



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

**Reynolds School District
Board of Education Business Meeting**

May 28, 2025

6:00 PM

Building I, Edgefield Campus

2408 SW Halsey Street

Troutdale, Oregon 97060

- | | | |
|-------|---|-----------|
| I. | 5:30p - Executive Session | 3 |
| | The Reynolds School Board and the Superintendent will recess into Executive Session at 5:30p, under ORS 192.660(2)(a) Personnel, ORS 192.660(2)(d) Negotiations, and ORS 192,660(2)(f) Exempt Information. Executive Session is closed to the public. | |
| II. | 6:00p - Call to Order | 4 |
| | A. Roll Call | |
| | B. Consider Approval of the May 28, 2025 Agenda | |
| | C. Pledge of Allegiance | |
| | D. Land Acknowledgement | 5 |
| | E. Mission and Vision | 6 |
| III. | 6:10p - Recognition | 7 |
| | A. Student Recognition: Woodland Elementary | |
| | B. Resolution 2024-2025-034: Pride Month | 8 |
| | C. Resolution 2024-2025-035: Immigrant Heritage Month and World Refugee Day | 9 |
| IV. | 6:20p - High School Student Report | 10 |
| V. | 6:30p - Budget Hearing | 11 |
| VI. | 6:40p - Public to be Heard | 12 |
| | Members of the public will address the board with comments and the board will listen only. Public Comment will be limited to 7 speakers with 3 minutes each. Forms must be turned in before the meeting start time. | |
| VII. | 6:50p - Bargaining Group Updates | 13 |
| VIII. | 7:00p - Presentation to the Board | |
| | A. Cell Phone Policy Draft | 14 |
| IX. | 7:15p - Superintendent's Reports | 17 |
| | A. Announcements/Reports | |
| | B. Financial Report | 18 |
| | C. Enrollment Report | 19 |
| X. | 7:30p - Consent Agenda | 23 |
| | A. Approval of Personnel Order | |

B.	Approval of Prior Meeting Minutes	24
C.	HB Lee Field Trip: Eugene, Oregon	31
D.	HB Lee SUN Field Trip: Winston, Oregon	40
E.	Summer School MOU with REA	45
F.	Summer School MOU with OSEA	48
G.	Grant Acceptance: Higher Education Coordinating Commission Agreement	51
H.	Resolutions 2024-2025 -034 and -035	82
XI.	7:35p - Action Items	
A.	Resolution 2024-2025-036 Motion to Approve Levying Taxes	83
B.	Plan of Action: Audit Findings for FY23-24	87
XII.	7:50p - Board Announcements and Discussion	90
A.	Individual Board Members - Announcements and Reports	
B.	Upcoming Board Meetings	
XIII.	8:00p - Adjourn	91



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Executive Session

Type: Action Item Report / Presentation

Policy: BDC: Executive Session

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

The Reynolds School Board and the Superintendent will recess into Executive Session at 5:30p, under ORS 192.660(2)(a) Personnel, ORS 192.660(2)(d) Negotiations, and ORS 192.660(2)(f) Exempt Information. Executive Session is closed to the public.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Call to Order

Type: Action Item Report / Presentation

Policy: BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Roll Call:

- | | |
|---|--|
| <ul style="list-style-type: none">• Position 1: Director Aaron Muñoz• Position 2: Vice Chair Joyce Rosenau• Position 3: Chair Michael Reyes• Position 4: Director Cayle Tern | <ul style="list-style-type: none">• Position 5: Director Patty Carrera• Position 6: Director Ana Gonzalez Muñoz• Position 7: Director Francisco Ibarra• Student Board Rep: Mason Ho |
|---|--|

Motion to Approve Agenda:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the May 28, 2025 agenda as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Pledge of Allegiance

Land Acknowledgement

Mission and Vision

Land Acknowledgement

We respectfully acknowledge that the land on which we are gathering today is the traditional homeland of a diverse array of indigenous tribes and bands. Multnomah County rests on traditional village sites of the Multnomah, Wasco, Cowlitz, Kathlamet, Clackamas, Bands of Chinook, Tualatin, Kalapuya, Molalla, and many other tribes who made their homes along the Columbia River, creating communities and summer encampments to harvest and use the plentiful natural resources of the area. Multnomah County is now home to a vibrant indigenous community representing over 400 different tribal nations.

We recognize Indigenous peoples as the traditional stewards of this land and acknowledge the enduring relationship between the land and the people since time immemorial. We make this acknowledgement to open a space of recognition, inclusion, and respect for our sovereign tribal partners and all indigenous students, families, and staff in our community.

mission:

We lead with equity to educate and support all students to graduate with the skills and confidence to thrive.

vision:

As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.





As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Recognition

Type: Action Item Report / Presentation

Policy: KAA: Community Relations

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

The Board will recognize students from Woodland Elementary.

The Board will read the following resolutions into the record:

- Resolution 2024-2025-034: National Immigrant Heritage Month and World Refugee Day
- Resolution 2024-2025-035 Pride Month

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



Resolution 2025-2026-034

Proclaiming the Celebration of Pride Month

WHEREAS, June has historically become a symbolic month in America in which LGBTQ2SIA+ persons and allies come together in various celebrations of pride to support the community's right to live their lives out loud; and

WHEREAS, LGBTQ2SIA+ people in the United States have fought for equitable rights, treatment, dignity, and respect;

WHEREAS, despite being marginalized throughout the history of the United States, LGBTQ2SIA+ people in the United States continue to celebrate their identities, love, and contributions in various expressions of Pride;

WHEREAS, Reynolds School District is committed to supporting dignity, equity, inclusion, and visibility for all people in the community; and

WHEREAS, many residents, students, family members, and school personnel are part of the LGBTQ2SIA+ community and they contribute greatly to the enrichment of our community; and

WHEREAS, although advancements have been made with respect to equitable treatment of LGBTQ2SIA+ persons, LGBTQ2SIA+ persons still face daily discrimination simply for being who they are, thus making it important for all districts and communities to stand in solidarity and show support for all our students, staff, and families; and

NOW, THEREFORE, BE IT RESOLVED that the Reynolds School Board of Directors proclaims June as LGBTQ2SIA+ Pride Month.

BE IT FURTHER RESOLVED, the Board supports policies, practices, and curriculum that support a safe and affirming space for all stakeholders and honor and respect lesbian, gay, bisexual, transgender, queer, two-spirit, intersex or asexual students, families, and staff as well as those whose identities extend beyond the LGBTQ2SIA+ spectrum.

Adopted this 28th day of May 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



Resolution 2025-2026-035

Proclaiming the Celebration of National Immigrant Heritage Month and World Refugee Day

WHEREAS, Immigrant Heritage Month is a celebration of culture, identity, and diversity. It is an inclusive space where all individuals are celebrated, regardless of birth place or how long they have lived in the United States. Immigrant Heritage Month is also a reminder of the countless contributions made by immigrants to our communities and culture for hundreds of years; and

WHEREAS, the United Nations General Assembly designated June 20th as World Refugee Day to honor the courage, resilience, and determination of millions of refugees worldwide who have been forced to flee their homes due to conflict, persecution, or natural disasters; and

WHEREAS, World Refugee Day provides an opportunity to raise awareness about the plight of refugees and to express solidarity with them, recognizing their contributions to our societies and reaffirming our commitment to protecting their rights and ensuring their wellbeing; and

WHEREAS, both immigrants and refugees have had an extraordinary influence on the Reynolds School District in every aspect of history and culture, including literature, art, music, cuisine, customs and more; and

WHEREAS, immigrant and refugee communities from diverse backgrounds with a variety of skills, abilities and experiences have enriched the fabric of Reynolds' vibrant cultural tapestry; and

NOW, THEREFORE, BE IT RESOLVED that the Reynolds School Board recognizes June 2025 as Immigrant Heritage Month and June 20th as World Refugee Day and hereby reaffirms its commitment to uphold the celebration, safety, health, and well-being of immigrants, refugees, and internally displaced persons.

Adopted this 28th day of May 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Student Report

Type: Action Item Report / Presentation

Policy: BDDH: Public to be Heard; BDDH-AR: Public to be Heard at Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

Marginalized Students

Culturally Responsive Teaching

Student and Staff Wellness

Professional Development

Summary / Background:

According to policy BCBA-AR, student reporters may be appointed by each high school to provide school news to the Board at each Business Meeting.

Student reporters are encouraged to share news about school events, activities, sports, academic happenings and other high interest activities at the school.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Budget Officer

Subject: Budget Hearing

Type: Action Item Report / Presentation

Policy: DBH: Budget Adoption Procedures

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

As required by ORS 294.453, the Reynolds School District School Board will hold a public hearing on the budget document as approved by the budget committee. The Board may receive testimony and give consideration to the approved budget and any matters discussed however the Board will not be asked to take action on this budget at this meeting due to a request to revise the tax levy. The tax levy must be approved and posted for the public to review prior to the budget adoption.

Since the budget committee's approval of the tax levy, the district has completed the refunding of the General Obligation Bonds. The refunding requires a tax levy change to reflect the new debt schedule, which is designed to save taxpayers nearly \$12 million over the next 10 years.

Previous Board Action:

The Board annually holds a public hearing to consider budget adoption.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Public to be Heard

Type: Action Item Report / Presentation

Policy: BDDH: Public to be Heard; BDDH-AR: Public to be Heard at Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

Marginalized Students

Culturally Responsive Teaching

Student and Staff Wellness

Professional Development

Summary / Background:

Members of the public will address the Board with comments and the Board will listen only. The Board may choose not to address a request if it does not fall within the scope of Board Governance. Oregon law prohibits the Board from discussing specific employees or their job performance.

Those wishing to speak must sign-up prior to the start of the meeting. The first 7 submissions will be able to speak for 3 minutes.

Written Public Comment can be submitted on the RSD website at any time.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Bargaining Group Updates

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

Reynolds Education Association (REA) and Oregon School Employees Association, Chapter 37 (OSEA), will provide an update to the Board of Directors.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Personal Electronic Devices Policy

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings; BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

A work group of parents, staff, community members, and students met between December and February to discuss the use of cell phones and earbuds during the school day.

Policy "JFCEB: Personal Electronic Devices and Social Media" was revised to reflect the committee recommendation. This is a first reading only, no action will be taken on the policy.

Previous Board Action:

The Board reviews and adopts all policies.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



Code: JFCEB
Adopted: 1/14/10
Revised/Readopted: 9/10/14; 10/11/17; 9/28/22
Orig. Code: JFCEB

Personal Electronic Devices and Social Media**

I. Definitions

“Personal Electronic Device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information, depictions, and/or data. In the context of this policy, this includes cellular phones, wearable computers such as smartwatches, and wired/wireless earbuds/headphones. This policy does not include devices used for assistive technology.

II. General Guidelines

- A. Personal Electronic Devices must be “off and away,” not on your person, during the entire school day including but not limited to passing periods and lunch.
- B. Access to applications and electronic materials necessary for curriculum will be provided free of charge to students using either personal computers or school-issued devices.
- C. The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.
- D. Categories of exceptions to this policy are limited to:
 - 1. Complying with a student’s Individual Education Plan (IEP), 504 Plan, or individualized health plan (IHP).
 - 2. Personal computers used to access applications and electronic materials necessary for curriculum.
 - 3. Additional types of school-issued personal electronic devices may be approved and designated for specific curricular needs (e.g. translation devices, digital cameras, etc.).
- E. Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of this policy. Personal electronic devices used in violation of this policy are subject to confiscation and will be released to the student’s guardian or property owner, as appropriate.

~~Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.~~

As used in this policy, a “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

The Board believes in the responsible use of technology for academic and learning purposes, and strongly opposes the use of social media and/or personal electronic devices for questionable and illegal purposes that may disrupt the learning environment. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless access is approved by a district representative.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade or age level possession and/or use restrictions by students on district property and at district-sponsored activities; consequences for violations; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Superintendent's Report

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings; BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |

Summary / Background:

Superintendent Caropelo will provide announcements and reports to the Board:

- a. Superintendent Report – Frank Caropelo
- b. Financial Report – Holly Langan
- c. Enrollment Report – Frank Caropelo

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.

