (EGMS/TMES) and the Vern Patrick Elementary School Addition (VPES), continued to transition to a primary focus on constructing the interior of the two additions. Both the EGMS/TMES addition, and the VPES addition have seen all building insulation and sound barriers installed. This has allowed drywall to be hung, taped, and mudded throughout both additions. In preparation for the two HVAC Renovations at Hugh Hartman Elementary School (HHES) and Redmond High School (RHS), Kellcon Inc. continues to prepare bidding documents for both projects. Pre-bid walkthroughs are expected to be held in April. Asbestos surveys will be completed at HHES and RHS to better assist Kellcon Inc. in planning how to begin both projects in Summer of 2023. Meanwhile, planning for this summer’s district wide access control and camera installation is ongoing, following the lessons learned about programming at Obsidian Middle School.

PROJECT ADMINISTRATION

Project administration and accounting support are two key areas critical to Program success. This is a combined effort of HMK Company and RSD Accounting Department. In the month of March, we have processed 19 background checks, requested 0 purchase orders, and processed 6 invoices.

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REDMOND SCHOOL DISTRICT PROGRAM SOCIAL MEDIA ANALYTICS

In the month of February there were 46,438+ impressions in the Redmond area.
Redmond School District
Capital Program
March 30, 2023

HMK Company is in Redmond, OR.
Published by Instagram
February 22 at 12:32 PM

Redmond School District | The Vern Patrick Elementary School Addition has seen an increase in focused interior work over the past week. The roof and walls of the addition have been weatherproofed to allow the drywalling process to begin. Metal framework has also been installed in the primary activity space. Metal framing has been chosen for this space due to the advantages metal studs provide. Metal studs do not carry the same risks of warping and imperfections that come with traditional wood framework. Opting to use metal ensures that when the drywall is hung in this area, it will be an easy and clean installation. Throughout the coming weeks, the community can expect to see interior work ramp up as drywall and insulation continue to fill the addition.

BBT Architects
Griffin Construction

Redmond School District | Griffin Construction is in the final phases of exterior framing at the Elton Gregory Middle School | Tom McCall Elementary School Annex addition. The rear face of the addition's exterior has been fully framed out and Griffin has started to frame the front facing side of the addition. While framework is ongoing, windows, door frames, and weatherproofing have begun to be installed on the exterior openings of the addition. The addition is on schedule to have initial mechanicals, electrical, and plumbing rough installations completed by the end of next week. Exterior work will transition to an emphasis on interior work as the building is weatherproofed to prevent water intrusion.

BBT Architects
LOCAL VENDORS AND CONTRACTORS

Currently, 74% of the contracts awarded have been awarded to local contractors, this amounts to $24,357,717 of the $18,024,711 awarded.

The following list of local vendors who are currently working on the projects.

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<tr>
<th>CENTRAL OREGON VENDORS</th>
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<td>H.A. McCoy</td>
<td>Kirby Nagelhout CC</td>
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<td>David Tisiot GC</td>
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<td>Griffin Construction</td>
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CONTRACTORS WORKING ON SCHOOL PROJECTS

Smeed Communications
Smith Rock Electric
Griffin Construction

Severson Plumbing
Kirby Nagelhout Construction Company
TOM MCCALL ELEMENTARY SCHOOL & ELTON GREGORY MIDDLE SCHOOL

PROJECT ADDITION & RENOVATIONS TO EXISTING BUILDING

PROJECT DESCRIPTION

Tom McCall Elementary School
- Renovate building entrances for Safety and Security.
- New Access Control system and expanded Intercom system.
- Reseal and weatherproof exterior concrete walls.

Elton Gregory Middle School
- Renovate building entrances for Safety and Security.
- New Access Control system, expanded Intercom, and Camera systems.

Tom McCall/Elton Gregory
- Construct an addition containing six (6) additional classrooms, restrooms, and activity space equally between the schools for flexibility to each school’s needs and to expand student capacity.

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CURRENT ACTIVITIES

Early March saw electrical, mechanical, and plumbing contractors completing their initial equipment installations. All primary trades will call in cover inspections which will allow insulation and drywall to be hung on interior walls. Griffin Construction focused on placing backing for drywall along the interior CMU walls so drywall production could continue throughout the month. On the exterior of the addition, CMU veneer was placed by the masons, while the roof started to be shingled.

ACTIVITIES SCHEDULED FOR NEXT PERIOD

April will see Griffin Construction pushing the addition closer to completion. Insulation will be added around the upper exterior of the building and the roof will be fully shingled. The interior will have all drywall hung, mudded, and taped, while ceiling grid is installed throughout the classrooms. Mechanical, electrical, and plumbing contractors will be continuing to install various equipment with the primary focus on bringing functionality to the addition’s main HVAC unit. At the end of the month, the interior of the addition will be painted, casework will be installed, and the concrete floors will be polished.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS:

CHALLENGE AND SOLUTIONS:

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
chad.franke@hmkco.org
971.304.0710
Above: The addition with all waterproofing fully installed. Brick masons are seen placing the first sections of CMU.

Below: The activity space with all drywall hung. The mudding and taping process is ongoing.

Above: Mechanical contractors prepare duct work that will be hung through the addition classrooms.

Below: Drywall being installed in the custodian closet.
VERNON PATRICK ELEMENTARY SCHOOL

PROJECT ADDITION & RENOVATIONS TO EXISTING BUILDING

PROJECT DESCRIPTION

- Construct an addition containing six (6) additional classrooms, restrooms, and activity space connected to the current building at the location of the original “future expansion.”
- Replace communication and security camera systems.
- Secure fencing around outside portable.
- Repair sidewalks and regrade site to drain away from building.

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CURRENT ACTIVITIES

March saw an increase of interior production as Griffin Construction worked to install the hollow metal door frames and frame out the interior spaces. Electrical and plumbing contractors have completed their initial installations and the mechanical contractor is set to have all initial duct work finished by the middle of the month. The air handler unit for the addition will also be placed and turned on by the end of the month. Throughout the entirety of the interior of the addition, sheet rock and insulation has been hung and set. Asphalt roof shingles started to be placed, completing the last step of finishing the roof of the new wing.

ACTIVITIES SCHEDULED FOR NEXT PERIOD

April will bring quick changes to the focus of the VPES addition. The construction process will transition from “building” the addition to “finishing” the addition. All drywall will be hung, taped, and mudded while the concrete floors are polished. Griffin Construction will be working to complete any and all remaining exterior and interior framing. This will allow the both the inside and outside of the building to painted. Electrical, mechanical, and plumbing contractors will continue to work to tie the new addition to the existing school. Towards the end of April, casework will begin to placed throughout the addition while concrete sidewalks and asphalt are poured.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS:

CHALLENGE AND SOLUTIONS:

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
chad.franke@hmkco.org
971.304.0710
Above: The first sheets of drywall hung in the main space of the addition. More drywall is staged to be installed.

Below: The main room of the addition following the finished install of drywall.

Above: The mudding and taping process being completed in one of the six addition classrooms.

Below: Using lifts, mudding and taping is completed throughout the primary room of the addition in preparation for paint.
OBSIDIAN MIDDLE SCHOOL

PROJECT RENOVATION OF EXISTING BUILDING

PROJECT DESCRIPTION

- Relocate front office to improve circulation, safety and security and remodel entrances for safety and security.
- Make ADA upgrades including remodeling of restrooms, access from north parking lot to playground and access from school to football field, upgrade exterior doors to meet ADA requirements and repair sidewalks for safety.
- Replace original water heater for efficiency.
- Replace dry fire system in breezeways.
- Replace all wire glass.

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CURRENT ACTIVITIES

Griffin Construction had all needed contractors onsite during the first week of March to diagnose and solve any physical problems with the DDC or HVAC commissioning. These problems were removed from the updated punch list as they were resolved.

ACTIVITIES SCHEDULED FOR NEXT PERIOD

April will see a further push to complete all remaining DDC and HVAC commissioning issues. Once all issues have been resolved, the HVAC system will be tested and balanced to ensure smooth operation.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS: All controls work will be completed soon.

CHALLENGE AND SOLUTIONS: Controls closeout has proven to be a long process.

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
chad.franke@hmkco.org
971.304.0710
REDMOND HIGH SCHOOL

PROJECT  HVAC UPGRADE

PROJECT DESCRIPTION

- Replacement of all hydronic piping throughout building.
- Replacement of pumping systems for boiler plant.
- Renovation of mechanical equipment throughout the building.
- Renovation of HVAC systems for science, CTE, and gym spaces including controls.
- Modifications to stage lighting.
- Roof replacement over Student Commons

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CURRENT ACTIVITIES

March saw Kellcon Inc. continuing to prepare to advertise the RHS HVAC Upgrade to contractors. The testing results of the asbestos sampling were implemented to design an abatement schedule so the needed work can be staged in conjunction with the primary project. The focus continues to be placed on ensuring all needed materials can be ordered and received before the project start date.

ACTIVITIES SCHEDULED FOR NEXT PERIOD

In the month of April, the RHS HVAC Upgrade will be advertised to contractors to place bids. A pre-bid walkthrough will be held close to the end of the month to give contractors a chance to physically be onsite. The Focus will continue to be placed on ensuring all needed materials can be ordered and received before the project start date.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS:

CHALLENGE AND SOLUTIONS:

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
chad.franke@hmkco.org
971.304.0710
PROJECT HVAC UPGRADE

PROJECT DESCRIPTION

- Provide complete and functioning Building automation system. Pneumatic controls will be replaced with DDC (direct digital controls) system.
- Provide cooling to the offices and media area by adding a chiller plant and replacing cooling coil in the air handler unit AHU-2.
- Replacement of the roof top direct fired make up air unit with indirect fired unit that will also heat the space.
- Renovation of six air handler units.
- Replacing exhaust fans.
- Replacement of the convectors and fin pipe units for operation with the new lower temperature boiler plant.

