



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

**Reynolds School District
Board of Education Regular**

January 25, 2023

7:00 PM

Wood Village City Hall

24200 NE Halsey

Wood Village, Oregon 97060

| | | |
|-------|---|-----------|
| I. | 6:00p - Executive Session | 3 |
| | The Reynolds School Board and the Superintendent will recess into Executive Session at 6:00p, under ORS 192.660(2)(a) Personnel, ORS 192.660(2)(b) Personnel, ORS 192.660(2)(d) Negotiations, and ORS 192.660 (2)(f) Confidential Information. Executive Session is closed to the public. | |
| II. | 7:00p - Call to Order | 4 |
| | A. Roll Call | |
| | B. Consider Approval of the January 25, 2023 Agenda | |
| | C. Pledge of Allegiance | |
| | D. Land Acknowledgement | 5 |
| III. | 7:10p - Board Recognition | 6 |
| | A. Student Recognition | 7 |
| | B. Staff Recognition | 8 |
| | C. Volunteer/Community Partner Recognition | 9 |
| IV. | 7:25p - Student Advisory Committee Presentation | 10 |
| V. | 7:40p - Board Recognition: Resolutions | 21 |
| | A. Resolution 2022-2023-009 Black History Month | 22 |
| | B. Resolution 2022-2023-010 National School Bus Driver Appreciation Day | 23 |
| | C. Resolution 2022-2023-011 National School Counseling Week | 24 |
| VI. | 7:50p - Public to be Heard | 25 |
| | Members of the public will address the board with comments and the board will listen only. Public Comment will be limited to 7 speakers with 3 minutes each. Forms must be turned in before the meeting start time. | |
| VII. | 8:10p - Bargaining Group Updates | 26 |
| VIII. | 8:25p - Presentation to the Board | |
| | A. Board Monitoring Report: Multi-Tiered Systems of Support (MTSS) Framework | 27 |
| | B. Board Monitoring Report: TAG Monitoring Report | 38 |
| | C. Board Monitoring Report: Chronic Absenteeism Monitoring Report | 50 |
| | D. Student Mobility Rate Report | 64 |

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| IX. | 9:00p - Superintendent's Reports | 79 |
| | A. Communications Report | |
| | B. Financial Report | 80 |
| | C. Enrollment Report | 81 |
| X. | 9:20p - Consent Agenda | 84 |
| | A. Approval of Personnel Order | |
| | B. Approval of Prior Meeting Minutes | 85 |
| | C. Field Trips | |
| | i. RHS: District Convention (DCON) Key Club Leadership Group | 90 |
| | ii. RLA: MYC Marine Biology | 101 |
| | iii. RLA: MYC Geology/Desert Ecology Trip | 112 |
| | iv. RLA: OSU College Visit | 124 |
| | D. Authorization to Spend: ESSER Funds | 132 |
| XI. | 9:25p - Action Items | |
| | A. Priorities for 2023-2024 Budget | 183 |
| | B. District Equity Committee | 186 |
| | C. Right to Return MOU with Portland Public Schools | 192 |
| | D. Board Position 2 Vacancy | 202 |
| | E. Interim Superintendent Contract | 215 |
| | F. Executive Session Action: Employee Dismissal | 217 |
| XII. | 9:50p - Board Discussion | 218 |
| | A. Individual Board Members - Announcements and Reports | |
| | B. Upcoming Board Meetings | |
| XIII. | 10:00p - Adjourn | 219 |



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

To: Board of Directors
From: Ana Gonzalez Muñoz, Board Chair
Prepared by: Kaylie Jeffries, Board Secretary
Subject: Executive Session
Policy: [Executive Session – BDC](#)
Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Reynolds School Board and the Superintendent will recess into Executive Session at 6:00p, under ORS 192.660(2)(a) Personnel, ORS 192.660(2)(b) Personnel, ORS 192.660(2)(d) Negotiations, and ORS 192.660(2)(e) Real Estate.

Executive Session is closed to the public.



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To: Board of Directors
From: Ana Gonzalez Muñoz, Board Chair
Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent
Subject: Call to Order

Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

- Safety
 Equity
 Instructional Practice
 Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Call to Order

Roll Call:

- Position 1: Vice Chair Aaron Muñoz
- Position 2: *Vacant*
- Position 3: Director Michael Reyes
- Position 4: Director Cayle Tern
- Position 5: Director Yesenia Delgado
- Position 6: Chair Ana Gonzalez Muñoz
- Position 7: Director Francisco Ibarra

Motion to Approve Agenda:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the January 25, 2023 agenda as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Pledge of Allegiance

Land Acknowledgement:

We will open tonight’s meeting by acknowledging the traditional Indigenous inhabitants of this land. The purpose of these statements is to show respect for indigenous peoples and recognize their enduring relationship to the land. Practicing acknowledgment can also raise awareness about histories that are often suppressed or forgotten.

Land Use Acknowledgment & Guidelines



Approved and Apdopted on May 27, 2020

Reynolds School District expresses our gratitude and appreciation to traditional village sites of the Multnomah, Kathlamet, Clackamas, bands of Chinook, Tualatin, Kalapuya, Molalla and many other Tribes who made their homes along the Columbia River, and which is now home to a vibrant native community representing over 400 different tribal nations.

We believe that it is our responsibility as a school district to educate our students, staff and families about the true history of colonialism and the continued need to address colonialism today. This land acknowledgement will encourage our community to reflect upon the land we are standing on and engage in conversations centered in honoring the land.

Land acknowledgments will take place in conjunction with the Pledge of Allegiance, which will be recited after the Land Use Acknowledgement, during the following times:

- School Board meetings
- District-wide community meetings
- School assemblies
- Athletic Competitions
- Parent and community school evening events

Land Use Acknowledgment

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

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

To: Board of Directors

From: Ana Gonzalez Muñoz, Board Chair

Prepared by: Stephanie Field, Executive Director of Communication and Community Relations

Subject: Board Recognition

Policy: [Community Relations – KAA](#)

Date: January 25, 2023

| | |
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| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Board will publicly recognize the following student, staff members, and Community Partner:

- Student Recognition: Brian Riddle
- Staff Recognition: RHS CTE Team
- Community Partner: Christenson Electric



Reynolds School Board
STUDENT RECOGNITION

January 2023

7

Brian Riddle





Reynolds School Board
STAFF RECOGNITION

January 2023

8

The RHS CTE TEAM





Reynolds School Board
COMMUNITY PARTNER OF THE MONTH
January 2023

Christenson Electrical





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

To: Board of Directors

From: Stephanie Field, Executive Director of Communications and Community Relations

Prepared by: Stefanie Hines, Community Engagement and Volunteer Specialist

Subject: Student Advisory Group Presentation

Policy: [Community Relations: KAA](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

- Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

The students belonging to the Superintendent’s District Student Advisory Group have created a presentation on the two key advocacy areas they would like to focus on this year as a group: School Safety and Building Advocacy Pathways.

Members of the Student Advisory Group will present their safety concerns and suggestions on how to improve school safety training for students.

The student leaders will also share ideas on how to increase student participation through an ambassadorship program and ensure the longevity of the group to ensure continued student representation within the district.

Previous Board Action:

Not Applicable

Background:

Not Applicable

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

Not Applicable



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Student Advisory Group Goals for SY 22-23

School Safety & Building Advocacy Pathways

MISSION

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



VISION

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

CORE BELIEFS & COMMITMENTS



SAFETY

We believe that all students, families, and staff deserve a safe and secure learning environment. We commit to providing physical and emotional safety across the Reynolds community.



EQUITY

We believe that equitable practices allow everyone within the Reynolds community to thrive. We commit to using equity as a foundation in all decision-making processes in order to eliminate inequities.



INSTRUCTIONAL PRACTICES

We believe that high-quality, first-time instruction will eliminate the opportunity gap. We commit to setting high expectations and providing intentional professional development for instructional leaders.



ORGANIZATIONAL CULTURE

We believe that the heart of a high-performing organization is its people. We commit to becoming an inclusive and positive organizational culture.

Student Advisory Group Mission:



To ensure that our students' voices are being heard, especially during these ever-changing times, Reynolds has formed the District Student Advisory Group.

This group will give students an opportunity to learn about what is happening at the district and the chance to ask questions and/or share feedback by meeting directly with the Superintendent of Schools.

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Students will be able to provide advice and recommendations about the decisions that the Superintendent and School Board make. Students will be able to develop and be a part of creating future change for all students in our district.

Student Advisory Group Goal for SY 22-23

The student advisory group has come to the consensus that there are two major priorities the group would like to focus on for the rest of the 22-23 school year and these are:

School Safety & Hardening:

Ensuring that students, staff, and others who are in schools have proper training in how to respond during emergency situations, develop situational awareness and improve and harden schools against outside threats by improving and updating our facilities.

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Developing pathways for student advocacy and ambassadorship:

Members would like to develop systems that will remain in place no matter who is serving on the district advisory group, like anonymized emails (emails that do not list the student's names) but instead are a more general inbox for their schools so students can leave comments, questions or concerns easily without interrupting instruction time. Develop more communications and awareness of the existence of the Student Advisory Group.

School Safety & Hardening

Some major issues students raised are:

- Need for more security drills, more clarity, and speed of information during emergencies and directly after. Students often feel left in the dark after an incident.
- Training on what to do during an emergency that happens during lunch or gym class
- Educating/empowering TA's and Leadership students with enhanced safety training so they can be resources in times of crisis and help quell rumors and calm fears.
- Consistent messaging in daily bulletins on safety tips and advice so students develop muscle memory of what to do in an emergency.

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School Safety & Hardening (cont'd)

- Improving school safety through updating facilities, thicker windows, etc., and updated floor plans that make it easier/faster to shelter in place.
- Adding more security personnel to schools to prevent incidents like;
 - ❖ Armed intruders on school property
 - ❖ Incidents between adults (staff/SRDs/SROs) and students on campus
 - ❖ Rises in student fights and other hostile encounters
 - ❖ Barriers around Imagination Station or around other schools that directly connect to public property not controlled by the district

Developing Ambassadors and Advocacy

- Work with District Technology Services to create general inbox emails for each school, ensuring not to specifically identify individual members.
- Work with District Communications Department to create an awareness campaign on how to contact the Student Advisory Group email at their school to bring concerns or questions to group meetings.
- Work with District Communications Department to create a recruitment video showing how to apply, get parent permission slip signed and responsibilities of membership.

Ideas

- Add announcements about telling parents when will we enter in a secure (lockout) or lockdown.
- An announcement on speakers saying what we know about the situation or add to daily slides the next or same day to stop rumors.



Thank you!

Student Advisory Group 2022-23



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

To: Board of Directors

From: Ana Gonzalez Muñoz, Board Chair

Prepared by: Stephanie Field, Executive Director of Communication and Community Relations

Subject: Board Recognition

Policy: [Community Relations – KAA](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Board will publicly recognize the following Resolutions:

- Resolution 2022-2023-009 Black History Month
- Resolution 2022-2023-010 National School Bus Driver Appreciation Day
- Resolution 2022-2023-011 National School Counseling Week



RESOLUTION #2022-2023-009

**PROCLAIMING THE CELEBRATION OF
BLACK HISTORY MONTH**

WHEREAS, Black History Month in the United States is a historic tradition beginning in 1926 when historian Carter G. Woodson and the Association of Negro Life and History dedicated the second week in February as “Negro History Week”;

WHEREAS, in 1976, as part of the nation’s bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America;

WHEREAS, the rich inventions, courage, resolve, and cultural influences delivered to the nation by African Americans have been traditionally recognized regionally by the state of Oregon;

WHEREAS, It is appropriate that all citizens reflect upon, cherish, and sustain the contributions that black individuals – both past and contemporary – have made to our nation: Marian Anderson; Maya Angelou; Louis Armstrong; Mary McLeod Bethune; Frederick Douglass; Duke Ellington; Louis Gossett, Jr.; Alex Haley; Vice President Kamala Harris; Zora Neale Hurston; Thurgood Marshall; President Barack Obama; Colin Powell; Rosa Parks; Leontyne Price; Paul Robeson; Alice Walker; Phyllis Wheatley; and many more; and;

WHEREAS, such people have sacrificed so that we may progress and be inspired during hard times, and encouraged to celebrate and rejoice during happy times; now, therefore,

WHEREAS the theme for Black History Month 2022 is *Black Health and Wellness*, acknowledging the legacy of not only Black scholars and medical practitioners in Western medicine, but also other ways in which the Black community have contributed to healthcare (e.g., birth workers, doulas, midwives, naturopaths, herbalists, etc.) throughout the African Diaspora. Health and wellness include physical, emotional, and mental health.

BE IT RESOLVED that Reynolds School District does hereby proclaim February 2022 as Black History Month. The struggles and achievements of Black people and their role in America’s history profoundly influences and enriches the culture of the United States. Reynolds School District acknowledges these contributions and reaffirms its ongoing commitment to building awareness and an inclusive society.

Adopted this 25th day of January 2023.

Signed:

Attest:

Chair, RSD District Board of Directors

Superintendent/Clerk



RESOLUTION 2022-2023-010

**RESOLUTION PROCLAIMING THE CELEBRATION OF
NATIONAL SCHOOL BUS DRIVER APPRECIATION
DAY IN THE REYNOLDS SCHOOL DISTRICT**

WHEREAS, 64 licensed school bus drivers, 13 transportation office staff, and two transportation supervisors transport a majority of the district’s students safely to and from school each day;

WHEREAS, the Transportation Services team transports an average of 8,000 students on a daily basis to ensure they can safely arrive to and from school;

WHEREAS, school bus drivers travel each year on regular routes, field trip routes, vocational routes, and special education routes;

WHEREAS, the safety and well-being of children are of utmost concern to all Reynolds parents; school administrators entrust school bus drivers with the welfare of these children; the position of a school bus driver requires tremendous responsibility; they are to maneuver through traffic regardless of road conditions while maintaining the conduct of children on the bus and are looked to for leadership and life-saving decision-making in the event of an emergency;

WHEREAS, the National Safety Council has documented the far smaller number of accidents and fatalities per capita on school buses than automobiles;

WHEREAS, school bus drivers direct children while they are exiting the bus at their destination; school bus drivers are able to observe any suspicious activity or people along their bus route and communicate that information to proper authorities;

NOW, THEREFORE, BE IT RESOLVED, The Reynolds School Board publicly thanks the school bus drivers and transportation office staff for their hard work and dedication to provide a safe ride to and from school for the students in our school district.

BE IT FURTHER RESOLVED, The Superintendent or designee shall celebrate National School Bus Driver Appreciation Day on February 22, 2023.

Adopted this 25th day of January 2023.

Signed:

Attest:

Chair, RSD Board of Directors

Superintendent/Clerk



RESOLUTION 2022-2023-011

**RESOLUTION PROCLAIMING THE CELEBRATION OF
NATIONAL SCHOOL COUNSELING WEEK IN THE
REYNOLDS SCHOOL DISTRICT**

WHEREAS, the American School Counselor Association has designated February 6-10, 2023, as “National School Counseling Week;”

WHEREAS, 40 school counselors are employed with Reynolds School District to help students reach their full potential;

WHEREAS, School counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all;

WHEREAS, school counselors are actively committed to helping student explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development;

WHEREAS, school counselors help parents focus on ways to further the educational, personal, and social growth of their children;

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves;

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society;

WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;

NOW, THEREFORE, BE IT RESOLVED, The Reynolds School Board publicly thanks the school counselors at each school for providing a vital support system for our school district.

BE IT FURTHER RESOLVED, The Superintendent or designee shall celebrate National School Counseling Week from February 6-10, 2023.

Adopted this 25th day of January 2023.

Signed:

Attest:

Chair, RSD Board of Directors

Superintendent/Clerk



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To: Board of Directors

From: Dr. Danna Diaz, Superintendent of Schools

Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent

Subject: Public to be Heard

Policy: [Public to be Heard – BDDH, Public Comment at Board Meetings – BDDH-AR](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

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

Those wishing to speak must complete a Public Comment Form before the beginning of the meeting. The first 7 submissions will be able to speak for 3 minutes.

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



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

To: Board of Directors
From: Dr. Danna Diaz, Superintendent of Schools
Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent
Subject: Bargaining Unit Updates
Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)
Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

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Summary:

Each Bargaining Group, Reynolds Education Association (REA), Oregon School Employees Association, Chapter 37 (OSEA), and Reynolds Administrative Group (RAA) will provide the Board of Directors with updates.

Previous Board Action:

Not Applicable

Background:

Not Applicable

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

Not Applicable



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To: Board of Directors

From: Dr. Christopher Ortiz, Deputy Superintendent

Prepared by: Candice Vickers, Executive Director of Student & Family Services

Subject: Multi-Tiered System of Supports (MTSS) Framework

Policy: [Trauma Informed Schools – JHHB](#)

Date: January 25, 2023

| | |
|--------|--------------------------|
| Action | <input type="checkbox"/> |
| Report | X |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

The following report is to provide an update on the implementation of the MTSS framework. Please refer to the attached Board Monitoring Report and presentation.

Previous Board Action:

Not Applicable

Background:

The Reynolds MTSS framework was debuted in Spring of 2022 after following a series of stakeholder input sessions and recommendations. The framework provides a comprehensive but ever evolving list of supports as the district uses student data and school support teams to provide interventions and resources to support the development of the whole child.

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion: Not Applicable



GUARDRAIL MONITORING REPORT

| | | |
|-----------------|--|---|
| Guardrail 4.iv. | The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized. | |
| Smart Goal | 4.iv.a | By June 2023, Reynolds School District will increase the percent positive on the Center for Educational Effectiveness EES-Student Survey, "Supportive Learning Environment" 2-Year Trend from 60% to 65%. |

SMART Goal Status: In Progress

Introduced in Spring of 2022, the Reynolds School District-Tiered Systems of Support (MTSS) Framework continues to responsively evolve in order to best support the whole child in the increasingly complex world we are operating in. With the goal of full implementation by year 2026, many suggestions and structures from the framework are being implemented with the support of our School Leaders, MTSS TOSAS, and many other district departments and divisions.

Report Relation to Guardrail:

By creating multi-tiered systems of support for students' academic, behavioral, attendance, and social emotional success we foster the culture of care within our school buildings thus, increasing the "Supportive Learning Environment" from student, staff, and caregiver perception data.

Report Information:

The following report is to inform the Reynolds School Board of Directors of the ongoing progress of implementing the MTSS program within our schools. The report discusses the data, teaming, supports, and interventions that have been progressing in the inaugural stages of the framework.



MTSS Framework

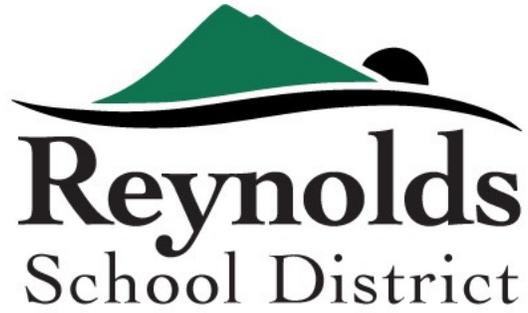
Board of Directors

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CORE BELIEFS & COMMITMENTS



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EQUITY

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30



INSTRUCTIONAL PRACTICES

We believe that high-quality, first-time instruction will eliminate the opportunity gap. We commit to setting high expectations and providing intentional professional development for instructional leaders.



ORGANIZATIONAL CULTURE

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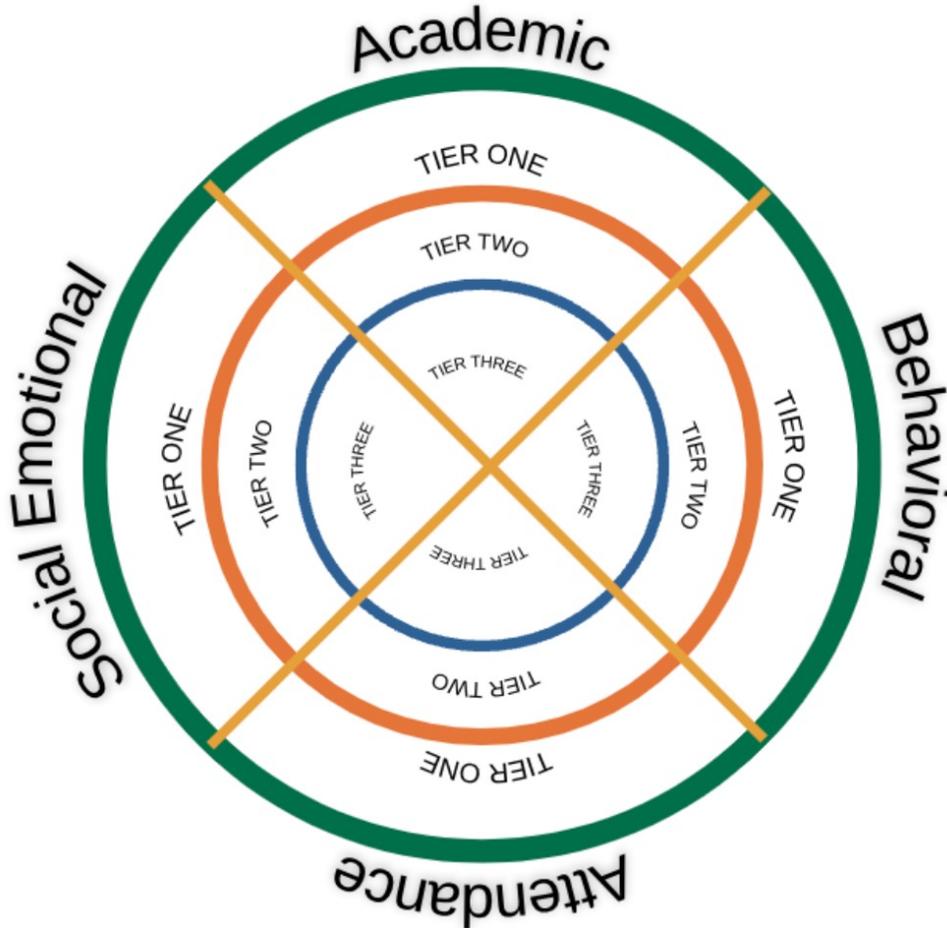
Superintendent Guardrail Smart Goals

Guardrail 4.iv: The Superintendent shall not make decisions without centering the impact on the mental well-being of students, their families, and staff.

- **4.iv.a:** By June 2023, Reynolds School District will increase the percent positive on the Center for Educational Effectiveness EES-Student Survey, "Supportive Learning Environment" 2-Year Trend from 60% to 65%.

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MTSS Guiding Visual Framework

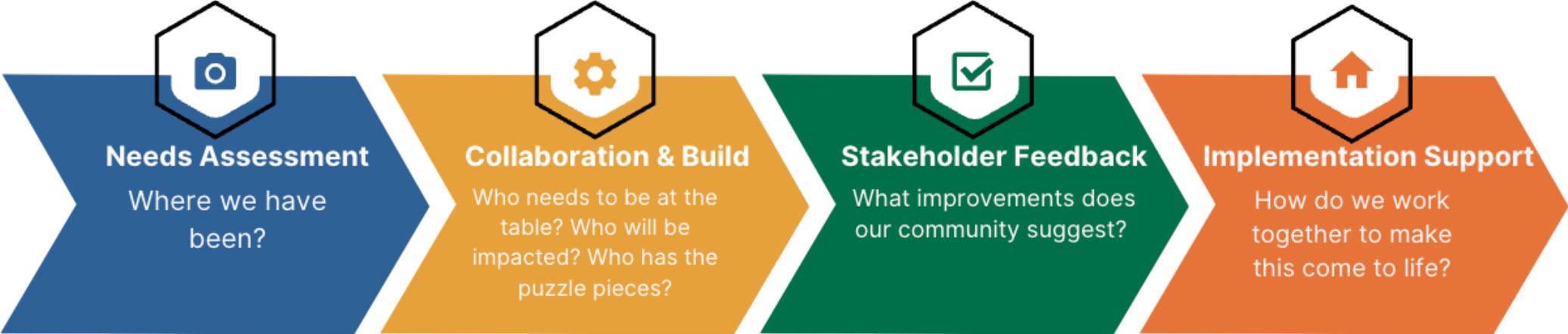


We use tightly integrated data systems to inform schools to structure and design teams, supports, interventions, and resources that support and address the all the broad capacities students need to be successful in their schooling. This framework and process is applied to all our students regardless of any additional individualized needs. In doing so, we support the creation of equitable, inclusive, and celebratory schools.

MTSS Framework & Resource Guide

Creation Timeline

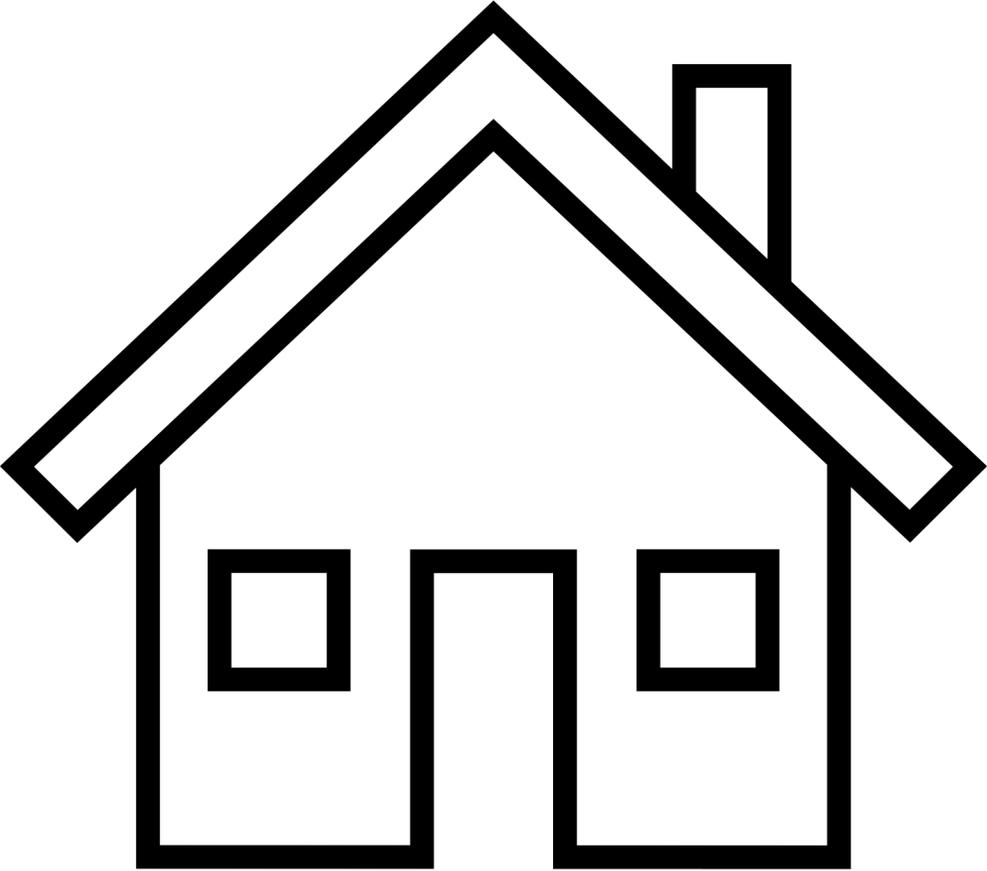
2021 - 2022



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Our goal is that by 2026 100% of our schools will be at 90% fidelity of Implementation using a Tiered Fidelity Inventory Tool.

Foundations to MTSS Implementation



Supports and Interventions



Data Driven Teams



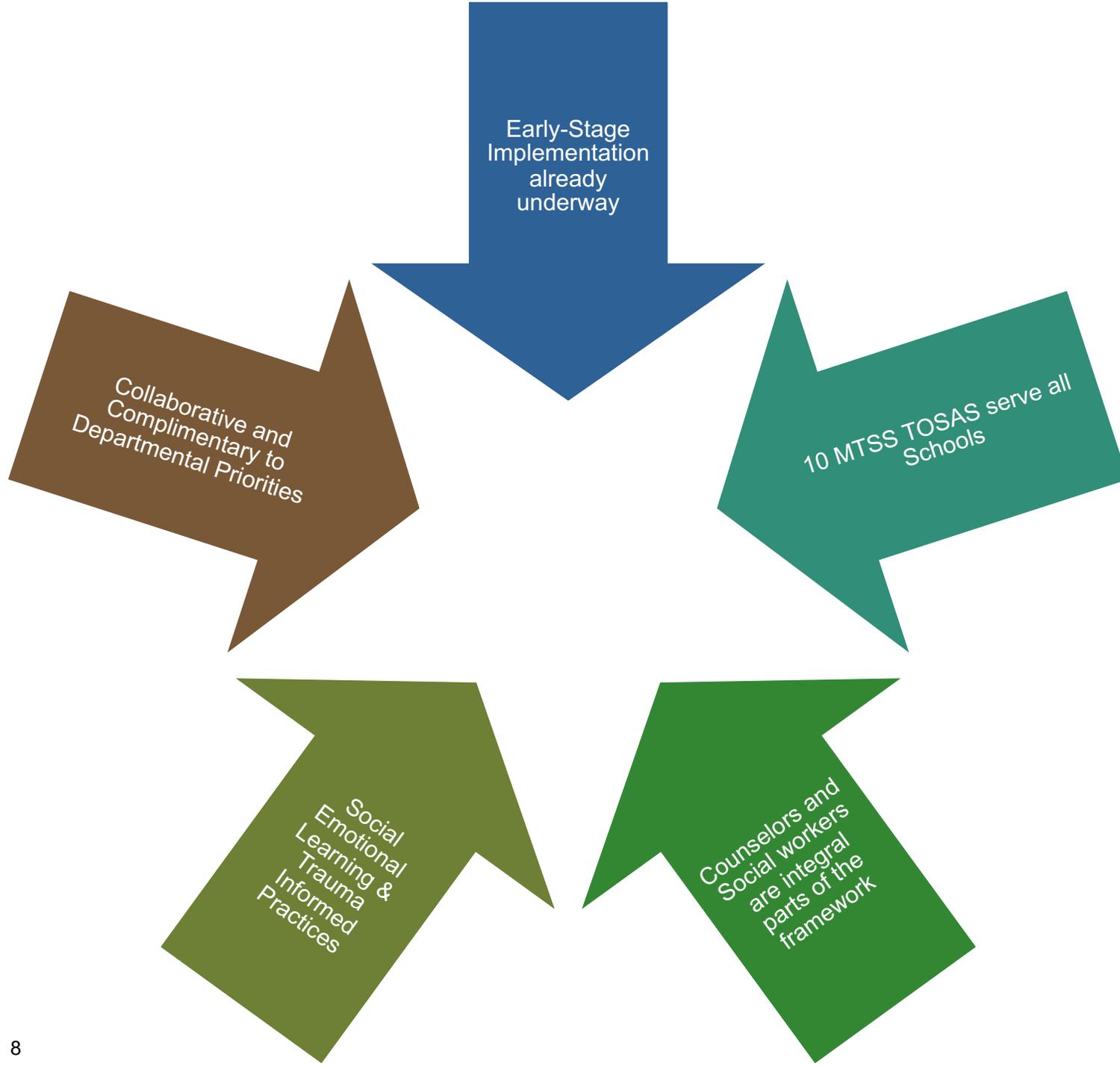
Accessible Data

Foundational Components of MTSS Implementation 2022-2023

| Accessible Data | Data Driven Teaming | Supports and Interventions |
|--|--|--|
| Synergy MTSS, Workflow, and Analytics | Student Support Teams (SSTs) | Early Adopting schools have time for meeting/data review and intervention. |
| Critical Data Matrix | PLC /Data Team, Attendance Team, and Wellness / Mental Health Team Supports. | Invited to perform professional development on select late start Mondays |
| CEE, Healthy Teens, and eventual Social Emotional Survey | Professional Learning Community through partners like East County Bridges, MESD, and Center for State Justice and Equitable Policing | Resource Mapping and Streamlining Intervention Tools |

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Additional Information and Resources



[LINK TO MTSS FRAMEWORK & RESOURCE GUIDE](#)



Thank You

Mcardenas@rsd7.net



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



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

To: Board of Directors
From: Dr. Christopher Ortiz, Deputy Superintendent
Prepared by: Candice Vickers, Executive Director of Student & Family Services
Subject: TAG Monitoring Report

Policy: [Identification of Talented and Gifted Students and Parent Notification and Participation – IGBBA/IGBDD](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

The Talented and Gifted Program Board presentation will provide data on meeting the Superintendent’s Guardrail of increasing our Black/African American student in TAG from 4% to 9% and Hispanic students from 25% to 30%. The Board will be presented with the specific measures the TAG Program has implemented to support our marginalized population with identification as Talented and Gifted.

