



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**

January 22, 2025

6:00 PM

Building I, Edgefield Campus

2408 SW Halsey Street

Troutdale, Oregon 97060

| | | |
|-------|---|-----------|
| I. | 5:30p - Executive Session | 3 |
| | The Reynolds School Board and the Superintendent will recess into Executive Session at 5:30p, under ORS 192.660(2)(a) Personnel. Executive Session is closed to the public. | |
| II. | 6:00p - Call to Order | 4 |
| | A. Roll Call | |
| | B. Consider Approval of the January 22, 2025 Agenda | |
| | C. Pledge of Allegiance | |
| | D. Land Acknowledgement | 5 |
| | E. Mission and Vision | 6 |
| III. | 6:10p - Recognition | 7 |
| | A. Student Recognition: Walt Morey Middle School | |
| | B. Resolutions | |
| | i. Resolution 2024-2025-013: Proclaiming the Celebration of Black History Month | 8 |
| | ii. Resolution 2024-2025-014: Proclaiming the Celebration of School Bus Driver Appreciation Day | 9 |
| | iii. Resolution 2024-2025-015: Proclaiming the Celebration of National School Counseling Week | 10 |
| | iv. Resolution 2024-2025-016: Proclaiming the Celebration of National Career and Technical Education (CTE) Month | 11 |
| IV. | 6:25p - High School Student Report | 12 |
| V. | 6:35p - Public to be Heard | 13 |
| | Members of the public will address the board with comments and the board will listen only. Public Comment will be limited to 7 speakers with 3 minutes each. Forms must be turned in before the meeting start time. | |
| VI. | 6:50p - Bargaining Group Updates | 14 |
| VII. | 7:00p - Presentation to the Board | |
| | A. Facilities Goal | 15 |
| VIII. | 7:10p - Superintendent's Reports | 30 |

| | | |
|------|---|-----------|
| A. | Announcements/Reports | |
| B. | Financial Report | 31 |
| C. | Enrollment Report | 32 |
| IX. | 7:25p - Consent Agenda | 36 |
| A. | Approval of Personnel Order | |
| B. | Approval of Prior Meeting Minutes | 37 |
| C. | IGA with the City of Portland for PCEF Funding | 39 |
| D. | Grant Funds from City of Gresham for RLA MYC Program Coordinator | 55 |
| E. | RHS Field Trip: Key Club District Convention in Seattle, Washington | 62 |
| F. | RHS Field Trip: DECA Club Competition in Portland, Oregon | 70 |
| G. | Resolutions 2024-2025 -13 to -16 | 77 |
| X. | 7:30p - Action Items | |
| A. | Budget Priorities for 2025-2026 | 78 |
| XI. | 7:40p - Board Announcements and Discussion | 82 |
| A. | Individual Board Members - Announcements and Reports | |
| B. | Upcoming Board Meetings | |
| XII. | 7:55p - Adjourn | 83 |



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Executive Session

Type: Action Item Report / Presentation

Policy: BDC: Executive Session

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

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

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Call to Order

Type: Action Item Report / Presentation

Policy: BDDF: Conduct of Board Meetings

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Roll Call:

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

Motion to Approve Agenda:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the January 22, 2025 agenda as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

Pledge of Allegiance

Land Acknowledgement

Mission and Vision

Land Acknowledgement

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

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

mission:

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

vision:

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





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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Recognition

Type: Action Item Report / Presentation

Policy: KAA: Community Relations

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

The Board will recognize student from Walt Morey Middle School.

The Board will read the following resolutions into the record:

- i. Resolution 2024-2025-013: Proclaiming the Celebration of Black History Month
- ii. Resolution 2024-2025-014: Proclaiming the Celebration of School Bus Driver Appreciation Day
- iii. Resolution 2024-2025-015: Proclaiming the Celebration of National School Counseling Week
- iv. Resolution 2024-2025-016: Proclaiming the Celebration of National Career and Technical Education (CTE) Month

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



Resolution 2024-2025-013

Proclaiming the Celebration of Black History Month

WHEREAS, Black History Month is a historic celebration in the United States, 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 Black individuals have been historically recognized regionally by the state of Oregon;

WHEREAS, it is appropriate that all individuals reflect upon, cherish, and sustain the contributions that Black individuals – both past and present – have made to our nation. Educators and community leaders shape minds and empower future generations; healthcare professionals lead advancements that improve public health; entrepreneurs and innovators pave the way for economic empowerment; artists, musicians, and writers create works that enrich culture; and much more;

WHEREAS, Black individuals have endured significant struggles so that we may progress and be inspired during hard times, and encouraged to celebrate and rejoice during happy times;

WHEREAS the theme for Black History Month 2025 is “African Americans and Labor. “ It focuses on the various and profound ways that work and working of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary – intersect with the collective experiences of Black people.

NOW, THEREFORE, BE IT RESOLVED that Reynolds School District does hereby proclaim February 2025 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 22 day of January 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



Resolution 2024-2025-014

Proclaiming the Celebration of School Bus Driver Appreciation Day

WHEREAS, 76 licensed school bus drivers, 12 transportation office staff, 5 mechanics/technicians, 6 van drivers, 2 bus aides, and 2 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 7,200 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 families; 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 supervising 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 and declare February 22, 2025 School Bus Driver Appreciation Day.

Adopted this 22 day of January 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



Resolution 2024-2025-015

Proclaiming the Celebration of National School Counseling Week

WHEREAS, school counselors provide services to students to help them reach their full potential; and

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

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

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

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; and

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

NOW, THEREFORE, BE IT RESOLVED that the Reynolds School District Board of Education proclaims the week of February 3-7, 2025, as National School Counseling Week and commends the district's counselors for their many outstanding contributions and their dedication to quality education for all students.

Adopted this 22 day of January 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



Resolution 2024-2025-016

Proclaiming the Celebration of National Career and Technical Education (CTE) Month

WHEREAS, February is nationally recognized as Career and Technical Education (CTE) month. The purpose of this initiative is to create public awareness around the value of CTE classes and to recognize the accomplishments and achievements of said classes; and

WHEREAS, CTE classes prepare students for high-wage, high-demand careers. CTE covers many different fields, including health care, information technology, advanced manufacturing, hospitality, and management, and more. CTE encompasses a variety of educational settings, from classroom learning to certification programs to work-based learning opportunities outside the classroom; and

WHEREAS, all students within Reynolds School District have the opportunity to participate in CTE classes allowing them to explore and develop technical and adaptive skills that will lead them to higher education or into the workplace; and

WHEREAS, many of the fastest-growing jobs through 2025 will be in CTE fields according to the Bureau of Labor Statistics Occupational Handbook; and

WHEREAS, Reynolds School District supports experiences to ensure that all students have access to industry-linked programs and services that enable all students to achieve their career goals; and

THEREFORE, BE IT RESOLVED that the Reynolds School District Board of Education does hereby adopt this resolution to honor the month of February as National Career and Technical Education (CTE) Month.

Adopted this 22 day of January 2025.

Signed:

Attest:

Chair, Reynolds School Board of Directors

Superintendent / Clerk



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Student Report

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

Marginalized Students

Culturally Responsive Teaching

Student and Staff Wellness

Professional Development

Summary / Background:

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

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

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Public to be Heard

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

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

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

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

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Bargaining Group Updates

Type: Action Item Report / Presentation

Policy: BD/BDA: Board Meetings

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

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

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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To: Board of Directors

From: Wade Bakley, Chief Operations Officer

Subject: Facilities Goal - Superintendent Evaluation

Type: Action Item Report / Presentation

Policy: CBG: Evaluation of the Superintendent

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

This presentation outlines the goals for Facilities, as part of the Superintendent's 2024-2025 evaluation. The goals focus on improving energy efficiency and maintaining functioning schools.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.

A black and white photograph of a large group of graduates sitting in rows of chairs, viewed from behind. They are wearing white gowns and black mortarboard caps. The image is partially obscured by a dark green diagonal overlay on the right side.

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Facilities Superintendent Goals

Brent Perrin, Director of Facilities

January 22, 2025

Superintendent's Goal: Improve Energy Efficiency

Track water and power usage by month by building
to seek improvements in energy conservation





Why is This Important?

Energy conservation results in cost savings while protecting and maintaining a healthy environment.

Influencing Factors

- Weather
- Age of buildings and equipment
- Building control systems
- Construction requirements
- District culture

Tracking

- Track to identify energy use
 - School/meter location
 - Energy used
 - Cost
 - Average temperature (outside air)
- Track to provide a baseline for trending
 - Assists with budgeting, forecasting, and outliers
- Provide information to Superintendent as requested

Opportunities

- Potential PCEF Funding
 - Phase 1: \$4,040,313
 - Phase 2: \$6,158,013
- Energy groups
- Energy grants & opportunities
- Low-cost fixtures

What We Are Doing to Improve

- Tracking invoices for trends and budgeting
- Pursuing grants and awards for updated equipment
- Changing lights from fluorescent to LED
- Reviewing building controls systems for efficient replacement
- Replacing old units with new energy efficient units

Superintendent's Goal: Maintain Functioning School Facilities

Track the number of work order repairs
open more than 90 days





Why is This Important?

Functioning school facilities create a learning conducive environment.

Influencing Factors

- Age of buildings & equipment
- Parts availability
- Volume of projects/requests
- FTE to complete work at hand
- Priority level, complexity, and type of work
- Approval process
- Space access
- Time to complete, document, and track
- Employee retention and turnover

Tracking

- Track work order information monthly
 - New work orders
 - Completed work orders
 - Number of outstanding work orders
 - Grouped by priority levels
 - Number of work orders past 90 days
- Track to provide a baseline for trending
 - Assists with budgeting, forecasting, and outliers
- Provide information to Superintendent as requested

Priority and Response

Emergency (Priority 1)

- Immediate danger to life, health, safety, or significant damage to property

Urgent (Priority 2)

- Pose threat of personal injury, property, damage, or disruption of services

Scheduled (Priority 3)

- Planned, require prior coordination or procurement of supplies

Routine (Priority 4)

- No immediate threat to life or property; addressed in order received

Deferred (Priority 5)

- Low priority and can be scheduled for a later date without significant impact

What We Are Doing to Improve



- Holding morning roundtable briefs
 - Seek support, common knowledge, reduce redundancy, mission affirmation
- FTE investment
- Increasing documentation/utilization of work order system
- Increasing support to technicians
- Improving customer service support
- Using technology and training opportunities



QUESTIONS?