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CURRENT ACTIVITIES

March has been spent continuing preparation for the start of the project. Kellcon Inc. has worked to prepare the HHES HVAC Upgrade to be advertised to contractors with a pre-bid walkthrough planned for early April. G2 Consultants performed a site visit to determine if any hazardous materials are present that may affect the project.

ACTIVITIES SCHEDULED FOR NEXT PERIOD

In the month of April, the RHS HVAC Upgrade will be advertised to contractors. A pre-bid walkthrough will be held close to the start of the month to give contractors a chance to physically be onsite and to ensure that the most qualified contractors are selected for the project. Focus will continue to be placed on ensuring all needed materials can be ordered and received before the project start date.

HIGHLIGHTS, CHALLENGES, SOLUTIONS

HIGHLIGHTS:

CHALLENGE AND SOLUTIONS:

ADDITIONAL INFORMATION

For questions, comments, or additional information, please contact:

Chad Franke, Program Manager
chad.franke@hmkco.org
971.304.0710
Provide teachers with instructional materials that include rich opportunities for critical reading, academic writing, higher order thinking, and sense making discourse so that students are prepared to thrive in our ever changing community and world.

OUR GOAL
MATERIALS FOR CONSIDERATION

Savvas myPerspectives ELA  Core curriculum for 9-12th grade ELA, a required set of courses for all high school students

MATH-TBD  Core curriculum for 6-12th grade Mathematics

Drama: Various plays  A variety of plays used in the RHS drama class

Sociology: A Down to Earth Approach  Core curriculum for Honors Chemistry, an elective pathway, grade 10

American Government: Stories of a Nation  Core curriculum for AP Government, an elective, grades 11 & 12
PRIORITIES for our materials

Engaging & relevant for our students

Differentiation for a range of students skills and interests

Presents deep learning opportunities
The Process: RSD High School ELA 2021-2022

Standards & priorities work

- Adoption
- Ordering, materials

Sept
- Group norms
- Review I II
- Review priorities
- Use students strengths
- Determine needs
- Design rubric

Oct
- Preview all materials on the approved list (9)
- Using rubric, determine top choices to pilot
- Go over pilot schedule

Nov
- Pilot # 1 Begins: HMH Into Lit
- Jan 3-25
- Teachers teach 1 unit using the curriculum with students
- Debrief the pros & cons on Jan 25

Dec
- Pilot # 2 Begins: StudySync
- Jan 26-Feb 15
- Teachers teach 1 unit using the curriculum with students
- Debrief the pros & cons on Feb 15

Jan
- Pilot # 3 Begins: Mirrors & Windows
- Decided to postpone

Feb
- Preview all materials on the approved list (9)
- Using rubric, determine top choices to pilot
- Go over pilot schedule
The Process: RSD High School ELA 2022-2023

Standards & priorities work

- Regroup/adapt adoption team
- Revisit standards & priorities
- Revisit ODE approved materials list
- Choose pilot materials

Pilot #3: StudySync
- Feb 3 - Mar 8
- Teachers teach 1 unit using the curriculum with students
- Debrief the pros & cons on Mar 9

Final Recommendation: Savvas myPerspectives
Investment in the Process

- **6 10** Teachers involved
- **3 5** Administrators involved
- **1** Board members involved

- **10 14** Hours of collaborative meetings per person
- **75 85** Hours per teacher, piloting with students
- **500+ 600+** Total hours invested in this process: researching, ordering, managing & piloting materials
PUBLIC PARTICIPATION IN THE PROCESS

- Board representation & participation
- Invites via email, website, social media, and phone to families to participate in parent exploration & listening sessions
- Virtual curriculum review opportunities for parents and community at large
- Materials made available for public viewing & feedback at the District Office for 2 weeks
SELECTION & RECOMMENDATIONS

Per IIA-AR, the selection committee is recommending the following materials for adoption by the Board:

- Savvas myPerspectives, grades 9–12, core
Superintendent

The superintendent is designated as the district’s chief executive officer. Under the Board’s direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law that applies to school districts.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

ORS 332.505  OAR 581-022-2405
ORS 332.515  OAR 584-005-0005(51)

Senate Bill 1521 (2022)

Cross Reference(s):

CBG - Evaluation of the Superintendent

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1 The term “superintendent” includes an interim superintendent.

2 “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

3 Also includes taking any action that conflicts with law that applies to education service districts.
Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws. By law, the budget committee is charged with making recommendations concerning financial priorities.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district’s budget committee:

1. The budget committee consists of the five members of the Board and five members appointed by the Board plus the elected Board members of the district, as required by law.
   To be eligible for appointment, the appointive member must:
   a. Live and be registered to vote in the district;
   b. Not be an officer, agent or employee of the district.

2. At least one member of the budget committee must be a member of the district’s educational equity advisory committee once the committee is established by September 15, 2025;{1}

3. No budget committee member may receive any type of compensation from the district;

At its first regular meeting, The Board has the authority to appoint additional members to serve in an advisory capacity during the budget process.

{1} Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025.
No later than October of each year, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of [July, November]. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.

At the first regular Board meeting in [August, November or December], the Board will review the names and qualifications of the persons filing new applications and names of those persons of previous members who have served previously and are willing to be reappointed. At the first regular meeting in [September, December or January], the Board will appoint persons to fill the vacant positions.

If the district elects to prepare an annual budget, the appointive committee members of the budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as nearly as practicable, one-third of the appointive members’ terms end each year. If the district that prepares biennial budget, the appointive committee members of the budget shall be appointed to four-year terms. The terms will be staggered so that, as nearly as practicable, one-fourth of the appointive members’ terms expire each year.

If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member’s resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8; for a 10-member budget committee is 6. Therefore, if only 8 or 6 members are present, a unanimous vote is needed for passing an action item.

The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about, and comment on the budget document. The budget officer shall announce the time and place for all such meetings, as provided by law. All meetings of the budget committee are open to the public.

The budget committee may request from the superintendent or director of fiscal services any information used in the preparation of, or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.

After approval of the original or revised budget document, the budget committee’s duties cease. The hearing on the approved budget is held by the Board.

Budget Committee – DBEA 2-3
END OF POLICY

Legal Reference(s):

ORS 174.130  
ORS 192.610 - 192.695

ORS 294.305 - 294.565  
ORS 329.711

ORS 433.835 - 433.875
Redmond School District (RSD) supports secure network systems, including security for all personally identifiable information that is stored on paper or stored digitally on RSD-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the district, schools, students, or employees at RSD.

RSD will ensure reasonable efforts will be made to maintain network security. Data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be preventable.

All persons who are granted access to the RSD network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of devices on the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact the network administrator with the relevant information.

This policy also covers third party vendors/contractors that contain or have access to RSD critically sensitive data. All third party entities will be required to sign the Restriction on Use of Confidential Information Agreement before accessing our systems or receiving information.


The board directs the RSD IT Department to develop procedures to support this policy. Employees are required to follow the procedures developed by the IT Department. Professional development for staff regarding the importance of network security and best practices is to be included in the procedures. Students are also required to follow the procedures as applicable. The procedures associated with this policy are consistent with guidelines provided by cyber-security professionals worldwide. The board supports the development, implementation and ongoing improvements for a robust security system of hardware and software that is designed to protect data, users, and electronic assets.

**RSD Security Procedures**

**Definitions**

**Access:** Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.

**Authorization:** Having the express or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission.

**Computer:** Any electronic device or communication facility that stores, retrieves, processes, or transmits data.

**Computer system:** A set of related, connected or unconnected, devices, software, or other related computer equipment.

**Computer network:** The interconnection of communication or telecommunication lines between: computers; or computers and remote terminals; or the interconnection by wireless technology between: computers; or computers and remote terminals.
**Computer property**: Includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.

**Confidential**: Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available to others without the owner's or custodian's permission.

**Encryption or encrypted data**: The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.

**Personally Identifiable Information (PII)**: Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered Protected data.

**Security system**: A computer, computer system, network, or computer property that has some form of access control technology implemented, such as encryption, password protection, other forced authentication, or access control designed to keep out unauthorized persons.

**Sensitive data**: Data that contains personally identifiable information.

**System level**: Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

**Security Responsibility**

District IT security shall be the primary responsibility of the District IT Department, led by the Technology Manager. The IT Department shall be responsible for the development of policies and adherence to the standards defined in this document.

**Employee Security Awareness Training**

1. **Overview**

RSD, led by the Technology Manager and the Assistant Director of Instructional Technology, shall ensure that all employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information. Training resources will be provided to all employees.

2. **Purpose**

These methods help ensure employees have a solid understanding of our security policy, procedures, and best practices. Employees shall also have a basic understanding of the following security related topics: social engineering tactics, email and messaging security, safely browsing the internet, social networking threats, mobile device security, password best practices, data classification, data transmission and encryption, data destruction, WiFi security, working remotely, insider threats from students and staff, physical security issues, protecting personal/work computers, copyright infringements, malware and virus protection, sharing files with local and state entities, and workspace security.

3. **Procedure**

All RSD employees shall receive security specific training annually.

**Security for Workstations**

1. **Overview**

The workstations at RSD contain sensitive information and data. RSD IT Department will implement procedures to ensure that this information will be secure.