Please refer to the attached Board Monitoring Report and presentation.

Previous Board Action:

Approval of Talented and Gifted (TAG) Policy Updates, August 26, 2020.

Background:

Before Board approval of the TAG policy updates in August 2020, District TAG identification indicated a disparity in identification as TAG for Black/African-American and Hispanic students. Reynolds School District adopted one of the only board policies in Oregon requiring universal screening for all students in Grades 2 for potential TAG identification. The District Guidelines for identification also provide students who did not qualify in Grade 2 for an additional opportunity to be screened in Grade 3.

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

Not Applicable



GUARDRAIL MONITORING REPORT

| | | |
|-----------------------|--|--|
| Guardrail 5.iv | The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized. | |
| Smart Goals | 5.iv.d | By June 2023, Reynolds School District will increase the percentage of Latinx/o/a students from 25% to 30% and the percentage of Black/African American students from 4% to 9% that are identified for Talented and Gifted Services (TAG). |

SMART Goal Status: In Progress

Data sources and reports show we are making gains towards increasing our percentage of Black/African American and Hispanic students identified for TAG. It is through revised identification systems and the prioritization of our marginalized students that we will continue to see a rise in TAG identifications for Hispanic and Black students.

Report Relation to Guardrail:

The current Talented and Gifted board presentation will show how we are in progress for reaching the Superintendent’s Guardrail of increasing our Black/African American student in TAG from 4% to 9% and Hispanic students from 25% to 30%. The Board will be presented with the TAG department’s focus and the specific steps taken to support our historically marginalized population with the identification of Talented and Gifted.

Report Information:

The current TAG data shows progress towards the Superintendent Guardrail has been made, however we are still in the data collecting phases until April 2023. Before we began TAG testing this year, we made equitable revisions to the identification process in order to ensure our historically marginalized population would be represented.

This year the TAG Department tested all 2nd and 3rd grade students which allowed us to cast a wide net for determining eligibility. The department also sent all parents of 2nd and 3rd graders a new optional student survey in order to provide our black and brown students with more evidence for determining eligibility. The District TAG TOSA in collaboration with building TAG coordinators met multiple times to determine what methods and practices our district would use to eliminate bias within the identification process, as well as revised the TAG student survey to reflect culturally responsive questions. Lastly, our District TOSA meets monthly with neighboring districts to gain perspective, collaborate, and share ideas on meeting the needs for our gifted marginalized students.

It is through these partnerships and collaboration and being culturally competent, we will continue to identify a larger number of our historically marginalized students for TAG.



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TAG

Climate and Culture

MISSION

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



VISION

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CORE BELIEFS & COMMITMENTS



SAFETY

We believe that all students, families, and staff deserve a safe and secure learning environment. We commit to providing physical and emotional safety across the Reynolds community.



EQUITY

We believe that equitable practices allow everyone within the Reynolds community to thrive. We commit to using equity as a foundation in all decision-making processes in order to eliminate inequities.



INSTRUCTIONAL PRACTICES

We believe that high-quality, first-time instruction will eliminate the opportunity gap. We commit to setting high expectations and providing intentional professional development for instructional leaders.



ORGANIZATIONAL CULTURE

We believe that the heart of a high-performing organization is its people. We commit to becoming an inclusive and positive organizational culture.

Superintendent Guardrail 5.iv

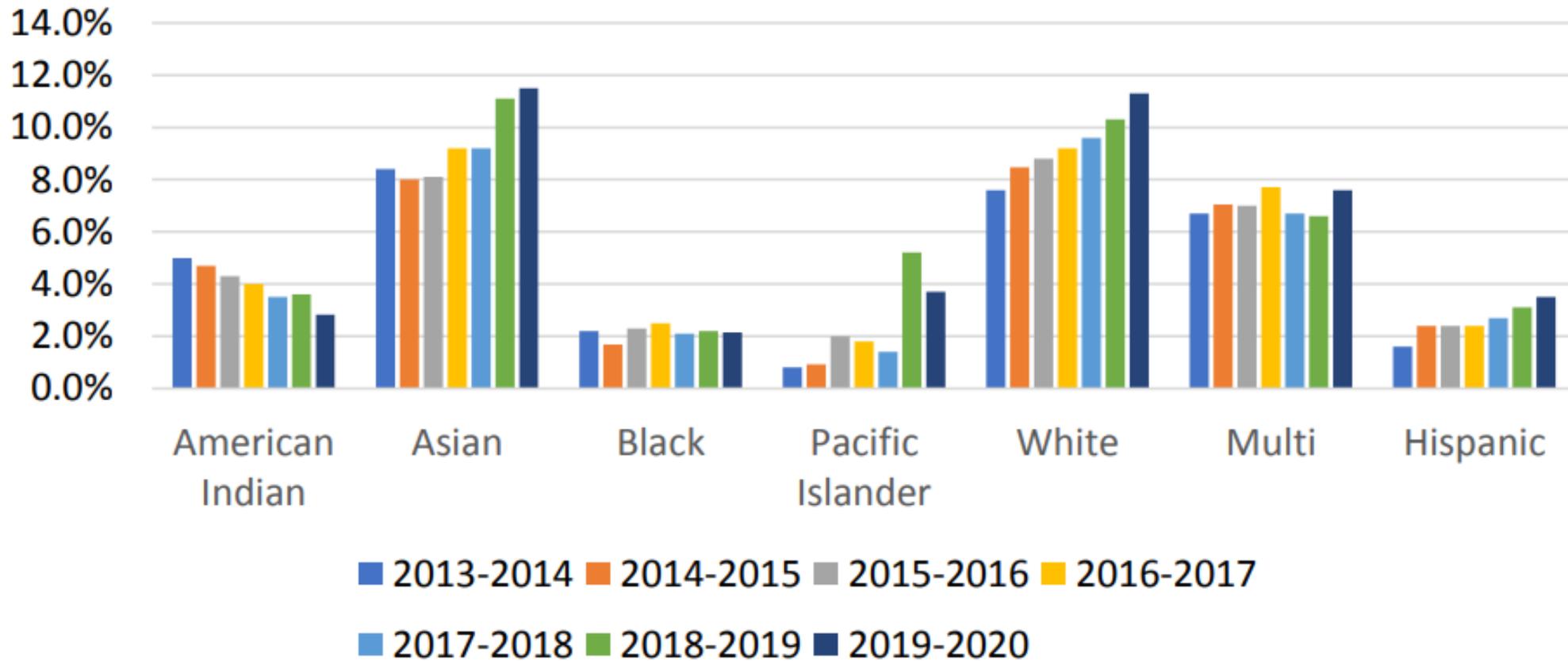
The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized.

- **5.iv.d** By June 2023, Reynolds School District will increase the percentage of Latinx/o/a students from 25% to 30% and the percentage of Black/African American students from 4% to 9% that are identified for Talented and Gifted Services (TAG).

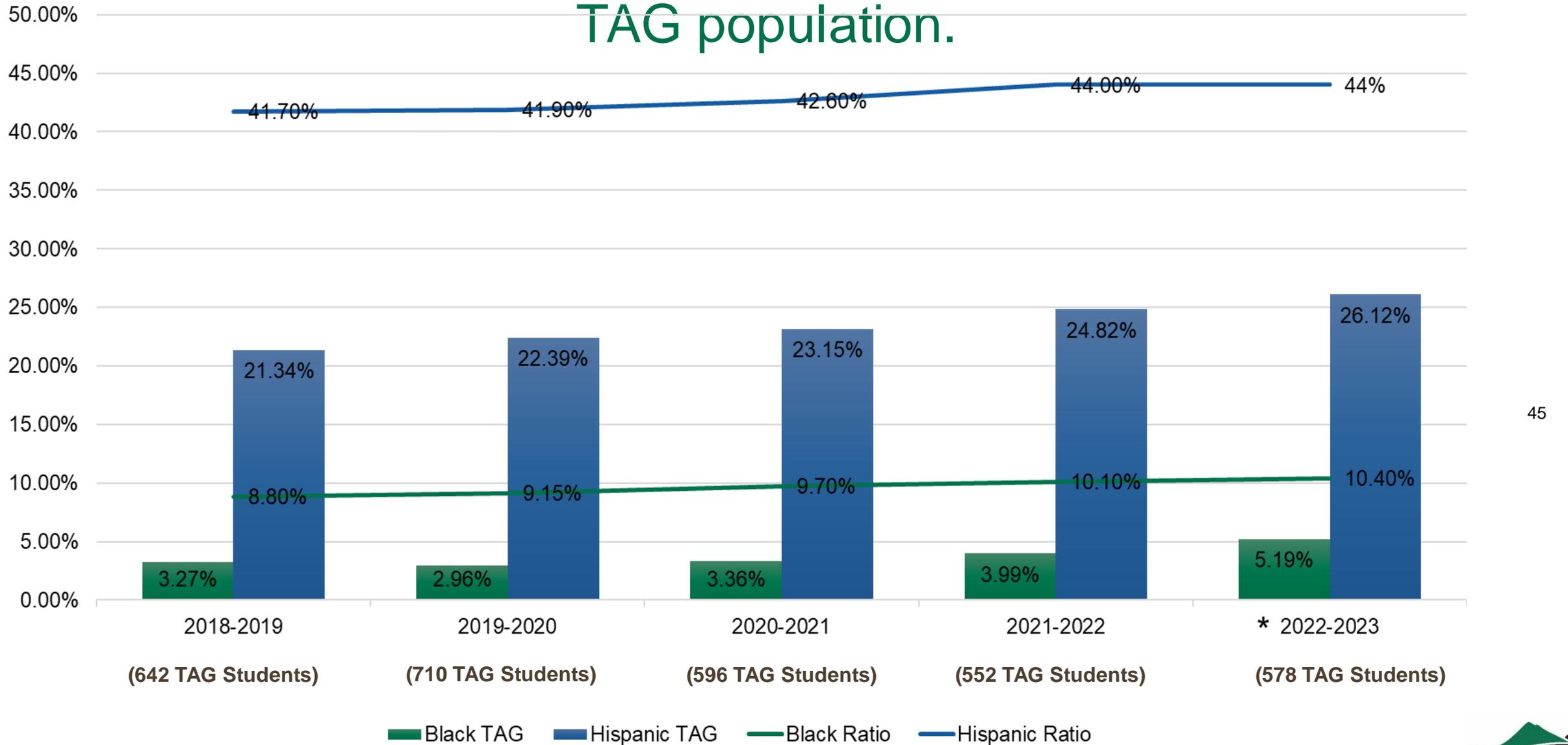
43

Historical Context

District-Wide % of Demographic Identified as TAG



Black/African American and Hispanic Students within our TAG population.



TAG Department Focus



Use methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations ([OAR 581-022-2325](https://www.legis.wa.gov/bills/2019/0220-0229/0222-2325)).

Action Steps Taken To Support Our Black/African American and Hispanic Students

- Testing all 2nd and 3rd graders.
- The TAG department revised the Talented and Gifted student survey to reflect culturally responsive questions ([OAR 581-022-2325](#)).
- All parents of 2nd and 3rd grade students have been asked to complete the new student survey. This survey will be used as evidence in determining eligibility.
- District TAG TOSA in collaboration with building TAG coordinators met multiple times to determine what methods and practices our district would use to eliminate bias within the identification process ([OAR 581-022-2325](#)).
- District TAG TOSA Provided all building coordinators with TAG PD to share with all staff in elementary, middle, and high school.
- District TAG TOSA meets monthly with neighboring District TOSA to gain perspective, collaborate, and share ideas on meeting the needs for our gifted marginalized students.

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We're In Progress!



- The District TAG TOSA will continue to collect testing data for 2022-23.
- In April, the TAG Department anticipates to have a final identification count.
- As a department, we will continue to make equitable revisions to the identification process in order to ensure our historically marginalized population is represented.

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Questions?

Thank you for listening 😊



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

To: Board of Directors

From: Dr. Christopher Ortiz, Deputy Superintendent

Prepared by: Candice Vickers, Executive Director of Student & Family Services

Subject: Chronic Absenteeism Monitoring Report

Policy: [Compulsory Attendance – JEA](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

The current attendance data shows that our Black/African American and Hispanic students are making progress towards improvement with regular attendance since the pandemic. The report provides data on regular attender student attendance percentages before the pandemic and what supports are currently in place to increase attendance growth for our marginalized students in order to supersede pre-pandemic attendance percentages.

Please refer to the attached Board Monitoring Report and presentation.

Previous Board Action:

Not Applicable

Background:

The current attendance data shows that our Latino and Black students are making some attendance gains. Our regular attenders who identify as Black/African American continue to attend at higher percentages than all student regular attenders while our elementary regular attenders who identify as Latino/Hispanic are attending at a higher rate than all students. The presentation will provide the Board Directors with information on how the School Culture and Climate Departments is providing Tier I supports to increase regular attendance.

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

Not Applicable



GUARDRAIL MONITORING REPORT

| | | |
|-----------------------|--|---|
| Guardrail 5.iv | The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized. | |
| Smart Goals | 5.iv.a | By June 2023, Reynolds School District will increase the yearly attendance rate of Latinx/o/a students from 72% to 82%* (*2020-2021 Data) |
| | 5.iv.b | By June 2023, Reynolds School District will increase the yearly attendance rate of Black/African American students from 70% to 80%. |

SMART Goal Status: In progress

Data sources and reports show we are making gains towards increasing our percentage of regular attenders post pandemic. It is through revised attendance systems and intentional interventions we will continue to see a rise in attendance rates for our Latino and Black students.

Report Relation to Guardrail:

Our Latino and Black/African American student attendance is improving since the pandemic. The Climate and Culture team has been working towards developing equitable attendance systems that are aligned to best practices, The Reynolds School District Strategic Plan, and the Superintendent Guardrails and Goals. Establishing reasonable attendance protocols provides staff with alerts for early warning signs and allows for immediate and frequent student/family check ins which have a positive impact on attendance outcomes for our students who have been historically marginalized.

Report Information:

The current attendance data shows that our Latino and Black students are making some attendance gains. Our regular attenders who identify as Black/African American continue to attend at higher percentages than all student regular attenders while our elementary regular attenders who identify as Latino/Hispanic are attending at a higher rate than all students.

In order to increase this pattern of growth, the Culture and Climate Department is offering Tier 1 support in schools for bolstering regular attenders, advocated for social workers in every building who provide family outreach, collaborated with Every Day Matters to gain guidance on addressing Chronic Absenteeism, attending building base attendance team meetings across the district, and aligned MTSS work within our schools.

It is through these partnerships and collaboration, we will continue to identify attendance needs to prioritize for the development, design, and delivery of future attendance systems. We are excited to implement best practices for our students and families and develop both building level as well as district level attendance policies that positively impact our students of marginalized populations.



Chronic Absenteeism

Climate and Culture

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MISSION

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Guard Rail 5.iv

The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized.

- 5.iv.a By June 2023, Reynolds School District will increase the yearly attendance rate of Latinx/o/a students from 72% to 82%* (*2020-2021 Data)
- 5.iv.b By June 2023, Reynolds School District will increase the yearly attendance rate of Black/African American students from 70% to 80%.

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Data Differences

The data you will view tonight has been gathered from our internal Synergy Systems.

https://sis-reynolds.cascadetech.org/reynolds/ST_Content.aspx Report **U-CTA-2057**

Synergy reports are live and have not been validated for full academic year (FAY) students.



State reports are NOT live and have not been validated for full academic year students (FAY)



This means you may see discrepancies when compared to state data.

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*Students are FAY if they are enrolled at the school or district for more than half of the school days from the start of the school year through the first school day in May.

What is Chronic Absenteeism

According to ODE, “Chronic absenteeism means not attending school for 10 percent or more than 10 percent of school days that the student is enrolled in a school year.”

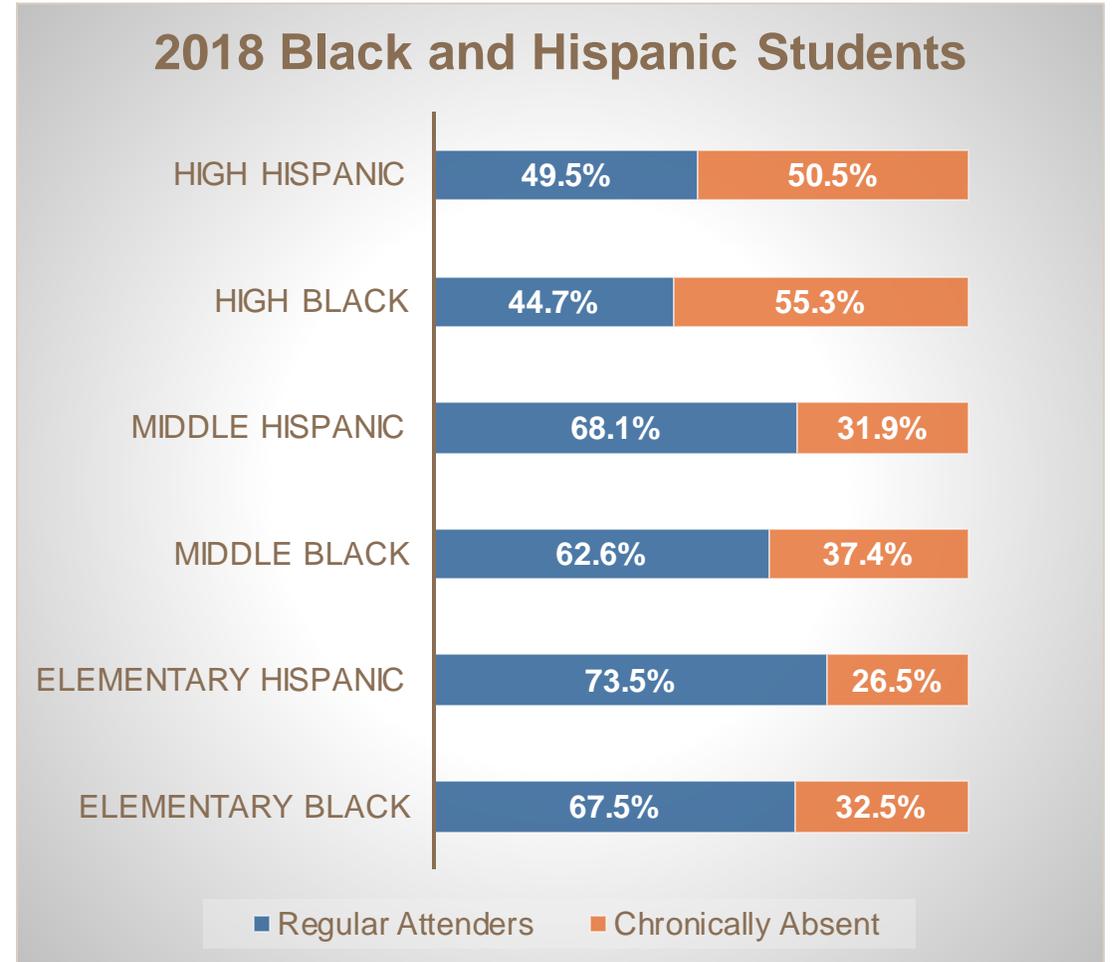
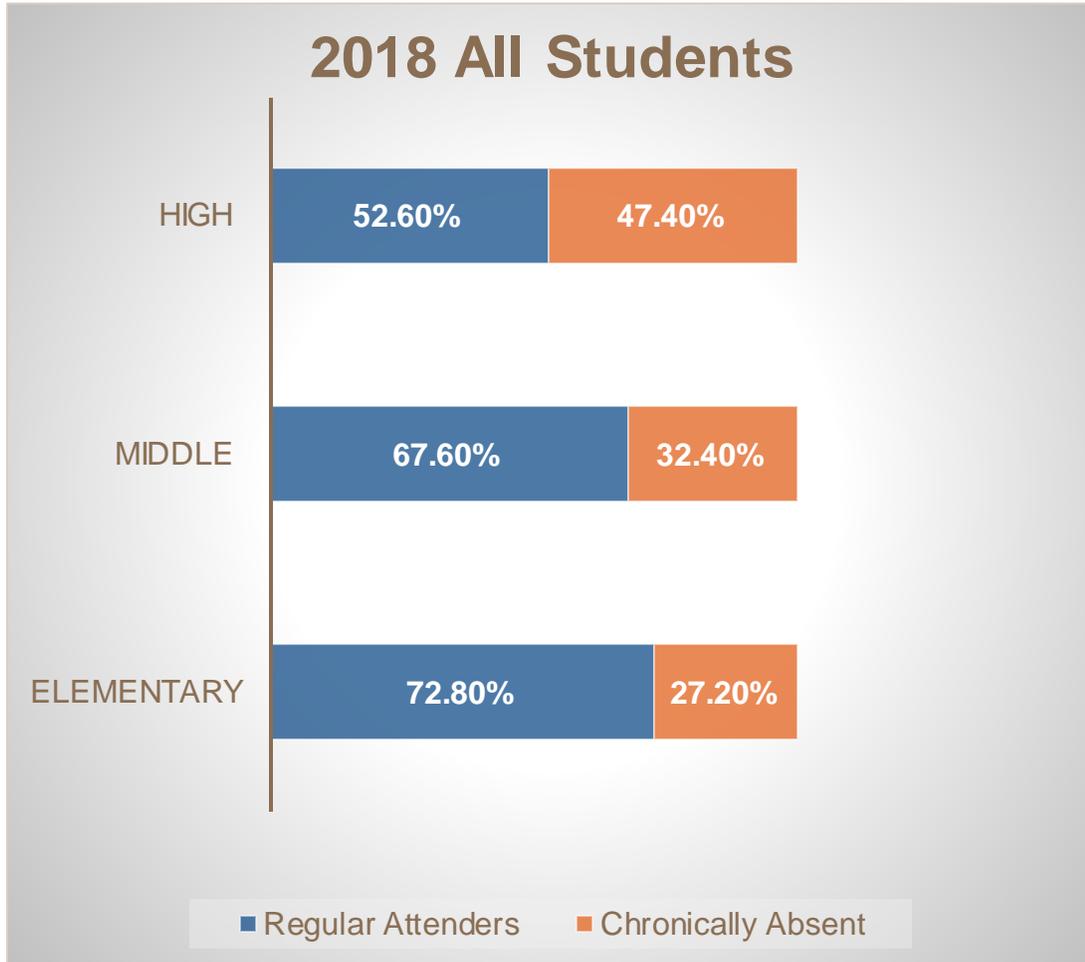
***This means students should not miss more than 2 days a month.**



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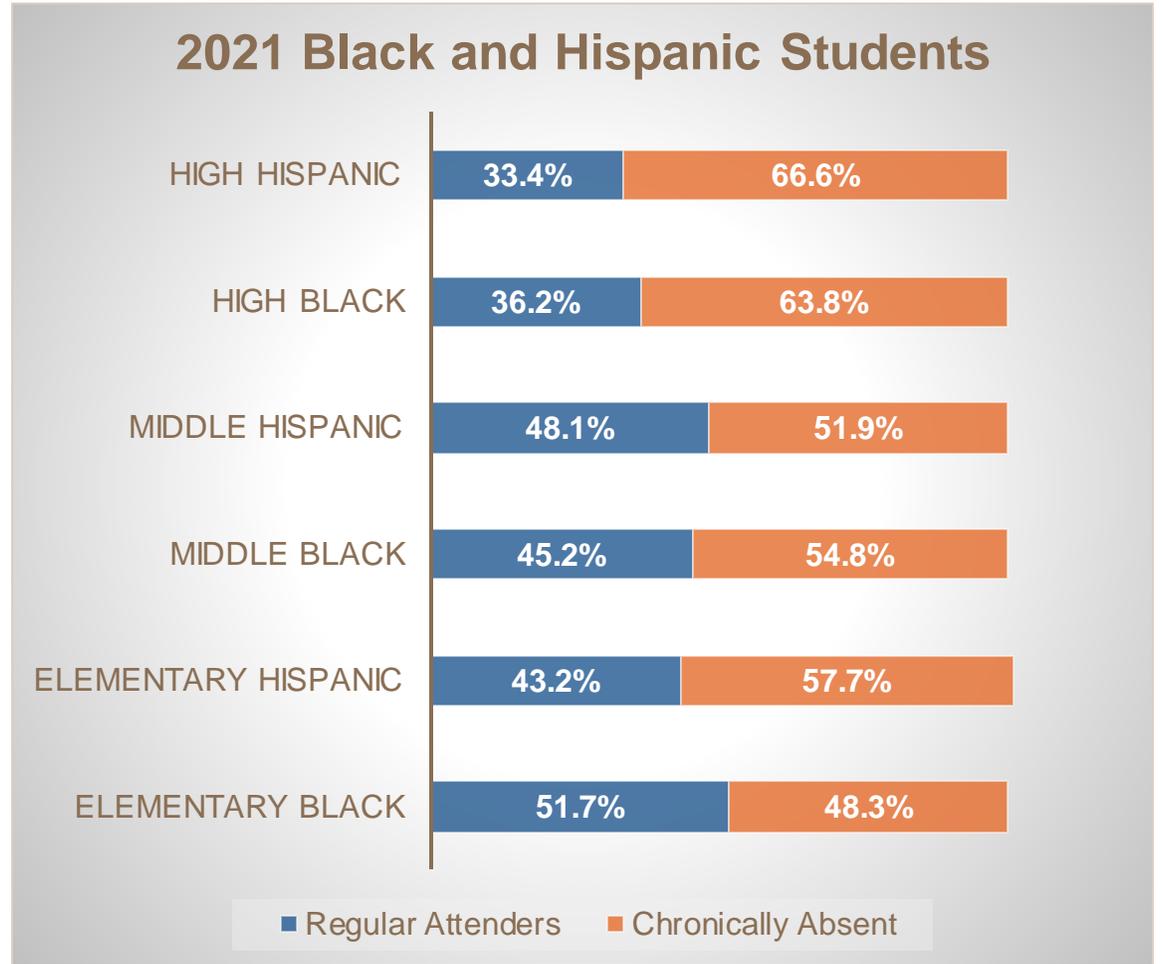
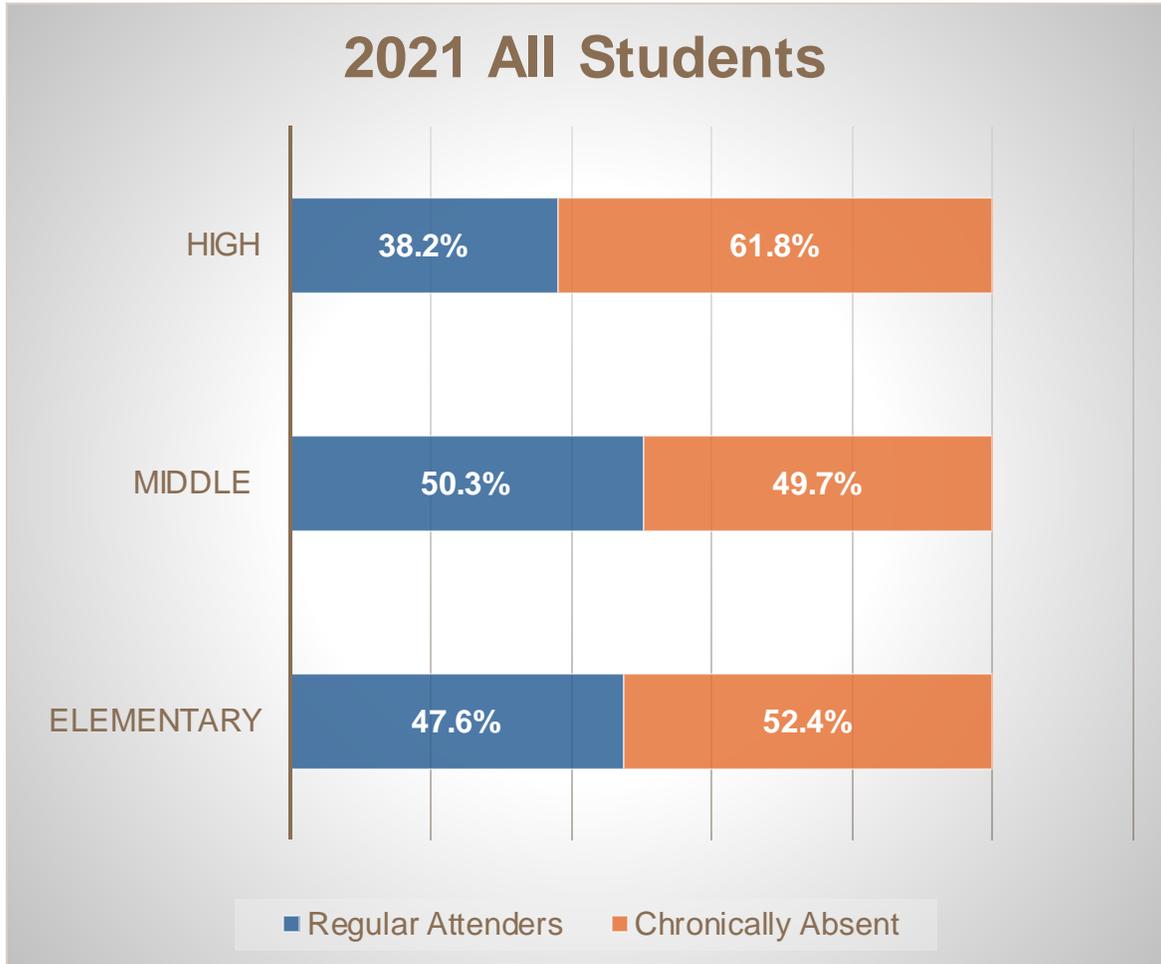
“Students are considered “Regular Attenders” if they attended more than 90% of their enrolled days...”

