

## **Agenda**

### **1. Call to Order and Roll Check**

**Presenter: Board Chair Rebecca Dyson**

### **2. Land Acknowledgment**

**Presenter: Board Chair Rebecca Dyson**

### **3. Adoption of Agenda *(At this time Board members are provided the opportunity to amend the Regular Session agenda.)***

**Presenter: Board Chair Rebecca Dyson**

### **4. Consent Agenda *(All items may be adopted by a single motion unless pulled for special consideration.)***

**Presenter: Board Chair Rebecca Dyson**

<b>A. <u>Minutes of Previous Meetings</u></b>	<b><u>5</u></b>
<b>B. <u>Personnel Report for November 2024</u></b>	<b><u>26</u></b>
<b>C. <u>Enrollment Report for November 5, 2024</u></b>	<b><u>31</u></b>
<b>D. <u>ASD-AEA Memorandum of Agreement: AHS Head Coach Boys Volleyball</u></b>	<b><u>33</u></b>
<b>E. <u>Pinehurst Tuition and Transportation Agreement-Annual renewal for 2024-2025</u></b>	<b><u>34</u></b>

### **5. School Report - Willow Wind Community Learning Center**

**Presenter: Willow Wind Principal Debra Schaeffer Pew**

### **6. Recurring Reports**

**A. AHS Student Report 5 minutes**

**Presenter: AHS Co-Presidents Owen Taylor and Ella Robinson**

**B. AEA Report 5 minutes**

**Presenter: AEA Board Representative Alan Parowski**

**C. OSEA Report 5 minutes**

**Presenter: OSEA Board Member James Johnson**

**7. Board Reports 30 minutes**

**Presenter: Board Chair Rebecca Dyson**

**8. Report from Student Board Representatives**

**Presenter: AHS Student Board Representatives Owen Taylor and Azaleah Davis-Powell**

**9. Hear Public Comments (*The Ashland School District Board of Directors reserves this time for individuals to relay comments in writing to the Board regarding topics, not on the printed agenda.*)**

**Presenter: Board Chair Rebecca Dyson**

**10. District Staff Updates**

**A. Superintendent Report 10 minutes**

**Presenter: Superintendent Joseph Hattrick**

**B. Enrollment Report 2024-2025 School Year 15 minutes**

**38**

**Presenter: Director of Student Services April Harrison**

**11. Unfinished Business**

**A. Capital Bond 20 minutes**

**Presenter: Executive Director of Operations Steve Mitzel & HMK Program  
Director Mike Freeman**

**1) Monthly Bond Report - October 2024 68**

**Presenter: HMK Program Director Mike Freeman**

**2) ACTION ITEM: Amendment to arkitek contract for the AHS  
seismic design 109**

**Presenter: HMK Program Director Mike Freeman**

**3) ACTION ITEM: HMK recommends a contract to Outlier Construction to  
serve as the CM/GC for Seismic Strengthening to the AHS Science building.**

**Presenter: HMK Program Director Mike Freeman**

**12. New Business**

**A. Update on Sunstone Housing Collaborative Project 10 minutes 125**

**Presenter: Sunstone Executive Director Krista Palmer**

**B. ACTION ITEM: Integrated Guidance/ Student Investment Account  
(SIA) Summative and 4th Quarter 2024 Reports. 15 minutes 126**

**Presenter: TRAILS Principal Ericka Beck-Brattin**

**C. ACTION ITEM: Assessment Program and Instructional  
Materials 15 minutes 127**

**Presenter: Assistant Superintendent Michelle Cuddeback**

**D. ACTION ITEMS: OSBA annual board election and Bylaws  
amendments 10 minutes 144**

**Presenter: Board Chair Rebecca Dyson**

**13. Announcements and Appointments**

**Presenter: Board Chair Rebecca Dyson**

**A. The Board will hold a special session on Thursday, November 21, 2024, at 7:00 pm in the City Council Chamber, 1175 E. Main Street, Ashland.**

**B. The Board will hold its next Regular Session on Thursday, December 12, at 7:00 PM in the City Council Chamber, 1175 E. Main Street, Ashland.**

**C. The Ashland Schools will be closed for Winter Break from December 23, 2024 - January 3, 2025. Schools will be open on Monday, January 6, 2025.**

**14. Adjourn**

**Presenter: Board Chair Rebecca Dyson**

## MINUTES

### 1. Call to Order and Roll Check

Chair Dyson called the meeting to order at 7:20 pm and a roll check confirmed that Directors Hatch, Ruby, Skuratowicz and Dyson were present. Director Franko was on her way.

### 2. Land Acknowledgment

Director Dyson read the land acknowledgment.

### 3. Adoption of Agenda *(At this time Board members are provided the opportunity to amend the Regular Session agenda.)*

Director Ruby moved and Director Skuratowicz seconded the adoption of the agenda as presented. The motion carried by a unanimous vote of the four members present.

### 4. Consent Agenda *(All items may be adopted by a single motion unless pulled for special consideration.)*

Director Franko arrived and all directors were now present. Director Hatch moved and Director Skuratowicz seconded the adoption of the consent agenda as presented. The motion carried by unanimous vote of the five members present.

4.A. Approval of Minutes of the of May 23, 2024, special session and July 11, 2024, regular session.

4.B. Personnel Report for August 2024

### 5. Recurring Reports

#### 5.A. AEA Report

AEA president Tia McLean reported on behalf of AEA. She said that AEA vice president Randi Nash will be serving this year in the place of Maya Voorhies, who is on a leave serving with the Peace Corps in Samoa. She welcomed Superintendent Hattrick and recognized AEA members who departed the district during the summer:

- John Stroud left his part-time position at AMS for a full-time teaching opportunity.
- Isaiah Creel departed AHS for a position in another district.
- HR Director Jay Preskenis retired from the district.

Ms. McLean offered AEA's appreciation for the work of these colleagues.

#### 5.B. OSEA Report

OSEA president Steven Essig reported on the OSEA 2024 state conference in Portland where the group discussed leading issues, voted on resolutions, and elected officers. OSEA is a member-run union. During summer break, Ashland members prepared the facilities and landscapes for a new school year, welcomed the roof replacement at AHS, and performed restoration work at other facilities. IT staff worked on upgrading systems and office staff

prepared for the return of students and staff. They began working with Superintendent Hattrick and look forward to the completion of bargaining for a new agreement.

## **6. Board Reports**

Director Skuratowicz reported that she is excited about the new Jackson County Youth System of Care, run by Jackson Care Connect. Bringing together youth from across the valley, JSOC is focusing on improved school attendance and student engagement this year. These are shared problems across districts and Ms. Skuratowicz plans to be personally involved. She also reported on her National Science Foundation project on Computational Thinking, which is in its third year. Director Ruby reported his continued involvement with Sunstone Housing Collaborative, a project that grew out of the Board innovation committee on building enrollment.

Director Hatch said he had nothing new to report. Vice Chair Franko has also been involved with Sunstone and is grateful for the Board's approval of the Master Service Agreement between Sunstone and the school district. Chair Dyson reported that she has started weekly check-ins with Supt. Hattrick, which she enjoys. She attended the AMS band camp, which was successful for students, and AHS students had the opportunity to meet the new band teacher.

Board members welcomed incoming Director of Student Services April Harrison.

## **7. Hear Public Comments**

There were no comments submitted.

## **8. District Staff Updates**

### 8.A. Superintendent Report

Superintendent Hattrick said that he has had good meetings and conversations with both Tia McLean and Steven Essig. He looks forward to good collaborations with both bargaining units and to building relationships with leadership across the district.

#### 8.A.1) Update on the selection of new student representatives for 2024-2025

Supt. Hattrick reported that with the leadership transition, the district is a bit delayed on securing new student board representatives. He is working with AHS Principal Ben Bell and AHS Dean Sarah Weston to get the process moving. Allowing time for students to be widely informed and with time to apply, he expects to have new representatives in place by October. Outreach will be conducted with an equity lens. Next year they will be mindful of timelines and start the process in spring before summer break.

In the meantime, he did meet with Dean Weston and the new student leaders for 2024-2025. They have some great plans for the school year and he looks forward to working with them. The co-presidents Owen Taylor and Ella Robinson will be the primary monthly reporters to Board meetings.

Our summer food service program just ended. We were audited by ODE over the summer and he is pleased that the program received a clean audit with no findings. This was a great accomplishment and he expressed appreciation to Christina Lehman, Nutrition Services Director, and to the entire staff who worked the summer. Director Skuratowicz asked how many students were served and Dr. Hattrick said he would get those numbers. Ms. Lehman will be reporting directly to the Board at its October regular session.

Supt. Hattrick next reported that the district administrators, the Lead Team, held a 2-day retreat August 5-6 for collaborative learning and planning. The group, which has several new members, drafted shared goals that included:

- Improved climate featuring transparent communication
- Healing through relationship building and connection
- District stability
- Financial transformation
- Academic excellence
- Making the Ashland School District number one in Oregon.

He went on to welcome all of our students and staff back to school at the end of the month. He looks forward to a great year in which new possibilities are endless.

Director Franko asked if the free lunch program would extend into the school year and Dr. Hattrick said that with new financial support from the State, we will offer free lunch to all students.

#### 8.B. Capital Bond

Executive Director of Operations Steve Mitzel said that the bond work is very focused now on the high school and Mr. Freeman will report on that.

##### 8.B.1) Monthly Bond Report - July 2024

HMK Program Director Mike Freeman reported that work went into high gear as soon as students left for the summer. The Humanities Building saw a lot of completion. This included interior finishing in the sections where construction is completed while demolition continues in other areas. There is work occurring on all floors of the Science Building, including roof replacement. Early demolition and site work are happening for the English Building and the AHS gym.

There was also remediation work on the AMS roof, which has had water leak problems for months. Investigations revealed that all weaknesses in the roofing have been replaced, as well as some repairs to the building envelope. We believe the problem is fixed but will wait for the first heavy rains to confirm no further moisture intrusion.

Work on Humanities interiors has included door installations, paintings, ceilings reinstalled, some mechanical, electrical, and plumbing lines now running above the ceilings, and new light fixtures going in. The fire sprinklers have been completed throughout the building. Restrooms at the south stair tower are undergoing renovation and the new rest rooms that were installed at the north tower will be open and ready for students.

At the Science building, a new generator was installed and new trenches created for electrical and hydronic lines. Because they were able to use some of the existing hydronic lines, there was less impact on the courtyard and the quad than first planned. There was some good news when the old roofing was removed and crews learned that there had been minimal structural damage. Given the severity of some leaks, we thought we might have to replace the entire underlay and insulation, but sections were able to be reused.

The gym is being prepared for the installation of a new chiller to provide better air conditioning. This project has the longest lead time because trenching for the hydroponic

lines was needed and the final installation of the chiller probably will not happen until spring. There will be a new transformer installed to feed the chiller and increase overall electrical capacity. In the English building renovation of the rest rooms and some electrical upgrades are planned.

Because there will be lingering work through this fall, the team is working with Ben to manage the work as best they can around student needs. In response to a question, Mr. Freeman reported that as the HVAC upgrades take place, they are using existing infrastructure where they can and the goal is to have the ability for Merv 13 air filtration for all classrooms and interior spaces.

Director Skuratowicz raised a concern about the tile cladding on the Humanities Building, which is receiving some community feedback. Mr. Mitzel reported that he put together a detailed explanation for Chair Dyson of the planning and decision process that led to that option as part of the value engineering required to bring the high school budget into original parameters. The choice of tiles used netted a \$50,000 savings. Chair Dyson offered to share that schedule with the other board members. Mr. Mitzel offered a tour to any directors who would like to have a walk-through, which would provide a better perspective of the overall design. They will arrange something within the next week or two.

#### 8.C. Finance Report

Director of Business Services Scott Whitman presented a preliminary summary of the fiscal year ending June 30, 2024. Audit work is still being completed and he will have additional information at future meetings.

Overall, general fund revenues came in at close to original budget projections, though there were changes in some categories. The biggest portion of revenue comes from the State School Fund Formula. We did get an expected increase in that allocation when the State did its enrollment rebalancing against FY2023. This was offset by a decrease in other areas.

The bigger difference was on the expense side. Our ending total for expenses was about \$600,000 higher than originally projected. The majority of this appeared in the final two months of the year and was primarily in staff expenses, which were about \$315,000 higher than revised projections in the spring. Non-staff expenses were also higher than projected.

Overall, the district overspent its projected budget by about \$2.3 million. Another adjustment of \$236,000 resulted from a restatement to the prior year's ending fund balance. This was made by our new auditors to correct errors from the previous audit, which we received months after the December 31 deadline. That year's ending balance (EFB) was actually \$274,000 less than we had been reporting. We are still awaiting adjustments to property tax revenues, which are received in July and August. We accrue these and get final numbers after the end of the fiscal year. This is a tough position for the district.

Mr. Whitman then went through these summaries in detail. He showed a series of projections from January, May, and June of 2024. In January 2024 he had predicted an EFB of about \$984,000. Based on that estimate, the district planned and implemented cost reductions for last spring. At the May 31 point, additional expenses and lower revenue resulted in a projected ending fund balance of about \$652,000. By the June meeting he was projecting an EFB of negative (\$275,000) based on those reductions. Today that EFB number is negative

(\$274,548). The final numbers are pending final audit changes but we are now projecting a negative EFB.

Mr. Whitman then explored the details of the errors in the initial budget projections. On the revenue side:

- The State School Fund was \$287,000 higher
- Property taxes still came in lower in July by \$5,000. This may improve a bit with August results.
- Youth Activity Levy is \$16,000 lower than projection.
- Interest payments were lower than expected by \$49,000. This is related to the delay in our state school funding caused by a delayed audit because we did not receive the funds on the usual schedule, and therefore did not earn interest on the funds.
- We received less than expected pass through funds from SOESD of about \$165,000.
- All other categories of revenue totaled \$131,000 less than projected. This includes activity fees and fund-raising revenue.

The total revenue deficit against budget was \$79,000.

The ensuing discussion included the following points:

- He does expect our new auditing firm to complete the FY2024 audit on time to meet the December 31 deadline. The current auditors also discovered errors in the previous audit. There was a reclass adjustment at the end of FY2022 for the bond fund but some of those adjustments were incorrectly made to the general fund. Prior year restatement is detailed in our new audit report for FY2023.
- The difference in projected SOESD pass through funds is being investigated. Each year, ESD is allocated a certain amount of funds for services they deliver. A portion of those are then reallocated to our district based on our enrollment and other factors for purchased services we select to receive. These can include staff or services for SPED, psychology, speech pathology, and substitutes. We are charged for the services and if we do not spend the entire allocation, we should receive a “refund” from ESD. But if the ESD revenues are less than expected when we got our allocation, they reduce the “refunds” because they don’t have the resources. Mr. Whitman will check with ESD about the exact details on this and report back to the Board to help us with future forecasts.
- On the Expense side, total salaries and benefits were about \$350,000 more than projected. In June we booked a higher amount of overtime, unexpected vacation leave payouts, and the earlier start of summer crews. There were also higher PERS and Social Security costs associated with these. Purchased services showed higher than expected payments for substitutes in June. We had a higher usage of subs in May and June than projected, along with contracts for psychology and speech language pathology services.
- We were hoping to transfer about \$100,000 from the General Fund to the Food Service Fund. We have needed to subsidize that annually and have not been able to transfer those funds in the last two years. This is a deficit that we need to make up. The last time the Food Service Fund broke even was during the pandemic when our food program was almost fully compensated by government funds.

There was further discussion. Mr. Whitman pointed out that this budget deficit against projections does not reflect the cash we have on hand, though it does impact our General Fund cash. We have a healthy cash balance in the bank but these funds are allocated to different purposes like special revenue funds, bond fund, reserve funds, etc. We are in no danger of not paying bills currently but we must restrain this overspending or cash can become a problem down the road.

We have made significant changes in our budgeting for the current year. We identified about \$2.2 million in reduced spending for this fiscal year and have identified some more staff attrition that will bring us closer to a projected break even. Our highest goal is to stop the overspending. We have essentially spent our reserve. We need to restore to a \$3 million fund balance. This will require more reductions in our General Fund spending this year. Because 85% of our budget consists of staffing, this is where we can find savings. We are looking for additional revenue as well but our enrollment is still 300 fewer students than we had three years ago.

Plans reviewed included:

- Reducing “green sheet” or extra duty expenses. Director Skuratowicz noted that green sheet payroll expenses have been a problem for years. We need to reduce this to bring spending under control.
- While we face some real problems, the district leadership team is very focused on solutions. Reducing expenses and increasing revenue are the two legs of the plan.
- Superintendent Hattrick noted that we are continuing to use personnel attrition by not automatically replacing vacant positions. Each position that becomes vacant is assessed for necessity and revenue sources before opening for a new hire.
- We have significantly reduced our purchasing cards and are returning to a system of purchase orders approved by managers before any purchases are made in order to bring incidental spending under control. Previously we had about 160 purchasing cards in circulation and we are reducing that to about 25.
- We need to reduce leave payout, encouraging people to take their vacations to achieve better work/life balance.
- We have significantly curbed overtime and resumed enforcing the requirement for prior approval.
- We are working to evaluate the necessity for and compensation levels for extra duty agreements. The total cost of these has risen to about \$1.7 million each year.

There was discussion about the purchasing cards, known as Pcards. Mr. Whitman explained that we moved to this system in a desire to make small purchases easier for teachers and other staff. However, because we did not require purchase orders we began to lack information about encumbrances. We wouldn't learn of purchases until the credit card bill arrived so this resulted in learning about exceptional year-end spending after the year was over. Pcard average spending was \$70,000 but in the last cycle the average approached \$100,000. Restoring stronger accounting controls is imperative so we have an accurate understanding of our cash outlays. Pcard use will be restricted to work-related travel or special events.

Supt. Hattrick added that purchase orders require several steps of approval. The site manager needs to look at their budget and make a judgment about whether they have funds allocated for a purchase. With a Pcard, staff buy first and the numbers were coming later.

Mr. Whitman said that we are still evaluating the number of “extra” positions that we need to reduce? We currently have about 50 additional staff than we employed pre-COVID, but with 300 fewer students, not the revenue to support. Approximately 20 are funded from the Student Investment Account grant from the state, a revenue source that is recent. Many are Educational Assistants who helped reduce class sizes, a necessity when the pandemic required both distance learning and separation of students inside classrooms. Even after cuts we made last year, our class sizes remain lower than many other districts in the region. We do have seven buildings so the EAs are spread out.

Director Hatch asked about overtime and substitute expenditures? Do we have clearly identifiable systems that we can adjust operationally to impact this? Mr. Whitman said that starts with pre-approval by direct supervisors for known needs. Some of the unexpected use of subs stems from the number of people out on extended leaves through Paid Leave Oregon Act, which have been unusually high. We couldn’t anticipate those ahead of time, as this was the first year of PLO. Subs don’t cost more than staff but we are essentially double paying for both the employee on leave and the substitute. Director Franko noted that there can be a relationship between the culture of an organization and the level of sick and other leaves taken by employees.

We thought the staff attrition expected last spring would help more than it has. It did not stop the bleeding. The Board asked what the worst-case situation might be if new efforts don’t achieve better equilibrium? What are the obligations of board members to play their role and how can they best explain to others in the community?

Dr. Hattrick said that as the Board is aware, the District needs system improvements. We need to work collaboratively with staff and Board to achieve sound planning and problem solving. While we are improving, we may experience other surprises, e.g. significant cuts in state funding. If other efforts don’t succeed, we would need to move to actual personnel cuts. We are working hard to avoid additional layoffs. We did identify both layoffs and non-renewal of temporary contracts that cut about 20 people and \$2.2 million in expenditures in FY2024.

As positions become vacant, there may be some positions we must fill, but we will review every opening and evaluate whether they are positions we can leave open for the year. We need to do more.

Immediately, we are requiring supervisors to exercise more control over requisitions, reviewing every position for necessity, and streamlining where we can. The goal is to have the district operation be efficient, but also vibrant and an enjoyable place to work. Director Hatch commended this work. He also advocated for more work with legislators about the need to fund new mandated requirements, appropriate and needed though they may be. We cannot incur hundreds of thousands of dollars for new requirements with no additional funding.

Dr. Hattrick said that there is a statewide network gathering to focus on public education funding needs. The Governor is discussing an added 2.5% for the coming biennium. We are encouraging our employee bargaining units along with board, parents, and students, to help tell this story. The State is funding students at the level they needed in 2015. Students now come with greater needs for social and mental health supports, as well as remedial instruction. We are the organization that serves all needs that children have but we cannot do it all for free. We need to work together as a community. Director Skuratowicz suggested that it may be time for school boards to go to the Capitol during the legislative session. At the same time, we need to combat misinformation

and fear. These problems are statewide and nationwide. It is important to make clear that we are not at a place where we cannot pay our bills. Our staff will be paid.

Dr. Hattrick said that Ashland schools can be #1 and work to help move the needle in Oregon. He thanked Mr. Whitman for bringing the hard but necessary news before the Board.

## 9. Unfinished Business

There was none.

## 10. New Business

### 10.A. Board Policies - Review of Required New and Updated Policies

Superintendent Hattrick presented a proposal for getting through a backlog of board policies needing updates by starting with the OSBA update from April 2024. It contains several new required policies and covered a significant portion of our backlog. Directors gave their thumbs up to the idea.

### 10.B. Cell Phone Policy

This discussion was deferred to the work session.

### 10.C. Designate Legal Counsel (Policy DJCA)

The Board designates the following firms as legal counsel for the 2024-2025 school year:

- Miller Nash LLP  
**ACTION ITEM:** Approve new engagement letter for Miller Nash
- Hungerford Law
- Thad Pauck, TGP Law, P.C.

Superintendent Hattrick proposed adding a third legal firm to our current representation. He has worked with Miller Nash LLP in the past and they represent many other districts. He presented an engagement letter entering into a relationship with the firm. He then asked for an approval of the firms the district will use in the 2024-2025 year. This item was deferred from the usual approval at the July board meeting in order to complete negotiations.

Director Hatch moved to approve the engagement letter with Miller Nash LLP establishing a new relationship and Director Skuratowicz seconded. The motion carried by unanimous vote of the members present.

Director Skuratowicz moved that the Board designated the following firms as legal counsel for the 2024-2025 school year:

Miller Nash LLP  
Hungerford Law  
Thad Pauck, TGO Law, P.C.

Director Ruby seconded the motion and it carried by unanimous vote of the members present.

## 11. Announcements and Appointments

Chair Dyson read the announcements of upcoming meetings.

**12. Adjourn**

There being no further business, the meeting was adjourned.

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: November 14, 2024

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Board Chair Rebecca Dyson

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Superintendent Joseph Hattrick

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## MINUTES

### 1. Call to Order / Roll Check

Chair Dyson called the meeting to order and a roll check confirmed that all directors were present. Also present were Superintendent Hattrick, Executive Director of Operations Mitzel via Zoom, and Board Secretary Schad.

### 2. Land Acknowledgment

Chair Dyson read the Land Acknowledgment.

### 3. Adoption or Adjustment of Agenda

Director Franko moved and Director Ruby seconded the approval of the agenda as presented. The motion carried by a unanimous vote of the members present.

### 4. Governance

#### 4.A. Superintendent Goals

Dr. Hattrick began with a review of his proposed superintendent goals. They were grouped as

- ACADEMIC EXCELLENCE
  - Ensure quality teaching practices through evaluations
  - Review District Assessment
  - Identify areas for growth through data review
- FINANCIAL STABILIZATION
  - Systems implementation
  - Enrollment/Marketing
  - Identification of spending trends that need attention
  - Identify revenue streams
  - Develop long-term plan for reserves
- IMPROVED CLIMATE
  - Customer service
  - Visibility at district and community events
  - Community Engagement
  - Advisory groups
  - Increased communication
  - Development of robust emergency management plan

There was a discussion about whether the data that we collect through iReady and other tools is predictive of student outcomes. How should the district evaluate the efficacy of our data sources relative to goals we hope to accomplish. Can we use data reports to focus on areas we want to grow or those we might be missing?

Dr. Hattrick commented that he wants goals to be tangible and achievable, and his should be aligned with those of the Board. Dr. Ruby said that he would prefer that the superintendent set directions without getting too specific. They could be considered action steps in an investigation process. What have we done? What have others done? What should our numerical goals be, if we have them? With regard to communication, list the tools being used effectively. Are we doing teacher evaluations in a consistent fashion that measures educator progress.

Overall, the steps and timeline that Dr. Hattrick proposed were approved.

#### **4.B. Board Unified Focus**

The Board moved to a discussion of developing its own focus or alignment in a common direction. Points raised included:

- Revisiting the Vision Statement. If we want Ashland to be the number 1 district, how can we apply this lens to direct our work?
- Chronic absenteeism is something that needs attention. Pressure on students to achieve “number 1” can result in skipping school.
- Being #1 is all constituents working to be the best school district for all students in the ways that meet their specific needs.
- The goal is excellence with all of us moving together.
- Every student receives what they need to thrive, with a #1 education for every student.

#### **5. Board Self-evaluation**

The Board directors have identified a tool for self-assessment and discussed a process they will follow. Individual members will do the assessment exercise individually before the October work session, where they will collectively do an evaluation and set goals. That meeting is on Thursday, October 24.

#### **6. Student Board Representative Update**

Directors reviewed the process for selecting new student board representatives, which is a bit behind schedule this year because of transitions. Currently AHS student leaders are doing outreach to students and encouraging interested candidates to apply. Principal Bell has designed an expedited process for submitting applications, interviewing students, and making a recommendation to the Board. The Board will have an opportunity to meet candidates before the October 10 regular session at which the finalists will be approved.

#### **7. Restructuring Discussion**

The Board discussed ideas about possible restructuring of the school district. Important guideposts are:

- Continue to offer students and families choice
- Be financially feasible and help achieve a balanced budget
- Open to creative solutions that are realistic
- Ensure equitable access for all students

Directors agreed that we should start with a clean slate and think about schools that fit with who we are. There was consensus that evolving should not equal cutting. The Board should continue doing research, striving to listen and learn.

There was a discussion about Willow Wind and the rumors that it is closed to students with IEPs. These should be examined for accuracy, along with an evaluation of the school and whether any actual limitations could be solved. This includes transportation of students. The Board also discussed the significant amount of volunteer commitments expected of parents and families for students in choice schools. Does this make them less accessible for those families with fewer resources?

Additional discussion of the AHS bell schedule came from students who have challenges taking college courses. Is there anything we could adjust structurally to make this easier? The overall inconsistent scheduling across the districts in southern Oregon makes bigger collaborations difficult. There may continue to be opportunities to partner with Phoenix-Talent. Should we look more seriously at creating a charter school? Are there other creative options.

The discussion turned to the district financial challenges. Director Hatch noted that we have experienced a lack of transparency about hard numbers and the details of some categories of expenditure. Are there systems we can improve? The process we design to work on solutions should be transparent and inclusive. We might consider professional facilitation if it is affordable. It will be important to include the community while we explore new ideas.

Stabilizing the budget may need to include evaluating our staffing levels in different areas of our work.

#### **8. Calendar Committee**

Russell led a deeper discussion of the work done by the Calendar Innovation Committee. The favored option from its work was the 4/5 model involving four days of student instruction and five days of staff working, with the fifth day focused on planning, prep, professional development, and student focused data. He suggested that the next step might be to tour a district that is doing this model to meet with teachers and board members. The Estacada School District is one possibility. Director Franko asked whether the research rubric surfaced enough information.

#### Next Steps

Dr. Hattrick will look at the questions concerning the AHS bell schedule. He will also work through his superintendent networks to assess interest by other districts. He expressed interest in doing further investigation so that we can honor the work of the volunteers who spent most of a year on this by reaching some conclusion.

We also need to think about whether we can solve the associated challenges of implementing any of these models.

#### **9. Adjourn**

There being no further business, Chair Dyson adjourned the meeting at 8:55pm.

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: November 14, 2024

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Board Chair Rebecca Dyson

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Superintendent Joseph Hattrick

## MINUTES

### 1. Call to Order / Roll Check

Chair Dyson called the meeting to order and a roll check confirmed that all five directors were present.

### 2. Land Acknowledgment

Chair Dyson read the Land Acknowledgment.

### 3. Adoption or Adjustment of Agenda

Director Skuratowicz moved and Director Ruby seconded the adoption of the agenda as presented.

### 4. State Assessment Data

Assistant Superintendent Michelle Cuddeback presented an overview of state assessment results year-to-year for district students. She began with English Language Arts (ELA). In response to a question about the number of 11<sup>th</sup> grade students opting out of the assessment test, Ms. Cuddeback said that some parents do opt out, but students at that age are more focused on pre-college tests like the SAT. The district strives for a 95% participation rate. Board members expressed interest in seeing longitudinal data on cohorts of students.

There were similar comparisons in Math results. iREADY assessments are showing more improvement here as students and teachers become more comfortable with the new Math curriculum. There don't seem to be outstanding new results in the 5<sup>th</sup> grade numbers.

With regard to results by school, Ms. Cuddeback reported that staff will take a deep dive into the results. Principals will review them with teachers and the Superintendent with principals. They will look at the impact of new math curriculum, the enrollment boundary changes, and other factors. Attendance does seem to be improving.

ELA will be more of a focus this year. Teachers have completed science of reading professional development and training on new curriculum. Superintendent Hattrick pointed out some star data points. Our English Language Learners showed good growth in English proficiency. The 8<sup>th</sup> graders at AMS showed a 27% growth in Math. Director Ruby asked whether we can show that results are directly related to efforts? The Board would like to see comparable results from similar schools like Lake Oswego.

For a future meeting the staff will provide disaggregated data, separate out the choice school programs Willow Wind and TRAILS, and present comparable data from other school districts.

### 5. Governance

#### 5.A. Board Policy EFA: Local Wellness Plan - First read

The Board reviewed the update to Policy EFA, required by the National School Lunch Program. ASD is currently undergoing another audit of our program. After a brief discussion,

Director Skuratowicz moved and Director Franko seconded the approval of the revised policy as presented. The motion carried by unanimous vote of the members present.

**5.B. Board Policy JFCEB: Personal Electronic Devices - 2nd reading**

Dr. Hattrick pointed out that he removed the right of a student to appeal if denied the use of a cell phone in class. The Board asked to add a statement that staff are expected to implement this policy with fidelity, and they do not want to see inconsistent enforcement. This policy will be reviewed again at the next meeting.

**5.C. Board Policy GBCBA: Alcohol & Controlled Substance Use - 2nd read**

The Board asked the district to seek clarity on the treatment of prescribed drugs, including medical marijuana, in this policy.