2. **Purpose**
RSD shall ensure that any user’s computer must not be left unattended and unlocked, especially when logged into sensitive systems or data including student or employee information. Automatic log off, locks and password screensaver should be used to enforce this requirement.

3. Procedure
Appropriate measures must be taken when using workstations to ensure the confidentiality, integrity and availability of sensitive information; including personally identifiable information (PII) and that access to sensitive information is restricted to authorized users.

- RSD employees using controlled workstations shall consider the sensitivity of the information, including personally identifiable information (PII) that may be accessed and minimize the possibility of unauthorized access.
- RSD will implement physical and technical safeguards for all workstations that access electronic personally identifiable information (PII) to restrict access to authorized users.
- Appropriate measures include:
  - Restricting physical access to workstations to only authorized personnel.
  - Securing workstations (screen lock or logout) prior to leaving the area to prevent unauthorized access.
  - Enabling a password protected screensaver within 15 minutes or less to ensure that workstations that were left unsecured will be protected.
  - Complying with all applicable password policies and procedures. See RSD Password Procedure.
  - Ensuring controlled workstations are used for authorized business purposes only. Never installing unauthorized software on controlled workstations.
  - Storing all sensitive information, including personally identifiable information (PII) on secured network servers as well as Google Drive.
  - Securing laptops that contain sensitive information by locking laptops up in drawers, cabinets or in a classroom/office.
  - Users are not set up as computer administrators.

Network Security
1. Overview
Network security entails protecting the usability, reliability, integrity, and safety of network and data. Effective network security defeats a variety of threats from entering or spreading on a network. The primary goals of network security are Confidentiality, Integrity, Availability and Accountability.

2. Purpose
The minimal security configuration required for all routers and switches connecting to a production network or used in a production capacity at or on behalf of RSD. RSD shall ensure that all untrusted and public access computer networks are separated from main computer networks and utilize security policies to ensure the integrity of those computer networks. RSD will utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.
3. Procedure

Network perimeter controls will be implemented to regulate traffic moving between trusted internal (RSD) resources and external, untrusted (Internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.

Wireless Network Security

1. Purpose

Network security entails protecting the usability, reliability, integrity, and safety of network and data. Effective network security defeats a variety of threats from entering or spreading on a network. The primary goals of network security are Confidentiality, Integrity, and Availability.

2. Purpose

No wireless access point shall be installed on an RSD computer network that does not conform to current network standards as defined by the IT Department. RSD shall scan for and remove or disable any rogue wireless devices on a regular basis. All wireless access networks shall conform to current best practices and shall utilize at minimal WPA2 encryption for any connections. Open access networks are not permitted with the exception of a managed guest network.

3. Procedure

Wireless Network controls will be implemented to regulate traffic moving between trusted internal (RSD) resources and external, untrusted (Internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.

Remote Access Procedure

1. Overview

Remote access allows a user to connect from outside the RSD organization network. This procedure applies to all RSD employees, contractors, vendors and agents with a RSD owned or personally owned computer or workstation used to connect to the RSD network. This procedure applies to remote access connections used to do work on behalf of RSD.

2. Purpose

The purpose of this procedure is to define standards for connecting to the RSD network from any host. These standards are designed to minimize the potential exposure to RSD from damages, which may result from unauthorized use of RSD resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical RSD internal systems, etc. Remote access implementations that are covered by this procedure include, but are not limited to DSL, VPN, and SSH.

3. Procedure

It is the responsibility of RSD employees, contractors, vendors and agents with remote access privileges to RSD network to ensure that their remote access connection is given the same consideration as the user’s on-site connection to RSD.

Please review the following procedures to ensure protection of information when accessing the RSD network via remote access methods, and acceptable use of RSD network:

- Encryption Procedures
- Wireless Infrastructure Communications Procedure
- Acceptable Use Procedure
Requirements

- Secure remote access must be strictly controlled.
- RSD employees with remote access privileges must ensure that their RSD-owned or personal computer or workstation, which is remotely connected to the RSD network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- All hosts that are connected to RSD internal networks via remote access technologies, must use the most up-to-date anti-virus software, this includes personal computers.
- Personal equipment that is used to connect to RSD networks must meet the requirements of RSD-owned equipment for remote access.

Password Procedure

1. Overview

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or the entire network. This guideline provides best practices for creating secure passwords.

2. Purpose

The purpose of this procedure is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change. This procedure applies to all personnel and entities working on behalf of RSD, who have or are responsible for any account (or any form of access that supports or requires a password) on any system that resides at or is connected to RSD.

3. Procedure

Redmond School District employees are required to use a 12 character password that must be changed once a year. Passwords can only be changed once a day and must be changed 5 times before a password can be reused.

Redmond School District students must use an 8 character password. Students in grades K-5 cannot change their passwords. Students in grades 6-12 must change their password once a year. Passwords can only be changed once a day and must be changed 5 times before a password can be reused.

NOTE: This procedure was put aside to support distance learning for grades 6-12 in school year 20-21. Passwords were reset to the default student passwords to enable remote support and to remove obstacles brought on by Covid-19.

Protection of passwords

- Default passwords must be changed during initial setup and configuration
- Passwords must not be shared with anyone. All passwords are to be treated as sensitive confidential information
- Passwords must not be inserted along with the username into email messages or other forms of electronic communication
- Do not reveal a password on questionnaires or security forms
Do not share your RSD passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.

Any user suspecting that his/her password may have been compromised must report the incident to their supervisor and change all passwords immediately.

Access Control

1. Overview
Access control is the process of authorizing users, groups, and computers to access objects on the network or computer. It is a good practice to assign permissions to groups because it improves system performance when verifying access to an object.

2. Purpose
The purpose for setting access control in the RSD organization provides system and application access based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.

3. Procedure
This procedure is directed to the IT Management Staff who is accountable to ensure proper access is given to individual employees.

- RSD shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.
- RSD shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.
- RSD shall ensure that audit and log files are maintained for at least ninety days for all critical security-relevant events such as: invalid logon attempts, changes to the security policy/configuration, and failed attempts to access objects by unauthorized users, etc.
- RSD shall limit IT administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.

Security Response Plan Procedure

1. Overview
A Security Response Plan (SRP) provides the impetus for security and operational groups to integrate their efforts from the perspective of awareness and communication, as well as coordinated response in times of crisis (security vulnerability identified or exploited). Specifically, an SRP defines a product description, contact information, escalation paths, expected service level agreements (SLA), severity and impact classification, and mitigation/remediation timelines.

2. Purpose
The purpose of this procedure is to establish the requirement that all operational groups support, develop and maintain a security response plan. This ensures that the security incident response team has all the necessary information to formulate a successful response should a specific security incident occur. This procedure applies to any established and defined operational group or entity within the RSD.

3. Procedure
The development, implementation, and execution of a Security Response Plan (SRP) are the primary responsibility of the RSD director and network administrator.

Service or Product Description
The product description in an SRP must clearly define the service or application to be deployed with additional attention to data flows, logical diagrams, and architecture considered highly useful.

Contact Information
The SRP must include contact information for dedicated team members to be available during non-business hours should an incident occur and escalation be required. This may be a 24/7 requirement depending on the defined business value of the service or product, coupled with the impact to customers. The SRP document must include all phone numbers and email addresses for the dedicated team member(s).

Triage
The SRP must define triage steps to be implemented with the intended goal of swift security vulnerability mitigation. This step typically includes validating the reported vulnerability or compromise.

Identified Mitigations and Testing
The SRP must include a defined process for identifying and testing mitigations prior to deployment. These details should include both short-term mitigations as well as the remediation process.

Mitigation and Remediation Timelines
The SRP must include levels of response to identified vulnerabilities that define the expected timelines for repair based on severity and impact.

Malicious Software Procedure
1. Overview
Malicious Software is any software used to disrupt computer or mobile operations, gather sensitive information, gain access to private computer systems, or display unwanted advertising. It may be stealthy, intended to steal information or spy on computer users for an extended period without their knowledge.

2. Purpose
The purpose of the procedure is to ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.

3. Procedure
This procedure is directed to the IT Management Staff who is accountable to ensure the security of district networks and data.
● Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

● RSD shall install, distribute, and maintain spyware and virus protection software on all RSD-owned equipment, i.e. servers, workstations, and laptops.

● RSD shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.

● All computers must use the District approved anti-virus solution.

● Any exceptions to malicious software procedure must be approved by the Security Information Officer.

Internet Content Filtering Procedure

1. Overview

Internet content filtering is the use of a program or hardware to screen and exclude from access or availability Web pages or e-mail that is deemed objectionable.

2. Purpose

The purpose of Internet content filtering is to provide best effort to protect students, teachers, and school employees from objectionable material.

3. Procedure

This procedure is directed to the IT Management Staff who is accountable to ensure that Internet content filtering best practices are implemented.

   ● In accordance with Federal and State Law, RSD shall filter internet traffic for content defined in law that is deemed harmful to minors.

   ● RSD acknowledges that technology based filters are not always effective at eliminating harmful content and due to this, RSD uses a combination of technological means and supervisory means to protect students from harmful online content.

Data Privacy Procedure

1. Overview

Data can be used to facilitate change and improvement, there is however a need to balance the usefulness of this data with the privacy of who the data is about.

2. Purpose

The purpose of protecting data is to provide best effort to ensure that data breaches do not happen and to place into training and procedure steps to protect individuals.

3. Procedure

This procedure is directed to the IT Management Staff who is accountable to ensure that Privacy and data protection best practices are implemented. Data privacy within the district shall be in accordance with the district’s Data Governance Plan.
RSD recognizes its responsibility as the steward for all confidential information maintained within the district.