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Superintendent's Report

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

Superintendent Caropelo will provide announcements and reports to the Board:

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

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.

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

For the Period Ending December 31, 2024

| | | | 1 | 2 | | 3 | 4 (=2 + 3) | | 5 (=4 - 1) |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|-----------------------|-----------------------|-----------------------|
| RESOURCES | 2021–2022 | 2022–2023 | (Not Final) | FY25 | FY25 | % of | Add: Rev / Exp | FY25 | Budget to Forecast |
| | Actual | Actual | 2023–2024 | Adopted | YTD Actuals | Budget | Projections | Forecasted Balance | Variance |
| | | | Actual | Budget | | | | | Fav / (Unfav) |
| Operating Revenues | | | | | | | | | |
| State School Fund | \$ 102,592,166 | \$ 96,170,190 | \$ 102,950,821 | \$ 103,408,751 | \$ 60,552,472 | 58.56% | \$ 44,275,497 | \$ 104,827,969 | \$ 1,419,218 |
| Other State School Fund | 30,646,272 | 32,806,224 | 33,741,496 | 34,285,734 | 31,077,403 | 90.64% | 3,208,331 | 34,285,734 | - |
| State School Fund Formula | 133,238,438 | 128,976,414 | 136,692,317 | 137,694,485 | 91,629,875 | 66.55% | 47,483,828 | 139,113,703 | 1,419,218 |
| Local Sources | 1,777,584 | 3,022,599 | 3,129,349 | 2,465,500 | 1,595,683 | 64.72% | 1,069,817 | 2,665,500 | 200,000 |
| Intermediate Sources | 700,000 | 700,000 | 1,999,997 | 1,500,000 | - | 0.00% | 3,500,000 | 3,500,000 | 2,000,000 |
| State Sources | 2,793,866 | 2,590,394 | 856,066 | 2,600,000 | 1,485,230 | 57.12% | 2,600,000 | 4,085,230 | 1,485,230 |
| Federal Sources | 31,401 | 42,995 | 288,395 | 75,000 | 13,300 | 17.73% | 31,031 | 44,331 | (30,669) |
| Other Sources | 215,987 | 155,626 | - | - | - | - | - | - | - |
| All Other Sources | 5,518,837 | 6,511,613 | 6,273,807 | 6,640,500 | 3,094,213 | 46.60% | 7,200,848 | 10,295,061 | 3,654,561 |
| Total Operating Revenues | \$ 138,757,276 | \$ 135,488,027 | \$ 142,966,123 | \$ 144,334,985 | \$ 94,724,088 | 65.63% | \$ 54,684,676 | \$ 149,408,764 | \$ 5,073,779 |
| Beginning Fund Balance | 24,654,907 | 37,766,147 | 26,681,850 | 18,548,922 | 20,565,017 | 110.87% | | 20,565,017 | 2,016,095 |
| TOTAL RESOURCES | \$ 163,412,182 | \$ 173,254,174 | \$ 169,647,973 | \$ 162,883,907 | \$ 115,289,105 | 70.78% | \$ 54,684,676 | \$ 169,973,781 | \$ 7,089,875 |
| REQUIREMENTS BY OBJECT | | | | | | | | | |
| | | | | | | | | | |
| Operating Expenditures | | | | | | | | | |
| | | | | | | | | | |
| Salaries | \$ 63,390,945 | \$ 70,161,704 | \$ 75,362,331 | \$ 80,587,711 | \$ 29,057,914 | 36.06% | \$ 51,499,596 | \$ 80,557,510 | \$ 30,201 |
| Associated Payroll Costs | 32,142,962 | 34,264,947 | 37,544,405 | 39,934,008 | 15,278,682 | 38.26% | 26,111,224 | 41,389,905 | (1,455,897) |
| Purchased Services | 22,183,942 | 27,991,765 | 26,748,051 | 24,233,516 | 13,376,572 | 55.20% | 20,736,675 | 34,113,248 | (9,879,732) |
| Supplies and Materials | 4,141,683 | 8,434,821 | 4,360,608 | 5,499,435 | 2,106,142 | 38.30% | 1,849,439 | 3,955,581 | 1,543,854 |
| Capital Outlay | 461,200 | 1,297,508 | 1,246,511 | 230,000 | 238,226 | 103.58% | 255,580 | 493,806 | (263,806) |
| Other Objects | 1,561,953 | 1,719,446 | 1,993,596 | 2,026,237 | 1,795,151 | 88.60% | 27,640 | 1,822,791 | 203,446 |
| Transfers | 1,763,350 | 2,702,133 | 1,827,455 | 1,781,250 | 1,401,250 | 78.67% | 50,000 | 1,451,250 | 330,000 |
| Total Operating Expenditures | \$ 125,646,035 | \$ 146,572,324 | \$ 149,082,956 | \$ 154,292,157 | \$ 63,253,936 | 41.00% | \$ 100,530,154 | \$ 163,784,091 | \$ (9,491,934) |
| Contingencies | | | | | | | | | - |
| Unappropriated Ending Fund Balance | | | | 8,591,750 | | 0.00% | | | 8,591,750 |
| TOTAL REQUIREMENTS | \$ 125,646,035 | \$ 146,572,324 | \$ 149,082,956 | \$ 162,883,907 | \$ 63,253,936 | 38.83% | \$ 100,530,154 | \$ 163,784,091 | \$ (900,184) |
| Ending Fund Balance | \$ 37,766,147 | \$ 26,681,850 | \$ 20,565,017 | | | | | \$ 6,189,691 | |
| REQUIREMENTS BY FUNCTION | | | | | | | | | |
| | | | | | | | | | |
| Operating Expenditures | | | | | | | | | |
| | | | | | | | | | |
| Instruction | \$ 79,378,852 | \$ 75,949,684 | \$ 88,580,155 | \$ 91,968,733 | \$ 35,750,463 | 38.87% | \$ 63,861,454 | \$ 99,611,917 | \$ (7,643,184) |
| Support Services | 45,844,717 | 47,568,680 | 58,284,013 | 60,168,011 | 25,815,825 | 42.91% | 35,397,049 | 61,212,874 | (1,044,863) |
| Enterprise and Community Services | 408,213 | 164,321 | 100,362 | 174,163 | 86,398 | 49.61% | 1,221,651 | 1,308,049 | (1,133,886) |
| Facilities Acquisition and Construction | - | - | 84,758 | - | - | - | - | - | - |
| Other Uses | 3,726,765 | 1,963,350 | 2,033,668 | 1,981,250 | 1,601,250 | 80.82% | 50,000 | 1,651,250 | 330,000 |
| Total Operating Expenditures | \$ 129,358,547 | \$ 125,646,035 | \$ 149,082,956 | \$ 154,292,157 | \$ 63,253,936 | 41.00% | \$ 100,530,154 | \$ 163,784,090 | \$ (9,491,933) |
| Contingencies | | | | | | | | | - |
| Unappropriated Ending Fund Balance | | | | 8,591,750 | | 0.00% | | | 8,591,750 |
| TOTAL REQUIREMENTS | \$ 129,358,547 | \$ 125,646,035 | \$ 149,082,956 | \$ 162,883,907 | \$ 63,253,936 | 38.83% | \$ 100,530,154 | \$ 163,784,090 | \$ (900,183) |
| Ending Fund Balance | \$ 34,053,635 | \$ 47,608,139 | \$ 20,565,017 | | | | | \$ 6,189,691 | |
| Ending Fund Balance % of Revenue | 20.84% | 27.48% | 12.12% | | | | | 3.64% | |

Enrollment Report as of January 15, 2025

Elementary Enrollment By Grade Level and Classroom

| School | Kinder | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | Total | Variance | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|----------|------|
| | | | | | | | | Proj | Diff |
| Alder | 14 | 15 | 20 | 14 | 22 | 21 | | Alder | |
| | 13 | 15 | 21 | 17 | 22 | 21 | | | |
| Dual Language | 20 | 22 | 24 | 26 | 19 | 29 | | | |
| Total | 47 | 52 | 65 | 57 | 63 | 71 | 355 | 341 | 14 |
| # of Classes | 3 | 3 | 3 | 3 | 3 | 3 | 18 | | |
| Average Class Size | 15.67 | 17.33 | 21.67 | 19.00 | 21.00 | 23.67 | | | |
| Davis | 18 | 20 | 19 | 21 | 23 | 24 | | Davis | |
| | 18 | 22 | 18 | 16 | 25 | 25 | | | |
| | 19 | | 19 | 19 | | | | | |
| Total | 55 | 42 | 56 | 56 | 48 | 49 | 306 | 284 | 22 |
| # of Classes | 3 | 2 | 3 | 3 | 2 | 2 | 15 | | |
| Average Class Size | 18.33 | 21.00 | 18.67 | 18.67 | 24.00 | 24.50 | | | |
| Fairview | 19 | 22 | 15 | 26 | 24 | 28 | | Fairview | |
| | 19 | 25 | 13 | 26 | 24 | 29 | | | |
| | | | 15 | | | | | | |
| STEP | 2 | 3 | 5 | 2 | 2 | 2 | | | |
| Total | 40 | 50 | 48 | 54 | 50 | 59 | 301 | 279 | 22 |
| # of Classes | 2 | 2 | 3 | 2 | 2 | 2 | 13 | | |
| Average Class Size | 20.00 | 25.00 | 16.00 | 27.00 | 25.00 | 29.50 | | | |
| Glenfair | 19 | 19 | 23 | 21 | 25 | 29 | | Glenfair | |
| | 21 | 18 | 23 | 23 | 25 | 29 | | | |
| | 23 | 20 | 23 | 22 | 26 | 28 | | | |
| | 21 | 17 | 23 | 23 | | | | | |
| Total | 84 | 74 | 92 | 89 | 76 | 86 | 501 | 403 | 98 |
| # of Classes | 4 | 4 | 4 | 4 | 3 | 3 | 22 | | |
| Average Class Size | 21.00 | 18.50 | 23.00 | 22.25 | 25.33 | 28.67 | | | |
| Hartley | 19 | 20 | 19 | 19 | 20 | 20 | | Hartley | |
| | 22 | 20 | 17 | 19 | 20 | 19 | | | |

| | | | | | | | | | | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|------------|----------------|----|
| | | 20 | 18 | 20 | 20 | | | | | |
| Total | 41 | 60 | 54 | 58 | 60 | 39 | | 312 | 301 | 11 |
| # of Classes | 2 | 3 | 3 | 3 | 3 | 2 | | 16 | | |
| Average Class Size | 20.50 | 20.00 | 18.00 | 19.33 | 20.00 | 19.50 | | | | |
| Margaret Scott | | | | | | | | | | |
| Margaret Scott | 24 | 23 | 19 | 20 | 22 | 27 | | | Margaret Scott | |
| | 22 | 22 | 19 | 21 | 20 | 27 | | | | |
| | 21 | 22 | 19 | 20 | 22 | | | | | |
| | | | | | | | | | | |
| Total | 67 | 67 | 57 | 61 | 64 | 54 | | 370 | 318 | 52 |
| # of Classes | 3 | 3 | 3 | 3 | 3 | 2 | | 17 | | |
| Average Class Size | 22.33 | 22.33 | 19.00 | 20.33 | 21.33 | 27.00 | | | | |
| Salish Ponds | | | | | | | | | | |
| Salish Ponds | 17 | 23 | 22 | 22 | 21 | 22 | | | Salish Ponds | |
| | 16 | 22 | 21 | 23 | 21 | 20 | | | | |
| | 16 | | 20 | | 20 | 22 | | | | |
| | | | | | | | | | | |
| Total | 49 | 45 | 63 | 45 | 62 | 64 | | 328 | 314 | 14 |
| # of Classes | 3 | 2 | 3 | 2 | 3 | 3 | | 16 | | |
| Average Class Size | 16.33 | 22.50 | 21.00 | 22.50 | 20.67 | 21.33 | | | | |
| Sweetbriar | | | | | | | | | | |
| Sweetbriar | 21 | 22 | 19 | 24 | 18 | 26 | | | Sweetbriar | |
| | 21 | 23 | 22 | 22 | 18 | 24 | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total | 42 | 45 | 41 | 46 | 36 | 50 | | 260 | 247 | 13 |
| # of Classes | 2 | 2 | 2 | 2 | 2 | 2 | | 12 | | |
| Average Class Size | 21.00 | 22.50 | 20.50 | 23.00 | 18.00 | 25.00 | | | | |
| Troutdale | | | | | | | | | | |
| Troutdale | 18 | 20 | 19 | 22 | 21 | 28 | | | Troutdale | |
| | 17 | 19 | 20 | 22 | 20 | 27 | | | | |
| | 16 | 17 | 19 | 23 | 21 | | | | | |
| Life Skills | 6 | 3 | 2 | 6 | 5 | 2 | | | | |
| Total | 57 | 59 | 60 | 73 | 67 | 57 | | 373 | 334 | 39 |
| # of Classes | 3 | 3 | 3 | 3 | 3.0 | 2.0 | | 17 | | |
| Average Class Size | 19.00 | 19.67 | 20.00 | 24.33 | 22.33 | 28.50 | | | | |

| | | | | | | | | | | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|------------|--------|----|
| Wilkes | 20 | 17 | 20 | 20 | 23 | 23 | | | Wilkes | |
| | 22 | 18 | 18 | 19 | 22 | 24 | | | | |
| | 18 | 18 | 21 | 19 | 24 | 26 | | | | |
| | 17 | 16 | | 20 | | | | | | |
| Life Skills | 4 | 5 | 5 | 2 | 4 | 2 | | | | |
| Total | 81 | 74 | 64 | 80 | 73 | 75 | | 447 | 421 | 26 |
| # of Classes | 4 | 4 | 3 | 4 | 3 | 3 | | 21 | | |
| Average Class Size | 20.25 | 18.50 | 21.33 | 20.00 | 24.33 | 25.00 | | | | |

| | | | | | | | | | | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|------------|----------|---|
| Woodland | 20 | 17 | 19 | 16 | 26 | 22 | | | Woodland | |
| | 21 | 17 | 20 | 16 | 27 | 21 | | | | |
| | 20 | 17 | 18 | 19 | | 24 | | | | |
| | | 18 | | | | | | | | |
| Life Skills | 8 | 2 | 6 | 6 | 4 | 4 | | | | |
| Total | 69 | 71 | 63 | 57 | 57 | 71 | | 388 | 386 | 2 |
| # of Classes | 3 | 4 | 3 | 3 | 2 | 3 | | 18 | | |
| Average Class Size | 23.00 | 17.75 | 21.00 | 19.00 | 28.50 | 23.67 | | | | |

| | | | | | | | | | | |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--|-------------|-------------|-------------|
| | | | | | | | | | Proj | Diff |
| Elementary Total | 632 | 639 | 663 | 676 | 656 | 675 | | 3941 | 3628 | 313 |
| Total # of Classes | 32.00 | 32.00 | 33.00 | 32.00 | 29.00 | 27.00 | | | | |
| Total Average Class Size | 19.75 | 19.97 | 20.09 | 21.13 | 22.62 | 25.00 | | | | |

Secondary Enrollment By Grade Level

| School | 6th Grade Grade | 7th Grade Grade | 8th Grade Grade | 9th Grade Grade | 10th Grade | 11th Grade | 12th Grade | Total | Variance | |
|------------------------|-----------------|-----------------|-----------------|-----------------|------------|------------|------------|-------------|-------------|-------------|
| | | | | | | | | | Proj | Diff |
| HB Lee MS | 250 | 240 | 234 | | | | | 724 | 728 | -4 |
| Reynolds MS | 251 | 207 | 244 | | | | | 702 | 683 | 19 |
| Walt Morey MS | 168 | 171 | 177 | | | | | 516 | 532 | -16 |
| RHS + Middle College | | | | 680 | 600 | 571 | 521 | 2372 | 2441 | -69 |
| RLA | | | | | 28 | 58 | 94 | 180 | 121 | 59 |
| | | | | | | | | | Proj | Diff |
| Secondary Total | 669 | 618 | 655 | 680 | 628 | 629 | 615 | 4494 | 4505 | -11 |

Charter School Enrollment By Grade Level

| School | Kinder | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | 6th - 8th Grade Grades | Total | Variance | |
|----------------------|------------|------------|------------|------------|------------|------------|------------------------|-------------|-------------|-----------|
| | | | | | | | | | Proj | Diff |
| Arthur Academy | 30 | 30 | 29 | 26 | 29 | 25 | | 169 | 172 | -3 |
| Rockwood Prep | 68 | 73 | 66 | 67 | 55 | 52 | | 381 | 374 | 7 |
| MLA | 47 | 48 | 47 | 47 | 48 | 48 | 273 | 558 | 554 | 4 |
| HOLLA | 17 | 19 | 18 | 20 | 21 | | | 95 | 75 | 20 |
| | | | | | | | | | Proj | Diff |
| Charter Total | 162 | 170 | 160 | 160 | 153 | 125 | 273 | 1203 | 1175 | 28 |

| | Total | Variance | |
|-------------------------------------|--------------|--------------|------------|
| | | Proj | Diff |
| Elementary Total | 3941 | 3628 | 313 |
| Middle School Total | 1942 | 1943 | -1 |
| High School Total | 2552 | 2562 | -10 |
| Reynolds Total | 8,435 | 8,133 | 302 |
| Charter Total | 1,203 | 1,175 | 28 |
| Total Reynolds and Charters: | 9,638 | 9,308 | 330 |



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Consent Agenda

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

- A. Approval of Personnel Order
- B. Approval of Prior Meeting Minutes
- C. IGA with the City of Portland for PCEF Funding
- D. Grant Funds from City of Gresham for RLA MYC Program Coordinator
- E. RHS Field Trip: Key Club District Convention in Seattle, Washington
- F. RHS Field Trip: DECA Club Competition in Portland, Oregon
- G. Resolutions 2024-2025 -13 to -16

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

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



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
Meeting Minutes
December 18, 2024
6:00 PM
Building I, Edgefield Campus

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

I. 5:30p - Executive Session

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

II. 6:00p - Call to Order

- Chair Michael Reyes called the December 18, 2024 Business Meeting to order at 6:00p.

A. Roll Call

B. Consider Approval of the December 18, 2024 Agenda

I move that the Board approve the December 18, 2024 agenda as presented. This motion, made by Patty Carrera and seconded by Aaron Muñoz, Passed.

Yea: 6, Nay: 0

C. Pledge of Allegiance

D. Land Acknowledgement

- Read into the record by Director Aaron Muñoz.

E. Mission and Vision

- Read into the record by Chair Michael Reyes.

III. 6:10p - Recognition

A. Student Recognition - Sweetbriar Elementary

B. Resolution 2024-2025-012: Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools

- Read into the record by Director Ana Gonzalez Muñoz.

IV. 6:20p - High School Student Report

V. 6:25p - Public to be Heard

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

VI. 6:45p - Bargaining Group Updates

VII. 6:50p - Presentation to the Board

A. At-A-Glance Profiles and 9th Grade on Track

B. Transportation Goal

- We are continuing to rebalance and add routes.
- ParentSquare is used to notify families of route changes or delays.
- Accident protocol: 1. Notify Parents; 2. Notify School;
- Added a multi-lingual staff member to help with parent and community calls.
- Receiving grant for 2 new electric buses.

VIII. 7:15p - Superintendent's Reports

A. Announcements/Reports

B. Financial Report

C. Enrollment Report

IX. 7:30p - Consent Agenda

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

Yea: 6, Nay: 0

A. Approval of Personnel Order

B. Approval of Prior Meeting Minutes

C. RHS All-State Choir Field Trip to Eugene, Oregon

D. ASPIRE Partnership Grant Acceptance

E. Adoption of Policy Updates

X. 7:35p - Action Items

A. Adoption of Resolution 2024-2025-012: Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools

- Work with community partners for family resources.
- Sanctuary Promise Law
- FERPA

I move that the Board adopt Resolution 2024-2025-012 Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement Access to Schools as presented. This motion, made by Ana Gonzalez Muñoz and seconded by Aaron Muñoz, Passed.

Yea: 6, Nay: 0

XI. 7:40p - Board Announcements and Discussion

A. Individual Board Members - Announcements and Reports

B. Upcoming Board Meetings

XII. 7:45p - Adjourn

- Chair Michael Reyes adjourned the December 18, 2024 Business Meeting at 8:11p.



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: IGA with City of Portland, Clean Energy Community Benefits Fund

Type: Action Item Report / Presentation

Policy: DD: Grant Funding Proposals and Applications

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

PCEF's inaugural five-year Climate Investment Plan (CIP) was adopted by City Council in September 2023. The CIP allocates funds to public schools in the Portland city limits for projects that will reduce greenhouse gas emissions and increase climate resiliency.