**5.D. Board Policy: IKF Diploma Requirements - First read**

Staff was asked to bring this policy back to the next meeting for approval.

**6. Adjourn**

There being no further business, Chair Dyson adjourned the meeting at 8:50 pm.

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: November 14, 2024

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Board Chair Rebecca Dyson

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Superintendent Joseph Hattrick

## MINUTES

### 1. Call to Order and Roll Check

Chair Dyson called the meeting to order and a roll check confirmed that all directors were present.

### 2. Land Acknowledgment

Director Franko read the Land Acknowledgment.

3. **Adoption of Agenda** (*At this time Board members are provided the opportunity to amend the Regular Session agenda.*) Director Skuratowicz moved and Director Hatch seconded the approval of the October 10, 2024, agenda. The motion carried by unanimous vote of the five directors present.

4. **Consent Agenda** (*All items may be adopted by a single motion unless pulled for special consideration.*)

Director Russell moved and Director Ruby seconded the approval of the Consent Agenda as presented. The motion carried by unanimous vote of the members present.

#### 4.A. Personnel Report for October 2024

Director Franko raised a question about the monthly Personnel Report, which appeared to contain a very expensive list of new temporary positions. Assistant Superintendent Cuddeback responded that these are primarily extra duty stipends for student activities and clubs for the Fall seasons. Some are annual stipends for department chairs and staff team leaders.

#### 4.B. Enrollment Report for October 1, 2024

#### 4.C. Board Policy Updates

4.C.1) IKF Graduation Requirements

4.C.2) GBCBA Alcohol and Controlled Substance Use

4.C.3) JFCEB Personal Electronic Devices and Social Media

### 5. School Report - Bellview Elementary

Bellview Principal Christine McCollom reported that Bellview just kicked off its Junior Coach group involving a group of older students in helping and mentoring younger students. Last year the program was open to 5<sup>th</sup> grade students and this year they included 4<sup>th</sup> graders. They have 29 students participating and they are receiving training in their roles and responsibilities. Much centers on the playground and involves problem solving, encouraging fun activities that promote good behavior, and making sure that all students are included. Next week the 5<sup>th</sup> graders will launch the Kindness Club, which is run by students. They decide on activities to promote kindness.

Bellview is starting a new Student Council for 5<sup>th</sup> graders to give student feedback on school matters. They have 26 applicants. They have about 40 students involved in OBOB (Oregon Battle of the Books) practice. The Bobcat Choir currently has 30 kids, most from 3<sup>rd</sup> and 4<sup>th</sup>

grades. There are also many 5<sup>th</sup> graders participating in orchestra with the 5<sup>th</sup> grade strings program.

Other activities were an Indigenous Peoples Day assembly and the planned Halloween Carnival on October 26, which will be the 82<sup>nd</sup> occasion. They are starting a student union for students of color run by parents and students. About 200 families attended the annual Barbecue this year.

## **6. Recurring Reports**

### **6.A. AHS Student Report**

Students Azaleah Davis-Powell and Ella Robinson gave the AHS report. Ms. Davis-Powell said that the high school is still having good attendance and participation in events like sports games and homecoming activities. Our athletics teams are doing well this season. Ms. Robinson commented that it is the most school spirit she has seen. Students are following soccer, football, and volleyball teams. They have good attendance at pep rallies.

The Club Fair was held and all student clubs are experiencing a good increase in membership across grade levels. Ms. Robinson complimented the Leadership Class students for being very productive and moving towards a great homecoming.

Vice Chair Franko asked about the AHS social media site on Instagram. This is run by the Senior Class President. A recent posting featured examples of students giving “prom proposals” and encouraging people to ask someone to go. Ms. Davis-Powell was featured in one of these. Leadership uses the site to get information out to students quickly.

### **6.B. AEA Report**

AEA member Alan Parowski expressed AEA thanks to the Board for providing time at its meetings to hear from members. He acknowledged Dr. Hatrick’s work to explore and address past circumstances surrounding the budget crisis and for sending a staff survey to bring collaborative voices to district problem solving. The In-Service day for staff is welcome and teacher-directed time is important. At the elementary level staff thought that the time was mostly district directed. As bargaining continues, members are hoping for a fair COLA. Mr. Parowski read reports from each site.

### **6.C. OSEA**

OSEA board member James Johnson said that members are glad the Collective Bargaining Agreement has been approved. Chapter members will hold elections for a new treasurer and vice president, as well as work on revising the chapter constitution to align with new changes at the state OSEA level. Teacher Reed Sorenson offered appreciation of classified staff as they do their daily work. During all of the construction and transitions at AHS, lunch crews, bus drivers, custodians, and EAs have gone about their daily work with dedication and mutual support. Educational Assistants says that with some staff reductions, they have heavier workloads, but try to start every day with a smile for the students. Mr. Johnson commented that classified staff are setting up for the all staff in-service day at AMS and Walker.

## **7. Board Reports**

Director Hatch reported that he helped chaperone 3<sup>rd</sup> graders from Willow Wind on a walking outdoor tour at North Mountain Park. They did a service project pulling weeds and raspberry plants. He met with Dr. Hatrick and Director Franko for a deeper review on the district budget

crisis and appreciates the good transparency. He marched in the Ashland Pride Parade with students. Director Franko said she attended the homecoming football game, which sadly we lost, but the students had fun and there was good school spirit. She did the hike up Mount McLaughlin with TRAILS students and she made it to the summit. It was a tough climb. She also hiked to Garfield Peak.

Director Ruby completed all of the annual trainings required of school board members. There are eight required Safe Schools classes required of school board members. He attended the OHSU rural health conference. The district has good partnerships with the Ashland Mental Health Organization for mental health services and we benefit from La Clinica services.

Director Skuratowicz reported that she enjoyed carrying the Pride flag in the Ashland parade. Principal McCollom helped choreograph the flag carriers as they walked. She continues her work with the Jackson County System of Care on chronic absenteeism among students in our region. She will interview people from every school in Jackson County as part of this work. This is the last year of her project on teaching computational thinking, funded by the National Science Foundation.

Chair Dyson attended the Ashland Schools Foundation and Ashland High Arts Advocates board meetings. These great volunteer groups supply important resources to our students both broadly and in the arts. The annual ASF Monster Dash fund raiser is coming up. She encouraged volunteers to help and runners should join the Fun Run. Marching in the Pride Parade was also fun. She met with candidates recommended to serve as student board representatives and attended the open house at AHS. She is seeing much positive enthusiasm from students and parents.

**8. Hear Public Comments** (*The Ashland School District Board of Directors reserves this time for individuals to relay comments in writing to the Board regarding topics, not on the printed agenda.*)

There were none.

## **9. District Staff Updates**

### **9.A. Superintendent Report**

Dr. Hattrick reported that he attended the Bellview Awards Assembly, an AHS Pep Rally, and the September 20 football game. He participated in an Alternative School circle chat with students. These programs are doing important work with students. Bargaining is continuing with district licensed staff and is enjoying a collaborative mood. He expressed his gratitude to the school board for its participation in the Pride Parade. The district will hold its annual wellness and equity in-service day for all staff. The coming Monday the district will celebrate Indigenous Peoples Day and schools will be closed. The annual detailed student enrollment report will be presented at the November 14 regular session. He continues to do deep work on our budget review and thanked the staff who are supporting this. He announced that the October Ashland Rotary Student of the Month was Marley Stewart.

### **9.B. Capital Bond**

#### **9.B.1) Monthly Bond Report - September 2024**

Executive Director of Operations Steve Mitzel reported that the bond construction team is preparing a full presentation on the work coming to completion at the high school. He has shared a draft with the Board and is aiming for a public presentation at the December regular session. The high school is preparing for accreditation.

HMK Program Director Mike Freeman reported that the first and second floors of the Humanities Building are now occupied again by classes and they are working on the third floor. Crews are wrapping up interior finishes for the Science Building. Auxiliary locations like the gym and the English Building rest rooms are moving to internal fixture finishing.

There is progress on the Science Building seismic upgrade. We have a schematic design and are putting out an RFP for completion of the design and hiring a Construction Manager|General Contractor to begin the actual construction next summer.

We still need to complete another project to fulfill our solar requirement and are reviewing several options for that. The team intends to present three ideas to the Board for a final decision. In response to questions, Mr. Mitzel described the process. The District owns property in both City of Ashland and Jackson County. The land use options and power companies are different, with Pacific Power serving the county and Bonneville serving Ashland. The first step will be to recommend location options to the Board, whose members will select the preferred location. Then an RFP will go out to solicit bids for the construction and recommendations on that will come back to the Board for final approval.

Director Ruby appreciated the huge amount of work performed across the high school campus in the last couple of years and the good collaboration from AHS. He thanked Mr. Mitzel and Mr. Freeman and their teams for the quantity and quality of the work. Mr. Mitzel also thanked the AHS leadership and staff for accommodating the disruptions to their surroundings and work as we completed these renovations.

Director Skuratowicz asked about the current outlook for getting all students back on campus? Mr. Mitzel said that two science classes will return at the end of October. The Humanities Building wraps up in December. All classroom spaces will be open and ready to use by the end of December. The AHS gym work lags because we must wait for chillers and other parts. Completion there will happen in the summer of 2025.

Mr. Mitzel further reported that we are doing fine on our bond spending timeline as long as we continue to perform continuous work and progress towards the goal. The final bond dollars will probably be spent on the last solar project in 2025.

#### 9.C. Finance Report

Director of Business Services Scott Whitman presented the finance statement for the period ending September 30, 2024. As the first quarter ends, he is projecting a total of \$39.6 million in annual revenue. He walked through changes in expense projections and his current projection is that we would end the fiscal year with an ending fund balance of about (\$287,000). The top fiscal goal is to staunch the overspending and achieve a balanced budget, and then work to recover an operating reserve in the ending fund balance. Cost reductions already achieved are moving us in the right directions with more work to be done.

There was a brief discussion about the various revenue sources the district has and the impact of the state equalization formula on our ADMw revenue from the state. Various public education organizations are looking at things that could impact improved revenue without damaging this equalization idea.

#### **10. Unfinished Business**

There was none.

#### **11. New Business**

##### 11.A. Student Representatives to the Board for 2024-2025

Dr. Hattrick noted that the selection of student board representatives was a little behind schedule this year and asked Principal Ben Bell to explain the process for selection. Mr. Bell reported that they are excited to recommend four amazing students. The application was open to any student interested in applying. Dr. Hattrick and student leadership did videos to encourage people to apply. A small team reviewed seven applications and interviewed six students. All did an amazing job. He is bringing forward recommendations for two representatives and two alternates.

Dr. Hattrick and Chair Dyson met with the four for an orientation. The candidates are:

- Owen Taylor (participating by phone because he is in a Cross Country tournament)
- Azaleah Davis-Powell
- Toby Pew
- Max Hoerrmann

Superintendent Hattrick recommended to the Board that these four become the 2024-2025 student board representatives.

Director Hatch moved and Director Ruby seconded the Board's acceptance of these recommendations with gratitude. The motion carried by unanimous vote of the members present.

The students briefly introduced themselves. The terms will begin with Mr. Taylor and Ms. Davis-Powell serving as the representatives for the Fall semester and Mr. Pew and Mr. Hoerrmann as the alternatives. They may then switch roles for the second part of the school year.

##### 11.B. Student Assessment Update

Assistant Superintendent Michelle Cuddeback submitted a comprehensive, preliminary report on student achievement by school and year. She highlighted some areas of significant gains and others where improvement is needed.

The Lead Team will be preparing a detailed presentation with disaggregated data for a more in-depth discussion at a future meeting. Director Skuratowicz requested that a consistent scale be used across all reports so the Board could more accurately compare the results.

11.C. ACTION ITEM: Request for Board Action to Correct Curriculum Compliance Issues

Following his presentation of the Division 22 assurances and district compliance matters, Dr. Hattrick asked the Board to take several actions:

1. Approve curriculum postponements as he outlined them:
  - a. English Language Arts for 3 years
  - b. Science for 2 years
  - c. Health for 1 year

Director Skuratowicz moved and Director Hatch seconded the approval of this curriculum postponement plan. The motion carried by unanimous vote of the members present.

2. Approve the Corrective Action Plans he proposes to meet the standards 581-022-2355 and 581-022-2360. Director Skuratowicz moved and Director Hatch seconded the approval of both corrective action plans.
3. Approve the Division 22 Assurances Report for 2023-2024 as submitted. Director Skuratowicz moved and Director Hatch seconded the approval of the 2023-2024 Division 22 Assurances Report as submitted. The motion carried by unanimous vote of the members present.

11.D. Division 22 Report on Compliance with Public School Standards: 2023-2024

Superintendent Hattrick requested changing the order of 11D and 11C, and the chair approved presenting item 11D first.

Superintendent Hattrick presented an overview of the Division 22 Assurances report, describing its purpose and process. He mentioned standards that have been temporarily waived concerning Essential Skills, and new ones added including the Menstrual Dignity Act. He reviewed the District's corrective action plans from last year's report that have been resolved. There are two remaining curriculum compliance issues that have not been resolved and he will present a proposal for a corrective action plan addressing them. Two standards: 581-022-2355 and 581-022-2360 remain out of compliance. The district is behind schedule on mandated schedules by which to approve new curriculum for English Language Arts, Science, and Health.

For 581-022-2360 adoption of ELA, last year ODE approved a plan for a postponement request. However, ODE has no evidence that this request was submitted, and so we did not satisfy that corrective action plan. For 581-022-2355 the district is out of compliance with other parts of the mandated adoption cycle. Vice Chair Franko raised a question about curriculum costs impacting our ability to comply and Dr. Hattrick informed the board the "Adoption does not equal Purchase." In other words, the district must approve on a schedule but has the ability to use Open Source or free curriculum materials to fit within budgets.

There were several new requirements for 2024-2025 that we have already met. These include:

- Adopting and implementing new curriculum for social and emotional learning (SEL).
- Implementing new requirements for high school credits on Financial Literacy and Career Skills Pathways.
- Modifying diploma requirements.
- Developing a drug intervention program.

**12. Announcements and Appointments**

Chair Dyson read the announcements of upcoming meetings.

**13. Adjourn**

There being no further business, Chair Dyson adjourned the meeting at 9:35 pm.

Submitted by:

Jackie Schad, Board Secretary

Dated for Board Approval: November 14, 2024

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Board Chair Rebecca Dyson

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Superintendent Joseph Hattrick

DRAFT

Ashland School District  
 Board Personnel Report  
 November 1, 2024

SITE	NAME	POSITION	STATUS	STATUS CHANGE	SALARY PLACEMENT EXCEPTION
AHS	Gilberto Roman	College and Career Specialist	Resignation	NO	NONE
AHS	Jacquelyn Case	Teacher, Humanities	Resignation	NO	NONE
AHS	Marrisa Watson	Teacher, Math	Resignation	NO	NONE
AHS	Spencer Nix	EA	Resignation	NO	NONE
AHS	Ashley Caughell	Game Help	Temporary Service	NO	NONE
AHS	Caroline Shaffer	Theatre Director for Fall Show	Temporary Service	NO	NONE
AHS	Lawrence Alford	Lighting Design for Fall Play	Temporary Service	NO	NONE
AHS	Sarai Lacy	Yearbook Advisor	Temporary Service	NO	NONE
AHS	Tamara Anderson	Peer to Peer Mentor	Temporary Service	NO	NONE
AHS	Lauren Trolley	Peer to Peer Mentor	Temporary Service	NO	NONE
AHS	Ronan Dunphy	Peer to Peer Mentor	Temporary Service	NO	NONE
AHS	Jennifer Bein	Peer to Peer Mentor	Temporary Service	NO	NONE
AHS	Annalynn Mueller	AP Reader	Temporary Service	NO	NONE
AHS	Brenna Heater	Assistant Girls Basketball Coach	Temporary Service	NO	NONE

Ashland School District  
 Board Personnel Report  
 November 1, 2024

AHS	Kristopher Robert Prusko	Teacher, CAD, Computer Applications, Digital Media and Graphic Design	LOA 10/31-6/9	NO	NONE
AHS	Kim Keoppen	Teacher, Humanities	Year 1 of 2 (revision to 3/14 report)	NO	NONE
AHS	Nancy Martin	Teacher, Humanities	Year 2 of 2 (revision to 3/14 report)	NO	NONE
AHS	Adam Harris	Teacher, Band	1.0 FTE	NO	NONE
AHS	Sarai Lacy	Teacher, Grizz Academy	1.0 FTE	NO	NONE
AHS	David Michael Garden	Teacher, CTE	1.0 FTE (Temporary)	NO	NONE
AHS	Jaci Jean Jamison	Teacher, Math	1.0 FTE	NO	NONE
AHS	Paul Kaveney	Teacher, Spanish	0.50 FTE (Temporary)	NO	NONE
AHS	Daren Shaw	Teacher, Math	1.0 FTE (Temporary)	NO	NONE
AHS	Robert Joe	Counselor	1.0 FTE (Temporary)	NO	NONE
AHS	Alec Slinkard	Counselor	1.0 FTE (Temporary)	NO	NONE
AHS	Sarah Weston	Dean of Students	1.0 FTE (Temporary)	NO	NONE
AHS	Anirudh Sairam	Head Coach, Basketball Boys	Temporary Service	NO	NONE
AHS	Alec Slinkard	Head Coach, Wrestling	Temporary Service	NO	NONE
AHS	Eric Schwark	Assistant Coach, Wrestling	Temporary Service	NO	NONE
AHS	Allison Gida	Head Coach, Basketball Girls	Temporary Service	NO	NONE
AHS	Hannah Washington	Assistant Coach, Basketball Girls	Temporary Service	NO	NONE
AHS	Christopher Reed Sorensen	Assistant Coach, Basketball Boys	Temporary Service	NO	NONE
AHS	Nehemiah Dedmon	Assistant Coach, Basketball Boys	Temporary Service	NO	NONE

Ashland School District  
Board Personnel Report  
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AHS	Christopher Todd Lantry	Head Coach, Swimming	Temporary Service	NO	NONE
AHS	Thomas Jake Caughell	Assistant Coach, Basketball Boys	Temporary Service	NO	NONE
AHS	Catherine Barber	NASU Affinity Group Advisor	Temporary Service	NO	NONE
AHS	McKael Kenfield	ASU Affinity Group Advisor	Temporary Service	NO	NONE
AMS	Brett Ellis	Girls Basketball Coach	Temporary Service	NO	NONE
AMS	Abdiaziz Guled	Girls Basketball Coach	Temporary Service	NO	NONE
AMS	Rosie Converse	Girls Basketball Coach	Temporary Service	NO	NONE
AMS	William Beckett	Girls Basketball Coach	Temporary Service	NO	NONE
AMS	Rosie Converse	Boys Basketball Coach	Temporary Service	NO	NONE
AMS	Jose Soriano	Boys Basketball Coach	Temporary Service	NO	NONE
AMS	Abdiaziz Guled	Boys Basketball Coach	Temporary Service	NO	NONE
AMS	William Beckett	Boys Basketball Coach	Temporary Service	NO	NONE
AMS	William Wass	Wrestling Coach	Temporary Service	NO	NONE
AMS	Summer Knight	EA	Resignation	NO	NONE
AMS	Madison Huson	Teacher, Grade 6	1.0 FTE (Temporary)	NO	NONE
AMS	Ashley Ambrosio	Teacher, PE	0.57 FTE	NO	NONE
AMS	Josh Desmond	Teacher, PE	0.57 FTE	NO	NONE
AMS	Luc Allen Dyssegard	Teacher, Grade 6	1.0 FTE	NO	NONE
AMS	Derek Nathan McBaine	Teacher, 7/8 Math	1.0 FTE	NO	NONE
AMS	Alec Dickinson	Teacher, 7/8 Spanish	1.0 FTE (Temporary)	NO	NONE

Ashland School District  
Board Personnel Report  
November 1, 2024

AMS	Gregory John Grano	Teacher, WAMS (Journalism)	0.57 FTE (Temporary)	NO	NONE
AMS	Madison Huson	Teacher, Grade 6	1.0 FTE (Temporary)	NO	NONE
AMS	Darian Murphy	Teacher, PE	0.57 FTE (Temporary)	NO	NONE
AMS	Azriel Wolffe	Teacher, 7/8 Math	1.0 FTE (Temporary)	NO	NONE
AMS	Kylie Elizabeth Petermann	ASU Affinity Leader	Temporary Service	NO	NONE
Maintenance	Adrian Garcia	Custodian	Resignation (Retire)	NO	NONE
Student Services	Joshua Athanas	EA Site Based	Resignation	NO	NONE
Student Services	Lindsay Wiegel	SPED Clerk	Resignation	NO	NONE
Student Services	Patrick McCullagh	Teacher, Site Based	1.0 FTE	NO	NONE
Student Services	Christina Carmichael	Teacher, SPED	1.0 FTE	NO	NONE
Student Services	Rebecca Jean Delforge	Licensed Nurse Practitioner	0.80 FTE	NO	NONE
Student Services	Timothy Jaramillo	Teacher, Site Based	1.0 FTE (Temporary)	NO	NONE
Student Services	Samuel Isselhardt	EA Site Based	0.875 FTE	NO	NONE
TRAILS	Neal Warren	EA	Resignation	NO	NONE
TRAILS	Erica Anne Beck-Brattin	Teacher, Math Intevention	0.20 FTE	NO	NONE
TRAILS	Erin Rene Hope	District Nurse	1.0 FTE	NO	NONE
TRAILS	Amanda Kay Lacy	School Psychologist	0.50 FTE	NO	NONE
TRAILS	Amy Maukonen	Teacher, SPED	0.50 FTE	NO	NONE
TRAILS	James Alan Ransweiler III	Teacher, Site Based	1.0 FTE	NO	NONE
TRAILS	Lauren Marie Slaughter	Teacher, SPED	1.0 FTE	NO	NONE

Ashland School District  
 Board Personnel Report  
 November 1, 2024

Helman	Patricia Yoshiko Dorr	ASU Affinity Group Facilitator	Temporary Service	NO	NONE
Helman	Tia Lehua McLean	NAPISU Affinity Facilitator	Temporary Service	NO	NONE
Helman	Michelle Ignacio	BSU Affinity Group Facilitator	Temporary Service	NO	NONE
Helman	Bertha Wengler-Chunga	LSU Affinity Group Facilitator	Temporary Service	NO	NONE
Helman	Allana Drossos	Rainbow Club Affinity Group Advisor	Temporary Service	NO	NONE
Walker	Kathleen Erickson	TAG Coordinator	Temporary Service	NO	NONE
Walker	Jessica Bakke	Teacher, PE	0.45 FTE (Temporary)	NO	NONE
Walker	Julian Boufford	Teacher, Kindergarten	1.0 FTE (Temporary)	NO	NONE
Walker	Molly G Shenandoah	Teacher, Kindergarten	1.0 FTE	NO	NONE
Walker	James Hetland	Teacher, Grade 3	1.0 FTE (Temporary)	NO	NONE
Bellview	Anne-Marie Pedersen	Affinity Group Advisor	Temporary Service	NO	NONE
Bellview	Austin Ryan Wilhoit	Teacher, ELL	0.50 FTE	NO	NONE
Transportation	Karina Hamarfield	Bus Driver	Resignation	NO	NONE

## ASHLAND PUBLIC SCHOOLS ENROLLMENT SUMMARY

### November 2024 Full Time Enrollment

SITE	K	1	2	3	4	5	6	7	8	9	10	11	12		
BELLVIEW	50	34	39	45	38	42								248	BELLVIEW
HELMAN	33	41	44	42	57	41								258	HELMAN
WALKER	36	40	38	39	44	48								245	WALKER
TRAILS	13	12	15	16	16	17	17	15	18					139	TRAILS
*Ashland CONNECT	0	1	0	3	2	4	1	1	6					18	CONNECT
AMS							171	160	196					527	AMS
AHS										232	206	212	194	844	AHS
WILLOW	18	21	22	21	23	20	25	24	19					193	WILLOW
Level 2 Program	0	0	0	0	0	2	1	1	1	1	1	0	0	7	
<b>ASD TOTALS</b>	<b>150</b>	<b>149</b>	<b>158</b>	<b>166</b>	<b>180</b>	<b>174</b>	<b>215</b>	<b>201</b>	<b>240</b>	<b>233</b>	<b>207</b>	<b>212</b>	<b>194</b>	<b>2479</b>	<b>TOTAL</b>

	November Enrollment History														
	2010	2011	2012	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
BELLVIEW				315	322	325	315	318	263	256	246	258	254	248	BELLVIEW
HELMAN				303	314	351	345	345	286	286	281	315	302	258	HELMAN
WALKER				299	342	343	337	344	275	277	226	221	241	245	WALKER
JOHN MUIR				100	120	122	123	122	105	107	180	135	139	139	TRAILS
AMS				579	562	565	564	517	485	480	461	527	529	527	AMS
AHS				971	996	971	950	940	942	914	934	888	822	844	AHS
WILLOW				195	192	179	178	180	159	150	150	163	179	193	WILLOW
Ashland Connect											0	24	24	18	CONNECT
Level 2 Program															7
<b>ASD TOTALS</b>				<b>2762</b>	<b>2848</b>	<b>2856</b>	<b>2812</b>	<b>2766</b>	<b>2515</b>	<b>2470</b>	<b>2478</b>	<b>2531</b>	<b>2490</b>	<b>2479</b>	<b>ASD TOTALS</b>

	Monthly Enrollment									
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2024-2025	2512	2507	2479							
2023-2024	2571	2553	2539	2532	2529	2541	2518	2505	2495	2490
2022-2023	2560	2563	2546	2552	2543	2543	2530	2538	2535	2531
2021-2022	2478	2487	2441	2449	2465	2483	2471	2476	2472	2443
2020-2021			2530	2515	2509	2505	2490	2491	2486	2470
2019-2020		2835	2825	2820	2804	2797	2781	2774	2763	2766
2018-2019		2897	2894	2881	2860	2846	2830	2842	2824	2812
2017-2018	2935	2922	2913	2912	2905	2897	2892	2878	2869	2856
2016-2017	2898	2897	2901	2929	2879	2861	2847	2845	2826	2848

**ASHLAND PUBLIC SCHOOLS ENROLLMENT SUMMARY**

2015-2016	2856	2852	2845	2875	2815	2814	2796	2793	2779	2812
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**NOTES:**

- 1. The Level 2 Program is the new District K-12 Site based at Lincoln
- 2. Willow Wind has an additional 31 part-time homeschooled students we report semi-annually

MEMORANDUM OF AGREEMENT  
BETWEEN  
SOUTHERN OREGON BARGAINING COUNCIL/ASHLAND EDUCATION ASSOCIATION  
AND  
ASHLAND SCHOOL DISTRICT NO.5

This memorandum is entered into on November 7, 2024 between the Southern Oregon Bargaining Council/Ashland Education Association and the Ashland School District.

The District and Association agree to the following regarding Appendix B- Extra Duty Assignments:

For the 2024-25 school year, the High School Head Volleyball Coach (Boys) position shall be placed in Group D of Appendix B.

\_\_\_\_\_  
Southern Oregon Bargaining Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashland Education Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashland School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashland School Board

\_\_\_\_\_  
Date

**TUITION AND TRANSPORTATION AGREEMENT  
ASHLAND SCHOOL DISTRICT and PINEHURST SCHOOL DISTRICT  
2024-25 School Year**

THIS AGREEMENT is made as of this 1st day of July 2024, by and between Jackson County School District No. 5, Jackson County, Oregon, hereinafter referred to as “ASD”, and Pinehurst School District No. 94, Jackson County, Oregon, hereinafter referred to as “PSD.”

WHEREAS, ASD and PSD both maintain schools according to the standards prescribed by the State Board of Education; and

WHEREAS, PSD does not maintain a middle or high school for instructing grades 7 through 12 and ASD does maintain a middle and high school for instructing grades 7 through 12; and

WHEREAS, some ASD students have attended school within the PSD; and

WHEREAS, some PSD students have attended school within the ASD; and

WHEREAS, ASD and PSD need to have an agreement in place governing the costs of tuition and transportation of PSD students attending school in the ASD and of ASD students attending school in the PSD.

NOW, THEREFORE, for consideration the receipt and adequacy of which are hereby acknowledged by the parties, ASD and PSD hereby agree as follows:

- 1. Instruction Agreement.** Subject to the limitations set forth below, ASD and PSD agree to admit into their respective schools students from the other district, including special education students, and further agree to supply such students the same instruction and access to facilities and programs as are furnished to the resident students of each district.
- 2. PSD Tuition to ASD for 7-12 Students.** Except for special education students, PSD shall pay ASD for each student in grades 7 through 12, attending ASD's middle school and high school, that amount received by the ASD per ADMr and all applicable ADMw from the State of Oregon General Purpose Grant for its resident students.
- 3. Limitation on Admissions.** Students who attend PSD through the last grade offered retain PSD as their resident district through graduation. ASD becomes the district of residence through graduation for students who live within the PSD boundaries and at any point obtain an approved IDT to attend ASD when PSD offered instruction in the grade of their student. If a student has been attending ASD on an IDT, but then wants to re-enroll in PSD and PSD offers instruction in that grade, no IDT is required to re-enroll because they live within the Pinehurst boundaries. They would though need another IDT to re-enroll back in Ashland after returning to Pinehurst.
- 4. Special Education Students - Services and Tuition.** The following provisions specify the responsibilities of the resident and attending districts for non-resident

PSD or ASD K through 12 Special Education students attending school in the other district:

**A. The resident district retains all responsibility for ensuring that the parents and the student are afforded all special education rights and procedural safeguards under state and federal law, including but not limited to:**

- i. Child-find and initial evaluation if the resident district suspects that the child has a disability and needs special education;
- ii. Initiating, conducting, and notification of parents for all initial IEP meetings;
- iii. Provision of a resident district representative at all IEP meetings;
- iv. Provision of an IEP and placement that complies with all state and federal requirements;
- v. Provision of prior written notice and notice of procedural safeguards when required;
- vi. Compliance with any stay put requirements that allow the child to remain in the present educational placement in the attending program unless the resident district and the parents agree otherwise; and
- vii. Acting as the school district of record for any special education due process hearing arising out of the student's placement or program.
- viii. Each resident district remains ultimately liable for the provision of FAPE to all of their resident special education students. If the attending district concludes that it is not able to provide a FAPE for a particular student, it will inform the resident district of its position and the student in question will not be admitted to the attending district. In such circumstances, the resident district retains the right to contract with other districts, the ESD, and public or private service providers.

**B. The attending district agrees to:**

- i. Allow the child to remain in the present educational placement in the attending district during the pendency of any Special Education due process hearing unless the parents and resident district agree otherwise;
- ii. Initiate meetings to review and revise IEPs and provide all written notices for these meetings;
- iii. Immediately notify the resident district if the attending district suspects that a child may have a disability and may need Special Education service;
- iv. Immediately notify the resident district if a student, whether disabled or not, has engaged in conduct that may lead to suspension or expulsion;
- v. Immediately notify the resident district of any complaint made by the parents regarding the student's regular or Special Education program at the attending district;
- vi. Provide the resident district with sufficient notice of date and time when the attending district would like to have an IEP meeting scheduled; and
- vii. Be responsible for implementing the IEP, to include extended school year (ESY) if the student qualifies.

**C. With respect to funding, the following shall apply:**

- i. The resident district shall report the student as active on the annual Special Education Child Count (SECC) and receive both ADMr (first weight) and the ADMw (second weight) state school funds as provided for under state policy and law.
- ii. The attending district will receive from the resident district funding utilizing one of the following options:
  - 1. The receiving district's ADMr and additional ADMw unit value under the state revenue formula.
  - 2. Other options as mutually agreed upon in writing by both parties.

**D. When the provision of FAPE requires additional staffing, high-cost assistive technology, or other services/devices not otherwise available in the attending District, the value of which is in excess of the attending districts special education ADMw unit value:**

- i. The resident District is responsible for providing any additional staff. Additional staff may be provided by staff employed by the resident District, or by the attending District at cost to the resident District. Any staff hired by or contracted with the resident District must abide by the personnel policies of the attending District. The attending District reserves the right to refuse staff provided by the resident District for any reason.
- ii. Additional high-cost technology or services in excess of the second weight will be identified in a letter of understanding. The resident District is responsible for the additional costs.

**E. The attending district will annually identify students and services identified in an IEP that are in excess of existing program operations costs in a Letter of Understanding. The Letter of Understanding will further identify the parties' mutual agreement as to the mechanism for service provision or reimbursement to the attending district by the resident district.**

**5. Offsets Allowed.** PSD and ASD recognize the possibility that each may owe the other money at the same time, or that comparable resident students are being served by the other district. The parties may, upon mutual agreement, offset payments that may be due each other pursuant to this agreement.

**6. 6-12 Transportation.**

- A. ASD agrees to furnish transportation for PSD resident middle and high school students attending ASD schools. PSD shall pay ASD \$4.00 per bus mile for total mileage operated within the PSD transporting PSD students.
- B. PSD has the right to negotiate the number of seats they wish to reserve for their students, which will determine transportation costs. PSD agrees to advise ASD a week before in-person classes begin, of the number of seats they wish to initially reserve for the 2024-25 school year.

PSD shall have the option to revise the number of seats reserved based on changes in enrollment. PSD agrees to notify ASD as soon as possible when changes occur so that ASD may provide the necessary transportation and adjust PSD charges.

- C. For the 2024-25 school year, ASD will waive the fee for the bus providing transportation to PSD students for that portion of its route operated within the ASD. The amount paid would be equal to the number of bus miles, multiplied by the rate of \$4.00, and prorated by the percentage of seats reserved by PSD if charged by ASD.

**7. Payment Schedule.** ASD will invoice PSD as follows:

	<u>Billing Date</u>	<u>Payment Due Date</u>
Payment no. 1	November 1, 2024	November 30, 2024
Payment no. 2	March 1, 2025	March 31, 2025
Payment no. 3	June 15, 2025	June 30, 2025

- 8. Term.** The term of this Agreement shall be from July 1, 2024 through June 30, 2025. This Agreement may be renewed on a year-to-year basis upon the written agreement of both PSD and ASD.
- 9. Additional Fees for Participation in Out-of-District Sports.** PSD students are individually responsible for payment of any fees required for participation in out-of-district sports and other activities.
- 10. Miscellaneous.** This Agreement is the entire agreement between the parties and may not be amended or supplemented except in writing executed by both PSD and ASD.

SIGNED in, duplicate as of the dates set forth below.

**Pinehurst School District No. 94**

**Jackson County School District No. 5**

\_\_\_\_\_  
Board Chair  
Date

\_\_\_\_\_  
Board Chair  
Date

\_\_\_\_\_  
Emily Cozza, District Administrator  
Date

\_\_\_\_\_  
Joseph Hattrick, Superintendent  
Date

# Ashland School District

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District Enrollment and Exit Counts

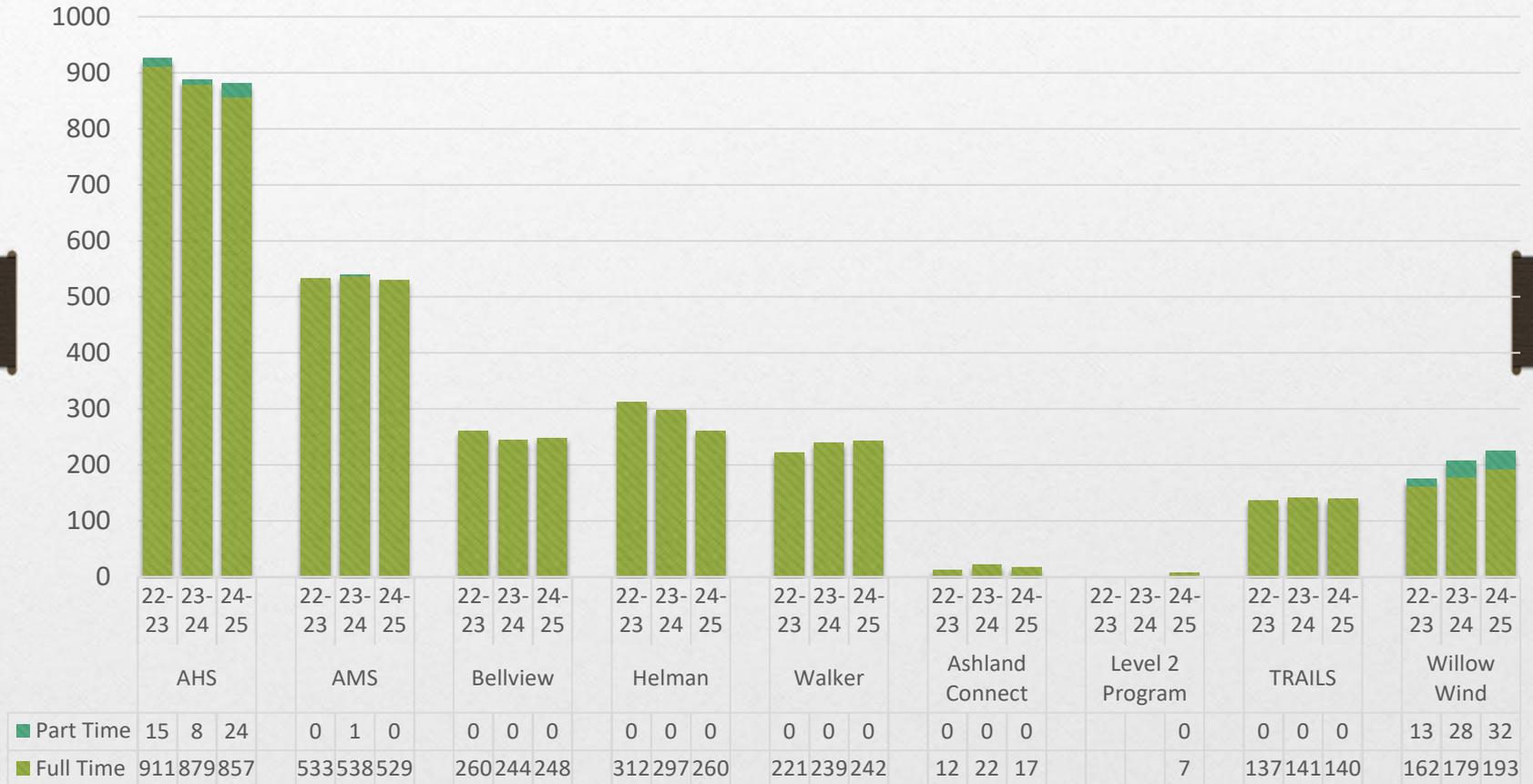
October 2024

# 2024-25 Ashland School District Enrollment by Site Three-Year Trend



*As of the first school day in October*

## 2024-25 Ashland School District October Enrollment by Site Three-Year Trend



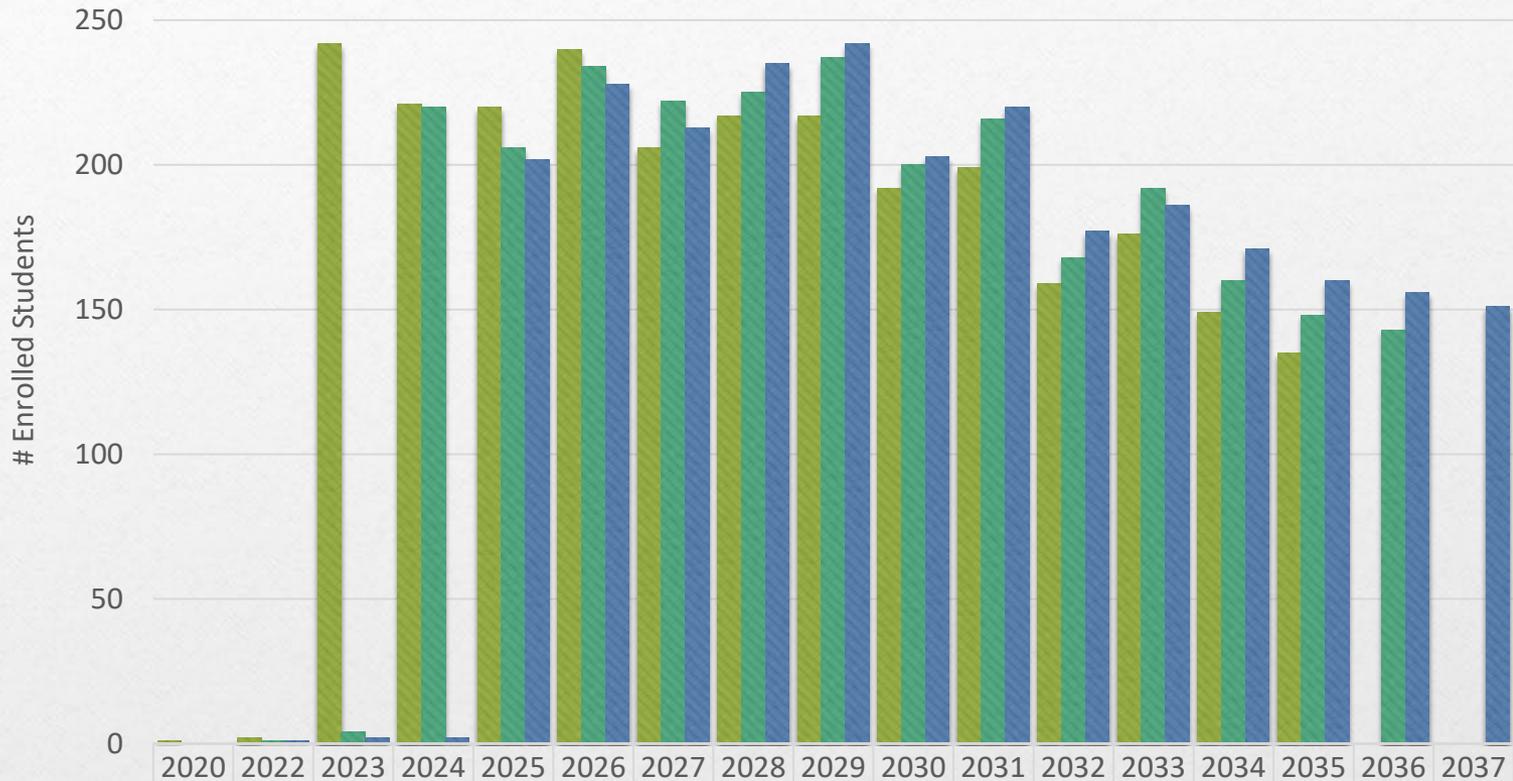
*As of the first school day in October*

## 2024-25 October Enrollment Snapshot

School Site	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	District Total
Ashland High School										234	212	228	207	<b>881</b>
<i>Full Time</i>										233	211	216	197	<b>857</b>
<i>Part Time</i>										1	1	12	10	<b>24</b>
Ashland Middle School							171	162	196					<b>529</b>
Bellview Elementary	49	35	39	45	38	42								<b>248</b>
Helman Elementary	34	41	44	43	56	42								<b>260</b>
Walker Elementary	35	40	38	38	43	48								<b>242</b>
Ashland Connect	0	1	0	3	3	3	1	1	5					<b>17</b>
Level 2 Program	0	0	0	0	0	2	1	1	1	1	1	0	0	<b>7</b>
TRAILS	13	13	15	16	16	17	17	15	18					<b>140</b>
Willow Wind	20	26	24	26	31	22	30	24	22					<b>225</b>
<i>Full Time</i>	18	21	22	21	23	20	25	24	19					<b>193</b>
<i>Part Time</i>	2	5	2	5	8	2	5	0	3					<b>32</b>
<b>2024-25 District Total</b>	<b>151</b>	<b>156</b>	<b>160</b>	<b>171</b>	<b>187</b>	<b>176</b>	<b>220</b>	<b>203</b>	<b>242</b>	<b>235</b>	<b>213</b>	<b>228</b>	<b>207</b>	<b>2549</b>
<i>24-25 District Total, Full-Time</i>	149	151	158	166	179	174	215	203	239	234	212	216	197	<b>2493</b>
<i>24-25 District Total, Part-Time</i>	2	5	2	5	8	2	5	0	3	1	1	12	10	<b>56</b>
<b>2023-24 District Total</b>	<b>142</b>	<b>149</b>	<b>160</b>	<b>192</b>	<b>168</b>	<b>215</b>	<b>201</b>	<b>236</b>	<b>226</b>	<b>222</b>	<b>234</b>	<b>207</b>	<b>224</b>	<b>2576</b>
<i>23-24 District Total, Full-Time</i>	140	148	156	185	165	209	201	232	224	222	234	205	218	<b>2539</b>
<i>23-24 District Total, Part-Time</i>	2	1	4	7	3	6	0	4	2	0	0	2	6	<b>37</b>

*As of the first school day in October*

## Three-Year October Enrollment Snapshot by Graduation Cohort

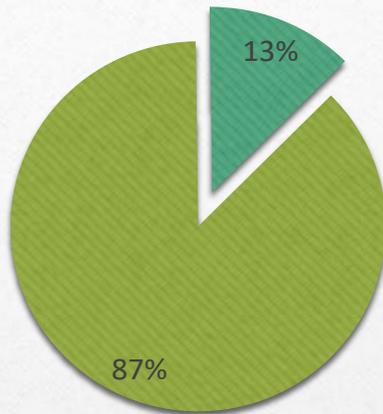


22-23 School Yr	1	2	242	221	220	240	206	217	217	192	199	159	176	149	135		
23-24 School Yr		1	4	220	206	234	222	225	237	200	216	168	192	160	148	143	
24-25 School Yr		1	2	2	202	228	213	235	242	203	220	177	186	171	160	156	151

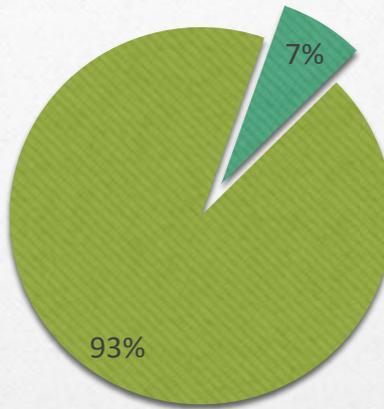
*As of the first school day in October*

# 2024-25 October Enrollment Snapshot – Race & Ethnicity

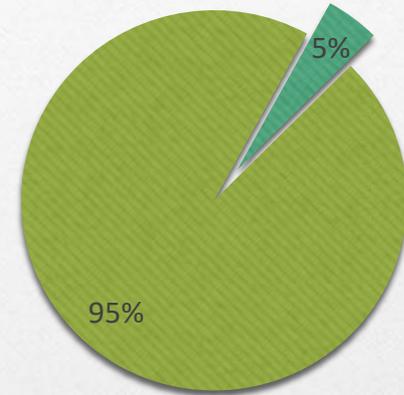
Hispanic or Latino



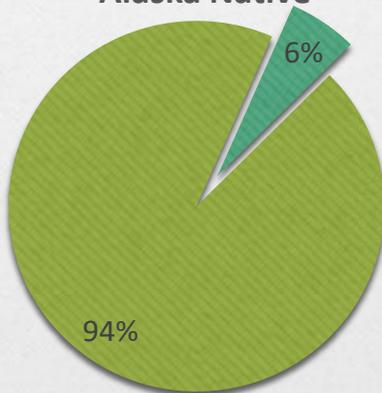
Asian



Black or African American



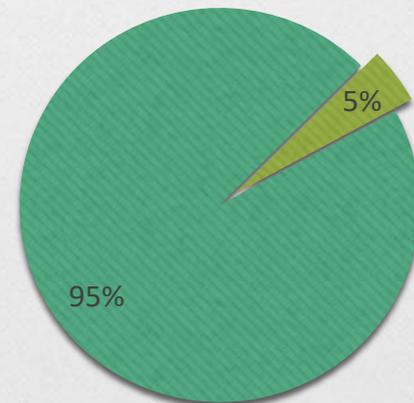
Native American or Alaska Native



Native Hawaiian or Other Pacific Islander



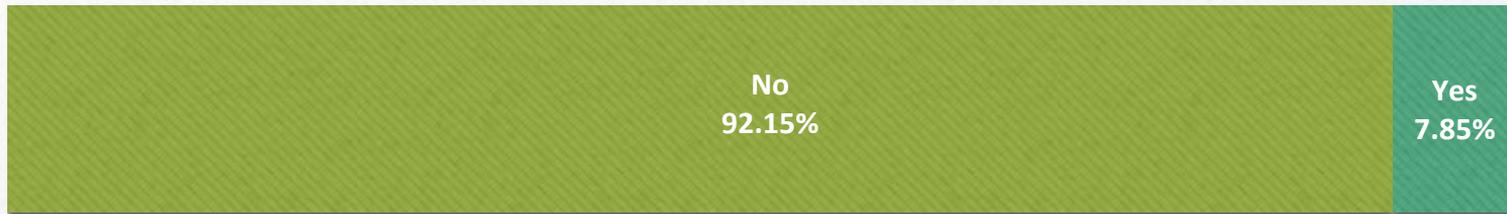
White



*As of the first school day in October*

# 2024-25 October Enrollment Snapshot – Special Programs

## 504 Plans



## English Learners



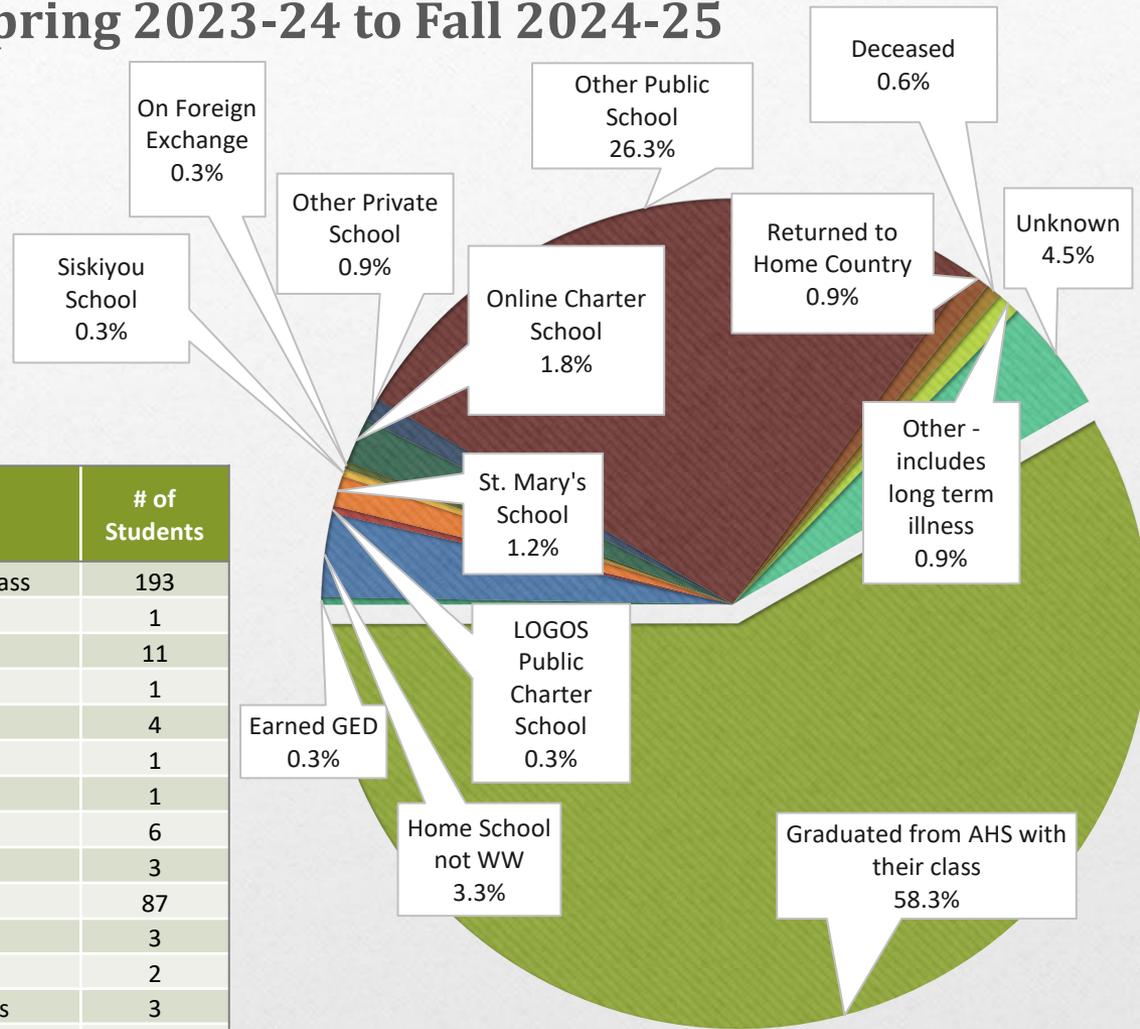
## IDEA



# End of Year to Start of Year Student Exits

## Spring 2023-24 to Fall 2024-25

- Graduated from AHS with their class
- Earned GED
- Home School not WW
- LOGOS Public Charter School
- St. Mary's School
- Siskiyou School
- On Foreign Exchange
- Online Charter School
- Other Private School
- Other Public School
- Returned to Home Country
- Deceased
- Other - includes long term illness
- Unknown



Reason	Definition	# of Students
G	Graduated from AHS with their class	193
GED	Earned GED	1
HME	Home School (not Willow Wind)	11
LGS	LOGOS Public Charter School	1
MRY	St. Mary's School	4
SKU	Siskiyou School	1
OFX	On Foreign Exchange	1
OLC	Online Charter School	6
OPVT	Other Private School	3
OPS	Other Public School	87
RHC	Returned to Home Country	3
DC	Deceased	2
OTH	Other – Includes Long Term Illness	3
UNK	Unknown	15
<b>Total</b>		<b>331</b>

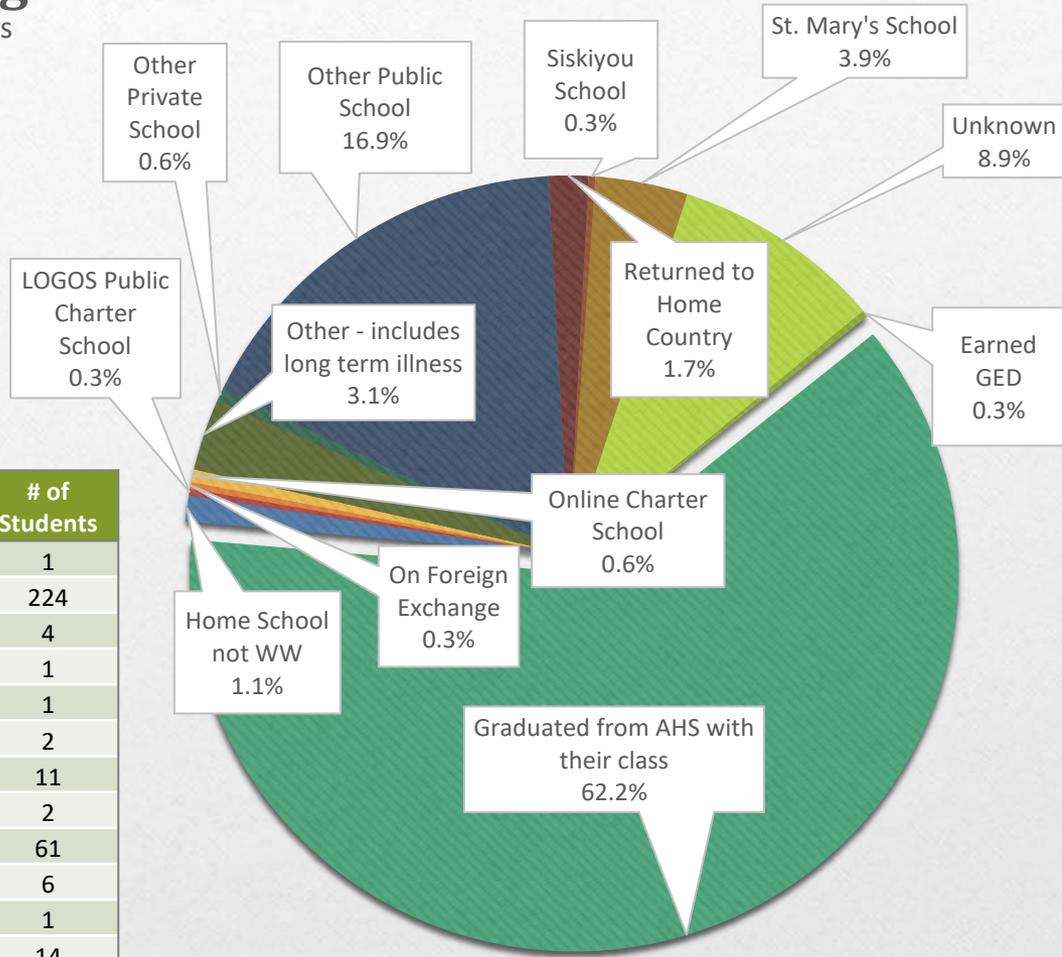
## End of Year to Start of Year Student Exits by Site Spring 2023-24 to Fall 2024-25

School	Graduates	AHS	AMS	Bellview	Helman	Walker	Ashland Connect	Level 2 Program	TRAILS	Willow Wind	Total
Graduated from AHS with their Class	193										193
Earned GED		1									1
Homeschool not Willow Wind			1	3	2	1			1	3	11
LOGOS Public Charter School				1							1
St. Mary's School		1	3								4
Siskiyou School			1								1
On Foreign Exchange		1									1
Online Charter School		4			1		1				6
Other Private School			1	1		1					3
Other Public School		26	23	15	5	11	2	2	1	2	87
Returned to Home Country		3									3
Deceased			1	1							2
Other – Includes Long-Term Illness		1		2							3
Unknown		5	1	4	3				1	1	15
<b>Grand Total</b>	<b>193</b>	<b>42</b>	<b>31</b>	<b>27</b>	<b>11</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>331</b>
<b>Grand Total, Less Graduates</b>		<b>42</b>	<b>31</b>	<b>27</b>	<b>11</b>	<b>13</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>138</b>

# End of Year to Start of Year Student Exits

## Spring 2022-23 to Fall 2023-24

- Earned GED
- Graduated from AHS with their class
- Home School not WW
- LOGOS Public Charter School
- On Foreign Exchange
- Online Charter School
- Other - includes long term illness
- Other Private School
- Other Public School
- Returned to Home Country
- Siskiyou School
- St. Mary's School
- Unknown



Reason	Definition	# of Students
GED	Earned GED	1
G	Graduated from AHS with their Class	224
HME	Homeschool not Willow Wind	4
LGS	LOGOS Public Charter School	1
OFX	On Foreign Exchange	1
OLC	Online Charter School	2
OTH	Other – Includes Long-Term Illness	11
OPVT	Other Private School	2
OPST	Other Public School	61
RHC	Returned to Home Country	6
SKU	Siskiyou School	1
MRY	St. Mary's School	14
UNK	Unknown	32
<b>Total</b>		<b>360</b>

## End of Year to Start of Year Student Exits by Site Spring 2022-23 to Fall 2023-24

School	Graduates	AHS	AMS	Bellview	Helman	Walker	Ashland Connect	TRAILS	Willow Wind	Total
Graduated from AHS with their Class	224									224
Earned GED		1								1
Homeschool not Willow Wind			1		1	1			1	4
LOGOS Public Charter School				1						1
Siskiyou School					1					1
St. Mary's School		4	2	2	3				3	14
On Foreign Exchange		1								1
Online Charter School			2							2
Other Private School		1	1							2
Other Public School		16	15	10	5	8	1	2	4	61
Returned to Home Country		6								6
Other – Includes Long-Term Illness		9	1		1					11
Unknown		9	3	5	5	1	1	6	2	32
<b>Grand Total</b>	<b>224</b>	<b>47</b>	<b>25</b>	<b>18</b>	<b>16</b>	<b>10</b>	<b>2</b>	<b>8</b>	<b>10</b>	<b>360</b>
<b>Grand Total, Less Graduates</b>		<b>47</b>	<b>25</b>	<b>18</b>	<b>16</b>	<b>10</b>	<b>2</b>	<b>8</b>	<b>10</b>	<b>136</b>

# Ashland School District Class Size & Teacher Loads

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October 2024

## 2024-25 Neighborhood Elementary Class Sizes

Grade Level	Bellview	Helman	Walker
<b>Grade KG, Total</b>	<b>47</b>	<b>33</b>	<b>35</b>
<b>Grade KG, Average</b>	<b>23.5</b>	<b>16.5</b>	<b>17.5</b>
Classroom 1	23	16	18
Classroom 2	24	17	17
<b>Grade 1, Total</b>	<b>22</b>	<b>41</b>	<b>25</b>
<b>Grade 1, Average</b>	<b>22.0</b>	<b>20.5</b>	<b>25.0</b>
Classroom 1	22	20	25
Classroom 2	N/A	21	N/A
<b>Grade 1/2 Blend, Total</b>	<b>25</b>	<b>0</b>	<b>53</b>
<b>Grade 1/2 Blend, Average</b>	<b>25.0</b>	<b>--</b>	<b>26.5</b>
Classroom 1	25	N/A	26
Classroom 2	N/A	N/A	27
<b>Grade 2, Total</b>	<b>25</b>	<b>43</b>	<b>0</b>
<b>Grade 2, Average</b>	<b>25.0</b>	<b>21.5</b>	<b>--</b>
Classroom 1	25	22	N/A
Classroom 2	N/A	21	N/A

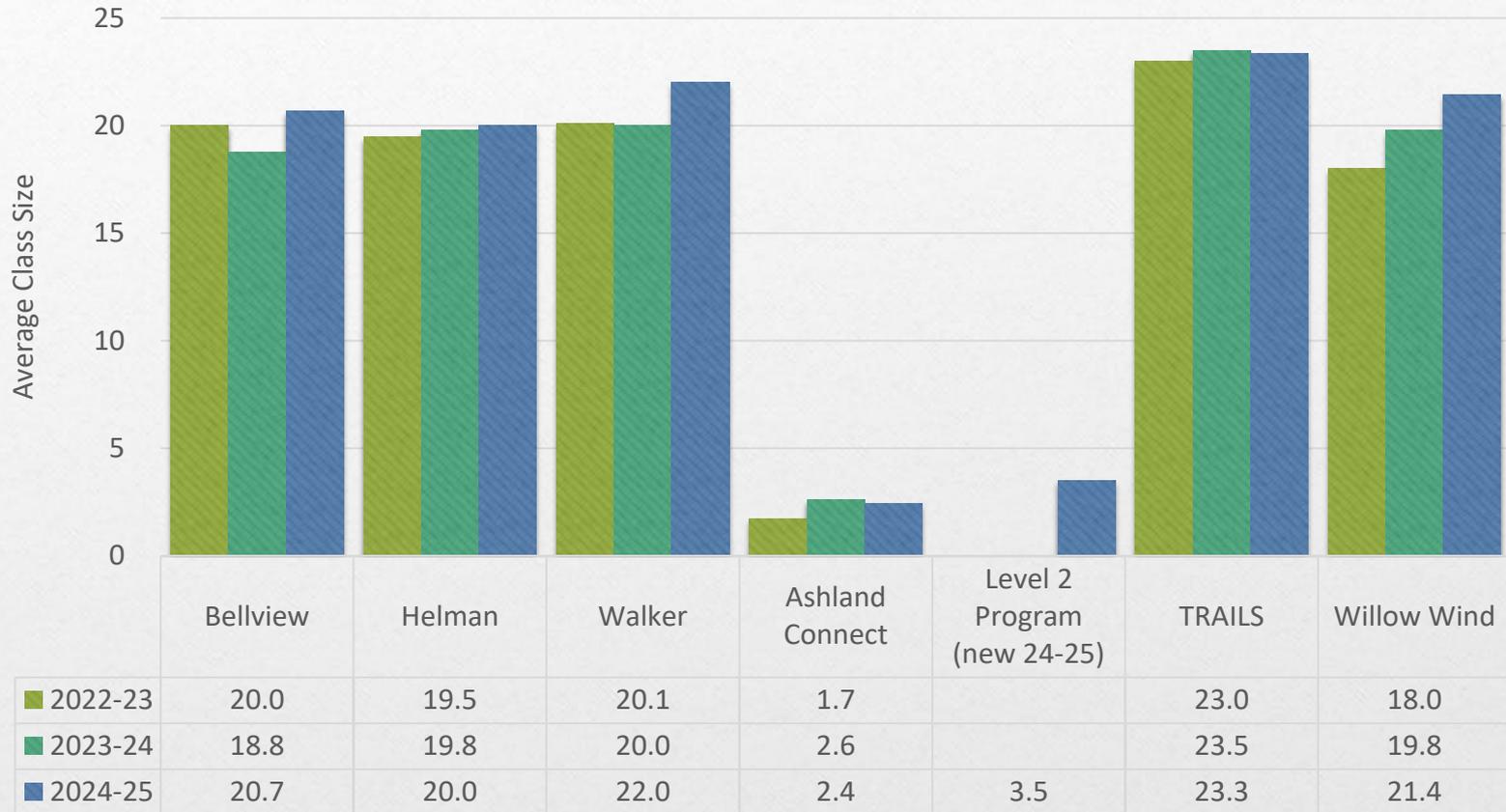
Grade Level	Bellview	Helman	Walker
<b>Grade 3, Total</b>	<b>44</b>	<b>43</b>	<b>38</b>
<b>Grade 3, Average</b>	<b>22.0</b>	<b>21.5</b>	<b>19.0</b>
Classroom 1	22	22	20
Classroom 2	22	21	18
<b>Grade 4, Total</b>	<b>36</b>	<b>53</b>	<b>43</b>
<b>Grade 4, Average</b>	<b>18.0</b>	<b>26.5</b>	<b>21.5</b>
Classroom 1	19	26	22
Classroom 2	17	27	21
<b>Grade 5, Total</b>	<b>42</b>	<b>41</b>	<b>48</b>
<b>Grade 5, Average</b>	<b>21.0</b>	<b>20.5</b>	<b>24.0</b>
Classroom 1	21	21	23
Classroom 2	21	20	25

Grade Level	Bellview	Helman	Walker
<b>Site-Based, Total</b>	<b>7</b>	<b>6</b>	<b>0</b>
<b>Site-Based, Average</b>	<b>7.0</b>	<b>6.0</b>	<b>--</b>
Classroom 1	7	6	N/A

Site-wide Totals	Bellview	Helman	Walker
<b>Total Enrolled</b>	<b>248</b>	<b>260</b>	<b>242</b>
<b>Total # of Classes</b>	<b>12</b>	<b>13</b>	<b>11</b>
<b>Avg. Enrolled Per Class</b>	<b>20.7</b>	<b>20.0</b>	<b>22.0</b>
<b>Avg. Enrolled Per General Education Class</b>	<b>22.0</b>	<b>21.2</b>	<b>22.0</b>

*As of the first school day in October*

## Average October Elementary Class Size Three Year Trend

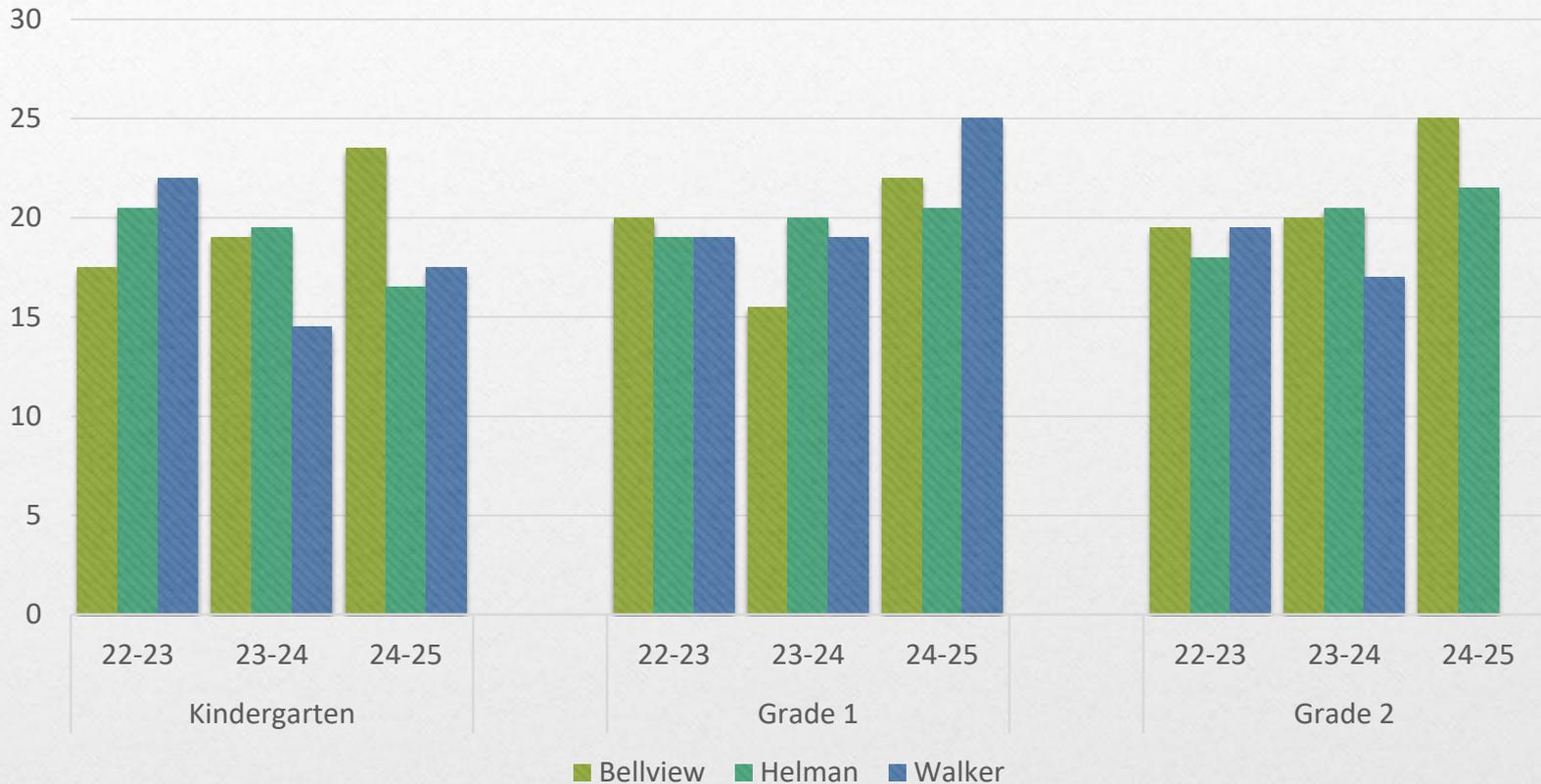


Includes all home rooms at each site, including:  
 Site-Based classrooms at both Bellview & Helman (all three years)  
 Blended K/1 classroom at Walker (22-23)  
 Blended 1/2 classrooms at Bellview & Walker (24-25)

*As of the first school day in October*

# Neighborhood Elementary Schools - Average Class Size

## Grades K-2 Three-Year Trend



As of the first school day in October

Blended K/1 classroom at Walker not reflected in the above averages 22-23  
 Blended 1/2 classrooms at Walker & Bellview not reflected in the above averages 24-25

# Neighborhood Elementary Schools - Average Class Size

## Grades 3-5 Three-Year Trend



*As of the first school day in October*

## 2024-25 TRAILS & Willow Wind Class Sizes

WILLOW WIND				Willow Wind Supplemental Information				
	<b>Total:</b>	9 classes	193 Full Time Students		<b>Core Teacher</b>	<b># Students</b>	<b>Grades</b>	<b>FTE</b>
	<b>Grade</b>	<b># Class</b>	<b>Total</b>	<b>Average Teacher Load: 39.40</b>	Teacher 1	18	K	1
<b>Willow Wind Average Class Size: 21.44</b>	KG	1	18		Teacher 2	21	1	0.85
	1	1	21		Teacher 3	22	2	1
	2	1	22		Teacher 4	22	2	0.5
	3	1	21		Teacher 5	21	3	1
	4	1	23		Teacher 6	43	4,5	1
	5	1	20		Teacher 7	43	4,5	1
	6	1	25		Teacher 8	68	6,7,8	1
	7	1	24		Teacher 9	68	6,7,8	0.75
8	1	19	Teacher 10		68	6,7,8	1	
<b>Willow Wind Part Time Students not included in total: 32</b>								

See table on right for teacher class loads & FTE distribution

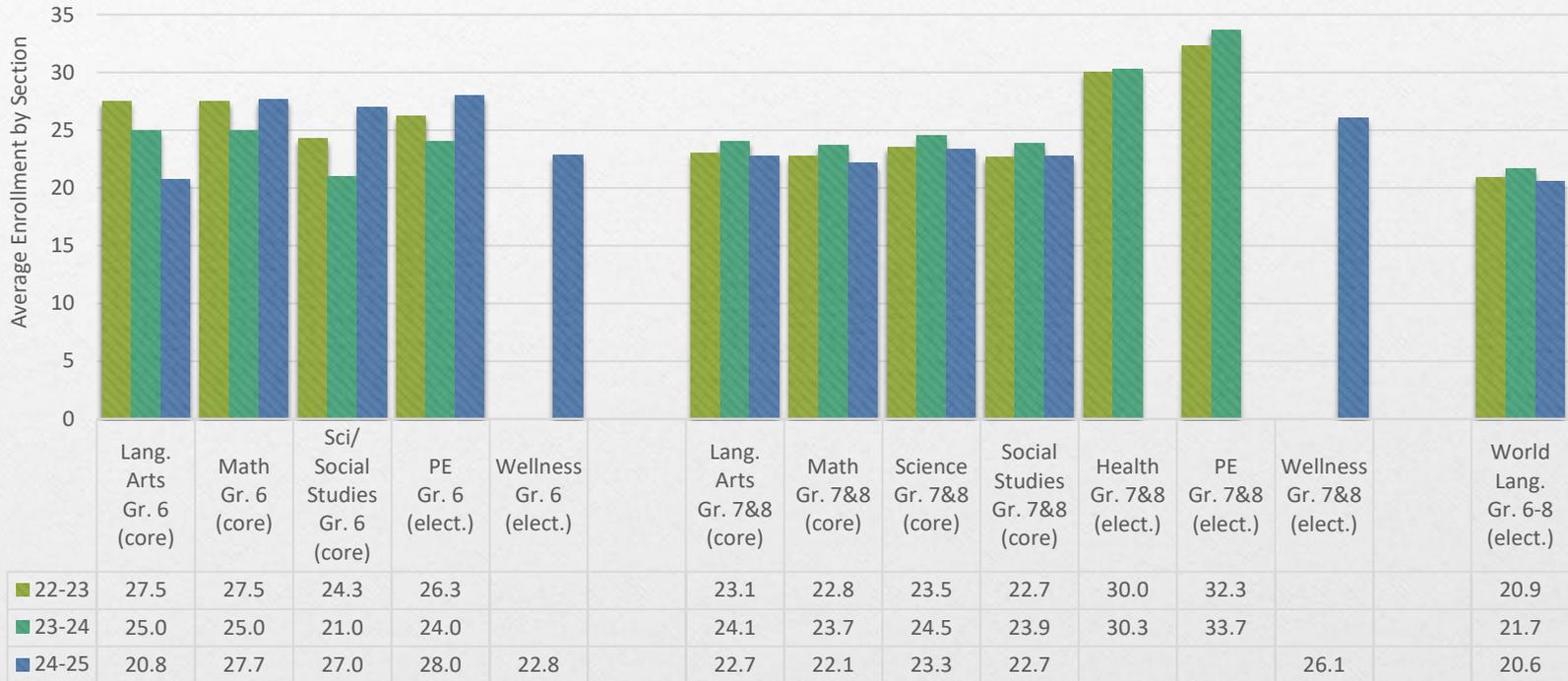
TRAILS Outdoor School			
	<b>Total:</b>	6 Classes	140 Full Time Students
	<b>Grade</b>	<b># Class</b>	<b>Total</b>
<b>TRAILS Average Class Size: 23.33</b>	K/1	1	20
	1/2	1	21
	3/4	1	24
	4/5	1	25
	6/7	1	25
	7/8	1	25

As of the first school day in October

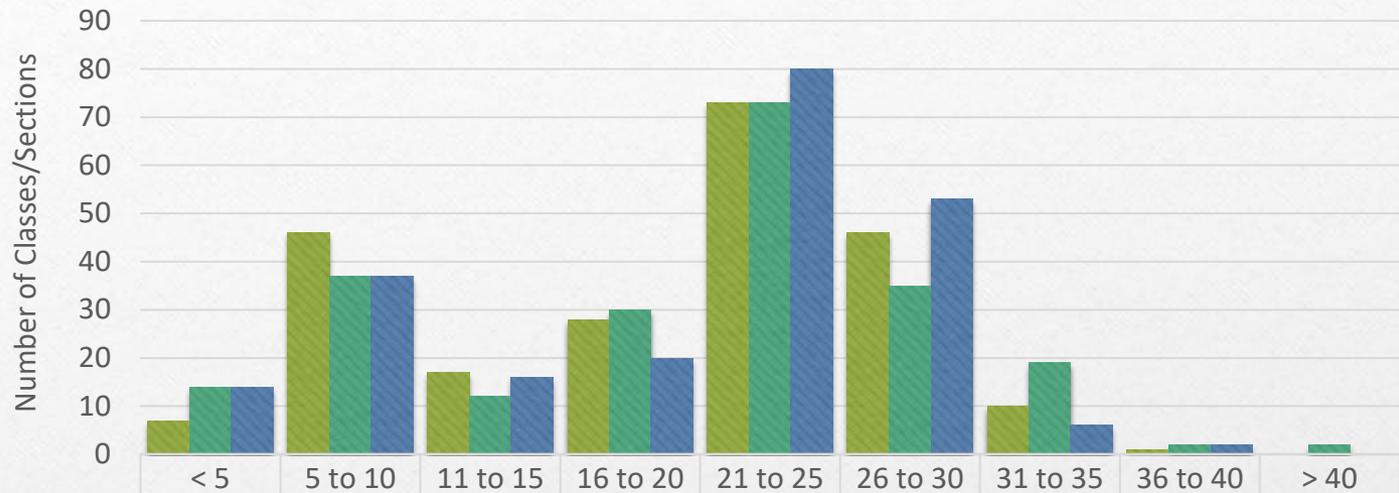
# AMS Average Trimester 1 Class Size by Subject

## Three-Year Trend – October

Class averages do not include courses taught in special education settings



# AMS Trimester 1 Section Size - Three Year Trend



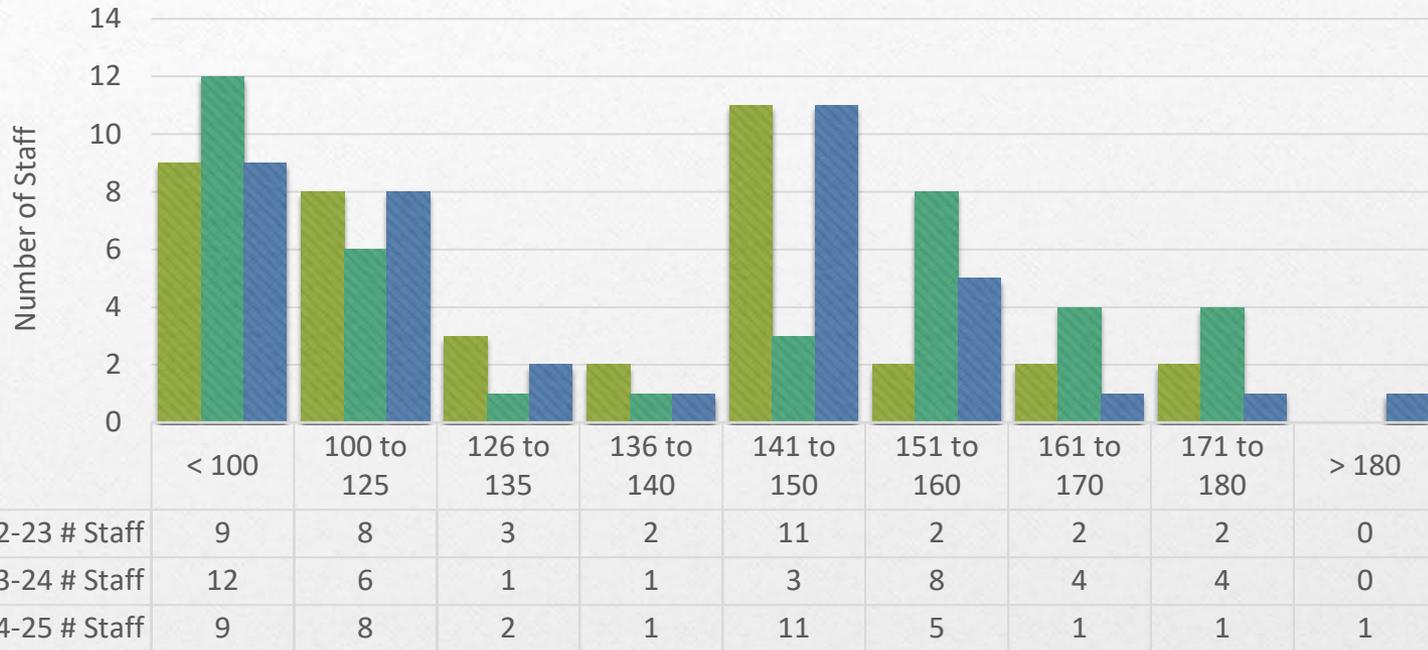
2022-23 # Sections	7	46	17	28	73	46	10	1	0
2023-24 # Sections	14	37	12	30	73	35	19	2	2
2024-25 # Sections	14	37	16	20	80	53	6	2	0

Section Size	2022-23	2023-24	2024-25
Average	19.4	19.9	19.7
Median	22	22	22
High	37 <i>(Physical Education)</i>	47 <i>(Wind Ensemble)</i>	40 <i>(Wind Ensemble)</i>

**Average** = a calculated number. The sum of all class section sizes divided by the number of class sections.

**Median** = the middle number in an ordered list of class sizes. It is the point where half the class sizes are above, and half are below. It is an actual class size number, not a calculation.

# AMS Trimester 1 Teacher Student Loads - Three Year Trend



Teacher Loads	2022-23	2023-24	2024-25
Average	113.4	114.5	115.1
Median	132	139	138
High	177 (Physical Education)	177 (Physical Education)	184 (Band/Wind Ensemble)

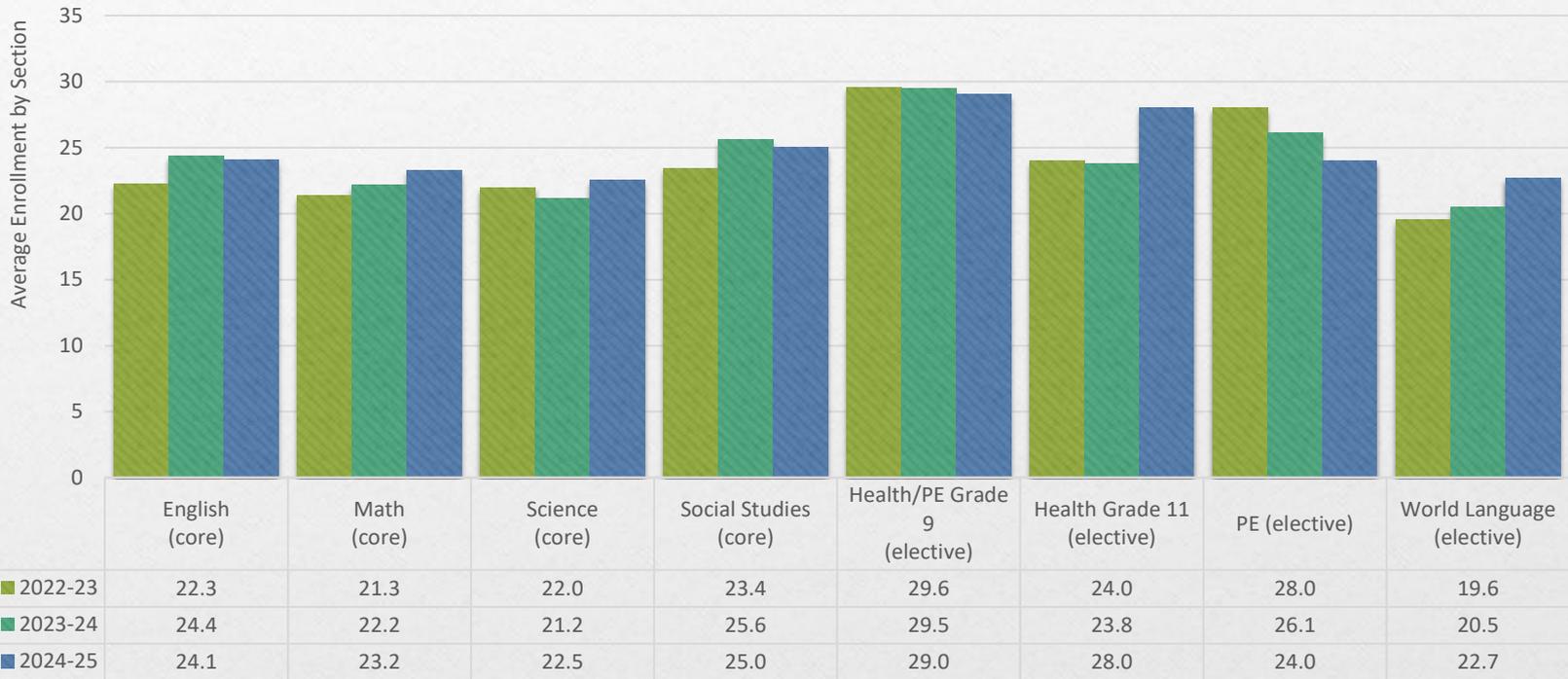
**Average** = a calculated number. The sum of all teacher load counts divided by the number of classroom teachers.

**Median** = the middle number in an ordered list of teacher loads. It is the point where half the counts are above, and half are below. It is an actual teacher load count, not a calculation.

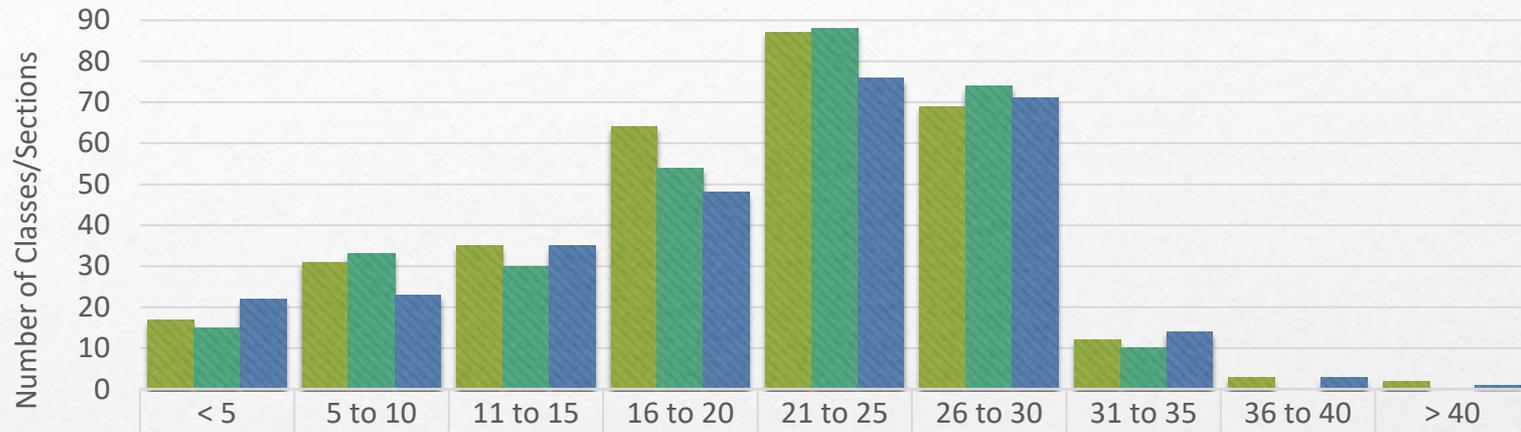
# AHS Average Semester 1 Class Size by Subject

## Three-Year Trend – October

Subjects available to all grades 9-12 unless otherwise noted  
 Class averages do not include courses taught in special education settings



# AHS Semester 1 Section Size - Three Year Trend



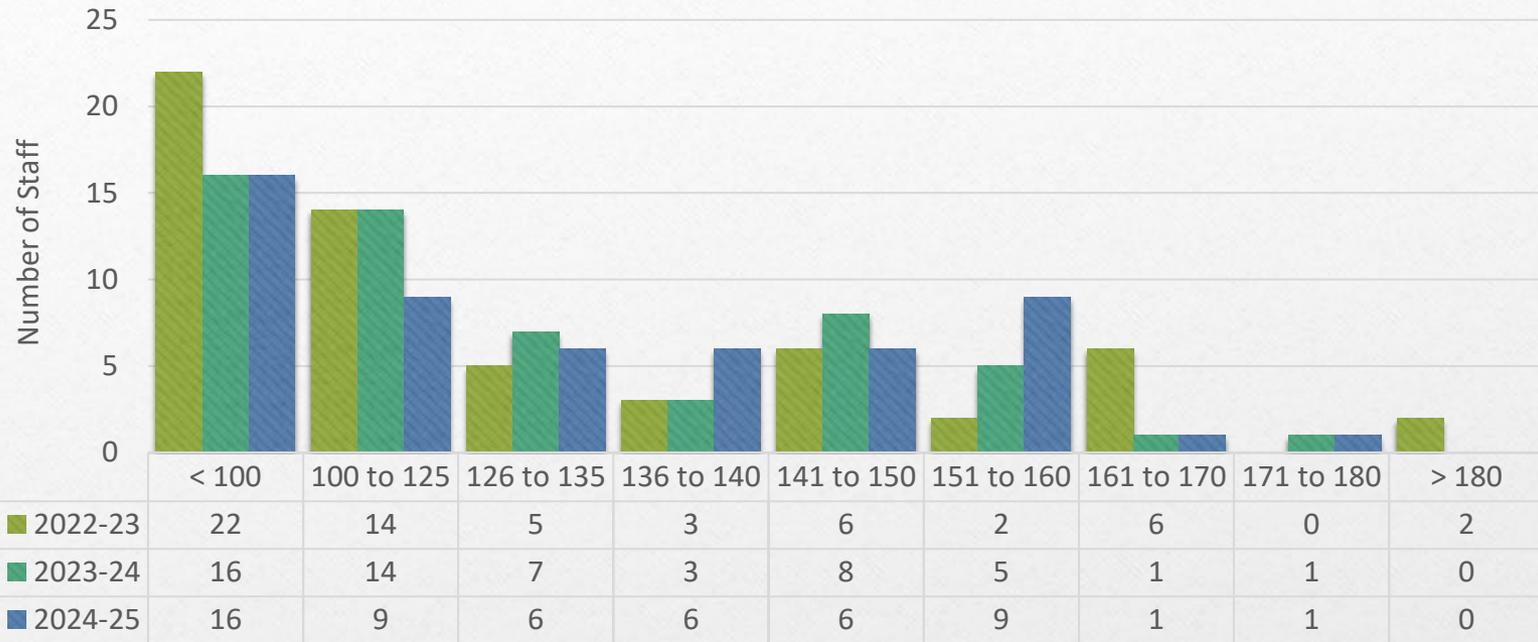
	< 5	5 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	> 40
2022-23	17	31	35	64	87	69	12	3	2
2023-24	15	33	30	54	88	74	10	0	0
2024-25	22	23	35	48	76	71	14	3	1

Section Size	2022-23	2023-24	2024-25
Average	20.2	19.8	20.3
Median	21	22	22
High	55 <i>(Grizz Online Academy. The next largest non-independent study course is PE 1, at 36 students.)</i>	34 <i>(Wind Ensemble)</i>	49 <i>(A combination of Grizz Online Academy and School to Work, (Online/Ind. Study). The next largest non-independent study course is Leadership, at 40 students.)</i>

**Average** = a calculated number. The sum of all class section sizes divided by the number of class sections.

**Median** = the middle number in an ordered list of class sizes. It is the point where half the class sizes are above, and half are below. It is an actual class size number, not a calculation.

# AHS Semester 1 Teacher Student Loads - Three Year Trend



Teacher Loads	2022-23	2023-24	2024-25
Average	109.3	109.7	110.8
Median	117	120	133
High	284 <i>(Grizz Online Academy duplicated students)</i>	176 <i>(PE)</i>	172 <i>(Business / Economics)</i>

**Average** = a calculated number. The sum of all teacher load counts divided by the number of classroom teachers.

**Median** = the middle number in an ordered list of teacher loads. It is the point where half the counts are above, and half are below. It is an actual teacher load count, not a calculation.

# Ashland School District Transfer Analysis

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October 2024

# Non-Resident Students Attending on Transfer

TRANSFER TYPE	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
2024-25 MID SUMMER MOVE IDT	0	0	1	0	0	1	0	0	0	1	2	1	0	6
2024-25 NON-RESIDENT IDT	8	1	2	0	1	2	2	1	2	2	1	1	0	23
PREVIOUS YEAR NON-RESIDENT IDT	8	8	10	9	18	19	11	14	18	16	10	12	7	160
PREVIOUS YEAR NON-RESIDENT OPEN ENROLLMENT	0	0	0	0	0	0	4	8	10	15	6	11	14	68
<b>GRAND TOTAL</b>	<b>16</b>	<b>9</b>	<b>13</b>	<b>9</b>	<b>19</b>	<b>22</b>	<b>17</b>	<b>23</b>	<b>30</b>	<b>34</b>	<b>19</b>	<b>25</b>	<b>21</b>	<b>257</b>

# Projected Loss of Enrollment (IDT Related)

TRANSFER TYPE	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
MID SUMMER MOVE IDT	0	0	1	0	0	1	0	0	0	1	2	1	0	6
OPEN ENROLLMENT	0	0	0	0	0	0	4	8	10	15	6	11	14	68
PROJECTED LOSS BY GRADE (Mid-Year & OE)	0	0	1	0	0	1	4	8	10	16	8	12	14	74
SCHOOL YEAR	36-37	35-36	34-35	33-24	32-33	31-32	30-21	29-30	28-29	27-28	26-27	25-26	24-25	
CUMULATIVE LOSS	74	74	74	73	73	73	72	68	60	45	34	26	14	

# Move In Students on Transfer

TRANSFER TYPE	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
OPEN ENROLLMENT MOVE INS	0	0	0	0	0	0	4	10	6	11	6	8	8	53
IDT MOVE INS	0	1	1	2	4	4	4	6	2	6	7	3	1	38
GRAND TOTAL	0	1	1	2	4	4	8	16	8	17	13	11	9	91

# Accepted VS Released Transfers

TRANSFER TYPE	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
ACCEPTED INTO ASD	8	1	3	0	2	6	3	4	5	5	3	3	2	46
RELEASED FROM ASD	5	3	4	5	2	3	6	1	5	4	1	1	2	42
NET	3	-2	-1	-5	0	3	-3	3	0	1	2	2	0	4

# ASD Accepted IDT by District

SCHOOL DISTRICT	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
MEDFORD SD	2	0	1	0	1	2	0	0	2	0	2	2	1	13
CENTRAL POINT SD	1	0	0	0	0	0	0	0	0	0	0	0	0	1
EAGLE POINT SD	0	0	0	0	0	0	0	1	0	0	0	0	0	1
PHOENIX-TALENT SD	5	1	2	0	1	4	2	3	3	5	1	1	1	30
PINEHURST SD	0	0	0	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	8	1	3	0	2	6	3	4	5	5	3	3	2	46

# ASD Released by District

SCHOOL DISTRICT	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Grand Total
CENTRAL POINT SD	1	0	0	0	0	0	0	0	0	1	0	1	0	3
MEDFORD SD	0	0	0	0	0	0	1	0	3	2	1	0	1	8
PHOENIX-TALENT SD	4	1	1	3	0	1	1	0	1	0	0	0	0	12
ONLINE PUBLIC SCHOOL	0	2	3	2	2	2	4	1	1	1	0	0	1	19
GRAND TOTAL	5	3	4	5	2	3	6	1	5	4	1	1	2	42



AHS English Building Restrooms in Progress

## ASHLAND SCHOOL DISTRICT CAPITAL BOND PROGRAM

END OF MONTH REPORT – OCTOBER 2024





## GENERAL PROGRAM UPDATE

In October, the Ashland High School project team reached a critical point with turnover of some of the Science classrooms at AHS. Work continued at the Humanities building on the third floor and afterhours on the second floor. Progress continued at the Gym, English and Theater buildings with restroom upgrades, fire alarm work and HVAC upgrades. The Science Building Seismic Upgrade project moved forward with CM | GC procurement.

## PROJECT ADMINISTRATION

Project administration and accounting support are two key areas critical to Program success. This is a combined effort of HMK Company and ASD Accounting Department. In the month of October, we requested 5 additional purchase orders and processed 10 invoices.

Contract Type	Number of Contracts	Value
Professional Service Agreements / Design Contracts	2	\$ 22,386,105
Construction Contracts	3	\$ 105,124,440



## LOCAL VENDORS AND CONTRACTORS

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

### ASHLAND AREA VENDORS and CONTRACTORS

Arkitek:design&architecture	Adroit Construction Co.
Ciota Engineering	DOBRIN
Covey Pardee Landscape Architecture	Infinity Electric
Douglas Engineering Pacific	Van Row Mechanical
HMK Company	Cascade Communications
KenCairn Landscape Architecture	Quality Fence
Bean Electric	Pacific 3D Reality Capture
Renfro	Welburn Electric
Pariani Land Surveying	Britannia
Powell Engineering	Patriot Landscaping
ZCS Engineering & Architecture	Sandeem Masonry
Beflor	Alco
Top Notch	Quality Fence
Sandeem Masonry	S&S Sheetmetal
Metal Masters	Urban Racks
Moore Construction	Curtis Huntley
Devry	Cut N' Break
Precision Electric	Advanced Air
Hall of Fame Movers	New Horizons Woodworks
Milestone Landscape Group	Viking Concrete Cutting
Figueroa's Lanscaping & Construction	Artoff Construction
North Core Excavation	LLAD
Southern Oregon Painting Company	True South Solar
Pressure Point Roofing	

### Ashland Area, defined as Rogue Valley



## ASHLAND MIDDLE SCHOOL & TRAILS

### PROJECT ADDITION & RENOVATIONS TO EXISTING BUILDING

#### PROJECT DESCRIPTION

- New and renovated classroom space to replace 3 existing classroom wings, approx. 65,000 sq. ft.
- Campus security
- Air Quality improvements and Climate resilience for existing buildings, including new construction
- Required tech infrastructure

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Pre-Design & Schematics	08/12/19	11/15/19	100%	
Design Development	12/09/19	02/28/20	100%	
Construction Documents	03/23/20	08/07/20	100%	
Bid and Award Site Package	10/27/20	11/02/20	100%	
Bid and Award Building Package	10/27/20	11/02/20	100%	
Construction	11/03/20	10/21/22	100%	
Substantial Completion	10/21/22	03/01/23	100%	
Owner Occupancy	08/24/22	10/31/22	100%	
Post Occupancy Evaluation	03/01/23	12/21/23	100%	
Warranty Period	03/01/23	03/01/24	100%	
Other			0%	

#### CURRENT ACTIVITIES

Ashland Middle School and TRAILS Outdoor School are complete, and staff and students are fully occupying the new spaces.

Throughout each campus, upgrades in HVAC systems, plumbing, and electrical are prevalent, introducing energy efficiency air quality improvements and climate resilience resulting in more accommodating environments for maximum learning opportunities. Each school has received upgraded windows, new roof systems, new restrooms and redesigned administrative/office spaces. The project also resulted in improvements to overall campus security, technology infrastructure, seismic upgrades and accessibility. Both schools have been retrofitted with fire alarm and fire suppression systems as well. Each school campus has its own vehicle entry and exit with clear-cut pick up and drop off areas to assist with reduced congestion during high traffic periods.



Ashland Middle School comprises about 40,000 sq. ft. of the project including a new library and addition of a newly constructed two-story 6<sup>th</sup> grade building with an elevator. The campus includes a leadership room with full kitchen designed to host campus events. The SPED area includes multiple classrooms and offices with an additional calming space, private restrooms, and secure outdoor learning area. The covered courtyard is central to the campus with a multifunctional design including reclaimed wood beam stadium style benches for outdoor educational purposes and skateboard accommodating features allowing students a safe and fresh outdoor space for various activities. The kitchen and cafeteria have also been upgraded with new appliances and renewed finishes.

TRAILS Outdoor School has an entirely separate, newly renovated building stretching across 26,000 sq. ft. of useable space. The campus now includes 5 classrooms, a library, art lab, testing room, SPED room, music facility and multi-purpose room. There is also a grand outdoor structure attached to the building, allowing activities in adverse weather, including an integrated rock-climbing wall. The multi-purpose room, also known as the community room, is the highlight of the building. This area not only provides a place for staff and students to congregate for events but is equipped with large windows and roll up doors that can be opened to connect to the outdoors. Designing this aspect of the multi-purpose room was fully intentional and a defining characteristic of the school culture. The adjacent ready room has a full kitchen, which accommodates preparation for outdoor activities as well as daily meal requirements.

## ACTIVITIES SCHEDULED FOR NEXT PERIOD

- Warranty Work

## ADDITIONAL INFORMATION

For questions, comments or additional information, please contact:

Josh Whitaker, Project Manager  
[josh.whitaker@hmkco.org](mailto:josh.whitaker@hmkco.org)  
541.601.3638



## PROJECT PHOTO GALLERY

### Combined Ashland Middle School and TRAILS Outdoor School Campus





## TRAILS Outdoor School





## Ashland Middle School





## HELMAN ELEMENTARY SCHOOL

### PROJECT ADDITION & RENOVATIONS TO EXISTING BUILDING

#### PROJECT DESCRIPTION

- New secure classroom wing to replace 2 classroom pods, approx. 23,000 sq. ft.
- Campus security
- Includes District Wide HVAC improvements which includes Climate resilience for all buildings, rather than just new construction
- Required tech infrastructure upgrades

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Pre-Design & Schematics	06/17/19	01/23/20	100%	
Design Development	02/01/20	04/30/20	100%	
Construction Documents	05/14/20	09/24/20	100%	
Bid and Award Site Package	09/04/20	10/16/20	100%	
Bid and Award Building Package	10/15/20	12/15/20	100%	
Construction	10/30/20	08/31/22	100%	
Building Commissioning	06/01/22	03/31/23	100%	
Substantial Completion	08/31/22	03/01/23	100%	
Owner Occupancy	08/23/22	08/24/22	100%	
Post Occupancy Evaluation	03/02/23	08/01/23	100%	
Warranty Period	03/01/23	03/01/24	100%	
Other			0%	

#### CURRENT ACTIVITIES

With the completion of this project, Helman Elementary School staff, students and community members are now able to fully utilize the renovated campus. The renovations included a brand new approximately 23,000 square foot classroom building to replace two of the existing quad buildings.



The construction of this building has a net reduction in the school's energy use that truly models the Ashland School District's adoption of the City of Ashland's Climate and Energy Action Plan (CEAP). The new classroom building also includes a SPED instructional space with exterior play area, sensory room with state-of-the-art furnishings, a large multipurpose room with an operable exterior wall and multiple breakout spaces scattered throughout the building.

The front administration area underwent a full renovation that included an access-controlled entry. New reception area, conference room and staff work room concluded the new spaces included in the administration area.

Campus wide, a new 4-Pipe hydronic HVAC system that includes new high efficiency boilers, new air handlers and a new chiller was installed. A new building controls system, allowing the district to operate the new systems as efficiently as possible and minimize any maintenance or troubleshooting delays, was also included. The campus also received a new fire alarm system bringing everything up to current building codes.

On the exterior of the site, a new entry drive was installed that will aid with traffic congestion during high traffic periods. Additional parking was installed at the south end of the campus. There is a brand new 1/8<sup>th</sup> mile walking track and new playground that is accessible to all. New landscaping wraps up the remainder of the campus.

## ACTIVITIES SCHEDULED FOR NEXT PERIOD

- N/A

## ADDITIONAL INFORMATION

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

Mike Freeman, Project Manager  
[Mike.freeman@hmkco.org](mailto:Mike.freeman@hmkco.org)  
541.499.7996



## PROJECT PHOTO GALLERY

### Completed Project





## ASHLAND HIGH SCHOOL

### PROJECT ASHLAND HIGH SCHOOL RENOVATION

#### PROJECT DESCRIPTION

- Improved accessibility and flexibility for the Humanities and Science Buildings.
- Repurpose or reconfigure existing spaces for science program requirements.
- Upgrades for air quality, security, restrooms, and technology infrastructure.
- Seismic rehabilitation at both Humanities and Science buildings

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Pre-Design & Schematics	01/27/20	10/02/20	100%	
Design Development	10/02/20	01/29/21	100%	
Construction Documents	01/29/21	1/31/24	100%	
Permits, Bid and Award	05/31/23	3/29/24	100%	
Construction	06/16/23	12/31/24	79%	
Substantial Completion	12/31/24	12/31/24	0%	
Post Occupancy Evaluation	TBD	TBD	0%	
Warranty Period	01/01/25	01/01/26	0%	
Other				

#### CURRENT ACTIVITIES

The majority of work at the Humanities building remains limited to the third floor with a focus on the South tower finish work. Installation of security guardrail and gates continues to progress on the second floor with final punch work closing out efforts on the first and second floor.

Phase 2 of the Science building is complete with minor punch work being resolved. This introduces use of two fully renovated classrooms, the prep room and project room. Phase 2.1 continues to progress with bathroom renovations, security upgrades in the breezeway and finish work throughout. Polished concrete floors are primarily complete providing a low maintenance and modern improvement for the school.

Fire alarm upgrades continue to progress throughout the remainder of the campus. Renovations to the English building are complete with a final review (punch walk) expected during the first week of November. HVAC upgrades in the Gym are progressing rapidly including completion of hydronic line install and the chiller unit is set to be installed mid-November.

The added Science Building Seismic project is progressing through the design phase with CM | GC procurement process underway.



## ACTIVITIES SCHEDULED FOR NEXT PERIOD

- Landscaping upgrades
- Progression of the fire alarm install
- New guardrail installation at Humanities building
- Breezeway security gate install
- South Tower Humanities restrooms

## ADDITIONAL INFORMATION

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

Josh Whitaker, Project Manager

[josh.whitaker@hmkco.org](mailto:josh.whitaker@hmkco.org)

541.601.3638



## PROJECT PHOTO GALLERY

### Humanities Guardrail Progress





Science Phase 2 Classroom and Prep Room In Use







## Humanities Tower Restrooms Near Completion





## WALKER ELEMENTARY SCHOOL

### PROJECT ADDITION & RENOVATIONS PROJECT

#### PROJECT DESCRIPTION

- Comprehensive renovation and seismic improvement of historic Walker Elementary School main building and gymnasium
- Includes replacement of classroom wing, with new classrooms, redesigned entry, new finishes, doors, windows and roof
- Also, includes the district wide HVAC improvements

SCHEDULE & KEY MILESTONES	START	COMPLETION	% CPL	COMMENT
Pre-Design & Schematics	01/07/20	09/22/20	100%	Complete
Design Development	09/22/20	12/10/20	100%	Complete
Construction Documents	12/10/20	08/13/21	100%	Complete
Bid and Award	03/22/21	05/14/21	100%	Complete
Construction Documents Phase 2	10/18/20	11/16/21	100%	Complete
Bid and Award Phase 2	03/22/21	12/14/21	100%	Complete
Construction	07/17/21	04/17/23	100%	Complete
Building Commissioning	01/16/23	04/17/23	100%	Complete
Owner Occupancy	04/17/23	04/18/23	100%	Complete
Post Occupancy Evaluation	04/18/23	07/17/23	100%	Complete
Warranty Period	04/18/23	04/18/24	100%	Complete
Other			0%	

#### CURRENT ACTIVITIES

The Walker Elementary School renovation is now complete. This project brought much needed improvements to the existing Walker School that will provide the community with a state-of-the-art educational facility for many years to come. The older classroom annex was demolished in order to construct a new classroom wing that also allowed the front entrance to be relocated creating a much more intuitive office space. The historical wing of the building received structural upgrades by way of a state funded seismic grant. The entire classroom building received new finishes, upgraded energy efficient exterior envelope that included new windows and new furniture.

The renovation and addition has a net reduction in the school's energy use that truly models the Ashland School District's adoption of the City of Ashland's Climate and Energy Action Plan (CEAP). The



new addition also includes a SPED instructional space with exterior play area, sensory room with state-of-the-art furnishings, dedicated resource rooms and multiple breakout spaces scattered throughout the building.

Campus wide, a new 4-Pipe hydronic HVAC system that includes new high efficiency boilers, new air handlers and a new chiller was installed. A new building controls system, allowing the district to operate the new systems as efficiently as possible and minimize any maintenance or troubleshooting delays, was also included. The campus also received a new fire alarm system bringing everything up to current building codes.

The gym underwent a seismic upgrade making this building now rated to withstand a seismic event. In addition, it received a new roof and exterior paint as well as HVAC upgrades.

The exterior of the site underwent extensive renovations in order to improve campus security and student and automobile circulation. The parking area was extended, and the traffic flow was reconfigured to create a more cohesive format for pick up and drop off that eases congestion in the neighborhood and adjoining streets. The exterior was fenced creating a secure campus and the newly configured front entrance added access control in order to create a single point of entrance. A new fully accessible playground was installed as well. New landscaping wraps up the exterior improvements.

## ACTIVITIES SCHEDULED FOR NEXT PERIOD

- N/A

## HIGHLIGHTS, CHALLENGES, SOLUTIONS

### HIGHLIGHTS:

- Project completion.

### CHALLENGES:

- No current challenges to note.

## ADDITIONAL INFORMATION

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

Josh Whitaker, Project Manager

[josh.whitaker@hmkco.org](mailto:josh.whitaker@hmkco.org)

541.601.3638



## PROJECT PHOTO GALLERY

### Aerial Photos of New Renovation and Addition







Placard Depicting the Seismic Upgrade through the Oregon Seismic Rehabilitation Grant





**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DISTRICT WIDE ROLLUP BUDGET  
SEPTEMBER 31, 2024**

Project Expense	Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>				
Technology	\$ 3,420,000	\$ 3,534,881	\$ (135,657)	\$ 3,399,224
Restrooms	\$ 3,087,500	\$ -	\$ -	\$ -
Security	\$ 2,850,000	\$ 294,631	\$ 12,311	\$ 306,942
HVAC & MEP	\$ 13,569,000	\$ -	\$ -	\$ -
Transportation	\$ -	\$ 559,844	\$ 1	\$ 559,845
Bellview	\$ -	\$ 1,574,134	\$ 123,148	\$ 1,697,282
Maintenance	\$ -	\$ 676,982	\$ -	\$ 676,982
District Office	\$ -	\$ -	\$ -	\$ -
Asbestos Abatement	\$ 316,447	\$ -	\$ -	\$ -
Construction Contingency	\$ 1,348,640	\$ -	\$ 300,769	\$ 300,769
<b>Construction Sub Total</b>	<b>\$ 24,591,587</b>	<b>\$ 6,640,473</b>	<b>\$ 300,571</b>	<b>\$ 6,941,044</b>
<b>Soft Cost</b>				
<b>Administrative Cost</b>				
Legal Fees	\$ 35,000	\$ -	\$ -	\$ -
Bond Counsel	\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost	* \$ -	\$ -	\$ -	\$ -
Builders Risk Insurance	\$ -	\$ -	\$ -	\$ -
Project Management	\$ 733,063	\$ -	\$ -	\$ -
Reimbursable Expenses	** \$ 48,870	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -	\$ -
Sustainability	\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>				
Site Survey	\$ 30,000	\$ 2,270	\$ 30,000	\$ 32,270
Geo-Tech Report	\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>				
Design Fees	\$ 2,026,632	\$ 116,985	\$ 165,073	\$ 282,058
A & E Reimbursable Expenses	\$ 41,670	\$ -	\$ 10,000	\$ 10,000
Commissioning	\$ 145,267	\$ 183,395	\$ (15,395)	\$ 168,000
Printing & Plan Distribution	\$ 9,416	\$ -	\$ -	\$ -
Hazardous Materials Consultant	\$ 138,808	\$ 20,890	\$ 460	\$ 21,350
Construction Testing	\$ -	\$ -	\$ -	\$ -
Constructability Review	\$ 72,634	\$ -	\$ -	\$ -
Plan Review & Building Permits	\$ 250,971	\$ 60,724	\$ 46,754	\$ 107,478
Special Inspection and Testing	\$ 50,053	\$ -	\$ 21,000	\$ 21,000
Miscellaneous Fees	\$ -	\$ 29,079	\$ 3,221	\$ 32,300
Ed Specs	\$ -	\$ -	\$ -	\$ -
Kitchen	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>				
Legal Advertisements	\$ 4,823	\$ 1,217	\$ 3,690	\$ 4,907
Furniture, Fixtures, and Equipment (FF&E)	\$ -	\$ 7,631	\$ 17,369	\$ 25,000
Technology	\$ -	\$ 40,623	\$ 377	\$ 41,000
Technology (Design)	\$ 210,634	\$ 1,200	\$ 27,477	\$ 28,677
Acoustics	\$ 36,317	\$ -	\$ -	\$ -
Criminal Background Checks	\$ 3,162	\$ -	\$ -	\$ -
System Development Charges	\$ -	\$ -	\$ -	\$ -
Value Engineering	\$ 72,634	\$ -	\$ -	\$ -
Utility Connection Fee	\$ 116,214	\$ -	\$ -	\$ -
Unallocated Owner Contingency	\$ 2,964,431	\$ -	\$ 37,587	\$ 37,587
Inflation	\$ 1,885,566	\$ -	\$ 74,433	\$ 74,433
<b>Sub Total Soft Cost</b>	<b>\$ 8,876,165</b>	<b>\$ 464,015</b>	<b>\$ 422,046</b>	<b>\$ 886,060</b>
<b>Total Project Cost</b>	<b>\$ 33,467,752</b>	<b>\$ 7,104,487</b>	<b>\$ 722,617</b>	<b>\$ 7,827,104</b>

\* Budget has been moved to the Project Level  
\*\*Budget has been moved to the Program Level



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
PROGRAM LEVEL BUDGET  
SEPTEMBER 31, 2024**

<b>Program Revenue <sup>1</sup></b>	<b>Original Budget</b>	<b>Received to Date</b>	<b>Allocated to Date</b>	<b>Unallocated Balance</b>	<b>Revised Budget</b>
<b>Bond and Other Proceeds</b>					
Bond Proceeds	\$ 107,380,000	\$ 107,380,000	\$ 107,380,000	\$ -	\$ 107,380,000
Bond Premium	\$ 22,436,690	\$ 22,436,690	\$ 20,743,997	\$ 1,692,692	\$ 22,436,690
OSCIM Grant (Ashland Middle School)	\$ 1,032,927	\$ 4,000,000	\$ 4,000,000	\$ -	\$ 4,000,000
Seismic (Walker)	\$ 2,500,000	\$ 2,497,447	\$ 2,497,447	\$ -	\$ 2,497,447
Seismic (Walker-Gymnasium)	\$ -	\$ 1,834,325	\$ 1,834,325	\$ -	\$ 1,834,325
Seismic (Ashland High School)	\$ -	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 2,500,000
Investment Interest	\$ 5,000,000	\$ 6,715,004	\$ 4,628,566	\$ 2,086,438	\$ 6,715,004
Miscellaneous	\$ -	\$ 292,968	\$ -	\$ 292,968	\$ 292,968
<b>Total Revenue</b>	<b>\$ 138,349,617</b>	<b>\$ 147,656,433</b>	<b>\$ 143,584,335</b>	<b>\$ 4,072,098</b>	<b>\$ 147,656,433</b>

1. Program Revenue is an estimate. Accuracy should be verified by district personnel

The financial statement presentation has been prepared as a courtesy by HMK. They are based on information derived from ledgers provided by the agency, which have not been independently verified. The financial information included in this presentation is unaudited and should be used for informational purposes only and should not be relied upon for any other use.



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
PROGRAM BUDGET  
SEPTEMBER 31, 2024**

<b>Program Expense</b>	<b>Original Budget</b>	<b>Paid to Date</b>	<b>Remaining Balance</b>	<b>Revised Budget</b>
District Wide Programs	\$ 24,591,587	\$ 6,640,473	\$ 300,571	\$ 6,941,044
District Wide Solar Projects	\$ -	\$ 931,886	\$ 718,912	\$ 1,650,798
Helman Elementary	\$ 11,294,084	\$ 15,367,756	\$ (232,685)	\$ 15,135,071
Walker Elementary	\$ 11,252,185	\$ 29,974,510	\$ 243,027	\$ 30,217,537
Ashland Middle School	\$ 21,960,270	\$ 35,732,695	\$ (285,319)	\$ 35,447,376
Ashland High School	\$ 9,124,089	\$ 12,787,858	\$ 14,829,231	\$ 27,617,089
Willow Wind Learning Center	\$ -	\$ 1,732,696	\$ 1,732	\$ 1,734,428
<b>Construction Sub Total</b>	<b>\$ 78,222,215</b>	<b>\$ 103,167,873</b>	<b>\$ 15,575,470</b>	<b>\$ 118,743,343</b>
<b>Soft Cost</b>				
<b>Administrative Cost</b>				
Legal Fees	\$ 100,000	\$ 26,089	\$ (2,675)	\$ 23,414
Bond Counsel	\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost	\$ 625,293	\$ 625,293	\$ -	\$ 625,293
Builders Risk Insurance	\$ -	\$ 80,126	\$ (7,926)	\$ 72,200
Project Management	\$ 2,274,483	\$ 4,497,826	\$ (488,962)	\$ 4,008,864
Reimbursable Expenses	\$ 151,631	\$ 328,755	\$ (1,788)	\$ 326,967
Communications	\$ -	\$ 199,367	\$ (6,095)	\$ 193,272
Sustainability	\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees (Bank, consulting)	\$ -	\$ 408,254	\$ (102,605)	\$ 305,649
Ashland SD Staff	\$ -	\$ 1,212,386	\$ (354,750)	\$ 857,636
Lincoln Elementary	\$ -	\$ 42,354	\$ 446	\$ 42,800
District Wide Roofing Project	\$ -	\$ 46,200	\$ -	\$ 46,200
<b>Site Cost</b>				
Site Survey	\$ 213,903	\$ 147,534	\$ 10,189	\$ 157,723
Geo-Tech Report	\$ 123,179	\$ 109,323	\$ 15,411	\$ 124,734
<b>Planning Cost</b>				
Design Fees	\$ 7,414,694	\$ 8,344,563	\$ (164,763)	\$ 8,179,800
A & E Reimbursable Expenses	\$ 144,431	\$ 35,420	\$ 81,103	\$ 116,523
Commissioning	\$ 334,589	\$ 392,679	\$ (32,370)	\$ 360,309
Printing & Plan Distribution	\$ 31,288	\$ 1,724	\$ 55	\$ 1,779
Hazardous Materials Consultant	\$ 418,761	\$ 536,269	\$ (60,413)	\$ 475,856
Construction Testing	\$ -	\$ -	\$ -	\$ -
Constructability Review	\$ 285,616	\$ 573,003	\$ 470	\$ 573,473
Plan Review & Building Permits	\$ 764,778	\$ 3,277,133	\$ 240,080	\$ 3,517,213
Special Inspection and Testing	\$ 391,469	\$ 734,784	\$ (194,079)	\$ 540,705
Miscellaneous Fees	\$ 205,522	\$ 1,020,355	\$ (178,151)	\$ 842,204
Ed Specs	\$ 73,532	\$ -	\$ -	\$ -
Kitchen	\$ 32,940	\$ -	\$ -	\$ -
<b>Miscellaneous</b>				
Legal Advertisements	\$ 12,823	\$ 1,217	\$ 5,690	\$ 6,907
Furniture, Fixtures, and Equipment (FF&E)	\$ 2,569,031	\$ 2,664,690	\$ 74,149	\$ 2,738,839
Technology	\$ 404,005	\$ 466,937	\$ 20,763	\$ 487,700
Technology (Design)	\$ 467,536	\$ 6,605	\$ 63,870	\$ 70,475
Acoustics	\$ 113,387	\$ -	\$ -	\$ -
Criminal Background Checks	\$ 9,862	\$ 10,915	\$ 1,168	\$ 12,083
System Development Charges	\$ 332,544	\$ 19,692	\$ (600)	\$ 19,092
Value Engineering	\$ 194,985	\$ -	\$ -	\$ -
Utility Connection Fee	\$ 116,214	\$ -	\$ -	\$ -
Unallocated Owner Contingency	\$ 9,104,657	\$ -	\$ 38,849	\$ 38,849
Inflation	\$ 6,111,120	\$ -	\$ 74,433	\$ 74,433
<b>Sub Total Soft Cost</b>	<b>\$ 33,022,273</b>	<b>\$ 25,809,495</b>	<b>\$ (968,503)</b>	<b>\$ 24,840,992</b>
<b>Total Project Cost</b>	<b>\$ 111,244,488</b>	<b>\$ 128,977,368</b>	<b>\$ 14,606,967</b>	<b>\$ 143,584,335</b>



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
PROGRAM LEVEL BUDGET  
SEPTEMBER 31, 2024**

<b>Program Expense</b>		<b>Original Budget</b>	<b>Paid to Date</b>	<b>Remaining Balance</b>	<b>Revised Budget</b>
<b>Soft Cost</b>					
Legal Fees		\$ -	\$ 24,941	\$ (1,527)	\$ 23,414
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ 625,293	\$ 625,293	\$ -	\$ 625,293
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management	12	\$ -	\$ 4,241,683	\$ (272,819)	\$ 3,968,864
Reimbursable Expenses	11	\$ -	\$ 311,211	\$ 356	\$ 311,567
Communications	11	\$ -	\$ 199,367	\$ (6,095)	\$ 193,272
Sustainability		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks	10,11	\$ -	\$ 10,915	\$ 1,168	\$ 12,083
Printing & Plan Distribution	10	\$ -	\$ 779	\$ -	\$ 779
Miscellaneous Fees (Bank, consulting)	11	\$ -	\$ 408,254	\$ (102,605)	\$ 305,649
Ashland SD Staff	11,12	\$ -	\$ 1,212,386	\$ (354,750)	\$ 857,636
Lincoln Elementary		\$ -	\$ 42,354	\$ 446	\$ 42,800
District Wide Roofing Project		\$ -	\$ 46,200	\$ -	\$ 46,200
<b>Sub Total Soft Cost</b>		<b>\$ 625,293</b>	<b>\$ 7,123,383</b>	<b>\$ (735,826)</b>	<b>\$ 6,387,557</b>

1. Reallocated within budget
2. Reallocated within budget (06.30.21)
3. Reallocated within budget (03.31.22)
4. Reallocated Bond Issuance Costs back to Program Level (06.30.22)
5. Reallocated within budget (06.30.22)
6. Reallocated from investment for add'l staff time (08.31.22)
7. Reallocated from investment income and budget (09.30.22)
8. Reallocated within budget (10.31.22)
9. Reallocated within budget (12.31.22)
10. Reallocated within budget (01.31.23)
11. Reallocated \$360k from Security (04.30.23)
12. Reallocated within budget (05.31.23)

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**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DW RESTROOMS BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget		Paid to Date		Remaining Balance		Revised Budget
<b>Hard Cost</b>								
Maximum Allowable Construction Cost (MACC)	2	\$ 3,087,500	\$	-	\$	-	\$	-
Asbestos		\$ 58,705	\$	-	\$	-	\$	-
Seismic Retro Upgrade		-	\$	-	\$	-	\$	-
1.5% Solar (Total Project Major Building)		-	\$	-	\$	-	\$	-
Construction Contingency	2	\$ 162,500	\$	-	\$	-	\$	-
<b>Construction Sub Total</b>		<b>\$ 3,308,705</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Soft Cost</b>								
<b>Administrative Cost</b>								
Legal Fees		\$ 5,000	\$	-	\$	-	\$	-
Bond Counsel		-	\$	-	\$	-	\$	-
Bond Issuance Cost		-	\$	-	\$	-	\$	-
Builders Risk Insurance	3	-	\$	-	\$	-	\$	-
Project Management		\$ 99,261	\$	-	\$	-	\$	-
Reimbursable Expenses		\$ 6,617	\$	-	\$	-	\$	-
Communications		-	\$	-	\$	-	\$	-
Sustainability		-	\$	-	\$	-	\$	-
<b>Site Cost</b>								
Site Survey		-	\$	-	\$	-	\$	-
Geo-Tech Report		-	\$	-	\$	-	\$	-
<b>Planning Cost</b>								
Design Fees	2	\$ 363,958	\$	-	\$	-	\$	-
A & E Reimbursable Expenses	2	\$ 6,617	\$	-	\$	-	\$	-
Commissioning		-	\$	-	\$	-	\$	-
Printing & Plan Distribution		\$ 2,316	\$	-	\$	-	\$	-
Hazardous Materials Consultant	2	\$ 66,174	\$	-	\$	-	\$	-
Construction Testing		-	\$	-	\$	-	\$	-
Constructability Review		-	\$	-	\$	-	\$	-
Plan Review & Building Permits	2	\$ 39,704	\$	-	\$	-	\$	-
Special Inspection and Testing		-	\$	-	\$	-	\$	-
Miscellaneous Fees		-	\$	-	\$	-	\$	-
Ed Specs		-	\$	-	\$	-	\$	-
Kitchen		-	\$	-	\$	-	\$	-
<b>Miscellaneous</b>								
Legal Advertisements	2	\$ 1,323	\$	-	\$	-	\$	-
Furniture, Fixtures, and Equipment (FF&E)		-	\$	-	\$	-	\$	-
Technology		-	\$	-	\$	-	\$	-
Technology (Design)		-	\$	-	\$	-	\$	-
Acoustics		-	\$	-	\$	-	\$	-
Criminal Background Checks		\$ 662	\$	-	\$	-	\$	-
System Development Charges		-	\$	-	\$	-	\$	-
Value Engineering		-	\$	-	\$	-	\$	-
Utility Connection Fee		-	\$	-	\$	-	\$	-
Unallocated Owner Contingency	2	\$ 413,588	\$	-	\$	-	\$	-
Inflation		\$ 258,837	\$	-	\$	-	\$	-
<b>Sub Total Soft Cost</b>		<b>\$ 1,264,057</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Total Project Cost</b>		<b>\$ 4,572,762</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

1. Reallocated \$750,000 to AHS (07.31.21)
1. Reallocated \$641,400 to AHS (07.31.21)
1. Reallocated \$1,100,040 to AMS (07.31.21)
2. Reallocated \$ 684,164 to AHS (09.30.21)
3. Reallocated Bond Issuance Costs back to Program Level (06.30.22)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DW SECURITY BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	10	\$ 2,850,000	\$ 294,631	\$ 12,311	\$ 306,942
Asbestos		\$ -	\$ -	\$ -	\$ -
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Construction Contingency		\$ 150,000	\$ -	\$ 137,207	\$ 137,207
<b>Construction Sub Total</b>		<b>\$ 3,000,000</b>	<b>\$ 294,631</b>	<b>\$ 149,518</b>	<b>\$ 444,149</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ 5,000	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ 90,000	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ 6,000	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ 30,000	\$ -	\$ 30,000	\$ 30,000
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees		\$ 210,000	\$ -	\$ 171,500	\$ 171,500
A & E Reimbursable Expenses		\$ 6,000	\$ -	\$ -	\$ -
Commissioning		\$ -	\$ -	\$ -	\$ -
Printing & Plan Distribution		\$ 2,100	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ -	\$ -	\$ -	\$ -
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits		\$ 30,000	\$ -	\$ 18,000	\$ 18,000
Special Inspection and Testing		\$ 21,000	\$ -	\$ 21,000	\$ 21,000
Miscellaneous Fees		\$ -	\$ -	\$ -	\$ -
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ 1,000	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ -	\$ -	\$ -
Technology		\$ -	\$ -	\$ -	\$ -
Technology (Design)		\$ 30,000	\$ -	\$ 27,000	\$ 27,000
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 500	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	6	\$ 375,000	\$ -	\$ 10,852	\$ 10,852
Inflation	7,8,9,10	\$ 228,396	\$ -	\$ 74,433	\$ 74,433
<b>Sub Total Soft Cost</b>		<b>\$ 1,034,996</b>	<b>\$ -</b>	<b>\$ 352,785</b>	<b>\$ 352,785</b>
<b>Total Project Cost</b>		<b>\$ 4,034,996</b>	<b>\$ 294,631</b>	<b>\$ 502,303</b>	<b>\$ 796,934</b>

1. Reallocated \$350,000 to new projects (transportation, bellview, maintenance, and district office)
2. Reallocated \$2,000,000 to AHS ( 09.30.21)
3. Reallocated Bond Issuance Costs back to Program Level (06.30.22)
4. Reallocated \$50k from Security to Transportation and \$40k to AMS (06.30.22)
5. Reallocated \$24k from Security to Maintenance (08.31.22)
6. Reallocated \$89k from Security to BES for Sentinel (03.31.23)
7. Reallocated \$26k from Security to AMS for Ednetics (03.31.23)
8. Reallocated \$24k from Security to Maintenance for Ednetics (03.31.23)
9. Reallocated \$17k from Security to Transportation for Ednetics(03.31.23)
10. Reallocated \$360k from Security to Program Level (04.30.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DW HVAC & MEP BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget		Paid to Date		Remaining Balance		Revised Budget
<b>Hard Cost</b>								
Maximum Allowable Construction Cost (MACC)	3	\$ 13,569,000	\$	-	\$	-	\$	-
Asbestos		\$ 257,742	\$	-	\$	-	\$	-
Seismic Retro Upgrade			\$	-	\$	-	\$	-
1.5% Solar (Total Project Major Building)			\$	-	\$	-	\$	-
Construction Contingency	3	\$ 856,140	\$	-	\$	-	\$	-
<b>Construction Sub Total</b>		<b>\$ 14,682,882</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Soft Cost</b>								
<b>Administrative Cost</b>								
Legal Fees		\$ 20,000	\$	-	\$	-	\$	-
Bond Counsel		\$ -	\$	-	\$	-	\$	-
Bond Issuance Cost		\$ -	\$	-	\$	-	\$	-
Builders Risk Insurance	5	\$ -	\$	-	\$	-	\$	-
Project Management		\$ 435,802	\$	-	\$	-	\$	-
Reimbursable Expenses		\$ 29,053	\$	-	\$	-	\$	-
Communications		\$ -	\$	-	\$	-	\$	-
Sustainability		\$ -	\$	-	\$	-	\$	-
<b>Site Cost</b>								
Site Survey		\$ -	\$	-	\$	-	\$	-
Geo-Tech Report		\$ -	\$	-	\$	-	\$	-
<b>Planning Cost</b>								
Design Fees	3	\$ 1,452,674	\$	-	\$	-	\$	-
A & E Reimbursable Expenses	3	\$ 29,053	\$	-	\$	-	\$	-
Commissioning	3	\$ 145,267	\$	-	\$	-	\$	-
Printing & Plan Distribution		\$ 5,000	\$	-	\$	-	\$	-
Hazardous Materials Consultant	3	\$ 72,634	\$	-	\$	-	\$	-
Construction Testing		\$ -	\$	-	\$	-	\$	-
Constructability Review	3	\$ 72,634	\$	-	\$	-	\$	-
Plan Review & Building Permits	3	\$ 145,267	\$	-	\$	-	\$	-
Special Inspection and Testing	3	\$ 29,053	\$	-	\$	-	\$	-
Miscellaneous Fees		\$ -	\$	-	\$	-	\$	-
Ed Specs		\$ -	\$	-	\$	-	\$	-
Kitchen		\$ -	\$	-	\$	-	\$	-
<b>Miscellaneous</b>								
Legal Advertisements		\$ 1,500	\$	-	\$	-	\$	-
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$	-	\$	-	\$	-
Technology		\$ -	\$	-	\$	-	\$	-
Technology (Design)		\$ 72,634	\$	-	\$	-	\$	-
Acoustics	3	\$ 36,317	\$	-	\$	-	\$	-
Criminal Background Checks		\$ 1,000	\$	-	\$	-	\$	-
System Development Charges		\$ -	\$	-	\$	-	\$	-
Value Engineering	3	\$ 72,634	\$	-	\$	-	\$	-
Utility Connection Fee	3	\$ 116,214	\$	-	\$	-	\$	-
Unallocated Owner Contingency	4	\$ 1,815,843	\$	-	\$	-	\$	-
Inflation	4	\$ 1,144,761	\$	-	\$	-	\$	-
<b>Sub Total Soft Cost</b>		<b>\$ 5,697,340</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Total Project Cost</b>		<b>\$ 20,380,222</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

2. Reallocated \$165,000 to AMS for HVAC upgrade (06.01.21)
3. Reallocated \$1,310,000 to AHS (07.01.21)
3. Reallocated \$7,100,000 to AHS -Phase II (07.01.21)
3. Reallocated \$475,000 to AHS -Phase II (07.01.21)
3. Reallocated \$972,316 to AHS -Phase II (07.01.21)
4. Reallocated \$486,606 to WES (02.28.22)
5. Reallocated Bond Issuance Costs back to Program Level (06.30.22)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DW TECHNOLOGY BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	8/9	\$ 3,420,000	\$ 3,534,881	\$ (135,657)	\$ 3,399,224
Asbestos		\$ -	\$ -	\$ -	\$ -
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Construction Contingency		\$ 180,000	\$ -	\$ -	\$ -
<b>Construction Sub Total</b>		<b>\$ 3,600,000</b>	<b>\$ 3,534,881</b>	<b>\$ (135,657)</b>	<b>\$ 3,399,224</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ 5,000	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ 108,000	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ 7,200	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ -	\$ -	\$ -	\$ -
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees		\$ -	\$ -	\$ -	\$ -
A & E Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Commissioning		\$ -	\$ -	\$ -	\$ -
Printing & Plan Distribution		\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ -	\$ -	\$ -	\$ -
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits	9	\$ 36,000	\$ -	\$ -	\$ -
Special Inspection and Testing		\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees		\$ -	\$ -	\$ -	\$ -
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements	9	\$ 1,000	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ -	\$ -	\$ -
Technology		\$ -	\$ -	\$ -	\$ -
Technology (Design)	9	\$ 108,000	\$ 1,200	\$ 477	\$ 1,677
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 1,000	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	6	\$ 360,000	\$ -	\$ -	\$ -
Inflation		\$ 253,572	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ 879,772</b>	<b>\$ 1,200</b>	<b>\$ 477</b>	<b>\$ 1,677</b>
<b>Total Project Cost</b>		<b>\$ 4,479,772</b>	<b>\$ 3,536,081</b>	<b>\$ (135,180)</b>	<b>\$ 3,400,901</b>

\* Budget has been moved to the Project Level  
 \*\*Budget has been moved to the Program Level  
 \*\*\* Re-allocated \$723,216 to Helman (05.31.20)  
 +Budget has been moved to the Program Level (10.31.20)  
 ^ Re-allocated \$223,636 to Program Level (11.30.20)  
 1. Reallocated \$362,000 to AHS (09.30.21)  
 2. Reallocated from Contingency (12.31.21)  
 3. Reallocated from Contingency (03.31.22)  
 4. Reallocated from Contingency (05.31.22)  
 5. Reallocated Bond Issuance Costs back to Program Level (06.30.22)  
 6. Reallocated costs to MACC (06.30.22)  
 7. Reallocated from Invest Inc (08.31.22)  
 8. Reallocated 300k from Invest Inc (09.30.22)  
 9. Reallocated within Budget (09.30.22)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
TRANSPORTATION BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	8,10	\$ -	\$ 559,844	\$ 1	\$ 559,845
Asbestos		\$ -	\$ -	\$ -	\$ -
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Construction Contingency	8,10	\$ -	\$ -	\$ 1,652	\$ 1,652
<b>Construction Sub Total</b>		<b>\$ -</b>	<b>\$ 559,844</b>	<b>\$ 1,653</b>	<b>\$ 561,497</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ -	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ -	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ -	\$ -	\$ -	\$ -
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees		\$ -	\$ 32,860	\$ -	\$ 32,860
A & E Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Commissioning		\$ -	\$ 19,501	\$ 499	\$ 20,000
Printing & Plan Distribution		\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant	10	\$ -	\$ 8,850	\$ 0	\$ 8,850
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits		\$ -	\$ 17,903	\$ 7,152	\$ 25,055
Special Inspection and Testing		\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees	8	\$ -	\$ 4,388	\$ 613	\$ 5,000
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ -	\$ 407	\$ 0	\$ 407
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ 7,631	\$ 17,369	\$ 25,000
Technology	9	\$ -	\$ 16,822	\$ 178	\$ 17,000
Technology (Design)		\$ -	\$ -	\$ -	\$ -
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ -	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	8	\$ -	\$ -	\$ -	\$ -
Inflation		\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ -</b>	<b>\$ 108,361</b>	<b>\$ 25,812</b>	<b>\$ 134,172</b>
<b>Total Project Cost</b>		<b>\$ -</b>	<b>\$ 668,205</b>	<b>\$ 27,465</b>	<b>\$ 695,669</b>

1. Reallocated from DW Security and HVAC (04.18.21)
2. Reallocated within Budget(12.31.21)
3. Reallocated to Maintenance Bldg (02.28.22)
4. Reallocated to Maintenance Bldg (03.31.22)
5. Reallocated within Budget (05.31.22)
6. Reallocated \$50k from Security to Transportation (06.30.22)
7. Reallocated within Budget (08.31.22)
8. Reallocated within Budget (09.30.22)
9. Reallocated from Security (03.31.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
BELLVIEW BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	6	\$ -	\$ 352,879	\$ 54,763	\$ 407,642
Asbestos		\$ -	\$ -	\$ -	\$ -
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Phase 2	5,6	\$ -	\$ 1,221,255	\$ 68,385	\$ 1,289,640
Construction Contingency	6	\$ -	\$ -	\$ 144,186	\$ 144,186
<b>Construction Sub Total</b>		<b>\$ -</b>	<b>\$ 1,574,134</b>	<b>\$ 267,334</b>	<b>\$ 1,841,468</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ -	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ -	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey	4	\$ -	\$ 2,270	\$ -	\$ 2,270
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees	4,7	\$ -	\$ 55,275	\$ (6,582)	\$ 48,693
A & E Reimbursable Expenses		\$ -	\$ -	\$ 5,000	\$ 5,000
Commissioning	4,7	\$ -	\$ 141,392	\$ (18,392)	\$ 123,000
Printing & Plan Distribution	7	\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ -	\$ 4,540	\$ 460	\$ 5,000
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits		\$ -	\$ 8,508	\$ 21,405	\$ 29,913
Special Inspection and Testing		\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees		\$ -	\$ 17,836	\$ 1,164	\$ 19,000
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ -	\$ 404	\$ 2,096	\$ 2,500
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ -	\$ -	\$ -
Technology		\$ -	\$ -	\$ -	\$ -
Technology (Design)		\$ -	\$ -	\$ -	\$ -
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ -	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	4,7	\$ -	\$ -	\$ -	\$ -
Inflation		\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ -</b>	<b>\$ 230,226</b>	<b>\$ 5,150</b>	<b>\$ 235,376</b>
<b>Total Project Cost</b>		<b>\$ -</b>	<b>\$ 1,804,361</b>	<b>\$ 272,483</b>	<b>\$ 2,076,844</b>

1. Reallocated from DW Security and HVAC (04.18.21)
2. Reallocate within budget (12.31.21)
3. Reallocate within budget (06.30.22)
4. Reallocate within budget (09.30.22)
5. Reallocate from Premium and DW Security (03.31.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
MAINTENANCE BLDG BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)		\$ -	\$ 653,092	\$ -	\$ 653,092
Security Fencing	7,10	\$ -	\$ 23,890	\$ -	\$ 23,890
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Construction Contingency	10	\$ -	\$ -	\$ 17,724	\$ 17,724
<b>Construction Sub Total</b>		<b>\$ -</b>	<b>\$ 676,982</b>	<b>\$ 17,724</b>	<b>\$ 694,706</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ -	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ -	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ -	\$ -	\$ -	\$ -
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees	6	\$ -	\$ 28,850	\$ 155	\$ 29,005
A & E Reimbursable Expenses		\$ -	\$ -	\$ 5,000	\$ 5,000
Commissioning		\$ -	\$ 22,501	\$ 2,499	\$ 25,000
Printing & Plan Distribution		\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ -	\$ 7,500	\$ -	\$ 7,500
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits	8	\$ -	\$ 34,313	\$ 197	\$ 34,510
Special Inspection and Testing		\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees	6	\$ -	\$ 6,855	\$ 1,445	\$ 8,300
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ -	\$ 407	\$ 1,593	\$ 2,000
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ -	\$ -	\$ -
Technology	8,9	\$ -	\$ 23,801	\$ 199	\$ 24,000
Technology (Design)		\$ -	\$ -	\$ -	\$ -
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ -	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	6	\$ -	\$ -	\$ 26,735	\$ 26,735
Inflation		\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ -</b>	<b>\$ 124,227</b>	<b>\$ 37,823</b>	<b>\$ 162,050</b>
<b>Total Project Cost</b>		<b>\$ -</b>	<b>\$ 801,209</b>	<b>\$ 55,547</b>	<b>\$ 856,756</b>

1. Reallocated from DW Security and HVAC (04.18.21)
2. Reallocated from Transportation (02.28.22)
3. Reallocated within Budget (02.28.22)
4. Reallocated within Budget (03.31.22)
5. Reallocated within Budget (05.31.22)
6. Reallocated within Budget (06.30.22)
7. Reallocated from Safety and Security (08.31.22)
8. Reallocate from investment income ( 09.30.22)
9. Reallocate 24k from Security ( 01.31.23)

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**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
HELMAN ELEMENTARY SCHOOL BUDGET  
SEPTEMBER 31, 2024**

<b>Project Expense</b>		<b>Original Budget</b>	<b>Paid to Date</b>	<b>Remaining Balance</b>	<b>Revised Budget</b>
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	13	\$ 10,576,000	\$ 15,367,756	\$ (232,685)	\$ 15,135,071
Asbestos		\$ 189,259		\$ -	\$ -
Seismic Retro Upgrade				\$ -	
1.5% Solar (Total Project Major Building)				\$ -	\$ -
Construction Contingency	13	\$ 528,825	\$ -	\$ -	\$ -
<b>Construction Sub Total</b>		<b>\$ 11,294,084</b>	<b>\$ 15,367,756</b>	<b>\$ (232,685)</b>	<b>\$ 15,135,071</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ 15,000	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ 10,869	\$ 131	\$ 11,000
Project Management		\$ 338,823	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ 22,588	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ 22,588	\$ 16,151	\$ -	\$ 16,151
Geo-Tech Report		\$ 33,882	\$ 22,170	\$ 30	\$ 22,200
<b>Planning Cost</b>					
Design Fees	13	\$ 1,129,408	\$ 1,213,367	\$ 0	\$ 1,213,367
A & E Reimbursable Expenses		\$ 22,588	\$ 271	\$ 0	\$ 271
Commissioning		\$ 56,470	\$ 42,420	\$ 1,000	\$ 43,420
Printing & Plan Distribution		\$ 2,500	\$ -	\$ -	\$ -
Hazardous Materials Consultant	13	\$ 56,470	\$ 79,820	\$ 13,200	\$ 93,020
Constructability Review		\$ 56,470	\$ 75,000	\$ 470	\$ 75,470
Plan Review & Building Permits		\$ 112,941	\$ 640,326	\$ 8,448	\$ 648,774
Special Inspection and Testing		\$ 79,059	\$ 144,118	\$ 38,102	\$ 182,220
Miscellaneous Fees	13,14	\$ 45,176	\$ 99,456	\$ 1,978	\$ 101,434
Ed Specs		\$ 22,588	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ 2,000	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)		\$ 564,704	\$ 586,301	\$ (3,362)	\$ 582,939
Technology		\$ 112,941	\$ -	\$ -	\$ -
Technology (Design)		\$ 56,470	\$ 5,404	\$ 96	\$ 5,500
Acoustics		\$ 16,941	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 2,000	\$ -	\$ -	\$ -
System Development Charges	13,14	\$ 112,941	\$ -	\$ -	\$ -
Value Engineering		\$ 56,470	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency		\$ 1,129,408	\$ -	\$ -	\$ -
Inflation		\$ 921,871	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ 4,992,297</b>	<b>\$ 2,935,673</b>	<b>\$ 60,093</b>	<b>\$ 2,995,766</b>
<b>Total Project Cost</b>		<b>\$ 16,286,381</b>	<b>\$ 18,303,429</b>	<b>\$ (172,592)</b>	<b>\$ 18,130,837</b>

- 12. ReAllocated within Budget (09.30.22)
- 13. ReAllocated within Budget (01.31.23)
- 14. Costs were recategorized (04.30.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
ASHLAND MIDDLE SCHOOL BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	18	\$ 20,500,000	\$ 35,732,695	\$ (285,320)	\$ 35,447,376
Asbestos		\$ 384,870	\$ -	\$ -	\$ -
Seismic Retro Upgrade		\$ -	\$ -	\$ -	\$ -
1.5% Solar (Total Project Major Building)		\$ -	\$ -	\$ -	\$ -
Construction Contingency		\$ 1,075,400	\$ -	\$ 0	\$ 0
<b>Construction Sub Total</b>		<b>\$ 21,960,270</b>	<b>\$ 35,732,695</b>	<b>\$ (285,319)</b>	<b>\$ 35,447,376</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ 20,000	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ 658,808	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ 43,921	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey	17	\$ 43,921	\$ 24,226	\$ 690	\$ 24,916
Geo-Tech Report		\$ 43,921	\$ 37,264	\$ 2,736	\$ 40,000
<b>Planning Cost</b>					
Design Fees		\$ 2,196,027	\$ 2,350,794	\$ 91,896	\$ 2,442,690
A & E Reimbursable Expenses		\$ 43,921	\$ 34,400	\$ 35,600	\$ 70,000
Commissioning		\$ 87,841	\$ 53,220	\$ -	\$ 53,220
Printing & Plan Distribution		\$ 15,372	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ 87,841	\$ 149,293	\$ 2,057	\$ 151,350
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ 65,881	\$ 88,403	\$ -	\$ 88,403
Plan Review & Building Permits		\$ 219,603	\$ 1,127,525	\$ 186	\$ 1,127,711
Special Inspection and Testing		\$ 153,722	\$ 115,193	\$ 3,749	\$ 118,942
Miscellaneous Fees	17	\$ 87,841	\$ 300,136	\$ (20,886)	\$ 279,250
Ed Specs		\$ 32,940	\$ -	\$ -	\$ -
Kitchen		\$ 32,940	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ 2,000	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)		\$ 1,098,014	\$ 1,154,444	\$ (4,444)	\$ 1,150,000
Technology	16	\$ 109,801	\$ 56,821	\$ 15,964	\$ 72,785
Technology (Design)		\$ 109,801	\$ -	\$ -	\$ -
Acoustics		\$ 32,940	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 2,000	\$ -	\$ -	\$ -
System Development Charges		\$ 219,603	\$ 4,350	\$ (600)	\$ 3,750
Value Engineering		\$ 65,881	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency		\$ 2,745,034	\$ -	\$ -	\$ -
Inflation		\$ 1,810,791	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ 10,030,365</b>	<b>\$ 5,496,069</b>	<b>\$ 126,949</b>	<b>\$ 5,623,017</b>
<b>Total Project Cost</b>		<b>\$ 31,990,635</b>	<b>\$ 41,228,764</b>	<b>\$ (158,371)</b>	<b>\$ 41,070,393</b>

15. Reallocated within Budget (01.31.23)

16. Reallocated \$26k from Security (03.31.23)

17. Reallocated within Budget (05.31.23)

18. Reallocated from Investment Inc (06.30.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
ASHLAND HIGH SCHOOL BUDGET  
SEPTEMBER 31, 2024**

Project Expense	Original Budget	Paid to Date AHS	Paid to Date AHS ADA	Paid to Date AHS Science	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>							
Phase II: HVAC	\$ -	\$ 9,924,279	\$ -		\$ 9,924,279	\$ 599,385	\$ 10,523,664
Maximum Allowable Construction Cost (MACC)	\$ 8,544,000	\$ -	\$ 2,402,845	\$ 460,734	\$ 2,863,579	\$ 10,978,421	\$ 13,842,000
Asbestos	\$ 152,889	\$ -	\$ -		\$ -	\$ 152,889	\$ 152,889
Seismic Retro Upgrade	13 \$ -	\$ -	\$ -		\$ -	\$ 2,500,000	\$ 2,500,000
1.5% Solar (Total Project Major Building)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Construction Contingency	13 \$ 427,200	\$ -	\$ -		\$ -	\$ 598,536	\$ 598,536
<b>Construction Sub Total</b>	<b>\$ 9,124,089</b>	<b>\$ 9,924,279</b>	<b>\$ 2,402,845</b>	<b>\$ 460,734</b>	<b>\$ 12,787,858</b>	<b>\$ 14,829,231</b>	<b>\$ 27,617,089</b>
<b>Soft Cost</b>							
<b>Administrative Cost</b>							
Legal Fees	\$ 15,000	\$ 1,148	\$ -	\$ -	\$ 1,148	\$ (1,148)	\$ -
Bond Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Management	18 \$ 273,723	\$ 256,143	\$ -	\$ -	\$ 256,143	\$ (216,143)	\$ 40,000
Reimbursable Expenses	17 \$ 18,248	\$ 17,545	\$ -	\$ -	\$ 17,545	\$ (2,145)	\$ 15,400
Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sustainability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>							
Site Survey	\$ 27,372	\$ 50,572	\$ -	\$ -	\$ 50,572	\$ -	\$ 50,572
Geo-Tech Report	\$ 27,372	\$ 36,023	\$ 443	\$ -	\$ 36,465	\$ (393)	\$ 36,072
<b>Planning Cost</b>							
Design Fees	19 \$ 912,409	\$ 2,403,548	\$ 75,200	\$ -	\$ 2,478,748	\$ (402,216)	\$ 2,076,532
A & E Reimbursable Expenses	\$ 18,248	\$ 334	\$ -	\$ -	\$ 334	\$ 17,914	\$ 18,248
Commissioning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Plan Distribution	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant	\$ 45,620	\$ 128,287	\$ -	\$ -	\$ 128,287	\$ (80,667)	\$ 47,620
Construction Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Constructability Review	\$ 45,620	\$ 334,600	\$ -	\$ -	\$ 334,600	\$ 0	\$ 334,600
Plan Review & Building Permits	\$ 91,241	\$ 433,146	\$ 41,672	\$ 508	\$ 475,325	\$ 167,645	\$ 642,970
Special Inspection and Testing	\$ 45,620	\$ 278,273	\$ 53,559	\$ -	\$ 331,832	\$ (230,212)	\$ 101,620
Miscellaneous Fees	19 \$ 36,496	\$ 120,677	\$ 2,911	\$ -	\$ 123,587	\$ (38,783)	\$ 84,804
Ed Specs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kitchen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>							
Legal Advertisements	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Furniture, Fixtures, and Equipment (FF&E)	\$ 456,204	\$ 40,877	\$ -	\$ -	\$ 40,877	\$ 59,123	\$ 100,000
Technology	\$ 91,241	\$ 131,075	\$ -	\$ -	\$ 131,075	\$ 219	\$ 131,294
Technology (Design)	\$ 45,620	\$ -	\$ -	\$ -	\$ -	\$ 36,298	\$ 36,298
Acoustics	\$ 13,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Criminal Background Checks	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
System Development Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Value Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Connection Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	17,18 \$ 1,140,511	\$ -	\$ -	\$ -	\$ -	\$ 1,262	\$ 1,262
Inflation	19 \$ 746,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>	<b>\$ 4,055,760</b>	<b>\$ 4,232,246</b>	<b>\$ 173,784</b>	<b>\$ 508</b>	<b>\$ 4,406,030</b>	<b>\$ (687,246)</b>	<b>\$ 3,719,292</b>
<b>Total Project Cost</b>	<b>\$ 13,179,849</b>	<b>\$ 14,156,525</b>	<b>\$ 2,576,629</b>	<b>\$ 461,241</b>	<b>\$ 17,194,396</b>	<b>\$ 14,141,985</b>	<b>\$ 31,336,381</b>

14. Reallocated within Budget (10.31.22)  
 15. Reallocated within Budget (01.31.23)  
 16. Reallocated within Budget (02.28.23)  
 17. Reallocated within Budget (03.31.23)  
 18. Reallocated within Budget (06.30.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
WALKER ELEMENTARY SCHOOL BUDGET  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	15	\$ 8,533,000	\$ 26,673,556	\$ 353,135	\$ 27,026,691
Asbestos		\$ 42,535	\$ -	\$ -	
Seismic Retro Upgrade		\$ 2,250,000	\$ 1,535,626	\$ 77,795	\$ 1,613,421
Science Works		\$ -	\$ 88,667	\$ 333	\$ 89,000
Modular Rental			\$ 1,676,661	\$ (188,236)	\$ 1,488,425
Construction Contingency	15	\$ 426,650	\$ -	\$ (0)	\$ (0)
<b>Construction Sub Total</b>		<b>\$ 11,252,185</b>	<b>\$ 29,974,510</b>	<b>\$ 243,027</b>	<b>\$ 30,217,537</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ 15,000	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance	14	\$ -	\$ 69,257	\$ (8,057)	\$ 61,200
Project Management		\$ 270,066	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ 18,004	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ 90,022	\$ 28,177	\$ 1,637	\$ 29,814
Geo-Tech Report		\$ 18,004	\$ 26,462	\$ (0)	\$ 26,462
<b>Planning Cost</b>					
Design Fees	14	\$ 1,150,218	\$ 1,986,657	\$ (19,165)	\$ 1,967,492
A & E Reimbursable Expenses		\$ 18,004	\$ 415	\$ 17,589	\$ 18,004
Commissioning		\$ 45,011	\$ 92,144	\$ (18,259)	\$ 73,885
Printing & Plan Distribution		\$ 2,000	\$ 945	\$ 55	\$ 1,000
Hazardous Materials Consultant		\$ 90,022	\$ 147,085	\$ 4,537	\$ 151,622
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ 45,011	\$ 75,000	\$ -	\$ 75,000
Plan Review & Building Permits		\$ 90,022	\$ 892,242	\$ 4,718	\$ 896,960
Special Inspection and Testing	14	\$ 63,015	\$ 139,809	\$ (26,719)	\$ 113,090
Miscellaneous Fees	16,17	\$ 36,009	\$ 411,836	\$ (125,686)	\$ 286,150
Ed Specs		\$ 18,004	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ 2,000	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)	14	\$ 450,109	\$ 866,902	\$ 4,998	\$ 871,900
Technology	14	\$ 90,022	\$ 238,419	\$ 4,202	\$ 242,621
Technology (Design)		\$ 45,011	\$ -	\$ -	\$ -
Acoustics		\$ 13,503	\$ -	\$ -	\$ -
Criminal Background Checks		\$ 1,200	\$ -	\$ -	\$ -
System Development Charges	16	\$ -	\$ -	\$ -	\$ -
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency		\$ 1,125,273	\$ -	\$ -	\$ -
Inflation		\$ 746,863	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ 4,442,393</b>	<b>\$ 4,975,350</b>	<b>\$ (160,150)</b>	<b>\$ 4,815,200</b>
<b>Total Project Cost</b>		<b>\$ 15,694,578</b>	<b>\$ 34,949,860</b>	<b>\$ 82,876</b>	<b>\$ 35,032,737</b>

- 10. Reallocated Bond Issuance Costs back to Program Level (06.30.22)
- 11. Reallocated within Budget (06.30.22)
- 12. Reallocated within Budget (08.31.22)
- 13. Increase budget with Investment Income (08.31.22)
- 14. Increase budget with Investment Income (03.31.23)
- 15. Reallocated within Budget (03.31.23)
- 16. Costs were recategorized (04.30.23)
- 17. Reallocated within Budget (04.30.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
WILLOW WIND LEARNING CENTER  
SEPTEMBER 31, 2024**

Project Expense		Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>					
Maximum Allowable Construction Cost (MACC)	4,8	\$ -	\$ 1,732,696	\$ 1,732	\$ 1,734,428
Other Contractor Costs		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Construction Contingency		\$ -	\$ -	\$ -	\$ -
<b>Construction Sub Total</b>		<b>\$ -</b>	<b>\$ 1,732,696</b>	<b>\$ 1,732</b>	<b>\$ 1,734,428</b>
<b>Soft Cost</b>					
<b>Administrative Cost</b>					
Legal Fees		\$ -	\$ -	\$ -	\$ -
Bond Counsel		\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost		\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance		\$ -	\$ -	\$ -	\$ -
Project Management		\$ -	\$ -	\$ -	\$ -
Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Communications		\$ -	\$ -	\$ -	\$ -
Sustainability		\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>					
Site Survey		\$ -	\$ -	\$ -	\$ -
Geo-Tech Report		\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>					
Design Fees	5	\$ -	\$ 128,412	\$ (351)	\$ 128,061
A & E Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -
Commissioning		\$ -	\$ 21,500	\$ 284	\$ 21,784
Printing & Plan Distribution		\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant		\$ -	\$ 10,894	\$ -	\$ 10,894
Construction Testing		\$ -	\$ -	\$ -	\$ -
Constructability Review		\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits		\$ -	\$ 37,164	\$ (1,844)	\$ 35,320
Special Inspection and Testing		\$ -	\$ 3,833	\$ 0	\$ 3,833
Miscellaneous Fees	6,7	\$ -	\$ 54,272	\$ 3,994	\$ 58,266
Ed Specs		\$ -	\$ -	\$ -	\$ -
Kitchen		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
Legal Advertisements		\$ -	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)		\$ -	\$ 8,535	\$ 465	\$ 9,000
Technology		\$ -	\$ -	\$ -	\$ -
Technology (Design)		\$ -	\$ -	\$ -	\$ -
Acoustics		\$ -	\$ -	\$ -	\$ -
Criminal Background Checks		\$ -	\$ -	\$ -	\$ -
System Development Charges		\$ -	\$ 15,342	\$ -	\$ 15,342
Value Engineering		\$ -	\$ -	\$ -	\$ -
Utility Connection Fee		\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	5	\$ -	\$ -	\$ -	\$ -
Inflation		\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>		<b>\$ -</b>	<b>\$ 279,952</b>	<b>\$ 2,548</b>	<b>\$ 282,500</b>
<b>Total Project Cost</b>		<b>\$ -</b>	<b>\$ 2,012,648</b>	<b>\$ 4,280</b>	<b>\$ 2,016,928</b>

2. ReAllocated costs within budget (08.01.21)
2. ReAllocated costs within budget (08.01.21)
3. \$79,500 moved to WES (12.31.21)
4. ReAllocated costs within budget (03.31.22)
5. ReAllocated costs within budget (08.31.22)
6. ReAllocated costs from Investment Inc (09.30.22)
7. ReAllocated costs from Investment Inc (05.31.23)



**ASHLAND SCHOOL DISTRICT  
CAPITAL CONSTRUCTION  
DISTRICT WIDE SOLAR PROJECT  
SEPTEMBER 31, 2024**

Project Expense	Original Budget	Paid to Date	Remaining Balance	Revised Budget
<b>Hard Cost</b>				
1.5% Solar (Walker Elementary)	\$ -	\$ 280,779	\$ 1,619	\$ 282,398
1.5% Solar (Helman Elementary)	\$ -	\$ 250,000	\$ -	\$ 250,000
1.5% Solar (Ashland Middle School)	2,3,4 \$ -	\$ 401,106	\$ 17,294	\$ 418,400
1.5% Solar (Ashland High School)	\$ -	\$ -	\$ 200,000	\$ 200,000
1.5% Solar (Willow Wind Learning Center)	\$ -	\$ -	\$ -	\$ -
Construction Contingency	1,5 \$ -	\$ -	\$ 500,000	\$ 500,000
<b>Construction Sub Total</b>	<b>\$ -</b>	<b>\$ 931,886</b>	<b>\$ 718,912</b>	<b>\$ 1,650,798</b>
<b>Soft Cost</b>				
<b>Administrative Cost</b>				
Legal Fees	\$ -	\$ -	\$ -	\$ -
Bond Counsel	\$ -	\$ -	\$ -	\$ -
Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -
Builders Risk Insurance	\$ -	\$ -	\$ -	\$ -
Project Management	\$ -	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -	\$ -
Sustainability	\$ -	\$ -	\$ -	\$ -
<b>Site Cost</b>				
Site Survey	3 \$ -	\$ 13,100	\$ (9,100)	\$ 4,000
Geo-Tech Report	\$ -	\$ -	\$ -	\$ -
<b>Planning Cost</b>				
Design Fees	2,3,4 \$ -	\$ 69,600	\$ -	\$ 69,600
A & E Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -
Commissioning	\$ -	\$ -	\$ -	\$ -
Printing & Plan Distribution	\$ -	\$ -	\$ -	\$ -
Hazardous Materials Consultant	\$ -	\$ -	\$ -	\$ -
Construction Testing	\$ -	\$ -	\$ -	\$ -
Constructability Review	\$ -	\$ -	\$ -	\$ -
Plan Review & Building Permits	3,4,5 \$ -	\$ 43,827	\$ 14,173	\$ 58,000
Special Inspection and Testing	\$ -	\$ -	\$ -	\$ -
Miscellaneous Fees	\$ -	\$ 1,989	\$ (1,989)	\$ -
Ed Specs	\$ -	\$ -	\$ -	\$ -
Kitchen	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>				
Legal Advertisements	\$ -	\$ -	\$ -	\$ -
Furniture, Fixtures, and Equipment (FF&E)	\$ -	\$ -	\$ -	\$ -
Technology	\$ -	\$ -	\$ -	\$ -
Technology (Design)	\$ -	\$ -	\$ -	\$ -
Acoustics	\$ -	\$ -	\$ -	\$ -
Criminal Background Checks	\$ -	\$ -	\$ -	\$ -
System Development Charges	\$ -	\$ -	\$ -	\$ -
Value Engineering	\$ -	\$ -	\$ -	\$ -
Utility Connection Fee	\$ -	\$ -	\$ -	\$ -
Unallocated Owner Contingency	\$ -	\$ -	\$ -	\$ -
Inflation	\$ -	\$ -	\$ -	\$ -
<b>Sub Total Soft Cost</b>	<b>\$ -</b>	<b>\$ 128,516</b>	<b>\$ 3,084</b>	<b>\$ 131,600</b>
<b>Total Project Cost</b>	<b>\$ -</b>	<b>\$ 1,060,402</b>	<b>\$ 721,996</b>	<b>\$ 1,782,398</b>

- 1. ReAllocated from Investment Inc (09.30.22) \$1,897,106
- 2. ReAllocated within Budget (09.30.22) \$ (114,708.00)
- 3. ReAllocated within Budget (04.30.23)
- 4. ReAllocated within Budget (06.30.23)



November 14, 2024

Steve Mitzel, Program Executive  
Ashland School District  
885 Siskiyou Boulevard  
Ashland, Oregon 97520

RE: Ashland School District  
Science and Humanities Modernization Project  
Ashland High School  
Contract for Design Services Amendment 6

Dear Steve,

After careful review and consideration, HMK Company recommends that you award Design Services Contract Amendment 6 to arkitek:design&architecture for the Science and Humanities Modernization Project at Ashland High School, in the amount of \$290,000.00 for Science Building Seismic Design Services.

The original Contract amount of \$830,000.00, plus previous Amendments totaling \$1,606,210.00, and this Amendment 6 of \$290,000.00, will bring the total Not to Exceed sum to \$2,726,210.00.

We are asking that the Ashland School District Board take action to award the Design Services Contract Amendment 6 for the Science and Humanities Modernization Project at Ashland High School to arkitek:design&architecture for the additional Not to Exceed sum of \$290,000.00 at the November 14, 2024, Board Meeting, for a Total Not to Exceed Contract sum of \$2,726,210.00.

If you have any questions, please do not hesitate to contact me to discuss.

Sincerely,

*Mike Freeman*

Mike Freeman  
Program Manager  
HMK Company

Att: Amendment 6 Proposal Documents



# AIA<sup>®</sup> Document G802<sup>™</sup> – 2007

## ***Amendment to the Professional Services Agreement***

Amendment Number: 006

**TO: MIKE FREEMAN, HMK COMPANY**  
*(Owner or Owner's Representative)*

In accordance with the Agreement dated: SEVENTEENTH DAY OF DECEMBER, TWO THOUSAND NINETEEN

**BETWEEN** the Owner: **JACKSON COUNTY SCHOOL DISTRICT 5**  
*(Name and address)*

**885 SISKIYOU BOULEVARD**

**ASHLAND, OR 97520**

and the Architect: **ARKITEK:DESIGN&ARCHITECTURE**  
*(Name and address)*

**426 A STREET, SUITE 101**

**ASHLAND, OR 97520**

for the Project: **JCSD DISTRICT 5**  
*(Name and address)* **ASHLAND HIGH SCHOOL**  
**SCIENCE AND HUMANITIES BUILDING MODERNIZATIONS**  
**201 S MOUNTAIN AVE**  
**ASHLAND, OR 97520**

Authorization is requested

- to proceed with Additional Services.  
 to incur additional Reimbursable Expenses.

As follows: **AMENDMENT OF CONTRACT FOR SEISMIC RETROFIT AT AHS SCIENCE BUILDING**

### **SCIENCE BUILDING SEISMIC RETROFIT**

#### **ADDITIONAL SEISMIC ARCHITECTURAL COORDINATION SERVICES TO INCLUDE:**

- A. DESIGN COORDINATION/DEVELOPMENT OF A/D SHEETS**
- B. CONSTRUCTION DOCUMENT COORDINATION**
- C. CONSTRUCTION ADMINISTRATION SERVICES**

#### **AHS QUAD RENOVATION SERVICES TO INCLUDE:**

- A. EXISTING QUAD TREE PROTECTION ANALYSIS**
- B. ADA ACCESSIBILITY ANALYSIS**
- C. COORDINATION W/ CIVIL & LANDSCAPE CONSULTANTS**
- D. CONSTRUCTION DOCUMENT COORDINATION**
- E. CONSTRUCTION ADMINISTRATION SERVICES**

The following adjustments shall be made to compensation and time.  
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:	<b>ARCHITECTURAL FEE:</b>	<b>\$195,000.00</b>
	<b>STRUCTURAL FEE:</b>	<b>\$58,000.00</b>
	<b>MECHANICAL/PLUMBING FEE:</b>	<b>\$12,000.00</b>
	<b>ELECTRICAL FEE:</b>	<b>\$10,000.00</b>
	<b>LANDSCAPE/CIVIL FEE:</b>	<b>\$15,000.00</b>
	<b>SUB-TOTAL OF AMENDMENT(BASE) :</b>	<b>\$290,000.00</b>
	<b>COMPREHENSIVE PROJECT FEE:</b>	<b>\$2,726,210.00</b>
Time:	<b>100% CONSTRUCTION DOCUMENT DELIVERY 1/24/25</b>	

<b>SUBMITTED BY:</b>	<b>AGREED TO:</b>
	
(Signature)	(Signature)
christopher brown, AIA	
(Printed name and title)	(Printed name and title)
<b>SEPTEMBER 20, 2025</b>	
(Date)	(Date)

**ASHLAND HIGH SCHOOL  
SCIENCE BUILDING SEISMIC RETROFIT**

09/20/24

**PROJECT FEE**

ITEM	FEE	NOTES
ARCHITECTURAL	\$195,000	SCIENCE BUILDING AND QUAD
STRUCTURAL	\$58,000	CIOTA
MECHANICAL/ PLUMBING	\$12,000	MFIA, LIMITED SCOPE FOR REVIEW OF DESIGN/BUILD CONTRACTORS' WORK
ELECTRICAL	\$10,000	DOUGLAS
LANDSCAPE	\$10,000	SCHAREN(ALLOWANCE)
CIVIL	\$5,000	POWELL(ALLOWANCE)
<b>TOTAL PROJECT FEE</b>	<b>\$290,000</b>	

# AHS SCIENCE SEISMIC PROJECT SCHEDULE

Task Name	Duration	Start	Finish	Q3			Q4			Q1			Q2			Q3		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>PROJECT DESIGN SCHEDULE (09/05/24)</b>																		
<b>Design Phase</b>																		
<b>Pre-design/ Schematic Design</b>	19d	09/05/24	09/23/24															
100% SD Package	0	09/23/24	09/23/24	◇			◆											
<b>Design Development</b>	40d	09/23/24	11/01/24															
50% DD	0	10/11/24	10/11/24	◇			◆											
100% DD	0	11/01/24	11/01/24	◇				◆										
100% DD Estimate	15d	11/01/24	11/15/24															
<b>Construction Documents</b>	85d	11/01/24	01/24/25															
50% CD	0	12/13/24	12/13/24	◇														
75% CD	0	01/06/25	01/06/25	◇														
100% CD	0	01/24/25	01/24/25	◇														
<b>Permitting and Bidding</b>	61d	01/24/25	03/25/25															
<b>Construction Phase</b>																		
<b>Construction Administration</b>	75d	06/09/25	08/22/25															

## **CIOTA ENGINEERING PC.**

156 Clear Creek Dr., Suite 101  
Ashland, OR. 97520  
(541) 552-0290

September 20, 2024

Arkitek: Design & Architecture  
426 A St. Suite 101  
Ashland, OR 97520

Re: Ashland High School Science Building Seismic Retrofit: Fee Proposal/Contract  
Job # 24-059

Chris:

Thank you for requesting that Ciota Engineering submit a fee proposal for the above referenced project. We have reviewed the existing construction document drawings and discussed the project with your team to assist in developing this proposal.

The proposed project consists of a global seismic retrofit of the Science building. Please note the following scope of work and fees:

### **STRUCTURAL ENGINEERING SCOPE OF WORK:**

- Seismic analysis of entire building using ASCE7-22 code for demand loads and extent of retrofit requirements.
- Upgrade or install lateral force resisting elements to provide full load path to foundation.
- Provide construction documents including general note specifications, roof framing plan, floor framing plan, foundation plan & construction details.
- Provide all relevant permit documents including structural plans and calculations.
- Provide full C/A services throughout construction to project completion.

### **STRUCTURAL ENGINEERING FEE:**

- SD phase: \$11,600 (20%)
- DD phase: \$11,600 (20%)
- CD phase: \$23,200 (40%)
- C/A phase: \$11,600 (20%)
- Total Structural Fee: \$58,000

### **SERVICES PROVIDED BY OTHERS:**

- Special inspections (as required and by third party testing agency).
- Geotechnical Engineering (required).
- Drill & Epoxy (post installed anchors in hardened concrete) by testing agency

Any change in scope or increase in maximum construction cost will require a revised fee proposal.

Once construction documents are in progress and/or structural analysis, any value engineering, field revisions or any other major revisions to plans or project which results in additional work or time spent by Ciota Engineering outside of the original scope of work outlined herein, shall be billed as additional services at the rate of \$175/hr.

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

The Engineer of record shall not be responsible for the cost of materials, labor or losses due to deadlines for this project. The Engineer of record shall not be responsible for the cost of materials, labor or losses due to revisions or clarification for this project. The Engineer shall not be responsible for the acts or omissions of the Architect, Architect's other consultants, Contractor, Subcontractors, their agents or employees, or other persons performing any of the work.

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal equitable proceedings by either party.

The Consultants and Owner shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.

As compensation for services rendered, a billing will be sent to you based on the percentage of work completed on the project. In the event of a suit or if any action is instituted to enforce this agreement or any terms hereof, or in the event of any appeal from suit, action or proceeding, the prevailing party shall be entitled to such sums as the court may adjudge reasonable as attorney's fees in such suit, action or appeal.

This letter is written as an Engineering Proposal and Agreement. Please sign the acceptance line provided and return one signed copy for our files. Please call if you have any questions.

Sincerely,  
Cameron Harris, P.E.  
Principal  
Ciota Engineering P.C.

-----  
Authorized Signature

-----  
Date



Mark Denyer, P.E., LEED AP  
Robert L. Connell, P.E.  
Scott Miller, P.E.  
Takako Baker, P.E.  
Jesse Swanson, P.E.

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CONSULTING ENGINEERS • 2007 SE Ash St., Portland, OR 97214 • 503-234-0548

September 5<sup>th</sup>, 2024

Christopher Brown  
Arkitek: Design & Architecture  
426 A St. Suite 101  
Ashland, OR 97520

Subject: Mechanical Engineering for Ashland High School Science Building Seismic Retrofit

Mr. Brown:

Thank you for contacting us for a proposal for the subject project.

- I. Services: We propose to furnish our professional services which are described in the enclosed Exhibit A.
- II. Reimbursement: We propose the following fees for Engineering Services: \$12,000.00 Maximum
- III. Billing Method: Services to be billed on a time and material basis. Billing will be monthly. Should services requested exceed the listed maximum MFIA shall consult Arkitek to confirm if additional services are to be provided. Billing beyond the maximum is not allowed without approval from Arkitek.
- IV. Continuity of Contract: It is understood that this contract is binding to successors and their executors, to either party in accordance with the items set forth in this agreement. We agree, however, not to assign, sublet, or transfer our interest in this agreement without your written consent.
- V. Payment and Indemnification: See Exhibit C, which is made part of this agreement unless superseded by approved AIA Contract.

If there is any question regarding this agreement as outlined in this letter, we will be glad to discuss and make changes if necessary. We appreciate the opportunity to work with you and will endeavor to complete the plans and specifications as scheduled.

MFIA, Inc.

Jesse Swanson  
Enclosure

This Exhibit is attached and made a part of our September 5<sup>th</sup>, 2024 proposal letter and is the basis upon which our fees were estimated.

- I. Review documents or photo presentations produced by Metal Masters or Van Row showing revisions to the Mechanical or Plumbing systems related to the seismic upgrades of the subject building. Review is per direction of your office on an as needed basis. It is understood that Metal Masters and Van Row understand the scope of work relative to removing, relocating, or replacing mechanical and plumbing systems for seismic scope per drawings dated 8/28/24. MFIA is involved just to the extent requested to confirm compliance with system operating requirements.
- II. Deliverables: None anticipated.
- III. Permitting/bidding services are not included.
- IV. Construction administration services are limited to review of submittals of proposed materials.
- V. Exclusions: Services not listed above are excluded.
- VI. Reimbursables: No reimbursables are included in the quoted fee. Travel expenses if a site visit is necessary will be billed per rates listed in Exhibit B.

MFIA, Inc.

MFIA, Inc.

**ENGINEERING DESIGN RATES**

HOURLY CHARGES

Engineering Principals .....	\$ 195.00
Staff Engineers .....	140.00
Senior Designer .....	120.00
Designer .....	110.00
Drafter .....	90.00
Office Manager .....	95.00
Secretary .....	80.00

CAD PLOTTING

Paper .....	\$ 5.00
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REIMBURSABLES

Outside consultants .....	At cost
Travel expenses .....	At cost
Mileage .....	\$0.67 per mile

Rev. 1/03/20

MFIA, Inc.

**PAYMENT AND INDEMNIFICATION**

INVOICES

Payment is due within 60 days of the invoice date, unless otherwise stated in this proposal. Invoices not paid within 60 days will be charged interest at the rate of 1% per month.

INDEMNIFYING SUBCONSULTANT

Prime Consultant agrees to defend, indemnify and hold harmless Sub-consultant from claims, damages and losses arising out of personal injury, including death or property damage caused by Prime Consultant's negligent acts, errors or omissions in performing and furnishing professional services on this project to the extent and in proportion to Prime Consultant's comparative degree of fault. Subconsultant shall give Prime Consultant prompt notice of any claims of injury or damage subject to this defense and indemnity obligation and shall, at its own expense, provide its time and efforts to cooperate with Prime Consultant's defense of Subconsultant.

Rev.3/21/05



August 30, 2024

Mr. Christopher Brown, AIA  
arkitek:design&architecture  
426 A Street, Suite 101  
Ashland OR 97520

Re: AHS Science Building Seismic Upgrade – Proposal

Dear Chris:

Based on the documentation provided regarding a seismic upgrade to the Science Building, the following is our interpretation of the required scope of work along with a proposal for your review and approval:

**Scope of Work:**

1. Use current design documents, modified to reflect known construction changes and pending as-built drawings, to show existing electrical systems in the building.
2. Design modifications to existing electrical systems as required to accommodate structural modifications. Electrical work will involve removal and reinstallation or rerouting of existing systems as affected by demolition and new work.
3. Provide contract drawings using AutoCAD. Provide electronic copy of drawings at milestone submittals and as required for additional coordination.
4. Provide written specifications in CSI MasterFormat.
5. Respond to Agency review comments.
6. Answer contractor and supplier questions during bidding.
7. Provide contract administration including review of shop drawings and submittals, and site visits as required to discuss field conditions and to verify that construction is in accordance with the contract documents.

**Exclusions:** Unless specifically included in the scope above, the following items are excluded from the scope.

1. Upgrades to existing systems.
2. Modifications to existing systems other than as required by seismic work.

**Proposal:**

We propose to provide the above Electrical Engineering services for a lump sum fee of \$10,000.00.

Items such as plotting, printing, postage, delivery, travel expenses, permit and review fees, etc. are considered reimbursable and will be billed at cost plus 15% to cover handling. If special inspections are required by the Authority Having Jurisdiction, they will be performed on an hourly basis at our hourly rates in effect at the time the services are rendered. This proposal expires in 60 days.

The attached Terms and Conditions shall apply to this agreement. If work is started prior to the execution of this agreement the aforementioned Terms and Conditions shall apply as well as the scope items, limitation of liability and proposal terms.

**Limitation of Liability:**

In recognition of the relative risks and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this agreement, to limit the total liability of the Consultant and the Consultant's officers, directors, partners, employees and subconsultants, and any of them, to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed \$25,000.00, or the Consultant's total compensation received for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. If this limitation of liability is not acceptable you may strike it from the agreement for a 20% increase in the fees stated in the agreement.

We thank you for the opportunity to submit this proposal. Please let us know how we may continue to serve you.

Sincerely,

Myron K. Hudson, VP

## Terms and Conditions

Douglas Engineering Pacific, Inc. (the Consultant) shall perform the services outlined in this agreement for the undersigned (the Client) for the stated fee arrangement.

### **Access to Site:**

Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

### **Reliance on Client Supplied Information:**

The Consultant is entitled to rely upon information supplied by the Client and/or the Client's other consultants. The Consultant shall have no responsibility for reviewing or verifying information provided by the Client or the designs and computations provided by the Client's consultants for accuracy or compliance with applicable laws, statutes, ordinances, building codes, and regulations.

### **Cost and Payback Opinions:**

Opinions of probable cost are based on the market data available at the time the opinion is made. Construction costs, material costs, energy costs and the like are variable and have a direct impact on payback times if applicable. Any opinion rendered by the Consultant regarding payback time is an estimate only and is not guaranteed. Payback times may vary with market conditions.

### **Standard of Care:**

In providing services under this agreement, the Consultant shall perform in a manner consistent with and limited to that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

### **Schedule and Scope Changes:**

Except to the extent caused by the fault of Consultant, a change in the schedule or program for the project shall entitle Consultant to an equitable adjustment in schedule, compensation, and/or reimbursable expenses. In the event the parties do not execute a further service agreement for the project, the Consultant shall be compensated at its standard hourly rates. Client direction shall be considered authorization to proceed.

### **Certifications, Guarantees and Warranties:**

The Consultant shall not be required to execute any document that would result in its certifying, guaranteeing, or warranting the existence of conditions whose existence the Consultant cannot ascertain. The Consultant's services are not a warranty or guarantee of any particular outcome or result and are limited to the professional standard of care. The Consultant shall have no such obligation for warranty or guarantee to Client or others.

### **Extended Consequential Damages Waiver:**

The Parties waive and shall not be responsible as between each other or any third parties for any consequential damages whether arising in contract, warranty, tort (including negligence), strict liability or otherwise, including, but not limited to, losses of use, profits, business, reputation or financing any rental expenses incurred, loss of income, profit or financing related to the Project as well as the loss of business, loss of financing, principal office overhead and expenses, loss of profits not directly related to this Project.

**Limited Beneficiaries:**

The Consultant’s services are intended for the sole use and benefit of Client and are not intended to create any third-party rights or benefits against Consultant.

**Ownership of Documents:**

All documents produced by the Consultant under this agreement are considered Instruments of Service and as such shall remain the property of the Consultant and may not be used by the Client for any other endeavor without the written consent of the Consultant.

**Construction Means:**

Contractor shall be solely responsible for construction means, methods, sequencing, scheduling, safety, and compliance with all construction documents (plans, specifications, reports, manufacturer’s instructions) and directives from Owner’s representatives or building officials.

**Statute of Real Limitations:**

Any and all causes of action between the parties related to this agreement or the Project shall be deemed to have commenced not later than the earlier of the Consultant’s final services for the Project of the date of final completion.

**Other Services:**

The Consultant shall not be required to perform services outside of its area of expertise. The Client shall provide all such information to the Consultant as is required to contractual requirements for the project.

**Dispute Resolution:**

Any claims or disputes made during design, construction or post-construction between the Client and Consultant shall be submitted to non-binding mediation. Client and Consultant agree to include a similar mediation agreement with all contractors, subcontractors, sub-consultants, suppliers, and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

**Termination of Services:**

This agreement may be terminated by the Client or the Consultant should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Consultant for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

**Billings/Payments:**

Invoices for the Consultant’s services shall be submitted, at the Consultant’s option, either upon completion of such services or on a monthly basis. Completion of service shall be defined as follows:

Schematic Design	15%
Design Development	35%
Construction Documents	30%
Bidding	5%
Contract Administration	15%

Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Consultant may, without waiving any claim or right against the Client, and without liability

whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

**Late Payments:**

Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney’s fees.

**Acceptance:**

By signing this document, you are personally certifying that you are either the Client an authorized agent of the Client, you have the right and authority to execute this document on behalf of the Client and you acknowledge and agree to these Terms and Conditions. Please indicate your acceptance of this proposal by signing and returning the entire agreement to us.

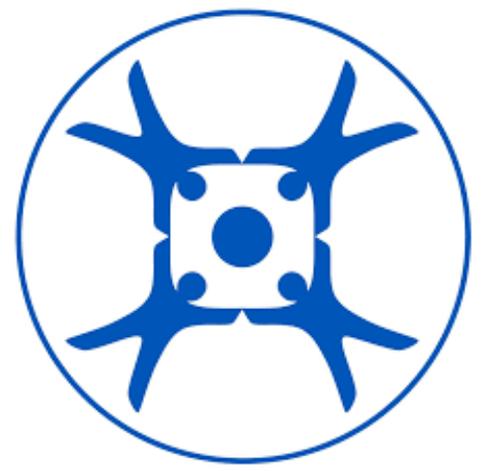
**ACCEPTED AND ACKNOWLEDGED:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

FOR: \_\_\_\_\_

DATE: \_\_\_\_\_



# Development Update

Fall 2024-Spring 2025

Sign up for our newsletter!  
[info@sunstonehc.org](mailto:info@sunstonehc.org)



## RFP Issue

- Completed and issued Nov. 6, 2024
- Pre-Proposal Meeting Nov. 12, 2024



## Master Plan

- Detailed communication of priorities
- Informs Developer Team selection process



## Community Engagement

- Growers Market
- Neighborhood Canvassing
- HHS Event, Turning Point Housing Event
- Surveys



## Partnerships

- Oregon Child Development Coalition
- Housing Development Center
- Ashland Supportive Housing

**Upcoming**

- RFP Proposals due December 2
- Sunstone to present selections to ASD Board December 19
- Team selection, development plan and land acquisition contract

Ashland School District Integrated Application 2023-24 Activity	All Reported Quarters Total Spent	Total Activity Budget 23-24
<b>Total Allocation 2023-24</b>	<b>\$3,158,423.20</b>	<b>\$3,158,423.20</b>
<b>Unbudgeted</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Budgeted Amounts</b>	<b>\$3,158,423.20</b>	<b>\$3,158,423.20</b>
Indirect/Administration	\$105,674.31	\$124,173.32
Retain 3 behavioral health specialists	\$154,059.87	\$425,000.00
Retain 1 FTE behavioral health analyst	\$124,547.49	\$130,000.00
Retain a behavioral and counseling TOSA	\$118,561.38	\$150,000.00
Retain 5 Elementary Child Development Specialists (5 CDS @ .50 fte)	\$212,428.62	\$250,000.00
Retain 1 secondary counselor	\$116,673.91	\$120,000.00
Retain 6 Youth Advocates (6 YAs @ .875 FTE)	\$241,368.84	\$255,000.00
Maintain the increased FTE to 3 ELD teachers in order to provide ELL services K-12 (Add 1.5 hours each teacher)	\$125,135.24	\$60,000.00
Retain 2 instructional and data coaches (one elementary, one secondary)	\$238,011.46	\$240,000.00
Retain reading intervention teachers (elementary) (4 teachers @ .40 fte)	\$179,025.58	\$218,675.72
Retain 1 math/reading intervention teacher (elementary) (added .40 fte to one teacher)	\$12,956.66	\$45,000.00
Retain 1 reading intervention teacher (secondary) (added .385 fte to one teacher)	\$18,596.23	\$45,000.00
Retain 5 enrichment teachers to allow for elementary teacher collaboration around instruction and assessment (5 teachers @ .37 fte)	\$435,650.58	\$245,000.00
Retain 0.5 FTE Spanish interpreting and translation services	\$60,424.40	\$60,000.00
Pay timesheet hours for equity teams at each site to meet after-school hours to analyze data quarterly for measuring progress toward EDI goals	\$7,574.16	\$7,574.16
Retain increased CTE programs of study for expanded opportunities for student participation	\$379,678.44	\$335,000.00
Offer dual credit classes, on-going training and stipends for dual credit teachers	\$147,950.93	\$36,000.00
Provide financial assistance/fee waivers for AP and CTE class fees for students with F & R lunch	\$0.00	\$3,000.00
Continue partnership with College Dreams	\$12,000.00	\$12,000.00
Retain middle school counseling support	\$101,956.46	\$65,000.00
Continue purchasing credit recovery curriculum opportunities for high school students	\$142,090.26	\$55,000.00
Retain staff for online credit options for students	\$122,822.68	\$219,000.00
Teaching and Learning Administrator	\$101,235.70	\$58,000.00

# SUPPLEMENTAL INSTRUCTIONAL MATERIAL AND ASSESSMENT SELECTION REQUEST

2024-25

# CURRENT PROGRAM

For K-8 Reading and Math diagnostic assessments and individualized learning material, the Ashland School District utilizes iReady computer adaptive software.

Components of iReady:

- 3x/year diagnostic assessments in Reading and Math (K-8)
- Individualized personal learning path

Cost: K-8 Math and Reading = \$78,000 for 2024-25 school year

# NEED

Identify a program that will deliver on the following needs at a **reduced cost**:

- 3x/year math and reading diagnostic assessments for K-12
- Progress monitoring measures in reading and math
- Personalized learning paths for students to close skill gaps
- Provide intervention resources for teachers
- Formative assessment data

# PROCESS

1. Recommendation to the Board that adoption is necessary
2. Board approves initiation of process and articulates desired outcome
3. Committee convenes to develop criteria
4. Committee shares proposed decision matrix with the Board
5. Committee refines decision matrix and begins material review
6. Pilot materials and collect feedback from public review
7. May Board meeting, Board votes

QUESTIONS?

# Ashland School District 5

Code: IL  
Adopted: 5/10/04  
Revised/Readopted: 6/12/17; 11/09/23  
Orig. Code: IL

## Assessment Program\*\*

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Each year the district shall determine each student's progress toward achieving federal, state and local achievement requirements.

Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Accordingly, the district shall maintain the following assessment program:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Other schoolwide and grade level-wide assessments

It is the intent of the Board that progress be measured in a manner that clearly enables the student and parents to know whether the student is making progress toward meeting or exceeding academic content standards and Essential Skills. District, school and individual results shall be reported to the Board, parents and the community, as prescribed by law.

The district shall make additional services or alternative educational or public school options available to any student who has not met or has exceeded all of the state-required academic content standards. Additionally, students in schools receiving Title I moneys that have been identified by the Oregon Department of Education (ODE) will be provided supplemental services and public school options as required by law.

The district shall not discriminate in the methods, practices and materials used for assessment, evaluating and counseling students on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability or marital status. Discrimination complaints shall be processed in accordance with established procedures.

Staff will receive in-service education in the use of designated assessments and interpretation of assessment results.

A parent on behalf of their student or an adult student may annually opt-out of taking a statewide summative assessment by completing and submitting ODE’s opt-out form<sup>1</sup> to the school. The district shall provide supervised study time for students who are excused from participating in the assessment. A student may be excused from the Oregon Statewide Assessment Program for disability or religious reasons. Parents and adult students will be provided the required notices<sup>2</sup> and access to forms by the district that include a time frame in which statewide assessments will take place, and an adult student’s or parent’s right to request an exemption from taking the statewide summative assessments.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

The superintendent shall ensure a periodic review and evaluation of the district’s assessment program is conducted.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 40.245](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 329.479](#)  
[ORS 329.485](#)  
[ORS 336.187](#)  
[ORS 659.850](#)

[OAR 581-021-0009](#)  
[OAR 581-021-0030](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2060](#)  
[OAR 581-022-2100](#)  
[OAR 581-022-2110](#)  
[OAR 581-022-2115](#)

[OAR 581-022-2250](#)  
[OAR 581-022-2270](#)  
[OAR 581-022-2310](#)  
House Bill 3041 (2021)  
Senate Bill 602 (2021)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2021).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2021).  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).  
Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).

**Cross Reference(s):**

IKF - Graduation Requirements

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<sup>1</sup> Oregon Department of Education page for: [30-day notice and opt-out form](#)

<sup>2</sup> Districts are required to provide notice twice each year: once at the beginning of the year and second time at least 30 days prior to the administration of the test.

# Ashland School District 5

Code: II/IIA-AR  
Revised/Reviewed: 12/01/04; 6/12/17; 4/25/22  
Orig. Code: IIA-AR(1), IIA-AR(2), IIA-AR(3)

## Instructional Materials Selection

The Ashland School Board shall be responsible for ensuring that the selection of instructional materials for the Ashland School District are consistent with the district’s values and policies, as well as the most current state standards.

The process is begun through a recommendation to the board that an adoption is necessary or highly recommended based on the instructional materials adoption schedule defined by the Oregon Department of Education or student need, and the funds to acquire and implement the materials are available to be designated or appropriated.

Launch: School board launches the adoption process. A team is formed that receives training, elicits input and establishes a vision with aligned criteria.

(1) The board will approve the initiation of the process and articulate the desired outcome (e.g., one consistent curriculum per level). The superintendent will name a process facilitator.

The School Board will have the opportunity to preview instructional materials recommendations before the public review process and will have final authority on approving recommended instructional materials for adoption.

Policy also states that teachers, administrators and residents of the community shall be involved in a process designed to ensure that each student will be educated to the fullest by means of a wide variety of materials based on the state standards for public schools, which will be provided to meet curricular needs, and the greatest possible diversity of student interests. To the extent possible, all core adopted instructional materials used as part of the educational curriculum of a student shall be adopted by the Board and available for inspection by the parents or guardians of the student prior to their adoption and use. All materials will be evaluated to be consistent with our equity policy and be accessible through the principles of Universal Design for Learning and Multi-tiered Systems of Support.

**Definitions:** “Instructional material for purpose of Oregon law is defined as any organized system which constitutes the major instructional vehicle for a given course of study, or any part thereof. “OAR 581-011-0050. The district defines these materials as instructional content provided to the student through textbooks, supplemental texts and library books regardless of format, encompassing printed or representational, audiovisual, and electronic or digital materials. This includes books, periodicals, newspapers, pictures, videos, television recordings, internet sources, software, and audio recordings.

**Core Adopted Instructional Materials:** Instructional materials adopted and paid for by the District for use by all teachers with all students as appropriate.

**Supplemental Adopted Instructional Materials:** Instructional materials adopted by the district, in addition to the Core Adopted Instructional Materials. These may be adopted during the regular adoption

window or adopted later in response to student performance data. These materials are selected by teachers for use based upon the needs of their students and their professional judgment. In combination, the Core Adopted Instructional Materials and Supplemental Adopted Instructional Materials will provide a sufficient resource to support a range of options for teachers to differentiate instruction as they address the district learning targets and state standards.

**Teacher-selected additional instructional materials:** Instructional materials selected by teachers for use in individual classrooms, in addition to the district-adopted instructional materials.

**Selection of Core Adopted and Supplemental Adopted Instructional Materials:** While the specific procedure may vary depending upon the particular subject area under study, the following elements shall be present:

1. As a part of the district’s curriculum review process, a committee, hereby known as the curriculum committee, will be established. The superintendent will name a process facilitator.

In the fall of an adoption year, committee members will be selected and begin examining student data to analyze existing strengths and weaknesses of the curricular area, and develop subject specific criteria. Such criteria must be consistent with:

- a. existing state and district board policies and administrative regulations;
  - b. state achievement standards for students;
  - c. the curricular and instructional philosophy of the district;
  - d. the district’s Equity Policy
  - e. accessibility standards for students of all abilities, including the principals of Universal Design for Learning and Multi-tiered Systems of Support
  - f. state and district selection criteria for instructional materials; and
  - g. any guidelines unique to the curricular area which are established through the review process by the curriculum committee.
2. The committee will present relevant student data, standards, and proposed decision matrix to the board for input. After incorporating input, the committee will refine the decision matrix and begin materials review;
  3. The curriculum committee shall prepare a budget for purchase of the recommended materials. Costs shall reflect the per pupil expenditure needed to provide the materials that are essential, in line with the state recommendation. In the event that an independent adoption is recommended, the above detailed cost guidelines still apply.
  4. By March of an adoption year, or as soon as is practicable thereafter, the committee will present the result of their work, and provide the recommended curriculum materials for Board and public review for feedback.
  5. By May, The Board will review community feedback on the curriculum choice and hold a vote on whether or not to approve the adoption by the May Regular Session in order to receive materials in time for teacher training.
  6. If required, the superintendent shall notify ODE within 30 days of the Board independently adopting instructional materials.

7. Teachers will choose instructional materials for use from among the materials approved by the Board.
8. Every student must have access to the adopted materials necessary for instruction and be able to access such materials at home as needed.
9. Parents shall have access to all adopted instructional materials for review.
10. The district may revise learning targets between state adoption years, prompted by changing state standards, emerging research, or program changes. Should the district find that adopted materials and staff development do not adequately facilitate student learning as evidenced by lack of achievement growth on state standards and district learning targets, the superintendent may:
  - a. Authorize further data gathering and analysis.
  - b. Authorize further targeted staff development.
  - c. Form a committee to consider potential additional supplemental materials adoptions that address learning targets based upon data gathered and analyzed.
11. Should a school or program within a school find that adopted materials are not meeting the needs of students as evidenced by lack of achievement growth on state standards, the school or program may, after the initial three years of implementation using adopted materials, pilot alternative materials in consultation with the superintendent.

### **Teacher-Selected Additional Instructional Materials**

Teachers may use their professional judgment to select additional learning materials in accordance with Selection Criteria for Instructional Materials contained within this document to supplement and enrich the instructional program. All teacher-selected additional materials required by the teacher for student use shall be carefully previewed by the teacher to ensure the instructional value is culturally appropriate and designed to student age level and classroom subject matter. These materials must be used within legal copy right limits and publisher licensing agreements. Teacher selected materials must be accessible to all students. When the proposed materials may conflict with district criteria, the teacher shall complete a Teacher-Selected Additional Instructional Materials Approval Form and submit it to their principal or designee. If use of the materials is approved, a permission slip will be used to inform parents of the intended use of the additional materials and their content. In this particular instance, the teacher shall provide alternative instructional materials at the request of the parent. Efforts will be made to serve all students in the same classroom.

### **Selection Criteria for Teacher Selected Instructional Materials**

Materials selected will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses. These criteria apply to the selection of new materials for multiple school use, single school use and individual classroom and library use as well as materials donated to the district.

Standard 1: Materials shall be consistent with and provide both support and enrichment for the district's general educational goals, its selected program goals and the objectives of specific courses.

Standard 2: Materials shall meet high standards of quality in: factual content, educational significance, readability, artistic quality and/or literary style presentation, physical format and technical quality.

Standard 3: Materials shall be based on current Oregon standards and be culturally appropriate for the ability level, learning styles, emotional and social development of the students for whom the materials are selected.

Standard 4: Materials shall promote growth in factual knowledge and critical thinking.

Standard 5: Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values and ethical standards.

Standard 6: Selected materials shall support a balanced approach to controversial issues that will include representation of various points of view even when those opinions represented are controversial. The inclusion of controversial materials does not imply endorsement of the ideas by district personnel.

Standard 7: Materials shall incorporate the voice, culture, and perspectives of students, staff, families, and communities in order to support and enhance student success and incorporate the contributions from diverse groups to include age; gender identity; belief system (e.g., religious, spiritual, political, social); racial, ethnic and cultural origin; socio-economic background, diverse ability, sexual orientation or disability.

Standard 8: Materials selected will be in compliance with all criteria and procedures as outlined on OAR 581-011-0050 to -0119 and ORS Chapter 337.

### **Objections to Instructional Materials:**

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material. The district official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally. The materials shall remain in use unless removed through the procedure in section "Request for Reconsideration" item 5 and 8.c of this regulation.

1. The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material. The district official or staff member initially receiving a complaint shall explain to his/her best ability the particular place the objectionable material occupies in the education program and its intended educational usefulness, or refer the complaining party to someone who can identify and explain the use of the material.
2. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the questions should be referred to someone designated by the principal. If, after private counseling, the complainant desires to file a formal complaint, the person

to whom the complainant has been referred will assist in filling out a Reconsideration Request Form in full.

3. The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contact shall be maintained by the principal.

### **Request for Reconsideration**

1. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
2. Unless covered otherwise in state law, educational standards cannot be challenged.
3. All school offices will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
4. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent. The superintendent shall immediately notify the School Board.
5. In unusual circumstances the material may be removed temporarily by a vote of the School Board pending the outcome of the reconsideration committee.
6. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.
7. Generally, access to challenged material shall not be restricted during the reconsideration process. In unusual circumstances the material may be removed temporarily by following the provisions of Section "Request for Reconsideration" item 5 or item 8.c of this regulation.
8. The Reconsideration Committee.
  - a. The reconsideration committee shall be made up of nine members:
    - (1) One teacher designated annually by the superintendent;
    - (2) One school librarian designated annually by the superintendent;
    - (3) One member of the administrative staff designated annually by the superintendent;
    - (4) Five members from the community appointed annually by the Board;
    - (5) One student selected annually by the student council.
  - b. The chair of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
  - c. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
  - d. The committee shall receive all Reconsideration Request Forms from the Superintendent or person designated by the superintendent.

- e. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
  - (1) Distribute copies of written request form;
  - (2) Give complainant or a group spokesperson an opportunity to talk about and expand on the request form;
  - (3) The Committee shall give the person who selected the material in question an opportunity to discuss the rationale for selection;
  - (4) Distribute reputable, professionally prepared reviews of the material when available;
  - (5) Distribute copies of challenged material to be fully reviewed.
- f. The committee may request that individuals with special knowledge be present to provide information.
- g. The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant shall be given appropriate notice of such meetings.
- h. The committee decision will require a two-thirds vote.
- i. The committee shall make its decision in open session. The committee's final decision will be:
  - (1) To take no removal action;
  - (2) To remove all or part of the challenged material from the total school environment.
  - (3) To limit the educational use of the challenged material which would include offering alternative materials.
- j. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the complainant, school board and superintendent and placed on the school board agenda for appropriate action.
- k. A decision to sustain a challenge shall not be interpreted as a judgement of irresponsibility on the part of the professionals involved in the original selection or use of the materials
- l. Request to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request Form shall be acted upon by the committee.
- m. Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- n. If the complainant is not satisfied with the decision, a statement may be submitted to the school board for consideration at the meeting of the Board in which the decision is being reviewed.

## **Play Selection**

### **Pre-Production**

- 1. Theatre Arts teacher will complete the play rationale/comment form and submit it and a copy of the script to the building principal prior to publicizing the production or casting.

2. The building principal(s) may review the rationale/comment form to identify evidence of educational value and any concerns about potential sensitivity of topics in the recommended piece in a timely manner determined by the building administrator and Theatre Arts specialist. If there is mutual agreement of support for the proposed play selection, the process should move ahead to step 4.
3. The building principal(s) and the Theatre Arts teacher may begin a dialogue regarding the educational value of the piece as well as discuss any concerns over its topic and/or content. If concerns exist, the building principal, in consultation with the Theatre Arts teacher, will invite others into the conversation to assist in the decision making process. The outcome of the conversations would either be a recommendation to move forward with production, or a recommendation to make another choice of plays to perform. Ultimately, the principal(s) will be responsible for the final decision.
4. Theatre Arts specialists will publicly announce selected play titles two weeks prior to auditions and after step 2 or 3. In the absence of expressed concerns, play production will proceed. Should community members express concerns within that time frame, the site may decide to stop production planning and begin the collaboration process in step 3 (see above).

### **Film/Video Use**

The showing of movies and videos must be limited to specific educational purposes. A full-length or clip of a movie or video recording may only be shown in school if the content is relevant to the curriculum and specific educational objectives, is appropriate to the age and maturity of the students, is a productive use of class time and will not cause classroom disruption.

1. Compliance with U.S. Copyright law Section 110(1) requires that a rented or privately owned movie or video may not be shown in the classroom unless all of the following fair use requirements are met:
  - a. The movie or video must be shown by the teacher in connection with face to-face teaching activities in a classroom or area devoted to instruction.
  - b. The showing of the movie must be directly related to the curriculum and lesson objectives.
  - c. The entire audience must be involved in the teaching activity.
  - d. The teacher has no reason to believe that the videotape was unlawfully made.
  - e. Note: Educators who show movies or video for entertainment purposes may be individually liable for up to \$30,000 in civil statutory damages for copyright infringement, imprisonment of up to five years or criminal fines of up to \$250,000.
2. Teachers may only show programs recorded from network and cable television channels according to the following guidelines\*:
  - a. A recorded television program may be retained for 45 consecutive calendar days after the date of the recording and must be erased or destroyed at the end of the 45 day period.
  - b. The recording may be shown once within the first ten days of recording for each class. It may be shown once again within this ten-day period when instructional reinforcement is necessary.
  - c. After the first ten consecutive school days, the recording may only be used for teacher evaluation purposes, i.e., to determine whether or not to include a broadcast program in the teaching curriculum and may not be shown to students.

- d. Copies may be made from off-air recordings as necessary to meet the legitimate needs of teachers. However, all copies are subject to the same provisions listed above.

\* Federal Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes (Congressional Record, 1981, 127, pt. 18 24049; Talab, 1986: 37-41, 116, 124-125.)

Note: The copying or use of programs transmitted via subscription television cable services, such as HBO or Showtime, is illegal. Such programs are licensed for private/home use only and may not be used in public schools.

Related Policies:

- IF Curriculum Development
- IFD Curriculum Adoption
- IFE Curriculum Guides and Course Outlines
- IIA Instructional Resources and Instructional Materials
- IIAD Special Interest Materials

## Request for Reconsideration of Instructional Material

Initiated By: \_\_\_\_\_ Contact info: \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_

Representing: \_\_\_\_\_  
Self Organization or group (Name)

Material Questioned:

1. Book/Journal/Article

Drama Script, etc. \_\_\_\_\_  
(Title)

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

2. Other Material: \_\_\_\_\_

\_\_\_\_\_  
(Identify)

Please respond to the following questions: If more space is needed, use an additional sheet of paper.

1. Have you seen or read this material in its entirety?

\_\_\_\_\_

2. To what do you object and why: (Pleas cite passages, pages, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you believe is the main idea of this material?

\_\_\_\_\_  
\_\_\_\_\_

4. What do you believe might result from use of this material?

\_\_\_\_\_  
\_\_\_\_\_

5. What review of this material have you read?

\_\_\_\_\_  
\_\_\_\_\_

6. For what other age group might this material be suitable?

---

7. What action do you recommend that the district take on this material?

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8. What material do you recommend in its place that would provide adequate information on the subject?

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Signature

---

Date

PLEASE RETURN THIS FORM TO THE BUILDING PRINCIPAL

Received by principal: \_\_\_\_\_

Signature

---

Date

School: \_\_\_\_\_



Dedicated to improving student success and education equity through  
**advocacy, leadership and service**  
to Oregon public school boards.

Election - OSBA 2024 - Southern (05)

**2024 OSBA Election**

**\* 1. Board of Directors Position 5 (Vote for one)**

- Dawn Watson
- Abstain
- No action taken

**\* 2. Resolution 1 - Amends the OSBA dues schedule**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

**\* 3. Resolution 2 - Creates the Oregon School Board Members PRIDE Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

**\* 4. Resolution 3 - Adopts the proposed amendments to the OSBA Bylaws**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

**\* 5. Type the name of the district, ESD, or community college board that officially made this vote.**

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**\* 6. Type the meeting date when the board officially made this vote.**

**\* 7. Type your name and title.**

To retain a record of your vote, you **MUST** print this page before clicking the Done button.

Done

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# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_  
In s

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
ert te

City/Zip: \_\_\_\_\_  
x

Business phone: \_\_\_\_\_  
t he

Residence phone: \_\_\_\_\_  
r e

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

District/ESD/CC: \_\_\_\_\_

Term expires: \_\_\_\_\_ Years on board: \_\_\_\_\_

Region: \_\_\_\_\_



Position #: \_\_\_\_\_

*I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

*Dawn Watson*

Name

Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.

2. What do you want to accomplish by serving on the OSBA board of directors?

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.



# OSBA Board of Directors

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

**Other education board positions held/dates:**

**Occupation** (Include at least the past five years):

Employers:

Dates:

**Schools attended** (Include official name of school, where and when):

High school:

College:

Degrees earned:

**Education honors and/or awards:**

**Other applicable training or education:**

**Activities, other state and local community services:**

**Hobbies/special interests:**

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**



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## Resolution to Amend the OSBA Dues Schedule

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WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

\*Add \$250 annually until floor is reached, then increase 15% through year 5

\*\*Reflects an estimated CPI increase of 4%

\*\*\* \$25,000 cap prior to CPI

\*\*\*\*Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college. (\$25,500)



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## Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*

# BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS  
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT

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# ARTICLE 1

## CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the “Caucus”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

# ARTICLE 2

## NAME, MISSION AND GOALS

**2.1 Name.** This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

**2.2 Mission.** To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

**2.3 Goals.**

**2.3.1** The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

**2.3.2** Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

**2.3.3** Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

**2.3.4** Serving as a resource.

**2.3.5** Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

**2.3.6** Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

**2.3.7** Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

## ARTICLE 3

### MEMBERSHIP

**3.1 Qualification.** All members must support the purposes and goals of the Caucus as set forth in Article 2.

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

**3.3 Attendees.** The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

**3.4 Membership List.** The Membership list shall be maintained by the Secretary.

## ARTICLE 4

### BUDGET

**4.1 Budget.** The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

## ARTICLE 5

### MEETINGS

**5.1 Annual Meetings.** An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

## **5.2 Regular and Special Meetings.**

**5.2.1 Regular Meetings.** The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

**5.2.2 Special Meetings.** Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

## **5.3 Notice.**

**5.3.1** Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

**5.3.2** Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

**5.4 Quorum.** Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

**5.5 Organization.** The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

**5.7 OSBA Staff Liaison.** The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

**5.8 Compliance with Open Meetings Laws.** The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

# **ARTICLE 6**

# CAUCUS LEADERSHIP COUNCIL

**6.1 Composition.** The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

**6.2 Term.** Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

## 6.3 Nomination and Election

**6.3.1 Nomination.** Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

**6.3.2 Election.** The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

## 6.4 Designations

**6.4.1 President.** The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

**6.4.2 Vice President.** In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

**6.4.3 Immediate Past President.** The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

**6.4.4 Secretary.** The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

**6.4.5 Treasurer.** The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

**6.4.6 Regional Caucus Directors.** There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

**Future positions:**

**6.4.7 At-Large Members.** There shall be two At-Large Directors.

**6.5 Resignation.** A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

**6.6 Vacancies.** Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

**6.7 Removal.** Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

## ARTICLE 7

### EXECUTIVE COMMITTEE

**7.1 Composition.** There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

**7.2 Responsibilities.** The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Caucus when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Caucus at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

**7.3 Ratification.** Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

**7.4 Administration.** The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

## **ARTICLE 8**

### **COMMITTEES**

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

## **ARTICLE 9**

### **SEAT ON THE OSBA'S BOARD OF DIRECTORS**

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

## **ARTICLE 10**

### **GENERAL PROVISIONS**

## **10.1 Amendment of Bylaws**

**10.1.1** Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

**10.1.2** Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

**10.1.3** Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

## **10.2 Seat on OSBA'S Legislative Policy Committee (LPC)**

**10.2.1** The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

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*The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.*



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## Resolution to Amend the OSBA 2023 Bylaws

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

**Submitted by: OSBA Board of Directors**



# BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

## SECTION 1 PURPOSE

The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:

- A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- B. To gather and disseminate information pertinent to the successful operation of public schools.
- C. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.
- D. To work for adequate and dependable financial support for the public schools of this state.
- E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- G. To study and interpret educational programs and to relate them to the needs of pupils.
- H. To promote public understanding of the role of school boards and school board members in the improvement of education.
- I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.
- K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2 MEMBERS

**2.1 Admission.** All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

- 2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;
- 2.1.2 Education Service District as defined under ORS Chapter 334;
- 2.1.3 Community College District as defined under ORS Chapter 341;
- 2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

**2.2 Dues.** Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

**2.3 Reserved Powers of the Members.** The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee (“LPC”) members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

**2.4 Voting Power.**

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

**2.5 Process of Approval of Member Resolutions.**

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30~~th~~. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

## 2.6 Regional Election of Directors and LPC Members.

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the counties of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.
- (k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
- (l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
- (m) Washington Region includes all of the members located in the county of Washington.
- (n) Multnomah Region includes all of the members located in the county of Multnomah.

2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the members within the region.

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~445.~~
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association.~~
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- ~~2.13.114~~ Approval:** With the exception of approving amendments to the Association's bylaws, which is as outlined in Section 7.1 ~~of these bylaws,~~ and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
  - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

## SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23,~~ all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

**3.2 Qualifications.** Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum<sup>7</sup> and maximum<sup>2</sup> by the members.

**3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

**3.5 Composition.** The board of directors will be comprised of up to ~~23~~<sup>22</sup> regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes ~~cast by the~~of the members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 ~~Designated-Caucus~~ Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who that~~ is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) ~~Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~
- (c) ~~The immediate past president of the Oregon Association of School Executives;~~
- (d) The ~~immediate past president~~Executive Director of the ~~Confederation~~Coalition of School Administrators;
- (e) The ~~board section president~~Chair-Elect of the Oregon Association of Education Service Districts;
- (f) The board ~~section~~ president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person ~~as that~~ the board of directors may appoint.

Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

**3.6 Vacancies.** In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

**3.7 Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

**3.8 Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

**3.9 Regular Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.

**3.10 Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

**3.11 Place of Meetings.** The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

**3.12 Telephonic/Video Meetings.** The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

**3.1013 Notice of Meetings.** All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

**3.1114 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

**3.1215 Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

**3.1316 Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

**3.1417 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.1518 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**3.1619 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

## SECTION 4 COMMITTEES AND CAUCUSES

4.1 **Standing Committees.** The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chairman ~~and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws~~, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to its delegation delegated~~ of authority to ~~such committee by the board of directors, act~~ in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board ~~of directors by mail, email, on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported~~ ~~or~~ at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~e~~Operating gGuidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and one designated~~

voting member as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)~~(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC, and shall do so one or more of the members in the region must timely submit to the board of directors by a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The Nominations and election of the LPC representatives will be closed by a date identified in shall be in accordance with the elections calendar adopted by the board.

~~(d)~~(e) Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1 ~~(de)~~. Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

~~(e)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three year terms and, if eligible, may return after a one year hiatus.~~

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, ~~however,~~ that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

**4.3 Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

**4.4 Caucuses.** Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 ~~Caucuses shall~~ clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.~~5~~6 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.57 ~~With the adoption of this section, t~~The Oregon Rural School Boards Members Caucus ~~is~~  
was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 **Administration.** Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association’s principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.12 **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.23 **Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.34 ~~Compensation and~~ **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

### 5.5 Compensation

~~Directors and members of committees~~Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. ~~Directors~~  
Officers shall not otherwise be compensated for service in their capacity as ~~directors~~officers.

5.46 **Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

**5.57 Officers.** The officers of the Association are as follows:

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint ~~any committees~~ positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

## SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

## SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in As per the PACE Restated Trust Agreement. ,the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

## SECTION ~~7~~8 GENERAL PROVISIONS

### ~~7~~8.1 Amendment of Bylaws.

- ~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.
- ~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.
- ~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.
- ~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.
- ~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.
- ~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~ saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

### ~~7~~8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

- 78.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.
- 78.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.
- 78.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.
- 78.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- 78.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

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The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.