RSD considers the protection of the data it collects on students, employees and their families to be of the utmost importance.


RSD shall ensure that employee records access shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

RSD shall designate Data Stewards to oversee the collection, storage and maintenance of confidential information within the district. Data Stewards shall manage confidential information/data in accordance with the district’s Data Governance Plan.

All RSD board members, employees, contractors and volunteers shall undergo annual privacy training and shall be required to comply with the district’s security policy.

### Audit Procedures

**1. Overview**

Planned and random security audits are important in order to mitigate risk and evaluate our preparedness for a security incident. RSD contracts with High Desert ESD to conduct periodic security penetration tests using the CIS Critical Security Controls on devices and networks.

**2. Purpose**

The purpose of this procedure is to ensure all devices and networks are configured according to the RSD security policy. All devices connected to the RSD network are subject to audit at any time. Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources
- Ensure conformance to the RSD security policy

**3. Procedure**

RSD hereby provides its consent to allow the HDESD security audit team or an external auditor to access its devices to the extent necessary, within a predetermined scope; which will be written and approved by the HDESD team to allow the auditor to perform scheduled and random audits of any/all devices at RSD.

**Specific Concerns**

RSD devices may support critical business functions and store sensitive information. Improper configuration of devices could lead to the loss of confidentiality, availability or integrity of these systems.
● Guidelines

Approved and standard configuration templates shall be used when deploying devices:

○ Host security agents such as antivirus and malware protection shall be installed and updated
○ Perform network scans to verify only required network ports and network shares are in use
○ Verify administrative group membership
○ Conduct baselines when systems are deployed and upon significant system changes
○ Changes to configuration template shall be coordinated with RSD network administrator
○ Must follow all other applicable procedures for deployed new devices

4. Responsibility

The HDESd Team or an external auditor shall conduct audits of all devices owned or operated by RSD. Device owners are encouraged to audit their own devices as needed; this does not allow a device owner to perform an audit of the RSD network or on any device not owned by the employee.

5. Relevant Findings

All relevant findings discovered as a result of an audit shall be listed in the HDESd report to RSD to ensure prompt resolution and/or appropriate mitigating controls.

6. Ownership of Audit Report

All results and findings generated by the HDESd team or an external auditor must be provided to appropriate RSD management within one month of project completion. This report will become the property of RSD and be considered confidential.

Email Procedure

1. Overview

Electronic email is used pervasively, and is often the primary communication and awareness method within an organization. Misuse of email, however, can pose many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

2. Purpose

The purpose of this email procedure is to ensure the proper use of the RSD email system and make users aware of what RSD deems as acceptable and unacceptable use of its email system. This procedure outlines the minimum requirements for use of email within the RSD network.

3. Procedure

● All use of email must be consistent with RSD policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices

● RSD email account should be used primarily for RSD business related purposes; personal communication is permitted on a limited basis, but non-RSD related commercial uses are prohibited
The RSD email system shall not be used for the creation or distribution of any disruptive or offensive messages; including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any RSD employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding RSD email to a third party email system.

Using a reasonable amount of RSD resources for personal emails is acceptable. Sending chain letters or inappropriate joke emails from a RSD email account is prohibited.

RSD employees shall have no expectation of privacy in anything they store, send or receive.

RSD may monitor messages without prior notice. RSD is not obligated to monitor email messages.
Early Return to Work

Efforts will be made, on a case-by-case basis, to reinstate ill or injured employees to work. The reinstatement returns will be within the requirements of the injury, the limitations of the law and the limitations of the district.

In the event an employee is not able to perform essential job functions completely after an illness or injury, the district will determine whether reasonable accommodations are appropriate that would provide a temporary light-duty assignment, restructuring of a position/job to include modified workdays/work days, shift or part-time work, hours of work or modifications in facilities, equipment, special aids and services. Reasonable accommodations must not result in an undue hardship on the district.

If an employee cannot be reasonably accommodated in their/his/her current position/job, the district will review alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If recovery is ongoing, sick leave is exhausted and no other assignment is possible, the district [will][may] provide temporary unpaid leave as an accommodation if recovery is ongoing and sick leave is exhausted. Unpaid leave will be provided in accordance with state and federal Oregon law.

The district will maintain current job descriptions for each position/job category. Physical requirements for appropriate job categories will be established.

The superintendent or designee will develop procedures as necessary to implement this policy.

END OF POLICY

Legal Reference(s):
ORS 659A.043  ORS 659A.046  OAR 436-110-0003 - 0900


Cross Reference(s):
ACA - Americans with Disabilities Act
GAB - Job Descriptions
Expanded Options Program

The Board is committed to providing additional educational options to eligible students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district’s Expanded Options Program (EOP) will comply with all requirements of Oregon law (ORS 340) and give priority status to “at-risk” students.

Eligible Students

Eligible students may apply to take courses at an eligible post-secondary institution through the Expanded Options Program. A student is eligible for the EOP if the student:

1. Is 16 years of age or older at the time of enrollment in a course under the EOP; or
2. Is in grade 11 or 12 at the time of enrollment in a course under the EOP or has not yet completed the required credits to be in grade 11 or 12, but the district has allowed the student to participate in the program;
3. Has developed an educational learning plan;
4. Has not successfully completed the requirements for a high school diploma. A student who has graduated from high school may not participate; and
5. Is not an foreign exchange student enrolled in a school under a cultural exchange program.

Student Notification

Prior to February 15 of each year, the district shall notify all high school students and the parent or guardian of students of the EOP for the following school year. The district will notify a transfer high school student, or a student returning to high school after dropping out of school, of the EOP if the student enrolls after the district has issued the February 15 notice. The district will notify a high school student who has officially expressed an intent to participate in the EOP, and the student’s parent or guardian, of the student’s eligibility status within 20 business days of the expression of intent.

It is a priority for the district to provide information about the EOP to high school students who have dropped out of school. The district shall establish a process to identify and provide those students with information about the program. The district shall send information about the program to the last-known address of the family of the student.
The notice must include the following:

1. Financial arrangements for tuition, textbooks, equipment and materials;
2. Available transportation services;
3. The effect of enrolling in the EOP on the student’s ability to complete high school graduation requirements;
4. The consequences of failing or not completing a post-secondary course;
5. Notification that participation in the EOP is contingent on acceptance by an eligible post-secondary institution; and
6. District timelines affecting student eligibility and duplicate course determinations;
7. Exclusion of duplicate courses as determined by the district;
8. The process for a student to appeal the district’s duplicate course determination to the Superintendent of Public Instruction or the Superintendent’s designee under ORS 340.030;
9. Exclusion of post-secondary courses in which a student is enrolled if the student is also enrolled full time in the resident high school.

**Enrollment Process**

Prior to May 15 of each year, a student who is interested in participating in the EOP shall notify the district of his/her intent to enroll in eligible post-secondary courses during the following school year. A high school transfer student or a student returning to high school after dropping out of school has 20 business days from the date of enrollment to indicate interest.

The district shall review with the student and the student’s parent or guardian the student’s current status toward meeting all state and district graduation requirements and the applicability of the proposed eligible post-secondary course to the remaining graduation requirements.

A student who intends to participate in the EOP shall develop an educational learning plan in cooperation with an advisory support team. An advisory support team may include the student, the student’s parent or guardian and a teacher or a counselor. The educational learning plan may include:

1. The student’s short-term and long-term learning goals and proposed activities; and
2. The relationship of the eligible post-secondary courses proposed under the EOP and the student’s learning goals.

A student who enrolls in the EOP may not enroll in eligible post-secondary courses for more than the equivalent of two academic years. A student who first enrolls in the EOP in grade 12 may not enroll in eligible post-secondary courses for more than the equivalent of one academic year. If a student first enrolls in an eligible post-secondary course in the middle of the school year, the time of participation shall be...
reduced proportionately. If a student is enrolled in a year-round program and begins each grade in the summer session, summer sessions are not counted against the time of participation.

**Duplicate Courses**

The district will establish a process to determine duplicate course designations. The district will notify an eligible student and the student’s parent or guardian, of any course the student wishes to take that the district determines is a duplicate course, within 20 business days after the student has submitted a list of intended courses.

A student may appeal a duplicate course determination to the Board (using Policy KL-AR – Public Complaint Procedure) based on evidence of the scope of the course. The Board will refer to the depth and breadth of course content as evidenced through a planned course statement, including content outlines, applicable state content standards, course goals and student outcomes. The superintendent or designee will issue a decision on the appeal within 30 business days of receipt of the appeal. If the appeal is denied by the Board or designee, the student may appeal the district’s determination to the Superintendent of Public Instruction or designee under ORS 340.030.

**Expanded Options Program Annual Credit Hour Cap**

The number of quarter credit hours that may be awarded by a high school under the EOP is limited to an amount equal to the number of students in grades 9 through 12 enrolled in the high school multiplied by a factor of 0.33. For example, the cap for a high school with 450 students in grades 9 through 12 would be 148.5 (450 X 0.33 = 148.5). (The caps must be established separately for each high school.)

At the district’s discretion, the district may choose to exceed both the individual high school level cap and the aggregate district level cap. If the district has more eligible students than are allowed under the credit hour cap, the district shall establish a process for selecting eligible students for participation in the program. The process will give priority for participation to students who are “at risk.” (An “at-risk student” means: (1) a student who qualifies for a free or reduced lunch program; or (2) an at-risk student as defined by rules adopted by the State Board of Education if it has adopted rules to define an at-risk student).