2018 Regular Attenders/Chronic Absenteeism Data



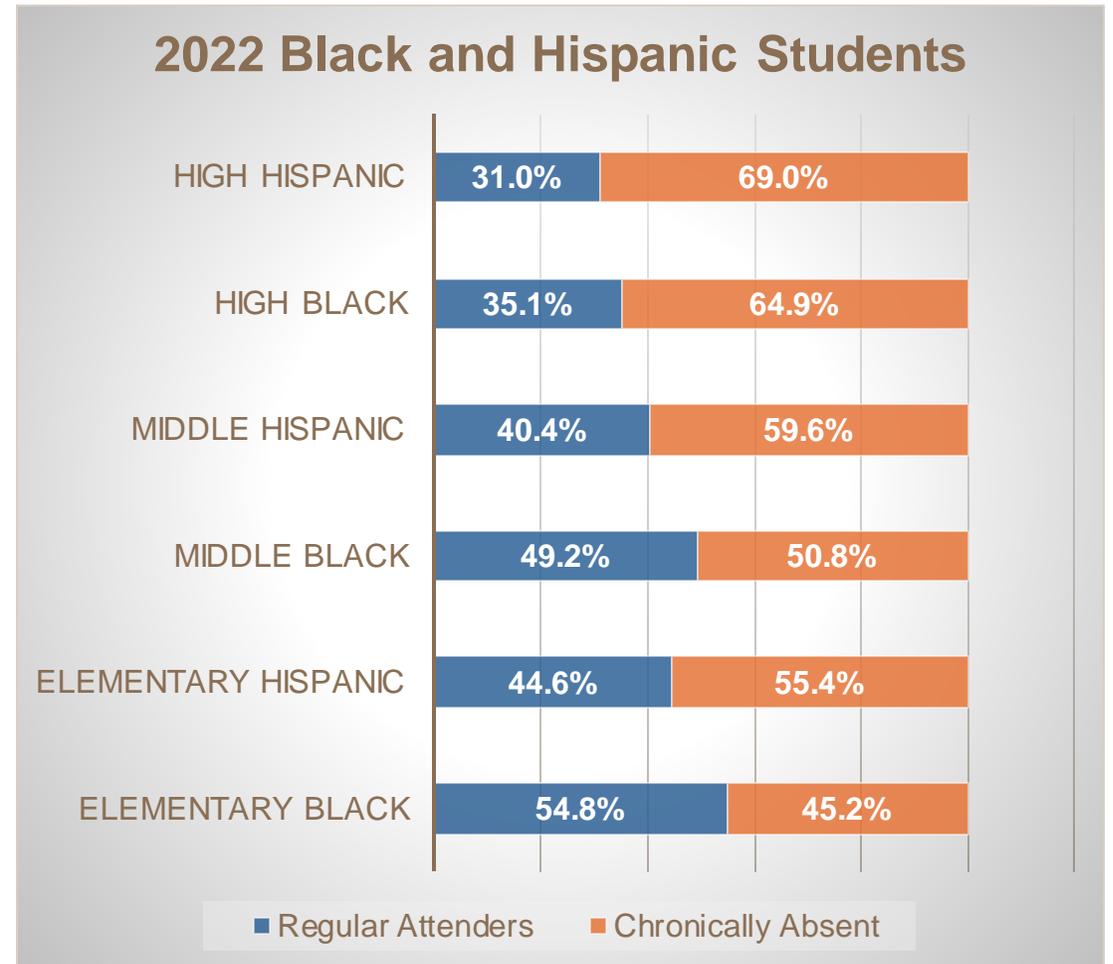
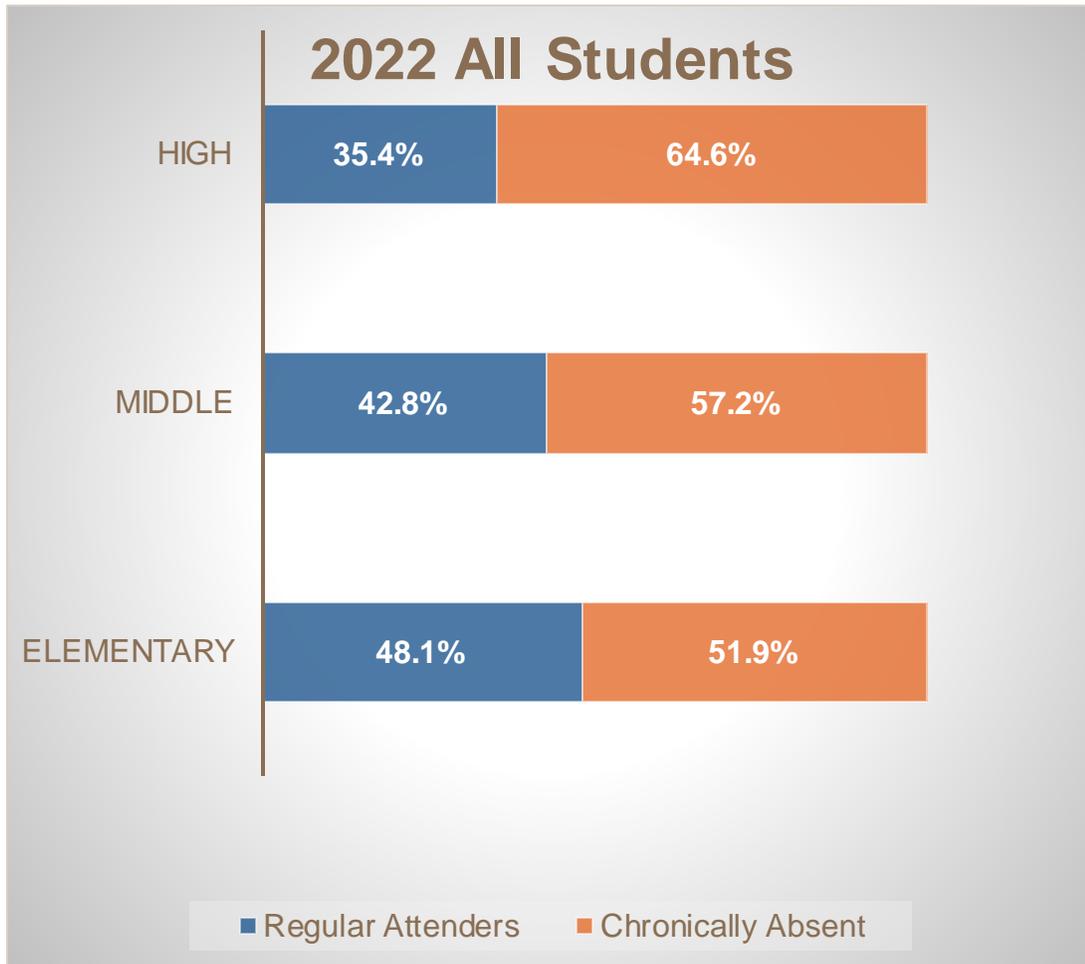
58

2021 Regular Attenders/Chronic Absenteeism Data



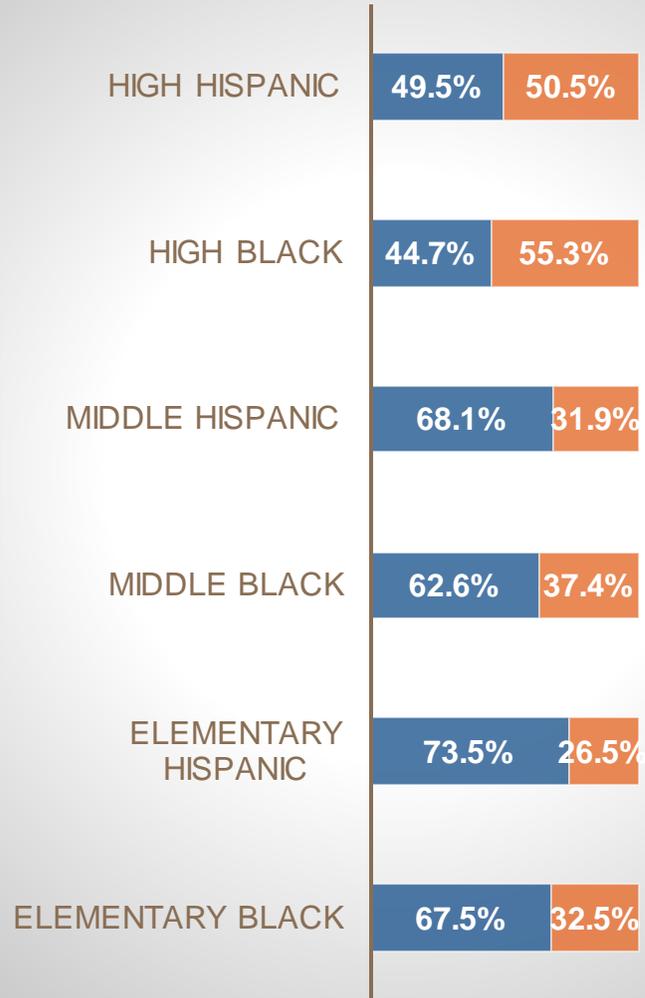
59

2022 Regular Attenders/Chronic Absenteeism Data

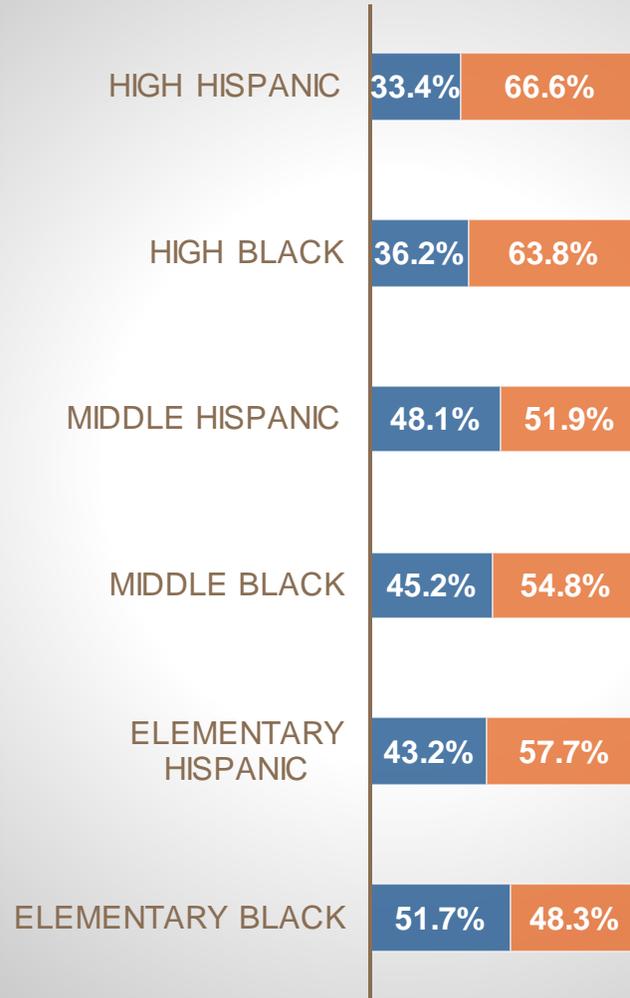


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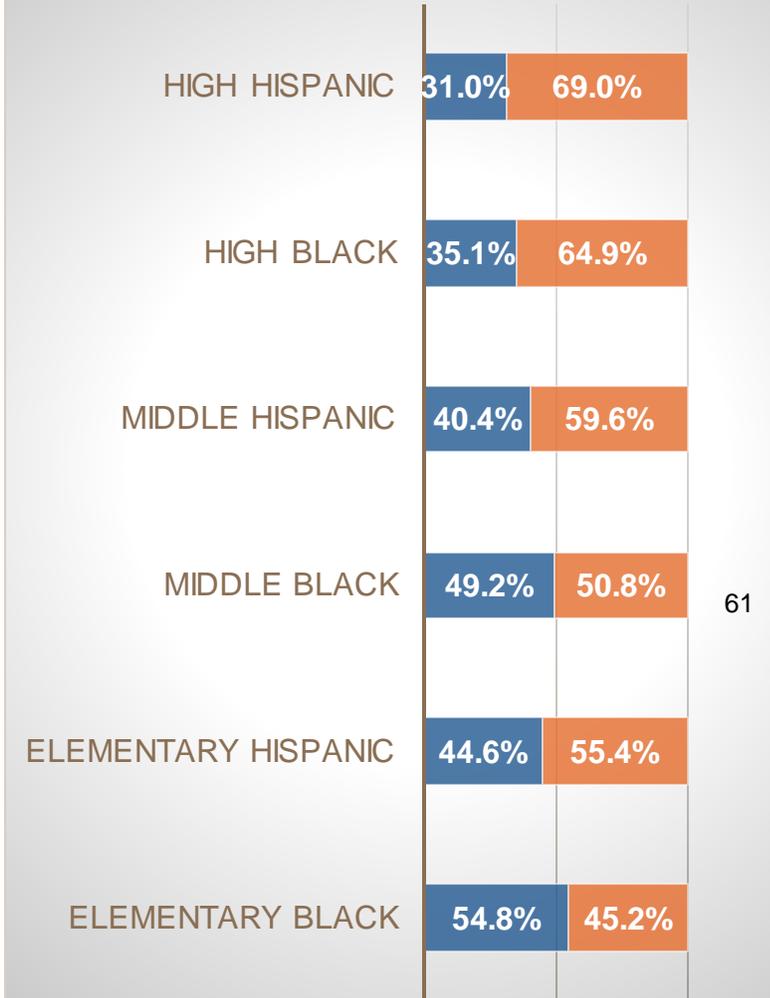
2018 Black and Hispanic Students



2021 Black and Hispanic Students



2022 Black and Hispanic Students



■ Regular Attenders ■ Chronically Absent

■ Regular Attenders ■ Chronically Absent

■ Regular Attenders ■ Chronically Absent

Actions for Addressing Chronic Absenteeism

- Collaborating with MESD Every Day Matters (EDM)
- Attending school base attendance team meetings district wide
- Providing guidance around best practices for addressing Chronic Absenteeism based off of EDM suggestions
- Offering Tier 1 support in schools for bolstering regular attenders
- Social Workers in every building who provide outreach to families
- District Social Worker who supports with severe chronic absenteeism (students missing 20 percent or more of school days)
- Aligning Multi-Tiered Systems of Support work within all of our buildings across the district
- Family Engagement Specialists in schools
- Partnering with our Equity Director to collaborate on creating inclusive schools
- Partnering with All Hands Raised to strategize on how to engage our families
- Having our McKinney Vento Liaison partner with families to ensure attendance barriers are removed for our homeless students and working with ODE to tighten up our MV systems.

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Questions ?

Thank you



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

To: Board of Directors
From: Dr. Christopher Ortiz, Deputy Superintendent
Prepared by: Candice Vickers, Executive Director of Student and Family Services
Subject: Student Mobility Rates
Policy: [Intradistrict \(“Area Exception”\) Transfers – JECBB-AR](#)
Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

This report is an overview of mobility rates for the 2018-2019, 2020-2021, and 2021-2022 school years. It will show three-year trends by District and by school. A comparison will be made between RSD (Reynolds School District) and other East County School Districts. Note that the 2019-2020 school year is not reported due to school closures because of the Covid 19 pandemic. The results of the 2020-2021 school year are altered due to the temporary pause of using 10-day drops which impacted the reporting of Significant Gaps.

Please refer to the attached presentation.

Previous Board Action:

Not Applicable

Background:

As stated in the *Accountability Data Brief: Student Mobility in Graduation*, “students who have enrollment gaps or transitions are seen to graduate at a substantially lower rate, with gaps of more than 40 percentage points compared to the students who remain in one district (the “intact” group).”

https://www.oregon.gov/ode/reports-and-data/Documents/databrief_mobility_graduation.pdf

Financial Implications:

The financial implications are a potential impact on ADM (Annual Daily Membership) and ADM-W (Weighted ADM).

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

Not Applicable



GUARDRAIL MONITORING REPORT

Guardrail 5.iv

The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized.

Report Relation to Guardrail:

Examining data such as mobility rate helps to evaluate inequitable impacts on marginalized groups as well as working toward improved outcomes for all Reynolds students based on all available data.

Report Information:

Student Mobility Rates are defined as the percentage of a school's students that had within-year school changes and/or enrollment gaps.

Why do mobility rates matter? As reported in ODE's accountability data brief (2018), we know that mobility rates have an impact on graduation rates. It is also notable that marginalized groups across the state have higher mobility. Students who remain intact, at one high school from their freshman year through their senior year have significantly higher graduation rates. While students who enroll in more than one school or who have significant gaps in enrollment/attendance during a school year have significantly lower graduation rates. It is important to recognize that other factors play a role in lower graduation rates for students impacted by mobility than just mobility in and of itself.

How is Mobility reported? Students are considered mobile if they fall into any one of the following four conditions.

- Enrolled in more than one school during a school year.
- Enter school after the first school day in October.
- Exit school after the first school day in May.
- Have a significant gap in enrollment, defined as not attending a K-12 public school for 10 consecutive school days.

All students who meet one of these conditions and attend during third period cumulative ADM (July 1st - May 1st) are calculated into the school and district mobility rates.

How did Covid-19 impact our three-year trend? The 2018-2019 school year was the most recent pre-pandemic data using the criteria noted above. Mobility Rates were not reported in the 2019-2020 school year as this was the first school year impacted by the pandemic. Distance learning was our reality in the 2020-2021 school year and the mobility rate conditions were altered as we followed temporary guidance by The Oregon Department of Education which effected significant gap and enrollment/withdrawal data. You will note a significant decline across all schools and the district because of these changes. Our 2021-2022 school year mobility rates are higher than 2018-1019 as a district and in most of our schools.

What may be some influencing factors? We are still working through the consequences of the pandemic in addition to increased rates in illness due to RSV and the Flu. Rent moratorium suspension, rent increases, inflation rates, unemployment, housing instability rates, all could contribute to this increase. Family influences such as migrant work, travel to other state and countries, immigration from other countries, and long-term medical care also have an impact. Glenfair, our elementary school with the highest mobility rate, has a shelter within its school boundary. RLA, which has our highest rate across the district, utilizes a hexter model and accepts students every six weeks as well as supporting alternatives to traditional programs to get students to graduation but increases their mobility rate.

What do we know we can do? We know that being on track to graduate is a better predictor to graduation than mobility. We know that attendance matters and that minimizing significant gaps through attendance initiatives and teams makes a difference. We know that Academic success influences students' engagement and ability to graduate on time. We know having multiple pathways and opportunities to engage students will assist in moving them towards graduation regardless of significant gaps or mobility.

Mobility rates provide us additional information to support all students and to attend to marginalized groups to impact the effect mobility can have on our students and their outcomes.

https://www.oregon.gov/ode/reports-and-data/Documents/databrief_mobility_graduation.pdf



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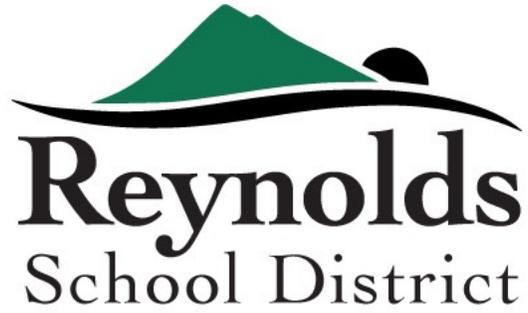


Mobility Rate

Student Information Management and Records

MISSION

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VISION

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CORE BELIEFS & COMMITMENTS



SAFETY

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ORGANIZATIONAL CULTURE

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Superintendent Guardrail

**Guardrail
5.iv**

The Superintendent shall not operate without examining data annually to ensure there are no inequitable impacts for students who have been marginalized.

Why Does Mobility Rate Matter

- Students who have enrollment gaps or transitions have significantly lower graduation rates than students who remain in one district.
- Highest graduation rates are seen with students who begin high school in their freshman year and remain through their senior year.
- Graduation Rates are lower for students with significant gaps, 20 days or more, even when remaining in one District.

Mobility Reporting Methodology

- Students are considered mobile if they meet at least one of the following four definitions.
- **Multiple Schools:** The student had enrollment within more than one attending school.
- **Late Entry:** The student's first enrollment during the school year began after the first school day in October.
- **Early Exit:** The student's last enrollment during the school year ended before the first school day in May, and the student did not have one of the following leave codes:
 - Earned a credential, not expected to continue enrollment
 - Previously earned a credential; returned and re-exited
 - Deceased/Permanently Incapacitated
 - Exceeded age requirements
- **Significant Gap:** The student had an enrollment gap between two records for the same school, during which they were not enrolled in any public Oregon K-12 education for at least 10 consecutive weekdays.

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Methodology Continued...

Aggregation:

- Total Students: Number of unique students enrolled in the school or district at any point during 3rd period cumulative ADM (Annual Daily Membership)
 - This reporting period includes enrollments from 7/1- 5/1.
- Mobile Students: Number of students flagged as mobile according to the four criteria.
- Mobility Rate: $\text{Mobile Students} \div \text{Total Students}$

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Mobility Rates - Elementary

| Institution Name | Institution Type | Total Count of Students | 18-19 Percent of Mobile Students | Total Count of Students | 20-21 Percent of Mobile Students | Total Count of Students | 21-22 Percent of Mobile Students |
|----------------------------------|------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|
| Alder Elementary School | Elementary | 537 | 19.0 | 451 | 10.0 | 424 | 22.2 |
| Davis Elementary School | Elementary | 486 | 17.3 | 440 | 8.9 | 448 | 24.3 |
| Fairview Elementary School | Elementary | 378 | 16.7 | 301 | 10.0 | 336 | 22.9 |
| Glenfair Elementary School | Elementary | 555 | 25.9 | 436 | 8.9 | 490 | 34.3 |
| Hartley Elementary School | Elementary | 510 | 20.0 | 426 | 8.0 | 366 | 16.4 ⁷⁴ |
| Margaret Scott Elementary School | Elementary | 457 | 21.7 | 435 | 15.2 | 412 | 23.8 |
| Multnomah Learning Academy | Elementary | 563 | 9.1 | * | < 5.0 | 574 | 10.8 |
| Reynolds Arthur Academy | Elementary | 206 | 7.3 | 176 | 9.1 | 166 | 10.8 |
| Rockwood Preparatory Academy | Elementary | 370 | 17.3 | 301 | 6.0 | 340 | 15.9 |
| Salish Ponds Elementary School | Elementary | 489 | 19.4 | 384 | 5.7 | 380 | 23.9 |
| Sweetbriar Elementary School | Elementary | 359 | 9.7 | 313 | 7.7 | 283 | 15.2 |
| Troutdale Elementary School | Elementary | 473 | 14.0 | 402 | 10.7 | 351 | 12.8 |
| Wilkes Elementary School | Elementary | 549 | 22.4 | 464 | 14.2 | 494 | 21.9 |
| Woodland Elementary | Elementary | 486 | 11.9 | 389 | 7.5 | 417 | 18.0 |

18-19 pre-pandemic -19-20 not reported due to pandemic – 20-21 change in reporting

Mobility Rates - Secondary

| Institution Name | Institution Type | Total Count of Students | 18-19 Percent of Mobile Students | Total Count of Students | 20-21 Percent of Mobile Students | Total Count of Students | 21-22 Percent of Mobile Students |
|----------------------------|------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|
| Hauton B Lee Middle School | Middle | 811 | 18.4 | 822 | 9.1 | 790 | 20.3 |
| Reynolds Middle School | Middle | 1,042 | 16.8 | 997 | 9.7 | 1,008 | 24.9 |
| Walt Morey Middle School | Middle | 644 | 13.2 | 591 | 7.1 | 600 | 14.5 |
| Reynolds High School | High | 2,682 | 19.6 | 2,768 | 8.6 | 2,766 | 25.2 |
| Reynolds Learning Academy | High | 284 | 54.2 | 269 | 30.5 | 318 | 66.7 |

18-19 pre-pandemic -19-20 not reported due to pandemic – 20-21 change in reporting

Mobility Rates- District Comparisons

| Institution Name | Institution Type | Total Count of Students | 18-19 Percent of Mobile Students | Total Count of Students | 20-21 Percent of Mobile Students | Total Count of Students | 21-22 Percent of Mobile Students |
|------------------|------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|
| Reynolds SD 7 | District | 11,827 | 17.0 | 10,960 | 9.0 | 10,789 | 21.1 |

East County Comparison 2021-2022

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| <i>RSD</i> | <i>CSD</i> | <i>DDSD</i> | <i>GBSD</i> | <i>PSD</i> |
|--------------|--------------|--------------|--------------|--------------|
| 21.1% | 16.9% | 17.6% | 18.1% | 16.5% |

What Do We Know

- While Mobility has an impact on graduation rates, On Track to Graduate is a better predictor of Graduation than Mobility
- On Track to Graduate Matters
- Attendance Matters
- Academic Success Matters
- Multiple Pathways and Opportunities Matter



Questions ?



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To: Board of Directors

From: Dr. Danna Diaz, Superintendent of Schools

Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent

Subject: Superintendent's Report

Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

Cabinet will provide announcements and reports to the board:

- a. Communication Report
- b. Financial Report
- c. Enrollment Report

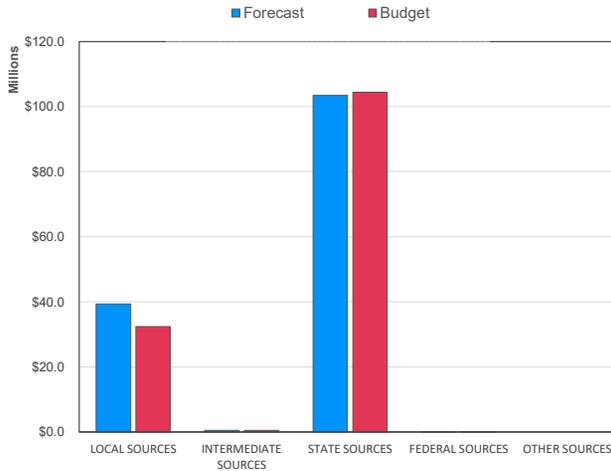
100 General Fund | Financial Projection by Object

For the Period Ending December 31, 2022

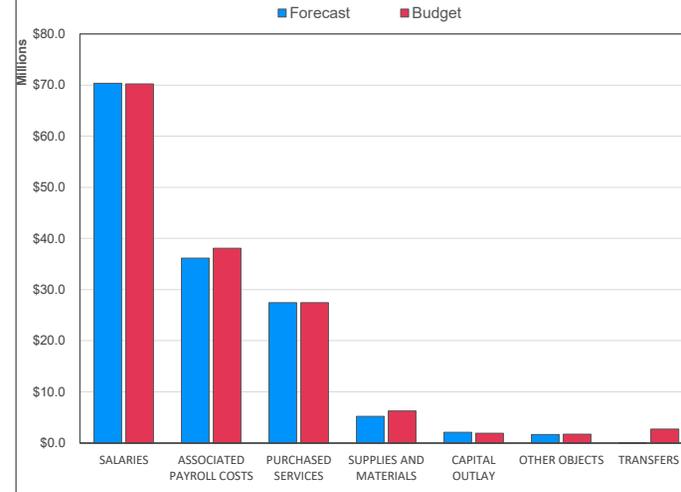
| | Prior YTD | Current Year Budget | Current YTD | % of Budget | Annual Forecast |
|--------------------------------------|-----------------------|------------------------|----------------------|---------------|-----------------------|
| RESOURCES | | | | | |
| Operating Revenues | | | | | |
| Local Sources | \$ 28,295,867 | \$ 32,332,859 | \$ 35,153,688 | 108.72% | \$ 39,310,119 |
| Intermediate Sources | - | 501,800 | 7,903 | 1.57% | 509,671 |
| State Sources | 58,108,484 | 104,355,789 | 58,630,424 | 56.18% | 103,375,980 |
| Federal Sources | 12,327 | 60,000 | 8,283 | 13.80% | 37,356 |
| Other Sources | 215,987 | - | - | 0.00% | - |
| Total Operating Revenues | \$ 86,632,664 | \$ 137,250,448 | \$ 93,800,297 | 68.34% | \$ 143,233,126 |
| Beginning Fund Balance | 24,654,907 | 34,006,549 | - | 0.00% | 34,006,549 |
| TOTAL RESOURCES | \$ 111,287,571 | \$ 171,256,997 | \$ 93,800,297 | 54.77% | \$ 177,239,675 |
| REQUIREMENTS | | | | | |
| Operating Expenditures | | | | | |
| Salaries | \$ 23,159,924 | \$ 70,211,510 | \$ 26,354,035 | 37.54% | \$ 70,325,774 |
| Associated Payroll Costs | 11,333,205 | 38,069,363 | 12,202,533 | 32.05% | 36,179,224 |
| Purchased Services | 8,901,997 | 27,427,494 | 11,105,394 | 40.49% | 27,413,015 |
| Supplies and Materials | 2,379,914 | 6,226,267 | 2,013,308 | 32.34% | 5,167,054 |
| Capital Outlay | 168,775 | 1,902,393 | 512,298 | 26.93% | 2,057,903 |
| Other Objects | 1,448,473 | 1,714,645 | 1,482,313 | 86.45% | 1,610,453 |
| Transfers | 1,712,502 | 2,721,650 | - | 0.00% | 51,000 |
| Total Operating Expenditures | \$ 49,104,789 | \$ 148,273,322 | \$ 53,669,881 | 36.20% | \$ 142,804,424 |
| Contingencies | - | 14,638,103 | - | 0.00% | - |
| Unappropriated Ending Fund Balance | - | 8,345,572 | - | 0.00% | - |
| TOTAL REQUIREMENTS | \$ 49,104,789 | \$ 171,256,997 | \$ 53,669,881 | 31.34% | \$ 142,804,424 |
| Ending Fund Balance | | | | | \$ 34,435,250 |
| OPERATING SURPLUS / (DEFICIT) | \$ 37,527,875 | \$ (11,022,874) | \$ 40,130,417 | | \$ 428,701 |

(Operating Revenue less Operating Expenses)

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



Enrollment Count Report 2022-2023

| Elementary Enrollment By Classroom December 15, 2022 | | | | | | | | | | | | | | Variance | | | |
|---|----|---|---|---|---|---|--------------|--------------|--------------|--------------|--------------|--------------|-----------|----------|------------|------------|--|
| School | Kn | d | g | t | n | x | 1st | 2nd | 3rd | 4th | 5th | Total | Added FTE | | Projected | Diff | |
| | | | | | | | Grade | Grade | Grade | Grade | Grade | | FTE | Grade | | | |
| Alder | | | | | | | | | | | | | | | | | |
| <i>Dual Language Classes</i> | | | | | | | 21 | 24 | 24 | 27 | 24 | | | | | | |
| | | | | | | | 19 | 23 | 22 | 28 | 27 | | | | | | |
| | | | | | | | 18 | 23 | 23 | 24 | 28 | | | | | | |
| Total | | | | | | | 58 | 53 | 70 | 69 | 79 | 408 | - | | 402 | 6 | |
| # of Classes | | | | | | | 3 | 3 | 3 | 3 | 3 | 18 | | | | | |
| Average Class Size | | | | | | | 19.33 | 17.67 | 23.33 | 23.00 | 26.33 | 26.33 | | | | | |
| Davis | | | | | | | 16 | 17 | 14 | 20 | 22 | 21 | | | | | |
| | | | | | | | 16 | 16 | 11 | 19 | 23 | 21 | | | | | |
| | | | | | | | 17 | 16 | 17 | 18 | 22 | 20 | | | | | |
| | | | | | | | 16 | 14 | 12 | | | | | | | | |
| Total | | | | | | | 65 | 63 | 54 | 57 | 67 | 62 | - | | 414 | -46 | |
| # of Classes | | | | | | | 4 | 4 | 4 | 3 | 3 | 3 | 21 | | | | |
| Average Class Size | | | | | | | 16.25 | 15.75 | 13.50 | 19.00 | 22.33 | 20.67 | | | | | |
| Fairview | | | | | | | 15 | 13 | 23 | 19 | 18 | 17 | | | | | |
| | | | | | | | 13 | 13 | 23 | 17 | 17 | 16 | | | | | |
| | | | | | | | 15 | 15 | | 17 | 17 | 16 | | | | | |
| Total | | | | | | | 43 | 41 | 46 | 53 | 52 | 49 | - | | 284 | 0 | |
| # of Classes | | | | | | | 3 | 3 | 2 | 3 | 3 | 3 | 17 | | | | |
| Average Class Size | | | | | | | 14.33 | 13.67 | 23.00 | 17.67 | 17.33 | 16.33 | | | | | |
| Glenfair | | | | | | | 24 | 20 | 22 | 19 | 19 | 23 | | | | | |
| | | | | | | | 24 | 18 | 23 | 18 | 21 | 21 | | | | | |
| | | | | | | | 25 | 19 | 21 | 18 | 19 | 22 | | | | | |
| | | | | | | | | 19 | | 18 | 20 | | | | | | |
| Total | | | | | | | 73 | 76 | 66 | 73 | 79 | 66 | - | | 418 | 15 | |
| # of Classes | | | | | | | 3 | 4 | 3 | 4 | 4 | 3 | 21 | | | | |
| Average Class Size | | | | | | | 24.33 | 19.00 | 22.00 | 18.25 | 19.75 | 22.00 | | | | | |
| Hartley | | | | | | | 17 | 19 | 21 | 21 | 18 | 21 | | | | | |
| | | | | | | | 18 | 19 | 22 | 20 | 17 | 22 | | | | | |
| | | | | | | | 17 | 20 | 21 | | 14 | 22 | | | | | |
| Total | | | | | | | 52 | 58 | 64 | 41 | 49 | 65 | - | | 396 | -67 | |
| # of Classes | | | | | | | 3 | 3 | 3 | 2 | 3 | 3 | 17 | | | | |
| Average Class Size | | | | | | | 17.33 | 19.33 | 21.33 | 20.50 | 16.33 | 21.67 | | | | | |

| | | | | | | | | | | | | | | |
|---------------------------|--|--------------|--------------|--------------|--------------|--------------|--------------|------------|---|--|--|--|--|-----------------------|
| M Scott | | 17 | 15 | 18 | 17 | 18 | 18 | | | | | | | <i>M Scott</i> |
| | | 16 | 19 | 17 | 21 | 19 | 19 | | | | | | | |
| | | 17 | 18 | 19 | 19 | 19 | 19 | | | | | | | |
| Total | | 50 | 52 | 54 | 57 | 56 | 56 | 325 | - | | | | | 396 -71 |
| # of Classes | | 3 | 3 | 3 | 3 | 3 | 3 | 18 | | | | | | |
| Average Class Size | | 16.67 | 17.33 | 18.00 | 19.00 | 18.67 | 18.67 | | | | | | | |
| | | | | | | | | | | | | | | |
| Salish Ponds | | 12 | 18 | 17 | 20 | 16 | 19 | | | | | | | <i>Salish Ponds</i> |
| | | 15 | 17 | 18 | 18 | 18 | 20 | | | | | | | |
| | | 15 | 17 | 17 | 19 | 16 | 19 | | | | | | | |
| Total | | 42 | 52 | 52 | 57 | 50 | 58 | 311 | - | | | | | 360 -49 |
| # of Classes | | 3 | 3 | 3 | 3 | 3 | 3 | 18 | | | | | | |
| Average Class Size | | 14.00 | 17.33 | 17.33 | 19.00 | 16.67 | 19.33 | | | | | | | |
| | | | | | | | | | | | | | | |
| Sweetbriar | | 20 | 19 | 19 | 24 | 22 | 23 | | | | | | | <i>Sweetbriar</i> |
| | | 18 | 20 | 17 | 25 | 23 | 23 | | | | | | | |
| Total | | 38 | 39 | 36 | 49 | 45 | 46 | 253 | - | | | | | 272 -19 |
| # of Classes | | 2 | 2 | 2 | 2 | 2 | 2 | 12 | | | | | | |
| Average Class Size | | 19.00 | 19.50 | 18.00 | 24.50 | 22.50 | 23.00 | | | | | | | |
| | | | | | | | | | | | | | | |
| Troutdale | | 21 | 19 | 20 | 25 | 28 | 22 | | | | | | | <i>Troutdale</i> |
| | | 19 | 20 | 21 | 25 | 28 | 21 | | | | | | | |
| | | 22 | 18 | 20 | | | 21 | | | | | | | |
| Total | | 62 | 57 | 61 | 50 | 56 | 64 | 350 | - | | | | | 352 -2 |
| # of Classes | | 3 | 3 | 3 | 2 | 2 | 3 | 16 | | | | | | |
| Average Class Size | | 20.67 | 19.00 | 20.33 | 25.00 | 28.00 | 21.33 | | | | | | | |
| | | | | | | | | | | | | | | |
| Wilkes | | 18 | 22 | 23 | 20 | 24 | 18 | | | | | | | <i>Wilkes</i> |
| | | 16 | 23 | 24 | 19 | 24 | 20 | | | | | | | |
| | | 17 | 21 | 24 | 19 | 23 | 18 | | | | | | | |
| | | 9 | 10 | | 20 | | 17 | | | | | | | |
| Total | | 60 | 76 | 71 | 78 | 71 | 73 | 429 | - | | | | | 419 10 |
| # of Classes | | 3.5 | 3.5 | 3 | 4 | 3 | 4 | 21 | | | | | | |
| Average Class Size | | 17.14 | 21.71 | 23.67 | 19.50 | 23.67 | 18.25 | | | | | | | |
| | | | | | | | | | | | | | | |
| Woodland | | 21 | 23 | 18 | 25 | 22 | 20 | | | | | | | <i>Woodland</i> |
| | | 18 | 21 | 16 | 23 | 24 | 21 | | | | | | | |
| | | 22 | 21 | 18 | 25 | 23 | 21 | | | | | | | |
| Total | | 61 | 65 | 52 | 73 | 69 | 62 | 382 | - | | | | | 359 23 |
| # of Classes | | 3 | 3 | 3 | 3 | 3 | 3 | 18 | | | | | | |
| Average Class Size | | 20.33 | 21.67 | 17.33 | 24.33 | 23.00 | 20.67 | | | | | | | |

| | | | | | | | | | | |
|--------------------------|-------|-------|-------|-------|-------|-------|------|---|------|------|
| Grade Totals | 604 | 632 | 626 | 657 | 673 | 680 | 3872 | - | 4072 | -200 |
| Total # of Classes | 33.5 | 34.5 | 32 | 32 | 32 | 33 | 197 | | | |
| Total Average Class Size | 18.03 | 18.32 | 19.56 | 20.53 | 21.03 | 20.61 | | | | |

ACTUAL ATTENDANCE COUNT REPORT 2021-2022

| Secondary Enrollment By Grade Level | | | | | | | | | | | | | | COMPARISON TO PROJECTIONS | | | |
|-------------------------------------|-----------|------------------------|---|-----------|---|------------------------------|---|------------|---|------------|---|---------------|-------|---------------------------|-----------|-------|----|
| December 15, 2022 | | | | | | | | | | | | | | | | | |
| School | 6th Grade | 7th Grade | x | 8th Grade | x | 9th Grade | x | 10th grade | x | 11th Grade | x | 12th Grade | Total | Added FTE | Projected | Diff | |
| HB Lee MS | 228 | 214 | | 222 | | | | | | | | | 664 | | 826 | -162 | |
| Reynolds MS | 256 | 267 | | 286 | | | | | | | | | 809 | | 977 | -168 | |
| Walt Morey MS | 178 | 191 | | 188 | | | | | | | | | 557 | | 604 | -47 | |
| RHS + Middle College | | | | | | 705 | | 595 | | 562 | | 510 | 2372 | | 2801 | -429 | |
| RLA | | | | | | 1 | | 33 | | 55 | | 118 | 207 | | 216 | -9 | |
| Total | 662 | 672 | | 696 | | 706 | | 628 | | 617 | | 628 | 4609 | - | 5424 | -815 | |
| Total Reynolds: | | | | | | | | | | | | | 8481 | - | 9496 | -1015 | |
| Comprehensive School | | Targeted School | | | | New Classroom Pending | | | | | | | | | | | |
| Charter School Data | | | | | | | | | | | | | | | | | |
| | Kndgtn | 1st Grade | x | 2nd Grade | x | 3rd Grade | x | 4th Grade | x | 5th Grade | x | 6th-8th Grade | Total | Added FTE | FTE | Grade | |
| Arthur Academy | 30 | 29 | | 34 | | 26 | | 28 | | 28 | | | 175 | | | 167 | 8 |
| Rockwood Preparatory Academy | 67 | 68 | | 62 | | 47 | | 51 | | 50 | | | 345 | | | 295 | 50 |
| MLA | 49 | 48 | | 47 | | 47 | | 46 | | 48 | | 277 | 562 | | | 570 | -8 |
| HOLLA | 14 | 16 | | 19 | | | | | | | | | 49 | | | 47 | 2 |
| | | | | | | | | | | | | | 1131 | - | 1079 | 52 | |
| | | | | | | | | | | | | | 9,612 | - | 10,066 | (454) | |

To: Board of Directors

From: Dr. Danna Diaz, Superintendent of Schools

Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent

Subject: Consent Agenda

Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

- A. Approval of Personnel Order
- B. Approval of Prior Meeting Minutes
- C. Field Trips
 - i. RHS: District Convention (DCON) Key Club Leadership Group
 - ii. RLA: MYC Marine Biology
 - iii. RLA: MYC Geology/Desert Ecology Trip
 - iv. RLA: OSU College Visit
- D. Authorization to Spend: ESSER Funds

Staff Recommendation:

Staff recommends the Board approve all Consent Agenda items as presented.

Motion:

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



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

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

December 14, 2022

7:00 PM

Wood Village City Hall

24200 NE Halsey

Wood Village, Oregon 97060

Attendance Taken at 7:01 PM. Yesenia Delgado: Present, Ana Gonzalez Muñoz: Present, Francisco Ibarra: Present, Aaron Muñoz: Present, Michael Reyes: Present, Cayle Tern: Absent.

I. 6:00p - Executive Session

The Reynolds School Board and the Superintendent will recess into Executive Session at 6:00p, under ORS 192.660(2)(b) Personnel and ORS 192.660(2)(d) Negotiations. Executive Session is closed to the public.

II. 7:00p - Call to Order

- Chair Ana Gonzalez Muñoz called the December 14, 2022 Business Meeting to order at 7:00p.

A. Roll Call

B. Consider Approval of the December 14, 2022 Agenda

I move that the Board approve the December 14, 2022 as presented. This motion, made by Yesenia Delgado and seconded by Aaron Muñoz, Passed.

Yea: 5, Nay: 0

C. Pledge of Allegiance

D. Land Acknowledgement

- Director Michael Reyes read the Land Acknowledgement into the record.

III. 7:10p - Board Recognition

A. Student Recognition

B. Staff Recognition

IV. 7:20p - Public to be Heard

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

V. 7:40p - Bargaining Group Updates

VI. 7:55p - Presentation to the Board

A. Student Outcome Monitoring Report: RSD/REA Article 18 Discipline Committee Report

- The Article 18 committee is working to find time to go over the handbook with each school this year so that all schools are aligned in how they categorize behaviors.

- The Director of Equity and Student Success is going out to every school, working with staff, doing trainings, attending meetings, etc., working to interrupt implicit bias.
- Synergy also tracks who is submitting referrals Is the district

B. SB 13 Tribal History/Shared History; SB 664: Holocaust and Genocide Studies; HB 2845: Ethnic Studies

- The standards should be implemented by the 2026-2027 school year. We will start building the scope and the sequence now so we are prepared.
- HMH pathway is the scope and sequence that came with our ELA curriculum. We will use the pathway to decide which standards can be exchanged for one of the HB 13 lessons.

C. School and Department Improvement Plans: Fall Update

- Dr. Koreen Barreras-Brown, Dr. Sara Hahn-Huston, and Rachel Aazzerah do the formative reviews and work with each individual department or school.
- The tight SMART goals are reflective of the Board's Student Outcome Goals and then each school also has additional goals personalized based on their data.

VII. 8:40p - Superintendent's Reports

- A. Announcements/Reports**
- B. Communications Report**
- C. Financial Report**
- D. Enrollment Report**

VIII. 8:55p - Consent Agenda

I move that the Board approve all Consent Agenda items as presented. This motion, made by Aaron Muñoz and seconded by Michael Reyes, Passed.

Yea: 5, Nay: 0

- A. Approval of Personnel Order**
- B. Approval of Prior Meeting Minutes**
- C. IGA Between Oregon School for the Deaf, Oregon Department of Education, and Reynolds School District**
- D. Jump Start Kindergarten ESSER III Grant**
- E. Authorization to Spend: 22-23 Bus Replacement Cycle**
 - The purchase of diesel buses is being recommended because the infrastructure for electric buses needs some improvement. We've dealt with a lot of warranty issues and the electric bus has been down more than the other buses.
- F. DJC-AR Special Procurements and Exemptions from Competitive Bidding Policy**
- G. Budget Calendar Update**
- H. 2022-2023 Board Calendar Update**

IX. 9:00p - Action Items

- A. MOU with OSEA: Contracting Out**
 - This MOU is mainly focusing on EAs for classroom support. The MOU only goes through the rest of this school year. We will continue looking for ways to recruit and incentivize new employees.

I move that the Board approve the Contracting Out MOU between OSEA Chapter 37 and Reynolds School District. This motion, made by Michael Reyes and seconded by Francisco Ibarra, Passed.

Yea: 5, Nay: 0

X. 9:05p - Board Reports and Discussion

A. Individual Board Members - Announcements and Reports

- Update regarding the continued conversations around the SRDs and the students, especially at RHS to make sure student concerns are being heard.
- Status on policy and equity committees.
- ODE is working to update the literacy framework. They have online surveys in English and Spanish.

B. Upcoming Board Meetings

C. Board Vacancy and Budget Committee Vacancies

D. Committees

Bond Finance and Planning Committee:

Policy Review Committee: Ana Gonzalez Muñoz

Reynolds Education Foundation:

SEL Curriculum:

Math Curriculum:

E. First Reading: Board Student Outcome Theory of Action

F. Second Reading: Board Student Outcome Goals / Board Guardrails / Student Outcome Monitoring Calendar

- Request for more focus group sessions.

XI. 9:20p - Adjourn

- Board Chair Ana Gonzalez Muñoz adjourned the December 14, 2022 meeting at 9:09p.



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

**Reynolds School District
Board of Education Work Session**

January 11, 2023

6:00 PM

Wood Village City Hall

24200 NE Halsey

Wood Village, Oregon 97060

All 6 Board members in attendance.

I. 6:00p - Call to Order

- Chair Ana Gonzalez Muñoz called the January 11, 2023 Work Session to order at 6:10p.

A. Roll Call

B. Land Acknowledgement

- Vice Chair Aaron Muñoz read the land acknowledgement into the record.

II. 6:05p - Board Position 2 Vacancy Interviews

A. Candidate 1

B. Candidate 2

C. Candidate 3

D. Candidate 4

E. Candidate 5

III. 7:20p - Public to be Heard: Comments on the Duties and Qualifications of the Interim Superintendent

IV. 8:00p - Action on Interim Superintendent Duties and Qualifications

I move that the Board approve the Interim Superintendent hiring procedures as discussed this evening and as incorporated in the Interim Superintendent draft job description. This motion, made by Yesenia Delgado and seconded by Aaron Muñoz, Passed.

Yea: 6, Nay: 0

V. 8:15p - Recess into Executive Session

The Reynolds School Board will meet under ORS 192.660(2)(a) Personnel. Executive Session is closed to the public.

- The Board recessed into Executive Session at 7:40p.
- The Board resumed Open Session at 10:27p

VI. Potential Action Related to Interim Superintendent Interviews

I move to hire Frank Caropelo as the Interim Superintendent for the balance of the 2022-2023 school year. This motion, made by Michael Reyes and seconded by Yesenia Delgado, Passed.

Yea: 6, Nay: 0

VII. Adjournment

- Chair Ana Gonzalez Muñoz adjourned⁸⁸ the January 11, 2023 Work Session at 10:29p.

To: Board of Directors

From: Dr. Sara Hahn-Houston, Executive Director of Schools

Prepared by: Elizabeth Pomykala, Admin. Assistant to the Executive Director of Schools

Subject: District Convention (DCON) RHS Key Club Leadership Group

Policy: [Field Trips and Special Events - IICA](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We believe that the heart of a high-performing organization is its people. We commit to becoming an inclusive and positive organizational culture.

Summary:

The Reynolds High School Key Club Leadership group will take a two-day trip to Seattle, Washinton to the District Convention Conference from March 31 to April 2, 2023. This unique opportunity will allow six members of the Key Club Leadership group to gain new leadership skills, listen to amazing keynote speakers, and more to support their development as student leaders. Supervision of the four students includes three RHS staff during the two-day trip.

Previous Board Action:

Similar to Key Club Leadership group trips approved by the Board over the past years.

Background:

District Convention is an important yearly regional conference to celebrate the year of service and elect a new district council. The trip is used to expose Key Club members to a grand scale of dedicated and passionate high schoolers involved in community and school service. The entire Pacific NW region at the conference come together to participate in workshops, listen to speakers, and caucus. The field trip takes place at the Seattle Convention Center (SCC) this year from Friday, March 31 through Sunday, April 22, 2023. On both nights, the students and chaperones will be staying at the Hyatt Regency Seattle at 808 Howell Street, Seattle, WA, 98101.

Financial Implications:

The estimated cost of the trip is \$3,820. The funds have been secured through Key Club funds that include fundraisers, assistance from The Kiwanis of the Columbia Gorge, the SEI program, and students. In the previous year's approval of the DCON trip by the Board, support of The Kiwanis of the Columbia River has been mentioned and approved.

Alternatives:

Not Applicable

Staff Recommendation:

On behalf of Reynolds High School and the Key Club members, Reynolds School District Administration recommends approval of this trip as presented.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the District Convention field trip from the RHS Key Club as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Field Trips and Special Events**

The board recognizes the educational value of field trips and co-curricular activities involving transportation. The board is also accountable for expenditures and the effective and legal use of district vehicles. Therefore, all trips and costs must be approved within the following policy:

1. Principals, by delegation from the superintendent, may authorize the use of district vehicles for educational field trips and state sanctioned co-curricular activities for which funds have been budgeted.

Principals may also authorize the use of district vehicles for other school-related activities. Expenses for such activities shall be paid by the participants or student organizations;

2. Overnight trips shall have the approval of the board through the superintendent. Parents shall be provided an itinerary and give permission for student participation prior to the trip. Expenses for unbudgeted trips must be paid by the participants or student organizations;
3. Trips over an extended number of days require approval from the principal and the superintendent. Expenses are to be paid by the participants or student organizations. Use of district vehicles must be approved by the superintendent.

Emergency procedure plans and itineraries must be filed with the superintendent and the principal prior to the trip;

4. Scheduled departure times shall be maintained. Planned refreshment stops may be made on long trips. Discretion must be exercised in the duration of such stops. Refreshment stops must not unduly delay the return of the bus to the school;
5. Chaperons will maintain discipline and are responsible for the safety of students on educational field trips and co-curricular activity trips. However, bus drivers shall have the ultimate authority involving safety and disciplinary decisions relating to travel;
6. Students demonstrating unruly behavior may be prohibited from participating in future educational field trips or co-curricular trips. Disciplinary action is the responsibility of the principal or designee;
7. Students attending school functions via school transportation will return by the same transportation. The only exception will be if a parent requests, in person, of the supervisor that the student return with the parent;

8. Trips occurring outside the school year require the approval of the principal, the superintendent and the board. Expenses for such trips shall be paid by the participants or student organizations. Use of district vehicles beyond a 25 mile radius, for other than league competitions or other than a one-day basis, may be permitted. Legal and effective use of vehicles will be ascertained by the superintendent.

Emergency procedure plans and itineraries must be filed with the principal and the superintendent;

9. A bus field trip request for less than 15 people will not be authorized. If, upon arrival at the pick up site, there are less than 10 students and chaperons to be transported, the field trip will be cancelled;
10. Student travel requests over 100 miles out-of-state, one-way or any overnight travel must have prior board approval.

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

Name of Group: Key Club

School: Reynolds High School

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

Date Request Submitted: December 7, 2022

Date(s) of Activity: March 31, 2023-April 2, 2023

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

1. Purpose of the trip. (Complete related section on the next page.)

2. List staff member(s) responsible for students. List all other supervisors on trip.

Supervisor: Tiffany Lynn Lasister, Teacher and Key Club Advisor. In process of asking for male teacher

3. School equipment to be used: None.

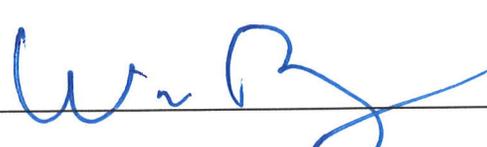
4. Lodging: Hyatt Regency, Seattle. 808 Howell St, Seattle, WA 98101

5. Will Student Travel Insurance be obtained? Yes No

6. Estimated number of students: 6: 4 female, 2 male Number of supervisors: 2

7. Parent permission slip on file: Yes No (Will be on file if trip is approved)

8. Person or persons initiating request: Tiffany Lynn Lasister, Teacher and Key Cub Advisor Date: December 7, 2022

9. Principal approval:  Date: 1/3/23

Decision: Preliminary approval to continue with planning Yes No

If denied, reason _____

District Activities Coordinator Date

Final Approval Yes No

District Activities Coordinator Date

Reynolds School District
PURPOSE OF TRIP

1. List itinerary.

- Students will meet at a prearranged location in Portland, Or. by parent, guardian, or other means of transportation.
 - Prearranged location will be RHS or another local school depending on number of students in area that need transportation.
 - Bus transportation provided by the PNW Key Club) for transportation for Seattle, WA. Bus transportation will be provided by MTR Western.
- Students to arrive at the Hyatt Regency, Seattle WA for registration around 3:00 PM.
- Students will attend DCON events on Friday evening, from 3:00 PM to 10:30 PM, Saturday from 6:45 AM to 11:30 PM.
- Students get picked up from Hyatt Regency, Seattle WA on Sunday, April 2, 2023, by 11:00 am. Upon arrival to prearranged location (see bullet point A) transportation to homes will be set up by parent and/or guardian.

2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

- The trip will be used for our member to participate in the regional elections, workshop classes, and to be exposed to over 2,000 other high school students dedicated to community service.

3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?

- Students will be taking classes and workshops focused on building leadership skills and character building. They will also be surrounded by other Key Club members who are extremely passionate and dedicated to helping their communities. There will also be guest speakers telling their personal stories. Students will learn to govern Key Club and take part in caucus to select the next years District Leadership.

4. What effect does the trip have on other classes or programs?

- This trip will have no effect on other classes or programs as we will be attending at the end of Spring Break.
- The trip will affect Key Club Leadership, teaching them valuable leadership, teamwork, and caucus skills they can apply to the other clubs they are members of at RHS.

5. Estimated cost of trip \$. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)

- The Key Club held fund raisers to help cover some costs of the trip and are continuing to do so to support this trip, future events, and community service projects. Students attending have agreed they will be \$150 dollars out of pocket. The Kiwanis of the Columbia Gorge is covering 1/3 of the costs for each student member and 50-100% of chaperone costs (\$1838).)
- Student cost: \$420.00 per person (includes transportation, registration of DCON, and hotel)
 - Total: \$2520

- Chaperone Cost: \$665.00 per chaperone (includes registration of DCON and hotel)
 - Total: \$1300
- Total: \$3,820 (without the cost deduction from the Kiwanis of the Columbia Gorge)

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

- Students are responsible getting to and from the designated transportation pick up for provided by the PNW Key Club
- Students will be taking MTR Western, transportation provided by the PNW Key Club Division.
- The convention itself just down from the hotel across the street from the hotel at the Seattle Convention Center and students will walk accompanied by chaperones.

7. Describe supervision plans to ensure maximum safety for students.

- Ms. Lasister, the club advisor, and a second chaperone, (the process of asking staff member) the male chaperone will be meeting students at the Hyatt Regency Seattle, WA.
- Both chaperones will be attending caucuses and workshops with students. The chaperones will ensure students are in hotel rooms by 12:00 AM (12:30 AM curfew is dictated by the convention rules) and rooms will be secured with tape on the door.
- Chaperones will have parent permission forms for students to leave the Convention and Hotel for meals not provided. Parents will be provided contact information for Advisor and will be asked to provide best contact information as well. Students will be the main point of contact for their families.
- Medical and Consent forms will be always carried.
- Students have access to Advisor phone number for contact.
- Parents will also be sent home multiple forms: provided letter below, Medical and Code of Conduct forms, and district field trip permission slips.

Dear Parents and/or Guardian's of Key Club,

The Key Club regional convention, known as D-CON, is being held at the Seattle Convention Center in Seattle, WA this year.

Students will be taking a charter bus, MTR Western, arranged by the PNW Key Club Division. Students are responsible for getting to and from the designated drop off and pick up location by the time provided by the PNW Key Club Division.

Students will meet Ms. Lasister, RHS Key Club Advisor, and Mr. (male teacher name) (chaperone) at the Hyatt Regency Seattle, located at 808 Howell Street, Seattle, WA, 981010.

Students will be attending DCON at the Seattle Convention Center, located at 705 Pike St, Seattle, WA 98101. From the hotel, it is a 6–10-minute walk. Chaperones will be walking students to and from the event. As students are not provided all meals, students will be leaving either location with chaperones to eat. Restaurant locations will be between a 10–15-minute walk from the hotel.

To ensure the utmost safety of students, students are required to complete the Medical Consent form and Code of Conduct. At night, curfew is 12:30 AM, set by the PNW Key Club Division. I am asking that students are settled in their rooms at 12:00 AM. They will not be allowed to leave until wake-up call, the

following morning around 5:30 AM. If there is an emergency, students will have my room number and personal cell to reach me.

Students will return to Oregon April 2, 2023, in the afternoon. At this time I do not have the arrival time, but your students will keep you updated as their trip progresses. Parents and/or Guardians, you are expected to pick up or arrange transportation for your student home.

If plans change while the student is at the convention, please do not hesitate to reach Ms. Lasister via email, tlasister@rsd7.net or on her cell at 949.466.3234.

Please do not hesitate to call if you have any questions or concerns.

Thank you,

Tiffany Lynn Lasister, M.Ed., NBCT

Key Club Advisor

tlasister@rsd7.net

Parental/Guardian Understanding for Transportation for D-Con field trip March 31-April 2, 2023.

Student name: _____ Date: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Best Contact for Parent/Guardian: _____

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

To: Student and Parent(s)

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

Student Name: _____

School: Reynolds High School

Description of field trip/activity: Key Club Annual District Convention (DCON)

Location/Destination: Hyatt Regency, Seattle. 808 Howell St, Seattle, WA 98101 and Seattle Convention Center, 705 Pike St, Seattle, WA 98101

Date(s) of field trip/activity: March 31 – April 2, 2023

Name(s) of person in charge of field trip/activity: Ms. Tiffany Lynn Lasister, Teacher and Key Cub Advisor

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

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

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

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

(Complete student health history on next page.)

**Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS**

Student Name: _____

Birth Date: _____

Address: _____

Home Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

Parent/Guardian Name: _____

Home Telephone: _____

Work Telephone: _____

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

Name: _____

Relationship: _____

Telephone: _____

Medical Contact Information: _____

Physician: _____

Telephone: _____

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

Any special information/instructions concerning medication:

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

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

Activity:

Parent/Guardian Signature _____ Date _____



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

To: Board of Directors

From: Dr. Sara Hahn-Huston, Executive Director of Schools

Prepared by: Elizabeth Pomykala, Admin. Assistant to the Executive Director of Schools

Subject: MYC Marine Biology

Policy: [Field Trips and Special Events, IICA-AR](#)

Date: January 25, 2022

| | |
|---------------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Reynolds Learning Academy would like to attend a Multnomah Youth Cooperative CTE field education trip to the Oregon Coast Aquarium and Newport, Oregon from April 3-7, 2023. The MYC would like to take a five-day trip to the Oregon Coast; they will stay one night in the Oregon Coast Aquarium and three nights at South Beach State Park in yurts. This unique opportunity will allow students to learn about marine biology, coastal ecology, and unique estuary environments as well as to continue team building among existing members. Students will receive educational opportunities through hands-on experience and broadened community exposure. The RLA students will tour the OSU marine biology campus and meet with professionals to learn about careers in marine biology. The students will visit tide pools at Yaquina Outstanding Natural area and meet with Park Rangers to hear about career opportunities. Three RLA staff will supervise twelve students during the five-day trip.

Previous Board Action:

This trip is similar to RLA/MYC Oregon Coast field trips proposed to and approved by the board in the past where MYC students spent four nights and five days in Newport, studied marine biology, learned about careers and volunteered with the Oregon Coast Aquarium.

Background:

This trip meets all requirements for the MYC program objectives in Career and Technical Education, team building, field science, and Natural Resources learning objectives. The MYC program has a long history of successful overnight field trips. This trip will provide valuable educational experiences in career-related learning and essential skills, as well as teaching

integrity and ethics in the workplace, developing teamwork, and promoting positive self-esteem. In addition, participants will be provided with information pertaining to new career opportunities in related fields. Finally, this trip gives students the opportunity to actively participate in their educational experience.

Financial Implications:

The estimated cost of trip \$3,403.00. Funds have been secured through the MYC M98 budget.

Alternatives:

This trip provides students with a unique hands-on education opportunity, the ability to make career and education connections and to continue a programmatic relationship with partners for future students. As this is such a unique opportunity a close alternative does not exist, however, students could learn more about local aquatic life with existing local partners.

Staff Recommendation:

On behalf of the RLA principal and MYC staff, the administration is requesting the proposal for approval to be made for the MYC overnight trip to the Oregon Coast Aquarium and Newport, Oregon from April 3-7, 2023.

Motion:

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



Field Trips and Special Events**

The board recognizes the educational value of field trips and co-curricular activities involving transportation. The board is also accountable for expenditures and the effective and legal use of district vehicles. Therefore, all trips and costs must be approved within the following policy:

1. Principals, by delegation from the superintendent, may authorize the use of district vehicles for educational field trips and state sanctioned co-curricular activities for which funds have been budgeted.

Principals may also authorize the use of district vehicles for other school-related activities. Expenses for such activities shall be paid by the participants or student organizations;

2. Overnight trips shall have the approval of the principal and be brought to the attention of the superintendent. Parents shall be provided an itinerary and give permission for student participation prior to the trip. Expenses for unbudgeted trips must be paid by the participants or student organizations;
3. Trips over an extended number of days require approval from the principal and the superintendent. Expenses are to be paid by the participants or student organizations. Use of district vehicles must be approved by the superintendent.

Emergency procedure plans and itineraries must be filed with the superintendent and the principal prior to the trip;

4. Scheduled departure times shall be maintained. Planned refreshment stops may be made on long trips. Discretion must be exercised in the duration of such stops. Refreshment stops must no unduly delay the return of the bus to the school;
5. Chaperones will maintain discipline and are responsible for the safety of students on educational field trips and co-curricular activity trips. However, bus drivers shall have the ultimate authority involving safety and disciplinary decisions relating to travel;
6. Students demonstrating unruly behavior may be prohibited from participating in future educational field trips or co-curricular trips. Disciplinary action is the responsibility of the principal or designee;
7. Students attending school functions via school transportation will return by the same transportation. The only exception will be if a parent requests, in person, of the supervisor that the student return with the parent;

8. Trips occurring outside the school year require the approval of the principal, the superintendent and the board. Expenses for such trips shall be paid by the participants or student organizations. Use of district vehicles beyond a 25 mile radius, for other than league competitions or other than a one-day basis, may be permitted. Legal and effective use of vehicles will be ascertained by the superintendent.

Emergency procedure plans and itineraries must be filed with the principal and the superintendent;

9. A bus field trip request for less than 15 people will not be authorized. If, upon arrival at the pick up site, there are less than 10 students and chaperons to be transported, the field trip will be cancelled;
10. Student travel requests over 100 mile round trip must be board approved;

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

Name of Group: RLA West Multnomah Youth Cooperative (MYC) School: RLA West

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

Date Request Submitted: December 14, 2022 Date(s) of Activity: April 3-7, 2023

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

1. **Purpose of the trip. (Complete related section on the next page.)**
2. List staff member(s) responsible for students. List all other supervisors on trip.
3 RLA staff members: Maya Siedel (RLA MYC Crew Leader) and Rosalee Sandy (MYC Program Coordinator) and Scott Wood (RSD long-term substitute).
3. School Equipment to be used:
RLA Proposes to use District Activity Vehicles 212 and 202. Both Maya Seidel and Rose Sandy are approved RSD Activity Van drivers with valid Type 10/20 ODE permits.
4. Lodging:
We will spend four nights at South Beach State Park in yurts
5. Will Student Travel Insurance be obtained? _____ Yes No
6. Estimated number of students: 12 Number of supervisors: 3
7. Parent permission slip on file: Yes _____ No
8. Person or persons initiating request: Rose Sandy RLA MYC Program Coordinator Date: 12/14/22
9. Principal approval: Aaron Ferguson Date: 8/26/22

Decision: Preliminary approval to continue with planning _____ Yes _____ No

If denied, reason _____

Final Approval _____ Yes _____ No

District Activities Coordinator

Date

Reynolds School District
PURPOSE OF TRIP

1 List itinerary.

Proposed Itinerary:

Monday, April 3, 2023

8:30 Students arrive at school and begin loading vehicles
9:30-11:00 Groceries and supplies
11:30-3:30 Leave RLA and drive to OSU Marine Science Center
3:30-5:00 Group visit to Newport Historical District
5:00-6:00 Organize gear for overnight, go over expectations and rules
6:00 Check-in to South Beach State Park
6:30-7:00 Dinner and review expectations
7:00-9:30 Group teambuilding
9:30 Bedtime

Tuesday, April 4, 2023

6:45-7:30 Wake-up, pack gear for field studies
7:30-8:00 Eat breakfast
8:00-9:00 Behind the scenes tour of aviary and sea otter exhibits
10:00-12:00 Group time inside OCA
12:00-1:00 Lunch
1:00-3:00 OCA marine biology education
3:00-4:00 Review of studies
4:00-5:00 Quiet time in yurts
5:00-7:00 Dinner prep, eat, clean-up
7:30-9:30 Group activities
9:30-10:00 Get ready for bed
10:15 Lights out

Wednesday, April 5, 2023

6:45-7:30 Wake-up, pack gear
7:30-8:00 Eat breakfast, pack lunches, clean up
8:30-12:00 Estuary education and extended field studies
12:00-12:30 Eat lunch
12:30-4:00 Tide pool field studies at Yaquina Outstanding Natural Area
4:00-5:00 Return to South Beach, showers and quiet time
5:00-6:30 Dinner preparation, eat, clean-up
6:30-7:30 Team building activities
7:30-8:00 Group Time
8:30-9:00 Get ready for bed
9:15 Lights out

Thursday, April 6, 2023

6:45-7:30 Wake-up, pack gear
7:30-8:00 Eat breakfast, pack lunches, clean up
8:30-12:00 Nature Conservancy preserve hike
12:00-12:30 Eat lunch
12:30-4:00 Continue preserve hike
4:00-5:00 Return to South Beach, showers and quiet time
5:00-6:30 Dinner preparation, eat, clean-up

6:30-7:30 Team building activities
7:30-8:00 Group Time
8:30-9:00 Get ready for bed
9:15 Lights out

Friday, April 7, 2023

6:45-8:00 Wake-up, eat breakfast
 8:00-10:00 Pack lunches, clean up, check-out of yurts
 10:00-11:00 Group hike, coastal ecology, lunch
 11:00-2:00 Drive to RLA,
2:00-3:15 Unload, clean gear and busses
3:15 Go home

2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

MYC is dedicated to integrating classroom learning and hands on field experiences. While in Newport, we will learn about Marine Biology and Coastal Ecology, meet with professionals in the field to learn about career paths, participate in field research activities, and gain work skills through hands on projects as part of the MYC CTE program.

3 How will the activities on the trip provide opportunities for students to obtain new skills, knowledge, insights or appreciations?

MYC students will study coastal ecology and marine biology at the Oregon Coast in Newport. We will work with staff from the Oregon Coast Aquarium to help remove invasive plants from their properties and learn about ocean plants and animals through a tour, talks with animal keepers and hear how they can work towards a career in marine biology and related fields. We will visit the Hatfield Marine Science Center where we will take a college tour, participate in estuary field science studies. We will meet with park rangers at the Yaquina Outstanding Natural Area to observe tide pools and animals in their natural environment. Students will have an opportunity to learn about the animals and their habitats, as well as education and volunteer opportunities that have lead to careers. We will also have a guided educational estuary tour, a nature hike through a Nature Conservancy preserve, and career talks with various professionals in the Natural Resource field. These experiences allow students to learn hands-on while immersed in natural areas, education centers and tours.

4. What effect does the trip have on other classes or programs?

This trip is part of the Career Technical Education curriculum associated with the Multnomah Youth Program.

5. Estimated cost of trip \$ 3,403.00. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)

| Item | Amount | TOTAL \$3,403 |
|----------------|---|----------------------|
| Transportation | 600 total miles x \$1.03 per mile (2 district activity vehicles) | \$ 618.00 |
| Lodging | 5 yurts@ 4 nights \$62 per night 1 Group Yurt@3 days | \$ 1240 \$225 |
| Food/ Supplies | 15 people, 4 days | \$ 850 |

| | | |
|---|--|-------|
| Oregon Coast Aquarium Behind the scene tour and admission | 15 @ \$20 (1 free Chaperone) | \$300 |
| M. Hatfield Estuary extended field study | 15 participants (12 students @ \$14 each plus \$2 reg fee) | \$170 |

This trip is funded through the MYC M98 account. No monies, outside of those provided for within that budget, will be used.

6. Describe methods of transportation. List names of drivers, types of automobiles, and whether a Type 10/20 license will be required for drivers (see Policy EEAE).
 RLA Proposes to use District Vehicles 212 and 202 for transportation to Newport, Oregon. Maya Siedel and Rosalee Sandy, both certified Reynolds School District Activity Van Drivers (type 10/20 license) will be responsible for the driving of the vehicles.

7. Describe supervision plans to ensure maximum safety for students.

All students will adhere to the following guidelines and conditions while on the trip. Staff will be with students at all times to ensure maximum safety for students. We have created a schedule of activities and will review activity expectations before each activity so students are aware of where they should be, what they are doing and times for starting and stopping each activity.

Standard Reynolds School District rules and regulations will be enforced and followed. Appropriate disciplinary action will be taken if students are found to be in violation of any of these or MYC's expectations and staff will notify Aaron Ferguson of any issues as they arise.

Staff will carry cell phones and two way radios, these numbers have been made available to Aaron Ferguson in case we need to be contacted.

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

To: Student and Parent(s)

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

Student Name: _____

School: Reynolds Learning Academy

Description of field trip/activity: MYC School to Work Field Trip

Location/Destination: Newport, Oregon

Date(s) of field trip/activity: April 3, 2023-April 7, 2023

Name(s) of person in charge of field trip/activity: Rose Sandy, RLA Staff

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

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

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

Student Signature

Date

Parent Signature
(Complete student health history on next page.)

Date

Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS

Student Name: _____
Birth Date: _____
Address: _____
Home Telephone: _____
Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____
Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____

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

Name: _____
Relationship: _____
Telephone: _____
Physician: _____
Telephone: _____
Last Tetanus Shot: _____

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

Any special information/instructions concerning medication:

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

above.

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

Activity:

Parent/Guardian Signature

Date

To: Board of Directors

From: Dr. Sara Hahn-Huston, Executive Director of Schools

Prepared by: Elizabeth Pomykala, Admin. Assistant to the Executive Director of Schools

Subject: MYC Geology/Desert Ecology Trip

Policy: [Field Trips and Special Events, IICA-AR](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

The MYC program at RLA will take a five-day, four-night CTE and field education trip to LaPine, Oregon. While there, they will work with State Parks Staff to complete a service learning project; they will also learn about desert ecology, watersheds, plant ecology, native mammals, high desert forests, natural history, and geology. The members of the MYC program will be staying in LaPine, Oregon where they will camp in an established Oregon State Park. There will be 12 students and they will be accompanied by three RLA staff.

Previous Board Action:

This trip is similar to prior LaPine field experience trips students have participated in the past, and have been previously approved by the board. These educational trips have allowed students to gain hands-on knowledge of geology, volcanology, desert ecology, and career-related opportunities.

Background:

This trip meets all requirements for the MYC program objectives in Career and Technical Education, team building, field science, and Natural Resources learning objectives. The MYC program has a long history of successful overnight field trips. This trip will provide valuable educational experiences in career-related learning and essential skills, as well as teach integrity and ethics in the workplace, developing teamwork, and promoting positive self-esteem. In addition, participants will be provided with information pertaining to new career opportunities in related fields. Finally, this trip gives students the opportunity to actively participate in their educational experience.

Financial Implications:

The estimated cost of the trip \$ 2,006.00. This trip is funded through the MYC M98 funds, thus, no financial resources outside of those identified funds provided for will be used.

Alternatives:

As this is such a unique opportunity, a close alternative does not exist, however, students could learn about desert ecology through classroom activities. This trip provides students with a unique hands-on education opportunity, to make career and education connections, and continue to foster programmatic relationships with current extended partners for future students.

Staff Recommendation:

On behalf of the RLA principal and MYC staff, the Administration is requesting the proposal for the for the MYC Geology/Desert Ecology Trip be approved.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the MYC Geology/Desert Ecology trip as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



Field Trips and Special Events**

The board recognizes the educational value of field trips and co-curricular activities involving transportation. The board is also accountable for expenditures and the effective and legal use of district vehicles. Therefore, all trips and costs must be approved within the following policy:

1. Principals, by delegation from the superintendent, may authorize the use of district vehicles for educational field trips and state sanctioned co-curricular activities for which funds have been budgeted.

Principals may also authorize the use of district vehicles for other school-related activities. Expenses for such activities shall be paid by the participants or student organizations;

2. Overnight trips shall have the approval of the principal and be brought to the attention of the superintendent. Parents shall be provided an itinerary and give permission for student participation prior to the trip. Expenses for unbudgeted trips must be paid by the participants or student organizations;
3. Trips over an extended number of days require approval from the principal and the superintendent. Expenses are to be paid by the participants or student organizations. Use of district vehicles must be approved by the superintendent.

Emergency procedure plans and itineraries must be filed with the superintendent and the principal prior to the trip;

4. Scheduled departure times shall be maintained. Planned refreshment stops may be made on long trips. Discretion must be exercised in the duration of such stops. Refreshment stops must not unduly delay the return of the bus to the school;
5. Chaperones will maintain discipline and are responsible for the safety of students on educational field trips and co-curricular activity trips. However, bus drivers shall have the ultimate authority involving safety and disciplinary decisions relating to travel;
6. Students demonstrating unruly behavior may be prohibited from participating in future educational field trips or co-curricular trips. Disciplinary action is the responsibility of the principal or designee;
7. Students attending school functions via school transportation will return by the same transportation. The only exception will be if a parent requests, in person, of the supervisor that the student return with the parent;

8. Trips occurring outside the school year require the approval of the principal, the superintendent and the board. Expenses for such trips shall be paid by the participants or student organizations. Use of district vehicles beyond a 25 mile radius, for other than league competitions or other than a one-day basis, may be permitted. Legal and effective use of vehicles will be ascertained by the superintendent.

Emergency procedure plans and itineraries must be filed with the principal and the superintendent;

9. A bus field trip request for less than 15 people will not be authorized. If, upon arrival at the pick up site, there are less than 10 students and chaperons to be transported, the field trip will be cancelled;
10. Student travel requests over 100 mile round trip must be board approved;

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

Name of Group: Multnomah Youth Cooperative (MYC) School: RLA

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

Date Request Submitted: December 14, 2022 Date(s) of Activity: May 22-26, 2023

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

1. **Purpose of the trip. (Complete related section on next page.)**
2. List staff member(s) responsible for students. List all other supervisors on trip.
3 RLA staff members: Maya Siedel (RLA MYC Crew Leader) and Rosalee Sandy (MYC Program Coordinator) and Scott Wood (RLA long term substitute).
3. School Equipment to be used:
RLA Proposes to use District Activity Vehicles 212 and 202
4. Lodging:
We will spend four nights at LaPine State Park, camping in tents
5. Will Student Travel Insurance be obtained? _____ Yes X No
6. Estimated number of students: 12 Number of supervisors: 3
7. Parent permission slip on file: X Yes No
8. Person or persons initiating request: Rosalee Sandy, MYC Program Coordinator
9. Principal approval: Aaron Ferguson Date: 8/29/2022

Decision: Preliminary approval to continue with planning X Yes _____ No

If denied, reason _____

Final Approval _____ Yes _____ No

District Activities Coordinator

Date

Reynolds School District

PURPOSE OF TRIP

1. List itinerary.

Proposed Itinerary:

Monday, May 22, 202

8:30 Students arrive at school and begin loading vehicles
9:30-11:00 Leave RLA, shop for supplies at Woodvillage Fred Meyer
11:00--3:30 Drive to LaPine
3:30-4:30 Lava Lands Visitor Center
5:00-6:00 Set up Camp
6:00-7:30 Dinner preparation, eat, clean-up
7:30-8:00 Field lessons on Leave No Trace and Outdoor Ethics
8:00-10:00 Group Time, Team building activities
10:00 Get ready for bed
10:30 Lights out

Tuesday, May 23, 2023

7:00 Wake up
7:30-9:00 Eat breakfast, pack lunches, clean up
9:30-10:00 Drive to High Desert Museum
10:00-12:00 Museum Tour
12:00-12:30 Eat lunch
12:30-4:00 Drive to Lava Cast Forest
4:00-5:00 Quiet time in tents
5:00-6:30 Dinner preparation, eat, clean-up
6:30-8:00 Campground hike
8:00-10:00 Group Time
10:00 Get ready for bed
10:30 Lights out

Wednesday, May24, 2023

7:00-8:00 Eat breakfast, pack lunches, clean up
9:00-10:00 Drive to Newberry National Monument Area

| | |
|--------------------|--------------------------------|
| 10:00-12:00 | Obsidian Flows/Newberry Crater |
| 12:00-12:30 | Lunch |
| 12:30-2:30 | Paulina Falls |
| 2:30-3:30 | Drive to camp |
| 5:00-6:30 | Dinner prep, eat, clean-up |
| 6:30-10:00 | Group Time |
| 10:00 | Get ready for bed |
| 10:30 | Lights out |

Thursday, May 25, 2023

| | |
|--------------------|---------------------------------------|
| 7:00-8:00 | Eat breakfast, pack lunches, clean up |
| 9:00-10:00 | Drive to Smith Rock State Park |
| 10:00-12:00 | Group Hike & Geology |
| 12:00-12:30 | Lunch |
| 12:30-2:30 | Tour Redmond Smoke Jumpers Base |
| 2:30-3:30 | Drive to camp |
| 5:00-6:30 | Dinner prep, eat, clean-up |
| 6:30-10:00 | Group Time |
| 10:00 | Get ready for bed |
| 10:30 | Lights out |

Friday, May 26, 2023

| | |
|-------------------|-------------------------------------|
| 7:00—9:30 | Wake up, eat, pack lunches and gear |
| 9:30-11:00 | Group hike Lava River Cave |
| 11:00-3:00 | Lunch and Drive to RLA |
| 3:00-3:15 | Unload, clean gear and busses |
| 3:15 | Go home |

2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

While there, learn about desert ecology, watersheds, plant ecology, native mammals, high desert forest ecology, natural history, and geology. There will be three RLA staff and twelve MYC students. We will be staying in LaPine, Oregon where we will camp in an established Oregon State Park. This trip will give students the opportunity to connect their learning to a broader, real world context. They will compare and contrast their local community ecosystems with the broadened Northwest ecology to make connections. Student will tour the High Desert Museum, Newberry National Volcanic Monument, Lava Lands Visitor Center, as well as to learn about land management, careers, meet park rangers and apply the concepts they have learned to future career and educational goals. We will view the natural areas and learn about the uniqueness of the desert forest ecology.

Education Goals

Education: Integration of classroom and field experience.

Teaches students how academics apply to the everyday workplace (answers the question, “where will I ever use this?”)

1) Broadens understandings in basic core curriculum.

2) Science

- a. Cascades Climatology and Ecology Study and Road Tour
- b. Groundwater, Springs, Water Cycle and Watershed Influences Study at the Dead Slough
- c. Macroinvertebrate and Water Quality Study: Comparing Water Quality at the Headwaters of the Dead Slough and Downstream
- d. Field Studies of Local Plants and Wildlife at the Dead Slough
- e. Geology Study: Volcanoes, Glaciers, and Hydrology at Newberry National Volcanic Monument
- f. Fire Ecology Study of Central Oregon

3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?

Students will have immersive educational experiences with high desert ecology, lava lands, geologic features, education and career presentations with forest service, state parks, geologists and several volunteers. This trip meets all requirements for the MYC program objectives in co-curricular activities, goal setting, team building and reflection of accomplishments and achievements. Students will receive educational opportunities through hands-on experience and broadened community exposure. We will be reflecting on the projects we have been working on throughout the year, discussing human impact, land management practices and potential career opportunities.

4. What effect does the trip have on other classes or programs?

This trip is part of the Career Technical Education curriculum associated with the Multnomah Youth Program.

5. Estimated cost of trip \$ 2,006.00. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)

This trip is funded through the MYC M98 funds. No monies, outside of those provided for within that budget, will be used.

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

RLA Proposes to use District Vehicles 212 and 202 for transportation to LaPine, Oregon. Maya Seidel and Rosalee Sandy, both certified Reynolds School District Activity Van Drivers (type 10/20 license) will be responsible for the driving of the vehicles.

7. Describe supervision plans to ensure maximum safety for students.

All students will adhere to the following guidelines and conditions while on the trip. Staff will be with students at all times to ensure maximum safety for students. We have created a schedule of activities and will review activity expectations before each activity so students are aware of where they should be, what they are doing and times for starting and stopping each activity.

- Standard Reynolds School District rules and regulations will be enforced and followed. Appropriate disciplinary action will be taken if students are found to be in violation of any of these or MYC's expectations and staff will notify Aaron Ferguson of any issues as they arise.
- Staff will carry cell phones, these numbers have been made available to Aaron Ferguson in case we need to be contacted.
- Staff will carry two-way walkie talkies during all activities.

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

To: Student and Parent(s)

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

Student Name: _____

School: Reynolds Learning Academy

Description of field trip/activity: MYC trip to LaPine, Oregon

Location/Destination: LaPine, Oregon

Date(s) of field trip/activity: May 22-26, 2023

Name(s) of person in charge of field trip/activity: Rose Sandy, RLA Staff

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

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

I recognize that in the case of serious violation of the rules, that my parent(s) will be called collect and that

I will be sent at home at their expense.

Student Signature

Date

Parent Signature
(Complete student health history on next page.)

Date

Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS

Student Name: _____
Birth Date: _____
Address: _____
Home Telephone: _____
Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____
Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____

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

Name: _____
Relationship: _____
Telephone: _____
Physician: _____
Telephone: _____
Last Tetanus Shot: _____

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

Any special information/instructions concerning medication:

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

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

Parent/Guardian Signature

Date

To: Board of Directors

From: Dr. Sara Hahn-Huston, Executive Director of Schools

Prepared by: Elizabeth Pomykala, Admin. Assistant to the Executive Director of Schools

Subject: **Science/College Club OSU Ocean Science Day**

Policy: [Field Trips and Special Events - IICA-AR](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

Reynolds Learning Academy would like to participate in an Ocean Science Event February 3rd-February 4th hosted by Oregon State University. The event includes tours of their state-of-the-art Oceanography labs, guest speaker presentations, marine science presentations, and on campus activities. This event will give Reynolds Learning Academy’s students a chance to experience a section of the STEM field that they may have never considered before in an environment that is designed for them.

Previous Board Action:

This trip is similar to other college exploratory trips and science-based trips hosted by RLA and approved by the school board in the past.

Background:

This trip will give RLA students a chance to experience what it would be like to study a STEM field through hands-on experience at one of the largest Universities in Oregon. On the first day, this trip will provide students with valuable educational experiences which include a walk through the Oregon State University science laboratories. In these sessions, students will get hands-on experiences and get to ask questions of real scientists and college students.

During the second day, students will tour the state-of-the-art OSU Wave Laboratory and the OSU Marine and Geology Repository. Both tours will be led by leading experts and OSU

students. In addition, students will participate in an ocean-themed quiz round where they can see what a real salmon bowl year might be like.

Financial Implications:

The estimated cost of the trip is \$500. The Oregon State University will be covering the travel costs, food, and a large portion of lodging. Currently, the university is looking at the possibility of covering all lodging costs, if this happens the entire \$500 estimated cost will be eliminated.

Alternatives:

This event is a unique opportunity for RLA students, as it provides hands-on oceanography experience. However, students that are interested in Oregon State University, can take a virtual tour of the school that includes a look at its oceanography laboratories.

Staff Recommendation:

On behalf of the RLA staff and students, the Reynolds School District Administration is requesting approval of this proposal as a critical part of RLA's goal to provide diverse and equitable experiences and educational opportunities to all students.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the Science/College Club OSU Ocean Science Trip for the Reynolds Learning Academy students as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

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

Name of Group: RLA College Club School: Reynolds Learning Academy

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

Date Request Submitted: 1/12/2023 Date(s) of Activity: 02/03/23-02/04/23

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

1. Purpose of the trip. (Complete related section on the next page.)
To attend Highschool Oceanography Day at Oregon State University
2. List staff member(s) responsible for students. List all other supervisors on trip.
Heaven Lane, Rachael Joyce, Sean McFall
3. School equipment to be used:
Activity Bus
4. Lodging:
Hotel Corvallis; 350 SW 4th St, Corvallis, OR 97333
5. Will Student Travel Insurance be obtained? Yes No
6. Estimated number of students: 14 Number of supervisors: 3
7. Parent permission slip on file: Yes No
8. Person or persons initiating request: Heaven Lane Date: 01/12/2023
9. Principal approval:  Date: 1/13/23

Decision: Preliminary approval to continue with planning Yes No

If denied, reason _____

District Activities Coordinator Date

Final Approval Yes No

District Activities Coordinator

Date

Reynolds School District
PURPOSE OF TRIP

1. List itinerary.
02/03 12:00-Leave RLA, 3:00- check in at OSU and attend Oceanography event
02/04 8:00 Breakfast at hotel,9:00 Oceanography event day 2, 3:00 return to RLA

2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?
The objectives are to attend an educational day on Oceanography through OSU, giving students the opportunity to learn more about college and STEM majors.

3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?
Activities will give students more insight on what it would be like to attend college, while teaching them about Oceanography.

4. What effect does the trip have on other classes or programs?
Science students will benefit from the trip as the topics discussed directly relates to RLA's science curriculum. Students will miss 3 periods on 02/03.

5. Estimated cost of trip \$500. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)
Oregon State University will be covering travel costs, food, and a large portion of lodging. Currently, the university is looking at the possibility of covering all lodging costs, if this happens the \$500 estimated cost (from CRAIG Grant) will be eliminated.

6. Describe methods of transportation. List names of drivers, types of automobiles, and whether a Type 10/20 license will be required for drivers (see Policy EEAE).
Rented Coach
Sean Mcfall in activity van

7. Describe supervision plans to ensure maximum safety for students.
Students will be supervised by three staff members (5:1) at all times during the OSU event. One male chaperone and two female chaperones will stay in hotel rooms adjacent to student rooms to ensure student safety at night.

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

To: Student and Parent(s)

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

Student Name: _____

School: Reynolds Learning Academy

Description of field trip/activity: Ocean Science Event at OSU

Location/Destination: Oregon State University

Date(s) of field trip/activity: February 03, 2023 - February 04, 2023

Name(s) of person in charge of field trip/activity: Heaven Lane and Rachael Joyce

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

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

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

Student Signature

Date

Parent Signature

Date

(Complete student health history on next page.)

Reynolds School District
HEALTH HISTORY FOR SCHOOL FIELD TRIPS

Student Name: _____
Birth Date: _____
Address: _____
Home Telephone: _____

Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____

Parent/Guardian Name: _____
Home Telephone: _____
Work Telephone: _____

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

Name: _____
Relationship: _____
Telephone: _____

Medical Contact Information:

Physician: _____
Telephone: _____

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

Any special information/instructions concerning medication:

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

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

Parent/Guardian Signature

Date

Field Trips and Special Events**

The board recognizes the educational value of field trips and co-curricular activities involving transportation. The board is also accountable for expenditures and the effective and legal use of district vehicles. Therefore, all trips and costs must be approved within the following policy:

1. Principals, by delegation from the superintendent, may authorize the use of district vehicles for educational field trips and state sanctioned co-curricular activities for which funds have been budgeted.

Principals may also authorize the use of district vehicles for other school-related activities. Expenses for such activities shall be paid by the participants or student organizations;

2. Overnight trips shall have the approval of the board through the superintendent. Parents shall be provided an itinerary and give permission for student participation prior to the trip. Expenses for unbudgeted trips must be paid by the participants or student organizations;
3. Trips over an extended number of days require approval from the principal and the superintendent. Expenses are to be paid by the participants or student organizations. Use of district vehicles must be approved by the superintendent.

Emergency procedure plans and itineraries must be filed with the superintendent and the principal prior to the trip;

4. Scheduled departure times shall be maintained. Planned refreshment stops may be made on long trips. Discretion must be exercised in the duration of such stops. Refreshment stops must no unduly delay the return of the bus to the school;
5. Chaperons will maintain discipline and are responsible for the safety of students on educational field trips and co-curricular activity trips. However, bus drivers shall have the ultimate authority involving safety and disciplinary decisions relating to travel;
6. Students demonstrating unruly behavior may be prohibited from participating in future educational field trips or co-curricular trips. Disciplinary action is the responsibility of the principal or designee;
7. Students attending school functions via school transportation will return by the same transportation. The only exception will be if a parent requests, in person, of the supervisor that the student return with the parent;

8. Trips occurring outside the school year require the approval of the principal, the superintendent and the board. Expenses for such trips shall be paid by the participants or student organizations. Use of district vehicles beyond a 25 mile radius, for other than league competitions or other than a one-day basis, may be permitted. Legal and effective use of vehicles will be ascertained by the superintendent.

Emergency procedure plans and itineraries must be filed with the principal and the superintendent;

9. A bus field trip request for less than 15 people will not be authorized. If, upon arrival at the pick up site, there are less than 10 students and chaperons to be transported, the field trip will be cancelled;
10. Student travel requests over 100 miles out-of-state, one-way or any overnight travel must have prior board approval.



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

To: Board of Directors

From: Dr. Christopher Ortiz, Deputy Superintendent

Prepared by: Hank Bauer, Administrative Analyst

Subject: Four Corners Office & Edgefield Buildings A, I, J, H, & G Renovations

Policy: [Temporary District Facilities – FJ](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

As a result of overcrowding at the District Office, and in response to COVID safety protocols, the Division of Operations sought out, and is pending approval for, ESSER funding to continue renovating the Four Corners Building, Edgefield Buildings A, I, J, G, & H. The two office locations will be used for:

Four Corners:

- Community Transition Program (CTP)
- Student & Family Services
 - Executive Director of Student & Family Services
 - Director of Equity and Student Success
 - Department of Multilingual Education
 - Student Information Management and Records
 - Special Education
 - School Climate & Culture
 - District Social Workers and McKinney-Vento program
 - MTSS TOSA’s

Edgefield Building A

- Academics

Edgefield Building I

- Board Meeting Space
- PD Meeting Space
- District Office additional office space

Edgefield Building J

- PD Meeting Space
- District Office additional office space

Edgefield Building G

- Financial Services

Edgefield Building H

- Human Capital Management

By moving the above programs into the office space, staff will be able to maintain appropriate social distancing and have sufficient meeting/conference space.

Previous Board Action:

ESSER funds were previously approved by the Board on August 24, 2022 for projects relating to Four Corners, Edgefield Building H, and middle school tracks resurfacing.

Background:

Four Corners was unexpectedly vacated by Multnomah Education Service District (MESD) who was recently leasing the building from Reynolds School District. The District Office has continually grown with additional staff especially in the Division of Student & Family Services. Having Four Corners available allows Student & Family Services staff to be together in one building versus spread out on various District Office campuses. CTP is a better fit at Four Corners compared to its current location at Edgefield Building H. Four Corners can offer CTP a location for showers for students, a fully comprehensive nursing station, and is more convenient for students to access using Tri-Met transportation services.

Financial Implications:

The total estimated cost of these five projects is \$1,000,000. These projects are all funded by ESSER.

Alternatives:

Suitable office space for staff will be impacted by not approving the expenditures.

Staff Recommendation:

Staff recommends that the Board approves the expenditures for the renovations at Four Corners, Buildings G, H, I, and J at Edgefield, in response to needs for increased space and due to COVID-19.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the expenditures for the renovations at Four Corners, Buildings A, G, H, I, and J at Edgefield, in response to needs for increased space and due to COVID-19.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Environments

2055 NW Savier St., Suite 175
 Portland, OR 97209
 environmentsnw.com
 t 503-236-3600

PROJECT 41-146
 SALESPERSON Beth Nist

PROPOSAL 93237
 DATE 12/15/22
 VALID THROUGH: 01/12/23

PROPOSAL FOR
PROSPECT OPPORTUNITY

INSTALL TO
 Reynolds School District - Four Corners
 14513 SE STARK ST
 PORTLAND OR 97233

| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-----------|---|--------|--------|
| | | | HON OMNIA Contract A947: R191807 * BID# 473574 | | |
| | | | Allsteel A960: ASI OMNIA REGION 4 INV DEALER R191802 | | |
| 1 | 1 | A876072 | .P BASE INFEED 6FTSEALTIGHT CABLE CLR: Black Tag 1: RECEPTION 101A | 118.95 | 118.95 |
| 2 | 1 | A871148 | .P PASS-THRU HARNESS W/POWER BLOCK 48W CLR: Black Tag 1: RECEPTION 101A | 68.93 | 68.93 |
| 3 | 1 | A871136 | .P PASS-THRU HARNESS W/POWER BLOCK 36W CLR: Black Tag 1: RECEPTION 101A | 64.66 | 64.66 |
| 4 | 1 | A871236 | .P POWER HARNESS 36W CLR: Black Tag 1: RECEPTION 101A | 105.84 | 105.84 |
| 5 | 1 | A873504 | .ES TER/2.6/ALIGN DUPLEX RECEPTACLE CIRCUIT 4 CLR: Silver Tag 1: RECEPTION 101A | 19.22 | 19.22 |
| 6 | 1 | A873502 | .ES TER/2.6/ALIGN DUPLEX RECEPTACLE CIRCUIT 2 CLR: Silver Tag 1: RECEPTION 101A | 19.22 | 19.22 |
| 7 | 1 | T630FB | FLAT BRACKET 30D Tag 1: RECEPTION 101A | 24.40 | 24.40 |
| 8 | 1 | K62930OLG | \$(P2) 29.5HX30D OPEN END SUPPORT PANEL MOUNT .PR2 P2 Paint Opts Platinum Metallic Tag 1: RECEPTION 101A | 304.09 | 304.09 |

Environments

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 Portland, OR 97209
 environmentsnw.com
 t 503-236-3600

PROJECT 41-146
 SALESPERSON Beth Nist

PROPOSAL 93237
 DATE 12/15/22
 VALID THROUGH: 01/12/23

PROPOSAL FOR
PROSPECT OPPORTUNITY

INSTALL TO
 Reynolds School District - Four Corners
 14513 SE STARK ST
 PORTLAND OR 97233

| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|------------|--|--------|--------|
| 9 | 1 | AYBHEP3029 | Align Adept Style 30Dx29H H-Leg Sup \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 105.53 | 105.53 |
| 10 | 2 | T6CB24R | Cantilever Bracket 24D RH Terrace \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 28.98 | 57.96 |
| 11 | 1 | TKSL3029P | Ter DNA Support Leg 30Dx29-1/2H \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 97.91 | 97.91 |
| 12 | 1 | Y629NLK | Lt Scale 29-1/2H Frstnd In-line Supt Leg Pnt \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 204.35 | 204.35 |
| 13 | 1 | TK03236WR | STRUCTURAL RACEWAY PANEL FRAME-NO TOP TRIM 32HX36W \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 118.04 | 118.04 |
| 14 | 1 | TK03248WR | STRUCTURAL RACEWAY PANEL FRAME-NO TOP TRIM 32HX48W \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 130.24 | 130.24 |
| 15 | 2 | TK04236WR | STRUCTURAL RACEWAY PNL FR-NO TOP TRIM 1/2HX36W \$(P2) p2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 126.88 | 253.76 |
| 16 | 1 | TK312HF | HIGH/LOW CONNECTOR KIT - 12 H FLAT \$(P2) p2 Paint Opts .PR2 Platinum Metallic CONTINUED... | 29.59 | 29.59 |

Environments

2055 NW Savier St., Suite 175
 Portland, OR 97209
 environmentsnw.com
 t 503-236-3600

PROJECT 41-146
 SALESPERSON Beth Nist

PROPOSAL 93237
 DATE 12/15/22
 VALID THROUGH: 01/12/23

PROPOSAL FOR
PROSPECT OPPORTUNITY

INSTALL TO
 Reynolds School District - Four Corners
 14513 SE STARK ST
 PORTLAND OR 97233

| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-----------|---|-------|-------|
| | | | Tag 1: RECEPTION 101A | | |
| 17 | 1 | TK332EF | E32 DNA FE TRIM CON \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 34.77 | 34.77 |
| 18 | 3 | TK336PTFK | TERR FLAT TOP TRIM \$(P2) p2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 29.59 | 88.77 |
| 19 | 1 | TK342EF | E END TRIM FLAT CONNKIT - 42H BASE PANEL \$(P2) p2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 41.48 | 41.48 |
| 20 | 1 | TK342LF | L 90-DEGREE FLAT CONNKIT - 42H BASE PANEL \$(P2) p2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 71.07 | 71.07 |
| 21 | 1 | TK348PTFK | TERR FLAT TOP TRIM \$(P2) p2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 35.69 | 35.69 |
| 22 | 1 | TKG43236T | 25"H Tackable Acoustical Tile 25"H X 36 W \$(A) GRD A FAB .REF Reflections 924 Clr: Stainless Tag 1: RECEPTION 101A | 50.94 | 50.94 |
| 23 | 1 | TKG43248T | 25"H Tackable Acoustical Tile 25"H X 48W \$(A) GRD A FAB .REF Reflections 924 Clr: Stainless Tag 1: RECEPTION 101A | 61.00 | 61.00 |

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PROPOSAL FOR
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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|------------|--|--------|--------|
| 24 | 2 | TKG44236T | Ter Tackable Acoustic Tile 42H x 36W \$(A) GRD A FAB .REF Reflections 924 Clr: Stainless Tag 1: RECEPTION 101A | 70.46 | 140.92 |
| 25 | 1 | T53090S | Primary 30Dx90W Flat Eg Lam w/Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Edg: Kingswood Walnut .M Oval Metal Grommets (Qty 2) EL Matte Silver Tag 1: RECEPTION 101A | 448.35 | 448.35 |
| 26 | 1 | TN53636CF | 15"D x 36"W x 36"W Corner Countertops with Flat Trim \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Edg: Kingswood Walnut \$(P2) P2 Paint Opts .PR2 Platinum Metallic Tag 1: RECEPTION 101A | 264.13 | 264.13 |
| 27 | 1 | TKG42536LM | LAMINATE TILE 25H X 36W .X Non-FSC Wood \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Edg: Kingswood Walnut .VLG HorizntlGrain and SolidLamOnly Tag 1: RECEPTION 101A | 179.34 | 179.34 |
| 28 | 1 | TKG42548LM | LAMINATE TILE 25H X 48W .X Non-FSC Wood \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Edg: Kingswood Walnut .VLG HorizntlGrain and SolidLamOnly Tag 1: RECEPTION 101A | 212.28 | 212.28 |

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|------|-----|-------------------|---|--------|----------|
| 29 | 2 | TKG43736LM | LAMINATE TILE 42.5H X 36W .X Non-FSC Wood \$(L1STD) Grd L1 Standard Laminates .LKH1 Kingswood Walnut .KI Edg: Kingswood Walnut .VLG HorizntlGrain and SolidLamOnly Tag 1: RECEPTION 101A | 205.88 | 411.76 |
| 30 | 1 | 9120R12030 | SPCL SIZE 108-1/8-120WX24-1/8-30D FLAT EG .G4 Pr 4-1/2" fr Sd/4-1/2" fr Rear M Oval Metal Grommets (Qty 2) EL Matte Silver \$(L1STD) Grd L1 Standard Laminates .LKH1 Kingswood Walnut .KI Edg: Kingswood Walnut .1200W 120"W X300D 30" Depth Tag 1: RECEPTION 101A | 687.78 | 687.78 |
| 31 | 3 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_RECEPTION 101A | 193.96 | 581.88 |
| 32 | 3 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1a_RECEPTION 101A | 374.89 | 1,124.67 |

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|------|-----|-------------|---|--------|--------|
| 33 | 1 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1a_OFFICE 102 | 374.89 | 374.89 |
| 34 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-02b_OFFICE 102 | 170.80 | 170.80 |
| 35 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-02b_OFFICE 102 | 170.80 | 170.80 |
| 36 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-02b_OFFICE 102 | 393.95 | 393.95 |
| 37 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-02b_OFFICE 102 | 121.68 | 121.68 |
| 38 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut CONTINUED... | 188.50 | 188.50 |

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|------|-----|-------------------|---|--------|----------|
| | | | .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-02b_OFFICE 102 | | |
| 39 | 1 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 102 | 193.96 | 193.96 |
| 40 | 1 | HTFXM29 | Preside 29.5H X-Base for 36 & 42 Tops \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-6_OFFICE 102 | 242.16 | 242.16 |
| 41 | 1 | HTLD36 | Preside 36" Round Shaped Laminate Top .G 2MM/Flat KI Edge: Kingswood Walnut .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKII Kingswood Walnut Tag 1: T-6_OFFICE 102 | 181.44 | 181.44 |
| 42 | 4 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 27 Parakeet .PLAT Textured Platinum Metallic Tag 1: CH-3a_OFFICE 102 | 290.87 | 1,163.48 |

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|------|-----|------------|--|--------|----------|
| 43 | 2 | H105532 | 10500 Series Bookcase 2-shelf 36Wx13-1/8Dx29-5/8H \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut LKI1 Kingswood Walnut Tag 1: BK-1_OFFICE 102 | 213.18 | 426.36 |
| 44 | 4 | HMBFLIP30L | Huddle Flip Top Base for 30x60 & 30x72 Tops .C Casters \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-2_BREAKROOM 109 | 299.70 | 1,198.80 |
| 45 | 4 | HMT3060G | Huddle 30x60 Table Top w/Edgeband .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Kingswood Walnut Tag 1: T-2_BREAKROOM 109 | 188.15 | 752.60 |
| 46 | 8 | HMG1 | Motivate 4-Leg Stack Chair-Set/2 .N Arm: No Arm .S Soft Caster .ON Onyx .PLAT FRAME: Platinum Metallic Tag 1: CH-4_BREAKROOM 109 | 261.93 | 2,095.44 |
| 47 | 3 | HEB4LEG | Build 4 pack adjustable post legs (22"-34") \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-7_CLASSROOMS 114_115_116 | 82.25 | 246.75 |
| 48 | 3 | HESKD4872E | Build Arc Top 72x48 .N No Grommets \$(L1STD) Grd L1 Standard Laminates .D Natural Maple .D Natural Maple Tag 1: T-7_CLASSROOMS 114_115_116 | 277.81 | 833.43 |

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|------|-----|------------|---|--------|----------|
| 49 | 3 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1a_CLASSROOMS 114_115_116 | 374.89 | 1,124.67 |
| 50 | 4 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-1b_OFFICES 114B_115B_116B_1 | 170.80 | 683.20 |
| 51 | 4 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-1b_OFFICES 114B_115B_116B_1 | 170.80 | 683.20 |
| 52 | 4 | HLSLZ5SC60 | 48"W External Stiffener .P Color: Black Tag 1: WS-1b_OFFICES 114B_115B_116B_1 | 49.02 | 196.08 |
| 53 | 4 | HWR2460PN | DISC 12/31/22 Systems Rectangular Wksfc Edgeband 24D x 60W N \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut Tag 1: WS-1b_OFFICES 114B_115B_116B_1 | 152.62 | 610.48 |
| 54 | 10 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-1a_OFFICES 114B_115B_116B_1 | 393.95 | 3,939.50 |

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|------|-----|-------------------|---|--------|----------|
| 55 | 10 | HHATW3060CT | 60W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LK11 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-1a_OFFICES 114B_115B_116B_1 | 164.58 | 1,645.80 |
| 56 | 10 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICES 114B_115B_116B_117 | 193.96 | 1,939.60 |
| 57 | 10 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1a_OFFICES 114B_115B_116B_1 | 374.89 | 3,748.90 |
| 58 | 2 | HMBFLIP30L | Huddle Flip Top Base for 30x60 & 30x72 Tops .C Casters \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-2_CONFERENCE 111 | 299.70 | 599.40 |
| 59 | 2 | HMT3060G | Huddle 30x60 Table Top w/Edgeband .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LK11 Kingswood Walnut CONTINUED... | 188.15 | 376.30 |

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|------|-----|---------|---|--------|----------|
| | | | .KI Kingswood Walnut Tag 1: T-2_CONFERENCE 111 | | |
| 60 | 8 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 27 Parakeet .PLAT Textured Platinum Metallic Tag 1: CH-3a_CONFERENCE 111 | 301.46 | 2,411.68 |
| 61 | 4 | HTFXL29 | Preside 29.5H X-Base for 48 & 60 Tops \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-4_OFFICE 117 | 262.63 | 1,050.52 |
| 62 | 4 | HTLD48 | Preside 48"Round Shaped Laminate Top .G 2MM/Flat KI Edge: Kingswood Walnut .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut Tag 1: T-4_OFFICE 117 | 219.92 | 879.68 |
| 63 | 16 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 27 Parakeet .PLAT Textured Platinum Metallic Tag 1: CH-3a_OFFICE 117 | 301.46 | 4,823.36 |
| 64 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 118 | 18.71 | 18.71 |

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|------|-----|-------------|---|--------|----------|
| 65 | 6 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 118 | 66.36 | 398.16 |
| 66 | 3 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 118 | 35.62 | 106.86 |
| 67 | 6 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opt .PJW Designer White Tag 1: BC-1_OFFICE 118 | 115.44 | 692.64 |
| 68 | 3 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 118 | 371.80 | 1,115.40 |
| 69 | 6 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-1_OFFICE 118 | 393.95 | 2,363.70 |
| 70 | 3 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 118 | 273.26 | 819.78 |

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|------|-----|-------------------|---|--------|----------|
| 71 | 6 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKH1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: BC-1_OFFICE 118 | 169.00 | 1,014.00 |
| 72 | 6 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 118 | 193.96 | 1,163.76 |
| 73 | 6 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1a_OFFICE 118 | 374.89 | 2,249.34 |
| 74 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-01a_OFFICE 129 | 393.95 | 393.95 |
| 75 | 1 | HHATW3060CT | 60W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKH1 Kingswood Walnut CONTINUED... | 164.58 | 164.58 |

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|------|-----|-------------------|---|--------|----------|
| | | | .KI EDGE: Kingswood Walnut | | |
| | | | .G2 2 Grommets - Offset | | |
| | | | T1 Grommet: Platinum | | |
| | | | .P Color: Black | | |
| | | | Tag 1: WS-01a_OFFICE 129 | | |
| 76 | 1 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF | 193.96 | 193.96 |
| | | | .A Arch | | |
| | | | PR0 Anodized Silver | | |
| | | | \$(P2) P2 Paint Opts | | |
| | | | .PR6 Silver | | |
| | | | \$(MATCH) Match Case | | |
| | | | .NA Match Case | | |
| | | | .L Lock: Lock | | |
| | | | Tag 1: S-1_OFFICE 129 | | |
| 77 | 1 | HIWMM | Ignition 2 Task Mid-back, ilira back | 374.89 | 374.89 |
| | | | .Y0 Simple Synchro-Tilt Control | | |
| | | | .A Arm: Height and Width Adj. Arm | | |
| | | | .TS Titanium All Surface Caster | | |
| | | | .IC 4-Way Charcoal | | |
| | | | \$(12COM) Gr 12 COM Uph | | |
| | | | .S528169XP Linnen/Wasabi/MTS/Pat | | |
| | | | .TL Titanium Adjustable Lumbar | | |
| | | | .SB Base: Standard Base | | |
| | | | .TI Frame: Titanium | | |
| | | | Tag 1: CH-1a_OFFICE 129 | | |
| 78 | 26 | HMBFLIP24L | Huddle Flip Top Base for 24x60 and 24x72 Tops | 299.70 | 7,792.20 |
| | | | .C Casters | | |
| | | | \$(P2) P2 Paint Opts | | |
| | | | .T1 Platinum Metallic | | |
| | | | Tag 1: T-1_MULTIPURPOSE RM 132 | | |
| 79 | 26 | HMT2460G | Huddle 24x60 Table Top w/Edgeband | 181.80 | 4,726.80 |
| | | | .N No Grommets | | |
| | | | \$(L1STD) Grd L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI Kingswood Walnut | | |
| | | | Tag 1: T-1_MULTIPURPOSE RM 132 | | |

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|------|-----|------------|--|--------|-----------|
| 80 | 60 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .E Option: Glide .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 27 Parakeet .PLAT Textured Platinum Metallic Tag 1: CH-2_MULTIPURPOSE RM 132 | 290.87 | 17,452.20 |
| 81 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-2_OFFICE 137 | 18.71 | 18.71 |
| 82 | 8 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-2_OFFICE 137 | 66.36 | 530.88 |
| 83 | 2 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-2_OFFICE 137 | 35.62 | 71.24 |
| 84 | 4 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-2_OFFICE 137 | 115.44 | 461.76 |
| 85 | 4 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-2_OFFICE 137 | 393.95 | 1,575.80 |
| 86 | 2 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly CONTINUED... | 273.26 | 546.52 |

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|------|-----|-------------|---|--------|--------|
| | | | .G Glides Tag 1: BC-2_OFFICE 137 | | |
| 87 | 4 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: BC-2_OFFICE 137 | 121.68 | 486.72 |
| 88 | 4 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 137 | 170.80 | 683.20 |
| 89 | 4 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 137 | 170.80 | 683.20 |
| 90 | 4 | HHATW2870CT | 70W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: BC-2_OFFICE 137 | 192.14 | 768.56 |
| 91 | 2 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-2_OFFICE 137 | 371.80 | 743.60 |

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 SALESPERSON Beth Nist

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 VALID THROUGH: 01/12/23

PROPOSAL FOR
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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------------|--|--------|----------|
| 92 | 4 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 137 | 193.96 | 775.84 |
| 93 | 4 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S528169XP Linnen/Wasabi/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-01a_OFFICE 137 | 374.89 | 1,499.56 |
| 94 | 1 | HF22 | Master Key (One Key) Tag 1: FL-01_MASTER KEY | 13.43 | 13.43 |
| 95 | 3 | HMBFLIP30L | Huddle Flip Top Base for 30x60 & 30x72 Tops .C Casters \$(P2) P2 Paint Opt .T1 Platinum Metallic Tag 1: T-2_CONFERENCE 208 | 299.70 | 899.10 |
| 96 | 3 | HMT3060G | Huddle 30x60 Table Top w/Edgeband .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Kingswood Walnut Tag 1: T-2_CONFERENCE 208 | 188.15 | 564.45 |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|------------|---|--------|----------|
| 97 | 12 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-3b_CONFERENCE 208 | 290.87 | 3,490.44 |
| 98 | 7 | HMBFLIP30L | Huddle Flip Top Base for 30x60 & 30x72 Tops .C Casters \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-2_OFFICE/CONF 209 | 299.70 | 2,097.90 |
| 99 | 7 | HMT3060G | Huddle 30x60 Table Top w/Edgeband .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Kingswood Walnut Tag 1: T-2_OFFICE/CONF 209 | 188.15 | 1,317.05 |
| 100 | 14 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-3b_OFFICE/CONF 209 | 290.87 | 4,072.18 |
| 101 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-2a_OFFICES 207 | 170.80 | 170.80 |
| 102 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver CONTINUED... | 170.80 | 170.80 |

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|------|-----|-------------|---|--------|--------|
| | | | Tag 1: WS-2a_OFFICES 207 | | |
| 103 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-2a_OFFICES 207 | 393.95 | 393.95 |
| 104 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-2a_OFFICES 207 | 121.68 | 121.68 |
| 105 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-2a_OFFICES 207 | 188.50 | 188.50 |
| 106 | 2 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-2b_OFFICES 205_206 | 170.80 | 341.60 |
| 107 | 2 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-2b_OFFICES 205_206 | 170.80 | 341.60 |
| 108 | 2 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver CONTINUED... | 393.95 | 787.90 |

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|------|-----|-------------------|---|--------|----------|
| | | | .X Standard Glide | | |
| | | | .MEM Memory Preset | | |
| | | | Tag 1: WS-2b_OFFICES 205_206 | | |
| 109 | 2 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W | 121.68 | 243.36 |
| | | | \$(L1STD) Grd L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI EDGE: Kingswood Walnut | | |
| | | | .T1 Grommet: Platinum | | |
| | | | Tag 1: WS-2b_OFFICES 205_206 | | |
| 110 | 2 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base | 188.50 | 377.00 |
| | | | \$(L1STD) Gr L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI EDGE: Kingswood Walnut | | |
| | | | .G2 2 Grommets - Offset | | |
| | | | T1 Grommet: Platinum | | |
| | | | .P Color: Black | | |
| | | | Tag 1: WS-2b_OFFICES 205_206 | | |
| 111 | 3 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF | 193.96 | 581.88 |
| | | | .A Arch | | |
| | | | PR0 Anodized Silver | | |
| | | | \$(P2) P2 Paint Opts | | |
| | | | .PR6 Silver | | |
| | | | \$(MATCH) Match Case | | |
| | | | .NA Match Case | | |
| | | | .L Lock: Lock | | |
| | | | Tag 1: S-1_OFFICES 205_206_207 | | |
| 112 | 6 | H105532 | 10500 Series Bookcase 2-shelf 36Wx13-1/8Dx29-5/8H | 213.18 | 1,279.08 |
| | | | \$(L1STD) Grd L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | LKI1 Kingswood Walnut | | |
| | | | Tag 1: BK-1_OFFICES 205_206_207 | | |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------|---|--------|----------|
| 113 | 3 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-3b_OFFICES 205_206_207 | 290.87 | 872.61 |
| 114 | 3 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1b_OFFICES 205_206_207 | 374.89 | 1,124.67 |
| 115 | 9 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-1a_OFFICE 210 | 393.95 | 3,545.55 |
| 116 | 9 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-1a_OFFICE 210 | 169.00 | 1,521.00 |
| 117 | 7 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver CONTINUED... | 393.95 | 2,757.65 |

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|------|-----|-------------|---------------------------------------|--------|----------|
| | | | .X Standard Glide | | |
| | | | .MEM Memory Preset | | |
| | | | Tag 1: WS-01a_OFFICE 211 | | |
| 118 | 7 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base | 169.00 | 1,183.00 |
| | | | \$(L1STD) Gr L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI EDGE: Kingswood Walnut | | |
| | | | .G2 2 Grommets - Offset | | |
| | | | T1 Grommet: Platinum | | |
| | | | .P Color: Black | | |
| | | | Tag 1: WS-01a_OFFICE 211 | | |
| 119 | 7 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot | 393.95 | 2,757.65 |
| | | | \$(P2) P2 Paint Opts | | |
| | | | .PR6 Silver | | |
| | | | .X Standard Glide | | |
| | | | .MEM Memory Preset | | |
| | | | Tag 1: WS-01a_OFFICE 212 | | |
| 120 | 7 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base | 169.00 | 1,183.00 |
| | | | \$(L1STD) Gr L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI EDGE: Kingswood Walnut | | |
| | | | .G2 2 Grommets - Offset | | |
| | | | T1 Grommet: Platinum | | |
| | | | .P Color: Black | | |
| | | | Tag 1: WS-01a_OFFICE 212 | | |
| 121 | 8 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot | 393.95 | 3,151.60 |
| | | | \$(P2) P2 Paint Opts | | |
| | | | .PR6 Silver | | |
| | | | .X Standard Glide | | |
| | | | .MEM Memory Preset | | |
| | | | Tag 1: WS-01a_OFFICE 213 | | |
| 122 | 8 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base | 169.00 | 1,352.00 |
| | | | \$(L1STD) Gr L1 Standard Laminates | | |
| | | | .LKI1 Kingswood Walnut | | |
| | | | .KI EDGE: Kingswood Walnut | | |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------------|---|--------|----------|
| | | | .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-01a_OFFICE 213 | | |
| 123 | 7 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-01a_OFFICE 214 | 393.95 | 2,757.65 |
| 124 | 7 | HHATW2858CT | 58W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-01a_OFFICE 214 | 169.00 | 1,183.00 |
| 125 | 9 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 210 | 193.96 | 1,745.64 |
| 126 | 7 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 211 | 193.96 | 1,357.72 |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------------|--|--------|----------|
| 127 | 7 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 212 | 193.96 | 1,357.72 |
| 128 | 8 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .T1 Platinum Metallic \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 213 | 193.96 | 1,551.68 |
| 129 | 7 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 214 | 193.96 | 1,357.72 |
| 130 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 210 | 18.71 | 18.71 |
| 131 | 4 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 210 | 35.62 | 142.48 |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------|---|--------|----------|
| 132 | 8 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-1_OFFICE 210 | 115.44 | 923.52 |
| 133 | 8 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 210 | 66.36 | 530.88 |
| 134 | 4 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 210 | 273.26 | 1,093.04 |
| 135 | 4 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 210 | 371.80 | 1,487.20 |
| 136 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 211 | 18.71 | 18.71 |
| 137 | 3 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 211 | 35.62 | 106.86 |
| 138 | 6 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-1_OFFICE 211 | 115.44 | 692.64 |

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|------|-----|-------------|---|--------|----------|
| 139 | 6 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 211 | 66.36 | 398.16 |
| 140 | 3 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 211 | 273.26 | 819.78 |
| 141 | 3 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 211 | 371.80 | 1,115.40 |
| 142 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 212 | 18.71 | 18.71 |
| 143 | 3 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 212 | 35.62 | 106.86 |
| 144 | 6 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-1_OFFICE 212 | 115.44 | 692.64 |
| 145 | 6 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 212 | 66.36 | 398.16 |

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|------|-----|-------------|---|--------|----------|
| 146 | 3 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 212 | 273.26 | 819.78 |
| 147 | 3 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 212 | 371.80 | 1,115.40 |
| 148 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 213 | 18.71 | 18.71 |
| 149 | 3 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 213 | 35.62 | 106.86 |
| 150 | 6 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-1_OFFICE 213 | 115.44 | 692.64 |
| 151 | 6 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 213 | 66.36 | 398.16 |
| 152 | 3 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut CONTINUED... | 273.26 | 819.78 |

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|------|-----|-------------|---|--------|----------|
| | | | .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 213 | | |
| 153 | 3 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 213 | 371.80 | 1,115.40 |
| 154 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-1_OFFICE 214 | 18.71 | 18.71 |
| 155 | 3 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 214 | 35.62 | 106.86 |
| 156 | 6 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-1_OFFICE 214 | 115.44 | 692.64 |
| 157 | 6 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-1_OFFICE 214 | 66.36 | 398.16 |
| 158 | 3 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-1_OFFICE 214 | 273.26 | 819.78 |

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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------|---|--------|----------|
| 159 | 3 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-1_OFFICE 214 | 371.80 | 1,115.40 |
| 160 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-4_OFFICE 213 | 18.71 | 18.71 |
| 161 | 1 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-4_OFFICE 213 | 35.62 | 35.62 |
| 162 | 1 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-4_OFFICE 213 | 115.44 | 115.44 |
| 163 | 1 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-4_OFFICE 213 | 66.36 | 66.36 |
| 164 | 1 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-4_OFFICE 213 | 273.26 | 273.26 |
| 165 | 1 | HRVG4242GGL | 42H x 42W Gallery to Gallery L no glass LH \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut CONTINUED... | 263.64 | 263.64 |