General Fund | 2024–2025 Financial Summary by Object and Function

For the Period Ending April 30, 2025

				1	2	3	4 (=2 + 3)	5 (=4 - 1)	
RESOURCES	2021–2022	2022–2023	2023–2024	FY25	FY25	% of	Add: Rev / Exp	FY25	Budget to Forecast
	Actual	Actual	Actual	Adopted Budget	YTD Actuals	Budget	Projections	Forecasted Balance	Variance Fav / (Unfav)
Operating Revenues									
State School Fund	\$ 102,592,166	\$ 96,170,190	\$ 102,950,821	\$ 110,408,751	\$ 98,274,377	89.0%	\$ 10,390,875	\$ 108,665,252	\$ (1,743,499)
Other State School Fund	30,646,272	32,806,224	33,875,384	36,285,734	33,506,332	92.3%	1,725,480	35,231,812	(1,053,922)
State School Fund Formula	133,238,438	128,976,414	136,826,205	146,694,485	131,780,709	89.8%	12,116,355	143,897,064	(2,797,421)
Local Sources	1,777,584	3,022,599	3,048,772	3,465,500	3,032,184	87.5%	380,000	3,412,184	(53,316)
Intermediate Sources	700,000	700,000	1,999,997	2,500,000	-	0.0%	2,500,000	2,500,000	-
State Sources	2,793,866	2,590,394	856,066	5,600,000	1,485,230	26.5%	287,690	1,772,920	(3,827,080)
Federal Sources	31,401	42,995	288,395	75,000	120,062	160.1%	8,866	128,928	53,928
Other Sources	215,987	155,626	-	-	-	-	-	-	-
All Other Sources	5,518,837	6,511,613	6,193,230	11,640,500	4,637,477	39.8%	3,176,556	7,814,033	(3,826,467)
Total Operating Revenues	\$ 138,757,276	\$ 135,488,027	\$ 143,019,434	\$ 158,334,985	\$ 136,418,185	86.2%	\$ 15,292,911	\$ 151,711,096	\$ (6,623,889)
Beginning Fund Balance	24,654,907	37,766,147	26,681,850	18,548,922	20,618,328	111.2%	-	20,618,328	2,069,406
TOTAL RESOURCES	\$ 163,412,182	\$ 173,254,174	\$ 169,701,284	\$ 176,883,907	\$ 157,036,513	88.8%	\$ 15,292,911	\$ 172,329,424	\$ (4,554,483)
REQUIREMENTS BY OBJECT									
Operating Expenditures									
	By Object								
Salaries	\$ 63,390,945	\$ 70,161,704	\$ 75,362,331	\$ 79,246,200	\$ 55,521,965	70.1%	\$ 23,225,685	\$ 78,747,650	\$ 498,550
Associated Payroll Costs	32,142,962	34,264,947	37,544,405	41,432,206	28,958,455	69.9%	11,875,743	40,834,197	798,008
Purchased Services	22,183,942	27,991,765	26,832,809	38,105,247	25,786,642	67.7%	11,598,555	37,385,197	520,050
Supplies and Materials	4,141,683	8,434,821	4,360,608	5,345,428	3,412,130	63.8%	857,838	4,269,968	1,075,460
Capital Outlay	461,200	1,297,508	1,161,753	445,100	239,483	53.8%	113,771	353,254	91,846
Other Objects	1,561,953	1,719,446	1,993,596	1,936,727	1,833,431	94.7%	3,396	1,836,827	99,900
Transfers	1,763,350	2,702,133	1,827,455	1,781,250	1,401,250	78.7%	50,000	1,451,250	330,000
Total Operating Expenditures	\$ 125,646,035	\$ 146,572,324	\$ 149,082,956	\$ 168,292,157	\$ 117,153,356	69.6%	\$ 47,724,988	\$ 164,878,344	\$ 3,413,814
Contingencies									
Unappropriated Ending Fund Balance				8,591,750		0.00%			8,591,750
TOTAL REQUIREMENTS	\$ 125,646,035	\$ 146,572,324	\$ 149,082,956	\$ 176,883,907	\$ 117,153,356	66.23%	\$ 47,724,988	\$ 164,878,344	\$ 12,005,564
Ending Fund Balance	\$ 37,766,147	\$ 26,681,850	\$ 20,618,328					\$ 7,451,080	
REQUIREMENTS BY FUNCTION									
Operating Expenditures									
	By Function								
Instruction	\$ 75,949,684	\$ 86,050,468	\$ 88,580,155	\$ 103,968,733	\$ 69,901,371	67.2%	\$ 31,515,673	\$ 101,417,044	\$ 2,551,690
Support Services	47,568,680	57,463,767	58,374,984	61,868,011	45,484,353	73.5%	16,077,798	61,562,151	305,860
Enterprise and Community Services	164,321	155,960	100,362	474,163	166,381	35.1%	81,517	247,899	226,264
Facilities Acquisition and Construction	-	-	-	-	-	-	-	-	-
Other Uses	1,963,350	2,902,130	2,027,455	1,981,250	1,601,250	80.8%	50,000	1,651,250	330,000
Total Operating Expenditures	\$ 125,646,035	\$ 146,572,324	\$ 149,082,956	\$ 168,292,157	\$ 117,153,356	69.6%	\$ 47,724,988	\$ 164,878,344	\$ 3,413,814
Contingencies									
Unappropriated Ending Fund Balance				8,591,750		0.0%			8,591,750
TOTAL REQUIREMENTS	\$ 125,646,035	\$ 146,572,324	\$ 149,082,956	\$ 176,883,907	\$ 117,153,356	66.2%	\$ 47,724,988	\$ 164,878,344	\$ 12,005,564
Ending Fund Balance	\$ 37,766,147	\$ 26,681,850	\$ 20,618,328					\$ 7,451,080	
Ending Fund Balance % of Revenue	23.11%	15.40%	12.15%					4.32%	

Enrollment Report as of May 15, 2025

Elementary Enrollment By Grade Level and Classroom

School	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade		Total	Variance	
									Proj	Diff
Alder	14	12	18	17	22	20			Alder	
	16	14	20	17	21	20				
Dual Language	20	24	20	25	19	28				
Total	50	50	58	59	62	68		347	341	6
# of Classes	3	3	3	3	3	3		18		
Average Class Size	16.67	16.67	19.33	19.67	20.67	22.67				
Davis	17	24	18	19	24	23			Davis	
	19	24	19	19	22	24				
	19		20	18						
Total	55	48	57	56	46	47		309	284	25
# of Classes	3	2	3	3	2	2		15		
Average Class Size	18.33	24.00	19.00	18.67	23.00	23.50				
Fairview	20	23	14	26	25	28			Fairview	
	18	25	14	24	24	27				
			16							
STEP	3	4	8	3	2	1				
Total	41	52	52	53	51	56		305	279	26
# of Classes	2	2	3	2	2	2		13		
Average Class Size	20.50	26.00	17.33	26.50	25.50	28.00				
Glenfair	23	21	20	23	29	28			Glenfair	
	22	20	23	23	28	29				
	21	20	23	24	28	30				
	20	17	24	24						
Total	86	78	90	94	85	87		520	403	117
# of Classes	4	4	4	4	3	3		22		
Average Class Size	21.50	19.50	22.50	23.50	28.33	29.00				

Hartley	19	19	18	18	18	18			Hartley	
	19	19	18	18	19	20				
		20	18	20	21					
Total	38	58	54	56	58	38		302	301	1
# of Classes	2	3	3	3	3	2		16		
Average Class Size	19.00	19.33	18.00	18.67	19.33	19.00				
Margaret Scott	20	21	19	19	21	25			Margaret Scott	
	21	22	20	21	22	28				
	23	23	20	22	22					
Total	64	66	59	62	65	53		369	318	51
# of Classes	3	3	3	3	3	2		17		
Average Class Size	21.33	22.00	19.67	20.67	21.67	26.50				
Salish Ponds	16	20	21	23	19	21			Salish Ponds	
	17	23	21	24	21	22				
	17		19		22	22				
Total	50	43	61	47	62	65		328	314	14
# of Classes	3	2	3	2	3	3		16		
Average Class Size	16.67	21.50	20.33	23.50	20.67	21.67				
Sweetbriar	20	23	21	23	19	26			Sweetbriar	
	21	25	23	24	19	26				
Total	41	48	44	47	38	52		270	247	23
# of Classes	2	2	2	2	2	2		12		
Average Class Size	20.50	24.00	22.00	23.50	19.00	26.00				
Troutdale	16	16	19	21	21	27			Troutdale	
	17	19	19	22	21	28				
	18	21	20	23	21					
Life Skills	7	3	2	6	5	2				
Total	58	59	60	72	68	57		374	334	40

# of Classes	3	3	3	3	3	2		17		
Average Class Size	19.33	19.67	20.00	24.00	22.67	28.50				
Wilkes	19	17	20	19	22	23			Wilkes	
	19	17	21	20	23	24				
	20	18	21	20	23	26				
	21	18		21						
Life Skills	5	6	4	3	4	2				
Total	84	76	66	83	72	75		456	421	35
# of Classes	4	4	3	4	3	3		21		
Average Class Size	21.00	19.00	22.00	20.75	24.00	25.00				
Woodland	21	16	17	17	26	23			Woodland	
	21	17	19	18	26	24				
	22	18	21	20		24				
		18								
Life Skills	8	3	8	6	5	4				
Total	72	72	65	61	57	75		402	386	16
# of Classes	3	4	3	3	2	3		18		
Average Class Size	24.00	18.00	21.67	20.33	28.50	25.00				
									Proj	Diff
Elementary Total	639	650	666	690	664	673		3982	3628	354
Total # of Classes	32.00	32.00	33.00	32.00	29.00	27.00				
Total Average Class Size	19.97	20.31	20.18	21.56	22.90	24.93				

Secondary Enrollment By Grade Level

School	6th Grade	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	Total	Variance	
									Proj	Diff
HB Lee MS	256	247	234					737	728	9
Reynolds MS	244	209	228					681	683	-2
Walt Morey MS	166	168	173					507	532	-25
RHS + Middle College				679	570	542	513	2304	2441	-137
RLA				2	33	82	84	201	121	80
									Proj	Diff
Secondary Total	666	624	635	681	603	624	597	4430	4505	-75

Charter School Enrollment By Grade Level

School	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th - 8th Grade Grades	Total	Variance	
									Proj	Diff
Arthur Academy	30	29	28	26	28	25		166	172	-6
Rockwood Prep	67	69	64	66	54	51		371	374	-3
MLA	47	48	48	48	48	48	273	560	554	6
HOLLA	18	20	18	21	21			98	75	23
									Proj	Diff
Charter Total	162	166	158	161	151	124	273	1195	1175	20

	Total	Variance	
		Proj	Diff
Elementary Total	3982	3628	354
Middle School Total	1925	1943	-18
High School Total	2505	2562	-57
Reynolds Total	8,412	8,133	279
Charter Total	1,195	1,175	20
Total Reynolds and Charters:	9,607	9,308	299



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Consent Agenda

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings; BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |

Summary / Background:

- A. Approval of Personnel Order
- B. Approval of Prior Meeting Minutes
- C. HB Lee Field Trip: Eugene, Oregon
- D. HB Lee SUN Field Trip: Winston, Oregon
- E. Summer School MOU with REA
- F. Summer School MOU with OSEA
- G. Grant Acceptance: Higher Education Coordinating Commission Agreement
- H. Resolutions 2024-2025 -034 and -035

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve all Consent Agenda items as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

**Reynolds School District
Board of Education Budget Committee Meeting
Meeting Minutes**

May 1, 2025

6:00 PM

Building I, Edgefield Campus

I. Call to Order

- Budget Committee Chair Margaret Breithaupt called the May 1, 2025 Budget Committee Meeting to order at 6:03p.

A. Land Acknowledgement

- Budget Committee Member Catherine Nicewood read the Land Acknowledgement into the record.

B. Roll Call

II. Budget Update Overview

III. Public Comment

IV. Budget Committee Discussion

- #6: Longevity pay is for all bargaining groups. It's a mix of percentage based on contracts, step increases, and COLAS
- #23: Early childhood intervention services, We have greater needs with younger students than we've seen in the past. Students are referred by parents, pediatricians, preschools.
- #16: Trainers are used to tape, ice, etc. We used to contract out for the position and have now hired our own employee.
- #31: Goal of student wellness - are we being set up to fail? No cuts are good cuts but there's also nothing else left to cut.
- ELD and Mental Health are important. Where else can we pull funding from? The alternative to these cuts would be to find \$3 million elsewhere in the budget. This would mean things like an additional 5-6 furlough days, ending SUN programming, removing SROs, increased class-sizes. We haven't touched programs yet (art, musics, etc) or cut maintenance yet. We could also look at taking the \$400k from staff rebalancing.
- #29: We currently have 5 DLI teachers listed. Should it be 6? Yes, one will be added to Davis.
- How will this affect Charters? Their pass-through rate is based on enrollment and will not be affected.

- Is it still financially feasible to have charters? Charters don't specifically impact our budget but this would be a conversation for the Board.
- Is there concern that more students will leave for charters? Potentially but charters also have enrollment caps.
- What about the teachers at the charters? We only supply SPED teachers, which will continue. All other charter teachers are employed by the charter, not RSD.
- Does the CBA have any affect on this? Only in terms of how RIFs are done.
- Can we sell property? This is a short term solution.
- Do we need the trainer position? This position isn't new. The staff member was hired this year. It's a classified position. Without them, we would have to pay to contract the position.
- #48: Did the cost of garbage get consolidated from other places? No, the increase is based on the actual cost this year, not the adopted amount.
- #53: This is a contractual amount by the CBA. We don't have flexibility.
- #54: These aren't extra FTE - it's extra money being held for changes/fixes.
- #60: We don't have the actual numbers for all grants yet so guesses are made based on past years. We can't spend anything if there's nothing budgeted.
- Major PERs increase.
- Are we going to do a bond?

V. Action Items

- Continued concerns around EL. Board, staff, and bargaining groups will put together priority list of what to add back if we were to get additional funding.
- Concerns about revenue streams.
- Local Budget Law: illegal for us to spend anything after July 1 if no budget has been adopted and submitted. No one has ever missed the deadline so there's not past precedence.

A. 2025-2026 Proposed Budget / Budget Resolution

BE IT MOVED, that the Budget Committee of Reynolds School District No. 7 hereby approves the Proposed Budget for Fiscal Year 2025-26 in the total sum of \$261,690,299 now on file in the District Office. BE IT MOVED, that the requirements for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby approved to be appropriated, provided however, that the sum of the appropriations is limited to the available resources. Total General Fund \$ 174,848,398. Total Special Revenue Funds \$ 53,069,201. Total Debt Service Funds \$ 28,101,700. Total Capital Project Funds \$ 5,671,000. Total All Funds \$ 261,690,299. This motion, made by Michael Reyes and seconded by Victoria Rizzo, Passed.

Yea: 8, Nay: 0

B. 2025-2026 Tax Levy Resolution

BE IT MOVED, that the Budget Committee of Reynolds School District No. 7 hereby approves the Proposed Budget for fiscal year 2025-26 in the total sum of \$261,690,299 and that the permanent tax rate of \$4.4626 per \$1,000 of assessed value be levied upon all taxable property within the District. BE

IT FURTHER MOVED, that the tax of \$13,100,000 be levied upon all taxable property and categorized as education within the District to retire a portion of the District's long-term bonded debt obligation. Levy Within Tax Base (Permanent Rate): \$4.4626. Levy for Bonded Debt (excluded from all limitations): \$13,100,000. This motion, made by Michael Reyes and seconded by Aaron Muñoz, Passed.

Yea: 8, Nay: 0

VI. Adjourn

- Budget Committee Chair Margaret Breithaupt adjourned the May 1, 2025 Budget Committee meeting at 7:53p.



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**Reynolds School District
Board of Education Business Meeting
Meeting Minutes**

April 23, 2025

6:00 PM

Building I, Edgefield Campus

Present: Patty Carrera, Francisco Ibarra, Michael Reyes, Joyce Rosenau, Cayle Tern, **Absent:** Ana Gonzalez Muñoz, Aaron Muñoz.

I. 5:30p - Executive Session

The Reynolds School Board and the Superintendent will recess into Executive Session at 5:30p, under ORS 192.660(2)(a) Personnel. Executive Session is closed to the public.

II. 6:00p - Call to Order

- Chair Michael Reyes called the April 23, 2025 Business Meeting to order at 6:01p.

A. Roll Call

B. Consider Approval of the April 23, 2025 Agenda

I move that the Board approve the April 23, 2025 agenda as presented. This motion, made by Patty Carrera and seconded by Joyce Rosenau, Passed.

Yea: 5, Nay: 0

C. Pledge of Allegiance

D. Land Acknowledgement

- Read into the record by Student Board Representative Mason Ho.

E. Mission and Vision

- Read into the record by Chair Michael Reyes.

III. 6:10p - Recognition

A. Student Recognition - RMS

B. Resolution 2024-2025-027: Asian-American and Pacific Islander Heritage Month

- Read into the record by Director Cayle Tern.

C. Resolution 2024-2025-028 Jewish American Heritage Month

- Read into the record by Chair Michael Reyes.

D. Resolution 2024-2025-029 Teacher Appreciation Week

- Read into the record by Director Joyce Rosenau.

E. Resolution 2024-2025-030 School Lunch Hero Day

- Read into the record by Chair Michael Reyes.

F. Resolution 2024-2025-031 School Nurse Day

- Read into the record by Director Patty Carrera.

IV. 6:35p - High School Student Report

V. 6:40p - Public to be Heard

Members of the public will address the board with comments and the board will listen only. Public Comment will be limited to 7 speakers with 3 minutes each. Forms must be turned in before the meeting start time.

VI. 6:55p - Bargaining Group Updates

VII. 7:05p - Presentation to the Board

A. Science and Health Curriculum Adoptions

B. 25-27 Integrated Programs Application

C. Boundary Adjustments

D. Cell Phone Use in Schools

VIII. 8:05p - Superintendent's Reports

A. Announcements/Reports

B. Financial Report

C. Enrollment Report

IX. 8:20p - Consent Agenda

I move that the Board approve the Consent Agenda as presented. This motion, made by Francisco Ibarra and seconded by Cayle Tern, Passed.

Yea: 5, Nay: 0

A. Approval of Personnel Order

B. Approval of Prior Meeting Minutes

C. Field Trips:

i. RLA Science Trip to Beverly Beach State Park

ii. RHS Choir Trip to Seattle, Washington

iii. RHS Speech and Debate Trip to Monmouth, Oregon

D. Grant Acceptance:

i. Lemelson Grant

ii. Oregon Department of Human Services - HOWTO Grant

E. Resolutions 2024-2025 -027 to -031

X. 8:25p - Action Items

A. Procurement Exemption: Design / Build

I move that the Board, acting as the Local Contract Review Board, approve the utilization of Design Build contracting methods for the PCEF SP 16 and CfCA physical infrastructure projects. This motion, made by Patty Carrera and seconded by Cayle Tern, Passed.

Yea: 5, Nay: 0

B. 2015 Bond Refund

I move that the Board approve Resolution 2024-2025-032: Authorizing the Issuance, Sale, and Delivery of General Obligation Refunding Bonds. This motion, made by Patty Carrera and seconded by Francisco Ibarra, Passed.

Yea: 5, Nay: 0

C. Boundary Adjustments

I move that the Board approve the proposal boundary changes for the schools on the westside of the district as presented. This motion, made by Joyce Rosenau and seconded by Cayle Tern, Passed.

Yea: 5, Nay: 0

D. Science and Health Curriculum Adoptions

I move that the Board adopt the recommended Instructional Materials for both K-12 Science and K-12 Health. This motion, made by Francisco Ibarra and seconded by Patty Carrera, Passed.

Yea: 5, Nay: 0

E. 25-27 Integrated Programs Application

I move that the Board adopt the 2025-27 Integrated Programs application as presented. This motion, made by Cayle Tern and seconded by Francisco Ibarra, Passed.

Yea: 5, Nay: 0

XI. 8:40p - Board Announcements and Discussion

A. Individual Board Members - Announcements and Reports

B. Upcoming Board Meetings

XII. 8:45p - Adjourn

- Chair Michael Reyes adjourned the April 23, 2025 Business Meeting at 9:11p.



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**Reynolds School District
Board of Education Budget Committee Meeting
Meeting Minutes**

April 17, 2025

6:00 PM

Building I, Edgefield Campus

I. 6:00p - Call to Order - Board Chair

- Board Chair Michael Reyes called the April 17, 2025 Budget Committee meeting to order at 6:02p.

A. Land Acknowledgement

- Read into the record by Chair Michael Reyes.

B. Roll Call / Introductions

II. 6:10p - Elect Budget Committee Chair - Board Chair

- Margaret Breithaupt was nominated as the Budget Committee Chair. The committee voted unanimously in favor.

III. 6:15p - Elect Budget Committee Vice Chair - Budget Committee Chair

- Patty Carrera was nominated as Budget Committee Vice Chair. The committee unanimously approved.

IV. 6:20p - Budget Message - Superintendent Frank Caropelo

V. 6:30p - Budget Presentation - Executive Director of Financial Services Holly Langan

VI. 7:00p - Questions from the Budget Committee

VII. 7:30p - Recess to Next Scheduled Budget Committee Meeting - May 1, 2025 at 6:00p

- Chair Margaret Breithaupt recessed the Budget Committee at 7:00p. They will next convene on May 1, 2025 at 6p.



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: HB Lee Field Trip to University of Oregon

Type: Action Item Report / Presentation

Policy: IICA: Field Trips and Special Events

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Marginalized Students | <input type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input type="checkbox"/> Professional Development |
-

Summary / Background:

Students from advanced band will attend a music clinic at the University of Oregon. Because this trip was planned and scheduled between Board meetings, the superintendent gave permission for the trip to proceed.

Previous Board Action:

The Board is responsible for approving all field trips over 100 miles from the district.

Financial Implications:

\$684.44 from band ASB and title funds or general student body ASB funds

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the HB Lee band trip to the University of Oregon as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote


Reynolds School District
INITIAL REQUEST FOR STUDENT TRAVEL OVER 100 MILES ROUND TRIP

Name of Group: H.B. Lee Intermediate Band School: H.B. Lee

Note: This initial request must be submitted and approved 30 days before any commitment can be made or before any money-making activities can be started.

Date Request Submitted: 04-22-2025 Date(s) of Activity: 05-16-25

If sufficient space is not available on this form, supporting data should be attached.

1. Purpose of the trip. (Complete related section on the next page.)
Band clinic with music education students and professor
2. List staff member(s) responsible for students. List all other supervisors on trip.
Mara Liechty, 1 parent chaperone TBD
3. School equipment to be used:
Band instruments, school bus
4. Lodging:
none needed
5. Will Student Travel Insurance be obtained? Yes No
6. Estimated number of students: 25 Number of supervisors: 2
7. Parent permission slip on file: Yes No
8. Person or persons initiating request: Mara Liechty Date: 04-22-25
9. Principal approval:  Date: 5/20/25

Decision: Preliminary approval to continue with planning Yes No

If denied, reason _____

District Activities Coordinator Date

Final Approval Yes No

District Activities Coordinator

Date

Reynolds School District
PURPOSE OF TRIP

1. List itinerary.
7:00 students arrive H.B. Lee; 7:15 depart H.B. Lee; 10:00 clinic at UO; 12:00 lunch;
1:15 trampoline park; 2:40 depart Eugene; 5:45 arrive H.B. Lee

2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?
Students are learning from music education students and Dr. Wiltshire, one of UO's music ed professors. They will spend two hours learning from different music educators

3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?
College students will play side-by-side with LMS students and give insights to their instruments. Students will learn new ways of approaching their music.

4. What effect does the trip have on other classes or programs?
Students will be gone for one full school day. Students will be responsible for making up missed work.

5. Estimated cost of trip \$ 684.44 . Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)
Dedicated music account from building fund and band ASB account.

6. Describe methods of transportation. List names of drivers, types of automobiles, and whether a Type 10/20 license will be required for drivers (see Policy EEAE).
Bus

7. Describe supervision plans to ensure maximum safety for students.
Students will be supervised at all times by teacher and/or parent chaperone. While at UO, students will be escorted to the bathroom by an adult. All other locations will have students and bathroom entrances within sight at all times. This is not an overnight trip.

Reynolds School District
STUDENT CONTRACT: FIELD TRIPS AND AWAY-FROM-SCHOOL ACTIVITIES

To: Student and Parent(s)

The Reynolds School District is proud of its students and is confident that in most circumstances student conduct on field trips and away-from-school activities will be reasonable and prudent. However, in the event that a student chooses not to abide by the rules established by the adult(s) in charge, he/she should be aware of the consequences. The student should fill in the information requested below and sign the contract. If the student is under 18 years of age, his/her parent should also sign.

Student Name: _____

School: _____

Description of field trip/activity: _____

Location/Destination: _____

Date(s) of field trip/activity: _____

Name(s) of person in charge of field trip/activity: _____

I understand that the above named trip is an official school activity and that all rules and regulations applying in the Reynolds School District are in effect. Among these rules are the following:

1. All directions and guidelines established by the adult(s) in charge will be followed;
2. There will be no use of alcoholic beverages or other drugs at any time;
3. There will be no smoking while on the bus or van;
4. All established time schedules will be followed;
5. Reasonable and proper behavior will be maintained at all times during the trip.

I recognize that in the case of serious violation of the rules, that my parent(s) will be called collect and that I will be sent at home at their expense.

Student Signature

Date

Parent Signature

Date

(Complete student health history on next page.)

Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS

Student Name: _____

Birth Date: _____

Address: _____

Home Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

Person to be called in case of emergency if parent/guardian cannot be reached:

Name: _____

Relationship: _____

Telephone: _____

Medical Contact Information:

Physician: _____

Telephone: _____

Please list any allergies (bee sting, medications, etc.) or illness that the school should be aware of:

Medications student is currently taking:

Any special information/instructions concerning medication:

I hereby give my permission for non-prescription medication (for example, aspirin) to be given to my child if deemed advisable by designated school personnel. In case of surgical emergency, I hereby give permission to the physician selected by the school director, or in his/her absence, his/her designee, to hospitalize, secure treatment for and to order injections, anesthesia or surgery for my child as named above.

Any directions to the contrary should be specified on the reverse side of this form and signed.

Activity:

Parent/Guardian Signature

Date

Reynolds School District Student Field Trip Contract

Please sign the bottom of this sheet and fill in the information on the back.

Return this sheet to Ms. Liechty in room 502.

Student Name: _____

School: HB Lee Middle School

Person in Charge: Mara Liechty

Description of Field Trip/Activity:	University of Oregon Band Clinic
Location/Destination:	1. University of Oregon School of Music and Dance 1225 E 18 th Ave, Eugene, OR 97403
	2. DEFY Eugene Trampoline Park 85 Division Ave, Eugene, OR 97404
Date:	Friday, May 16 th , 2025
Time:	7:00 am - 5:45 pm

Will your student need a school lunch?

Yes No, they will bring their own No, they will bring money for lunch

I have filled out the waiver for DEFY Eugene. <https://waiver.haveablast.roller.app/DEFYEugene/>

I understand that the above-named trip is an official school activity and that all rules and regulations applying in the Reynolds School District are in effect. Among these rules are the following:

1. All directions and guidelines established by the adult(s) in charge will be followed
2. There will be no use of alcoholic beverages or other drugs at any time
3. There will be no smoking while on the bus, van, or in the car.
4. All established time schedules will be followed
5. Reasonable and proper behavior will be maintained at all times during the trip

I recognize that in the case of serious violation of the rules, my parents will be called and I will be sent home at their expense.

Student signature

Date

Parent/Guardian Signature

Date

Student Emergency Information

Student Name: _____

Birth Date: _____

Parent/Guardian Name: _____

Home Phone: _____ Work Phone: _____

Emergency Contact Name: _____

Relationship: _____

Phone: _____

Medical Contact Information:

Doctor: _____

Phone: _____

Please list any allergies (bee stings, medications, etc.) or illness that the school should be aware of:

Any special information?

I hereby give my permission for non-prescription medication to be given to my child if deemed advisable by designated school personnel. In case of surgical emergency, I hereby give permission to the physician selected by the school director, or in his/her absence, his/her designee, to hospitalize, secure treatment for and to order injections, anesthesia or surgery for my child as named above.

Any directions to the contrary should be specified below and signed.

Parent/Guardian Signature

Date

Dear H.B. Lee Intermediate Band Parents/Guardians,

On Friday, May 16th, the Intermediate Band will be traveling to University of Oregon for a clinic with music education professor Dr. Wiltshire and his students. The college students get an opportunity to work with real middle school students, and we get to learn how to improve our skills from multiple (future) music educators.

After the two-hour clinic at the UO School of Music, we will travel to Division Avenue in Eugene to eat lunch. Students may request a sack lunch from the school, bring their own lunch, or bring money for Burger King or Taco Bell.

After lunch, we will spend an hour at DEFY Eugene, a trampoline park. The cost for DEFY will be covered by the band program, thanks to everyone's fundraising efforts!

Students are only allowed to jump at DEFY if parents have filled out a waiver form. You can access the waiver at <https://waiver.haveablast.roller.app/DEFYEugene/> A paper waiver is available upon request. Please complete the waiver before May 16th.

Students will need their instrument (sticks and mallets only for percussion), music, lunch/money for lunch, and shoes comfortable enough to walk in. We are meeting at HB Lee at 7:00 am, and we will return around 5:45 pm.

We also need at least one chaperone to accompany us on May 16th. If you are available and would like to join us, please let me know as soon as possible. If you have any concerns or questions, please do not hesitate to contact me.

Regards,

Mara Liechty
Band Director
HB Lee Middle School

Estimados padres/tutores de la banda intermedia de H.B. Lee:

El viernes 16 de mayo, la Banda Intermedia viajará a la Universidad de Oregón para una clínica con el profesor de educación musical, Dr. Wiltshire, y sus alumnos. Los estudiantes universitarios tendrán la oportunidad de trabajar con estudiantes reales de secundaria y aprenderán a mejorar sus habilidades con la ayuda de varios (futuros) educadores musicales.

Después de la clínica de dos horas en la Escuela de Música de la UO, nos dirigiremos a Division Avenue en Eugene para almorzar. Los estudiantes pueden solicitar una lonchera en la escuela, traer su propio almuerzo o traer dinero para Burger King o Taco Bell.

Después del almuerzo, pasaremos una hora en DEFY Eugene, un parque de trampolines. El costo de DEFY será cubierto por el programa de la banda, ¡gracias a la recaudación de fondos de todos!

Los estudiantes solo pueden saltar a DEFY si sus padres han completado un formulario de exención. Puede acceder al formulario en <https://waiver.haveablast.roller.app/DEFYEugene/>. Hay un formulario impreso disponible previa solicitud. Por favor, complete el formulario antes del 16 de mayo.

Los estudiantes necesitarán su instrumento (baquetas y mazos sólo para percusión), música, almuerzo/dinero para el almuerzo y zapatos lo suficientemente cómodos para caminar. Nos reuniremos en HB Lee a las 7:00 am y regresaremos alrededor de las 5:45 pm.

También necesitamos al menos un acompañante el 16 de mayo. Si está disponible y desea unirse a nosotros, por favor, avíseme lo antes posible. Si tiene alguna duda o pregunta, no dude en contactarme.

Saludos,

Mara Liechty
Directora de Banda
H.B. Lee Middle School



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: HB Lee SUN Trip to Wildlife Safari

Type: Action Item Report / Presentation

Policy: IICA: Field Trips and Special Events

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Marginalized Students | <input type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input type="checkbox"/> Professional Development |
-

Summary / Background:

Students from the SUN program will be given the opportunity to interact with animals and learn about their life cycles by going on a field trip to the Wildlife Safari.

Previous Board Action:

The Board is responsible for approving all field trips over 100 miles away from the district.

Financial Implications:

Funding will come through Metropolitan Family Services (MFS), the SUN provider.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the HB Lee SUN field trip to Wildlife Safari.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

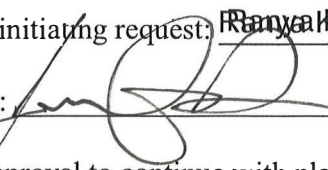
Reynolds School District
INITIAL REQUEST FOR STUDENT TRAVEL OVER 100 MILES ROUND TRIP

Name of Group: SUN School: H.B. Lee Middle School

Note: This initial request must be submitted and approved 30 days before any commitment can be made or before any money-making activities can be started.

Date Request Submitted: May 2nd, 2025 Date(s) of Activity: May 31st, 2025

If sufficient space is not available on this form, supporting data should be attached.

1. Purpose of the trip. (Complete related section on the next page.)
Wildlife Safari Field Trip to learn about animal conservation and endangered species.
 2. List staff member(s) responsible for students. List all other supervisors on trip.
Ranya Khoury and Gabriela Snell
 3. School equipment to be used:
School Bus
 4. Lodging:
N/A
 5. Will Student Travel Insurance be obtained? Yes No
 6. Estimated number of students: 50 50 Number of supervisors: 6 6
 7. Parent permission slip on file: Yes No Ranya Khoury 5/2/2025
 8. Person or persons initiating request: Ranya Khoury Date: 5/2/25
 9. Principal approval:  Date: 5/20/25
- Decision: Preliminary approval to continue with planning Yes No
- If denied, reason _____
-

District Activities Coordinator Date

Final Approval Yes No

District Activities Coordinator

Date

Reynolds School District
PURPOSE OF TRIP

1. List itinerary.
Departure from H.B. Lee: 7am - Arrival at Safari: 10:15am Wildlife Encounter at 11:30am. Lunch Time: 12:30. Education Presentation at 1:30pm. Guided Safari Tour at 2:30pm-4:00pm. Dinner at 4:30pm. Departure at 5:00pm. Arrive at Lee by 8:00pm.
2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?
This trip will be linked to activities held during the SUN Science Club and will provide students with the opportunity to learn about Wildlife Conservation and Extinction.
3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?
The students will be given the chance to interact with animals and learn about their habitats and life cycles. With more knowledge the students will have a larger appreciation for wildlife and protecting the environments they live in.
4. What effect does the trip have on other classes or programs?
Students must maintain good behaviors and regular attendance during school to be able to attend the trip which will improve the learning environment in school day classes and after school SUN programs.
5. Estimated cost of trip \$3,800 _____. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)
This trip will be funded through the MFS SUN program.
6. Describe methods of transportation. List names of drivers, types of automobiles, and whether a Type 10/20 license will be required for drivers (see Policy EEAE).
A transportation request for one school bus and driver has been submitted pending board approval for the trip.
7. Describe supervision plans to ensure maximum safety for students.
We will have the appropriate ratio of staff to students and maintain proper supervision to ensure the safety of all students. SUN staff is First Aid and Medication Administration trained and will take a first aid kit to be prepared for emergency situations. Emergency contact information will be readily available to all staff.

Reynolds School District
STUDENT CONTRACT: FIELD TRIPS AND AWAY-FROM-SCHOOL ACTIVITIES

To: Student and Parent(s)

The Reynolds School District is proud of its students and is confident that in most circumstances student conduct on field trips and away-from-school activities will be reasonable and prudent. However, in the event that a student chooses not to abide by the rules established by the adult(s) in charge, he/she should be aware of the consequences. The student should fill in the information requested below and sign the contract. If the student is under 18 years of age, his/her parent should also sign.

Student Name: _____

School: HB Lee Middle School

Description of field trip/activity: Wildlife Safari Field Trip

Location/Destination: 1790 Safari Rd. Winston, OR 97496

Date(s) of field trip/activity: Saturday, May 31, 2025

Name(s) of person in charge of field trip/activity: Ranya Khoury

I understand that the above named trip is an official school activity and that all rules and regulations applying in the Reynolds School District are in effect. Among these rules are the following:

1. All directions and guidelines established by the adult(s) in charge will be followed;
2. There will be no use of alcoholic beverages or other drugs at any time;
3. There will be no smoking while on the bus or van;
4. All established time schedules will be followed;
5. Reasonable and proper behavior will be maintained at all times during the trip.

I recognize that in the case of serious violation of the rules, that my parent(s) will be called collect and that I will be sent at home at their expense.

Student Signature

Date

Parent Signature

Date

(Complete student health history on next page.)

Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS

Student Name: _____

Birth Date: _____

Address: _____

Home Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

Person to be called in case of emergency if parent/guardian cannot be reached:

Name: _____

Relationship: _____

Telephone: _____

Medical Contact Information:

Physician: _____

Telephone: _____

Please list any allergies (bee sting, medications, etc.) or illness that the school should be aware of:

Medications student is currently taking:

Any special information/instructions concerning medication:

I hereby give my permission for non-prescription medication (for example, aspirin) to be given to my child if deemed advisable by designated school personnel. In case of surgical emergency, I hereby give permission to the physician selected by the school director, or in his/her absence, his/her designee, to hospitalize, secure treatment for and to order injections, anesthesia or surgery for my child as named above.

Any directions to the contrary should be specified on the reverse side of this form and signed.

Activity:

Parent/Guardian Signature

Date



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Shaunice Silas, Executive Director of Human Resources

Subject: REA Summer School MOA

Type: Action Item Report / Presentation

Policy: BBA: Board Powers and Duties

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

Reynolds School District No. 7, Multnomah County, Oregon (District) and the Reynolds Education Association (“Union”), enter this Memorandum of Agreement (MOA) regarding the wages, benefits, and working conditions of bargaining unit members during the District’s 2025 Summer School. This Memorandum of Agreement is effective during Summer School sessions from June 22, 2025 through August 8, 2025.

Previous Board Action:

The Board approves all bargaining group agreements.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the REA 2025 Summer School Memorandum of Agreement.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Memorandum of Agreement Between Reynolds School District and Reynolds Education Association on 2025 Summer School

Reynolds School District No. 7, Multnomah County, Oregon (District) and the Reynolds Education Association (“Union”), enter this Memorandum of Agreement (MOA) regarding the wages, benefits, and working conditions of bargaining unit members during the District’s 2025 Summer School. This Memorandum of Agreement is effective during Summer School sessions from June 22, 2025 through August 8, 2025.

1. The work schedule for the 2025 Summer School session must comply with Articles 7 and 9 of the current Collective Bargaining Agreement.
2. As part of Summer School programming, administrators may assign necessary duties that are not ordinarily a part of an educator’s regular work responsibilities, so long as such duties are equitably shouldered by all educators through a schedule rotation. Examples of such duties might include bus off and on-boarding, breakfast, lunch or recess supervision, transitions between cohorts, etc. Schedules may be flexed by mutual agreement between administrator and member. This could include starting or leaving 15 minutes earlier, exchanges of additional break or lunch or prep time for duty, or compensation at hourly rate if the contract day should need to be extended.
3. All staff will be provided a confidential space to conduct tasks requiring confidentiality when appropriate and needed for their assignment.
4. Job postings for Summer School positions will be building-specific and advertised via an email notification provided by the District. Such positions will be filled by interested in-building staff first who are qualified by endorsement. In the event that no in-building personnel are interested or qualified by endorsement to fill a position, a candidate will be sought elsewhere within the District. When more than one candidate is interested in a position, the process currently used for voluntary transfers within the district, including internal interviews if necessary, will be implemented to determine selection. If no qualified staff members are interested in advertised summer school positions, such jobs will be posted on the District website and standard hiring protocols will be used to fill the position.
5. Certified staff members who fill Summer School positions for the 2025 session will be paid at their hourly rate for all working hours and will be protected by the current Collective Bargaining Agreement, regardless of their assignment including those serving in administration positions. Certified staff members shall be paid based on the 2024-25 salary schedule as of March 1, 2025. This change is possible due to state level funds not traditionally available and is not intended to establish precedent. Hours worked will be entered daily into the provided time sheet system. Staff will be paid for Summer School hours on the established monthly pay dates for substitutes and temporary staff, currently July 15 (hours worked June 16–30), August 1 (hours worked July 1–15), August 15 (hours worked July 16–31), August 29 (hours worked August 1–15). Any late entries will be paid no later than the following scheduled pay date; all summer hours must be submitted before September 1 due to grant fund reimbursement deadlines. Staff working Summer School shall not be evaluated as per Article 5, H. of the CBA; all other provisions of Article 5 will be adhered to during Summer School.
6. Certified staff members who are considered full-time—defined as working 8 hours per day per Article 9—will be afforded a minimum of one (1) hour of paid prep time and paid lunch breaks each day, consistent with current contract language in Article 9. For certified staff working more than six (6) hours per day, but less than full-time (8 hours), this will also include a paid lunch break and a proportionate amount of prep time, aligned with the spirit of Article 9.
7. All certified staff members shall be given eight (8) hours of pre-instructional preparation time before students begin summer school at their hourly rate. This day is to be used by members to



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To: Board of Directors

From: Shaunice Silas, Executive Director of Human Resources

Subject: OSEA Summer School MOA

Type: Action Item Report / Presentation

Policy: BBA: Board Powers and Duties

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

The Reynolds School District (“District”) and the Oregon School Employees’ Association, Reynolds Chapter 37 (“Union”), enter this Memorandum of Agreement (MOA) regarding the wages, benefits, and working conditions of bargaining unit members during the District’s 2025 Summer School. This Memorandum of Agreement is effective during Summer School sessions from June 22, 2025 through August 8, 2025.

Previous Board Action:

The Board approves all bargaining groups agreements.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the OSEA 2025 Summer School Memorandum of Agreement.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

**MEMORANDUM OF AGREEMENT
BETWEEN
THE REYNOLDS SCHOOL DISTRICT
AND
THE OREGON SCHOOL EMPLOYEES ASSOCIATION REYNOLDS CHAPTER 37
SUMMER SCHOOL**

This Memorandum of Agreement (MOA) is entered into by and between the Reynolds School District ("District") and the Oregon School Employees Association Reynolds Chapter 37 ("Association"). The District and Association are parties to a Collective Bargaining Agreement (CBA) with the effective dates of July 1, 2024 - June 30, 2027.

RECITALS

The intent of this MOA is to establish wages and selection of bargaining unit members during the District's 2025 Summer School program.

TERMS OF MEMORANDUM OF AGREEMENT

WAGES:

1. The District and the Association agree that less than twelve- (12-) month employees hired for the entire Summer School program will receive five dollars (\$7.00) per hour in addition to their 2025-26 hourly wage for their current position for time worked while Summer School is in session.
2. Hours worked will be entered daily into the provided time sheet system. Staff will be paid for Summer School hours on the established monthly pay dates for substitutes and temporary staff, currently July 15 (hours worked June 16–30), August 1 (hours worked July 1–15), August 15 (hours worked July 16–31), August 29 (hours worked August 1–15). Any late entries shall be paid no later than the following scheduled pay date; all summer hours must be submitted on or before September 1 due to grant fund reimbursement deadlines.
3. Twelve- (12-) month employees who work in a building designated for a Summer School session will receive a one-time stipend of two hundred dollars (\$200).

STAFF SELECTION:

Current non-12-month employees who have indicated interest by April 24, 2025 will be offered temporary positions in the following manner:

1. Employees applying for a position outside their current classification will be considered after any applicants from the appropriate classification have been placed.
2. Award the position to the candidate who is determined by the District to best meet the qualifications as per the job description of the open position and the following criteria:
 - a. Employee's skills, experience, and qualifications based on the job description,
 - b. Employee's success in former positions based on references,
 - c. Employee's length of service in the district and in the position presently held,
 - d. Recommendations of the employee's supervisors.

In the event two (2) or more current employees are equally qualified, the position shall be awarded to the employee with the greatest seniority.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Grant Acceptance: Higher Education Coordinating Commission Agreement # 24-072H

Type: Action Item Report / Presentation

Policy: DD: Grant Funding Proposals and Applications

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Marginalized Students | <input type="checkbox"/> Culturally Responsive Teaching |
| <input type="checkbox"/> Student and Staff Wellness | <input type="checkbox"/> Professional Development |
-

Summary / Background:

This agreement serves to fund the Oregon Youth Corps (OYC) program at RLA in order for students to train and gain experience in natural conservation work.

Previous Board Action:

This is a grant renewal. Most recently in March, 2024, the Board approved receipt of these funds for RLA from the Higher Education Coordinating Commission.

Financial Implications:

This agreement represents a \$30,000 investment into the RLA OYC program to complete service projects with regional partners in environmental restoration during the school year and summer.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve grant agreement number 24-072H with the State of Oregon Higher Education Coordinating Commission.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Informational Cover Page - Grant

THIS PAGE IS NOT PART OF THE AGREEMENT

Agreement No. 24-072H

AGREEMENT INFORMATION	
Project Title:	Community Stewardship Corps 25-27
Allowable Cost Period:	7/1/2025 - 6/30/2027
Effective Period:	Upon execution - 12/01/2027
Amount:	Total \$30,000.00 \$15,000.00 (Service-Learning Education) \$15,000.00 (On-the-Job Training)
Distribution Schedule:	Quarterly Reimbursement
Funding Source:	30082 OYC ADT Funds
GRANTEE INFORMATION	
Grantee:	Reynolds School District
Address:	1204 NE 201st Ave. Fairview, OR 97024
Administrator:	Rosalee Sandy
Phone:	503-320-2510
Email:	rsandy@rsd7.net
Fiscal Contact:	Lauren Tonn
Phone:	503-661-7200
Email:	ltonn@rsd7.net
HECC INFORMATION	
Administrator:	Mike Norman
Phone:	971-372-5655
Email:	mike.norman@hecc.oregon.gov
Procurement Contact:	Karen DeHut
Phone:	971-209-8826
Email:	Karen.e.dehut@hecc.oregon.gov

STATE OF OREGON GRANT AGREEMENT

Agreement No. 24-072H

This Agreement is between the State of Oregon acting by and through its Higher Education Coordinating Commission (“HECC”) and Reynolds School District (“Grantee”), each a “Party” and, together, the “Parties”.

SECTION 1: AUTHORITY

This Agreement is authorized by ORS 350.075 and ORS 418.657.

SECTION 2: PURPOSE

The purpose of this Agreement is to provide disadvantaged and at-risk youth career and work-based learning opportunities, to gain valuable work skills training with an emphasis on education and lifelong learning. Oregon Youth Corps’ (“OYC”), Community Stewardship Corps (“CSC”) work projects focus on natural resource enhancement and community stewardship to protect, conserve, rehabilitate and improve the natural, historical, and cultural resources of Oregon.

SECTION 3: TERM OF AGREEMENT

This Agreement is effective when all Parties have executed this Agreement, and all necessary approvals have been obtained. This Agreement terminates on December 1, 2027 unless terminated earlier in accordance with Section 18.

SECTION 4: GRANT ADMINISTRATORS

4.1 HECC’s Grant Administrator is:

Mike Norman
3225 25th Street SE
Salem, OR 97302
Phone: 971-372-5655
Email: mike.norman@hecc.oregon.gov

4.2 Grantee’s Grant Administrator is:

Rosalee Sandy
1204 NE 201st Ave.
Fairview, OR 97024

Phone: 503-320-2510

Email: rsandy@rsd7.net

- 4.3 Either Party may change its Grant Administrator by providing written notice to the other Party.

SECTION 5: PROJECT ACTIVITIES

Grantee shall perform the project activities set forth in Exhibit A (the “Project”), attached and incorporated by this reference.

SECTION 6: GRANT

In accordance with the terms and conditions of this Agreement, HECC shall provide Grantee up to \$30,000.00 (“Grant Funds”) for the purposes described in this Agreement.

- 6.1 **Reimbursement Generally.** HECC shall reimburse the Grant Funds upon receipt and acceptance of Grantee’s reimbursement requests according to the following schedule:

6.1.1 RESERVED

- 6.1.2 Ongoing Quarterly Reimbursements. Grantee will submit reimbursement requests no more frequently than quarterly using General Funds (as described in Exhibit A).

To be processed for payment, reimbursement requests must include the following information:

- Reimbursement request date
- HECC’s Agreement number
- HECC’s Grant Administrator
- Amount being requested
- Budget details for each reimbursement request and all previous funding requests under this agreement

Grantee shall e-mail reimbursement requests to the Grant Administrator.

- 6.2 **Allowable Cost Period.** The Allowable Cost Period is the period between **July 1, 2025, and June 30, 2027.**

- 6.3 **Allowable Costs.** The Grant Funds shall only be used to pay for costs of the Project incurred by Grantee during the Allowable Cost Period and used for the Project as set forth in Exhibit A. Any changes to the Project must be approved by HECC in writing; however, notwithstanding the foregoing, if HECC determines a requested change to the Project is material, HECC may require the execution of an amendment to this Agreement. For avoidance of doubt, indirect costs are not Allowable Costs.

- 6.4 Conditions Precedent to Reimbursement.** HECC's obligation to reimburse Grant Funds to Grantee under this Agreement is subject to satisfaction of each of the following conditions precedent:
- 6.4.1** HECC has received sufficient funding and expenditure authorizations to allow HECC, in the exercise of its reasonable administrative discretion, to make the reimbursement.
 - 6.4.2** No default as described in Section 12 has occurred.
 - 6.4.3** Grantee's representations and warranties set forth in Section 7 are true and correct on the date of reimbursement(s) with the same effect as though made on the date of reimbursement.
 - 6.4.4** By execution of this Agreement, Grantee certifies in writing that is has complied with all applicable requirements under Section 11.
 - 6.4.5** HECC has received and accepted all reports related to this Agreement due at time of reimbursement.
- 6.5 Backup Documentation.** Upon request by HECC, Grantee will promptly provide backup documentation satisfactory to HECC to support Grantee's expenditure of Grant Funds.
- 6.6 Duplicate Payment.** Grantee shall not be compensated for, or receive any other form of duplicate, overlapping or multiple payments for the same costs financed by or costs and expenses paid for by Grant Funds from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- 6.7 Suspension of Funding and Project.** HECC may by written notice to Grantee, temporarily cease funding and require Grantee to stop all, or any part, of the Project dependent upon Grant Funds for a period of up to 180 days after the date of the notice, if HECC has or reasonably projects that it will have insufficient funds from the funding source to reimburse the full amount of the Grant Funds. Upon receipt of the notice, Grantee must immediately cease all Project activities dependent on Grant Funds, or if that is impossible, must take all necessary steps to minimize the Project activities allocable to Grant Funds. If HECC subsequently projects that it will have sufficient funds, HECC will notify Grantee that it may resume activities. If sufficient funds do not become available, Grantee and HECC will work together to amend this Grant to revise the amount of Grant Funds and Project activities to reflect the available funds. If sufficient funding does not become available or an amendment is not agreed to within a period of 180 days after issuance of the notice, HECC will either (i) cancel or modify the stop-work order by a supplemental written notice or (ii) terminate this Agreement as permitted by either the termination at HECC's discretion or for cause provisions of this Agreement.

SECTION 7: REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to HECC that:

- 7.1** Grantee is a school district duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder;
- 7.2** The making and performance by Grantee of this Agreement (a) have been duly authorized by Grantee according to its governing laws and organizational documents, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's enabling law, organizational documents or other organizational rules or policies; and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement, other than those that have already been obtained;
- 7.3** This Agreement has been duly executed and delivered by Grantee and, when executed by HECC, constitutes a legal, valid and binding obligation of Grantee enforceable in accordance with its terms; and
- 7.4** The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided by Grantee.
- 7.5** Grantee acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any action or conduct by Grantee pertaining to this Agreement that constitutes a "claim" (as defined by the Oregon False Claims Act, ORS 180.750 (1)). By its execution of this Agreement, Grantee certifies the truthfulness, completeness, and accuracy of any statement or claim it has made, it makes, it may make, or causes to be made that pertains to this Agreement or to the Project. In addition to other penalties that may be applicable, Grantee further acknowledges that if it makes, or causes to be made, a false claim or performs a prohibited act under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against Grantee. Nothing in this Section or this Agreement may be construed as limiting or derogating from any authority granted the Oregon Attorney General under 180.750 to 180.785.
- 7.6** Grantee shall immediately report in writing, to HECC, any credible evidence that a principal, employee, agent, or subcontractor of Grantee, or any subgrantee or other person, has made a false claim or committed a prohibited act under the Oregon False Claims Act, or has committed a criminal or civil violation of laws pertaining to fraud, bribery, gratuity, conflict of interest, or similar misconduct in connection with this Agreement or monies paid by HECC under this Agreement.
- 7.7** Grantee must include subsections 7.5 through 7.6 of this Section in each subcontract or subgrant Grantee may award in connection with the performance of this Agreement. In doing so, Grantee may not modify the terms of those subsections, except to identify the subcontractor or subrecipient who will be subject to those provisions.

SECTION 8: GOVERNING LAW, CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between HECC or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. GRANTEE, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

SECTION 9: OWNERSHIP OF WORK PRODUCT

- 9.1** As used in this Section 9 and elsewhere in this Agreement, the following terms have the meanings set forth below:
- 9.1.1** "**Third Party Intellectual Property**" means any intellectual property owned by parties other than Grantee or HECC.
 - 9.1.2** "**Work Product**" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item that Grantee is required to deliver to HECC under this Agreement, and all intellectual property rights therein.
- 9.2** Grantee retains ownership of all Work Product, and grants HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license to use, to reproduce, to prepare derivative works based upon, to distribute, to perform and to display the Work Product, to authorize others to do the same on HECC's behalf, and to sublicense the Work Product to other entities without restriction.
- 9.3** If the Work Product created by Grantee under this Agreement is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on HECC's behalf and in the name of HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license allowing HECC and other entities the same rights listed above for to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing element of the Third party Intellectual Property employed in the Work Product.
- 9.4** If state or federal law requires that HECC or Grantee grant to the United States a license to any intellectual property in the Work Product then Grantee shall execute such further

documents and instruments as HECC may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or HECC.

SECTION 10: INDEMNIFICATION

- 10.1** Grantee shall defend, save, hold harmless, and indemnify the State of Oregon and HECC and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney's fees, resulting from, arising out of, or relating to the activities of Grantee or its officers, employees, subcontractors, or agents under this Agreement or in connection with the Project.
- 10.2** Grantee will have control of the defense and settlement of any claim that is subject to this Section. But neither Grantee nor any attorney engaged by Grantee may defend the claim in the name of the State of Oregon or any of its agencies, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from the Attorney General, in a form and manner determined appropriate by the Attorney General, authority to act as legal counsel for the State of Oregon. Nor may Grantee settle any claim on behalf of the State of Oregon or any of its agencies without the approval of the Attorney General. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Grantee is prohibited from defending the State of Oregon, or is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense.

SECTION 11: BACKGROUND CHECK/CRIMINAL HISTORY VERIFICATION

This Section 11 is only applicable to Grantee if their employee, potential employee, or volunteer will be interacting unsupervised and in-person with "Vulnerable Populations" (defined as minors, elderly, and persons with disabilities) in the completion of the Project Activities under this Agreement.

- 11.1** To the extent permitted by law, Grantee shall obtain a criminal history record check on any employee, potential employee or volunteer working with Vulnerable Populations and funded with resources from this Grant, as follows:
- 11.1.1** By having the applicant as a condition of employment or volunteer service, apply for and receive a criminal history check from a local Oregon State Police office and furnish a copy thereof to Grantee; or
- 11.1.2** As the employer, by contacting a local Oregon State Police office for an "Oregon only" criminal history check on the applicant/employee/volunteer; or
- 11.1.3** By use of another method of criminal history verification that is at least as

comprehensive as those described in Sections 11.1.1 and 11.1.2 above.

A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with Vulnerable Populations.

- 11.2** To the extent permitted by law, in addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by Grantee's written policies and procedures, current and appropriate information includes the results of public sex offender and child abuse websites/registries. A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably- accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including:
- 11.2.1** The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov);
 - 11.2.2** The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
 - 11.2.3** The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating Vulnerable Populations in the course of activities under the award.
- 11.3** Grantee shall develop a policy or procedures to review criminal arrests or convictions of employees, potential employees or volunteers. The review must examine:
- 11.3.1** The severity and nature of the crime;
 - 11.3.2** The number of criminal offenses;
 - 11.3.3** The time elapsed since commission of the crime;
 - 11.3.4** The circumstances surrounding the crime;
 - 11.3.5** The subject individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and
 - 11.3.6** The police or arrest report confirming the subject individual's explanation of the crime.
- 11.4** Grantee must determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee, or volunteer scheduled to work with Vulnerable Populations, and whether based upon the conviction the person poses a risk to working safely with Vulnerable Populations. If Grantee intends to hire or retain the employee, potential employee, or volunteer, Grantee must confirm in writing the reasons for

hiring or retaining the individual. These reasons must address how the applicant, employee, or volunteer is presently suitable or able to work with Vulnerable Populations in a safe and trustworthy manner, based on the policy or procedure described in the preceding paragraphs of this Section. Grantee will ensure that all information related to the criminal background check of the applicant, employee, or volunteer is filed and retained in the appropriate file.

- 11.5** Grantee must make determinations of suitability, in advance, before individuals may interact with participating Vulnerable Populations, regardless of the individual's employment status. All required background check information must be completed before the determination regarding suitability.

SECTION 12: GRANTEE DEFAULT

Grantee will be in default under this Agreement upon the occurrence of any of the following events:

- 12.1** Grantee fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement;
- 12.2** Any representation, warranty or statement made by Grantee in this Agreement or in any documents or reports relied upon by HECC to measure the activities under this Agreement, the expenditure of Grant Funds or the performance by Grantee is untrue in any material respect when made;
- 12.3** Grantee (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated as bankrupt or insolvent, (e) commences a voluntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the U.S. Bankruptcy Code (as now or hereafter in effect), or (h) takes any action for the purpose of effecting any of the foregoing;
- 12.4** A proceeding or case is commenced, without the application or consent of Grantee, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of Grantee, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of Grantee or of all or any substantial part of its assets, or (c) similar relief in respect to Grantee under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Grantee is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect); or

12.5 Grantee uses or expends Grant Funds for any purpose other than that permitted in this Agreement.

SECTION 13: HECC DEFAULT

HECC will be in default under this Agreement if HECC fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

SECTION 14: REMEDIES

14.1 In the event Grantee is in default under Section 12, HECC may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of its obligations under this Agreement pursuant to Section 18, (b) reducing or withholding reimbursement of Grant Funds, (c) requiring Grantee to complete, at Grantee's expense, additional activities necessary to satisfy its obligations or meet performance standards under this Agreement, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, (e) exercise of its right of recovery of overpayments under Section 15 of this Agreement or setoff, or both, or (f) declaring Grantee ineligible for the receipt of future awards from HECC. These remedies are cumulative to the extent the remedies are not inconsistent, and HECC may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

14.2 In the event HECC is in default under Section 13 and whether or not Grantee elects to exercise its right to terminate this Agreement under Section 18.3, or in the event HECC terminates this Agreement under Sections 18.2.1, 18.2.2, 18.2.3, or 18.2.5, Grantee's sole monetary remedy will be for reimbursement of Project activities completed and accepted by HECC, within any limits set forth in this Agreement but not yet invoiced, for authorized expenses incurred, less any claims HECC has against Grantee under this Agreement. In no event will HECC be liable to Grantee for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Grantee exceed the amount due to Grantee under this Section 14.2, Grantee shall promptly pay any excess to HECC.

SECTION 15: RECOVERY OF GRANT FUNDS

Any Grant Funds reimbursed to Grantee under this Agreement that exceed the amount to which Grantee is entitled, or are expended in violation or contravention of one or more of the provisions of this Agreement, or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to HECC unless otherwise agreed to by HECC in writing.

SECTION 16: LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 10, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING

OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

SECTION 17: CONTRIBUTION

The parties agree to the contribution language in Exhibit C.

SECTION 18: TERMINATION

18.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

18.2 HECC may terminate this Agreement as follows:

18.2.1 Upon 30 days advance written notice to Grantee;

18.2.2 Immediately upon written notice to Grantee, if HECC fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in HECC's reasonable administrative discretion, to perform its obligations under this Agreement;

18.2.3 Immediately upon written notice to Grantee, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that HECC's performance under this Agreement is prohibited or HECC is prohibited from paying for such performance from the planned funding source;

18.2.4 Immediately upon written notice to Grantee, if Grantee is in default under this Agreement and such default remains uncured 30 days after written notice thereof to Grantee; or

18.2.5 As otherwise expressly provided in this Agreement.

18.3 Grantee may terminate this Agreement as follows:

18.3.1 Immediately upon written notice to HECC, if HECC is in default under this Agreement and such default remains uncured 30 days after written notice thereof to HECC; or

18.3.2 As otherwise expressly provided in this Agreement.

18.4 Upon receiving a notice of termination of this Agreement, Grantee will immediately cease all activities under this Agreement, unless HECC expressly directs otherwise in such notice. Upon termination, Grantee will deliver to HECC all documents, information, works-in-progress, work product and other property that are or would be deliverables under the Agreement. And upon HECC's reasonable request, Grantee will surrender all documents, research or objects or other tangible things needed to complete the Project activities that were to have been performed by Grantee under this Agreement.

SECTION 19: CONFLICT OF INTEREST

If Grantee is currently performing work for the State of Oregon or the federal government, Grantee by signature to this Agreement declares and certifies that Grantee's activities under this Agreement and the Projects activities to be funded by this Agreement, create no potential or actual conflict of interest as defined by ORS Chapter 244.

SECTION 20: NONAPPROPRIATION

HECC's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon HECC receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow HECC, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of HECC.

SECTION 21: AMENDMENTS

The terms of this Agreement may only be altered, modified, supplemented or otherwise amended by written agreement signed by authorized representatives of both Parties, unless explicitly stated in other sections of this Agreement.

SECTION 22: NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Grant Administrator at the physical address or email address set forth in this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 22. Any notice so addressed and mailed becomes effective five days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

SECTION 23: SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under Sections 6.5, 6.6, 8, 9, 10, 14, 15, 16, 23 and 34 hereof and those rights and obligations that by their express terms survive termination of this Agreement, such as any report required to be submitted after the termination date; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

SECTION 24: SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

SECTION 25: COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

SECTION 26: COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law. Including but not limited to:

- 26.1** Grantee shall, throughout the duration of this Agreement, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state.
- 26.2** Grantee shall comply with ORS 652.220 and shall not discriminate against any of Grantee's employees in the payment of wages or other compensation for work of comparable character, the performance of which requires comparable skills, or pay any employee at a rate less than another for comparable work, based on an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age. Grantee's compliance with this section constitutes a material element of this Agreement and a failure to comply constitutes a breach that entitles HECC to terminate this Agreement for cause.
- 26.3** If any of the Project Activities described in Exhibit A involve the hiring of minors, Grantee must comply with all federal and state laws applicable to minor workers. See State of Oregon BOLI website: <https://www.oregon.gov/boli/employers/Pages/minor-workers.aspx>

SECTION 27: INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

SECTION 28: INTENDED BENEFICIARIES

HECC and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be

construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

SECTION 29: FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by any and all unforeseen fire, riot, civil unrest, labor unrest, pandemic, natural causes, or war, which is beyond that Party's reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of the Project activities under this Agreement. HECC may terminate this Agreement upon written notice to Grantee after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

SECTION 30: ASSIGNMENT AND SUCCESSORS IN INTEREST

Grantee may not assign or transfer its interest in this Agreement without the prior written consent of HECC and any attempt by Grantee to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. HECC's consent to Grantee's assignment or transfer of its interest in this Agreement will not relieve Grantee of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

SECTION 31: SUBCONTRACTS AND SUBGRANTS

Grantee shall not, without HECC's prior written consent, enter into any subcontracts or subgrants for any of the Project activities required of Grantee under this Agreement. HECC's consent to any subcontract or subgrant will not relieve Grantee of any of its duties or obligations under this Agreement.

SECTION 32: TIME IS OF THE ESSENCE

Time is of the essence in Grantee's performance of the Project activities under this Agreement.

SECTION 33: MERGER, WAIVER

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties or otherwise agreed to as explicitly stated in other sections of this Agreement. Such waiver or

consent, if made, is effective only in the specific instance and for the specific purpose given.

SECTION 34: RECORDS MAINTENANCE AND ACCESS

Grantee shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Grantee performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Grantee acknowledges and agrees that HECC and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Grantee shall retain and keep accessible all Records for a minimum of six years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, Grantee shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

SECTION 35: PUBLIC RECORDS

All information and records submitted to HECC are subject to the Public Records Law, ORS 192.311 to 192.478, and may be subject to disclosure. If Grantee believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Grantee must identify such information with particularity and include the following statement:

"This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192.[insert], and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478."

If Grantee fails to identify with particularity the portions of such information that Grantee believes are exempt from disclosure, Grantee is deemed to waive any future claim of non-disclosure of that information.

SECTION 36: HEADINGS

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

SECTION 37: AGREEMENT DOCUMENTS

This Agreement consists of the following documents, which are listed in descending order of precedence:

- This Agreement less all exhibits
- Exhibit A, the Project
- Exhibit B, Assurances
- Exhibit C, Contribution Language
- Exhibit D, Sample OYC Standard Reimbursement Request Form
- Exhibit E, Sample Shared Photos Permission Form
- Exhibit F, Participant Authorization and Release Form

SECTION 38: SIGNATURES

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties agree that by the exchange of this Agreement electronically, each has agreed to the use of electronic means. By inserting an electronic signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Agreement and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

Agreed To and Signed By:

REYNOLDS SCHOOL DISTRICT

By: _____
Frank Caropelo, Superintendent of Schools

Date

HIGHER EDUCATION COORDINATING COMMISSION

By: _____
Myronda Schiding, Workforce Programs Manager

Date

HECC – Review for procurement sufficiency

Reviewed by: _____
Derek Dizney, Procurement Manager

Date

DOJ – Review for legal sufficiency – N/A

EXHIBIT A

THE PROJECT

Part 1 – Background and Goals

OYC administered under HECC has the responsibility of implementing ORS 418.650 through 418.663, the general purposes of which are:

- To establish a disadvantaged and at-risk youth work program in order to perform conservation work of public value in the most cost-effective manner;
- To utilize such a program as a means of needed assistance to protect, conserve, rehabilitate and improve the natural, historical and cultural resources of the state; and
- To utilize such a program to increase educational, training and employment opportunities for disadvantaged and at-risk youth for the purpose of improving work skills, instilling work ethic and increasing employability.

OYC Priority goals:

- Increase access to youth participants, including but not limited to those from underserved/underrepresented communities, communities that have faced generational poverty, or other communities that have been historically underrepresented in youth employment.
- Strengthen communities and natural landscapes through stewardship project experiences.
- Provide workforce opportunities to prepare youth with skills ready to compete for future work opportunities. Provide youth participants access to discover personal and professional career, educational, and outdoor pathways.

Part 2 – Project Activities and Requirements

2.1 Youth Corps Resource Projects

Grantee will create meaningful opportunities for youth through significant resource projects that enhance Oregon communities and incorporate the following components:

- education,
- workforce development and training,
- enhancing the environment through stewardship.

All projects and project changes must be approved by HECC in writing in the form of an

Amendment.

Projects should not be on private land, but these projects may be allowable under certain circumstances, and advance approval by HECC must be obtained in writing. Projects completed on private land shall meet all three of the following guidelines:

- Corpsmembers' work skills and education objectives are increased.
- Public benefit is clearly defined.
- Public benefit is greater than the benefits to the private landowner.

Grantee will perform the following:

- Provide a crew-based experience for youth participants working together to achieve a common goal. Eligible corps participants must be:
 - Local Oregon youth ages 13 – 24 (corpsmembers who will turn 25 during the course of employment are not eligible).
 - OYC is committed to diversity in the crew setting. The crew makeup should aim to reflect the local community and may include a gender, ethnic, cultural, and social mix.
 - 75% of youth served shall meet OYC's disadvantaged and at-risk definition: "Those who may be unable to achieve the educational, economic, or social expectations of their community."
- Document pictures of stewardship projects. Pictures submitted should be appropriate and youth should be wearing appropriate personal protective equipment ("PPE"). Grantee will ensure that each participant completes an Authorization and Release form, in the format provided in the attached Exhibit F. Grantee shall not need to submit a form for each participant, but shall retain and provide to HECC upon request.
- Provide enrichment activities. OYC identifies enrichment activities as supplemental discovery and exposure to new knowledge and ideas. These activities must be intentional and go beyond the normal skill-building opportunities that are gained in day-to-day work activities. Some activities include but are not limited to:
 - Worksource Center tour
 - Business & Industry tour
 - Guest speakers
 - Job shadow
 - High ropes courses
 - Outdoor recreation
 - Post-Secondary tour
 - Industry certifications
 - FirstAid/CPR Class
 - Food Handlers Card
 - Backpacking
 - Map training
 - Nutrition classes
 - Financial literacy Training
 - Journaling
 - Camping trips
 - Paddling trips
 - Plant & animal identification

2.2 On-the-Job Training ("OJT") Project Activities:

GRANT #24-072H Community Stewardship Corps 25-27

Grant Goals:

- Increase access for youth to OJT opportunities that provide youth technical and essential employability skills.
- Improve communities and landscapes with stewardship focused work experiences.
- Aid local economic recovery and growth for participants and communities.

Grantee shall:

1. Provide OJT experiences for participants in Multnomah County in summer months (July-August).
2. Provide access to support work opportunities in partnership with local state and federal agencies to enhance experiences by strengthening communities, and preserving and improving public lands.
3. Create work-based learning opportunities and projects that help young people develop essential workforce skills, including workplace behavior, teamwork, project management, and enrichment activities.
4. Provide access to earn academic credits.
5. Provide a minimum of one crew-based stewardship focused experience to practice and develop essential workforce skills. This focused experience will last at least five weeks. Grantee who provides at least the minimum program crew experiences may also provide:
 - Stewardship internships/pre-apprenticeships for individual youth participants between the ages of 16-24 years that focus on natural resource enhancement and/or community stewardship.
 - Work placements that must help provide direct/indirect efforts towards the protection, conservation, rehabilitation and improvement of the natural, historical, and cultural resources of Oregon.
6. Pay at least Oregon's minimum wage for work performed by youth participants while in the program or, if a program participant is prohibited by other state or federal law or agreement from receiving wages from the program provider, provide an award valued at an amount equal to at least the payment of minimum wage.
7. Hire local eligible participants. For youth hired as corpsmembers, Grantee is responsible for ensuring that all applicable labor laws are followed and adhered to. Grantee shall be responsible for all federal and state taxes that apply. HECC will not be held responsible for any tax liability.

2.3 Service-Learning Education (“SLE”) Activities:

The SLE CSC programs are educational/school year programs that have a heavy workforce development component. HECC does not require that corpsmembers be paid. If Grantee chooses to pay corpsmembers for their participation in field work, all applicable employment and tax laws need to be followed. Grantee is prohibited from charging tuition to enter their programs.

Grant Goals:

- Advance educational attainment, including earning academic credit, high school equivalency certificate, college credit, and/or vocational training and certifications.
- Provide stewardship focused learning experiences that teach both technical skills and essential employability skills to prepare a future ready workforce.
- Connect participants with options for future career and education experiences.

Grantee shall:

1. Provide SLE experiences for participants in Multnomah County each month during the service period of July 2025 – June 2027. Grantee will:
 - Provide participant access to academic credit attainment for elective credits, and certifications.
 - Engage various working and educational partnerships to create work-based learning opportunities and projects that help young people develop essential workforce skills, including workplace behavior, teamwork, project management, enrichment activities, resume writing, completing employment applications, and job search techniques.
2. Provide at least three months of crew-based SLE for an individual participant, and both of the following:
 - Provide interconnected educational support and coursework, directed access to earning high school graduation credit, completion of approved high school equivalency programs such as the General Education Development (“GED”®) certificate program, college credit, and/or vocational training and certification.
 - Place special emphasis in recruiting underrepresented and underserved youth participants from within their local community who need assistance in their educational attainment, including the recruitment of youth who have dropped out of high school, or are currently at risk of dropping out of high school.

3. Provide classroom experiences that are integrated with field experiences. The percentages of time to be spent in the classroom and the field are at the Grantee's discretion.
4. Grantees who provide at least the minimum program crew experiences may also provide stewardship internships for individual youth participants between the ages of 16-24 years, where individual placement through an internship/pre-apprenticeship focuses on natural resource enhancement and/or community stewardship. Such placement must help provide direct/indirect efforts towards the protection, conservation, rehabilitation and improvement of the natural, historical, and cultural resources of Oregon.

Part 3 – Project Schedule and Budget

The Parties agree that Grantee's Project budget is estimated. With prior written consent from HECC, minor modifications (15% or less) to adjust to the overall budget can be made without requiring an amendment to this Agreement, however, in no instance shall HECC's payments to Grantee exceed the amount identified in Section 6 of this Agreement.

3.1 On-the-Job Training Budget

Description	Oregon Youth Corps Funds
Direct Program Costs	\$15,000.00
Administrative Costs	\$0
Totals	\$15,000.00

3.2 Service-Learning Education Budget

Description	Oregon Youth Corps Funds
Direct Program Costs	\$15,000.00
Administrative Costs	\$0
Totals	\$15,000.00

Grantee's administrative costs shall not exceed 3.86% of direct program costs.

In addition, HECC may supply PPE, supplies, or additional funds to Grantee, as available and in

HECC's sole discretion.

Part 4 – Project Evaluation/ Reporting Requirements

Grantee must submit a Progress Report(s) and Annual Report (s) for this Agreement to the HECC Grant Administrator. Reports must be submitted electronically as defined by the HECC Grant Administrator. Grant Administrator will communicate how to electronically submit reports.

<u>Description</u>	<u>Submissions Due</u>
<p><u>2025 Progress Report</u> (7/1/2025 -12/31/2025)</p> <p><u>2026 Progress Report</u> (7/1/2026 -12/31/2026)</p>	<ul style="list-style-type: none"> • On or before 3/1/2026 • On or before 3/1/2027
<p><u>25-26 Annual Report</u> (7/1/2025 -6/30/2026)</p> <p><u>26-27 Annual Report</u> (7/1/2026 -6/30/2027)</p>	<ul style="list-style-type: none"> • On or before 9/1/2026 • On or before 9/1/2027

Progress Report: Grantee shall submit a Progress Report to the HECC Grant Administrator no later than the dates referenced above. Each Progress Report shall include, but is not limited to the following information:

1. Crew & Staff Roster
2. Narrative (s)
3. Aggregate Program Data
4. Fiscal Expenditures

Annual Report: Grantee shall submit each Annual Report to the HECC Grant Administrator no later than the dates referenced above. Annual Report(s) shall include, but is not limited to the following information:

1. Crew and Staff Roster
2. Narrative (s)
3. Photos/Stories, and Program Completed Photos Permission Form
4. Aggregate Program and Project Data
5. Qualitative Evaluations

6. Agreement Expenditures & Narrative

Pictures, Stories & Data:

Photos are a required element of each Annual Report. Pictures submitted should be appropriate and youth should be wearing appropriate PPE. Pictures of project activity can be submitted with each Annual Report.

- Grantee will need to submit one signed program Shared Photos Permission Form (Exhibit E) for the agreement.

HECC requires a signed Participant Authorization and Release Form (Exhibit F) be provided to each participant. Grantee will acknowledge each individual participant that has provided a signed Participant Authorization and Release form in Progress and Annual Reports. Grantee will ensure any and all pictures, stories, and individual data that may be used by HECC aligns with those participants who have provided a signed Participant Authorization and Release Form.

- HECC does not require Participant Authorization and Release Forms to be submitted to HECC but may request signed copies as needed.
- Pictures, stories and aggregate data may be used on HECC's website, in its annual report, in marketing displays, social media, or in other media, either now known or hereafter devised.

Qualitative Evaluations:

Impact Story: Grantees shall provide at least one impact story in each Annual Report from the following list below:

- Participant Impact Story
- Educational Impact Story
- Workforce Readiness Impact Story
- Community Impact Story
- Project Impact Story
- Advancing Pathways/Sector Impact Story

Surveys: HECC staff will work with Grantee to provide access for youth participants and crew leaders to provide feedback about their program experience through a survey. HECC Grant Administrator will communicate with the Grantee to access surveys.

Grant Agreement Closeout:

If the submitted Final Report is incomplete or not acceptable to HECC, Grantees shall have until December 1, 2027, the Grant end date, to amend any insufficiencies.

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Grantee will be in default if an insufficient Final Report is not amended and found sufficient by HECC by the due date stated above.

EXHIBIT B

ASSURANCES AND CERTIFICATIONS

Grantee agrees to the following representations and to perform the following actions:

1. Develop projects that will not displace currently employed workers, impair existing contracts, substitute jobs, or replace laid off workers.
2. Equip all participants with appropriate personal protective equipment during their program participation.
3. All tools and equipment used are relevant and the number of tools/pieces of equipment are adequate for youth participants to engage and safely complete the expected tasks.
4. Be devoted to the enhancement of the community that these projects meet an identified need.
5. Not displace existing employees or duplicate existing private or government programs.
6. Have developed safety, work site, orientation, education, and emergency plans in compliance with state and federal law. These plans must be in place prior to operating.
7. Follow all local, state, and federal health and safety guidelines and requirements protecting individual while conducting any activities that require in-person contact.
8. Follow all applicable labor laws, including but not limited to, federal and state tax laws and rules, and criteria identified in the Grant Agreement.
9. Deliver and/or provide access for program staff and youth participants to receive culturally responsive support services and training.
10. Offer English language learner and accessibility services that are compliant with the Americans with Disabilities Act of 1990.
11. Have an employment certificate issued by the Bureau of Labor and Industries allowing the employment of minors (If employing any youth under 18 years of age).
12. Comply with insurance and background check requirements
13. Crew Leaders will be first aid and CPR certified.
14. Crew Leaders will provide the appropriate level of supervision and instruction to ensure safety in work completion.

EXHIBIT C

CONTRIBUTION LANGUAGE

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third-Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third-Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third-Party Claim. Either party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third-Party Claim.

With respect to a Third-Party Claim for which HECC is jointly liable with Grantee (or would be if joined in the Third-Party Claim), HECC shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Grantee in such proportion as is appropriate to reflect the relative fault of HECC on the one hand and of Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of HECC on the one hand and of Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. HECC's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if HECC had sole liability in the proceeding.

With respect to a Third-Party Claim for which Grantee is jointly liable with HECC (or would be if joined in the Third-Party Claim), Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by HECC in such proportion as is appropriate to reflect the relative fault of Grantee on the one hand and of HECC on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Grantee on the one hand and of HECC on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

Grantee shall take all reasonable steps to cause its contractor(s) that are not units of Local Government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents,

GRANT #24-072H Community Stewardship Corps 25-27

employees or subcontractors of the contractor("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.

EXHIBIT D

SAMPLE REIMBURSEMENT REQUEST

Oregon Youth Corps Standard Reimbursement Request Form

**Oregon Youth Corps
Standard Disbursement Request Form**

HECC Grant Agreement Number: _____ **<--ENTER GRANT AGREEMENT NUMBER**

HECC Grant Administrator: Jeremy Ahola

Billing Period: _____

Grantee Name: _____ Your Phone: _____
 Address: _____ Your E-mail: _____
 Your Name: _____

Start-Up Request: _____ Start-Up Request Amount: _____
 Final Invoice: _____

Cost Category	Original Award Amount	YTD Expenditures	Previous Disbursement Expenditures	Current Amount Requested	Balance Available
Personnel/Wages		\$ -			\$ -
Fringe		\$ -			\$ -
Transportation		\$ -			\$ -
Supplies		\$ -			\$ -
Personal Protective Equipment		\$ -			\$ -
Other A		\$ -			\$ -
Other B		\$ -			\$ -
Indirect/Administrative		\$ -			\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Authorized Signatures *

Authorized Grantee Signature/Date

Authorized OYC Signature/Date

* Grantee signature is not required for requests that are sent via e-mail

EXHIBIT E

SAMPLE SHARED PHOTOS PERMISSION FORM



Shared Photos Permission Form

*Complete this form prior to providing photos for use
by the Higher Education Coordinating Commission.*

NAME OF INSTITUTION OR ORGANIZATION PROVIDING PHOTO/S:

Institution or Organization name

- Our institution or organization authorizes the State of Oregon Higher Education Coordinating Commission (HECC) to use and publish in official public electronic or print materials the photos our institution has submitted to the HECC as of [Date]. By sharing these materials, we are confirming that our organization/institution has proper releases authorizations for the individuals represented.
- Our institution or organization gives permission to the HECC to share these photos with outside entities, with the requirement that the outside entities give the institution or organization citation authority if the outside entities publish or otherwise use the photos.

SPECIAL DIRECTIONS FOR HECC WITH CITATION OF PHOTOS:

Acknowledge institution/organization name with use of photo.

DATE:

Date

NAME OF CONTACT authorized to complete this form:

First name Last name, Title

Signature (*electronic acceptable*)

EXHIBIT F

PARTICIPANT AUTHORIZATION AND RELEASE FORM

The undersigned authorizes the State of Oregon and its Higher Education Coordinating Commission ("HECC"), including the Oregon Youth Corps, and advertising agencies and their successors, assigns and nominees to use and reproduce the name, picture, portrait, film, photograph, video, story or voice of the undersigned in all forms and manners of media, in use and to be developed in the future. In addition, data collected from the undersigned may be released in aggregate form.

The undersigned waives any right to inspect or approve any unfinished, altered or finished product that may be created in connection with their service.

The undersigned hereby releases the State of Oregon, HECC, Oregon Youth Corps, its affiliates, advertising agencies, assigns and nominees from any and all claims for libel, slander, invasion of privacy or other claim now and in the future based on the undersigned's data obtained while participating in the OYC program.

Participant Printed Name

Participant Signature (Only if 18 or older)

Date

I am the parent or legal guardian of the minor named above and have the legal authority to execute the above release. I approve the foregoing and waive any rights in the premises.

Parent/Legal Guardian Printed Name

(If participant is under age 18)

Parent/Legal Guardian Signature

(If participant is under age 18)

Date



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Recognition

Type: Action Item Report / Presentation

Policy: KAA: Community Relations

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

The Board will adopt the following resolutions:

- Resolution 2024-2025-034: Pride Month
- Resolution 2024-2025-035: National Immigrant Heritage Month and World Refugee Day

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve Resolutions 2024-2025 -034 and -035 as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Budget Officer

Subject: Resolution 2024-2025-036 Motion to Approve Levying Taxes

Type: Action Item Report / Presentation

Policy: DBH: Budget Adoption Procedures

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

The district has completed the refunding of the General Obligation Bonds. The refunding requires a tax levy change to reflect the new debt schedule, which is designed to save taxpayers nearly \$12 million over the next 10 years.

The Board is asked to review the tax levy resolution that was approved by the Budget Committee and approve a revision. If agreed, this revised tax levy and the approved budget will be considered for adoption at the Board's next meeting on June 18th.

Previous Board Action:

The Budget Committee approved Resolution 2024-2025-033: Motion to Approve Levying Taxes on May 1, 2025.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. BE IT MOVED, that the Board of Directors of Reynolds School District No. 7 hereby Amends and Approves the Levy for Bonded Debt approved by the Reynolds School District budget committee from a tax of \$13,100,000 to \$14,600,000, to be levied upon all taxable property and categorized as education within the District to retire a portion of the District's long-term bonded debt obligation. There will be no change to the permanent tax rate levy.
Levy Within Tax Base (Permanent Rate): \$4.4626

Levy for Bonded Debt (excluded from all limitations): \$14,600,000

- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



Reynolds School District No. 7
Resolution 2024-2025-033
Motion to Approve Levying Taxes

May 1, 2025

BE IT MOVED, that the Budget Committee of Reynolds School District No. 7 hereby approves the Proposed Budget for fiscal year 2025-26 in the total sum of \$261,690,299 and that the permanent tax rate of \$4.4626 per \$1,000 of assessed value be levied upon all taxable property within the District.

BE IT FURTHER MOVED, that the tax of \$13,100,000 be levied upon all taxable property and categorized as education within the District to retire a portion of the District's long-term bonded debt obligation.

Levy Within Tax Base (Permanent Rate)	\$4.4626
Levy for Bonded Debt (excluded from all limitations)	\$13,100,000

Signed:

Attest:

A handwritten signature in blue ink, appearing to read "M. Breithaupt", written over a horizontal line.

Margaret Breithaupt
Chair, Reynolds Budget Committee

A handwritten signature in blue ink, appearing to read "Frank Caropelo", written over a horizontal line.

Frank Caropelo
Superintendent / Clerk



Reynolds School District No. 7
Resolution 2024-2025-036
Motion to Approve Levying Taxes

May 28, 2025

BE IT MOVED, that the Board of Directors of Reynolds School District No. 7 hereby Amends and Approves the Levy for Bonded Debt approved by the Reynolds School District budget committee from a tax of \$13,100,000 to \$14,600,000 to be levied upon all taxable property and categorized as education within the District to retire a portion of the District's long-term bonded debt obligation. There will be no change to the permanent tax rate levy.

Levy Within Tax Base (Permanent Rate)	\$4.4626
Levy for Bonded Debt (excluded from all limitations)	\$14,600,000

Signed:

Attest:

Micheal Reyes
Chair, Reynolds School Board of Directors

Frank Caropelo
Superintendent / Clerk



As a community, we prepare lifelong learner to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Holly Langan, Executive Director of Financial Services

Subject: Plan of Action: Audit Findings Fiscal Year End June 30, 2024

Type: Action Item Report / Presentation

Policy: DIE: Audits

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

In the 2023–24 fiscal year, the district’s independent auditors, Pauly Rogers and Co PC, completed the annual financial audit. One significant deficiency was communicated to the district following the audit, and an additional finding was added as a significant deficiency.

As required by the Secretary of State Oregon Audits Division, when a municipality’s (school district’s) financial audit results in deficiencies communicated by the auditor, the municipality must adopt a Plan of Action to address those deficiencies. A copy of that plan must be adopted by the governing body and filed with the Secretary of State (ORS 297.466(2)).

The Board adopted the Plan of Action for the first deficiency at the February Business Meeting.

Previous Board Action:

The Board is responsible for approving all corrective action plans.

Financial Implications:

Not Applicable

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the Plan of Action 2023-24 Oregon Audits Division as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Oregon Secretary of State, Audits Division
255 Capitol St. NE, Suite #500
Salem, OR 97310

Plan of Action for Financial Audit Results

Reynolds School District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ended June 30, 2024. The audit completed by the independent auditing firm January 31, 2025 reported the deficiency listed below. The plan of action was adopted by the governing body at their meeting on May 28, 2025, as indicated by signatures below.

Listed below is the deficiency as provided by the auditor followed by the district's adopted Plan of Action and implementation timeframe.

1. Deficiency #1: FS-2024-001

- a. Significant Deficiency, Not Material Weakness—Deficiency in internal controls for timely and accurate financial reporting
 - Condition: The district required material adjustments to the working trial balance during the audit process rather than prior to the auditor receiving the final trial balance.
 - Recommendations: The auditor recommends that the district ensures adequate staffing to ensure the trial balance is completed accurately and timely.
- b. Plan of Action
 - The district has restructured staffing to add positions with increased technical knowledge for financial reporting.
 - The district is adding additional review where feasible during workflows and prior to journal entries.
 - The district is implementing a monthly and quarterly financial report review process with increased depth to increase review prior to commencing audit reporting.
- c. Implementation Timeframe
 - The district has added two positions with increased financial reporting experience as of December 2024, with two vacant positions under recruitment and expected to be filled by March 31, 2025.
 - As of February 2025, the district has added additional workflow approvals for posting journal entries. By March 31, 2025, or as new staff fill the vacant positions, the district will increase the depth and frequency of financial reporting.

2. Deficiency #2: FS-2024-001

- a. Significant Deficiency, Not Material Weakness—Deficiency in internal controls for timely and accurate financial reporting
 - Condition: Bank reconciliations in some instances were not prepared timely or were not reviewed timely (within 30 days after month end).



- Recommendations: The auditor recommends that the district ensures adequate staffing to ensure the timely bank statement preparation and review.
- b. Plan of Action
- The district has provided training and implemented operational procedures to ensure monthly preparation and review of bank statements.
- c. Implementation Timeframe
- As of February 2025, the district updated monthly procedures related to bank statements.

Michael Reyes, Board Chair

Frank Caropelo, Superintendent



We lead with equity to educate and support all students to graduate with the skills and confidence to thrive.



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Board Discussion and Reports

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings; BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |
-

Summary / Background:

- A. Individual Board Member Reports or Announcements
- B. Student Board Rep Announcements
- C. Upcoming Board Meetings
 - a. Board Business Meeting: June 18, 2025
- D. Board Discussion

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



As a community, we prepare lifelong learners to achieve their full potential in a complex and interconnected world.

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Adjournment of Meeting

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings; BDDF: Conduct of Board Meetings

Date: May 28, 2025

Connection to Strategic Plan Goal Topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Marginalized Students | <input checked="" type="checkbox"/> Culturally Responsive Teaching |
| <input checked="" type="checkbox"/> Student and Staff Wellness | <input checked="" type="checkbox"/> Professional Development |

Summary / Background:

The Board Chair will adjourn the meeting.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.