



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

1. **6:00 p.m. CALL TO ORDER**
2. **6:00 p.m. ROLL CALL**
3. **6:05 p.m. RECOGNITIONS**
  - A. **Partnership Recognition of the West Linn Rotary & the Wilsonville Rotary**
4. **6:20 p.m. COMMUNITY FEEDBACK - INPUT**
  - A. *Expected Outcome: Board Chair acknowledges community feedback*
    1. Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the West Linn-Wilsonville School Board will be conducted online, rather than in person.  
  
Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 p.m. on August 17, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: [douglask@wlwv.k12.or.us](mailto:douglask@wlwv.k12.or.us).  
  
Please note: Comments submitted are subject to Public Records Requests.  
  
To view this Public Board Meeting live on-line, please visit the West Linn-Wilsonville District Website for virtual meeting details on the 17th.
5. **6:30 p.m. REPORTS**
  - A. **Board and Superintendent Reports**
    1. **Board Member Reports**
      - a. 6:30 p.m. Chelsea King
      - b. 6:35 p.m. Ginger Fitch
      - c. 6:40 p.m. Dylan Hydes
      - d. 6:45 p.m. Christy Thompson
      - e. 6:50 p.m. Regan Molatore
    2. **6:55 p.m. Superintendent Report - Dr. Kathy Ludwig**
      - a. **7:10 p.m. Operational Blueprint; Comprehensive Distance Learning Model - BOARD ACTION - Dr. Jennifer Spencer-Iiams, Assistant Superintendent of Student Services**
6. **7:25 p.m. CONSENT AGENDA - BOARD ACTION**
  - A. **Personnel Report - Ms. Shyla Waldern, Human Resources Director** 3
  - B. **Board Meeting Minutes - Ms. Kelly Douglas, Board Secretary**
    1. 7-13-20 Special Board Meeting Minutes 4
    2. 7-27-20 Special Board Meeting Minutes 13
7. **7:25 p.m. NEW BOARD BUSINESS**
  - A. **Proposed Amendments to Employment Contracts for 2020-2021 - Ms. Shyla Waldern, Human Resources Director - BOARD ACTION**
    1. *Expected Outcome: Board receives information, takes action.* 23

- B. Resolution 2020-03 Declaration of Emergency due to COVID-19 (Policy BFF) - BOARD ACTION - Mr. Pat McGough Chief Operating Officer
  - 1. *Expected Outcome: Board reviews Resolution and takes action.* 32
- C. District Goals 2020-21 - BOARD ACTION - Superintendent Dr. Ludwig
  - 1. *Expected Outcome: Board reviews District Goals and takes action.*
- D. Board Commitments 2020-2021 - BOARD ACTION - Chair Regan Molatore & Vice Chair Chelsea King
  - 1. *Expected Outcome: Board reviews 2020-21 Commitments and takes action.* 36
- 8. **BOARD BUSINESS - GENERAL ADMINISTRATION**
  - A. **BUSINESS OFFICE** - Dr. Son Le Hughes, Chief Financial Officer
    - 1. Financial Report
      - a. *Expected Outcome: Board receives information, no action required.* 37
- 9. **8:45 p.m. IMPORTANT DATES FOR THE BOARD**
  - A. 8-17-20 @ 6:00 p.m. Regular Board Meeting
  - B. 9-14-20 @ 6:00 p.m. Regular Board Meeting
  - C. 9-21-20 @ 5:00 Board Work Session
  - D. 10-5-20 @ 6:00 p.m. Regular Board Meeting
  - E. 10-19-20 @ 5:00 p.m. Board Work Session
  - F. 11-9-20 @ 6:00 p.m. Regular Board Meeting
  - G. 11-16-20 @ 5:00 p.m. Board Work Session
  - H. 12-7-20 @ 6:00 p.m. Regular Board Meeting
- 10. **8:50 p.m. ADJOURN**



WEST LINN - WILSONVILLE SCHOOL DISTRICT

Memo

To: Board of Directors
From: Shyla Waldern, Director of Human Resources
Subject: August 17, 2020

X

Action Required
Information Only
DUE: \_\_\_\_\_

Licensed New Hires 2020-2021

Dan Burns, 1.0 FTE, Probationary I, Learning Specialist; Rosemont Ridge Middle School. Previously, Dan worked as a Paraeducator at Rosemont Ridge Middle School. He received his BA from Western Governor's University.

Julia Carr, 1.0 FTE, Probationary I, Counselor; Boeckman Creek Primary School. Previously, Julia worked as a School Counseling Intern for Portland Public Schools. She received her MED from Lewis & Clark College.

Margaret Garrison, 1.0 FTE, Probationary I, Science Teacher; Meridian Creek Middle School. Previously, Margaret worked as a Science Teacher for Evergreen School District in Washington. She received her MED from Portland State University.

Tessa Jenkins, 1.0 FTE, Probationary I, Nurse; District wide. Previously, Tess worked as a nurse for Adventist Medical Center in Portland. She received her BSN from Pacific Lutheran University.

Hillary Kugler, 1.0 FTE, Temporary, English Language Development Teacher; Wilsonville High School. Previously, Hillary worked as a Language Arts and ELD Teacher at Wilsonville High School. She received her MAT from Lewis & Clark College.



West Linn-Wilsonville School District  
**Regular Board Meeting**  
**July 13, 2020 @ 6:00 p.m.**  
**Minutes**

A Regular Board Meeting of the Board of Directors of West Linn-Wilsonville School District was held Monday, July 13, 2020 beginning at 6:00 PM via Zoom online.

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

**1. 12:30 p.m. CALL TO ORDER**

**Chair Molatore called the meeting to order at 12:35 p.m.**

**2. 12:30 p.m. ROLL CALL**

**All Members of the Board of Directors present:**

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

**3. 12:30 p.m. COMMUNITY FEEDBACK - INPUT**

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

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

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

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

To view this Public Board Meeting live on-line, please visit the West Linn-Wilsonville District Website for virtual meeting details on Monday, July 13th.

Public Comment:

- Chelsea Murphy addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Michelle Ripple addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Christie Wiancko addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.

- Al Levit addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Angela Stoffregen addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Jana Carey Lombardi addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee and requested the District offer “learning pods” in the community.
- Cornelia Gibson addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Shawn O’Neil addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Catherine Ryan Gregory addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Lynn and Candi Todd addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Kristin Akervall addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- Julie Fitzgerald addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee.
- John McCabe addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee and capital project interest funds.
- Yarrow Currie addressed the Board with concerns of face coverings for children while in school.
- Betty Reynolds addressed the Board with concerns of racist comments by a member of the Long Range Planning Committee and the complaint process and stated the Board needs to create SMART goals.

4. **12:35 p.m. CONSENT AGENDA - BOARD ACTION**

A. **Board Meeting Minutes - Ms. Kelly Douglas, Board Secretary**

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

**5-0 all approved, motion passes.**

5. **12:40 p.m. NEW BOARD BUSINESS - Superintendent Dr. Kathy Ludwig**

A. **12:40 p.m. Election of Board Officers - BOARD ACTION - Chair Regan Molatore**

1. *Expected Outcome: Board nominates and appoints Chairs.*

Chair Regan Molatore presented the Election of Board Officers to the Board of Directors stating if anyone is interested in serving as Chair to raise their hand.

**Director Christy Thompson nominated Regan Molatore as Chair.  
Director Ginger Fitch seconded.**

The Board held a brief discussion thanking Chair Molatore for her service to the Board and School District last year and stated having the same Chair for a two-year consecutive term is beneficial to everyone.

Chair Molatore thanked everyone for their support and stated she enjoys the work and being able to serve with each and every one of her fellow Board Members is a privilege and honor.

**Chair Molatore called for a vote:**

**5-0 all approved, motion passes. Regan Molatore is Chair for the 2020-21 school year.**

Chair Molatore stated if anyone is interested in serving as Vice Chair to please raise their hand.

Vice Chair King stated she is willing and interested in serving again as Vice Chair for the upcoming school year and is happy to work alongside Chair Molatore, fellow Board Members and Superintendent Ludwig.

**Director Dylan Hydes nominated Chelsea King as Vice Chair.**

**Director Christy Thompson seconded.**

The Board held a brief discussion thanking Vice Chair King for her service to the Board and the School District last year.

**Chair Molatore called for a vote:**

**5-0 all approved, motion passes. Chelsea King is Vice Chair for the 20-21 school year.**

**B. 12:50 p.m. Long Range Planning Committee Position No. 4 Resignation - BOARD ACTION - Vice Chair King/LRPC Liaison**

**1. Expected Outcome: Board acknowledges resignation, declares Position No. 4 open.**

Vice Chair King presented the opening on the Long Range Planning Committee (LRPC) to the Board, stating Position No. 4 is open due to Ms. Doris Wehler's resignation.

Board Member Ginger Fitch stated her heart is sick to hear racist and discriminatory statements made about groups of people, people in our community, and students in our community. Her heart is horrified to hear violence advocated against groups of people acting within their First Amendment Right to express freely disagreement with systems of racism and acts of racism. Her heart is hopeful and encouraged to see the Seal of Biliteracy worn by so many of our graduating seniors. Her heart is hopeful and encouraged to see our graduation goals for each and every student to graduate and be successful. Her heart is hopeful and encouraged to see students, parents and community leaders peacefully protesting together. Her heart is hopeful and encouraged to know the Board is unified in rejecting racist and discriminatory statements expressed by Doris Wehler. Her heart is hopeful and encouraged to know the Board and the Superintendent have one message on the issue of rooting out systems of racism in our schools. Her heart is hopeful and encouraged to have heard support from teachers, families and the community in our swift action to seek her resignation. Her heart is angry that someone the Board and herself as an individual, placed on the Long Range Planning Committee would espouse views contrary to our explicit District Goals and our explicit Board Policies. She supports the actions that Vice Chair King took on our behalf to seek her resignation

Director Dylan Hydes stated he offers his sincerest thanks to our community for speaking up on the issue of Ms. Wehler's disturbing comments. Between emails, phone calls, and conversations in the community, he likely heard from close to 100 individuals who are deeply disturbed by Ms. Wehler's comments. In fact, he does not believe there has been any issue that has generated a larger, stronger, and more united front than this. More and more people in our communities have no tolerance for racism and he is so heartened by this fact.

He was particularly disturbed by Ms. Wehler’s comments attacking our schools for teaching “revisionist history.” This is something he knows a fair amount as he has been involved with Oregon public schools since he began attending in 1984. In 2002, he became a licensed social studies teacher in the State of Oregon and remained licensed up until a few years ago. He now sees our social studies classroom first-hand as a Board Member and as a parent to three children in our district.

The most prominent changes our social studies curriculum has undergone in the past decades is to shift the lens of history from an almost entirely white perspective to one that includes the perspective of everyone else, including Native Americans, African-Americans, immigrants, women, and the oppressed. And it is a more mature look at America—one that includes a fair portrayal of where America has excelled, but also an examination of where we have sometimes come up short.

This is progress we should all be proud of. And it is a history that will provide our students with a fuller understanding of American history that will allow them to obtain a more complete understanding of our nation’s history rather than an over-simplified, jingoistic history that glosses over critical areas where our nation has fallen short and continues to fall short. After all, how can we expect any generation to make America better if they only understand a sliver of it?