If the district has not exceeded the credit hour cap, the district shall ensure that all eligible at-risk students are allowed to participate in the EOP and may allow eligible students who are not at-risk to participate in the program.

**Post-Secondary Institution Credit**

Prior to beginning an eligible post-secondary course, the district shall notify the student of the number and type of credits that the student will be granted upon successful completion of the course. If there is a dispute between the district and the student regarding the number or type of credits that the district will or has granted to a student for a particular course, the student may appeal the district’s decision to the Board.

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1 {ORS 340.040(3) allows a student to appeal through an “appeals process adopted by the school district board.”}
Credits granted to a student shall be counted toward high school graduation requirements and subject area requirements of the state and the district. Evidence of successful completion of each course and credits granted shall be included in the student’s education record. A student shall provide the district with a copy of the student’s grade in each course taken for credit under the EOP. The student’s education record shall indicate that the credits were earned at an eligible post-secondary institution.

Financial Agreement

The district shall negotiate in good faith a financial agreement with the eligible post-secondary institution for the payment of actual instructional costs associated with the student’s enrollment, including tuition and fees, textbooks, equipment and materials.

Waiver

A district may request an EOPa waiver from the Superintendent of Public Instruction if compliance with the EOP:

1. Compliance would adversely impact the finances of the school district; or

2-3. Accelerated programs offered by the district or if all conditions identified in ORS 340.083(1)(b)[3] exist (i.e., Dual Credit, Sponsored Based Dual Credit, Assessment Based Dual Credit, Articulated Career Technical Education (CTE) courses, two plus two programs, Advanced Placement (AP), International Baccalaureate Programs or other locally developed program that offers Accelerated College Credit to their respective high school student).

Student Reimbursement

Students are not eligible for any state student financial aid for college coursework, but students may apply to the district for reimbursement for any textbooks, fees, equipment or materials purchased by the student that are required for an eligible post-secondary course. All textbooks, fees, equipment and materials provided to a student and paid for by the district are the property of the district.

Transportation Services

The district may provide transportation services to eligible students who attend eligible post-secondary institutions within the education service district boundaries of which the district is a component district.

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2 Oregon Department of Education

3 [The district does all of the following:

1. Offers a dual credit program, a two-plus-two program, an advanced placement program, an International Baccalaureate program or any other accelerated college credit program;
2. Ensures that at-risk students who participate in the accelerated college credit programs are not required to make any payments for participation in the programs; and
3. Has a process for participation in the programs that allows:
   a. All at-risk students who are eligible students to participate in the programs;
   b. At-risk students to earn the number of credit hours established by the State Board of Education by rule under ORS 340.080; or
   c. For an increasing number of at-risk students who are eligible students to participate in the programs each school year based on demand and appropriateness and as provided by a plan developed by the school district.]
Special Education Services

The district of an eligible student participating in the EOP shall be responsible for providing any required special education and related services to the student. If a post-secondary institution intends to provide special education and related services to an EOP participant, the institution shall enter into a written contract with the district of the student. **The contract shall include the following at a minimum:**

The contract shall include the following at a minimum:

1. Allowance for the student to remain in the program during the pendency of any special education due process hearing unless the parent or guardian and district agree otherwise;

2. Immediate notification to the district if the institution suspects that a student participating in the program may have a disability and requires special education or related services;

3. Immediate notification to the district if the student engaged in conduct that may lead to suspension or expulsion; and

4. Immediate notification to the district of any complaint made by the parent or guardian of the student regarding the student’s participation in the program at the institution.

**District Alternative Programs**

The EOP does not affect any program, agreement or plan that existed on January 1, 2006, between the district and a post-secondary institution, which has been continued or renewed.

Any new program, agreement or plan that is developed after January 1, 2006, and is intended to provide access for public high school students to a post-secondary course, may be initiated at the discretion of the district and the post-secondary institution.

END OF POLICY

**Legal Reference(s):**

ORS 329.485
ORS 332.072

ORS 336.615 - 336.665
ORS Chapter 340

Interscholastic Athletics

The Board recognizes the integral role interscholastic activities play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, advisors, student participants, and others associated with the district’s high school activities programs and events shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and any associated voluntary organization of the Oregon School Activities Association (OSAA) and the fundamental values of sportsmanship. Each will be held accountable for their actions.

The district and its schools may only be members of and pay fees, if any, to a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities if the organization:

1. Implements and adheres to equity focused policies that:
   a. Address the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule that occurs at an interscholastic activity, including by spectators of the interscholastic activity;
   b. Prohibit discrimination;
   c. Permit a student to wear religious clothing in accordance with the student’s sincerely held religious belief and consistent with any safety and health requirements; and
   d. Balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis.

2. Maintains a transparent complaint process that:
   a. Has a reporting system to allow participants of interscholastic activities or members of the public to make complaints about student, coach, or spectator behavior;
   b. Responds to a complaint made within 48 hours of the complaint being received; and

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1. Interscholastic activities include: for students any grade from kindergarten through grade 12, athletics, music, speech and other similar or related activities; for students in any grade from kindergarten through grade eight, activities that are offered only before or after regular school hours and that may, but are not required to, involve interaction among other schools.

2. This applies to only OSAA-sanctioned activities and events.

3. Includes a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.
c. Resolves a complaint within 30 days of the complaint being received unless the organization determines that there is good cause to extend the timeline for resolving the complaint.

3. Develops and implements a system of sanctions against schools, students, coaches, and spectators if a complaint is verified; and

4. Performs an annual survey of students and their parents to understand and respond to potential violations of equity focused policies or other discrimination.

The district shall allow homeschooled students that reside in the district, students eligible to attend school and enrolled in a high school equivalency district, or ESD provided General Education Development (GED) program that reside in the district, and students attending a public charter school that does not provide interscholastic activities that reside in the district, the opportunity, to participate in available interscholastic activities at their boundary school when the requirements found in Oregon law are met. Students attending a public charter school that reside in the district may participate in available interscholastic activities at their boundary school when the requirements found in Oregon law are met. Students attending a private school, which does not offer a particular activity, may participate in that particular activity at their boundary school, with prior approval from the principal.

Interscholastic activities when provided by the district will comply with Title IX and other nondiscrimination laws that balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis.

District employees, students, parents, alumni, and activity volunteers are prohibited from inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, athletic director, advisors and coaches are each responsible for ensuring student participants meet all district and OSAA eligibility requirements of participation and those of the associated voluntary organization. The principal or designee is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have all required certifications prior to assuming their duties. The principal or designee shall ensure that a program is in place to effectively evaluate the performance of all coaches and activity advisors under their supervision.

Volunteers may be approved to assist with district activities with prior approval from the principal or designee.

The principal or designee shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board policies, administrative regulations, and/or the OSAA rules and regulations of the associated voluntary organization. The principal or designee shall notify the superintendent or designee of conduct that violates the terms of this policy and report to the associated voluntary organization if required.

4 {This policy content is required practice but is not required policy language.}

5 “High school equivalency program” means a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

6 {The remaining policy content is optional, but highly recommended language to inform about and support governance of activities (see beginning bracket here; ending with last paragraph of policy — see closing bracket).}
An employee determined to have violated Board policies and/or rules and regulations of the associated voluntary organization [OSAA will] may be subject to discipline, up to and including, dismissal. A student in violation of Board policies and/or the OSAA rules and regulations of the associated voluntary organization will be subject to discipline, up to and including, dismissal from an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of Board policies and/or the OSAA rules and regulations of the associated voluntary organization shall be subject to discipline, up to and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district.

Employees, volunteers, or students in violation of such policies, OSAA rules and/or regulations may be required to remunerate the district in the event of fines are assessed by OSAA as a result of their actions.

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated.

The district will annually review interscholastic activities and participation to determine whether the current offerings reflect the students the district serves.

END OF POLICY

Legal Reference(s):

ORS 326.051  OAR 581-015-2255  OAR 581-026-0700
ORS 332.075(1)(e)  OAR 581-021-0045 – 0049  OAR 581-026-0705
ORS 332.107  OAR 581-022-2308(2)  OAR 581-026-0710
ORS 339.450 - 339.460  OAR 581-026-0005

Senate Bill 1522 (2022).

Cross Reference(s):

JHCA/JHCB - Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening
The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students’ needs and growth; thus, a sharing of information among parent/guardian, teacher and student is essential. This policy outlines the principles and requirements for grading and reporting of student achievement.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student’s current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options.

Strong communication between teachers, parents and students is essential to support partnerships between school/home and student success. This policy outlines the principles and requirements for grading and reporting of student achievement.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents/guardians and students [will] [may] be informed [at least annually], of their student’s progress toward achieving the academic content standards, including but not limited to:
   a. Information on progress in each subject area to meet or exceed the academic content standards at the student’s current grade level or course content level, including major goals used to determine the information;
   b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
   c. [Evidence of the student’s progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district];
   d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
   e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of extended application the Essential Skills.

2. Parents/guardians will be alerted and conferred with as soon as possible when a student’s performance, behavior or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student’s grade. Behavior performance shall be reported separately.

4. “Credit by proficiency” is defined as sufficient evidence of student demonstrated knowledge and skills that meet or exceed defined levels of performance;

5. Reporting of student achievement shall be:
   a. Clear, understandable and accessible;
   b. Consistent and standardized across subjects, courses and grade levels, districtwide;
   c. Based on valid and reliable assessment;
   d. Timely and at regular intervals.