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PROJECT 41-146
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| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|---------|--|--------|-----------|
| | | | .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-4_OFFICE 213 | | |
| 166 | 20 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-03b_OFFICE 210_211_212_213_ | 301.46 | 6,029.20 |
| 167 | 38 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-01b_OFFICE 210_211_212_213_ | 374.89 | 14,245.82 |
| 168 | 5 | HTFXL29 | Preside 29.5H X-Base for 48 & 60 Tops \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-4_OFFICE 210_211_212_213_214 | 262.63 | 1,313.15 |
| 169 | 5 | HTLD48 | Preside 48"Round Shaped Laminate Top .G 2MM/Flat KI Edge: Kingswood Walnut .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LK11 Kingswood Walnut Tag 1: T-4_OFFICE 210_211_212_213_214 | 219.92 | 1,099.60 |

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|------|-----|-------------|--|--------|--------|
| 170 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2a_OFFICE 217 | 170.80 | 170.80 |
| 171 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2a_OFFICE 217 | 170.80 | 170.80 |
| 172 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-2a_OFFICE 217 | 393.95 | 393.95 |
| 173 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-2a_OFFICE 217 | 121.68 | 121.68 |
| 174 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-2a_OFFICE 217 | 188.50 | 188.50 |
| 175 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2b_OFFICE 217 | 170.80 | 170.80 |

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|------|-----|-------------------|--|--------|--------|
| 176 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2b_OFFICE 217 | 170.80 | 170.80 |
| 177 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-2b_OFFICE 217 | 393.95 | 393.95 |
| 178 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-2b_OFFICE 217 | 121.68 | 121.68 |
| 179 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-2b_OFFICE 217 | 188.50 | 188.50 |
| 180 | 2 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 217 | 193.96 | 387.92 |

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|------|-----|---------|---|--------|--------|
| 181 | 2 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-3b_OFFICE 217 | 301.46 | 602.92 |
| 182 | 2 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-01b_OFFICE 217 | 374.89 | 749.78 |
| 183 | 2 | H105532 | 10500 Series Bookcase 2-shelf 36Wx13-1/8Dx29-5/8H \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut LKI1 Kingswood Walnut Tag 1: BK-1_OFFICE 217 | 213.18 | 426.36 |
| 184 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-2b_OFFICE 227 | 170.80 | 170.80 |
| 185 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: WS-2b_OFFICE 227 | 170.80 | 170.80 |

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|------|-----|-------------------|--|--------|--------|
| 186 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-2b_OFFICE 227 | 393.95 | 393.95 |
| 187 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-2b_OFFICE 227 | 121.68 | 121.68 |
| 188 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-2b_OFFICE 227 | 188.50 | 188.50 |
| 189 | 1 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opt .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 227 | 193.96 | 193.96 |
| 190 | 2 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis CONTINUED... | 301.46 | 602.92 |

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|------|-----|------------|--|--------|----------|
| | | | .PLAT Textured Platinum Metallic Tag 1: CH-3b_OFFICE 227 | | |
| 191 | 1 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1b_OFFICE 227 | 374.89 | 374.89 |
| 192 | 4 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-3_OFFICE 225_226 | 170.80 | 683.20 |
| 193 | 4 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-3_OFFICE 225_226 | 170.80 | 683.20 |
| 194 | 4 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-3_OFFICE 225_226 | 393.95 | 1,575.80 |
| 195 | 4 | HWR2436P | Systems Rectangular Worksurface Edgeband 24D x 36W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: BC-3_OFFICE 225_226 | 110.76 | 443.04 |

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|------|-----|-------------|---|--------|----------|
| 196 | 4 | HHATW2472CT | 72W x 24D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKH1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: BC-3_OFFICE 225_226 | 168.48 | 673.92 |
| 197 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-3_OFFICE 225_226 | 18.71 | 18.71 |
| 198 | 8 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .T1 Platinum Metallic Tag 1: BC-3_OFFICE 225_226 | 66.36 | 530.88 |
| 199 | 2 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-3_OFFICE 225_226 | 35.62 | 71.24 |
| 200 | 4 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-3_OFFICE 225_226 | 115.44 | 461.76 |
| 201 | 4 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-3_OFFICE 225_226 | 393.95 | 1,575.80 |
| 202 | 2 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKH1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides CONTINUED... | 273.26 | 546.52 |

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|------|-----|-------------------|---|--------|----------|
| | | | Tag 1: BC-3_OFFICE 225_226 | | |
| 203 | 2 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides | 371.80 | 743.60 |
| | | | Tag 1: BC-3_OFFICE 225_226 | | |
| 204 | 4 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock | 193.96 | 775.84 |
| | | | Tag 1: S-1_OFFICE 225_226 | | |
| 205 | 4 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .S All Surface Caster .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic | 301.46 | 1,205.84 |
| | | | Tag 1: CH-3b_OFFICE 225_226 | | |
| 206 | 4 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat | 374.89 | 1,499.56 |
| | | | CONTINUED... | | |

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|------|-----|-------------|---|--------|--------|
| | | | .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1b_OFFICE 225_226 | | |
| 207 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: BC-2_OFFICE 231 | 121.68 | 121.68 |
| 208 | 1 | HHATW2870CT | 70W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: BC-2_OFFICE 231 | 192.14 | 192.14 |
| 209 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 231 | 170.80 | 170.80 |
| 210 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 231 | 170.80 | 170.80 |
| 211 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-2_OFFICE 231 | 393.95 | 393.95 |

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|------|-----|-------------|---|--------|--------|
| 212 | 1 | HHALGPT | HAT to Gallery Panel Installation Template .P Color: Black Tag 1: BC-2_OFFICE 231 | 18.71 | 18.71 |
| 213 | 2 | HHALRECG | Rectangle leg C foot HAT to Gallery Panel \$(P2) Grade 2 .PR6 Silver Tag 1: BC-2_OFFICE 231 | 66.36 | 132.72 |
| 214 | 1 | HRVGS7578 | Gallery Panel Stiffener for 75"/78"W Panels \$(P2) Grade 2 .PR6 Silver Tag 1: BC-2_OFFICE 231 | 35.62 | 35.62 |
| 215 | 2 | HRVHM2630 | Gallery Hanging Markerboard 26Hx30W \$(P1) P1 Paint Opts .PJW Designer White Tag 1: BC-2_OFFICE 231 | 115.44 | 230.88 |
| 216 | 1 | HRVG4272GGT | 42H x 72W Gallery to Gallery T no glass \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly \$(P2) Grade 2 .PR6 Silver .G Glides Tag 1: BC-2_OFFICE 231 | 371.80 | 371.80 |
| 217 | 1 | HRVG4275L | 42"H Gallery Panel x 75 W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .VLG Horizontal Grain/Solid LamOnly .G Glides Tag 1: BC-2_OFFICE 231 | 273.26 | 273.26 |
| 218 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut CONTINUED... | 121.68 | 121.68 |

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|------|-----|-------------------|---|--------|--------|
| | | | .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: BC-2_OFFICE 231 | | |
| 219 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 231 | 170.80 | 170.80 |
| 220 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opts .PR6 Silver Tag 1: BC-2_OFFICE 231 | 170.80 | 170.80 |
| 221 | 1 | HHATW2870CT | 70W x 28D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: BC-2_OFFICE 231 | 192.14 | 192.14 |
| 222 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opts .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: BC-2_OFFICE 231 | 393.95 | 393.95 |
| 223 | 2 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PR0 Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 231 | 193.96 | 387.92 |

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| 224 | 10 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-3b_OFFICE 231 | 290.87 | 2,908.70 |
| 225 | 2 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1b_OFFICE 231 | 374.89 | 749.78 |
| 226 | 4 | HMBFLIP24L | Huddle Flip Top Base for 24x60 and 24x72 Tops .C Casters \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-1_OFFICE 231 | 299.70 | 1,198.80 |
| 227 | 4 | HMT2460G | Huddle 24x60 Table Top w/Edgeband .N No Grommets \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Kingswood Walnut Tag 1: T-1_OFFICE 231 | 181.80 | 727.20 |
| 228 | 2 | HMBFLIP24S | Huddle Flip Top Base for 24x48 Tops .C Casters \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-3_OFFICE 231 | 299.70 | 599.40 |

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|------|-----|-------------|--|--------|--------|
| 229 | 2 | HMTHR3248G | DISC 12/31/22 Huddle 32x48 Extended Half round Table Top w/E .N No Grommet \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI Kingswood Walnut Tag 1: T-3_OFFICE 231 | 201.21 | 402.42 |
| 230 | 1 | Z6CLFL | FIXED C-LEG LEFT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2b_OFFICE 232 | 170.80 | 170.80 |
| 231 | 1 | Z6CLFR | FIXED C-LEG RIGHT FOR FLAT/SQ EDGE \$(P2) P2 Paint Opt .PR6 Silver Tag 1: WS-2b_OFFICE 232 | 170.80 | 170.80 |
| 232 | 1 | HHATB3S2LC | 3 Stage 2 Leg Rectangle C Foot \$(P2) P2 Paint Opt .PR6 Silver .X Standard Glide .MEM Memory Preset Tag 1: WS-2b_OFFICE 232 | 393.95 | 393.95 |
| 233 | 1 | HWR2442P | Systems Rectangular Worksurface Edgeband 24D x 42W \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .T1 Grommet: Platinum Tag 1: WS-2b_OFFICE 232 | 121.68 | 121.68 |
| 234 | 1 | HHATW3072CT | 72W x 30D Rect Worksurface - C/T Base \$(L1STD) Gr L1 Standard Laminates .LKI1 Kingswood Walnut .KI EDGE: Kingswood Walnut .G2 2 Grommets - Offset T1 Grommet: Platinum .P Color: Black Tag 1: WS-2b_OFFICE 232 | 188.50 | 188.50 |

Environments

2055 NW Savier St., Suite 175
 Portland, OR 97209
 environmentsnw.com
 t 503-236-3600

PROJECT 41-146
 SALESPERSON Beth Nist

PROPOSAL 93237
 DATE 12/15/22
 VALID THROUGH: 01/12/23

PROPOSAL FOR
PROSPECT OPPORTUNITY

INSTALL TO
 Reynolds School District - Four Corners
 14513 SE STARK ST
 PORTLAND OR 97233

| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|-------------------|--|--------|----------|
| 235 | 1 | HSPM211518B FM | 21Hx15Wx18D Mob Ped Mtl Front BF .A Arch PRO Anodized Silver \$(P2) P2 Paint Opts .PR6 Silver \$(MATCH) Match Case .NA Match Case .L Lock: Lock Tag 1: S-1_OFFICE 232 | 193.96 | 193.96 |
| 236 | 4 | HCG6 | Ceres Guest/Multi purpose Four Leg Stacking .N Arm: No Arm .H Option: Hard .IC 4-Way Charcoal \$(5) GRADE: V UPHOLSTERY .SCFSAMP Amplify 36 Lapis .PLAT Textured Platinum Metallic Tag 1: CH-1b_OFFICE 232 | 290.87 | 1,163.48 |
| 237 | 1 | HIWMM | Ignition 2 Task Mid-back, ilira back .Y0 Simple Synchro-Tilt Control .A Arm: Height and Width Adj. Arm .TS Titanium All Surface Caster .IC 4-Way Charcoal \$(12COM) Gr 12 COM Uph .S533781XP Linnen/Oceania/MTS/Pat .TL Titanium Adjustable Lumbar .SB Base: Standard Base .TI Frame: Titanium Tag 1: CH-1b_OFFICE 232 | 374.89 | 374.89 |
| 238 | 1 | HTFXM29 | Preside 29.5H X-Base for 36 & 42 Tops \$(P2) P2 Paint Opts .T1 Platinum Metallic Tag 1: T-4_OFFICE 232 | 242.16 | 242.16 |
| 239 | 1 | HTLD36 | Preside 36" Round Shaped Laminate Top .G 2MM/Flat KI Edge: Kingswood Walnut .N No Grommets CONTINUED... | 181.44 | 181.44 |

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|------|-----|------------|--|-----------|-----------|
| | | | \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut Tag 1: T-4_OFFICE 232 | | |
| 240 | 2 | H105532 | 10500 Series Bookcase 2-shelf 36Wx13-1/8Dx29-5/8H \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut LKI1 Kingswood Walnut Tag 1: BK-1_OFFICE 232 | 213.18 | 426.36 |
| 241 | 1 | HF22 | Master Key (One Key) Tag 1: FL-02_MASTER KEY | 13.43 | 13.43 |
| 242 | 3 | HLSL4814L | 48"W x 14"H Laminate Floating Modesty Panel \$(L1STD) Grd L1 Standard Laminates .LKI1 Kingswood Walnut .P Color: Black Tag 1: MP-1 | 106.02 | 318.06 |
| 243 | 23 | CMT | Pocket Cable Management -06 Grey * Quote #211575 Tag 1: FL-01 | 79.60 | 1,830.80 |
| 244 | 51 | CMT | Pocket Cable Management -06 Grey * Quote #211575 Tag 1: FL-02 | 79.60 | 4,059.60 |
| 245 | 1 | SURCHARGE | Allsteel Material Surcharge | 638.24 | 638.24 |
| 246 | 1 | INSTALL RH | Labor to Receive, Deliver and Install During Normal Business Hours BOLI wage. M-F 8AM-5PM One Phase | 44,885.00 | 44,885.00 |

CONTINUED... 178

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t 503-236-3600

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PORTLAND OR 97233

| LINE | QTY | ITEM # | DESCRIPTION | EACH | TOTAL |
|------|-----|------------------|---|-------|----------|
| | | | Area to be free and clear. Power/data disconnection or connection by others. Assumes dedicated elevator access - Stair Carry Additional | | |
| 247 | 60 | Project Services | Technical Design and Specification, Project Coordination and Management | 75.00 | 4,500.00 |

See attached Terms and Conditions. By signing below, buyer agrees to all Terms and Conditions set forth in attached document unless otherwise agreed upon in writing.

Amounts quoted are BEFORE any applicable local taxes. Applicable taxes will be added to invoice, if exemption certificate is not received. Please submit a completed certificate of tax exemption to AR@environmentsnw.com for each state where purchases are tax exempt.

TOTAL 265,960.79
DEPOSIT DUE: 132,980.00

Signature _____ 179 _____

Date _____

Terms and Conditions

Terms. A nonrefundable 50% deposit is due with Buyer's signed acceptance of the order. Environments will invoice 25% upon shipment of product to the customer's site, warehouse, or agreed upon third party installer. Environments will invoice the final 25% upon substantial completion. All invoices are due Net ten days from date of the invoice. Balances not paid on time shall accrue interest at the rate of 1% per month. Buyer will be responsible for any collection and/or legal fees associated with attempts by Environments to collect Buyer's outstanding balance.

(Initials)

Delivery/Installation. All risk of loss or damage while goods are in transit shall be borne by Environments. Upon delivery of goods this will transfer to Buyer. Environments reserves the right to make delivery in installments. Delay in delivery of any installment or any breach by Environments with regard to an installment shall not relieve Buyer of its payment obligations. Notwithstanding any provision to the contrary in this Agreement, Buyer may withhold 10% of the purchase price on orders not delivered within 10 days of invoicing, provided that any such amount withheld shall be due and payable within 10 days following installation. Delivery and installation shall occur during normal business hours, which are defined as 8 a.m. to 5 p.m., Monday through Friday. Any warehousing costs and or labor costs resulting from construction delays or unmanageable site conditions, leading to special or double handling, packing, and overtime or weekend work, performed either at Buyer's request or by virtue of construction delay, shall be paid by Buyer.

Force Majeure. Environments shall not be liable for failure to deliver or delays in delivery occasioned by labor disputes, fires, inability to obtain materials or shipping space, breakdowns, delays of carriers or suppliers, governmental acts and regulations, and other causes beyond Environments' control which cannot be overcome by reasonable diligence and without unusual expense.

Conditions of Installation Site. Buyer shall ensure: (a) the installation site is free of other trades and debris, (b) elevator, hoist, security, adequate lighting and services at site, (c) adequate facilities for off-loading, staging, moving and handling of merchandise, (d) sufficient storage, assembly and sorting space adjacent to site, (e) electrical power at installation site, and (f) structural engineer's approval prior to installation of any high-density storage equipment to be installed above the ground floor. Electrical hook up and data wiring for systems furniture is not included in this contract unless so specified. Buyer shall pay any and all additional expenses that result from Buyer's failure to prepare site for installation or Buyer's refusal of delivery including without limitation reasonable storage fees for merchandise, additional transportation costs and insurance. Buyer acknowledges that Environments' services include installation of the goods sold hereunder only.

Cancellation and Returns. Buyer acknowledges that the goods sold under this agreement are site specific products for which there is no ready resale market. Accordingly, orders may not be cancelled except by mutual written consent of parties. Buyer shall pay Environments any and all costs and expenses associated with any cancellations and returns. Buyer's nonrefundable deposit shall be applied toward charges for cancellation and returns.

Security Agreement. Buyer hereby grants to Environments a security interest in the goods sold under this Agreement and any proceeds therefrom (the "collateral"), to secure the payment and performance of the Buyer's indebtedness and obligations under this Agreement.

Warranty. The manufacturer(s) of merchandise covered by this Agreement may provide certain warranties with respect to the merchandise. Buyer understands and agrees that Environments' sole obligation with respect to any such warranties shall be to provide warranty services as directed by the manufacturer(s). Environments warrants that workmanship related to the installation of merchandise by Environments shall be free from defects for a period of one year from such installation.

Claims. All claims for shortages in goods and defects in goods shall be deemed waived unless made in writing and delivered to Environments within ten days after receipt of goods by Buyer. Buyer shall afford Environments prompt and reasonable opportunity to inspect all goods as to which any claim is made. Environments' liability shall be limited to the stated selling price of any defective goods and shall in no event include Buyer's lost profits or good will, or any other special or consequential damages. Buyer shall hold Environments harmless from claims for damages resulting from errors in plans and specifications prepared by persons other than Environments or its agents.

Remedies on Default. In the event that Buyer breaches its obligations under this Agreement, in addition to any other legal remedies available to it, Environments may declare all of the obligations immediately due and payable and shall be entitled to exercise all of the rights and remedies of a secured party under the Uniform Commercial Code. Environments reserves the right at any time to revoke any credit extended to Buyer because of Buyer's failure to pay for any goods when due or for any other reason deemed good and sufficient by Environments. No failure or delay on the part of Environments to exercise any right hereunder upon Buyer's default shall constitute a waiver of that or any subsequent default or any of Environments' rights hereunder.

Dispute Resolution. Any dispute between parties shall be subject to mediation or binding arbitration according to the commercial rules of the American Arbitration Association ("AAA") to be held in Portland, Oregon. Arbitration, if elected by Environments, shall be a condition precedent to litigation and the election of arbitration by Environments shall in no way preclude it from seeking and obtaining any prejudgment remedy against Buyer. The prevailing party in any litigation, arbitration, or other proceeding arising out of this Agreement shall be entitled to an award of all costs and expenses incurred in such proceedings, including reasonable attorneys' fees.

Entire Agreement. This Agreement contains the entire understanding and agreement of the parties upon the subject matter hereof, and the parties are not relying upon any promise, representation, understanding or agreement not contained herein.

* * * * *

The undersigned hereby acknowledges, by signature and date, acceptance of the Terms and Conditions of this Agreement for the purpose of purchasing goods and services from Environments.

Customer Information Form

Thank you for your interest in doing business with Environments. In order to prepare pricing proposals, the following information is required to accurately set up or update your customer profile in our system. Orders cannot be entered unless this form is COMPLETED in its entirety.

| ACCOUNTS PAYABLE CONTACT | | | |
|--|--|--|--|
| Invoices will be submitted to: | | If payment will be issued from a 3 rd party, please complete below: | |
| Legal Business Name | | Legal Business Name | |
| DBA Company Name [if applicable] | | DBA Company Name [if applicable] | |
| Accounts Payable Contact Name | | Accounts Payable Contact Name | |
| E-mail | | E-mail | |
| Phone Number | | Phone Number | |
| Fax Number | | Fax Number | |
| Company Address [City, ST Zip Code] | | Company Address [City, ST Zip Code] | |
| CLIENT CONTACT (if different than above) | | | |
| Company Name | | | |
| Contact Name | | | |
| E-mail | | | |
| Phone Number | | | |
| Company Address [City, ST Zip Code] | | | |
| INSTALLATION ADDRESS (if different than above) | | | |
| Company Name | | | |
| Contact Name | | | |
| E-mail | | | |
| Phone Number | | | |
| Company Address [City, ST Zip Code] | | | |
| Will your transactions be exempt from Sales Tax? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| <i>If YES, please submit a tax exemption/resale certificate with this form (required prior to order entry)</i> | | | |
| Will a purchase order be issued? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Completed by [Print Name] | | Signature & Date | |

Please return this form along with a tax exemption/resale certificate (if applicable) to your Account Manager and AR@environmentsnw.com.

Thank you for helping us accurately create your customer profile.

ESSER III Funding Request \$4-5 mil

Request Now

| | | |
|-------------------------------|--------------|---|
| 1 Four Corners Furniture | \$265,960.79 | |
| Edgefield Roofs? | \$200,000.00 | |
| Edgefield HVAC? | \$100,000.00 | *I have not received a quote from CBRE for this. JD |
| Edgefield Networking? | \$120,000.00 | |
| 4C Parking | \$24,000.00 | |
| 4C Security | \$74,000.00 | |
| Bldg A painting and furniture | \$100,000.00 | |
| Edgefield AV | 50000 | *I have not received a quote from CBRE for this. JD |
| | \$933,960.79 | |

23-24 Request

Paint and patch at A, furniture?
Windows at Salish, Do and RLA?
Newer schools- remove carpeting
and polish concrete (aprox 20
rooms at RHS)



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

To: Board of Directors

From: Anthony Lebron, Chief Financial Officer

Prepared by: Mitchel Johnson, Administrative Analyst to the CFO

Subject: Budget Priorities Adoption FY 2023-2024

Policy: [Board Policy DBD - Budget Priorities](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

On October 11 and 27, 2022, Budget Input Sessions were held with Reynolds School District Staff and Community. The purpose of these were to facilitate open discussion with staff, students, family and community to seek input on priorities for the 2023-2024 Budget. These sessions were a combined interactive process; with a presentation for the development of a basic understanding of Reynolds budgets and breakout meeting rooms for group discussions. A comprehensive report from these sessions was presented at the December 7, 2022, Board Work Session for review and discussion.

Background:

Budget Input Sessions were held by Reynolds School District with the intention of putting forth/gathering information to the community and in turn sharing this input with the Board for deliberation on the next fiscal budget, in this case the 2023-2024 Budget cycle. The Board has now been presented with this information and at this time we propose the Board to take action and adopt these 2023-2024 Budget Priorities.

Staff Recommendation:

Administration recommends the motion to approve the 2023-2024 Budget Priorities.

Suggested Motion:

- A. Motion made by Board member
 - a. I move to approve the 2023-2024 Budget Priorities

- B. Second Motion
- C. Points of Clarification/Discussion
- D. Call for Board Vote

**2023-2024
BUDGET**
PRIORITIZED
COMMUNITY
INPUT
THEMES

PRIORITY: (first)
**Academic
Success**

PRIORITY: (first)
Staff

PRIORITY: (second)
Facilities

PRIORITY: (third)
**Student
Support
Systems**

PRIORITY: (third)
**Safety and
Security**

PRIORITY: (third)
**Community
Partners**



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

To: Board of Directors

From: Dr. Christopher Ortiz, Deputy Superintendent

Prepared by: Gustavo Olvera, Director of Equity and Student Success

Subject: District Equity Committee

Policy: [District Equity Policy – GCCB/GDCB/IKAAA](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

In accordance with Oregon [Senate Bill 732](#), Reynolds School District is required to form a Board appointed Educational Equity Advisory Committee (EEAC) to advise school board members and the superintendent on matters of equity. The EEAC is required to be comprised by students, parents/guardians, employees, and community members.

All interest forms submitted were reviewed by the District Equity Committee Review Team and a recommended slate is presented for your approval. The recommended slate represents all four required stakeholder groups equally with three members in each group. The twelve recommended committee members also represent six historically marginalized populations.

Please refer to the following attachments: Reynolds EEAC Recommended Slate, Reynolds EEAC Selection Rubric, Reynolds EEAC Interest Form

Previous Board Action:

Postponed vote on September 28, 2022 until a full slate was presented.

Background:

The District Educational Equity Advisory Committee will be required to follow public hearing procedures. Some of the key responsibilities of the committee will be to:

- Advise the Reynolds School strict Board of Directors regarding the educational equity impacts of policy decisions;

- Advise the school district superintendent regarding the educational equity impacts of policy decisions; and
- Inform the board and superintendent when a situation arises in a school which negatively impacts underrepresented students and further advise the board and superintendent on how best to handle that situation.

School districts must first convene an educational equity advisory committee no later than September 15, 2022. If a school district has an average daily membership of 10,000 or less, the school district is not required to first convene an educational equity advisory committee until September 15, 2025.

Financial Implications:

While there are no major costs associated with the District Equity Committee, some funds will be needed for meetings and professional development.

Alternatives:

Not Applicable

Staff Recommendation:

Staff recommends the Board approves the full slate attached and enact the Reynolds Educational Equity Advisory Committee.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approves the full slate as presented and enact the Reynolds Educational Equity Advisory Committee.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

RSD EEAC Recommended Slate

The District Equity Committee Selection Team recommends the following list of people to be approved as members of the Reynolds Educational Equity Advisory Committee:

STUDENTS

- Quariontaye Pratcher, RHS
- Isabela Arias, RHS
- Kevyn (Alina) Rios Godinez, RHS

- *Victoria Vongkoth, RHS, alternate*
- *Jae Vartanian, RHS, alternate*
- *Harlow Petty, RHS, alternate*
- *Kimberly Diaz de la Cruz, RHS, alternate*

PARENTS/GUARDIANS

- Elisa Benitez
- Kimberly Richmond
- Margo Yinug

COMMUNITY MEMBERS

- Melissa Hicks, Self Enhancement Inc. (SEI)
- Maria Velez, Latino Network
- Davineekath White Elk, Native American Youth and Family Center (NAYA)

RSD STAFF

- Alyssa Reed-Stuewe, Media Specialist, Wilkes Elementary
- Branden McFarland, Drama Teacher, Reynolds Middle School
- Nina Khanjan, Reynolds High School

Groups represented by the list of recommended committee members:

| | Students | Families | Employees | Community |
|----------------|----------|----------|-----------|-----------|
| Hispanic | X | X | | X |
| Black | X | X | | X |
| AANHPI | | X | X | |
| AI/AN | | | | X |
| SPED | | | | |
| McKinney Vento | | | | |
| Title I | | X | | |
| LGBTQ+ | X | | X | X |

Reynolds Educational Equity Advisory Committee Interest Form

Committee Overview

The purpose of the Reynolds Educational Equity Advisory Committee (EEAC) is to establish a group of students, parents/guardians, employees and community members to advise school board members and the superintendent on matters of equity. The Reynolds School District believes that equitable practices allow everyone within the Reynolds community to thrive and commits to using equity as the foundation in all decision-making processes in order to eliminate inequities.

Forming the EEAC is one example of how the Reynolds School District continually follows state education policies and advocates for marginalized communities. Under the guidance of the Director of Equity and Student Success, EEAC members will advise the school board and the superintendent about the educational equity impacts of policy decisions and inform them when situations arise in schools that negatively impact underrepresented students and advise them on how best to handle that situation.

Reynolds students who participate will be provided with transportation via RSD buses to and from meetings if needed at no cost to the student or family (for in-person meetings).

No questions regarding the immigration status of the applicant or their family will be asked at any time as a requirement to join the committee.

No previous experience is necessary to be considered as a committee member. We are simply looking for individuals who are passionate about serving the Reynolds School Community and advocating for marginalized communities.

Expectations for EEAC members

- Attend and participate in regular EEAC meetings in-person, virtually or hybrid
- Attend special meetings and events to represent the EEAC when available
- Demonstrate dedication and commitment to RSD's mission and vision
- Help promote the equity work and accomplishments of the school district

Time Commitment

- The EEAC will meet at least five times throughout the calendar year, and there may be additional meetings proposed on an as-needed basis determined by the EEAC

Reynolds Education Equity Advisory Committee Interest Form

First and Last Name:

Representation:

- RSD Student Parent/Guardian RSD Employee Community Partner
 Community Member

Location (school name, district building, city name, business/affiliation):

Email:

Phone:

Optional Information

Home Language: What language is spoken the most at your home?

Gender Identity:

Racial/Ethnic Identity:

1. Please describe why you are interested in serving on the Reynolds Educational Equity Advisory Committee.
2. What kind of equity work have you done in your school/community (if any)? Examples: *serving as a member of an affinity group such as Hispanic/Latinx or Black/African American, advocating for the inclusion of perspectives from the LGBTQIA+ community, sharing personal perspectives as a person of color, showing support for women's rights.*
3. What do you hope to contribute to the committee? What do you hope to accomplish?
4. Describe any special skills, knowledge and experiences you have related to advocacy on racial equity issues.
5. Is there anything else you would like to share to further your consideration as a Reynolds Educational Equity Advisory Committee member?

Reynolds Educational Equity Advisory Committee Selection Rubric

| Criteria | Exceeds (E) | Meets (M) | Does Not Meet (DNM) |
|--|---|--|---|
| Applicant is a resident of the district or representative of an organization that primarily serves the local community or partners with the school district. | Applicant resides in the district and/or represents an organization that serves the local community and/or partners with the school district. | | Applicant is not a resident within the district, nor do they represent an organization that serves the local community and/or partners with the school district. |
| Applicant represents one or more communities who are underserved by the school district. | Applicant represents more than one community who are underserved by the school district. | Applicant represents one community who is underserved by the school district. | Applicant does not represent a community who is underserved by the school district. |
| The applicant is positioned within the district-community to have awareness of educational equity impacts of school and district policies. | Application demonstrates an ability to unpack and analyze one or more current and/or historic equity gaps within the Reynolds School District. | Application demonstrates an understanding of one or more current and/or historic equity gaps within the Reynolds School District. | Application may or may not demonstrate an ability to identify one or more current and/or historic equity gaps within the Reynolds School District. |
| The applicant expresses an interest in joining the committee for the purposes of improving experiences and outcomes for historically underserved groups of students, staff, and/or parents/caregivers within the district. | Application communicates a complex understanding of the function, role and/or purpose of the committee in improving experiences and outcomes for historically underserved populations, using example(s) to illustrate that reflect inclusivity. | Application communicates an understanding of the function, role and/or purpose of the committee in improving experiences and outcomes for historically underserved populations. | Application communicates an incomplete or inaccurate understanding of the function, role and/or purpose of the committee in improving experiences and outcomes for historically underserved populations. |

To: Board of Directors

From: Dr. Christopher Ortiz, Deputy Superintendent

Prepared by: Hank Bauer, Administrative Analyst

Subject: Right to Return Student Transfer MOU from Portland Public Schools

Policy: [Admission of Nonresident Students – JECB](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 1: Marginalized Students

In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

Summary:

Portland Public Schools (PPS) developed a Memorandum of Understanding (MOU) for a Right to Return Student Transfer to formalize the option. Reynolds School District’s partnership, along with the rest of the Multnomah County school districts, will provide families impacted by gentrification and displacement a simpler path to enrolling their children in North and Northeast PPS schools.