Previous Board Action:

The Board is responsible for accepting all grants.

Financial Implications:

Reynolds has been granted \$4,040,313 for physical infrastructure projects.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the IGA with the City of Portland for PCEF grant funds.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



THE BUREAU OF
**PLANNING &
SUSTAINABILITY**

INTERGOVERNMENTAL AGREEMENT 30009004

This Intergovernmental Agreement (Agreement) is entered into by and between the City of Portland, Oregon, acting through its Bureau of Planning and Sustainability (City), and Reynolds School District (Reynolds). This Agreement is authorized pursuant to ORS 190.010.

BACKGROUND

1. The purpose of the City’s Portland Clean Energy Community Benefits Fund (PCEF) is to provide a consistent long-term funding source and oversight structure to address climate change in a way that advances racial and social justice.
2. PCEF’s inaugural five-year Climate Investment Plan (CIP) was adopted by City Council in September 2023. The CIP allocates \$750 million in PCEF funds to climate programs, including \$50 million to Strategic Program 16 – Climate Friendly Public Schools to: (a) make physical improvements to public schools within the City that reduce greenhouse gas (GHG) emissions and increase climate resiliency; and (b) support student-led climate initiatives at each middle and high school within the City. These activities are expected to reduce 16,000 – 24,000 MT lifetime CO2e emissions.
3. This funding will support Reynolds goals which are to increase the well-being of students and staff by upgrading school equipment to be more energy efficient and improve our green infrastructure, improving learning opportunities.
4. This Agreement formalizes the terms and conditions under which the City distributes PCEF funds to Reynolds in the amount of \$4,040,313 for physical infrastructure projects which reduce greenhouse gas emissions and \$0 for student-led initiatives. References to student-led initiatives in this agreement are not applicable.

THE PARTIES AGREE

1. SCOPE OF WORK: DEVELOPMENT AND IMPLEMENTATION

Reynolds will develop a physical improvements proposal that complies with Exhibits A and B, incorporated by reference (Exhibit A – Scope of Work: Process and Criteria to Develop and Approve Physical Improvements Proposal) (Exhibit B – Workforce and Contractor Equity Agreement). Reynolds will submit its first proposal to the City within two years of the effective date of this Agreement. The City may require Reynolds to modify its proposal to align it with the CIP. Once the City approves a proposal, Reynolds will implement it in compliance with Exhibit B and report on progress as described in Exhibit C, incorporated by reference (Exhibit C – Reporting Instructions).

2. TERM

The Agreement is effective six months prior to the final signature date on this agreement. The Agreement expires October 31st, 2028, with the City's option to extend.

3. PAYMENT

- A.** The City has authorized a total not-to-exceed amount of \$4,040,313 for physical improvements and \$0.00 a year for five (5) years) for student-led climate initiatives.
- B.** If this Agreement is terminated, all unexpended funds will be returned to the City within sixty (60) calendar days of said termination.
- C.** Upon execution of this Agreement, Reynolds may request a one-time planning allocation of up to \$150,000 from the physical improvement allocation and the first year's student-led climate initiative allocation of \$0.00 by providing an advance invoice to the City.
- D.** If Reynolds wishes to request an advance from the physical improvements allocation, Reynolds will complete the proposal process outlined in Section 1, obtain a final approval letter from the City and then may submit an advance invoice, requesting up to fifty (50%) of the approved budget. City will consider this request as it is required in order to advance the project.
- E.** To request its remaining annual physical improvements allocation, Reynolds will:
 - i. complete the physical improvements described in its City-approved proposal,
 - ii. complete the City's reporting requirements,
 - iii. provide documentation to the City of third-party verification and commissioning (for physical improvements), and
 - iv. submit a complete reconciliation and reimbursement package containing requisite backing documentation including personnel payroll reports and paid contractor invoices with accounting for the total amount of its approved annual physical improvements allocation.
- F.** To request its annual student-led climate initiatives allocation, Reynolds will submit an advance invoice to the City. Reynolds will receive \$0.00 per year for schools with middle and high school grade levels in its district, for a total annual allocation of \$0.00. Consistent with the CIP, Reynolds is not required to submit a proposal to the City before its annual allocation is disbursed. However, student-led climate initiatives must comply with the reporting instructions in Exhibit C.
- G.** The City pays its invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, Reynolds will execute the City's standard ACH Vendor Payment Authorization Agreement which is available on the City's website at <https://www.portlandoregon.gov/brfs/article/658568>. Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for approved invoices into Reynolds accounts with financial institutions. All payments will be in United States currency.
- H.** The City will pay all amounts to which no dispute exists within thirty (30) calendar days of receipt of the invoice and reporting package and all requisite backing documentation. Payment of any invoice, however, does not preclude the City from later determining that an error in

payment was made and from withholding the disputed sum from the next payment until the dispute is resolved.

- I. In accordance with Portland City Code 7.07.060 C.3., all workers being paid using PCEF funds will be paid at least 180% of the applicable state minimum wage for time worked on PCEF-funded projects.

4. RECORDS AND AUDITS

- A. **Records Retention.** Reynolds will maintain current financial records in accordance with Generally Accepted Accounting Principles (GAAP). Reynolds agrees to maintain and retain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement during the term of this Agreement and for a minimum of six (6) years after the expiration or termination date of this Agreement or until the resolution of all audit questions or claims, whichever is longer.
- B. **City Audits.** The City, either directly or through a designated representative, may conduct financial and performance audits of Reynolds's billings and work at any time in the course of the Agreement and during the records retention period listed above. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States Government Accountability Office.
- C. **Access to Records.** The City may examine, audit and copy Reynolds's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. Copies of applicable records will be made available upon request.
- D. **Overpayment.** If an audit discloses that payments to Reynolds were in excess of the amount to which Reynolds was entitled, then Reynolds will repay the amount of the excess to the City. Under no circumstances will the payment of previous invoices constitute an acceptance of the charges associated with those invoices.

5. PUBLIC RECORDS

- A. **Public Records Act.** The City is subject to Oregon public records law. All documents and information submitted by Reynolds to the City may be deemed public records subject to public disclosure.
- B. **Submission of Confidential Records.** Reynolds will contact the City's Project Manager before submitting confidential information to the City. If Reynolds determines it is necessary to submit confidential documents and information to the City, Reynolds will identify, highlight, and segregate any information that is identified as confidential from information that is not exempt. Reynolds will identify applicable exemptions under the Oregon Public Records Act. Information that has not been properly marked as confidential by Reynolds may be disclosed by the City in response to a public records request.
- C. **No Warranty or Representation of Confidentiality.** The City makes no warranty or representation as to the confidentiality of Reynolds's documents or information submitted to the City whether or not the documents or information are identified as confidential by Reynolds. Documents or information identified by Reynolds as confidential may be disclosed

by City if City determines, in its sole discretion, that Reynolds's documents or information are subject to disclosure under Oregon public records law. If the City receives a public records request applicable to Reynolds's documents or information, the City will make an independent determination regarding exemptions that may apply to documents or information properly marked as confidential by Reynolds.

- D. Acknowledgement and Waiver. Reynolds acknowledges by its signature below that all documents and information submitted to the City by Reynolds may be subject to public disclosure upon City's determination that Reynolds's documents or information are subject to disclosure under public records law, upon an order of the Multnomah County District Attorney, or upon an order of a court. Reynolds is advised to consult Reynolds's legal counsel regarding the applicability of Oregon public records law to Reynolds documents and information submitted to the City.

6. NOTICES

Unless otherwise stated, the designees named below will be the contact for all activities to be performed under this Agreement.

City Project Manager

Mickey Lee
Clean Energy Project Manager
1810 SW 5th Ave., Suite 710
Portland OR 97201
971-347-5393
Mickey.lee@portlandoregon.gov

Reynolds Project Manager

Wade Bakely
Chief Operations Officer
1204 NE 201st Ave
Fairview, OR 97024
503-661-7200
wbakley@rsd7.net

7. TERMINATION

- A. Cause for Termination: Cure. It will be a material breach and cause for termination of this Agreement if Reynolds uses PCEF funds outside the scope of this Agreement, or if Reynolds fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) calendar days after written notice from City. If the breach is of such nature that it cannot be completely remedied within the 30-day cure period, Reynolds will (1) notify City of its efforts to cure the breach, (2) provide City an estimated timetable to cure the breach, and (3) proceed with diligence and good faith to cure the breach. Reynolds must obtain written consent from the City for any extension of the cure period.
- B. No Payment or Further Work Authorized During Cure Period. During the cure period, City is under no obligation to provide additional PCEF funds notwithstanding any payment schedule indicated in this Agreement. Reynolds will not perform work or take actions that would require City to pay additional PCEF funds to Reynolds. Reynolds will account for any unused PCEF funds and such unused funds will be deemed held in trust for City. Reynolds will be solely responsible for any expenses associated with cure of its breach of the Agreement.
- C. Termination for Cause: Notice. City's termination for cause based on Reynolds's breach of the Agreement will be effective thirty (30) calendar days from the date the City sends its notice of

termination to Reynolds, not including any written extension of cure period granted by City. Reynolds will return any unexpended PCEF funds as of the date of City's termination notice.

- D. Escalation Clause:** In case of a conflict or dispute between the parties, City and Reynolds may take the following steps to remedy the conflict or dispute. Each step should be completed within a fourteen (14) calendar-day period. Unless otherwise agreed to by City and Reynolds, if either party requests a meeting or a meeting is specified in one of the steps below, both parties should participate within a fourteen (14) calendar-day period.
- i. City's project manager works with Reynolds to resolve the issue. This could include a meeting between the project managers. If this is not successful in resolving the issue to the satisfaction of both parties then;
 - ii. A meeting will be scheduled with the City's project manager, Reynolds's project manager, and City's PCEF Program Manager. If this is not successful in resolving the issue to the satisfaction of both parties then;
 - iii. City's PCEF Program Manager will escalate the issue to the City's Bureau of Planning and Sustainability Director (Director). The City's PCEF Program Manager will gather information regarding the issue from both parties. This may include scheduling a meeting with either or both of the parties. The Director will issue a final decision.
- E. City's Remedy for Termination for Cause.** If City terminates this Agreement for cause, City, in its sole discretion, may require Reynolds to repay City any or all PCEF funds tendered under this Agreement. City may decline to approve or award future PCEF funding requests to Reynolds.
- F. Termination for Non-Appropriation or Re-Appropriation of Funds:** The City reserves the right to terminate this contract in its sole discretion due to any material change in the availability of funds, including but not limited to any non-appropriation or re-appropriation of funding. Notwithstanding this reservation, the City warrants availability of funds at the time of execution of this Agreement pursuant to section 13 herein.

8. NON-DISCRIMINATION

In carrying out this Agreement, neither party will discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, or national origin. Each party will take affirmative actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, or national origin. Such actions will include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

9. INDEMNIFICATION

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 7, and the Oregon Tort Claims Act (ORS 30.260 through 30.300), Reynolds will indemnify, defend, and hold harmless the City from and against all liability, loss and costs arising out of or resulting from the negligent or intentionally wrongful acts of Reynolds, its officers, employees, and agents in the performance of this Agreement.

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 7, and the

Oregon Tort Claims Act (ORS 30.260 to 30.300) the City will indemnify, defend, and hold harmless Reynolds from and against all liability, loss, and costs arising out of or resulting from the negligent or intentionally wrongful acts of City, its officers, employees, and agents in the performance of this Agreement.

10. INSURANCE

Reynolds shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. Reynolds's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13. Any insurance or self-insurance maintained by the City shall be excess of Reynolds's insurance and shall not contribute with Reynolds's insurance coverage. City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement. Any insurance required by the City for the purposes of this Agreement that are outside of insurance the Reynolds typically carries are eligible expenses that can be paid using grant funds. Reynolds shall not commence Project work until Reynolds has met the insurance requirements in this section and Reynolds has provided insurance certificates approved by the City Attorney. Reynolds shall acquire insurance issued by insurance companies or financial institutions duly licensed, admitted and authorized to do business in the State of Oregon.

10.1.a Insurance Certificate. As evidence of the required insurance coverage, Reynolds shall provide compliant insurance certificates, including required endorsements, to the City prior to execution of the Agreement. The certificates must list the City as certificate holder. Reynolds shall maintain continuous, uninterrupted coverage for the Term of this Agreement and to provide insurance certificates demonstrating the required coverage for the Term of this Agreement. Reynolds's failure to maintain insurance as required by this Agreement constitutes a Material Breach of this Agreement. Reynolds must notify the City in writing thirty (30) Calendar Days prior to a cancellation, non-renewal, or changes to the insurance policy.

10.1.b Additional Insureds. Reynolds's liability insurance coverages, except professional liability, errors and omissions, and workers' compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its officers, agents, and employees as additional insureds with respect to Reynolds's and Reynolds's contractors' activities to be performed under this Agreement. Reynolds shall provide proof of general liability additional insured coverage in the form of an additional insured endorsement form acceptable to the City. Reynolds's additional insured endorsement form must be attached to Reynolds's general liability certificate of insurance.

10.1.c Insurance Costs. Reynolds shall be financially responsible for all premiums, deductibles, self-insured retentions, and self-insurance. Insurance costs only qualify as acceptable expenses when they are increased as a result of requirements associated with this grant and approved by the City project manager.

10.1.d Coverage Requirements. Reynolds shall comply with the following insurance requirements:

10.1.d.1 Commercial General Liability. Reynolds shall acquire commercial general liability ("CGL") and property damage insurance coverage in an amount typically **\$2 million per occurrence** for damage to property or personal injury arising from Reynolds's

Project work under this Agreement.

- Required and attached
- Reduced by Authorized Bureau Director or Authorized Designee
- Waived by Authorized Bureau Director or Authorized Designee

10.1.d.2 Additional Insured Endorsement. For commercial general liability coverage, Reynolds shall provide City with a blanket additional insured endorsement form that names the City of Portland, Oregon, and its officers, agents, and employees, as an additional insured. The additional insured endorsement must be attached to the general liability certificate of insurance.

- Required and attached
- Waived by Authorized Bureau Director or Authorized Designee

10.1.d.3 Automobile Liability. If Reynolds uses an automobile for any purpose in performance of this Agreement, the Reynolds shall acquire automobile liability insurance to cover bodily injury and property damage in an amount not less than **\$2 million for each accident**. Reynolds's insurance must cover damages or injuries arising out of Reynolds's use of any vehicle.

- Required and attached
- Reduced by Authorized Bureau Director or Authorized Designee
- Waived by Authorized Bureau Director or Authorized Designee

10.1.d.4 Workers' Compensation. Reynolds shall comply with Oregon workers' compensation law, ORS Chapter 656, as it may be amended. If Reynolds is required by ORS Chapter 656 to carry workers' compensation insurance, Reynolds shall acquire workers' compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current and valid certificate of workers' compensation insurance on file with the City for the entire period during which Project work is performed under this Agreement. Reynolds shall acquire workers' compensation coverage in an amount not less than **\$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit**.

- Required and attached
- Proof of exemption (Complete Independent Certification Statement)

10.1.d.5 Physical abuse and sexual molestation liability. If Reynolds will work with minor children or other vulnerable populations in its performance of this Agreement, Reynolds shall acquire, and keep in effect during the term of this Agreement, physical abuse and sexual molestation liability insurance as an endorsement to the commercial general liability policy in a form with coverage for losses arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent hiring, negligent employment, negligent supervision, negligent investigation, negligent reporting to authorities, and negligent retention of any person for whom the Reynolds is responsible including but not limited to Reynolds and Reynolds's employees and volunteers. Policy endorsement's definition of an insured must include the Reynolds, and the Reynolds's employees and volunteers. Coverage must be written on an occurrence basis in an amount of not less than **\$ 1 million per occurrence**. Any annual aggregate limit must not be less than **\$3 million**. These limits must be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective

of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, must be treated as a separate occurrence for each victim. Coverage must include the cost of defense and the cost of defense must be provided outside the coverage limit.

Required and attached

Waived by Authorized Bureau Director or Authorized Designee

10.1.e Continuous Coverage; Notice of Cancellation: Reynolds shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancelation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice from Reynolds to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, Reynolds shall immediately notify CITY and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.

11. SUBCONTRACTING AND ASSIGNMENT

Reynolds will ensure that all contractors and subcontractors used to implement the Agreement meet Portland City Code requirements pertaining to permits, workers' compensation insurance, licensing, and all other requirements. Specifically, Reynolds agrees to the terms and conditions included in Exhibit B.

12. OREGON LAWS AND FORUM

This Agreement will be construed according to the laws of the state of Oregon. Any litigation between the City and Reynolds arising under this Agreement will occur, if in the state courts, in the Multnomah County Court having jurisdiction thereof and, if in the federal courts, in the United States District Court for the state of Oregon.

13. FUNDS AVAILABLE AND AUTHORIZED

The City certifies that at the time the Agreement is written that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within current appropriation. In the event of any non-appropriation, or re-appropriation of funds, the City will notify Reynolds of its intent to terminate this Agreement.

14. SEVERABILITY

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

15. COMPLIANCE WITH APPLICABLE LAW

Both parties will comply with all local, state, and federal laws, regulations, executive orders, and ordinances applicable to this Agreement. Without limiting the generality of the foregoing, the parties expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) Oregon's Public Records Act; (iv) the Americans with Disabilities Act of 1990 and ORS 659A.142; (v) all regulations and administrative rules established pursuant to the foregoing laws; (vi) any applicable sections of ORS Chapter 279; and (vii) all other applicable

requirements of state and federal civil rights and rehabilitation statues, rules and regulations.

16. FORCE MAJEURE

Neither party will be held responsible for delay or default caused by fire, riot, acts of God and war which are beyond its reasonable control. The affected party will, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and will, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.

17. NO THIRD-PARTY BENEFICIARY

The City and Reynolds are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing contained in this Agreement gives or will be construed to give or provide any benefit, direct, indirect, or otherwise, to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

18. MERGER CLAUSE

This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement will bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, will be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

19. AMENDMENTS

The City and Reynolds may amend this Agreement at any time only by written amendment executed by both parties.

20. CONFLICTS OF INTEREST

No City officer or employee, during their tenure or for one (1) year thereafter, will have any interest, direct or indirect, in this Agreement or the proceeds thereof. No Reynolds officer or employee, during their tenure or for one (1) year thereafter, will have any interest, direct or indirect, in this Agreement or the proceeds thereof.

21. CONTRIBUTION

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

With respect to a Third Party Claim for which Reynolds is jointly liable with the City (or would be if joined in the Third Party Claim), Reynolds will contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred

and paid or payable by the City in such proportion as is appropriate to reflect the relative fault of City on the one hand and of the Reynolds on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the parties will be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Reynolds's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

22. COUNTERPARTS

This Agreement may be signed in two (2) or more counterparts, each of which will be deemed an original, and which, when taken together, will constitute one and the same Agreement.

The parties agree the City and Reynolds may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.

23. U.S. MANUFACTURED REQUIREMENT

Grantee will purchase renewable energy products that are manufactured in the United States. There is no requirement with regard to the origin of components or subcomponents in manufactured goods used in the project, as long as the manufacturing occurs in the United States as required by PCC 7.07.060 C.1. Exceptions include:

- A. Unavailable: If the relevant manufactured goods are not produced in the US in sufficient and reasonably available quantities and of a satisfactory quality.
- B. Cost prohibitive: If the use of domestically produced manufactured goods would increase the overall project construction cost by more than 25%.

I, the undersigned, am authorized to execute this Agreement.

City of Portland

Reynolds School District 7

By: 
Eric Engstrom
Interim Director, Bureau of
Planning and Sustainability

By: 
Frank Caropelo
Superintendent

Date: 12/13/2024

Date: 11/13/2024

Approved as to Form:

By:  12/13/2024
Office of City Attorney

Exhibit A

Scope of Work: Process and Criteria to Develop and Approve Physical Improvements Proposal

1. Reynolds will submit to the City a proposal to use its PCEF allocation for physical improvements to qualifying schools. The first proposal will be submitted following the execution of this agreement.
2. Proposals for subsequent calendar years are due November 1 of the year preceding the calendar year in which the allocation applies, e.g., the proposal for calendar year 2025 is submitted to the City by November 1, 2024.
3. Proposals will include:
 - A. Descriptions of energy efficiency, renewable energy, transportation decarbonization, green infrastructure and/or regenerative agriculture measures, and estimates of each measure's associated GHG reduction.
 - B. A budget for each measure by line item.
 - C. Implementation timeline for each measure.
4. Upon receipt of a proposal, the City will review and respond within ten (10) business days if additional information is needed to complete the City's evaluation.

Upon receipt of a complete proposal, the City will approve within thirty (30) business days each proposal measure which:

- A. Maximizes reduction of GHG emissions and improves climate resiliency.
 - B. Is designed for implementation in school buildings, for school transportation or in school yards.
 - C. Will be implemented at qualifying schools. Qualifying schools are physically located in the City, with fifty percent (50%) or more of students qualifying for free and reduced lunch. The City and Reynolds will review the list of qualifying schools at the time each proposal is submitted and update as needed.
 - D. Meaningfully contributes to the CIP's Strategic Program #16's goal of 16000-24000 MT lifetime CO₂e reduction.
5. The City will approve individual measures or the entire proposal in a final approval letter provided to the Reynolds contact.

Exhibit B
Workforce and Contractor Equity Agreement

1. Diverse contractor and workforce utilization goals and requirements

A. Contractor utilization goals

1. Single or multisite contracts with greater than \$350,000 of PCEF funds for hard construction costs:
 - a. A minimum of thirty percent (30%) of the hard total construction costs should be contracted to businesses certified by the Oregon Certification Office for Business Inclusion and Diversity (**COBID**) as Disadvantaged Business Enterprises (**DBE**), Minority-Owned Business Enterprises (**MBE**), Woman Owned Business Enterprises (**WBE**), Emerging Small Businesses (**ESB**), or Service-Disabled Veteran-Owned Business Enterprises (**SDVBE**). Alternative certifications for DBE, MBE, and WBE will be explored further and considered for eligibility to meet goals.
 - b. Sub-goal of twenty percent (20%) of hard construction costs contracted to MBE, WBE, and DBE.
 - c. Twenty-five percent (25%) of professional services budget contracted with COBID-certified firms.

B. Workforce utilization goals

1. Single site only- contracts with greater than \$350,000 of PCEF funds for hard construction costs will commit to the following goal (excludes subcontracts less than \$100,000).
 - a. Apprentice utilization - a minimum of twenty percent (20%) of the hours worked, by trade, must be worked by state registered apprentices throughout the duration of the project.
2. Single or multisite - contracts with greater than \$350,000 of PCEF funds for hard construction costs will commit to the following goals (excludes subcontracts less than \$100,000).
 - a. Apprentice level/on-the-job trainee diversity goal.
 1. A minimum of thirty percent (30%) of the total apprentice hours, by trade, will be worked by people of color.
 2. A minimum of fifteen percent (15%) of the total apprentice hours, by trade, will be worked by women.
 - b. Journey level/trades-worker diversity goal.
 1. A minimum of twenty-five (25%) of the total journey level hours, by trade, will be worked by people of color.
 2. A minimum of ten percent (10%) of the total journey level hours, by trade, will be worked by women.

2. **Verify Construction Contractor State Required Compliance (for projects with physical improvements)** - Reynolds will verify any state-required licenses (or credentials) are active at the time that PCEF work is performed, including:

- A. **Oregon Construction Contractor Board (CCB) License.** Verify active OR CCB license at the beginning of each project at: [CCB Contractor Search](#).
- B. **CCB Lead Renovators License for work on all 1978 or older homes or buildings.** Verify current Certified Lead-Based Paint Renovation Contractor (LBPR) License at the beginning of each project at: [CCB Lead License Search](#)

- C. **Oregon Bureau of Labor and Industry (BOLI) Agent Registration.** If apprentices are being used, ensure registration as a BOLI registered training agent. Check [BOLI Registered Agents](#) and [BOLI Ineligible Contractors](#)
 - D. **Adhere to Employee, Worker, Contractor, and Subcontractor Payment Guidelines:** These payment requirements apply to all staff, employees, contractors, subcontractors, and workers who perform any work on PCEF-funded projects. “Contractors” are any non-employee hired by a Reynolds whether they provide physical improvements or other services.
3. **PCEF Family Wage Requirement:** All employees and workers of Reynolds and Reynolds’ contractors and subcontractors will be paid **at least 180% of [relevant state minimum wage](#)** for time worked on the PCEF funded project.
 4. **Prevailing Wage Requirement:** All PCEF-funded construction projects that are \$350,000 or greater at a single site, will adhere to [State Prevailing Wage](#) requirements. Payment of prevailing wage will include fringe and be made to workers in trades for which a prevailing wage is defined. Note that prevailing wage requirements are excluded on some, but not all, affordable housing projects. The exclusion applies to projects that are privately owned, predominantly affordable residential housing construction. “Affordable housing” means at least 60 percent of the project is designated for residents with incomes no greater than 60 percent of the area median income. “Residential” means no more than four stories in height and no commercial space. ORS 279C,810(2)(d); OAR 839-025-0100(1)e.
 5. **Distribute PCEF-furnished wallet cards to all workers** and post PCEF-furnished signs at project sites and/or where workers gather (e.g., office, eating space, bathrooms).
 6. **Pay contractors within 30 days** of billing AND ensure that contractors agree to pay subcontractors within 30 days of billing.
 7. **Records retention and audits**
 - A. **Retain your contractor payment records for 6 years** beyond the end of the grant period AND require the same of your (sub)contractors.
 - B. **Retain your workforce payment records for 6 years** beyond the end of the grant period AND require the same of (sub)contractors.
 - C. **Participate in verification audit** if selected.
 8. **Submit Quarterly Workforce Reporting**
Information on all workers, contractors and subcontractors on PCEF projects will be entered into PCEF furnished template four times per year along with other project reporting. Information reported for each worker includes: job title, hours worked, hourly wage earned, benefits received, and race, ethnicity and gender demographics. It is important that contractors understand these reporting requirements before work begins.
 9. **Promote Safe, Respectful and Inclusive Worksites**
The following requirements are designed to promote safe and respectful worksites. They apply to all contractors, subcontractors, and Reynolds performing physical improvements using a construction workforce on PCEF-funded projects.
 - A. **Safe and Respectful Jobsite Policy**– Provide a jobsite policy that addresses how the organization will handle issues of discrimination (such as sexism or racism) and bullying (such as harassment or intimidation), consistent with [Oregon's Workplace Fairness Act](#).

Policy will be distributed to all workers on PCEF funded projects and include:

- Threatening acts of hate or violence will be immediately reported to the appropriate authorities.
- Each organization will define internal procedures for:
 - **Investigation-** All incidents of hate, intimidation, or harassment will be documented, including photos and names of witnesses where applicable.
 - **Response-** Include clear chain of command, shut-down protocols, accountability, and compliance measures in addition to reporting incidents and outcomes, timeframe, and process for removal of hate crime symbols.
 - **Support and protection of impacted workers and whistleblowers-** Define how leadership will report on steps taken to address the incident, how workers will be protected against retaliation, where workers can go for support, and anti-retaliation policy and training.

B. PCEF Safe & Respectful Worksite Training - Require all contractors, subcontractors, and workers (including apprentices) to complete a PCEF sponsored or approved respectful workplace training. This requirement applies to all workers and supervisors on PCEF funded projects, with an exemption allowed for those working less than 40 hours on the PCEF projects funded by this grant.

10. **OSHA Training** – Promote completion of OSHA-10 training for all construction workers and OSHA-30 training for all job site supervisors. Include this preference in contracts and subcontracts. For more information: [OSHA Training](#) and [OSHA Training Providers](#)
11. **Protection from Environmental Hazards** – Promote worker protection from COVID-19 exposure and climate-related events (heat, air quality, vector-borne disease). This requirement also applies to your (sub)contractors.
12. **Organizing** - Per Federal law, grant recipients, contractors, and subcontractors will not oppose worker efforts to organize, nor will they retaliate or otherwise create a hostile environment to workers who choose to engage in collective conversations or action regarding workplace issues ([NLRB Employee Rights](#)).

Exhibit C
Reporting Instructions

1. **Physical Improvements** Beginning with the first allocation of funding, Reynolds will submit quarterly reports using a reporting template which will be supplied by PCEF. Reports will reconcile spending and will include workforce and contractor wage and demographic.

2. **(This section is not applicable to this grant.) Student-led Climate Initiatives** Students will submit two (2) annual reports through an online reporting tool provided by PCEF at the beginning and end of each school year. The reports will describe how the funded work will or did:
 - A. Include decision-making process that clearly demonstrates student empowerment and leadership. For example, decision-making could be made through participatory budgeting, student elective class, or student clubs.
 - B. Demonstrate connection to GHG reduction or sequestration.
 - C. Demonstrate connection to one of the PCEF funding areas – clean energy, transportation, green infrastructure, regenerative agriculture, or workforce and contractor development.
 - D. Be or was implemented within the City.

If [District] schools take the option to provide \$5,000 of the annual student led allotment for staff support of student led initiatives, they will report this expense in student led reporting.



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Grant Acceptance: City of Gresham

Type: Action Item Report / Presentation

Policy: DD: Grant Funding Proposals and Applications

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

Action requested is for renewal of grant agreement #312861 from City of Gresham to maintain partnership with Reynolds Learning Academy MYC program. Revenue is generated from MYC students doing service learning projects across parks, trails and watershed habitats in coordination with staff from the City of Gresham.

Previous Board Action:

The Board is responsible for accepting all grants.

Financial Implications:

Up to \$5,200 investment from City of Gresham to MYC program at RLA. Pays for staffing, transportation, and student PPE.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board authorize the District to enter into a grant agreement with the City of Gresham.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

AGREEMENT FOR GRANT FUNDS
Contract No. 312861

This Agreement for Grant Funds is between the CITY OF GRESHAM, a municipal corporation of the State of Oregon (City) and Reynolds School District (RSD) (Grantee). The City's Project Manager for this Agreement is Mike Wallace.

The City grants to Grantee the sum of \$5,200 for completion of no less than 13 project days in 2024-2025 fiscal year described in Exhibit A. This Grant is subject to the attached Exhibit B, Standard Terms and Conditions for Grants and Exhibit C, Insurance Requirements.

GRANTEE

CITY OF GRESHAM, OREGON

Name

Mike Wallace, Project Manager, DES

Title

Carrie Pak, Director, DES

20234 NE Halsey
Address

Gresham City Hall
1333 NW Eastman Parkway
Gresham, OR 97030

Fairview, OR 97024
City, State, Zip Code

503-667-4673
Telephone

APPROVED AS TO FORM:

City Attorney

Date

Date

**EXHIBIT A
SCOPE OF GRANT PROJECT**

**CITY OF GRESHAM & REYNOLDS SCHOOL DISTRICT
GRANT CONTRACT SCOPE OF WORK FY 2024-2025**

Purpose:

Field work to be performed by Reynolds Learning Academy (RLA) students under supervision of the MYC Program Coordinator or appointed designee. Activities to be conducted under this agreement must be done with the participation and approval of the City's Project Manager or appointed designee.

Payment:

Grantee to invoice the City annually. Payment is dependent upon City's receipt of required monitoring and progress reports which accurately reflect work accomplished by RLA at each site visit. Pre-approved reimbursement requests included on invoices must be accompanied by original itemized receipts.

Term of Agreement:

This contract is effective on the date at which both parties have signed this Agreement. The work under this Agreement must be completed on or before June 30, 2025. This Agreement may be amended with the consent of both parties in writing.

Scope of Work:

The intention of this scope of work is to outline the general areas within which work will be completed. Specific projects are listed under each category. Expectations for the extent of work to be accomplished under this Agreement are intended as target goals only; actual fieldwork accomplished may be more or less than what is contained in this scope of work.

Field Site Work:

Transportation to and from selected field sites is the responsibility of RLA. Further, RLA shall be responsible for ensuring that all students participating have signed liability waivers, appropriate clothing, weather and safety gear, and adequate access to food, water and restrooms. If RLA needs support/coordination from the City regarding any of these elements, RLA's project manager shall contact the City's project manager at least two weeks prior to a scheduled workday with that request.

Tools and restoration equipment necessary to perform the work outlined below will be provided by the City of Gresham.

Invasive Control

- Throughout project area, remove isolated blackberry, Scotch broom, English hawthorn, thistle, etc. Root wads and seed pods can be bagged and left in fenced area for city crews to collect. Weed piles can be left on site throughout the project area. If the city determines that weed piles cannot be left on site, the city is responsible for arranging for green waste removal and disposal.
- Within Fairview Creek Headwaters project area, cut reed canarygrass (RCG) away from existing plantings and new staking. This should be done initially in early May, and again in late July/early August if a summer crew is available.

Exhibit B – Standard Terms and Conditions for Grant

- Leaf mulch, which will be provided by the City of Gresham Parks Department, will be spread by RLA students in a layer 8-10” thick in an effort to suppress reed canary grass. City representative will determine appropriate areas for the application of the leaf mulch.

Planting with Live Stakes and Container Stock

- Harvest native hardwood cuttings from public open space areas (sites to be determined in cooperation with a City representative), to be installed in random patterns within 15’ of the banks, at an average density of 3’ O.C. Species to be used include willow, red osier dogwood, red elderberry, nine bark, and Douglas spirea. In areas without active RCG efforts, pole cuttings (8’ lengths) should be installed and monitored to determine if this is a more effective staking method in areas with tall RCG stands.
- Additional planting of container stock bought by City representative and according to City representative’s instructions

Rodent Control Measures

- As necessary, reinforce existing or add new rodent control measures (vexar/protex tubing, wire cages, or tree wrap as appropriate--to be supplied by a City representative).

Habitat Improvement Measures

- Under direction of City representative, RLA will help monitor and repair habitat structures such as bat boxes, songbird and swallow nest boxes, turtle platforms, pollinator nesting poles and snake cover boards at various locations (determined by City representative).

SCHEDULE:

RLA will schedule 13 workdays for the year with Project Manager no later than January 15, 2025.

Prior to site visits:

- Obtain liability waivers from students
- Ensure availability of appropriate equipment and protective gear
- Get City approval of proposed mapped treatment areas

During all site visits:

Meet City representative on site the morning of each workday to receive instruction on the goals/projects of the day.

RLA Deliverables to the City of Gresham:

- Signed liability waivers for each student

Billing:

- RSD will submit an invoice by email to the City’s Project Manager no later than June 30, 2025.

EXHIBIT B
STANDARD TERMS AND CONDITIONS FOR GRANTS

1. No Third Party Beneficiaries

City and Grantee are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

2. Grantee is Independent

Grantee is not an agent of the City and all personnel used by Grantee in connection with the proposed project by this agreement shall be contractors, volunteers and/or employees of the Grantee and not the City, and shall have no claim against the City for compensation or other benefits, including indemnification, available to the employees of the City.

3. Available and Authorized Funds; Termination

Grantee understands and agrees that City's obligations under this Agreement is contingent on appropriation or expenditure authority sufficient to allow City to make payments under this Agreement. In the event sufficient appropriations or expenditure authority is not available, or for any other reason in the discretion of the City, the City may, without penalty or further liability, terminate this Agreement effective upon written notice to the Grantee.

4. Indemnity

A. Grantee shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Grantee or its officers, employees, contractors, or agents under this agreement.

B. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death, or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party.

C. Grantee waives any and all statutory or common law rights of defense and indemnification by the city.

5. Insurance

RSD shall provide insurance in accordance with Exhibit C.

6. Records Maintenance; Access

Grantee shall maintain all fiscal records relating to this Agreement in accordance with generally Exhibit B – Standard Terms and Conditions for Grant

accepted accounting principles. In addition, Grantee shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Grantee's performance. Grantee agrees that persons authorized by the City shall have access to such fiscal records and other records that are pertinent to this Agreement, and that Grantee shall retain and keep accessible all such fiscal records and other records for a minimum of three (3) years, or such longer period as may be requested by the City. Upon request, Grantee shall provide a copy of its annual audit to the City.

6. Compliance with Applicable Law

Grantee shall comply with all federal, state, and local laws and ordinances applicable to the project. The completed project will be open or otherwise made available to everyone without discrimination based on race, religion, sex or physical disability.

7. Reimbursement to City

The City may request reimbursement, and Grantee agrees to reimburse the City, any/all funds distributed to the Grantee if the project is not started or is not completed by the dates described in Exhibit "A," or if the project is not performed in accordance with the purposes described in Exhibit "A." The City may, in its discretion, require Grantee or individuals associated with Grantee to provide personal guarantees for this reimbursement obligation.

EXHIBIT C
PERSONAL SERVICES CONTRACT INSURANCE REQUIREMENTS

To: Insurance Agent. Please provide Certificates of Insurance to the project manager. During the term of the contract, please provide Certificates of Insurance prior to each renewal.

During the term of this contract, contractor shall maintain in force at its own expense all insurance noted below:

Workers' Compensation insurance in compliance with ORS 656.017. All employers, including Contractor, that employ subject workers who work under this Contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements. Contact City of Gresham Risk Management if exempt.

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. It shall include coverage for broad form contractual liability; broad form property damage; personal and advertising injury; owners and contractor protective; premises/operations; and products/completed operations. Coverage shall not exclude excavation, collapse, underground, or explosion hazards.

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired and non-owned vehicles. "Symbol One" coverage shall be designated.

Notice of Cancellation or Change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to the City.

Additional Insured. For general liability insurance and automobile liability insurance the City, and its agents, officers, and employees will be Additional Insureds by endorsement, but only with respect to Contractor's services to be provided under this contract. This coverage shall be by endorsement physically attached to the certificate of insurance.

Certificates of Insurance. Contractor shall furnish insurance certificates acceptable to City prior to commencing work. The certificate will include the deductible or retention level and required endorsements. Insuring companies or entities are subject to City approval. If requested, copies of insurance policies shall be provided to the City. Contractor shall be responsible for all deductibles, self-insured retentions, and/or self-insurance.



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: DCON Field Trip

Type: Action Item Report / Presentation

Policy: IICA-AR: Field Trips and Special Events

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

Twelve members of the RHS Key Club leadership group, one advisor, and one additional chaperone seek approval for attending the District Convention (D-Con) in Seattle, Washington March 28-30, 2025.

D-Con is an important yearly regional conference to celebrate the year of service and elect 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. At the conference the entire Pacific NW region come together to participate in workshops, listen to speakers, and caucus.

Previous Board Action:

The Board is responsible for approving all overnight trips or trips over 100 miles away.

Financial Implications:

Students attending have agreed they will pay room and hotel out of pocket for this trip due to the limitations of fundraising. The Kiwanis of the Columbia Gorge is covering 1/3 of the costs for 3 students attending. The RHS fee free initiative will cover conference registration. The rest of the cost will be covered with fundraising.

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



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.

INITIAL REQUEST FOR STUDENT TRAVEL OVER 100 MILES ROUND TRIP

Name of Group:

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: Date(s) of Activity:

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. School equipment to be used: None.

4. Lodging:

5. Will Student Travel Insurance be obtained? Yes x No

6. Estimated number of students: Number of supervisors:

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 Kev Cub Advisor Date:

9. Principal approval:  Date: _____

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.

- a. Students will meet at Union Station in Portland, Or being dropped off by parent, guardian, or other means of transportation.
 - a. Students will travel with Advisor and Chaperone to Seattle Washinton, King Street Station and will take public transportation to the Sheration Grand Seattle, Seattle Washington.
 - b. Students are to arrive to our hotel by 3:00 PM for registration.
- b. Following registration and room assignments, 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.
- c. Students will take public transportation to King Street Station and the Amtrak train back to Portland, Oregon on March 30, 2023, arriving home by 5:00 PM where we will meet parents/guardians for transportation to their respective homes.

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

- The trip will be used for Key Club Officers and members, who want to become Officers, to participate in the regional elections, workshop classes, and to be exposed to over 2,000 other high school students dedicated to giving back to their community and learning leadership skills.

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 on building leadership skills, character building, and caucusing.
- They will also be surrounded by other Key Club members from the Pacific Northwest (Alaska, Washington, Idaho, Oregon, Northern California) who are extremely passionate and dedicated to helping their communities. There will also be guest speakers telling their personal stories.

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

- This trip will have an no effect on student classes or other programs as we will be traveling at the end of the scheduled Spring Break.
- Overall, this trip will provide Officers and members of Key Club valuable leadership, teamwork, and caucusing skills they can not only apply to our club, but also apply to the other clubs they are members of at RHS, their classes, and within their community.

5. Estimated cost of the 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 pay up to \$200.00 dollars out of pocket for this trip due to the limitations of fundraising.
 - The Kiwanis of the Columbia Gorge is covering 1/3 of the costs for 3 students attending.) They will be providing an additional \$1,000 dollars to use towards student or chaperone attendance.
 - Student cost: \$340.00 per person (registration of DCON at \$205, and hotel quad residency \$135 per person)
 - Total # of students attending are 12 members
 - Total cost for 12 members: \$4,080
 - Kiwanians pays 1/3 for 3 students. 3 students is a total of \$1,020
Kiwanians is paying roughly \$360.
 - Chaperone Cost: \$670.00 per chaperone (includes registration of DCON and hotel cost)
 - Total # of chaperones: 2 (1 female, 1male)
 - Total cost for chaperones: \$1, 340
 - Kiwanians is paying \$1,000 of chaperone cost
 - Key Club will pay \$340 for chaperons to attend
 - Total cost out of pocket
 - Students cost: \$3,720 (reflecting \$360 from Kiwanians)
 - Chaperones: \$340
 - Total cost: \$4,060
 - This does not reflect student contributions up to \$135.00.
 - Up to 5 students who need financial help towards the \$150 can contact Ms. Lasister, the advisor. Key Cub will provide \$50 dollars towards their cost. Students will also be encouraged to fundraise during our next fundraiser.
 - This does not include the cost of Amtrak Tickets or Seattle Public Transport ticket for chaperones. Cost of public Seattle transport is free for students under 18.

Describe methods of transportation. List names of drivers, types of automobiles, and whether a Type 10/20 license will be required for drivers.

- Students will be meeting their Club Advisor, Tiffany Lasister, at Union Station, Portland Oregon.
- Students will take Amtrak and public transportation in Seattle Washington.
- Other transportation will include walking from bus to hotel, and hotel to Seattle Convention Center.

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

- Ms. Lasister, the club advisor, and a second chaperone will chaperone students starting at designated time and drop off location at Union Station, Portland.
- Both chaperones will be chaperoning students to and from the hotel and convention center. The chaperones will ensure students are in hotel rooms by 12:00 AM (12:30 AM curfew is dictated by the convention rules.)
- Chaperones will have parent permission forms for students to leave the Convention and Hotel for meals not provided. Parents will be provided with contact information for Advisor and will be asked to provide best contact information as well for them to reach in case of any emergency.
- Medical and Consent forms will be always carried.
- Students have access to Advisor phone number for contact.

7. Parental/Guardian Understanding for Transportation for D-Con field trip, March 28-30,2025.

8. The following permission slip will be sent home with students in addition to the district's regular field trip permission forms.

Parental/Guardian Understanding for Transportation for D-Con field trip March 28-30, 2025

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

Students are responsible for getting to and from the designated drop off of Union Station by 8:00 AM on March 28. Students will meet Ms. Lasister, RHS Key Club Advisor, and the male chaperone at Union Station, Portland, Or located at 800 NW 6th Ave, Portland, OR 97209.

Students will travel via Amtrak to King Street Station, Seattle Washington located at: 303 S Jackson St, Seattle, WA 98104. From here, students and chaperones will take public transportation to the Sheraton Grand, Seattle Washington at 1400 6th Ave, Seattle, WA 98101.

Students will be attending DCON at the Seattle Convention Center, located at 705 Pike Street Seattle, WA 98101-2310

Depending on our hotel location this is a 3-10 minute walk. Chaperones will be walking students to and from the event. As students are not provided with all meals, students will be leaving either location with chaperones to eat. Restaurant locations will be between a 15 minute walk from our hotel.

To ensure the utmost safety of students, students are required to complete the Medical Consent form and Code of Conduct. Students will receive additional insurance coverage by Kawanis International.

Upon the end of D-Con on March 30, 2025, students will travel back to Union Station, Portland Oregon. Parents are expected to pick up or arrange transportation for the students by 2 PM. Students will be instructed to let their parents/guardians know estimated time of arrival.

If plans change while the student is at the convention, please do not hesitate to reach Ms. Lasister via the ParentSquare Group, email, 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

Student name: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Parent/Guardian phone(s): _____

Parent/Guardian email: _____7

Emergency contact #2: Name _____

Phone number. _____



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: DECA CTSO Oregon Competition Conference

Type: Action Item Report / Presentation

Policy: IICA: Field Trips and Special Events

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

This is the first opportunity in over a decade for Reynolds High School students to attend the DECA *Oregon Career Development Conference and Competition*. DECA is a Career and Technical Student Organization which prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management. While DECA is a small club this year, we will be leveraging DECA's vast resources to develop the CTE Business program for the next 5 years. The students attending this conference are eager leaders who will come away from attending this competition equipped to help those who were not able to attend this year to prepare for next year and beyond. DECA is an international organization with international competition we hope to be able to compete in in 2026.

Previous Board Action:

The Board is responsible for approving all overnight field trips.

Financial Implications:

Total estimated cost is \$3160. We received \$1000 from DECA as a "new chapter" this year. The district will cover the rest of the competition costs.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve the DECA OCDC Competition field trip for Reynolds High School students as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



Code: IICA-AR
Adopted: 12/08/10
Revised/Reviewed: 10/09/13

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.

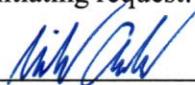
Reynolds School District
INITIAL REQUEST FOR STUDENT TRAVEL OVER 100 MILES ROUND TRIP

Name of Group: DECA School: RHS

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: 01/14/25 Date(s) of Activity: 2/23-25/2025

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

1. Purpose of the trip. (Complete related section on the next page.)
Leadership Competition
2. List staff member(s) responsible for students. List all other supervisors on trip.
Thom Cunningham
3. School equipment to be used:
N/A
4. Lodging:
Holiday Inn, Columbia Riverfront
5. Will Student Travel Insurance be obtained? Yes No
6. Estimated number of students: 8 Number of supervisors: 1
7. Parent permission slip on file: Yes No
8. Person or persons initiating request: Thom Cunningham Date: 01/14/2025
9. Principal approval:  Date: 1-15-25

Decision: Preliminary approval to continue with planning Yes No

If denied, reason _____

District Activities Coordinator Date

Final Approval Yes No

District Activities Coordinator

Date

Reynolds School District
PURPOSE OF TRIP

1. List itinerary.
Business Problem Solving competition. Conference opens Sunday afternoon. Competition is held throughout the days Monday and Tuesday. Students will be competing in marketing, management, finance, entrepreneurship and hospitality solution
2. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?
This trip is introducing the students to career possibilities, networking opportunities and leadership training in the world of business. This is at the core of our CTE Business pro
3. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge or appreciations?
The competition is challenging and they will learn to think on their feet and provide and deliver/present solutions to real business problems. This is excellent basic training for developing quality business communications skills and experience.
4. What effect does the trip have on other classes or programs?
The first one-year program for CTE Business and Marketing will incorporate much of the learning styles, techniques and lessons that DECA has to offer both directly and through their many partners.
5. Estimated cost of trip \$3,160. Describe how the trip will be funded. (School funding? Fund raisers? Student/Parent funding?)
District and \$1,000 DECA Grant funded
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).
While I don't have the commitment from parents for total head count. I am certain that we have sufficient parents willing to provide transportation to the 8 students attending. I hope to have that nailed down prior to final registration January 17, 2025
7. Describe supervision plans to ensure maximum safety for students.
I will be present 100% of the time we are there. I have also asked for assistance, as needed from a fellow DECA Chapter Advisor, should we run into challenges specific to female students. Anita Lamoureux is the Advisor for Barlow High School DECA who has been a mentor to me for our program.

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: RHS

Description of field trip/activity: DECA Oregon Career Development Conference

Location/Destination: Holiday Inn, Columbia Riverfront, 909 N. Hayden Ave., Portland

Date(s) of field trip/activity: February 23-25, 2025

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

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: Frank Caropelo, Superintendent

Subject: Recognition

Type: Action Item Report / Presentation

Policy: KAA: Community Relations

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

The Board will adopt the following resolutions:

1. Resolution 2024-2025-013: Proclaiming the Celebration of Black History Month
2. Resolution 2024-2025-014: Proclaiming the Celebration of School Bus Driver Appreciation Day
3. Resolution 2024-2025-015: Proclaiming the Celebration of National School Counseling Week
4. Resolution 2024-2025-016: Proclaiming the Celebration of National Career and Technical Education (CTE) Month

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board approve Resolutions 2024-2025 -13 to -16 as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Budget Priorities for 2025-2026

Type: Action Item Report / Presentation

Policy: DBD: Budget Priorities

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

A survey was sent out to parents, staff, students, and community partners, as well as posted on the district's website between November 1st-20th. The survey received 309 responses. Respondents were able to rank the priorities that the Board adopted for the last two years: Academic Success, Staff Wellness and Retention; Safe and Well-Maintained Facilities; Student Support Systems; School Safety and Security; and Robust, Culturally-Specific Community Partnerships.

The Board reviewed the survey results, ranked priorities, and came to a consensus on priorities for the 2025-2026 school year.

Previous Board Action:

The Board adopts budget priorities annually.

Financial Implications:

Not Applicable.

Motion:

- A. Motion Made by Board Member:
 - a. I move that the Board adopt the 2025-2026 budget priorities as presented.
- B. Motion Seconded by Another Board Member
- C. Points of Clarification / Discussion
- D. Call for Board Vote

A black and white photograph of a large group of graduates sitting in rows of chairs, viewed from behind. They are wearing white gowns and black mortarboard caps. The image is partially obscured by a dark green diagonal overlay on the right side.

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Budget Priorities for 2025-2026

Priority Ranking Results

Top
Priorities

4

Academic
Success

4

Staff Wellness
& Retention

Second
Priority

3

Safe & Well-Maintained Facilities

Third
Priorities

1

Student Support
Systems

2

School Safety &
Security

1

Robust,
Culturally-Specific
Community
Partnerships

2025-2026 Proposed Priorities

| 1 | 2 | 3 |
|------------------|---|-----------------------------------|
| Academic Success | Student and Staff Safety, Support, & Wellness | Safe & Well-Maintained Facilities |



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To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Board Discussion and Reports

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

- A. Individual Board Member Reports or Announcements
- B. Student Board Rep Announcements
- C. Upcoming Board Meetings
 - a. Work Session: February 12, 2025
 - b. Business Meeting: February 26, 2025
- D. Board Discussion

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.



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

To: Board of Directors

From: Frank Caropelo, Superintendent

Subject: Adjournment of Meeting

Type: Action Item Report / Presentation

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

Date: January 22, 2025

Connection to Strategic Plan Goal Topics:

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

Summary / Background:

The Board Chair will adjourn the meeting.

Previous Board Action:

Not Applicable.

Financial Implications:

Not Applicable.

Motion:

Not Applicable.