6. Parents will be informed regularly, at least six times a year at the secondary level and at least four times per year at the elementary level, of their student’s progress in school. Parents/guardians will be informed regularly of their student’s progress in school through mid-term progress reports and end of term report cards. Additionally, parents/guardians of students grades 6-12 will have access to grades in the District’s student information system, which can be accessed at any time during the school year.
   a-e. At the beginning of the grading period students and parents/guardians will be informed regarding the basis of grades and the methods to be used in determining them.
   b-f. In an effort to promote effective communications with individuals with disabilities or language needs, the school will provide progress reports in an alternative format upon request and with appropriate advance notice.
   e-g. Full consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

7. When no grades are given but the student is evaluated in terms of progress, the school staff will also provide a realistic appraisal of the student’s standing in relation to his/her peers;

8. Parents will be notified as soon as practicable when student academic performance or behavior jeopardizes success or shows sudden marked deterioration;

9. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

10. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student’s current grade level;

11. Letter grades and GPA information shall be provided at the high school level, consistent with the expectations of universities and accrediting associations;

12. The staff will take particular care to explain to students, parents/guardians, school and district will ensure the meaning of marks and symbols used to reflect student performance are explained to parents/guardians;
13.9 With advance notice, student achievement reports will be provided in an alternative format or language, in order to promote effective communication with individuals with disabilities or language needs.

END OF POLICY

Legal Reference(s):

ORS 107.154    ORS 343.295    OAR 581-022-2260
ORS 329.485    OAR 581-021-0022    OAR 581-022-2270
Chair Summers called the meeting to order at 5:01 pm and a quorum was established.

Executive Session
ORS 192.660(2)(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.

Resume Board Meeting – 5:33 pm

 Corrections, Additions, Deletions or Questions Regarding the Agenda
Vice Chair Goodrich moved to add the JUUL litigation to the agenda. Director Lopez seconded the motion. Motion carried, 5-0.

Director Lopez asked that the facilities use policy into committee to address camping on school district property. Superintendent Cline agreed to bring it forward to the Policy Committee.

Student Showcase
- John Tuck Elementary students demonstrated their programming skills in robotics
- Terrebonne Community School 5th grade student leaders presented their new PLAYWORKS program for unstructured time

Citizen Comment
Angelique Zonjonc – Presented the Court Appointed Special Advocate (CASA) program and their need for additional volunteers to serve Redmond youth.

HMK End of Month Report – Chad Franke
Obsidian Middle School
- Continuing to investigate the automated portion of the HVAC system

Safety and Security
- Spring break will be the start of the first installation of the new security system at OMS
- Preparing for camera and access control installations this summer
Some buildings will need entrance modifications to create safe vestibules
Tom McCall/Elton Gregory Annex and Vern Patrick
- Additions are dried in and drywall being installed and roofing to be installed soon
- Second modular building removed from Vern Patrick

HVAC Renovations
- Hugh Hartman’s HVAC system will be renovated this summer (dry side)
- Redmond High’s HVAC system will be renovated this summer (wet side)
- Kellcon, Inc. will be handling both renovations

Seismic Projects
- Hoping to get the seismic grant for Tumalo and run both Tumalo and Tuck work at the same time next summer

As a reminder, there is a link on the District’s website that goes directly to the HMK website, which includes social media posts, newsletters, quarterly updates, etc.

JUUL Litigation
Director DeWittie moved to accept the JUUL settlement and delegate Superintendent Cline to sign the Settlement Agreement and Consent on behalf of the Board. Vice Chair Goodrich seconded the motion. Motion carried, 5-0.

2023-24 School Calendar
Vice Chair Goodrich moved to accept the 2023-24 School Calendar with the addition of student hours added. Director Lea seconded the motion. Motion carried, 5-0.

Integrated Guidance Plan for Student Success
Assistant Superintendent Linda Seeberg presented a broad overview of the draft Integrated Guidance Plan for Student Success at the March 8, 2023 Board Work Session. Since then, the draft plan has been open for public review and comment via the District website and in hard copy in the District Office. At tonight’s meeting Seeberg presented a quick overview that included:
- A review of the March 8, 2023 presentation
- Budget updates since the last presentation
  - 2024-25 Budget completed
    - Assumes: roll forward 23-24 budget activities + increased staffing costs + projected preliminary allocation
    - This resulted in budget balancing adjustments for HSS: Dropout Prevention Tuition and SIA: Minus 1 FTE for K-1 Class size reduction, and was moved into Tiered Supports
  - Adjustment to 23-24 and 24-25 Budgets
    - Reduced funding in BRYT Program Consultation and shifted that funding to add professional development for BRYT Program staff

Board feedback/questions on the Integrated Application included concerns regarding
- The District’s Adverse Childhood Experiences (ACEs) scores being higher than the state average and wondering about root causes.
- Expectations of English Language Learners in working to bridge the achievement gap.
- Usage of the Oregon Equity Lens throughout the Plan.
- No alternative high school for those students who don’t succeed in the mainstream.
The meeting was open for public comment on the Plan. No comments were received in writing, virtually, or in person.

Vice Chair Goodrich moved that the Board approve the Redmond School District 2023 Integrated Application Plan and Budget. Director Lea seconded the motion. Motion carried, 5-0.

Superintendent Evaluation Tool & Timeline
The 360 submissions will remain anonymous and the distribution list will include:
- 13 Principals
- 4 District Office Administrators
- 1 Licensed Union Representative (actively teaching)
- 1 Classified Union Representative (in a school building)
- 3 Classified Staff (2 from District Office, 1 school building)
- 3 Licensed Teachers (who have a “pulse” on their building, 1 from each E/MS/HS)

The timeline for the evaluation process:
- Thurs, March 23 - Modified 360 distributed.
- Thurs, April 13 - Modified 360 response deadline.
- Thurs, April 13 - Superintendent self-evaluation deadline.
- Fri, April 14 - Evaluation tool, 360 responses, and superintendent self-evaluation distributed to board members.
- Wed, April 26 - Board meets in executive session at 4:30 pm to discuss evaluation.
- Wed, May 31 - Board Meeting - Chair Summers to present a summary of the superintendent evaluation.

The one page evaluation tool and the three additional questions will be distributed to everyone (360, Board, Superintendent Cline). “N/A” will be added as an answer choice for each question.

Vice Chair Goodrich moved to approve the timeline and evaluation tool for the superintendent evaluation as presented. Director Lea seconded the motion. Motion carried, 5-0.

Consent Agenda
Vice Chair Goodrich moved to accept the Consent Agenda as presented. Director Lopez seconded the motion. Motion carried, 5-0.

Superintendent & Board Reports
Superintendent Cline
- Spring break is next week
- Daylong interviews and a meet and greet took place today for the principal position at Ridgeview High School. The executive team will interview the top two candidates and hope to have the process wrapped up by the first week back from spring break.
- Rayna Nordstrom and Carolyn Espinosa are retiring after many years of service to the District
- The co-chair’s budget has not yet been published, it will be released most likely April 1, from which we will be able to build a budget
We just started the final trimester of the school year
FFA State was held at Redmond High last week
David, Linda, Chris and I attended a dynamic conference put on by Studer, which included a tour of Estacada, they are about four years ahead of us in the Studer work. There will be conference in Florida next year and have budgeted for two board members to attend.

Director DeWittie
- Participated in Read Across America with kindergarten students at Tumalo
- Have been attending City Council meetings around homelessness and continue to wonder how the District and the City Council can connect and participate in the situation (Superintendent Cline will extend an invitation to a future meeting)

Vice Chair Goodrich
- Last Saturday was the groundbreaking took place at the new Redmond Library
- ELA curriculum adoption meeting, process has slowed
- Attended the John Tuck Sock Hop on Saturday
- Spent lunch the Culture Club at Redmond High and listened to presentations from two foreign exchange students
- Participated in Read Across America at Vern Patrick
- Chaperoning a middle school dance this Friday

Chair Summers
- Was a judge at Mr. & Ms. RHS

Director Lopez
- Policy Committee met this week
- Participating in the Appeals Subcommittee for the OSBA Rural School Boards Advisory Committee
- ELA Adoption Committee wants to pilot two programs which will take 8-12 weeks each

Director Lea
- Met with principal Frank at Tom McCall and attended an assembly
- Attended my first Citizen Bond Oversight Committee
- Attended Mr. & Ms. RHS
- Invited to speak about civic engagement with the Central Oregon Women’s Group, encouraged volunteering in the District

Director Lopez moved to adjourn the meeting at 8:45 pm. Chair summers seconded the motion. Motion Carried, 5-0.

__________________________________________
Michael Summers, Chair

__________________________________________
Gina Blanchette, Executive Assistant
Chair Summers called the work session to order at 5:30 pm.

**Student Showcase**
Elton Gregory Middle School and Tom McCall Elementary presented their Mentor/Mentee Program.

**Population Study**
Scott Torlucci with Davis Demographics presented the population study they conducted to help with our student population forecast which helps the District proactively align future facilities with resident trends. The results of their study projects a slow, steady growth in our enrollment over the next 10 years.

**Library Book Reconsideration Process**
Assistant Superintendent Linda Seeberg reviewed the process the District conducted for a recent library book reconsideration. On March 1, 2023 the District held its first meeting to process a formal request for reconsideration of a library book using the process outlined in IIA-AR. The process was followed and the outcome was the review committee voting 9-0 to retain the book in the library without any restrictions. The district also plans to add a parent preference option connected to student library accounts, thus creating a degree of parental control to materials a student is able to check out from the school library.

The Board suggested getting more advance notice of any future reconsideration meetings, as well as attempting to get more diversified community members for the committee.