Please refer to the MOU, the Memo from PPS, and draft application for more information.

Previous Board Action:

Not Applicable

Background:

Urban renewal and gentrification have resulted in the displacement of students and families to neighboring communities and cities, disproportionately impacting Black/African-American Portland residents whose children attended schools in North and Northeast Portland. The Oregon Department of Education (ODE) eventually recommended that PPS proceed with an MOU with its neighboring districts.

The MOU will streamline and clarify the Right to Return as a specific enrollment option for families. It will simplify the application process for families that qualify and recognize the important role of schools in preserving and maintaining community.

After Reynolds School District signs the MOU, there will be little action needed by Reynolds staff, other than posting information about the Right to Return transfer process from PPS on the Reynolds School District website where transfers information is usually posted.

By February 2023, PPS will begin processing Right to Return requests. By October 2023, MESD Superintendents will review results of year one.

Financial Implications:

Potential loss in ADM funds to Reynolds School District due to inter-district transfers.

Alternatives:

If Reynolds School District chose to not sign the MOU, families would not have the opportunity to return to their original community in North and Northeast Portland.

Staff Recommendation:

Staff recommends that the Board authorizes the District to sign the Right to Return Student Transfer MOU with PPS.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board authorize the district to sign the Right to Return Student Transfer MOU with PPS.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



MEMORANDUM OF UNDERSTANDING
between
SCHOOL DISTRICT NO. 1J, MULTNOMAH COUNTY, OREGON
(PORTLAND PUBLIC SCHOOLS)
and
REYNOLDS SCHOOL DISTRICT #7

Contract No. MOU _____

This Memorandum of Understanding (“MOU”) is made by and between School District No. 1J, Multnomah County, Oregon (“Portland Public Schools”) and **REYNOLDS SCHOOL DISTRICT #7** (“Partner District”). The parties agree as follows:

1. **Term and Termination.** This MOU becomes effective on February 1, 2023 or the date on which the MOU is fully executed by both parties, *whichever is later*. Unless earlier terminated as provided below, this MOU shall continue through January 31, 2033.
2. **Objective:** Reduce enrollment barriers for families who were displaced from North/Northeast Portland neighborhoods by streamlining the inter-district transfer application and approval process.
3. **Partner District Agrees To:** a) Assist families with accessing the application, including encouraging schools and community partners to help identify eligible families, b) Consent to release resident students who qualify for Right to Return transfer and c) provide feedback on the process at least on an annual basis.
4. **Portland Public Schools Agrees To:** a) Develop and distribute the Right to Return application, in cooperation with community partners, b) Review completed applications, determine eligibility based on criteria included in the Exhibit A of this MOU, and communicate results to applicants and their resident partner school districts and, c) Provide an annual update of Right to Return results to Partner District.
5. **Termination.** Either party may cancel this Memorandum of Understanding at any time upon written notice to the other given at least ninety (90) days prior to the stated cancellation date.

I HAVE READ THIS MEMORANDUM OF UNDERSTANDING. I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE PARTY I REPRESENT.

PARTNER DISTRICT

REYNOLDS SCHOOL DISTRICT #7

Christopher Ortiz, Deputy Superintendent

Date

PORTLAND PUBLIC SCHOOLS

SCHOOL DISTRICT NO. 1J,
MULTNOMAH COUNTY, OREGON

Emily Courtnage
Director, Purchasing & Contracting

Date

RSD Legal Approved: 1/17/2023

RSD Board Approved:

RIGHT TO RETURN STUDENT TRANSFER APPLICATION

The PPS Right to Return Transfer Opportunity aims to address the harmful impacts of urban renewal and gentrification by giving admission to North/Northeast Portland schools to students whose families have been displaced from those neighborhoods.

Students in grades K-12 who live in any of the following districts are eligible for transfer to a North/Northeast Portland Public School without needing separate permission from their home district:

(List participating districts)

The PPS Enrollment and Transfer Center will process this application and inform you of the results in approximately ten working days. You may be asked to provide additional verification of your former address.

Section 1: Family Information

Primary Parent/Guardian Name: _____

Primary phone: _____ Email: _____

Current address: _____

To be eligible for a Right to Return transfer, you must list a former address for yourself or your ancestor/guardian that is within the North/Northeast Portland Housing Preference Zone (see map). You may be asked to provide verification of your former address.

Former address in North/Northeast Portland: _____

When did your family occupy the home? From _____ To _____

Do you have additional former addresses in North/Northeast Portland? YES NO

Section 2: Student Information

Name: _____

Birth date: _____

Current grade: _____ Current school: _____

Prior PPS school(s), if any: _____

Please list any siblings who are also requesting transfer:

Name: _____ Date of Birth : _____ Grade
requested: _____

Requested school(s) - see list:

First choice: _____

Second choice (optional): _____

Section 3: General Conditions and Terms

Right to Return applicants have priority for transfer, but may be waitlisted for admission if a school is closed to transfer due to overcrowding.

Applicants for Jefferson HS grades 10-12 will go through a brief screening process to determine eligibility for the Middle College for Advanced Studies program.

Students who are currently expelled may have their admission delayed or revoked.

Once approved,

- This agreement is in effect through twelfth grade. At the end of fifth and eighth grade, Right to Return transfer students have automatic placement at the middle or high schools that serve the neighborhood of the school they currently attend.
- Transportation to and from school is the responsibility of each family.
- Students have a right to enroll in their resident districts school at any time.
- Students have a right to request different Portland Public Schools following the standard resident transfer procedures.
- Portland Public Schools reserves the right to revoke the agreement at any time if a student does not comply with the attendance or behavior standards for non-PPS students.

- Portland Public Schools reserves the right to offer a different school of assignment in the event of an emergency, as a measure to relieve severe overcrowding or to provide a free and appropriate education.

_____ I agree to these conditions

_____ Signature _____

RIGHT TO RETURN PARTICIPATING SCHOOLS

| School | Grade Level | Eligibility Notes |
|---------------------------|---------------|---|
| Astor | K-8 School | Eligible |
| Beach | K-5 School | Eligible-neighborhood program only |
| Beaumont | Middle School | Eligible |
| Boise/Eliot-Humboldt | K-5 School | Eligible--formerly known as Boise and Boise/Eliot |
| Buckman | K-5 School | Eligible |
| Cesar Chavez | K-8 School | Eligible--formerly known as Portsmouth |
| Chief Joseph | K-5 School | Eligible |
| Dr. Martin Luther King Jr | K-5 School | Eligible-neighborhood program only |
| Faubion | K-8 School | Eligible |
| George | K-8 School | Eligible |
| Harriet Tubman | Middle School | Eligible-neighborhood program only |
| Irvington | K-5 School | Eligible |
| Ockley Green | Middle School | Eligible-neighborhood program only |
| Peninsula | K-5 School | Eligible |
| Rosa Parks | K-5 School | Eligible-formerly known as Ball |
| Sabin | K-5 School | Eligible |
| Vernon | K-8 School | Eligible |
| Woodlawn | K-8 School | Eligible |
| Grant HS | High School | Eligible-Space is limited |
| Jefferson HS | High School | Eligible-transcript review may be required |

| | | |
|-----------------------|-------------|--|
| McDaniel HS (Madison) | High School | Eligible-Space is limited; formerly known as Madison |
| Roosevelt HS | High School | Eligible-Space is limited |

Date: December 2, 2022

To: Dr. Paul Coakley, Superintendent, MESD
Multnomah County Superintendents and Inter-district Transfer Staff

CC: Judy Brennan, PPS Director of Student Enrollment

From: Superintendent Guadalupe Guerrero 

Subject: Right to Return Student Transfer MOU

Introduction

We are pleased to share with you a Memorandum of Understanding to formalize the Right to Return transfer option. Your School District's partnership will provide families impacted by gentrification and displacement a simpler path to enrolling their children in North and Northeast PPS schools. Background information about Right to Return is included.

We appreciate your partnership as we launch the Right to Return in Spring 2023. We ask that you please review, sign and return the MOU by January 31, 2023.

Background

Urban renewal and gentrification have resulted in the displacement of students and families to neighboring communities and cities, disproportionately impacting Black Portland residents whose children attended schools in North and Northeast Portland.

In July 2017, Portland Black and civil rights leaders provided public testimony to the PPS Board of Education requesting a "right to return" opportunity for children of families displaced from the Albina community in Northeast Portland.

Following this call for action, a team of PPS staff and PPS school board representatives met several times to discuss this opportunity. Black community leaders also met with Colt Gill at the Oregon Department of Education (ODE), as well as superintendents of other Multnomah County school districts (David Douglas, Parkrose, Reynolds, Centennial, Gresham-Barlow, etc.) in pursuit of the request.

The PPS Board of Education endorsed a "Return to Albina" initiative in February 2018, as part of the annual Open Enrollment transfer plan.

In August 2019, the same parties met to discuss the specifics of a Return to Albina transfer option that would comply with state law, since open enrollment ended at the end of 2018.

Pre-pandemic, ODE committed to bringing a draft rule before the State Board of Education that would refine the definition of "hardship" in state intradistrict transfer policies. This more flexible language, which would use the Portland Housing Bureau's preference policy "hardship" language as a model, would allow families the option to return to their former school district if the reason they transferred was related to displacement.

ODE began internal discussions about stakeholder engagement around this topic, but due to

ODE staffing changes and the challenges of the pandemic, the work was paused.

In Fall 2021, ODE engaged a consultant to review a permanent rule change. She ultimately determined that because so much time had passed since the idea was originally presented, there may not be significant interest in the transfer option. She did not advise on the rule change, but recommended that PPS proceed with an MOU with its neighboring districts.

What is “Right to Return”?

Right to Return is an enrollment opportunity for students whose families have been harmed by urban renewal practices in North/Northeast Portland. Families who were displaced from North/Northeast Portland neighborhoods but wish to have their children attend schools in this area can be approved for transfer through a single application, even if they reside in a different school district. We estimate that 50-100 new right to return requests would be generated each year from all surrounding districts. Approved students would not have to reapply to remain in PPS. The MOU does not include transportation.

The program is generally based upon the City of Portland’s [North/Northeast Housing Priority](#), which provides housing opportunities for families who have been harmed by urban renewal practices in North/Northeast Portland.

PPS will use the map developed by the City of Portland in its Housing Priority program. <https://www.portlandmaps.com/bps/phb/preference/>

This MOU will streamline and clarify the Right to Return as a specific enrollment option for families. Currently, families must comply with specific processes for an interdistrict transfer set out in ORS 339.127. That process requires families to submit two separate applications, one for the district in which they reside and one for PPS, which are subject to different limitations set by the districts.

This MOU implements a systems approach, simplifies the application process for families and recognizes the important role of schools in preserving and maintaining community.

Based on input from our neighboring districts’ superintendents, the program could expand to cover other transfer reasons in future years, including accessing specialized programs and supporting return to urban renewal/gentrification areas in other districts.

Districts with Similar Policies

The right to return concept as a response to gentrification and redevelopment is reflected in at least two other urban school districts. Baltimore’s renowned public charter school, Henderson-Hopkins, uses relocation from a city redevelopment zone in East Baltimore as the basis for a priority lottery position.(EBDI) See https://henderson.enschool.org/apps/pages/index.jsp?uREC_ID=323470&type=d&termREC_ID=&pREC_ID=609943 .



San Francisco Unified School District allows students to remain enrolled at their assigned school for the duration of the school year if the family lost residency due to a no-fault eviction.

Timeline

January 2023: Partner districts sign Memorandum of Understanding.
Participating districts and community partners begin providing information about Right to Return to interested families and community members.

February 2023: PPS begins processing Right to Return requests

October 2023: MESD superintendents review results of year one

Attachments

[Memorandum of Understanding](#)

[Draft Application and list of participating schools](#)

[Link to N/NE Housing Preference Zone](#)



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

To: Board of Directors

From: Ana Gonzalez Muñoz, Board Chair

Prepared by: Kaylie Jeffries, Board Secretary

Subject: Board Vacancy Appointment (Position 2)

Policy: [Vacancies on the Board – BBE](#), [Board Qualifications – BBBA](#)

Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

Board Director Spencer Chao, position 2, submitted his resignation from the RSD School Board. The vacancy was announced at the December 14, 2022 Business Meeting and an application was opened on the RSD website.

The RSD Board of Directors interviewed four applicants at the January 11, 2023 Work Session. They will now deliberate and vote on a candidate. The appointed candidate will take the oath of office at the February 8, 2023 Work Session.

The following applicants will be considered:

- Patty Carrera
- Victoria Rizzo
- Joyce Rosenau
- Troy Rulmyr

Previous Board Action:

The Board has followed a similar process to fill vacant seats in the past.

Background:

According to Board Policy BBBA: Board Qualifications, a Board member must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law, and must have been a resident within the district for one year

immediately preceding the election or appointment. No person who is an employee of the district will be eligible to serve as a Board member while so employed.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four year term; or

2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

The appointed applicant will serve through June 30, 2025.

Financial Implications:

Not Applicable

Alternatives:

Not Applicable

Staff Recommendation:

Not Applicable

Motion:

A candidate will be selected by a majority vote. The Board may discuss and deliberate then make a motion for a potential candidate. If the motion fails, another Board member may make a motion for a different candidate.

- A. Motion Made by Board Member:
 - a. I move that the Board appoint _____ to fill the vacancy of position 2.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Published on *Reynolds School District - Oregon* (<https://www.reynolds.k12.or.us>)

[Application for School Board Position 2 Vacancy](#) > [Webform results](#) > Submission #3

Submission information

Form: [Application for School Board Position 2 Vacancy](#). [1]

Submitted by Visitor (not verified)

Mon, 12/12/2022 - 3:48pm

67.171.162.5

First and Last Name

Patty Carrera

Street Address

[REDACTED]

City / State / Zip

Portland OR 97230

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Do you live in the Reynolds School District boundaries?

Yes

How long have you lived in the District?

35 years

Are you a registered voter?

Yes

Current Job Title / Employeer

Retired

Do you have children currently attending a school in the district?

No

Have you or a family member graduated from Reynolds?

Yes

If so, what relation?

Daughters

Briefly describe your background and qualifications that you feel would be valuable to the Reynolds Board of Education:

I am a 35-year patron of the Glenfair attendance area in the Reynolds School District, which provides me with a wealth of institutional knowledge. I am currently retired after serving as a RSD employee for over 20 years and as a volunteer in the district prior to employment of another 12 years. My work as a volunteer, middle and high school sports coach, classified employee, licensed elementary education teacher, bilingual ESL teacher, and district office administrator in the district gives me a balanced perspective about what it is like to live, play and work in our community. Four

daughters graduated from Reynolds HS. I've lived in the Reynolds School District under six different superintendents. I've witnessed the evolution of the community as it has flourished into a community of inclusivity, continued resilience, and growth.

Please list any community activities you have been involved with during your local residency:

During my local residency I've had the honor and pleasure of working in volunteer roles as a President, Secretary and Treasurer at Parkrose Cooperative Preschool, President and Secretary of the Glenfair ES PTA, co-chair of Glenfair ES Carnival, H.B. Lee Bingo Night chair, HB Lee Parent-Teacher Group member, member of the RSD Budget Committee, head baseball coach for the former Rockwood Summer Baseball League, 10-U baseball umpire, head ASA softball coach, middle school girl's basketball coach, cook/trainer/camper at Camp Sherman XC training camps, assistant junior varsity HS softball coach, St. Joseph the Worker care minister, and monthly participant in the Feed the Homeless program, Glenfair ES and Lee MS Site Council member, varsity HS basketball scorekeeper, MHCC Invitational Track & Field event hospitality room host, and St. Joseph the Worker carnival committee leader.

Please outline why you are interested in serving on the Reynolds Board of Education:

I'm interested in serving on the BOE because I am deeply invested in the success of the Reynolds School District and the communities and municipalities that make up the district. Throughout my career, my central guiding principle was and still is student safety that enhances academic achievement. More importantly, student safety is predicated by staff safety and security. My hope is to lessen fear and uncertainty in the district and to increase a sense of security and safety across the district by supporting practices, policies and actions to assist the district's work. I believe in caring about our students, our families, our partners, our allies, and our community. I hope to strengthen connections between school board members as we work together to meet local community needs with the best of intentions in mind.

What do you see as the key issues facing the District and outline how you would deal with them?

Key issues facing the district:

- ~Solidifying social, emotional health and well-being supports
- ~Remediating and increasing academic achievement for all students despite the Covid-19 pandemic aftermath
- ~Increasing confidence in our state and local educational leadership
- ~Staff retention
- ~Enhancing before- and after-school student engagement opportunities and/or activities

These matters need to be addressed with great empathy combined with achievable annual outcomes. It requires listening to stakeholders, weighing stakeholder facts and opinions into decision making, and insisting on transparent disclosure of the information required to make sound, supportive decisions in order to increase stakeholder confidence in public education. Key to achieving successful outcomes to these key issues could be met by focusing efforts at stabilizing the work environment in a variety of ways. All the key issues are not unique to Reynolds but are being faced statewide by all districts. Yet Reynolds SD has a lifelong history of grit and resiliency that makes all successes extremely impactful. As a board member, it would be deeply gratifying to take part in supporting those successes.

Source URL: <https://www.reynolds.k12.or.us/node/68527/submission/160264>

Links

[1] <https://www.reynolds.k12.or.us/schoolboard/application-school-board-position-2-vacancy>.

Published on *Reynolds School District - Oregon* (<https://www.reynolds.k12.or.us>)

[Application for School Board Position 2 Vacancy](#) > [Webform results](#) > Submission #5

Submission information

Form: [Application for School Board Position 2 Vacancy](#). [1]

Submitted by Visitor (not verified)

Fri, 01/06/2023 - 12:04pm

24.20.246.91

First and Last Name

Victoria Rizzo

Street Address

[REDACTED]

City / State / Zip

Troutdale, Oregon 97060

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Do you live in the Reynolds School District boundaries?

Yes

How long have you lived in the District?

42 years

Are you a registered voter?

Yes

Current Job Title / Employeer

Teacher

Do you have children currently attending a school in the district?

No

Have you or a family member graduated from Reynolds?

No

Briefly describe your background and qualifications that you feel would be valuable to the Reynolds Board of Education:

My background as a teacher and my community involvement will enable me to give other insights.

Please list any community activities you have been involved with during your local residency:

City of Troutdale Citizens' Advisory Committee

City of Troutdale Budget Committee

City of Troutdale Parks Advisory Committee

City of Troutdale Town Center Advisory Board 206

City of Troutdale Public Safety and Equity Advisory Committee

Reynolds School District Budget Committee
2020 Census Committee (Fairview, Wood Village and Troutdale)

Please outline why you are interested in serving on the Reynolds Board of Education:

To help improve Reynolds School District's students basic skills and ability to develop those skills to pursue their interests and goals to become happy, productive members of the community.

To help create a safe and inspiring environment of learning where students look forward to coming to.

What do you see as the key issues facing the District and outline how you would deal with them?

Getting the students up to grade level - teachers need more support on the classroom

Building a safe environment for students and staff- increase support, evaluate current plans for dealing with behavioral problems.

Source URL:<https://www.reynolds.k12.or.us/node/68527/submission/160438>

Links

[1] <https://www.reynolds.k12.or.us/schoolboard/application-school-board-position-2-vacancy>.

Published on *Reynolds School District - Oregon* (<https://www.reynolds.k12.or.us>)

[Application for School Board Position 2 Vacancy](#) > [Webform results](#) > Submission #1

Submission information

Form: [Application for School Board Position 2 Vacancy](#). [1]

Submitted by Visitor (not verified)

Mon, 11/21/2022 - 12:57pm

73.96.214.205

First and Last Name

Joyce Rosenau

Street Address

[REDACTED]

City / State / Zip

Portland, Oregon 97230

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Do you live in the Reynolds School District boundaries?

Yes

How long have you lived in the District?

37 years

Are you a registered voter?

Yes

Current Job Title / Employeer

retired teacher

Do you have children currently attending a school in the district?

No

Have you or a family member graduated from Reynolds?

Yes

If so, what relation?

4 children

Briefly describe your background and qualifications that you feel would be valuable to the Reynolds Board of Education:

I have lived in the district for 37 years. My four children went to Glenfair, HB Lee and RHS. While my children were at Glenfair I was actively involved with the school. So much so that the teachers there encouraged me to go back to school and become a teacher. I did and then returned to Glenfair to become a teacher. I worked there for 25 years. I taught 4th and 5th grade mostly and then ended my career as an English Language Development specialist. I have an MEd. I have been involved in

curriculum choice and development and in budgets. I have attended many board and budget meetings.

Please list any community activities you have been involved with during your local residency:

I am currently a mediator with Oregon Education Association. I have worked with East County Rising. I was actively involved with the Reynolds Education Association.

Please outline why you are interested in serving on the Reynolds Board of Education:

I feel that I have come full circle with the district. I started as a mother who was involved with her children. I then became a teacher and experienced the changes in the district. I would now like to use my experience to help the district move forward after these unusual times. I have always believed in this district and the students who attend here. I want the Reynolds District to be a place where students and families want to come to get the best education.

What do you see as the key issues facing the District and outline how you would deal with them?

I know that there has been a disconnect between the teachers and the district level administration. I would hope to help lend a teacher's perspective on the actions taken by the school board.

Source URL:<https://www.reynolds.k12.or.us/node/68527/submission/160129>

Links

[1] <https://www.reynolds.k12.or.us/schoolboard/application-school-board-position-2-vacancy>.

Published on *Reynolds School District - Oregon* (<https://www.reynolds.k12.or.us>)

[Application for School Board Position 2 Vacancy](#) > [Webform results](#) > Submission #2

Submission information

Form: [Application for School Board Position 2 Vacancy](#). [1]

Submitted by Visitor (not verified)

Tue, 11/22/2022 - 10:59am

50.39.200.209

First and Last Name

Troy Rulmyr

Street Address

[REDACTED]

City / State / Zip

Gresham, OR 97230

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Do you live in the Reynolds School District boundaries?

Yes

How long have you lived in the District?

five plus years

Are you a registered voter?

Yes

Current Job Title / Employeer

Futurist/Business Consultant

Do you have children currently attending a school in the district?

Yes

What school(s)? Select all that apply.

Salish Ponds Elementary School

Have you or a family member graduated from Reynolds?

No

Briefly describe your background and qualifications that you feel would be valuable to the Reynolds Board of Education:

I've built an international business consulting company that specializes in women and BIPOC owned businesses. Before my consulting business I created jobs for individuals who experienced barriers including but not limited to: PTSD, Intellectual and Developmental Disability, socio-economic, language, and cultural. I've worked with the SUN program at Salish Ponds Elementary volunteering time and resources to teach music, and have served on several community boards for RSD including the Strategic Planning Committee.

Please list any community activities you have been involved with during your local residency:

Strategic Planning Committee, SUN Program Volunteer, Building Planning Committee, and support Play East, and community events.

Please outline why you are interested in serving on the Reynolds Board of Education:

I believe that we need community involvement to bring out the best in not only our students, but the families and communities that support our students.

What do you see as the key issues facing the District and outline how you would deal with them?

Hunger is a big issue in our district, and I would create strategic community partnerships that will help solve the logistic challenges to getting food into the hands of our students. I think that there is a lack of community support from our lower socio-economic families around education, employment, and resources. We also have infrastructure challenges and we need motivated people to face them head on, find ways to create funding, and create community involvement around education and it's role in the community.

Source URL:<https://www.reynolds.k12.or.us/node/68527/submission/160165>

Links

[1] <https://www.reynolds.k12.or.us/schoolboard/application-school-board-position-2-vacancy>.



Code: **BBE**
Adopted: 1/04/07
Revised/Readopted: 5/13/10; 4/26/17
Orig. Code(s): BBD/BBE

Vacancies on the Board

Vacancies will be filled through board appointment. The board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the board, the newly appointed board member(s) will be sworn and seated immediately.

If the offices of a majority of board members are vacant at the same time, the directors of the Multnomah Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A board member so elected as a replacement will serve the remaining year(s) of the term of office of the board member being replaced.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Cross Reference(s):

BBBA - Board Member Qualifications
BBC - Board Member Resignation
BBD - Board Member Removal from Office



Code: **BBBA**
Adopted: 1/04/07
Revised/Readopted: 5/13/10; 4/26/17
Orig. Code(s): BBBA

Board Member Qualifications

Persons will be eligible to serve as board members if they are an elector of the district.. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the district for one year immediately preceding the election or appointment. All board members in the district will be elected by position.

No person who is an employee of the district will be eligible to serve as a board member while so employed. A person who is an employee of a public charter school may not serve as a member of the board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

[ORS 247.002](#)
[ORS 247.035](#)
[ORS 249.013](#)

[ORS 332.016](#)
[ORS 332.018](#)
[ORS 332.030](#)

[ORS 332.124](#)
[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.

Cross Reference(s):

BBE - Vacancies on the Board



Code: **BBC**
Adopted: 9/14/16

Board Member Resignation

The board believes that any citizen who files and seeks election or appointment to the board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the board requests earliest possible notification of intent to resign so the board may plan for the continuity of board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The board will announce the resignation and declare the vacancy at a board meeting.

The board will determine the procedures to be used in filling the vacancy. The board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)
[ORS 236.325](#)
[ORS 332.030](#)

Cross Reference(s):

BBE - Vacancies on the Board

To: Board of Directors

From: Ana Gonzalez Muñoz, Board Chair

Prepared by: Kaylie Jeffries, Board Secretary

Subject: Interim Superintendent Contract

Policy: [Recruitment and Appointment of the Superintendent – CBB](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Board received feedback on the desired duties and qualifications of an Interim Superintendent via an online survey and public comment at the January 11, 2023. They took action on the hiring process as discussed in public comment and incorporated in a job description for an Interim Superintendent. They conducted interviews with three candidates that evening.

The Board decided to move forward with Frank Caropelo as the Interim Superintendent for the balance of the 2022-2023 school year. Tonight they will vote on his contract.

Previous Board Action:

The Board is responsible for the hiring of superintendents.

Background:

On Thursday, December 22, 2022, the Reynolds School Board accepted a notice of intent with Dr. Diaz to retire from her position effective June 30, 2023. Dr. Diaz’s resignation at the end of the school year initiates the search for an Interim Superintendent for the transition over the course of the remainder of this school year. Following the above-described Board actions to seek community input, recruit, and interview an Interim Superintendent, the Board selected Frank Caropelo. Board leadership negotiated the contract with Mr. Caropelo, which now requires Board approval.

Financial Implications:

Salary and benefits as described in the Interim Superintendent Contract.

Alternatives:

The Board could decide not to approve the contract and continue the search for an Interim Superintendent.

Motion 1:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the Interim Superintendent contract with Frank Caropelo for the balance of the 2022-2023 school year.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Motion 2:

- A. Motion Made by Board Member:
 - a. I move that the Board designates Frank Caropelo as the Clerk/Chief Executive Officer for the balance of the 2022-2023 fiscal year.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



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

To: Board of Directors
From: Ana Gonzalez Muñoz, Board Chair
Prepared by: Kaylie Jeffries, Board Secretary
Subject: Executive Session Action
Policy: Executive Session – BDC
Date: January 25, 2023

Action [checked]
Report [unchecked]

Connection to School Board Core Beliefs and Commitments

- [checked] Safety [checked] Equity [checked] Instructional Practice [checked] Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

The Board met in Executive Session under ORS 192.660(2)(b) personnel. You all attended an executive session where you heard confidential employment information relating to an employee. We are now considering the recommendation to dismiss said employee as a licensed teacher with the District.

Motion 1:

Is there a motion relating to the recommendation for dismissal of this employee for immorality under ORS 342.865(1)(b)?

- A. Motion Made by Board Member:
i. I move to uphold/reject the recommendation to dismiss the employee on the basis of immorality under ORS 342.865(1)(b).
B. Motion Seconded by Another Board Member
C. Points of Clarification / Discussion
D. Call for Board Vote

Motion 2:

Is there a motion relating to the recommendation for dismissal of this employee for any cause which constitutes ground for the revocation of such contract teacher’s teaching license under ORS 342.865(1)(i)?

- A. Motion Made by Board Member:
i. I move to uphold/reject the recommendation to dismiss the employee on the basis of for any cause which constitutes ground for the revocation of such contract teacher’s teaching license under ORS 342.865(1)(i).
B. Motion Seconded by Another Board Member
C. Points of Clarification / Discussion
D. Call for Board Vote



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

To: Board of Directors
From: Ana Gonzalez Muñoz, Board Chair
Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent
Subject: Board Reports and Discussion

Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)

Date: January 25, 2023

| | |
|---------------|-------------------------------------|
| Action | <input type="checkbox"/> |
| Report | <input checked="" type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Summary:

- a. Individual Board Member Reports or Announcements
- b. Upcoming Board Meetings
 - i. Board Work Session: February 8, 2023
 - ii. Board Business Meeting: February 22, 2023
- c. Budget Committee Vacancies: Positions 8, 10, 12,13, and 14
 - i. The application can be found on the Budget Committee page of the RSD website.
 - ii. Interviews will take place at the February 8, 2023 Work Session
- d. Board Discussion

To: Board of Directors
From: Ana Gonzalez Muñoz, Board Chair
Prepared by: Kaylie Jeffries, Executive Assistant to the Superintendent
Subject: Adjourn
Policy: [Board Meetings – BD/BDA, Conduct of Board Meetings – BDDF](#)
Date: January 25, 2023

| | |
|--------|-------------------------------------|
| Action | <input checked="" type="checkbox"/> |
| Report | <input type="checkbox"/> |

Connection to School Board Core Beliefs and Commitments

Safety Equity Instructional Practice Organizational Culture

Strategic Plan Goal Topic 3: Student and Staff Wellness

We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

Adjournment