Director Hydes was also bothered by what Ms. Wehler did not say. For example, the host of the podcast spoke at length about the vast majority of immigrants not appreciating or respecting America; the problem with any citizen whose lineage immigrated to America after 1865; and the need to end all immigration to make America better. These beliefs are deeply troubling and Ms. Wehler sat by silently. He read the transcripts from the show and listened to the podcast. The comments are deeply disturbing. And even more disturbing is that Ms. Wehler has told the media that she feels no remorse or regret for what she said.

Every one of us is imperfect and will make mistakes. Issues of race are complicated and fraught with potential opportunities to inadvertently offend others or further racist tropes. He understands this. We should all be quick to forgive and allow others the opportunity to learn and grow. Everyone deserves some amount of grace on these complicated issues. A problem arises though when a person in a position of leadership makes mistakes like these and then chooses to double down on them rather than learn or grow. Ms. Wehler made clear she would be doubling down on them. As those positions clearly run afoul of what our district stands for, he appreciated Ms. Wehler resigning from the LRPC.

Some will call the Board and communities’ support of Ms. Wehler’s resignation as the “cancel culture.” He wants to say that is not what happened here. Our Board contains members who are conservative, moderate, and liberal. These differing beliefs make our Board stronger and we embrace those differences. Ms. Wehler’s resignation is not being supported because she had different beliefs, but beliefs that run contrary to the fundamental goals of our district and she has made clear she will make no effort to change her antithetical beliefs.

The host of the podcast in question stated publicly that this School Board Meeting was an emergency meeting called in response to Ms. Wehler’s comments. He wants to make it clear, this is not an emergency meeting as it was scheduled prior to the Board or District Office learning of Ms. Wehler’s comments.

Finally, some in the community have expressed concern that the Board did not act swiftly enough to remove Ms. Wehler. He would respond by pointing out that the Board learned of Ms. Wehler’s comments on July 8, 2020 and Ms. Wehler resigned her position on July 9, 2020.

Director Christy Thompson stated she wants to be clear in that she stands against racism and discrimination of any kind. Mrs. Wehler's comments do not represent her heart and her beliefs and she knows they do not represent the beliefs of her fellow Board members nor our school district.

On June 19th (Juneteenth), Dr. Ludwig sent an email to the WLWV school community that listed the actions our school district has taken to teach our students about racism and support our students of color. She also described the changes our district has made in its instructional practices and how our district has encouraged our staff in their own understanding of racism. She sent a similar email to both the West Linn City Council and the Wilsonville City Council on July 6th. What she appreciates about Dr. Ludwig's approach is that it chronicles actions over words - and this is what we teach our children, that our "actions speak louder than our words".

In this spirit, these are the actions she has taken on her journey to raising awareness and understanding of racism:

- At the Board retreat in August, she voted to add "disrupt systems of racism" to District Goal #1.
- Attended equity seminars in October, November, January, February and March.
- Read two books, "The Myth of Equality: Uncovering the Roots of Injustice and Privilege," by Ken Wytsma and "Be the Bridge: Pursuing God's Heart for Racial Reconciliation," by Latasha Morrison.
- Participated in many conversations with fellow Board Members, parents, community members, etc. during which she listened to other's opinions and experiences and opened her mind and heart to better understanding racism in our community.
- Joined the "Be the Bridge" Facebook group.
- Reached out to join a local "Be the Bridge" group to continue to listen, learn and be a part of authentic conversations about racism.

Director Thompson is on a journey of learning and wanting to do better in ALL areas of service as a school Board Member and as such is committed to the following . . .

- Leading with love and kindness;
- Being quick to listen;
- Showing mercy and grace in conversations and interactions with others;
- Acting as a bridge builder who continually pursues justice and reconciliation not only in the area of racism, but in all areas of our society.

Vice Chair King stated on Wednesday, July 8th, it came to her attention that one of our Board-appointed LRPC members spoke in an inflammatory and hurtful manner against racially marginalized groups in our community. She read the transcript of the podcast. Let it be clear, she neither tolerates, nor excuses, the comments that were made by either of the individuals who are speaking in the interview. Remarks that refer to any human being as "illegal", remarks that criticize family structure while relying upon stereotypes and ignoring the impact of systemic racism, remarks that undermine an entire generation's expression of the values of democracy and justice, are all remarks that she rebukes. In response to the community outpour demanding Doris's removal from the committee, she sought the resignation of this LRPC member, it was promptly delivered, and the Board may now declare Position 4 open for applications.

Additionally, she would like to comment, speaking for herself only and not the full Board, on the larger picture of how we respond to the existence of white supremacy that is embedded in our nation's history and present day. As we move forward into the future, how shall we respond to the individuals who, as products of a racist power structure in our nation, continue to espouse these views? Shall we dehumanize and vilify them? To what ends will this deliver us? As leaders, how we handle these conversations in our communities will reflect upon

how we handle them in our classrooms. In what spirit do we want to interact with our children? So we shall use that same spirit when we interact with our fellow adults. To quote Maya Angelou, “Hate, it has caused a lot of problems in the world, but has not solved one yet.” Let us go forth with love, even as we dismantle systems of racism within our own hearts, minds and institutions.

Chair Molatore stated she received a number of inquiries by our community about this matter. She was out of town and without connection to email, phone or internet all last week when the events transpired. Sunday, when she returned to civilization, she made sure to respond to each and every communication received or was copied on regarding this matter. In those communications, she shared that our School Board is, and has been, committed to rooting out systems of racism in our schools. She let the community know that this year, our School Board, District leaders, teachers, and staff added the phrase, “disrupt systems of racism” to our District Goal #1. This added language was intentional, signaling an expectation and deliberation for us to root out racism in our schools, our curriculum, and our culture, to create welcoming and inclusive learning spaces for every one of our students. She also assured our community that we continue to be committed to promoting anti-racism and social justice in our schools. Our Board wants to affirm our racial, cultural, ethnic, linguistic, gender, economic and religious diversity as a strength in our community. Our Board shares the outrage and frustration of those who have experienced marginalization, discrimination, and unjust treatment. Finally, she asserted our commitment to change and support the work and actions of our administrators that will lead to change.

Chair Molatore stated the consensus of the Board is sufficient to declare Position No. 4 open on the Long Range Planning Committee. The full Board agreed.

Chair Molatore confirmed with Superintendent Ludwig that the Board Secretary, Ms. Kelly Douglas, will update the District website and application to include Position No. 4. All three open positions will close on July 30<sup>th</sup> and Ms. Douglas will reach out to any applicants that have already applied, to apply for Position No. 4 if interested.

**C. 1:00 p.m. Designation of 2020-2021 Officials - Resolution No. 2020-1 - BOARD ACTION - Dr. Son Le Hughes**

**1. *Expected Outcome: Board reviews Resolution, takes action.***

Dr. Son Le Hughes presented Resolution No. 2020-1 to the Board for the Designation of Officials for the upcoming school year.

**Director Ginger Fitch motioned to approve Resolution 2020-1.  
Vice Chair King seconded.**

**5-0 all in approval, motion passes.**

**6. 1:10 p.m. BOARD BUSINESS - GENERAL ADMINISTRATION**

**A. 1:10 p.m. Renewal First Student Bus Transportation Contract - BOARD ACTION - Mr. Pat McGough, Chief Operating Officer**

**1. *Expected Outcome: Board reviews contract, takes action.***

Mr. Pat McGough, Chief Operating Officer, presented the First Student Bus Transportation contract renewal to the Board for review stating the original Request for Proposal originated in 2007 and was awarded to Laidlaw (which became First Student), was renewed in 2010, renewed again in 2015 and is now before the Board. Mr. McGough stated he and his team completed a survey of similar size districts in Oregon to see how we are in comparison for our transportation needs. Based on his research and working with the District's legal counsel, the contract presented today is a result of this.

**Vice Chair King motioned to renew the transportation contract renewal as presented.  
Director Thompson seconded.**

Director Fitch stated this is a long time to have a contract without going out for another Request for Proposal and inquired as to why. The reason we want to maintain our First Student contract with the District is if we change bus companies, we change drivers and we have worked very hard over the years to maintain and create good relationships with all our drivers and this is of great value to the District.

**Chair Molatore called for a vote:**

**5-0 all in favor, motion passes.**

Superintendent Ludwig thanked Mr. McGough and the Board for renewing the transportation contract. We are proud of the partnership with First Student and appreciate our bus drivers tremendously.

**B. 1:40 p.m. Oregon Executive Session Law Update - Ms. Shyla Waldern, Human Resources Director and Ms. Kelly Douglas, Board Secretary**

**1. *Expected Outcome: Board receives information and discusses, no action required.***

Ms. Shyla Waldern, Director of Human Resources presented an update to the Board on Executive Session laws stating the District is tightening up our processes per the Oregon School Boards Association's recommendation for reviewing and approving the Board Hire List.

Superintendent Ludwig stated this is a housekeeping topic, as we continue to look at policy and practices this is one we need to tend to. This did not rise to the Board level out of a concern or public complaint, this is routine work the Board Secretary does on an annual basis with peers across the state of Oregon. Our practice of noticing (a) *To consider the employment of a public officer, employee, staff member or individual agent* should only be used when hiring a Superintendent, not when hiring certified staff. As soon as we learned of this, we brought it forward to the Board for full transparency.

The Board thanked Ms. Waldern and Superintendent Ludwig for the informative memo and best practices for Executive Session processes.

**7. 1:50 p.m. BOARD POLICY - BOARD ACTION - Dr. Jennifer Spencer-Iiams, Assistant Superintendent**

**A. *Expected Outcome: Board reviews proposed policy and takes action.***

Dr. Jennifer Spencer-Iiams, Assistant Superintendent of Student Services presented Board Policy JHCC Communicable Diseases-Students to the Board for review. The District often has parallel policies and we have a communicable disease policy for staff, but realized we do not have one for students. The policy has been

reviewed by the Oregon School Boards Association and the District’s legal counsel and is presented for review and adoption today.

**Vice Chair King motioned to approve the policy as presented.  
Director Hydes seconded.**

The Board held a brief discussion including:

- Vice Chair King asked if we have a communication plan in case we need to take swift action. The District has protocol and procedures in place and is working hand-in-hand with the Oregon Health Authority and Clackamas County Public Health should the need arise.
- Director Fitch stated she would like to see the wording around “reason to suspect” adapted within the policy. Dr. Spencer-Iiams stated we can change the wording per the Board’s discretion, and that it did not come up when our legal counsel reviewed it.
- Director Hydes stated he does not have strong feelings about it.

**Vice Chair King withdrew her motion.  
Motion is dead.**

**Director Fitch motioned to adopt Board Policy JHCC with the modification of language from “reason to suspect to reasonable belief.”**

**Director Hydes seconded.**

**5-0 all in favor, motion passes.**

**8. 2:00 p.m. IMPORTANT DATES FOR THE BOARD**

**A. 2:00 p.m. DRAFT Board Meeting Calendar 2020-2021 - BOARD ACTION**

1. *Expected Outcome: Board reviews proposed calendar, takes action.*

Chair Molatore presented the draft Board meeting dates calendar for the 2020-2021 school year.

**Director Hydes motioned to approve the Board Calendar as presented.  
Director Thompson seconded.**

Superintendent Ludwig stated this is the proposed calendar for the year, we generally have Regular Meetings on the first Monday of the month and Work Sessions the 3<sup>rd</sup> Monday of the month.

Dr. Spencer-Iiams stated the Oregon Department of Education has required School Boards review and approve the Operational Blueprint for reopening schools in the fall and this must be done by the 15<sup>th</sup> of August. If we need to call a special meeting, we will let the Board know.

**5-0 all in favor, motion passes.**

**B. 2:10 p.m. Board Retreat Preliminary Discussion and Planning for August 2020**

1. *Expected Outcome: Board discusses retreat date, location and agenda.*

Vice Chair King stated she is mindful of fellow Board Member and staff’s judicious use of time and wants to ensure we are doing meaningful work during the Retreat. She has lined up two facilitators to help the Board work through what “disrupt systems of racism” looks like in action for a portion of the Retreat.

The Board Secretary will generate a Doodle Poll for any time after 1:00 p.m. on an August Friday afternoon.

9. **2:30 p.m. ADJOURN**

**Chair Molatore adjourned the meeting at 2:07 p.m.**

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

\_\_\_\_\_  
Regan Molatore, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Douglas, Board Secretary

\_\_\_\_\_  
Date



West Linn-Wilsonville School District  
**Special Board Meeting**  
**July 27, 2020 @ 6:30 p.m.**  
**Minutes**

A Special Board Meeting of the Board of Directors of West Linn-Wilsonville School District was held Monday, July 27, 2020, beginning at 6:30 p.m. via Zoom online.

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

1. **6:30 p.m. CALL TO ORDER**

Chair Molatore called the meeting to order at 6:31 p.m.

2. **6:30 p.m. ROLL CALL**

Board Members present via Zoom:

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

3. **6:35 p.m. COMMUNITY FEEDBACK - INPUT**

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

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

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 p.m. on July 27th, 2020. Please email Board Secretary Kelly Douglas with relevant public comments at: [douglask@wlwv.k12.or.us](mailto:douglask@wlwv.k12.or.us).

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

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- Lisa Simshauser addressed the Board requesting the beginning and ending dates of the school year be adjusted due to the pandemic.
- Jennifer Evert addressed the Board requesting schools open in the fall for in-person education.
- Bobi Brubaker addressed the Board requesting schools open in the fall for in-person education.
- Scott Calvert addressed the Board requesting schools open in the fall for in-person education.
- Heathyr Nance addressed the Board requesting schools open in the fall for in-person education.
- Joe Greenman addressed the Board requesting schools open in the fall for in-person education.
- Paul Diller addressed the Board requesting schools open in the fall for in-person education.

- Kristin Valerius addressed the Board requesting schools open in the fall for in-person education.
- Leanne Davis addressed the Board requesting schools open in the fall for in-person education.
- Terry and Becky Galbreath addressed the Board requesting school be online only in the fall.
- Susy Dunn addressed the Board requesting school be online only in the fall.

4. **6:45 p.m. BOARD BUSINESS - GENERAL ADMINISTRATION**

A. **Re-Opening School Operational Blueprint Update Including the New WLWV K-12 Online Program - BOARD ACTION - Superintendent Dr. Kathy Ludwig, Assistant Superintendent Dr. Jennifer Spencer-Iiams, WLWV K12 Online Program Director Ms. Carolyn Miller**

*Expected Outcome: Board receives update, takes action.*

Superintendent Dr. Kathy Ludwig provided an update to the Board of Directors on the Oregon Department of Education’s Operational Blueprint for Re-Opening Schools. The District has been communicating with our community and we have provided detailed updates to the Board at the last few meetings as well as recorded informative videos shared with the Board to understand each of the layers and components of re-opening. This review is an opportunity for the Board to interact with the Operational Blueprint at the midpoint of development on the 8 sections. We will give a brief overview then engage with the Board, answer any questions, hear comments and have discussion.

Superintendent Ludwig presented Dr. Jennifer Spencer-Iiams, Assistant Superintendent of Student Services to the Board stating she has taken the leadership role in working with Clackamas Health Authority as we think about reopening school in the Fall.

Dr. Spencer-Iiams provided an update to the Board of Directors on the Operational Blueprint and the 8 components involved. This is big work for kids to return to in-person instruction and we want to be prepared to reduce as much risk as possible. We have been working collaboratively with the District Safety Leadership Team and our School Nursing Team through many summer hours and meetings to prepare. We have engaged with focus groups, principals, staff and teachers in a very collaborative manner for input as well as conversations with Clackamas County Public Health, Oregon School Nursing Association and the Oregon Health Authority. We need to create an Operational Blueprint for every school in the District to outline procedures which must be turned in to Clackamas County Health and Oregon Health Authority after reviewed by our School Board.

Dr. Spencer-Iiams walked the Board through the Operational Blueprint including:

Ready Schools, Safe Learners – Operational Blueprint for Reentry

1. Public Health Protocols
  - Communicable Disease Management Plan for COVID-19
  - High Risk Populations
  - Physical Distancing
  - Cohorting
  - Public Health Communication
  - Entry and Screening
  - Visitors/Volunteers
  - Face Coverings, Face Shields and Clear Plastic Barriers
  - Isolation Measures
2. Facilities and Schools Operations

- Enrollment
  - Attendance
  - Technology
  - School Specific Function/Facility Features
  - Arrival and Dismissal
  - Classrooms/Repurposed Learning Spaces
  - Playgrounds, Fields, Recess and Breaks
  - Meal Service/Nutrition
  - Transportation
  - Cleaning, Disinfection, and Ventilation
  - Health Services
3. Response to Outbreak
- Prevention and Planning
  - Response
  - Recovery and Reentry

Key Principles for Reducing Potential Exposures:

The mainstays of reducing exposure to the coronavirus and other respiratory pathogens are:

- Physical distancing – minimize close contact (<six feet) with other people.
- Hand hygiene – frequent washing with soap and water or using hand sanitizer.
- Cohorts – conducting all activities in small groups that remain together over time with minimal mixing of groups.
- Protective equipment – use of face shields, face coverings, and barriers.
- Environmental cleaning and disinfection – especially of high-touch surfaces.
- Isolation of sick people and quarantine of exposed people.
- With the above considerations foremost, outdoor activities are safer than indoor activities.

4. Equity
- Principles in Action
  - Decision Making that Centers Equity
5. Instruction
- Instructional Time
  - Instructional Models
  - Instructional Schedule and Academic Calendar
  - Instructional Considerations
  - Safeguarding Student Opportunity Clause
  - Instructional Activities with a Higher Risk for Disease Spread
6. Family and Community Engagement
- Partnership in Planning
  - Communication
7. Mental, Social and Emotional Health,
- Planning
  - Resources and Strategies

8. Staffing and Personnel
  - Supports
  - Public Health Training
  - Professional Learning

#### Process to Date and Next Steps:

- Reviewed student/parent feedback from distance learning
- Explored multiple models as presented by Oregon Department of Education
- Working with planning teams comprised of teachers, specialists, principals, district leaders
- Received feedback from various focus groups (students, parents and staff)
- Regular meetings with Association Leaders
- Shared draft plans with community

In terms of where we are, most recent plan:

Section 5 of the Operational Blueprint is based on guidance from the Oregon Department of Education around models that districts can use to open, operate as a Hybrid (on-site/at-home, rotation) or on line.

#### Option 1:

##### Attend Your Neighborhood School:

- Two models in this option
- Comprehensive Distance Learning (CDL)
- Hybrid (on-site/at-home, rotation)
- We need to be prepared to start the first weeks of school with CDL and then transition to the Hybrid model as the health metrics indicate it is safer to do so.
- Families who wish their child to continue longer with CDL and transition to the Hybrid at a later time may do so.
- If a significant outbreak occurs, the district may transition back to CDL from the Hybrid.

##### Comprehensive Distance Learning

- Temporary Option: students learn fully at home, online.
- Taught by WLWV teacher, supported by digital curriculum.
- Multiple synchronous (live) learning opportunities for every student each day.
- Daily school schedules and routines with families and students.
- Access to well-rounded education and opportunities to fill learning gaps in the service of grade-level and integrated learning experiences.
- Consistent student feedback and assessment, including letter grades.
- Continued access to instruction and reporting of progress towards goals for students on an IEP, 504 Plan or receiving English language development.

##### Hybrid Model

- At home/in-person A/B rotation of school days.
- When students are in school, they are being instructed by the teacher.
- When students are at home, they will engage in connected and extended online learning at home.
- A shortened day allows for additional cleaning at the end of each school day and time for teachers to connect with students who have been at home if need be before preparing for the next day's class and lessons.

- If any student is unable to transition from CLD to Hybrid, or prefers to continue learning at home until they feel ready to return on-site, they may continue to do so. Their classroom teacher will stay connected with them, guiding their learning through the digital curriculum.

Superintendent Ludwig stated the other option we created for families is to learn fully at home. We had been expanding our online program and have been thinking to expand it further for years, the current situation has launched us faster. The District has hired Ms. Carolyn Miller as the Director for the Online Program and is doing a great job connecting with families and working with interested teachers that will be transferring into the program for the year.

## Option 2

### The West Linn-Wilsonville K12 Online Program

- This is a full year commitment and intended for students who choose to stay home to learn online all year regardless of the development of the pandemic.
- FuelEd is a rigorous and dynamic digital curriculum.
- Students will be provided a Chromebook.
- Students will be assigned a WLWV teacher who will only be focused on teaching with this program for the year.
- Students will still be able to connect to all district and home school activities and support systems.

Dr. Spencer-Iiams continued with the overview of the Operational Blueprint:

### Addressing Communities' Concerns

The CDC outlines these critical functions of schools in the lives of children:

- Education Instruction
- Social and Emotional Skill Development
- Safety
- Nutrition
- Physical Activity

Education Instruction – Ensure both the Hybrid Model and CDL offer the best education instruction given the constraints; maximize as much time with teachers as possible.

Social Emotional Skill Development – Implement Social Emotional Lessons; check in weekly with each student (teachers, counselors); connect with families who are struggling (principals, counselors, social workers); Panorama Survey and follow-up with students.

How will we open in the fall?

- We will be prepared to open with either Comprehensive Distance Learning or our Hybrid Model, alongside our WLWV K12 Online Program.
- Oregon Health Authority will be releasing health metrics on the 28th that will inform local health authorities and school districts whether they may begin school with in-person instruction or via CDL.

Superintendent Ludwig stated that leading up to this meeting, she prepared a Resolution for the Board to consider in case they wanted to make a decision on reopening school during this meeting. However, we heard from our local health authorities that there would be a press release with health metrics to measure

what phase Clackamas County is in and thereby, she recommends we pause on the Resolution until the health metrics have been released and we will have data soon.

The Board held a discussion including:

Chair Molatore stated she wanted to let the community watching from home know that Superintendent Ludwig and her staff provided Board Members with a variety of materials in advance of this meeting allowing them to dig deeper into the learning. They viewed videos that were created to walk them through additional detailed information from Dr. Jennifer Spencer-Iiams in addition to the links to Ms. Miller's Zoom presentations to our community.

Vice Chair King thanked Superintendent Ludwig and her team for the update on the Operational Blueprint stating she is impressed with the level of community involvement and planning thus far.

- She clarified the health metrics being released by the Oregon Health Authority are for COVID-19 cases in Clackamas County.
- There was a point on the CDL slide stating that students with special learning needs will have continued access to instruction, is this digitally or in person? Dr. Spencer-Iiams stated this means both. We make sure that students with special learning styles can access the digital curriculum and can connect with their teacher via Zoom. We also consider if live Zoom instruction would be best or should the teacher pre-teach some constructs before the entire class engages, or maybe a specialized reading instruction besides what happens in the school day.
- When the teacher is Zooming with the entire class, how can a student with an IEP (Individualized Education Program) or learning the English language engage when working independently. Dr. Spencer-Iiams stated If online or digital learning is not appropriate for the student, we may bring curriculum the student is familiar with to the home.
- What role does the Board or administration play in the decisions around athletics? She has heard other surrounding districts are having athletics and would like to know who is making that decision? Superintendent Ludwig stated it varies. Some counties are in a different phase than us, they may feel the virus has moved through and they can open more of their play spaces outdoors. We have guidance from ODE and from OSAA (Oregon School Athletic Association) talking about bringing students back for training. These are the conditions we must follow alongside Oregon Health Authority and the Governor's guidance for different counties. Private teams have more flexibility than school districts.

Director Hydes thanked Superintendent Ludwig and Dr. Spencer-Iiams for the update. He stated there was a tone to the public comments indicating the Board and District has already made a decision, this meeting illustrates that they have an open mind. Also, with comments only being accepted in written form instead of oral, he appreciates this, he has more opportunity to read and hear the message a second time. He wants the community to be assured, their comments are being paid attention to and listened to carefully.

- Looking at agenda, the proposed Resolution was uploaded to Board Book on Saturday, not on Friday. He would have liked to see a clearer notice and is glad the Resolution is tabled. This is a really big issue and he wants to make sure our community has plenty of notice. This is not a question, just a comment. Superintendent Ludwig stated if we could go back in time, she would not have proposed the Resolution. We were hearing from families saying they needed to make a decision as soon as possible. We were getting more and more families writing, saying if the District would just decide then it will help them decide to either homeschool or join the Hybrid option or make the decision for our Online Program. As more communication came in from our families, it

became clear the District needed to make a decision. Then we heard from the Oregon Health Authority that they would be providing health metrics and now wait and see.

- How are teachers being selected for the WLWV Online Program, are the high-risk staff members being considered? Superintendent Ludwig stated that within our union agreements, we have a transfer process for teachers to change school or levels which allows us to use a fair and agreed upon process.
- In the event the Board and District is 100% opening, are the staffing challenges just challenges or are they impossible, what if we have teachers that refuse to teach? Superintendent Ludwig stated she is not getting those indications, that anyone is refusing to report to work. There are increasing concerns primarily from those in the high-risk category or caring for a family member with high-risk. We are still developing plans and teachers are learning and understanding the health protocols.
- Regarding Vice Chair King's comments, the fields and facilities are still locked, is there a new timeline? The Willamette Primary fields are still closed off to the public. Superintendent Ludwig stated we are following the Governor's orders and she knows coaches have begun planning to see how we can get students together with permission slips and contact logs and such. They are in the process of creating safety videos on how to keep athletes safe when they come back.

Director Ginger Fitch thanked Superintendent Ludwig and Dr. Spencer-Iiams for the update on the Operational Blueprint.

- One concern she is hearing in the public comments, is about the harm to kids if they do not return to in-person school. Our District has done a lot of learning since closing in the Spring and we need to help our community understand that was crisis teaching, not pandemic teaching.
- The School reentry guide by the American School Counselor Association (ASCA) and the National Association of School Psychologists (NASP) assumes children already have stressors at home and are responding in different ways. What did the District do over the summer to continue to connect with families we were concerned about in the Spring? Dr. Spencer-Iiams stated we did use the recommended NASP and ASCA planning as we prepare to reopen and have had good work over the summer. Ms. Maria Horton has been working in a new role on behalf of our student investment planning as the District's Bilingual Engagement Specialist and has been leaning into this role over the summer. Ms. Horton has reached out to talk with families that were not connected with our Listservs and therefore, not getting the information they need. She will continue meeting with our social worker team to make sure we are all working together to support our families and students in need. She has been tenacious at connecting with a few students in our high school summer program and a few in the Youth Transition Program and we are helping them get back on track so they know the resources available. Dr. Mayra Gomez has also engaged with Focus Groups and Principals looking at diverse experiences and getting ready to open school in the fall.
- The idea is that there is going to be increased harm or regression if we do not do in-person classes. Is this a harm that the pandemic has placed upon us collectively or what is the District seeing and reading in terms of research or education materials that is somehow a distinct situation in our District regarding in-person or not in-person classes? Superintendent Ludwig stated people could write books on this topic. This is what we are trying to do in the slides, we have all read the research on how valuable in-person learning is to our youth. We recognize the role schools play in this and are constantly thinking - how do we still do our best to make sure harm is not done; how do we commit to feeding students if they cannot get to school; we can send buses around to feed them, this is a way we can make sure they are fed. How do we give the best education we can? Superintendent Ludwig believes our staff and teachers have done robust work given the constraints we have and can offer the best online curriculum nationwide triaging between teachers, CDL and the Hybrid Model making sure teachers have support and students have access.

- When she thinks about students continuing to work on credit recovery throughout the summer, are we continuing to do this and how did it go? Superintendent Ludwig stated Principals and staff crafted a credit assurance plan with each student so they knew what they needed to do. We do not have final data because students have until August 31<sup>st</sup>, some students have completed and some need a few more weeks. Students who are not seniors and do not complete by August 31<sup>st</sup> will have the opportunity to create a plan for credit recovery moving into the fall as we are very committed to their success.
- Board members are receiving emails directly from teachers and staff rather than submitting public comment for the meetings. As a Board Member, Director Fitch would like to hear from the two union representatives if there is a deep concern about returning to the buildings. Superintendent Ludwig stated we have been meeting with Union Associations and District Leaders weekly and she can share that they feel incredibly supported by the Board and they have been involved in creating safety plans and are part of designing and giving input on how those structures would work.

Director Christy Thompson thanked Superintendent Ludwig and staff for all the time spent preparing the Operational Blueprint and staying up to date on ever changing information. As a Board Member, she appreciates knowing staff will provide the very best learning opportunity for our students.

- As we talk about CDL and daily routines with families and students, some may not have family members home with them to help access the digital curriculum. How do we determine or figure out a process to connect with families and know if childcare is going to be an issue or if they have no one in the home to walk them through the CDL. Superintendent Ludwig stated that in the spring, we quickly created a process to distribute Chromebooks, learn what internet needs were with individual families and help them get on boarded with Distance Learning. We have time on the front end if we begin with CDL, we can use the weeks before school starts to get prepared.
- Is there any assistance for families for help with child care, or is up to the families? Superintendent Ludwig stated we will not know what each individual family needs are until we interact with them, then we can provide or connect them with a resource in the community.
- How do we fill learning gaps brought forward while using the CDL model, will we assign a teacher to a student to make sure they are caught up? Superintendent Ludwig stated, we will work with students that may have fallen behind, or missed taking a pre-requisite in the spring. We will offer support so the student does not have to take the class again, or we will discover as we go along how to build in the extra support, in primary, we will offer extra reading and writing. This is work we do all the time under ordinary circumstances, we are good at this.
- What communication have we had with our unions, what are they saying? Superintendent Ludwig stated the staff feel very appreciated and supported and they want to get back into their classrooms and teach students in person.
- In terms of information from the Oregon Health Authority, will the District have the opportunity to make a decision based on certain indicators? Superintendent Ludwig stated we will get clarity tomorrow. The intention of the Oregon Health Authority is to bring less subjectivity to Districts and School Boards by providing data specific to our area.

**Chair Molatore paused the meeting at 8:48 p.m.**

**Chair Molatore reconvened the meeting at 8:54 p.m.**

Chair Molatore inquired if we have any feedback on roughly how many staff members have indicated they or someone in their family is high-risk?

- Superintendent Ludwig stated Ms. Shyla Waldern, Human Resources Director has solicited staff to reach out to her if they are in that high risk category. At this point, it is close to half of our staff.

Ms. Waldern has made herself available to both union groups and we also have to consider which county the majority of our staff are travelling from.

- The Operational Blueprint is a large project and the District has done a good job, how many stakeholders both inside and outside administration were involved in the formulation of the document, how many individuals have been involved? Superintendent Ludwig stated the number of individuals is in the hundreds by now. There are the focus groups we started with, planning teams of approximately 45 teachers, add 40 middle and 30 high school teachers for a total involvement of over 100 teachers. Also included in the planning are nursing staff, counselors, English Language Development teachers, bilingual families, pockets and groups of staff and then our Principals had their own reach-out to families.
- Chair Molatore stated her reason for asking is to avoid criticism by anyone thinking not enough feedback and involvement of staff and the community was involved to provide input on the Operational Blueprint. Dr. Spencer-Iiams stated all the surveys were completed in the spring and June which informed a lot of the instructional model in the Operational Blueprint.
- The Board encourages the District to communicate with our public and she felt it was incumbent that as soon as we had information to share with our community, we do. Even if the Board voted to open school on August 31<sup>st</sup>, the reality of the situation and impacts of COVID-19 must be considered.

Director Fitch stated she wants the public, staff members and students to know their comments are being taken seriously. The comments have generated conversation and further inquiry into the current situation. She attended a meeting with the Clackamas Health Authority and Clackamas County Educational Services Division and was able to ask a clarifying question to one of the doctors on the panel and was then able to address rumors to the contrary within the community. She appreciates our community continuing to reach out to her for clarity.

Chair Molatore asked if there have been many families signing up for the K-12 Online Program and how many families are signing up for the Hybrid educational model?

Superintendent Ludwig introduced Ms. Carolyn Miller, Director of the WLWV K-12 Online Program to the Board stating she is incredibly grateful to Ms. Miller's devotion and hard work. We currently have approximately 1200 families that have expressed interest in the K-12 Online Program. We have staffing decisions we need to make and trainings we need staff to participate in so we cannot extend the deadline much farther than we already have.

Ms. Miller thanked the Board and stated this has been a fascinating experience. She has worked in many different schools in her career, but she has never built a school from scratch with the various complexities and multiple stakeholders involved with one common vision of learning. She has learned a lot at a rapid pace about what our families and students are interested in and had the opportunity to talk to other districts about their online programs too. She has spoken to parents and students to ask what worked for them and what did not to help flush out their understanding and our understanding of the things that are important for digital learning. We have been able to identify key factors that are important and will also support us moving on into future years with blended learning or full-time online learning. Some families are in the online program because of the pandemic and other families are just interested in the online flexibility for their family. We anticipate the enrollment numbers will change between the programs while we explain to families how the two educational models will work for this school year.

Chair Molatore thanked Ms. Miller for sharing stating it will be interesting to see how this goes at the debriefing at the end of the year and valuable lessons we learn. Is the District still looking at opening school on the 31<sup>st</sup>? Superintendent Ludwig stated we are working towards opening on August 31<sup>st</sup> with both

models. We are preparing hand sanitizing stations, labels, moving furniture, installing Plexiglas and are hoping to be done by August 31<sup>st</sup>. If we are opening with the Hybrid model, based on supplies, we may need another day or two but will try really hard not to change the calendar on our community. If we open with CDL and do not need physical structures in place, we still need to get our curriculum ready and train staff and we feel we can do this and be ready to open school on August 31<sup>st</sup>.

Superintendent Ludwig informed the Board of Directors that the District needs to submit the Operational Blueprint to the prior to the 15<sup>th</sup> and we may request a special meeting be convened for this.

**5. 8:45 p.m. IMPORTANT DATES FOR THE BOARD**

- A. 8-10-20 Special Meeting Time TBD (eve)
- B. 8-17-20 @ 6:00 p.m. Regular Board Meeting
- C. August Board Retreat TBD

**6. 8:50 p.m. ADJOURN**

**Chair Molatore adjourned the meeting at 9:38 p.m.**

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

\_\_\_\_\_  
Regan Molatore, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Douglas, Board Secretary

\_\_\_\_\_  
Date



## WEST LINN - WILSONVILLE SCHOOL DISTRICT

To: School Board Members  
From: Shyla Waldern, Director of Human Resources  
Re: Amendments to WWEA and OSEA Association Contracts - Memorandum of Understandings for the 2020-2021 school year  
Date: August 17, 2020

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As a result of the continued COVID-19 pandemic and the *Ready Schools Safe Learners* (RSSL) guidance from Oregon Department of Education and Oregon Health Authority, West Linn – Wilsonville School District administration met with West Linn Wilsonville Education Association (WWEA) and Oregon School Employee Association (OSEA) to collaborate on memorandums of understanding to address changing work conditions for the 2020-2021 school year.

### **West Linn Wilsonville Education Association**

A group of four district administrators met with three officers from WWEA and their regional representative on five different occasions in July and August to discuss health and safety protocols, work year, workday, educator evaluation, transfers and sick leave under the new conditions per the RSSL guidance. These meetings gave us the opportunity to provide the association with information on the changing work environment and learn where staff needed further clarity. We collaborated on how best to support staff with the start of the school year and as they navigate the year going forward to provide great instruction for our students. The district continues to be appreciative of the ongoing partnership with WWEA to serve the needs of our educators and students.

### **Oregon School Employee Association**

In the first week of August, the OSEA leadership team and two district administrators met to start conversations on health and safety protocols, work year, and employee leave per the RSSL guidance. We took the opportunity in these meetings to address any confusion for classified staff regarding the upcoming school year and their roles in the district. After two meetings, we came to an agreement on memorandum of understanding language to meet the needs of our classified staff and the district. The district enjoys a collaborative and respectful relationship with our classified association and its members.

The memorandums of understanding (MOU) will be provided to the School Board Members prior to the Board Meeting on Monday, August 17<sup>th</sup>. The members of WWEA and OSEA will begin voting to ratify their specific MOU on Friday, August 14<sup>th</sup> and voting will conclude on Monday, August 17<sup>th</sup> by 5 pm.

**Memorandum of Understanding  
Between  
West Linn Wilsonville School District  
And  
Oregon School Education Association  
Reopening Schools for 2020-21**

The West Linn Wilsonville School District (WLWV) and the Oregon School Education Association (OSEA) in their ongoing collaboration with one another enter into this agreement for the purpose of addressing the ongoing state of emergency due to the COVID-19 pandemic. The parties are committed to reopening schools safely for students and staff and in accordance with the Oregon Department of Education's (ODE) *Ready Schools, Safe Learners Guidance for School Year 2020-21*.

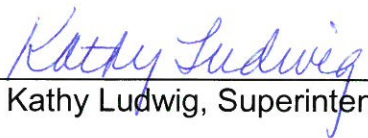
Accordingly, the WLWV and OSEA agree to the following for the 2020-2021 school year:

Agreed Health and Safety Protocols:

- a. Face covering requirement for all staff and students (except for students with ADA approved issues).
- b. Hand sanitizer/hand washing stations and disinfecting wipes at all worksites for staff and students.
- c. Personal protective equipment (PPE), including face coverings, face shields and gloves to staff and students.
- d. Dedicated space for adorning and disposal of PPE.
- e. Screening of staff and students regularly for COVID symptoms.
- f. The district will review the *Operational Blueprint for Reentry* with all staff. The district will train all staff on updated protocols, policies, and guidelines to adhere to physical distancing requirements and recommendations outlined in the *Operational Blueprint for Reentry*.
- g. Access to nurses or other healthcare professionals at each worksite.
- h. Quarantine area at each school separate from the nurse's office, for staff and students who are experiencing symptoms of COVID-19.
- i. Limit staff and student exposure by enforcing the 6 foot/35 square feet ODE social distancing rule for classrooms, common spaces, and hallways.
- j. Secure space for employees to have their duty-free lunches.
- k. Access to a designated, and frequently cleaned, staff-only restroom.

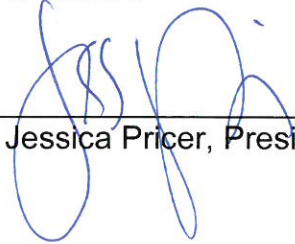
- I. OSEA members identified as “high risk” per CDC guidelines shall be given priority for alternative work options, if available, under an ADA accommodation process.
  - m. No OSEA member shall be retaliated against for reporting safety concerns related to the implementation of the above health and safety protocols.
- 1) Article 11 – Sick Leave Benefits - A classified member who is exposed or contracts COVID-19 at their district work site, shall be placed on paid administrative leave when sent home by the Local Public Health Department or their own medical provider. The employee shall remain on paid administrative leave for the duration of the medically instructed absence.
  - 2) Article 12 – Paid/Unpaid Leaves - For the 2020-2021 school year, employees who have worked for the West Linn-Wilsonville School District for at least two years may request a one-year unpaid leave of absence due to high risk health conditions per CDC guidelines, childcare needs, and personal life situations as a result of the COVID-19 pandemic.
  - 3) WLWV and OSEA recognize that the reopening of schools to staff and students for 2020-21 will be challenging and the various learning models that will be used to teach students are unique to everyone. The parties agree to collaborate on the implementation of the learning models and adjusting to the new and unknown factors that they present, as needed. To that extent, WLWV and OSEA agree to a weekly, regularly scheduled labor management check-in meetings to review issues at hand.
  - 4) Nothing in this MOU should be construed as waiving or eliminating any other provisions of the parties’ collective bargaining agreement. That agreement shall remain in full force and effect. In the event the parties identify any other potential areas of conflict with the reopening of schools under different learning models, OSEA and WLWV agree to meet and collaborate on any needed solutions to those conflicts.

**For the WLWV:**

  
 \_\_\_\_\_  
 Kathy Ludwig, Superintendent

8/12/20  
 \_\_\_\_\_  
 Date

**For OSEA:**

  
 \_\_\_\_\_  
 Jessica Pricer, President

8-12-20  
 \_\_\_\_\_  
 Date

**Memorandum of Understanding  
Between  
West Linn Wilsonville School District  
And  
West Linn Wilsonville Education Association  
Education in the Time of COVID-19**

The West Linn Wilsonville School District (WLWV) and the West Linn Wilsonville Education Association (WWEA) in their ongoing collaboration with one another enter into this agreement for the purpose of addressing the ongoing state of emergency due to the COVID-19 pandemic. The parties are committed to reopening schools safely for students and staff and in accordance with the Oregon Department of Education's (ODE) *Ready Schools, Safe Learners Guidance for School Year 2020-21*, in addition to providing high quality distance learning until it is safe to reopen schools for in-person instruction.

Accordingly, the WLWV and WWEA agree to the following for the 2020-2021 school year:

- 1) Article 4 – Educator Rights. The following health and safety protocols shall be implemented:
  - a. Face covering requirement for all staff and students except for those who have documented ADA approved conditions.
  - b. Hand sanitizer/hand washing stations and disinfecting wipes, or spray/paper towels at all worksites for staff and students.
  - c. Personal protective equipment (PPE), including face coverings, face shields and gloves to staff and students.
  - d. Dedicated space for adorning and disposal of PPE.
  - e. Screening of staff and students regularly for COVID symptoms.
  - f. Access to nurses or other healthcare professionals at each worksite.
  - g. Isolation area at each school separate from the nurse's office, for staff and students who are experiencing symptoms of COVID-19.
  - h. Access to nurse's office to students who need care for symptoms not related to COVID-19.
  - i. Limit staff and student exposure by enforcing the 6 foot/35 square feet ODE social distancing rule for classrooms, common spaces, and hallways.
  - j. Secure space for employees to have their duty-free lunches.
  - k. Dedicated and socially distant worksite space to any staff who cannot use their classroom/office/station for preparation and other unassigned time.

- i. High-efficiency filters with a minimum efficiency reporting value (MERV) of eight (8) and greater at every worksite and workspace with air exchanges every 4-5 times during the workday, as practicable. The parties shall collaborate on providing alternative classroom/office spaces for members where optimization of air circulation is not available.
  - m. Access to a designated, and frequently cleaned, staff-only restroom.
  - n. The WLWV safety committee shall serve as the COVID response team to implement, review and modify the agreed-upon health and safety measures per WLWV's *Integrated Communicable Disease Management Plan*. WWEA members assigned additional duties as part of the COVID response team shall be paid at their per diem rate for all work performed beyond their normal work hours.
  - o. WWEA members identified as "high risk" shall be given priority for alternative work options such as the online learning program or other programs where in-person contact is not required.
  - p. No WWEA member shall be retaliated against for reporting safety concerns related to the implementation of the above health and safety protocols.
- 2) Article 9 – Work Year/School Closure. The number of contract days for 2020-21 shall remain 191 for WWEA members. To facilitate the reopening of schools under the comprehensive distance learning (CDL) model, WLWV shall move the start of the work year from August 24<sup>th</sup> to August 31<sup>st</sup> with an optional training day provided to members (paid at the per diem rate) to support members professional development with digital curriculum. The optional training day shall be offered to staff prior to August 31<sup>st</sup> and during the week of August 31 – September 4<sup>th</sup>. Furthermore:
- a. The November 23, 2020 staff development day shall be moved to the start of the work year for members to be used during in-service week to provide additional time for WWEA members to prepare for students return to school on September 8, 2020.
  - b. The parties agree members shall start the school year with their students using the CDL model. In exercising their professional judgement, members shall engage in a "soft start" to fully support students social, emotional, academic and technology needs for the school year.
- 3) Article 10 – Workday. Throughout the 2020-21 school year, WWEA members shall be prepared and available to provide educational programs to their students through either comprehensive distance learning, hybrid learning, or online learning programs. The workday for WWEA members assigned to any of the three (3) learning models shall consist of:
- a. Normal eight (8) hour workday Monday through Friday with Fridays under the CDL model reserved for whole group, small group, and/or individual student check-ins, student conferring, and educator planning. Fridays under the hybrid model will include a 3-hour student contact day with the remaining time reserved

for teacher prep and planning. A minimum 30-minute duty-free lunch shall continue to be included in the 8-hour workday.

- b. Under the CDL model, WWEA members shall engage in synchronous and asynchronous learning as part of their lesson delivery per ODE guidance. While on school worksites, members shall follow the health and safety protocols implemented by WLWV and in conjunction with the Governor's Executive Orders, and ODE's Ready Schools, Safe Learners guidance.
- c. Under the hybrid learning model, WWEA members shall report in-person to work Monday through Friday for live student instruction and/or connections using the AB/AB cohort schedule as supported by ODE's *Ready Schools, Safe Learners Guidance for School Year 2020-21*. Members may choose to work in their classrooms or remotely from home once students have left for the school day and members have no other meetings. While working onsite, members shall follow the health and safety protocols implemented by WLWV.
- d. Under the K-12 online learning program, assigned WWEA members shall facilitate students' learning within a specific grade level or core subject area with the full recognition members shall monitor student progress through multiple courses at the secondary level, and provide live lessons, class meetings, 1-1 or small group opportunities at all levels. Some members may be assigned the "Teacher of Record" for elective classes taken by secondary level students. Student instruction shall take place Mon - Thurs during the school year. The designated time with students shall be 9:00 a.m. – 2:00 pm with a 30-minute duty free lunch built in on the student contact days. As described in para. 3.a above, Fridays shall be reserved for whole group, small group, and/or individual student check-ins, student conferring and educator planning. It is further understood, the class size guidelines listed in Article 11 – Class Size/Caseload shall not apply to members assigned to the K-12 online learning program for 2020-21.
- e. WWEA recognizes there may be a need for WLWV to retain the instructional services of non-bargaining unit employees to support unique learning needs of students. When WLWV identifies such a need, it will immediately notify WWEA. The parties shall convene and collaborate over how best to provide the unique educational support to the students. This understanding of the potential subcontracting out of instructional services support is for the 2020-21 school year, only.
- f. WLWV shall limit staff meetings to no more than one (1) per week. Bargaining unit members shall use their professional judgement on the number of committee meetings they participate in each week to ensure enough time is allowed for team collaboration, preparation and delivery of student lessons during this period.
- g. It is understood that these learning models will require flexibility in planning and preparation. Meetings and trainings shall be limited in scope throughout the 2020-21 school year to focus on the relevant professional development needed with the intent of supporting members in the implementation of these learning models and not creating any unnecessary burdens during the school year. WLWV will grant latitude to WWEA members as they set their schedules/office

hours to accommodate their work under the comprehensive distance learning and online learning models given members personal situations (e.g. childcare).

When the hybrid learning model is engaged during the school year, the afternoon time when students have left for the day will be used for teacher-directed planning and preparation. Primary level educators will receive at least a 30-minute preparation period and an additional short break during student contact time. Middle and high school level educators will receive 80-minutes of planning and preparation during student contact time every day across two quarters.

- h. Under no circumstances shall WWEA members be required to work on weekends or before or after typical work hours with full understanding it shall be a member's choice to work "off hours" to accommodate childcare and family circumstances.
  - i. WWEA members shall not be required to use their personal cell phones, computers, tablets, or other devices to complete their work under any of these three learning models. Any required devices shall be supplied to a member by WLWV at no cost.
  - j. WLWV will make every effort to limit the number of teaching preparations to no more than two (2) per day at the middle and high school levels when the comprehensive distance learning and hybrid models are engaged. Should WWEA members be assigned more than two (2), they shall receive \$500.00 for each additional teaching preparation assigned to them, per each quarter.
  - k. Should WLWV meet the County required metrics for reopening schools under the Hybrid model, and families wish to have their children continue with the CDL option, WWEA members will continue as the children's teachers, but will not be expected to use the CDL model of teacher-facilitated learning in addition to the Hybrid model. Members will connect with the students staying at home for their instructional needs. If a WWEA member has a considerable number of students accessing the CDL model during the Hybrid model, WLWV will provide additional paraeducator or other resources to support instruction.
  - l. WWEA members shall continue to utilize paid leave (sick and personal) as needed during the CDL model. Members shall notify their immediate supervisor of their absence and shall not be required to request a substitute for the day of absence. Should WLWV move to the Hybrid model, members shall resume normal protocols for requesting substitute teacher coverage.
- 4) Article 12 – Evaluation. WLWV agrees to not place educators on a plan of assistance for the 2020-21 school year, recognizing that educators are facing extraordinary challenges beyond the scope of their normal teaching and specialist duties. For professional improvement purposes, educators may be placed on guided goals. Should it be determined an educator needs more support, WLWV and WWEA agree to meet to discuss alternative options for the educator. In situations where WWEA members have been informed of performance concerns prior to the COVID pandemic, WLWV may proceed with a plan of assistance during the 2020-21 school year should performance concerns persist. Additionally, the parties shall convene to collaborate over potential

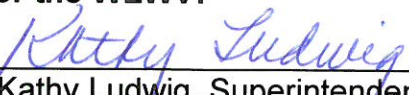
changes to the evaluation procedures due to the different learning models being implemented for 2020-21.


- 5) Article 13 – Vacancies, Transfers and Assignments. To support WLWV online learning program, it is agreed WLWV will give priority for teaching assignments to bargaining unit members with documented “high risk” medical conditions who meet the qualifications for the online teaching assignment. Bargaining unit members assigned to WLWV’s online learning program shall remain in that assignment throughout the 2020-21 school year. Further, WLWV shall make a good faith effort to return such members to their previously held assignment once the COVID pandemic is over, or at a time mutually agreed upon between an individual member and WLWV.

A bargaining unit member assigned to teach full-time in a classroom position, where they’ve never taught, shall receive three (3) additional contract days to prepare for the new assignment.

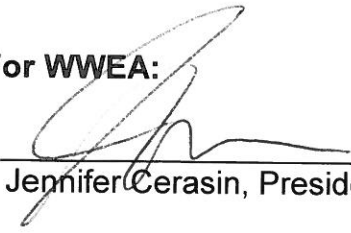
- 6) Article 16 – Sick Leave. A member shall be placed on paid administrative leave due to a work-related exposure to COVID-19 and shall remain on paid administrative leave for the duration of the absence. Should a member request medical leave during this period, and qualifies under FMLA/OFLA, s/he shall have the option of using accrued leave during the approved medical leave.
- 7) Article 28 – Part-Time Educators. Should a part-time educator’s workload increase due to working under the comprehensive learning or hybrid learning models, then WLWV shall either adjust the part-time educator’s workload to be commensurate with educator’s work hours or increase the educator’s work hours to meet the workload demands of the educator’s assignment.
- 8) WLWV and WWEA recognize that the reopening of schools to staff and students for 2020-21 will be challenging and the various learning models that will be used to teach students are unique to everyone. The parties agree to collaborate on the implementation of the learning models and adjusting to the new and unknown factors that they present, as needed. To that extent, WLWV and WWEA agree to a weekly, regularly scheduled labor management check-in meetings to review issues at hand.
- 9) Nothing in this MOU should be construed as waiving or eliminating any other provisions of the parties’ collective bargaining agreement. That agreement shall remain in full force and effect. In the event the parties identify any other potential areas of conflict with the reopening of schools under different learning models, WWEA and WLWV agree to meet and collaborate on any needed solutions to those conflicts.
- 10) This MOU is tentative and is subject to final approval by the respective principals of the parties.

**For the WLWV:**

  
\_\_\_\_\_  
Kathy Ludwig, Superintendent

  
\_\_\_\_\_  
Date

For WWEA:



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Jennifer Cerasin, President

8/14/2020  
Date



## West Linn – Wilsonville Schools

To: Dr. Kathy Ludwig, Superintendent  
School Board

From: Pat McGough, Chief Operating Officer

Subject: Declaration of Emergency Due to Covid-19

Date: August 17, 2020

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At the August 17<sup>th</sup> Regular Board Meeting, we will present Resolution No. 2020-03 Declaration of Emergency Due to COVID-19, enacting Policy BFF, to the Board of Directors.

The Covid-19 pandemic has created challenges related to the procurement of goods and services to respond to the rapid changes governing the delivery of instruction. As these changes impact all school districts across Oregon and the nation, inventories are depleted, forcing the District to look to other vendors for these goods and services. Standard procurement methods limit the District's ability to react within timeframes required when metrics or protocols change.

Board Policy DJ and ORS 279 prescribes procurement rules and procedures that require periods of time to allow for compliance. During the Covid-19 pandemic, many changes require purchase for goods or services very quickly. Examples include cleaning products not available under a current District contract, digital instructional materials, technology, furnishings to achieve social distancing in classrooms and bulk plexi-glass for barriers. Each of these items would exceed the limits under Board Policy that require either competitive bids or a formal RFP process. In most cases, that process will take more time than the District has to react and increases the risk that the product or service will not be available once the process is complete.

Staff will provide a brief overview to answer any questions posed by the Board.

**West Linn-Wilsonville School District**

**Resolution No. 2020-03  
Declaration of Emergency Due to COVID-19  
Policy BFF: Suspension of Policies**

**WHEREAS**, Governor Kate Brown, on March 8, 2020, declared a state of emergency due to the COVID-19 virus, finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency; and

**WHEREAS**, additional Executive Orders create rapid changes to the conditions for the safe operation of schools; and

**WHEREAS**, The West Linn-Wilsonville School District may require significant resources to provide for the health and safety of students, staff and the community; and

**WHEREAS**, the State of Oregon, pursuant to ORS 279B and 279C, authorizes the governing body to declare a local state emergency; and

**WHEREAS**, Policy BFF authorizes the West Linn-Wilsonville School District Board of Directors to temporarily suspend the operation of a policy or section of a policy in the event of an emergency, excluding those policies established by law, collective bargaining agreement or other contract;

**Now THEREFORE**, The Board of Directors of the West Linn-Wilsonville School District, declares a local state emergency and authorizes the following:

- A. The Chief Operating Officer is authorized to suspend a portion of Policy DJ: District Purchasing, as it pertains to standard procurement for any contract or purchase necessary to respond to the COVID-19 pandemic; and
- B. The Chief Operating Officer is authorized to expend above \$150,000 for products, materials, contracts and capital outlay such as additional computers, safety and cleaning materials, digital curriculum, furniture that are not within the current budget appropriations and specifically in response to the COVID-19 pandemic; and
- C. The Chief Operating Officer will only make any final payment of expenditures with joint approval of the Chief Financial Officer; and
- D. This declaration is effective immediately and shall remain in effect until at least December 31, 2020.

**Dated the 17<sup>th</sup> day of August, 2020.**

\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Attest: District Clerk

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

Code: **BFF**  
Adopted: 10/09/06  
Readopted: 1/11/16  
Orig. Code(s): BFF

**Suspension of Policies**

In the event of emergency or special circumstances, the operation of any section of Board policy including those governing its own operational procedures, may be temporarily suspended by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law, collective bargaining agreement or other contract.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[OAR 581-022-1610](#)

**Cross Reference(s):**

BF - Board Policy Development

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

Code: **DJ**  
Adopted: 12/04/06  
Readopted: 1/11/16  
Orig. Code(s): DJ

**District Purchasing**

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, petty cash purchases, recurring monthly expenses (such as utilities) and certain other electronic or purchase card transactions, a requisition and purchase order system must be used.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds, not to exceed \$150,000, for products, materials, supplies, capital outlay and services that are not within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The business manager will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.040](#)  
[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)  
[ORS 328.441 - 328.470](#)

[ORS 332.075](#)  
[OAR 125-055-0040](#)

**Cross Reference(s):**

BBA - Board Powers and Duties  
BBFA - Board Member Ethics and Conflicts of Interest  
DJC - Bidding Requirements  
DJG - Vendor Relations



## **West Linn – Wilsonville Schools**

### **DRAFT School Board Commitments**

**2020-2021**

#### **Commitment 1**

The Board will engage in a professionally facilitated dialogue with the purpose of exploring how we understand the term "disrupting systems of racism".

**Or**

The board will engage in a professionally facilitated dialogue with the purpose of exploring what “disrupting systems of racism” means in our work as a Board.

#### **Commitment 2**

The Board will examine the District's SRO program to better understand if and how the program supports the District's goals. Depending on the outcome of this examination, the Board will conclude this process with an evidence-based recommendation to maintain, change, or end the SRO program.

#### **Commitment 3**

Provide guidance and clarity about the bond oversight role assigned to the Long Range Planning Committee in order to further District Goal #4.



**West Linn-Wilsonville School District**  
BUSINESS OFFICE  
22210 SW Stafford Rd.  
Tualatin, Oregon 97062  
P: (503) 673-7000  
F: (503) 673-7001  
www.wlww.k12.or.us

**Dr. Son Lê Hughes**  
Chief Financial Officer

**Fiscal Accountant**  
aliej@wlww.k12.or.us

**Grants & Contracts**  
grayc@wlww.k12.or.us

**Dr. Kathy Ludwig**  
Superintendent

**Payroll & Benefits**  
pr-ben@wlww.k12.or.us

**Accounts Payable**  
wlww-ap@wlww.k12.or.us

To: Board of Directors  
From: Son Lê Hughes, Chief Financial Officer  
Subject: Financial Updates  
Date: August 17, 2020

## MEMO

### ESTIMATED BEGINNING FUND BALANCE FOR THE FISCAL YEAR 2020-21

As we wrap up the last quarter for the fiscal year 2019-20, the Business Office was able to identify and confirm the savings from furlough days in May and June, the savings from suspending June Summer Program, and the additional savings from reduced utilities and material supplies. The total savings is:

- \$318,811 on furlough days
- \$34,946 on the suspension of June Summer Programs
- \$274,451 on utilities and material supplies

*Please note: The total savings on furlough days was \$415,320, but the District had to pay \$96,510 to the State of Oregon Employment Department. Therefore, the net savings on furlough days is \$318,811 (\$415,320 - \$96,510 = \$318,811).*

Estimated Beginning Fund Balance for the fiscal year 2020-21 or the estimated Ending Fund Balance for the fiscal year 2019-20 is \$11,599,433.00 (this is \$628,208.00 higher than the May financial report). The Business Office will have the final actual beginning fund balance to report to you upon the completion of the audit work, which will be conducted by our audit firm Wilcox Arredondo & Co. this coming November or no later than December.

### FINANCIAL SUMMARY FOR FISCAL YEAR 2020-21

The total budget for West Linn-Wilsonville School District in fiscal year 2020-21 is \$358,984,864. This is comprised of five (5) different funds: 1) General Fund \$127,590,434.00, 2) Special Revenue Fund \$26,243,942.00, 3) Debt Service \$ 34,511,790.00, 4) Capital – Construction Fund \$ 170,027,850.00, and 5) Trust & Agency Funds \$610,848.00.

#### General Fund Revenue (or Resources)

The General Fund is the chief operating fund of the school district. It accounts for all financial resources, except for resources that are required to be accounted for in a different fund. General Fund Revenues come from local, intermediate, state, and federal sources.

**Local Sources:** Local Sources continue to be an essential revenue source of school funding. Local Sources make up nearly as much revenue as State Sources. Local Sources total \$52,505,770. This amount includes current and prior year's property taxes of \$40,118,618, current and prior year's local option taxes of \$10,472,674, student activities fees of \$1,421,478, and interest on investments of \$493,000. *The projected revenue for Local Sources as of July 31 is the same as the adopted budget.*

**Intermediate Sources:** The Clackamas Education Service District (CESD) supports its component school districts by providing services for school districts, which may be too small to administer services efficiently, such as special education. This fiscal year, WLWV School District expects to receive \$2,003,200.00 from CESD. *The projected revenue for Intermediate Sources as of July 31 is the same as the adopted budget.*

**State Sources:** The State School Fund is the primary source of funding for the general operations of the school district. The total of State Sources in the adopted budget is \$62,092,739 based on the information that our district received from ODE dated Feb 25 (\$60,671,970.05 from the SSF, \$970,769.22 from the Common School Fund, and \$450,000 from the High-Cost Disability Grant).

*The projected revenue for State Sources as of July 31 is \$61,789,813 instead of \$62,092,739, \$302,926 less compare to the adopted budget (\$60,369,043.54 from SSF, \$967,716.12 from the Common School Fund, and \$450,000 from the High-Cost Disability Grant) based on the current information that ODE sent out on June 26.*

**Federal Sources:** *The projected revenue for federal Sources as of July 31 is the same as the adopted budget \$17,500.*

### **General Fund Expenditures (or Requirements)**

The WLWV School District's Adopted Budget is based on the percentage (%) of increase/decrease on the assumption page 2.5 of the Adopted Budget Book.

**Salaries and Associated Payroll Costs:** New % of reduction in Student Investment Act (SIA) in Special Revenue Fund gives our district a \$1.5 million shortfall. We will use the additional \$801,540 from Measure 98 to help cover a portion of \$1.5 million shortfall in SIA and the rest \$643,749 come from General Fund.

Our District continues to participate in the Workshare Program for the furlough days imposed on all staff (licensed, classified, specialty & confidential, and administrators) through July 25. However, at this time, it is too soon for the Business Office to confirm the total savings until the State of Oregon Employment Department has completed all of the applications that were submitted.

**Purchased Services and Supplies/Materials, Insurance and Fees:** The projection for Purchased Services and Supplies/Materials, and Insurance and Fees remain the same as the Adopted Budget.

**Contingency:** WLWV School District set aside \$1,000,000 to cover possible unforeseen future expenses. The role of this contingency fund is to improve WLWV's financial stability by developing a safety net that our district can use to fill emergency needs.

**Ending Fund Balance:** The Business Office estimates the ending fund balance will be \$7,395,188 or 5.78% of the total revenue for the fiscal year 2020-21.

### **SPECIAL REVENUE FUNDING**

**Measure 98:** our district expects to maintain full funding for M98 for the 20-21 school year. This development is much better than what we expected in June when we put the budget together. The original amount of funding for M98 was \$2.4 million. The adopted budget is based on a 33% reduction due to the guidance we received in June. The 33% reduction (in the amount of \$801,540.00) caused us to project M98 funding at \$1,598,460.00, which is the value used in the adopted budget. *However, this reduction is not expected to occur.*

**Student Investment Act (SIA):** The Business Office built the SIA budget at \$4 million, based on a 47% reduction. However, with the current affirmation from the Ways and Means Subcommittee, the new reduction is 66% reduction instead of 47%.

*This new % of reduction gives us a \$1.5 million shortfall. If our district receives full funding support in Measure 98, we should be able to utilize that additional \$801,540 to help cover a portion of \$1.5 million shortfall in SIA.*

## **NEW GRANT RECEIVED AFTER THE BOARD ADOPTED THE DISTRICT BUDGET**

**Elementary and Secondary School Emergency Relief Fund (ESSER):** The ESSER Fund was created to provide relief to Local Education Agencies (LEAs) as they prevent, prepare for, and respond to COVID-19. *On July 11, our district received an email confirmation from the Department of Education indicating that WLWV School District's ESSER application has been approved in the amount of \$450,797.66.*

**Comprehensive Distance Learning (CDL) Grant Program:** A CDL grant supports the school district in responding to emergency school closures. A comprehensive approach must guarantee the opportunity to learn for every student while prioritizing students' social, emotional, and mental health needs. *WLWV School District anticipates receiving \$192,951.79 from ODE in the form of a CDL grant.*

## **HEALTH CARRIERS**

As you may be aware, health care costs have increased substantially over the years. While WLWV SD has been able to maintain competitive rates with Health Net for many years, this year, Health Net proposed a 34% increase to our rates. As a result, after many years, WLWV SD decided to move to a new medical carrier. **Starting October 1, 2020, PacificSource will replace HealthNet.** (Kaiser Permanente will remain as an option for benefit-eligible staff.)

**Online Benefits Enrollment:** our district is in the midst of our health insurance open enrollment period. We will be gathering employee benefit election information to either confirm our employee's current health insurance selections or to make changes to them. Open enrollment is accessible online and is available through August 31.

**Benefits Fair:** Due to the COVID-19 state-wide restrictions, and in keeping with the efforts of social distancing to reduce its spread, WLWV SD provided an online Benefit Fair on August 5 and August 12.

- August 5: WLWV SD hosted an Educational Session Presentation through Zoom for each employee group. During this meeting, our medical, dental, and vision carriers presented information about the available benefits to employees.
- August 12: WLWV SD hosted a Question & Answer Session via Zoom for each employee group. During this session, employees were able to have their questions answered by our carriers and broker.

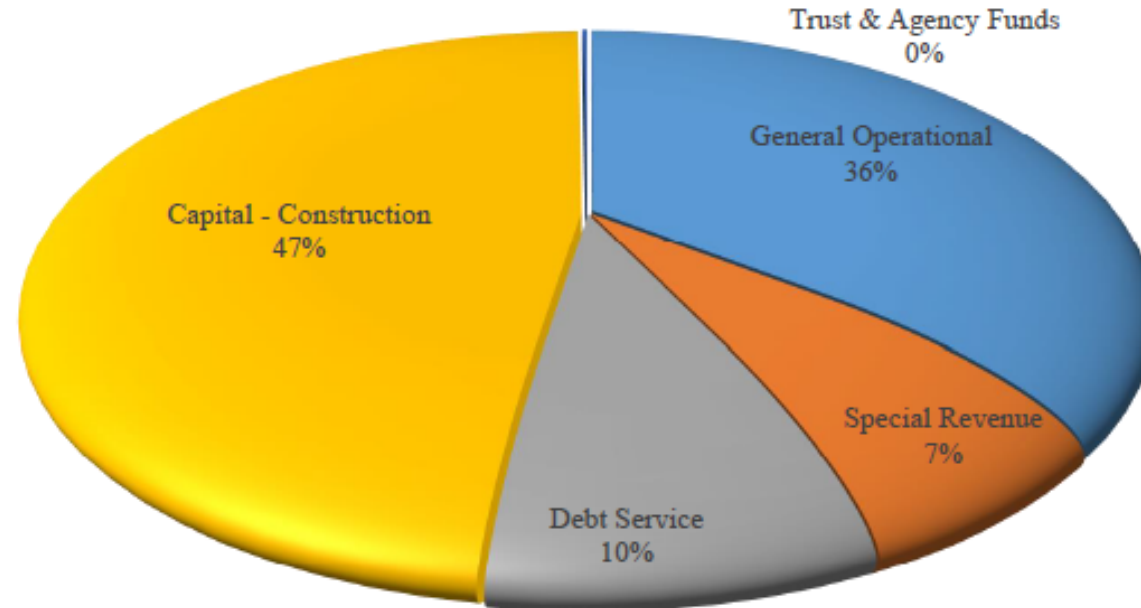
# FINANCIAL UPDATES

Son Lê Hughes, Chief Financial Officer

# FINANCIAL SUMMARY

Fiscal Year 2020-2021

FUNDING SOURCES	Proposed Budget 2020-21		2019-20 Adopted	
	\$ Amount	%	\$ Amount	%
General Operational	127,590,434	36%	119,732,048	67%
Special Revenue	26,243,942	7%	18,735,507	10%
Debt Service	34,511,790	10%	31,247,059	17%
Capital - Construction	170,027,850	47%	9,531,658	5%
Trust & Agency Funds	610,848	0%	249,380	0%
<b>TOTAL ALL FUNDS</b>	<b>\$ 358,984,864</b>	<b>100%</b>	<b>\$ 179,495,652</b>	<b>100%</b>



**WEST LINN-WILSONVILLE SCHOOL DISTRICT**

**General Fund | Financial Summary**

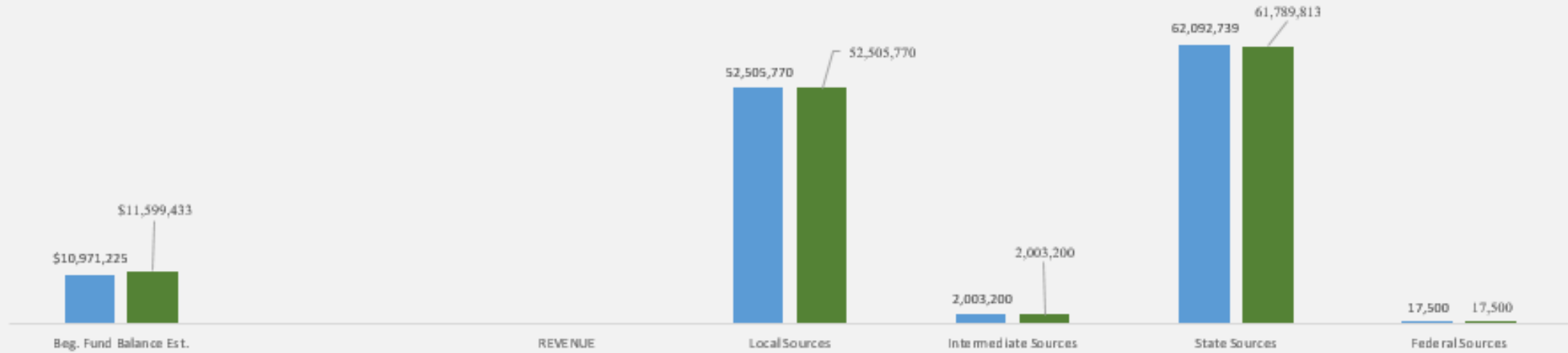
For the Period Ending July 31, 2020

	Fiscal Year 2020-21				Different	Notes
	Adopted	Adjusted	Working	YE Projected		
<b>Beg. Fund Balance Est.</b>	<b>\$ 10,971,225</b>	-	<b>\$ 10,971,225</b>	<b>\$ 11,599,433</b>	<b>\$ 628,208</b>	Actual saving on Furloughed days/Utilities and June Summer Program.
<b>REVENUE</b>						
Local Sources	52,505,770	-	52,505,770	52,505,770	-	
Intermediate Sources	2,003,200	-	2,003,200	2,003,200	-	
State Sources	62,092,739	-	62,092,739	61,789,813	(302,926)	SSF Feb 25 \$60,671,970.05, SSF Jun 26 \$60,369,043.54 (\$302,926 diff).
Federal Sources	17,500	-	17,500	17,500	-	
<b>TOTAL REVENUE</b>	<b>116,619,209</b>	-	<b>116,619,209</b>	<b>116,316,283</b>	<b>(302,926)</b>	
<b>Total Rev &amp; Beg Fund Bal/PERS</b>	<b>\$ 127,590,434</b>	<b>\$ -</b>	<b>\$127,590,434</b>	<b>\$ 127,915,715</b>	<b>\$ 325,281</b>	
<b>EXPENDITURES</b>						
Salaries	61,737,230	-	61,737,230	62,159,720	422,490	Shortfall in SIA (total \$698,460: \$422,490 salaries and \$275,970 OPE)
Associated Payroll Costs	40,326,762	-	40,326,762	40,602,732	275,970	Shortfall in SIA
Purchased Services	12,489,301	-	12,489,301	12,489,301	-	
Supplies and Materials	3,119,601	-	3,119,601	3,119,601	-	
Capital Outlay	27,190	-	27,190	27,190	-	
Other Expenses (insurance, fees, dues)	1,096,983	-	1,096,983	1,096,983	-	
Transfers	25,000	-	25,000	25,000	-	
Contingencies	1,000,000	-	1,000,000	1,000,000	-	
<b>TOTAL EXPENDITURES</b>	<b>119,822,067</b>	-	<b>119,822,067</b>	<b>120,520,527</b>	<b>698,460</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>(3,202,858)</b>	-	<b>(3,202,858)</b>	<b>(4,204,244)</b>	<b>(1,001,386)</b>	
<b>Ending Fund Balance</b>	<b>7,768,367</b>		<b>7,768,367</b>	<b>7,395,188</b>	<b>(373,179)</b>	
	6.09%		6.09%	5.78%		

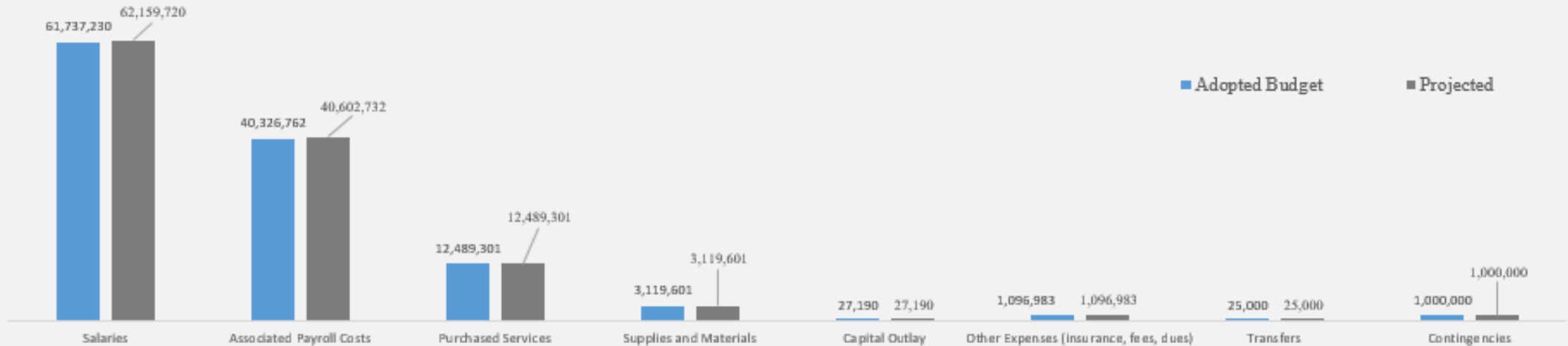
# GRAPHS: ADOPTED BUDGET VS. CURRENT PROJECTION COMPARISON

■ Adopted Budget ■ Projected

Revenue FY2020-21: Adopted Budget versus Current Projection



Expenditures FY2020-21: Adopted Budget versus Current Projection



**WEST LINN-WILSONVILLE SCHOOL DISTRICT**

Special Revenue Fund | Update  
For the Period Ending July 31, 2020

<b>Current Grants</b>	<b>Budget</b>	<b>Expected Revenue</b>	<b>Difference</b>
Measure 98	1,598,460	2,400,000	801,540
SIA	4,000,000	2,500,000	(1,500,000)
<b>Total</b>	<b>5,598,460</b>	<b>4,900,000</b>	<b>(698,460)</b>

<b>New Grants</b>	<b>Budget</b>	<b>Expected Revenue</b>	<b>Different</b>
ESSER	-	450,798	450,798
CDL	-	192,952	192,952
<b>Total</b>	<b>-</b>	<b>643,749</b>	<b>643,749</b>

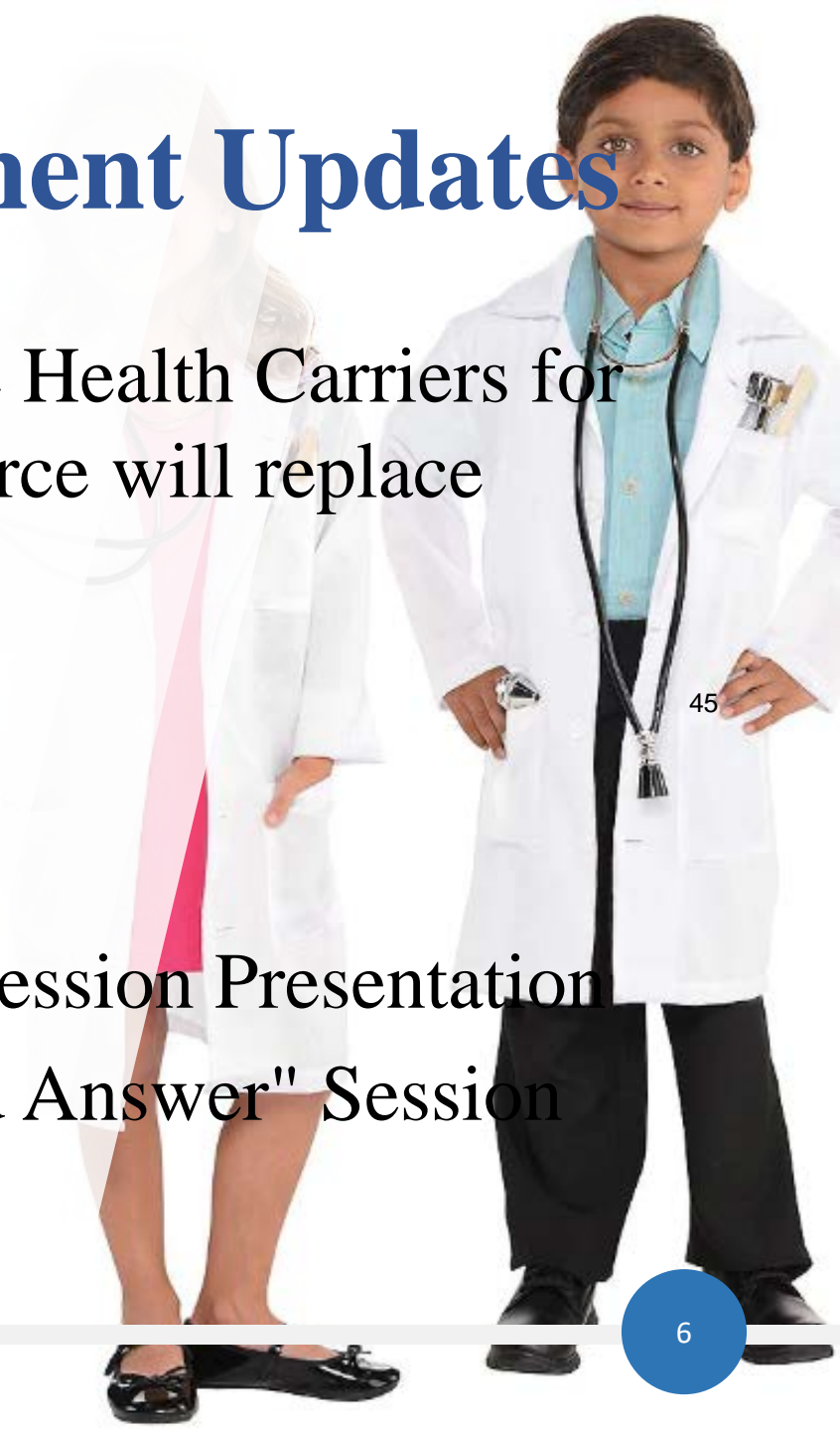
# Health Carrier & Open Enrollment Updates

Currently HealthNet and Kaiser are serving as the Health Carriers for our district. Starting October 1, 2020: PacificSource will replace HealthNet.

Open Enrollment: August 1 – August 31

Benefits Fair:

- August 5: WLWV SD hosted an Educational Session Presentation
- August 12: WLWV SD hosted a "Question and Answer" Session



# QUESTIONS