**District Scorecard**
Superintendent Cline updated the progress on the District Scorecard, which was created with guidance from Studer Education. The Scorecard is built on five pillars:
1. Student Achievement/Thriving and Successful Students
2. Caring and Supportive Community
3. Our People
4. Operations
5. Finance
Superintendent Cline’s cabinet meets once a week, and the entire district leadership team meets once a month. At both meetings, they discuss progress, stories about success and/or barriers to progress, and strategy scores are given (1, 2, or 3) for each goal.

The goals, strategies, and scores were reviewed for each pillar. Superintendent Cline believes the Scorecard is an effective tool for focusing team efforts. Next steps include issuing surveys again late this month, simplifying the Scorecard, cascading a simple Scorecard down to schools and departments, posting a public Scorecard on the website, create practice and accountability for Always Actions, and summer training for administrators, lead teachers and Board members.

Work session ended at 8:20 pm.

______________________________________
Michael Summers, Chair

______________________________________
Gina Blanchette, Executive Assistant
### NEW HIRES:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Lupinacci</td>
<td>0.75</td>
<td>Bus Driver</td>
<td>Transportation Department</td>
<td>4/3/2023</td>
</tr>
<tr>
<td>Iva Riley</td>
<td>0.44</td>
<td>Nutrition Services I</td>
<td>Nutrition Department</td>
<td>4/24/2023</td>
</tr>
</tbody>
</table>

### CHANGE OF STATUS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>New Position</th>
<th>Prior Position</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heidi Gonzalez</td>
<td>0.50</td>
<td>Administrative Assistant II</td>
<td>Administrative Assistant II (1.0)</td>
<td>4/3/2023</td>
<td>Hugh Hartman Elementary School</td>
</tr>
<tr>
<td>Morgan Haueter</td>
<td>0.69</td>
<td>Instructional Assistant II: Academic Support &amp; Title</td>
<td>Instructional Assistant II: Academic Support (.50)</td>
<td>4/3/2023</td>
<td>Tom McCall Elementary School</td>
</tr>
<tr>
<td>Stanley Manley</td>
<td>1.00</td>
<td>Campus Safety &amp; Security Monitor</td>
<td>Instructional Assistant II: ERC (.94)</td>
<td>4/12/2023</td>
<td>Redmond High School</td>
</tr>
<tr>
<td>Michael Mann</td>
<td>1.00</td>
<td>Custodian II</td>
<td>Custodian I (1.0)</td>
<td>4/24/2023</td>
<td>Facilities Department</td>
</tr>
</tbody>
</table>

### RESIGNATIONS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
<th>Employment Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Lupinacci</td>
<td>0.75</td>
<td>Bus Driver</td>
<td>Transportation Department</td>
<td>4/6/2023</td>
<td>less than 1 year</td>
</tr>
<tr>
<td>Kiley Stephens</td>
<td>1.00</td>
<td>Data Support Specialist II</td>
<td>Elton Gregory Middle School</td>
<td>4/10/2023</td>
<td>1 year, 8 months</td>
</tr>
<tr>
<td>Jaimie Young</td>
<td>0.94</td>
<td>CNA: Certified Nursing Assistant</td>
<td>Ridgeview High School</td>
<td>4/11/2023</td>
<td>less than 1 year</td>
</tr>
<tr>
<td>Helene Mussuto</td>
<td>0.44</td>
<td>Nutrition Services I</td>
<td>Nutrition Department</td>
<td>4/28/2023</td>
<td>1 year, 5 months</td>
</tr>
</tbody>
</table>

### RETIREMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
<th>Employment Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Lochner</td>
<td>0.50</td>
<td>Instructional Assistant II: Academic Support - Title</td>
<td>John Tuck Elementary School</td>
<td>6/16/2023</td>
<td>8 years, 6 months</td>
</tr>
<tr>
<td>Debbie Haney</td>
<td>0.94</td>
<td>Instructional Assistant III: ILS</td>
<td>StepUp!</td>
<td>6/16/2023</td>
<td>21 years, 5 months</td>
</tr>
</tbody>
</table>

### HR Director Signature & Date:

[Signature]

4/21/23
### RESIGNATIONS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
<th>Employment Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigette Amidon</td>
<td>1.00</td>
<td>School Psychologist</td>
<td>Hugh Hartman Elementary</td>
<td>4/12/23</td>
<td>2 Years</td>
</tr>
<tr>
<td>Jennifer Hesse</td>
<td>1.00</td>
<td>Principal</td>
<td>Vern Patrick Elementary</td>
<td>6/30/2023</td>
<td>8 Years</td>
</tr>
</tbody>
</table>

### CHANGE OF STATUS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>New Position/Building</th>
<th>Prior Position</th>
<th>Date</th>
<th>Previous Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sawyer Gerdes</td>
<td>1.00</td>
<td>Custodial Supervisor</td>
<td>Campus Safety &amp; Security Moni</td>
<td>4/3/2023</td>
<td>Redmond High School</td>
</tr>
</tbody>
</table>

### RETIREMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>FTE</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
<th>Employment Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelley Messina</td>
<td>1.00</td>
<td>Teacher: Language Arts</td>
<td>Elton Gregory Middle School</td>
<td>6/19/2023</td>
<td>18 Years</td>
</tr>
</tbody>
</table>

HR Director Signature & Date:

[Signature]

4/24/23
Gift to the District

The Board may accept, by vote passed at a public meeting, any gift or grant of land with or without improvement, or of money or other personal property, except that the superintendent of schools may accept on behalf of the Board any such gift less than five hundred dollars ($500.00) in value. Redmond School District does not determine the value of a gift. The amount indicated on this form is the value the donor has placed on the donation. **Board acceptance of gifts of motor vehicles also authorizes District disposal of those motor vehicles by resale or by demolition and sale as parts.**

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

Date of Donation: 04/20/2023

School: Redmond High School

Description of Gift: Check/Donation

Designated Use (if any): RHS Drama Department

Special Conditions (if any): NONE

Approximate Value: $ 1000.00

Donor Name and Address:

Hayden Homes, LLC
2464 SW Glacier Place, Suite 110
Redmond, OR 97756 (800) 923-6607

ATT: Dennis Murphy or Bookkeeper
Gift to the District

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<table>
<thead>
<tr>
<th>School: Redmond High</th>
<th>Date: 04/06/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift (Description):</td>
<td>$500 check for Boys Soccer</td>
</tr>
<tr>
<td>Donors(s)—include sufficient information for the Board to respond, especially company and/or individual name and address:</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Professional Heating &amp; Cooling, Inc</td>
</tr>
<tr>
<td>Address</td>
<td>418 SW Black Butte Blvd</td>
</tr>
<tr>
<td>Address</td>
<td>Redmond, OR 97756</td>
</tr>
<tr>
<td>Approximate Value:</td>
<td>$500.00</td>
</tr>
<tr>
<td>Designated Use (if any):</td>
<td>For Redmond High Boys soccer needs</td>
</tr>
<tr>
<td>Special Conditions (if any):</td>
<td></td>
</tr>
</tbody>
</table>

Gift to the District - KH-AR
1-1
Gift to the District

The Board may accept, by vote passed at a public meeting, any gift or grant of land with or without improvement, or of money or other personal property, except that the superintendent may accept on behalf of the Board any such gift less than five hundred dollars ($500) in value.

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School: Redmond High School  Date: 4/4/23
Gift (Description): Check for $500 for RHS Boys Soccer

Donors(s)–include sufficient information for the Board to respond, especially company and/or individual name and address:
Name: CMP Plumbing
Address: 2103 SE Dolphin Ave
        Warrenton, OR 97146
Approximate Value: $500.00
Designated Use (if any): Boys Soccer needs

Special Conditions (if any):
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<table>
<thead>
<tr>
<th>School: Redmond High School</th>
<th>Date: April 4, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift (Description): Check for $2,000.00 for RHS Wrestling</td>
<td></td>
</tr>
</tbody>
</table>

Donors(s)—include sufficient information for the Board to respond, especially company and/or individual name and address:

Name: Maureen & Kurt Davis

Address: 1210 SW Highland Lane

Address: Culver, OR 97734

Approximate Value: $2,000.00

Designated Use (if any): Redmond HS Wrestling Team needs
Gift to the District

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<table>
<thead>
<tr>
<th>School: Redmond High School</th>
<th>Date: April 4, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift (Description):</td>
<td>Check for $500.00 for RHS Wrestling</td>
</tr>
</tbody>
</table>

Donors(s)–include sufficient information for the Board to respond, especially company and/or individual name and address:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber &amp; Barry Wilson</td>
<td>3496 SW 28th Street</td>
</tr>
<tr>
<td></td>
<td>Redmond, OR 97756</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Value:</th>
<th>$500.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designated Use (if any):</th>
<th>Redmond HS Wrestling Team needs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Conditions (if any):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Gift to the District

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**Date of Donation:** 04/10/2023

**School:** Redmond High School

**Description of Gift:** Grant Check for OCAT

**Designated Use (if any):** English Department Grant

**Special Conditions (if any):** NONE

**Approximate Value:** $500.00

**Donor Name and Address:**

MidOregon Credit Union  
“One Class At A time”  
PO Box 6749  
Bend, OR 97708-6749  
(541) 382-1795

ATT: OCAT Grant
Gift to the District

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<table>
<thead>
<tr>
<th>School: Redmond High School</th>
<th>Date: 03-24-2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift (Description): Check for $500.00 for Redmond High Wrestling Team</td>
<td></td>
</tr>
<tr>
<td>Donors(s)—include sufficient information for the Board to respond, especially company and/or individual name and address:</td>
<td></td>
</tr>
<tr>
<td>Name: Hamon Roofing</td>
<td></td>
</tr>
<tr>
<td>Address: PO Box 1576</td>
<td></td>
</tr>
<tr>
<td>Address: Prineville, OR 97754</td>
<td></td>
</tr>
<tr>
<td>Approximate Value: $500.00</td>
<td></td>
</tr>
<tr>
<td>Designated Use (if any): Wrestling needs</td>
<td></td>
</tr>
<tr>
<td>Special Conditions (if any):</td>
<td></td>
</tr>
</tbody>
</table>

Gift to the District - KH-AR
1-1
Gift to the District

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Date of Donation: 04/14/2023

School: Redmond High School

Description of Gift: Check/Donation

Designated Use (if any): RHS Band Department

Special Conditions (if any): NONE

Approximate Value: $ 500.00

Donor Name and Address:

Gloria Schwartz & Kristin Gilmore
731 NE Nickernut Place
Redmond, OR 97756

ATT: Gloria Schwartz/Kristin Gilmore
Gift to the District

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The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

Date of Donation: 04/11/2023

School: Redmond High School

Description of Gift: Check/Donation

Designated Use (if any): RHS Band Department-State Competition

Special Conditions (if any): NONE

Approximate Value: $500.00

Donor Name and Address:

Gilmore Dental
834 SW 11th Street
Redmond, OR 97756
(541) 504-5707

ATT: Dr. Richard Gilmore
Gift to the District

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The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

**Date of Donation:** 04/14/2023

**School:** Redmond High School

**Description of Gift:** Check/Donation

**Designated Use (if any):** RHS Band Department-State Competition

**Special Conditions (if any):** NONE

**Approximate Value:** $700.00

**Donor Name and Address:**

Tara Doty-Broker  
Jeff Larkin Realty  
PO Box 1152  
Redmond, OR 97756  (541) 480-5606

ATT: Tara Doty-Broker
TRIP REQUEST

Day trip - Request due 3 weeks prior to the trip
Overnight trip - Request due 30 days prior to the trip
Out of State trip - Request due 60 days prior to the trip
International Trip - Request due 60 days prior to trip

GROUP INFORMATION

Trip Leader: Dan Kernion
Request submitted: 4/10/2023 20:46:38
If past deadline, special consideration: Just found out about it
Building: Redmond High School
Club / Team name: Welding
Grade Level: Grade 9, Grade 10, Grade 11, Grade 12
Number of students: 6

TRIP INFORMATION

Trip Category: Out of State Trip
Purpose of Trip: Welding comp
Destination: Western Welding Academy
Contact name: Tyler Sasse
Address: 26 Kinsey Ln, Gillette, WY 82716
Departure date/time: 5/4/2023 2:20:00 PM
Contact phone number: (307) 284-5313
Return date/time: 5/7/2023, 8:00:00 PM
Departure location: RHS
Return location: RHS

Day trip request if applicable:
Overnight Trip if applicable:
Out of State Trip if applicable: Curriculum related out of state competition or camp

CHAPERONE INFORMATION

Employee chaperones and cell phone #: Dan Kernion
If known, volunteer chaperones and cell phone #:
List of volunteer chaperones with contact info will be provided, and all must clear a criminal background check prior to the trip:

**MEDICATION ADMINISTRATION TRAINING:**

Leader or designee has received training unless noted below: *Trip leader has already taken the annual training and will be the designated medication administrator*

**TRANSPORTATION:**

Mode of Transportation: *Activity Vehicles*

Transportation arrangements made: *Reservations for Type 10 or Type 20 vehicle completed*

If using Private Vehicles, leader acknowledges:

If using Public Transportation, leader acknowledges:

If using Rental Vehicles, leader acknowledges:

**RISK MANAGEMENT INFORMATION:**

Overnight Sleeping arrangements if applicable: *Students will use hotel accommodations*

Hotel Information if applicable: *Only boys attending - 3 rooms. Arrangements will be made closer to departure time*

Host School or destination for overnight if applicable:

Host Family information if applicable:

Rented Residence (VRBO, Airbnb etc) if applicable:

International Trip Acknowledgement if applicable:

**BUDGET:**

Substitute needed (if any)  
*Full Day Sub required*

ABS Expense:  
Grant Expense:  
Optional Budget worksheet attached:
Total Cost of Trip: 2750

Student Expense:

Trip Leader Notes if any: Industry department will possibly pay for entire trip.

BUILDING OFFICE USE ONLY:

Funds in ASB Account: 4167.37

Account#: 101.11.0410.000.000.600.00

No Funds collected / deposited by

Sub account# (if required):

Transportation Expense Account #: 101.2559.0331.000.000.000

Bookkeeper Approval: [Signature]

Bookkeeper Notes:

ADMINISTRATION USE ONLY:

Building Administrator Approval: [Signature] 4/11/23

District Administrator Approval: [Signature] 4/13/23

School Board Approval: [Signature]

Risk Management Approval: [Signature] 4/12/23
Administrator Notes:
TRIP REQUEST

Day trip - Request due 3 weeks prior to the trip  
Overnight trip - Request due 30 days prior to the trip  
Out of State trip - Request due 60 days prior to the trip  
International Trip - Request due 60 days prior to trip

GROUP INFORMATION

Trip Leader: LtCol Doug Seal  
Request submitted: 4/3/2023 19:56:00

If past deadline, special consideration:

Building: Redmond High School  
Club / Team name: RHS MCJROTC  
Number of students: 4

TRIP INFORMATION

Trip Category: Out of State Trip  
Itinerary (if attached): 
https://drive.google.com/open?id=1a6OuzEn4Akt_dFhBFhUPopSSQhBSn1OLL.  
https://drive.google.com/open?id=1wGhWtmFQXnJBWMFsDsNI7MwbUZXXQb9k8.  
https://drive.google.com/open?id=1JnjAAuOaVRGU777stgAX8QL6izP7XhZm.  
https://drive.google.com/open?id=1WvbruBeRowOhCVZPZo-VMX9ndfa5hhHG.  
https://drive.google.com/open?id=1eE9jSpue-6CRa4Q61Rq1qbS7Kak1v9gT.  
https://drive.google.com/open?id=1RFswoL93eBlGw2L2-tXwzSxHRZBzjQoW

Purpose of Trip: The RHS MCJROTC Academic Team qualified for the MCJROTC National Academic Team Championships in Wash. DC.

Destination: Catholic University, Washington D.C.  
Address: 620 Michigan Ave N.E. Washington D.C. 20064

Contact name: Emily Donahue  
Contact phone number: 888 576-8297

Departure date/time: 6/22/2023 8:00:00 AM  
Departure location: Redmond OR (RDM)

Return date/time: 6/27/2023 9:00:00 PM  
Return location: Redmond OR (RDM)
Day trip request if applicable:

Overnight Trip if applicable:

Out of State Trip if applicable: Curriculum related out of state competition or camp

CHAPERONE INFORMATION

Employee chaperones and cell phone #: Doug Seal

If known, volunteer chaperones and cell phone #: Not known at this point.

List of volunteer chaperones with contact info will be provided, and all must clear a criminal background check prior to the trip: A list of chaperones with contact information will be provided to the school prior to departure. All chaperones must clear a criminal background check prior to the trip.

MEDICATION ADMINISTRATION TRAINING:

Leader or designee has received training unless noted below: Trip leader acknowledges training must be completed prior to the date of the trip.

TRANSPORTATION:

Mode of Transportation: Walking, Public Transportation

Transportation arrangements made: Air travel to and from. Public transportation (Metro System) will be used while there.

If using Private Vehicles, leader acknowledges:

If using Public Transportation, leader acknowledges:

If using Rental Vehicles, leader acknowledges:

RISK MANAGEMENT INFORMATION:

Overnight Sleeping arrangements if applicable: Students will be hosted by the Destination location
Hotel information if applicable:

Host School or destination for overnight if applicable: We will sleep in dorm rooms at Catholic University. I will sleep in a room adjacent to the males and in close proximity to our female contestant.

Host Family information if applicable:

Rented Residence (VRBO, Airbnb etc) if applicable:

International Trip Acknowledgement if applicable:

BUDGET:

Substitute needed (if any) Optional Budget worksheet attached:
None

ABS Expense: No expense.

Grant Expense: No expense.

Total Cost of Trip: 0

Student Expense: No expense.

Trip Leader Notes if any: The RHS MCJROTC Academic Team qualified for the JROTC Academic Bowl Championships held at Catholic University in Wash D.C. The team consists of four primary team members and two alternates. The team qualified in the top ten teams out of roughly 250 programs nationwide. The trip is fully funded by the College Options Foundation. The team will utilize air travel to Wash D.C. and back. We will utilize the metro subway system for local transportation while in Wash. D.C. The team will stay in the dorms at Catholic University and dine in the Catholic University cafeteria. The cadets will be supervised 24/7. We will tentatively depart Redmond on 23 June 2023 and return on 27 June 2023.

BUILDING OFFICE USE ONLY:

Funds in ASB Account: Account#: 16, 000.00 167

No Funds collected / deposited by Sub account# (if required):

Transportation Expense Account #: Bookkeeper Approval:

101. 2559.033/ 300.000.000.000

[Signature]
Bookkeeper Notes:

ADMINISTRATION USE ONLY:

Building Administrator Approval:  

Building approval date: 4/5/23

District Administrator Approval:  

District approval date: 4/13/23

School Board Approval:  

Board Approval date:

Risk Management Approval:  

Risk Mgmt, approval date: 4/10/23

Administrator Notes: