



Northwest Regional
Education Service District

BOARD PACKET

MATERIALES DE LA MESA DIRECTIVA

WORK SESSION

REGULAR MEETING

AUGUST 10, 2021
10 DE AGOSTO DE 2021
9:30AM - 3:30PM

CONTACT/CONTACTO

Lauren Slyh O'Driscoll
lslyh@nwresd.org | 503-614-1401



Northwest Regional Education Service District

Welcome to this Public Meeting of the
NWRESD Board of Directors

August 10, 2021
Regular Meeting

-
- | | | |
|---------|--|--|
| 2:15 PM | <p>1. <u>CALL TO ORDER</u>
Board Attendance:</p> | Chair Poehlitz |
| | <p>2. <u>PLEDGE OF ALLEGIANCE / LAND ACKNOWLEDGEMENT</u></p> | Chair Poehlitz |
| | <p>3. <u>ELECTION OF BOARD CHAIR/VICE CHAIR</u>
A. Election of Board Chair
B. Election of Board Vice Chair</p> | Chair Poehlitz
Chair TBD |
| | <p>4. <u>AGENDA REVIEW/REVISION</u></p> | Chair TBD |
| | <p>5. <u>PUBLIC COMMENT</u>
<i>The Northwest Regional Education Service District Board of Directors appreciates community members sharing information during public comments. The Board requests comments be limited to three (3) minutes per speaker. Speakers will state their name and home address for the record. While the Board does not respond to public comment, following the meeting the Chair, Vice Chair, and Superintendent will together determine the appropriate level of response. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel.</i></p> | Chair TBD |
| | <p>6. <u>CONSENT AGENDA</u>
A. Approval of June Minutes and July Minutes
B. Approval of July/August Personnel Reports
C. Approval of 2021-22 Superintendent Goals
D. Approval of 2021-22 Board-Superintendent Working Agreements
E. Approval of Designations, Authorizations, and Appointment for 2021-22
F. Approval of Monthly Financial Report
G. Approval of 2021-23 Confidential MOA
H. Approval of 2021-23 Administrator MOA
I. Organizational Chart</p> | Lauren O’Driscoll
Joseph Hernandez
Dan Goldman
Dan Goldman
Janice Colley
Janice Colley
Joseph Hernandez
Joseph Hernandez
Dan Goldman |
| | <p>7. <u>REPORTS AND DISCUSSIONS</u>
A. NWRESD Covid-19 Response</p> | Dan Goldman
and Sarah Pope |
| | <p>8. <u>BOARD MEMBER COMMENTS</u></p> | |
| 3:00 PM | <p>9. <u>ADJOURN</u></p> | |
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PUBLIC PARTICIPATION IN BOARD MEETINGS

1. A speaker may complete a Public Comment Card and give it to the Board Secretary prior to the beginning of the meeting when held in-person. After being recognized by the Board Chair, the speaker will sit at the presenter's table and identify themselves with their full name and address, and stating their purpose in addressing the Board.
2. A speaker may complete the [Public Comment Request](#) online at least one hour prior to the beginning of the meeting when held virtually. After being recognized by the Board Chair, the speaker will be invited to the virtual panel and identify themselves with their full name and address, and stating their purpose in addressing the Board.
3. A group of visitors with a common purpose should designate a speaker for the group.
4. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
5. Speakers may comment on a topic not on the published agenda, however, the Board - at its discretion - may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration for action or study and to report at a subsequent meeting.
6. Speakers may offer objective criticism of district operations or programs but the Board will not hear complaints concerning specific district personnel. Complaints against individuals must be addressed by following the steps in Policy KL ("Public Complaints") and Procedure KL-AR ("Complaint Form").
7. The Board appreciates community members sharing information during public comments. The Board will listen, but not comment, on information heard. Following the meeting, the chair, vice chair and superintendent will together determine the response.
8. These procedures will be published on the back of every Board meeting agenda.



Northwest Regional
Education Service District

PLEDGE OF ALLEGIANCE





INDIGENOUS LAND ACKNOWLEDGEMENT

THE LAND UPON WHICH WE STAND.

“WE WANT TO ACKNOWLEDGE THAT WE GATHER AS THE NORTHWEST REGIONAL ESD ON THE TRADITIONAL LANDS OF THE **ATFALATI** (TUALATIN/WAPATO LAKE), **NEKELIM** (NEHALEM), **SILETZ** AND **TILLAMOOK** PEOPLES, PAST AND PRESENT, AND HONOR WITH GRATITUDE THE LAND ITSELF AND THE PEOPLE WHO HAVE STEWARDED IT THROUGHOUT THE GENERATIONS.”

-ADAPTED FROM DELILAH FRIEDLER



Northwest Regional Education Service District

August 12, 2020

TO: Board of Directors

FR: Lauren Slyh O'Driscoll, Board Secretary

RE: June /July 2021 Meeting Minutes

EXPLANATION: Please find the attached June/July 2021 Meeting Minutes.

PRESENTER(S): Consent Agenda

SUPPLEMENTARY MATERIALS: June/July 2021 Meeting Minutes.

RECOMMENDATION: Approve as presented in the consent agenda.

PROPOSED MOTION: I move to approve the June minutes as presented/amended.



Northwest Regional Education Service District

NWRESD Board of Directors Budget Meeting, Regular Meeting Minutes, Executive Session Minutes

June 15, 2021

1. **CALL TO ORDER**

Chair Poehlitz called the board meeting to order at 6:35 pm.

Board Attendance: Renee Bruce, Karen Cunningham, Tony Erickson, DaWayne Judd, Lisa Poehlitz, Chris Riley, Ross Tomlin

2. **PLEDGE OF ALLEGIANCE / LAND ACKNOWLEDGEMENT**

Director Riley led the board through the pledge. Director Bruce read the land acknowledgement.

3. **AGENDA REVIEW/REVISION**

Chair Poehlitz entertained a motion by Director Judd requesting two (2) items be discussed at the upcoming board work session:

1. Board Diversification
2. Disaggregated data re: employee satisfaction and engagement

The motion was seconded by Director Cunningham and approved unanimously.

4. **CONNECTING ACTIVITY**

Retiring Executive Director of EI/ECSE, Nancy Ford led board members through a connecting activity.

5.

SUPERINTENDENT REPORT

Superintendent Goldman reviewed the update to the board.

6.

2020-2021 RECOGNITION AND GOOD NEWS

The board recognized [9th Grade Success Network Student Participants](#) and 2021 Board retirees [Renée Bruce and Marilyn McGlasson](#).

7.

OPEN BUDGET HEARING

Chair Poehlitz opened the budget hearing.

8.

COMMUNICATIONS TO THE BOARD/PUBLIC COMMENT

The Northwest Regional Education Service District Board of Directors appreciates community members sharing information during public comments. The Board requests comments be limited to three (3) minutes per speaker. Speakers will state their name and home address for the record. While the Board does not respond to public comment, following the meeting the Chair, Vice Chair, and Superintendent will together determine the appropriate level of response. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel.

No public comment

9. **CLOSE BUDGET HEARING**

Chair Poehlitz closed the budget hearing.

10. **RESOLUTION: ADOPT BUDGET AS PRESENTED/AMENDED**

Chair Poehlitz entertained a motion by Director Cunningham to approve the budget as presented below. The motion was seconded by Director Riley and approved unanimously.

**NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
2020-2021 BUDGET RESOLUTIONS**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Northwest Regional Education Service District hereby adopts the budget for the fiscal year 2021-2022 in the total of \$214,574,892 now on file at the Administrative Office located at 5825 NE Ray Circle, Hillsboro, OR 97124

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021 for the following purposes:

GENERAL FUND

Support Services	\$ 8,140,211
Debt Service	641,000
Transfers	46,671,950
Contingency	620,000
Total General Fund	\$ 56,073,161
Unappropriated	3,000,000

SPECIAL REVENUE FUNDS

Instruction	\$ 53,513,238
Support Services	29,005,736
Community Services	2,032,290
Transfers	632,783
Transits	5,886,506
Total Special Revenue Funds	\$ 91,070,553

CAPITAL PROJECTS FUNDS

Support Services	\$ 1,000,000
Facilities Acquisition & Construction	200,000
Contingency	240,000
Total Capital Projects Funds	\$ 1,440,000
Unappropriated	995,000

ENTERPRISE FUNDS

Instruction	\$ 273,637
Support Services	9,495,616
Transfers	970,000
Total Enterprise Funds	\$ 10,739,253

AGENCY FUNDS

Instruction	\$ 14,520,520
Support Services	10,217,576
Community Services	100,000
Transfers	989,230
Transits	25,429,599
Total Agency Funds	\$ 51,256,925

TOTAL APPROPRIATIONS, All Funds	210,579,892
Total Unappropriated Amounts	\$ 3,995,000
TOTAL ADOPTED BUDGET	\$ 214,574,892

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-2022:

- (1) At the rate of \$.1538 per \$1,000 of assessed value for permanent rate tax

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

<u>Subject to the Education Limitation</u>	
Permanent Rate Tax	\$0.1538/ per \$1,000
<u>Excluded from Limitation</u>	
General Obligation Bond Debt Service	\$0

The above resolution statements were approved and declared adopted on the 15th day of June 2021.

11. **CONSENT AGENDA**

Chair Poehlitz entertained a motion by Director Cunningham to approve the consent agenda as presented. The motion was seconded by Director Riley and approved unanimously.

12. **REPORTS AND DISCUSSIONS**

A. **Administrative Reports**

No additional comments

13. **ACTION ITEMS**

A. **Approve Resolution 20-005: Denouncing Xenophobia, Sentiment Against Asian/Asian Americans and Pacific Islanders**



Chair Poehlitz entertained questions/comments from the board. Director Judd asked why this particular resolution was presented, as opposed to other marginalized groups. EFP Director Liwaru provided background on this resolution.

Chair Poehlitz entertained a motion by Director Bruce to approve resolution 20-005 as presented. The motion was seconded by Director Riley and approved 6-0 with Director Judd abstaining from voting.

B. [Approve Resolution 20-006: Transfer Appropriations within Funds](#)

Chair Poehlitz entertained a motion by Director Riley to approve resolution 20-006 as presented. The motion was seconded by Director Cunningham and approved unanimously.

14. BOARD MEMBER COMMENTS

N/A

15. ADJOURN

The meeting was adjourned at 7:43 pm.

1. CALL TO ORDER

Chair Poehlitz called the board meeting to order at 7:51 pm.

2. EXECUTIVE SESSION:

ORS 192.660(2)(d)(d) To conduct deliberations with persons you have designated to carry on labor negotiations.

-AND-

ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions;

3. ADJOURN

The meeting was adjourned at 8:17 pm.

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. A visitor wishing to make public comment may contact the Board Secretary by emailing lslyh@nwresd.org at least one hour prior to the start of the meeting. Please include your name and address in your message and the topic for which you would like to provide public comment.
2. Members of the public will be asked to speak under item 6. **COMMUNICATIONS TO THE BOARD/PUBLIC COMMENT**
3. After being recognized by the Board chair, the speaker will be transitioned into the virtual webinar as a panelist. Please identify yourself: **full name and address and state your purpose in addressing the Board.**
4. A group of visitors with a common purpose should designate a speaker for the group.
5. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
6. Speakers may comment on a topic not on the published agenda, however, the Board - at its discretion - may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration for action or study and to report at a subsequent meeting.
7. When meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda or non-agenda item, may do so at the discretion of the Board Chair. The Chair will determine the amount of time that will be allotted for each individual.
8. Speakers may offer objective criticism of district operations or programs but the Board will not hear complaints concerning specific district personnel. Complaints against individuals must be addressed by following the steps in Policy KL ("Public Complaints") and Procedure KL-AR ("Complaint Form").
9. These procedures will be published on the back of every Board meeting agenda.

2020-21 NWRESD Board Goals

1. Attend board meetings consistently and arrive prepared to discuss presented materials.
2. Ensure board/superintendent working agreements are known, practiced, and monitored.
3. Improve Board governance.
4. Learn more about regional programs using the ESD Equity Lens.



Northwest Regional Education Service District

Welcome to this Public Meeting of the NWRESD Board of Directors

July 20, 2021
Special Meeting

3:00 PM

1. **CALL TO ORDER**

Board Attendance: Karen Cunningham, Doug Dougherty, Tony Erickson, DaWayne Judd, Lisa Poehlitz, Chris Riley, Ross Tomlin, Diane Wilkinson, and Maureen Wolf

Chair Poehlitz called the board to order at 3:00 pm and asked board members to provide brief introductions.

2. **NEW MEMBER OATHS**

Chair Poehlitz led newly elected and appointed board members through according to [Policy BBBB: Board Member Oaths](#)

- A. Appointed Position A; At-Large: Maureen Wolf
- B. Appointed Position B; Higher Education: Ross Tomlin
- C. Appointed Position C; Social Services: Diane Wilkinson
- D. Elected Position 2: Doug Dougherty
- E. Elected Position 4: Tony Erickson

3. **PUBLIC COMMENT**

N/A

4. **CONSENT AGENDA**

A. [RFP for Audio-Visual Improvements](#)

Chair Poehlitz entertained a motion by Director Riley to approve the consent agenda. The motion was seconded by Director Tomlin and approved unanimously.

ACTION ITEMS

5. A. [Clatsop Service Center Lease Agreement](#)

Chair Poehlitz entertained a motion by Director Tomlin to approve the Lease Agreement as presented. The motion was seconded by Director Tomlin and approved unanimously.

6. **ADJOURN**

The meeting was adjourned at 3:16 pm

1. **EXECUTIVE SESSION: CALL TO ORDER**

Board: Karen Cunningham, Doug Dougherty, Tony Erickson, DaWayne Judd, Lisa Poehlitz, Chris Riley, Ross Tomlin, Diane Wilkinson, and Maureen Wolf

2. **ORS 192.660(2)(f): To consider information exempt from public inspection – attorney client privilege information.**

3. EXECUTIVE SESSION: ADJOURN

The meeting was adjourned at 3:25 pm



Northwest Regional Education Service District

August 10, 2021

To: Board of Directors

From: Joseph Hernandez – Chief Human Resources Officer

Re: Personnel Report

EXPLANATION: Please see attached personnel report prepared by Victor Cato

Presenter: Joseph J. Hernandez

Supplementary
Materials: Personnel Report, additional comments provided to the board at August 10, 2021 meeting.

Recommendation: N/A

Proposed Motion: Move to accept the personnel report as presented in the consent agenda.

**NW Regional Education Services District
PERSONNEL REPORT
June 15, 2021 - July 30, 2021**

New Hires

Name	Position	Department	Building	Comments
Anthony Jackson	Instructional Assistant (1.0 FTE)	EI/ECSE	Beaverton Early Childhood Center	Replace Matt Hanna
Cassandra Peon	Bilingual Instructional Assistant (0.85 FTE)	Early Learning	Clatsop County Service Center	
Colin McGillivray	Instructional Assistant (0.8375 FTE)	Department of Schools	Levi Anderson	Replace Elena Hathaway
Cynthia Schuh	Senior Accountant (1.0 FTE)	Fiscal Services	Washington Service Center	New FTE
Danielle Thompson	Registered Nurse (1.0 FTE)	Special Student Services	Tigard Tualatin School District	Replace Sarah Shattuck
Elizabeth Crawford	Registered Nurse (1.0 FTE)	Related Services	Tigard Tualatin School District	Currently filled by contractor; resignation of new employee Sarah shattuck
Emily Baer	Early Childhood Education Specialist	EI/ECSE	Columbia County Service Center	New FTE
Erica Elledge	Occupational Therapist (1.0 FTE)	Special Student Services	Tillamook School District	
Heather Cellini	Speech Language Pathologist (1.0 FTE)	EI/ECSE	Washington Service Center	New FTE
Helen Webb	Speech Language Pathology Assistant (1.0 FTE)	Special Student Services	Rainier School District	New FTE
Jazmin Rodriguez	Instructional Assistant (0.85 FTE)	EI/ECSE	Tillamook Service Center	
Jennilyn Wilson	Senior Accountant (1.0 FTE)	Fiscal Services	Washington Service Center	New FTE
Jessica Duffett	Special Education Coordinator	Related Services	Washington Service Center	Replace Margaret Brown
Julianne Zienkiewicz	Speech Language Pathologist (1.0 FTE)	EI/ECSE	Hillsboro Early Childhood Center	New FTE
Kaitlyn Cameron	Instructional Assistant (1.0 FTE)	EI/ECSE	Gray School	Replace Victoria Neale
Karina Velazquez	Instructional Assistant (0.85 FTE)	EI/ECSE	Beaverton Early Childhood Center	New FTE

Kristin Beckley	Instructional Assistant (0.85 FTE)	EI/ECSE	Tualatin Early Childhood Center	Replace Susan Hotman
Lindsay Peterson	Instructional Assistant (0.85 FTE)	EI/ECSE	Beaverton Early Childhood Center	Replace Yongchin Garung Sato
Lisa Mellman	SLP - Augmentative Communication Specialist (0.6 FTE)	Special Student Services	Washington Service Center	New FTE
Lynne Griffin	Service Center Administrator - Clatsop Svc Center (1.0 FTE)	Office of the Superintendent	Clatsop County Service Center	Replace Elizabeth Friedman
Madeline Holte	Occupational Therapist (1.0 FTE)	EI/ECSE	Hillsboro Early Childhood Center	Carlene Smith transferred to School Age
Marie Cimborra	Speech Language Pathologist (1.0 FTE)	EI/ECSE	Beaverton Early Childhood Center	R. Schley moved to Instructional Coach
Marrissa Zepeda	Instructional Assistant (0.85 FTE)	EI/ECSE	Hillsboro Early Childhood Center	Replace Rose Anne Nash
Michael Cantino	BVIS Technology Special Development Specialist (1.0 FTE)	Special Student Services	Washington Service Center	Replacing J. Beresheim who moved to TVI
Michelle Miranda-Gonzalez	Instructional Assistant (0.85 FTE)	EI/ECSE	Hillsboro Early Childhood Center	Replace Sarah Buswell
Naomi Shiraiwa	Instructional Assistant (0.85 FTE)	EI/ECSE	Beaverton Early Childhood Center	New FTE
Natalee May	Early Childhood Education Specialist	EI/ECSE	Beaverton Early Childhood Center	New FTE
Natalie Nelson	Speech Language Pathologist (1.0 FTE)	Special Student Services	Tualatin School District	Replace Claire Connell
Phaedra Kossow-Quinn	American Sign Language Interpreter (0.8125 FTE)	Related Services	Groner Elementary	New FTE
Rose Seman Robles	Instructional Assistant (0.8375 FTE)	Department of Schools	Levi Anderson	Replace Elena Hathaway
Ryan Creason	ASL Assistant (0.875 FTE)	Related Services	Groner Elementary	Moving internal staff
Ryan Hamilton	Professional Learning Coach - 9th Grade Success (1.0 FTE)	Instructional Services	Washington Service Center	Replace Charles "Ken" Chung
Sara Thompson	Speech Language Pathologist (1.0 FTE)	Special Student Services	Tigard Tualatin School District	Replace Kevin Penner
Sharif Liwaru	Director of Equity and Family Partnerships (1.0 FTE)	Office of the Superintendent	Washington Service Center	Replace Marisol Jimenez
Shawnte Hines	Professional Learning Coach - 9th Grade Success (1.0 FTE)	Instructional Services	Washington Service Center	New FTE
Tina Mam Tran	Fiscal Support Specialist (1.0 FTE)	Fiscal Services	Washington Service Center	New FTE
Victoria Neale	Instructional Assistant (0.85 FTE)	Early Learning	Clatsop County Service Center	Replace Samantha McClure

Resignations and Retirements

Name	Position	Department	Comments
Camille Brisbo	Speech Language Pathologist	EI/ECSE	Resignation; last day of employment was August 31, 2021
Erika Johnson	Support Specialist	EI/ECSE	Resignation; last day of employment is July 15, 2021
Heather Higashi	Physical Therapist	EI/ECSE	Resignation; last day of employment is August 6, 2021
Jennifer Coffey	Speech Language Pathologist	EI/ECSE	Resignation; last day of employment was August 6, 2021
Jennifer Tyree	Registered Nurse	Nursing Services	Resignation; last day of employment was June 18, 2021
Jill Rulis	Speech Language Pathologist	EI/ECSE	Resignation; last day of employment was August 6, 2021
Julianne Zienkiewicz	Speech Language Pathologist	EI/ECSE	Resignation; last day of employment was July 22, 2021
Maria Lopez	Translator	EI/ECSE	Resignation; last day of employment is August 10, 2021
Melinda Denney	Early Childhood Education Specialist	EI/ECSE	Resignation; last day of employment was July 16, 2021
Nora Illades	Translator	EI/ECSE	Resignation; last day of employment is August 5, 2021
Shira Long-Strand	Administrative Specialist	Instructional Services	Resignation; last day of employment is August 31, 2021
Sibyl Martin	Instructional Assistant	EI/ECSE	Resignation; last day of employment is July 26, 2021
Tammie Wing	HR Specialist	Human Resources	Resignation; last day of employment is June 30, 2021
Theron Post	Teacher	School Programs	Resignation; last day of employment is August 6, 2021
Veronica Garfias	Instructional Assistant	EI/ECSE	Resignation; last day of employment is July 21, 2021
Virginia Garcia	Support Specialist	Instructional Services	Resignation; last day of employment was July 15, 2021

Advertised Vacancies

Open Position	Category	Department	Building	Post Date	Closing Date	Comments
Occupational Therapist - HECC	Licensed	EI/ECSE	Hillsboro Early Childhood Center	6/7/2021	6/21/21	Carlene Smith transferred to School Age - 1.0 FTE
Instructional Assistant - Lifeworks DTP (2 vacancies)	Classified	Department of Schools	Day Treatment Program (Lifeworks NW)	6/9/2021	6/24/21	Resignation of Warna Lounsbury - 0.85 FTE
EI/ECSE SLP - Columbia County	Licensed	EI/ECSE	Columbia Service Center	6/10/2021	6/30/21	New 1.0 FTE
Instructional Assistant - Levi Anderson	Classified	Department of Schools	Levi Anderson	6/11/2021	6/28/21	Resignation of Elena Hathaway - 0.8375 FTE
Teacher of Mathematics - Levi Anderson/SPED teacher	Licensed	Department of Schools	Levi Anderson	6/11/2021	8/15/21	Resignation of Jonna Schuder - 1.0 FTE
Professional Learning Coach - 9th Grade Success (TOSA) (2 vacancies)	Licensed	Instructional Services	Washington Service Center	6/14/2021	6/29/2021	Resignation of Charles "Ken" Chung - 1.0 FTE
Fiscal Support Specialist	Classified	Fiscal Services	Washington Service Center	6/15/2021	6/30/21	New 1.0 FTE
Instructional Assistant - Columbia County Service Center	Classified	EI/ECSE	Columbia Service Center	6/15/2021	6/30/21	New 0.85 FTE
Speech Language Pathologist - BECC	Licensed	EI/ECSE	Beaverton Early Childhood Center	6/15/2021	8/1/21	Resignation of Morgan Feltmeier - 1.0 FTE
Instructional Assistant - Clatsop Service Center	Classified	EI/ECSE	Clatsop Service Center	6/16/2021	8/15/21	Resignation of Samantha McClure - 0.85 FTE
Professional Learning Coach - Social, Emotional, and Mental Health	Licensed	Instructional Services	Washington Service Center	6/16/2021	7/7/21	New 1.0 FTE
Teacher of the Visually Impaired	Licensed	Special Student Services	Multiple Sites	6/16/2021	8/16/21	Resignation of J. Beresheim - 1.0 FTE
Early Childhood Education Specialist - Columbia Service Center	Licensed	EI/ECSE	Columbia Service Center	6/21/2021	6/23/2021	Resignation of Mallory Rutlege - 1.0 FTE
Human Resources Specialist	Classified	Human Resources	Washington Service Center	6/21/2021	7/5/21	Resignation of Tammie Wing - 1.0 FTE

Instructional Coach - EI/ECSE	Licensed	EI/ECSE	Multiple Sites	6/22/2021	7/6/21	Jessica Duffett moved to SPED Coordinator - 1.0 FTE
Accounting Support Specialist - Payroll	Classified	Fiscal Services	Washington Service Center	6/23/2021	7/12/21	New 1.0 FTE
ASL Interpreter-Floater	Classified	Related Services	Groner Elementary & Multiple Sites	6/23/2021	7/26/21	New 0.8125 FTE
Administrative Specialist - Regional Educator Network	Classified	Instructional Services	Washington Service Center	6/24/2021	8/16/21	Resignation of Shira Long-Strand - 1.0 FTE
Chief Financial Officer	Administrator	Fiscal Services	Washington Service Center	6/28/2021	7/20/21	Resignation of Tamira Montague - 1.0 FTE



Northwest Regional Education Service District

August 12, 2020

TO: Board of Directors

FR: Dan Goldman, Superintendent

RE: 2021-22 Superintendent Goals

EXPLANATION: Please find attached the 2021-22 Superintendent Goals . Superintendent Goals will be discussed during the work session and approved during the regular session.

PRESENTER(S): Dan Goldman, Superintendent

SUPPLEMENTARY MATERIALS:

2021-22 Superintendent Goals

RECOMMENDATION:

Worksession: Discussion Only

Regular Session: Approve as a part of the consent agenda.

PROPOSED MOTION:

I move to approve the 2021-22 Superintendent Goals as presented/amended.

2021-22 NWRES D Superintendent Goals

Dan Goldman

OVERVIEW & PURPOSE

Each summer, the Superintendent and Board will collaborate towards setting actionable, relevant and measurable Superintendent goals for the coming academic year. Progress towards the following goals will be utilized by the Board as a component of the annual evaluation of the Superintendent.

Goal 1: The Superintendent will make demonstrable progress towards fulfilling the organizational goals in the Board-adopted strategic plan

The Superintendent will:

1. Implement and report on Department and Site-Level Action Plan progress demonstrating the breadth and depth of organizational action to fulfill Strategic Plan commitments (Strat Plan 5.1).
2. Report summative progress to the Board twice-annually indicating progress towards Key Milestones and Metrics in the Strategic Plan.

Goal 2: The Superintendent will elevate equity, anti-racism, and community/family partnership efforts

The Superintendent will:

3. Engage at least 10 department/site-level teams to participate in a comprehensive, year-long equity professional learning series (Strat Plan 1.1).
4. Strengthen NWRES D's role as a regional leader in providing racial equity professional development services as measured by the number of component school districts engaged with the Office of Equity and Family Partnership by 25%, from 11 in 2020-21 to 14 (Strat Plan 5.3).

5. Increase BIPOC staff member's feeling of belonging at work from 76% (in 2021-22) to 80% as measured by the annual staff survey.

Goal 3: The Superintendent will ensure that school district superintendents are supported, engaged, and receive excellent service

The Superintendent will:

6. Ensure at least 90% of school districts approve the LSP/Annual Report by January 2022.
7. Ensure each school district is participating in at least one professional learning network (e.g., 9th Grade Success, Diverse Educator Pathways, Early Literacy, Instructional Coaching, Regional Educator, Social, Emotional, and Mental Health) (Strat Plan 3.2, 3.2, 3.4).
8. Expand the number of children with developmental disabilities in school district-operated partnership preschool classrooms by at least 20% (from 99 in 2020-21 to 119) (Strat Plan 3.1).

Goal 4: The Superintendent will improve the ESD's financial position and ensure resources are aligned to strategic priorities.

The Superintendent will:

9. Produce a proposed budget that increases operating revenue in reserves, net of the beginning fund balance, from 6.7% in 2020-21 to 7.7% (Strat Plan 6.5).
10. Produce a proposed budget plan that clearly aligns resources to Strategic Plan priorities (Strat Plan 6.4).
11. Produce an Annual Report that clearly communicates the agency's commitment to educational equity and anti-racism (Strat Plan - Collective Commitment 1).



Northwest Regional Education Service District

August 5, 2021

TO: Board of Directors

FR: Dan Goldman, Superintendent

RE: Board Working Agreements

EXPLANATION: For adoption following the work session discussion.

PRESENTER(S): Board Chair

SUPPLEMENTARY MATERIALS: See attached ("Board/Super Working Agreements")

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

Agreements for Board Meetings, Work Sessions, and Executive Sessions

General Board Meeting & Work Session Agendas

- The Board Chair, Vice Chair and Superintendent will set the board agenda.
- Individual board members may request that items be added to the agenda by contacting the Superintendent, Board Chair, or Board Secretary or discussing their desire in public session.
- Items will not be added to the current agenda by individual board members unless the majority of the present board members vote to approve the addition at the meeting.
- The Board and Superintendent will seek to include multiple perspectives on agenda items of key concern for the community in order to provide for balanced conversation.

Before Meetings

- Board members will come prepared for the meeting by having read all packet materials. If additional items are provided during the meeting, the Board will take time to review them before voting.
- Always abstain from conducting Board business or decision-making outside of board meetings or executive sessions.
- The board packet will normally be e-mailed to board members by the Thursday before regularly scheduled board meetings. The Board will be notified if there is a delay. If requested, a printed copy shall be made available.
- Board members will contact the Superintendent prior to meetings with any questions on agenda items.
 - When an individual board member asks the Superintendent a substantive question about an agenda item, the response will be shared with all board members.

Norms for Public Meetings

- The Board and Superintendent will strive to have no surprises at board meetings
- Each board member has an opportunity to be heard
- Come prepared having read the information provided
- Stay engaged
- Discussions between members of the Board will serve as a model for positive and constructive public dialogue
- Honor the right of individual members to express opposing viewpoints and vote their convictions
- Seek consensus
- Regardless of one's vote, support the decision of the majority
- Respect executive session confidentiality

Procedural Safeguards for Board Meetings

The Superintendent will act as parliamentarian at board meetings to help ensure each motion is clear and there is no missing or misunderstood information.

The Board will not vote on agenda items not listed as “Action Items,” unless it is considered an emergency. In emergency situations, Board Policy will be followed.

Members of the public will be given an opportunity in public session to express opinions prior to the board taking a vote.

Board members will strive to show respect at board meetings and refrain from surprising or embarrassing other board members, administrators, staff members or the audience.

Uphold the confidentiality requirement of Board Meeting Executive Sessions.

Public Comment

- We are committed to providing an opportunity for NWRESD citizens to make public comment.
- Public comment will be scheduled at regular Board Meetings with a time limit of three minutes per speaker.
- Public comment should be just that, and NOT a discussion with the Board. The Board will not answer questions on the spot or engage with public, but could refer questions to the administration or board chair for answer at a later time.
- The Board should clearly state that they will not hear complaints against individuals in public, and that all complaints must go through the chain of command as spelled out in Policy KL (“Public Complaints”) and Procedure KL-AR (“Complaint Form”). This statement shall be made in writing on the agenda, or by the board chair as an announcement at the beginning of the public comment session. For example:

“The Northwest Regional Education Service District Board of Directors requests comments be limited to three (3) minutes per speaker. Speakers will state their name and home address for the record. The Board appreciates community members sharing information during public comments. While the Board does not respond to public comment, following the meeting, the Chair, Vice Chair, and Superintendent will together determine the appropriate level response. Speakers may offer objective criticism of district operations or programs but the Board will not bear complaints concerning specific ESD personnel.”

- The Board will limit the public's participation to the public comment section of the agenda. There should not be cross-discussion between the Board and the public during other agenda items.
- All public comment should be directed respectfully to the Board through the Chair. Comments should not be directed at any individual board member.
- The Board will clearly explain the 'rules' for public comment in writing on the meeting agenda and verbally by the chair at the start of the public comment section of the meeting. Example:

“The Board appreciates community members sharing information during public comments. The Board will listen, but not comment on information we hear from the audience. However, following the meeting, the chair, vice chair and superintendent will together determine if the superintendent shall respond in a public way, a private way or if the issue will be added to future board meeting or work session agendas.”

- Public input will be limited to three minutes per person unless explicitly adjusted for a particular meeting by the Chair.
- Groups will be encouraged to appoint a spokesperson so the same issue is not repeated.
- Each public speaker will identify themselves by name and address, and will submit a form with basic contact information to the Board Secretary before they are recognized to speak.

EXECUTIVE SESSIONS

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action, except for specific instances pertaining to student matters. Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.

Content discussed in executive sessions is confidential. Members of the media may attend executive sessions, except in specific instances (Board Policy BDC).

The Board may be called to meet in executive session or decide to go into executive session at any time during a regular, special or emergency meeting to discuss certain matters. By Oregon law, the chair may call a Board into executive session without a vote of the Board.

Whenever an executive session is called, the presiding officer must identify the section and subsection of ORS 192.660 (listed reasons) or 332.061 (expulsion or medical records of a minor student) that authorize the executive session's purpose.

Purposes for which executive session may be called:

- To consider the employment of a public officer, employee, staff member or individual agent. ORS 192.660(2)(a)
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. ORS 192.660(2)(b)
- To conduct deliberations with persons designated to carry on labor negotiations. ORS 192.660(2)(d)
- To conduct deliberations to negotiate real property transactions. ORS 192.660(2)(e)
- To consider records exempt by law from public inspection. ORS 192.660(2)(f)
- To consult with counsel concerning current or possible litigation. ORS 192.660(2)(h)
- To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing. ORS 192.660(2)(i)
- Conduct a hearing on the expulsion of a student or to review a student's confidential medical records. ORS 332.061(1)

Boards may never meet in executive session to conduct the following business:

- Fill a vacancy in an elective office
- Fill a vacancy on any public committee, commission or other advisory group
- Consider general employment policies
- Discuss an employee's performance, unless that employee has been notified and has been given the option of having the discussion held in public
- Hire the superintendent or any other employee if the vacancy has not been advertised, hiring procedures have not been adopted by the board, and there has been no opportunity for public input about the hiring



Board-Superintendent Operating Agreements

Purpose

The Board of Directors is the educational policy-making body for Northwest Regional Education Service District. To effectively meet the ESD's goals and challenges, the ESD Board and Superintendent must function together as a leadership team. To ensure collective commitment among team members, effective group agreements must be in place. The following are the group agreements for this leadership team.

Information Requests

- Individual board member requests for information will be directed only to the Superintendent. The Superintendent will respond to general questions and inquiries.
- The Superintendent will determine how to proceed with board member requests that require staff work.
 - If a request requires a large amount of staff work, the request may be discussed with the Board Chair and potentially added to a board agenda for the entire Board to determine if it is a good use of staff time.

Personnel Issues

- Board members recognize that they have one employee, the Superintendent.
- When board members have concerns, they will follow the chain of command and go through the Superintendent. Board members will not make their own investigations.
- Board members recognize that they individually do not direct the staff. They direct the Superintendent as a full Board, and the Superintendent directs the ESD staff members.

Communication With Staff/Community

- Board members are encouraged to visit programs and school sites. Such visits should be planned in advance with the Superintendent. When board members visit schools as a parent or volunteer, they will sign in at the office and ask for a visitor badge.
- Board members shall not direct staff members' work. All requests for staff work will go through the Superintendent.
- In talking with staff, board members will be sensitive to any open-ended, informal questions that might be viewed as "fishing expeditions."
 - The Board's job is not to go fishing, it's to manage the riverbeds and fish ladders: *Don't take a fishing rod, while walking alongside the creek.*
- Prior to utilizing social media, board members will strive to recognize how others may perceive their online presence across the communities they serve.

Speaking with One Voice

- Board members will voice their concerns about any agenda items, or about processes and procedures, during a public meeting before the final vote is taken.
- Board members will publicly support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
- Board members will show respect for all, including fellow board members, staff and the community.
- Only the Board Chair speaks, or will assign one board member or the Superintendent to speak, on behalf of the Board to the media with regard to ESD affairs.
- The Superintendent (or designee) is expected to communicate with the media and notify the Board when responses pertain to board work.

Superintendent/Board Relations

- The Superintendent will communicate with the Board in a timely manner about issues of concern to the ESD. Board members will give feedback to the Superintendent if they feel adjustments are needed.
- Board Chair and Vice Chair will meet regularly and consistently with the Superintendent to plan Board meeting agendas and strategize on how to address key issues.
- Board Chair and Vice Chair and the Superintendent will together determine timelines to make certain that all members of the Board are made aware of responses to public comment at meetings and/or media requests.
- The Superintendent and Board members will be open to feedback and respond respectfully.
- The Superintendent will provide the Board with a regular report on ESD progress and matters of importance.

Accountability

- It is the role of the entire Board to hold one another to these working agreements. Board members will remind one another in a respectful manner when a member is violating an agreement.
 - If necessary, the Chair or Vice Chair will initiate a 1:1 conversation with the Board member(s) who do not adhere to these agreements.
- The Board and Superintendent will review, revise and recommit to these agreements annually.



ESD Board-Superintendent Roles & Responsibilities

1. Board Roles & Responsibilities

a. ESD Board Defined

- ESD board members, although locally elected and appointed, are really state officials, co-partners with the legislature. They are designated by school law to administer the school system in each district.
- Effective boards concentrate their time and energy on determining what the service district should accomplish, as well as enacting/revising policies to carry out these goals.

b. Primary Responsibilities

- **Planning** – The Board of Directors will engage in strategic planning. This is a basic responsibility to the public electorate.
- **Setting Policy** -- The central responsibility of a board, both in theory and in law, is to be the policy-forming body. Policy means actions of the Board that set written goals and objectives for the ESD and parameters for actions.
- **Evaluating Results** -- The Board will evaluate the results of planning. Evaluation “completes the loop” and, in fact, leads inevitably to more planning. Evaluation occurs all the time, both formally and informally. As a group, the Board is not an administrative body; neither should it be a “rubber stamp” for professional educators.
- **Hire/Evaluate the Superintendent** -- The selection, review, and retention of a competent chief executive is one of the Board's most important functions.
- **Listen to and Represent** the community in its entirety.

c. Additional Duties

- Enact rules and regulations governing the operation of the ESD
- Enact rules and regulations governing student and employee behavior
- Adopt the budget and levy taxes
- Confirm ESD compliance with state and federal regulations
- Confirm the construction, equipping, furnishing and maintenance of ESD facilities and other capital resources
- Determine the compensation of employees
- Confirm operable student transportation systems as needed
- Confirm the provision of food services for students as needed
- Acquire and manage real estate for ESD purposes
- Do other things necessary to carry out the duties and responsibilities assigned to ESD boards by the State of Oregon

2. Collective Authority of the Board

- The Board's authority comes from the power of the majority
- A single board member has no authority to make decisions or take any actions
- The majority of the board can take action on any agenda item (properly identified as an "action item" prior to taking action)
- The Board, by majority vote, hires the Superintendent; the other licensed staff members (including administrators) are recommended to the school board by the Superintendent and must be approved or denied through formal Board action
- Any licensed staff, other than the Superintendent, comes to the board for dismissal as a recommendation from the Superintendent. The Board takes action and then the collective bargaining agreement and state laws are followed regarding appeals, etc.
- Discipline of any employee, including appeals (other than that of the Superintendent), will be handled by the Superintendent according to state law, district policy and the collective bargaining agreement
- The Board handles complaints concerning the Superintendent in accordance with ESD policy (KL-AR) and contract agreements with relevant employee groups
- The Board handles appeals about administrative action regarding student disciplinary issues

3. Individual Board Members

- No singular authority. Same as any other citizen.
- When visiting, should let the school, program, or facility know if they are there as a board member, parent or community member. If visiting as a board member, a courtesy call to the Superintendent prior to the visit is appropriate.
- Will call the Superintendent or Board Chair with ideas, solutions, concerns that they would like considered for Board discussion or action.
- Email between board members is subject to public meeting laws and public records requests. The Board will not conduct deliberations over email.
 - "Reply All's" that include a quorum of Board Members is never appropriate.

4. Authority of the Board Chair

- Singularly speaks - or will assign one other Board Member or Superintendent to speak - on behalf of the Board to the media with regard to Board policy and decisions.
- Makes certain that new board members are oriented to Board processes.
- Makes certain the Board follows its own "Operating Agreements." If these agreements are violated, it is the responsibility of the Board Chair to hold the member(s) accountable.
- Works together with the Superintendent and Vice-Chair to develop efficient agendas with input from other Board members and the Superintendent, and encourages the knowledgeable participation, thoughtful discussion, and effective decision-making on the part of the Board as a whole.
- Facilitates board meetings in a collaborative, focused and timely manner.
- Assigns board members to working committees.

5. Role of the Superintendent

- Is the Chief Executive of the ESD.
- Runs the daily operations of the ESD.
- Carries out policies established by the Board.
- Makes certain staff and programs are aligned to carry out the established mission/vision of the ESD.
- Makes certain staff and programs are aligned to maximize student achievement and social development.
- Provides recommendations to the Board regarding all licensed hires/terminations.
- With other administrators, handles all staff complaints and complaints regarding staff (with the exception of complaints against the Superintendent).



Designations, Authorizations, and Appointment for 2021-22

1. **Chief Administrative Officer and District Clerk (ORS 332.515)**
Superintendent Dan Goldman shall be the Chief Administrative Officer and Clerk of the Board of Directors with designated powers as stated in Board policy, including administration of all local, state, and federal funds and programs.
2. **Budget Officer (ORS 294.331)**
Superintendent Dan Goldman shall be the Budget Officer.
3. **Deputy Clerk**
Janice Colley, Interim Chief Financial Officer, shall be the Deputy Clerk.
4. **Authority to Invest Funds (ORS 294.810, 294.815)**
Authority to invest funds is given to Superintendent Dan Goldman and his designees, Sarah Pope, Deputy Superintendent, and Janice Colley, Interim Chief Financial Officer, in accordance with District policy.
5. **Custodians of Funds (ORS 328.441, 328.445)**
Superintendent Dan Goldman, Deputy Superintendent Sarah Pope and Interim Chief Financial Officer Janice Colley are authorized to sign checks. Authorized facsimiles are approved for the Superintendent, Deputy Superintendent and Interim Chief Financial Officer.
6. **Depository of Funds (ORS 328.441, 294.805 to 294.895)**
Wells Fargo Bank, Oregon State Investment Pool, and other investments authorized by board policy shall serve as the Depository of Funds.
7. **Auditor (ORS 297, 405, 327, 137, 328.465)**
In 2012, Pauly Rogers was selected as the district's audit firm and shall continue in that capacity through 2022.
8. **Insurance Agent of Record**
In 2012, Wilson Heirgood Associates (WHA) was selected, and they shall continue to serve as the agency's Insurance Agent of Record through the 2022 fiscal year.
9. **Designate Attorney**
In 2012, the firm of Miller, Nash, Wiener, Hager and Carlsen of Portland, Oregon, was selected as the district's legal counsel and shall continue to serve as the District's general legal counsel for all matters through 2022. If, due to reasons of specialty, the superintendent chooses to use another attorney for a particular issue, the superintendent will notify the Board as soon as possible.



10. Authority to Borrow Funds

The Board authorizes Superintendent Dan Goldman and Interim Chief Financial Officer Janice Colley to borrow at one time an amount not to exceed one month's payroll. Authority to borrow beyond this amount must be approved by the Board of Directors.

11. Authority for Inter-Fund Loans

The ESD receives notification of grants and implements contract services as early as July and August. Actual funds are not received by the ESD until later in the school year. This authorization allows the ESD to use General Fund monies to support these activities until grant and contract funds are received and the General Fund can be repaid. Inter-fund loans are allowed under ORS 294.450 (3).

12. Authorization to Pay Obligations

In order to meet specific timelines, the Board authorizes the Chief Financial Officer to pay salaries of employees when work has been performed and payment is due; contract obligations; utilities; Social Security; Public Employees Retirement System; industrial accident insurance; health insurance; any bank charges; all filing fees charged by Clatsop, Columbia, Tillamook, or Washington counties, or the State of Oregon, for legal or official documents; all permits required by local, county, state, or federal government agencies; and all other accounts payable when due as governed by the fiscal policies of the District.

13. Fidelity Bonds (ORS 332.525)

1. Superintendent Dan Goldman, Deputy Superintendent Sarah Pope, and Interim Chief Financial Officer, Janice Colley: \$150,000
2. Blanket Bond - All Employees: \$50,000

14. Designate Official Publications

The following are designated as the official publications for the Northwest Regional ESD: Clatskanie Chief, St. Helens Chronicle, Daily Astorian, Tillamook Headlight Herald, and Oregonian.

15. Local Public Contract Review Board (ORS 279.055(2))

The Board shall continue to serve as the Local Public Contract Review Board of the NWRESD.

16. Designations of Qualified Dependents for Cafeteria Plan Agency

125 "Qualifying Dependent" means, for Dependent Care Assistance Program purposes, (1) a Participant's Dependent" (as defined in Code Section 152(a)(1)) who has not attained age 13; (2) a Dependent or the Spouse of a Participant who is physically or mentally incapable of caring for himself and has the same principal place of abode as the Participant for more than one-half of such taxable year; or (3) a Child that is deemed to be a Qualifying Dependent described in paragraph (1) or (2) above, whichever is appropriate, pursuant to Code Section 21 (e) (5).



Northwest Regional Education Service District

August 10, 2021

TO: Board of Directors

FR: Janice Colley, Interim CFO

RE: Monthly Financial Update

EXPLANATION: Preliminary Financial Summary report for period ending June 30, 2021. This report includes the Quarterly Assurances document recommended as best practice by our auditors.

PRESENTER(S): Janice Colley, Interim CFO

SUPPLEMENTARY MATERIALS: Attached to this cover sheet:

Summary Financial Statements – June 30, 2021
Quarterly Assurances - 2nd Quarter, 2021

RECOMMENDATION: N/A

PROPOSED MOTION: I move to accept the monthly financial report as presented.



Northwest Regional Education Service District

August 10, 2021

TO: Board of Directors

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PRESENTER(S): Janice Colley, Interim CFO

SUPPLEMENTARY MATERIALS: Attached to this cover sheet:

Summary Financial Statements – June 30, 2021
Quarterly Assurances - 2nd Quarter, 2021

RECOMMENDATION: N/A

PROPOSED MOTION: I move to accept the monthly financial report as presented.



Northwest Regional Education Service District

DATE: June 30, 2021
TO: NWRES D Board of Directors
FROM: Janice Colley, Interim CFO
RE: Quarterly Statement of Assurance

1. All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts are reconciled to the general ledger by the business office as of: **June 30, 2021.**
2. The adopted budget reflects expected expenditures.
3. All payroll reports have been filed and payroll liabilities have been paid timely.
4. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely.
5. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level.
6. There have been no significant changes to the internal control system, to the accounting system or accounting policies.
7. Currently the business office is adequately staffed to allow for proper segregation of duties, and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement.
8. All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time.
9. I know of no cases of fraud or other misconduct within the district and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I believe is inaccurate.

Respectfully submitted,

Janice Colley, Interim CFO



FY 2020-2021 NWRESD FINANCIAL SUMMARY

For the Period Ending June 30, 2021

PRELIMINARY

GENERAL FUNDS (100-199)	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 3,928,173	\$ 4,535,509	\$ -	\$ 4,535,509	\$ 4,940,842	\$ (405,333)
REVENUES						
Local Sources	15,589,370	15,644,512	-	15,644,512	16,069,400	(424,888)
Intermediate Sources	-	9,836	-	9,836	-	9,836
State Sources	36,624,336	38,361,752	-	38,361,752	38,006,000	355,752
Other Sources	318,777	360,000	-	360,000	397,000	(37,000)
TOTAL REVENUE	\$ 52,532,483	\$ 54,376,100	\$ -	\$ 54,376,100	\$ 54,472,400	\$ (96,300)
EXPENDITURES						
Support Services	\$ 7,906,774	\$ 6,852,406	\$ -	\$ 6,852,406	\$ 8,345,952	\$ 1,493,547
Other Uses	43,289,924	47,152,970	-	47,152,970	47,192,290	39,319
Contingencies	-	-	-	-	1,375,000	1,375,000
Unappropriated Ending Fund Balance	-	-	-	-	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 51,196,698	\$ 54,005,376	\$ -	\$ 54,005,376	\$ 59,413,242	\$ 5,407,866
SURPLUS / (DEFICIT)	\$ 1,335,784	\$ 370,724	\$ -	\$ 370,724	\$ (4,940,842)	\$ 5,311,566
Projected Year End Fund Balance GENERAL FUND				\$ 4,906,232	9.02%	

OTHER FUNDS (200-599)	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 5,212,438	\$ 3,476,032	\$ -	\$ 3,476,032	\$ 1,948,968	\$ 1,527,064
REVENUES						
Local Sources	32,427,402	40,296,930	-	40,296,930	38,108,524	2,188,406
Intermediate Sources	-	-	-	22,000	-	-
State Sources	27,396,032	24,554,933	-	24,554,933	34,555,637	(10,000,704)
Federal Sources	7,631,163	8,531,422	-	8,531,422	8,117,647	413,776
Other Sources	4,000,183	6,942,569	-	8,073,854	7,004,056	(61,486)
TOTAL REVENUE	\$ 71,454,780	\$ 80,325,855	\$ -	\$ 81,479,140	\$ 87,785,864	\$ (7,460,009)
EXPENDITURES						
Instruction	\$ 40,547,519	\$ 42,148,100	\$ -	\$ 42,148,100	\$ 47,991,914	\$ 5,843,814
Support Services	26,116,980	28,664,101	-	28,664,101	33,314,363	4,650,262
Enterprise and Community Services	2,125,144	1,563,862	-	1,563,862	1,714,493	150,631
Facilities Acquisition and Construction	25,276	42,224	-	42,224	200,000	157,776
Other Uses	4,495,143	6,041,237	-	6,041,237	8,227,063	2,185,826
TOTAL EXPENDITURES	\$ 73,310,063	\$ 78,459,523	\$ -	\$ 78,459,523	\$ 91,447,832	\$ 12,988,309
SURPLUS / (DEFICIT)	\$ (1,855,282)	\$ 1,866,332	\$ -	\$ 1,866,332	\$ (3,661,968)	\$ 5,528,300
Projected Year End Fund Balance OTHER FUNDS				\$ 6,495,649	7.97%	

**NW Regional ESD
Monthly Financial Report**

For Period Ending June 30, 2021

Superintendent's Expense Report

Expenses:	Registration Meeting/Conf	Airfare	Mileage & Parking	Hotel	Dues/Fees	Meals	Other	Total
July-20								0.00
August-20							1,949.96	1,949.96
September-20							3,049.30	3,049.30
October-20					878.18		4,680.00	5,558.18
November-20							313.39	313.39
December-20					1,660.00		1,261.80	2,921.80
January-21							762.59	762.59
February-21	271.20							271.20
March-21							24.99	24.99
April-21							43.25	43.25
May-21							1,920.70	1,920.70
June-21	250.00						109.44	359.44
Total Expenses	<u>521.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,538.18</u>	<u>0.00</u>	<u>14,115.42</u>	<u>17,174.80</u>

Detailed Expense Report

June 2021						
Vendor	Date	PO #	Amount	Type*	Description of Product / Service	
COSA	6/22/2021	211717	\$250.00	PO	2021 OACOA/OASE Virtual Winter Conference	
BANK OF AMERICA	6/4/2021	211700	30.44	PO	l.slyh-Amazon-Office Supplies (Pens and Notebook)	
BANK OF AMERICA	6/22/2021	211790	79.00	PO	j.bucio-COMMUNITY NEWSPAPERS-CIRC-Pamplin Subscrip	
			<u>359.44</u>			

**NW Regional ESD
Monthly Financial Report**

For Period Ending June 30, 2021

Board of Directors' Expense Report

Expenses:	Registration Meeting/Conf	Airfare	Mileage	Hotel	Meals	Legal/Audit	Dues/Fees	Other	Total
July-20									\$ -
August-20	\$60.00						\$3,520.00	\$6,112.00	\$9,692.00
September-20						\$6,076.00	\$1,500.00	\$238.91	\$7,814.91
October-20						\$9,504.17	\$24,375.00		\$33,879.17
November-20						\$5,460.50	\$60.00	\$45.95	\$5,566.45
December-20							\$960.00	\$159.28	\$1,119.28
January-21						\$26,714.00	\$7,367.50	\$935.70	\$35,017.20
February-21	\$120.00					\$5,180.00		\$60.00	\$5,360.00
March-21								\$146.99	\$146.99
April-21						\$4,762.00		\$219.68	\$4,981.68
May-21						\$23,251.00	\$60.00	\$150.91	\$23,461.91
June-21					\$97.20	\$12,216.00		\$5,690.13	\$18,003.33
Total Expenses	\$180.00	\$0.00	\$0.00	\$0.00	\$97.20	\$93,163.67	\$37,842.50	\$13,759.55	\$145,042.92

Detailed Expense Report

June 2021

BANK OF AMERICA	6/4/2021	211700	\$80.28	PO	I.slyh-LEVELUPPOTBELLY-5/18/2021 Board Meeting Din
BANK OF AMERICA	6/4/2021	211700	\$60.00	PO	tgoldner-AWESOME TABLE-Awesome Table Computer Soft
COUNTRY MEDIA	6/22/2021	211726	\$141.75	PO	Budget Meeting Notice - HH
DAILY ASTORIAN	6/22/2021	211722	\$63.00	PO	Board Vacancy - Astorian (Higher Ed)
DAILY ASTORIAN	6/22/2021	211722	\$142.80	PO	Budget Meeting Notice - Astorian
DAILY ASTORIAN	6/22/2021	211722	\$67.20	PO	Board Vacancy - Astorian (Zone 4)
DAILY ASTORIAN	6/22/2021	211722	\$79.80	PO	Board Vacancy - Astorian (Zone 2)
DAILY ASTORIAN	6/22/2021	211722	\$63.00	PO	Board Vacancy - Astorian (At Large)
DAILY ASTORIAN	6/22/2021	211722	\$58.80	PO	Board Vacancy - Astorian (Social Services)
OREGONIAN	6/22/2021	211720	\$419.05	PO	2021-22 Budget Meeting Notice
OREGONIAN	6/22/2021	211720	\$242.97	PO	Board Vacancy Posting -Zone 2
OREGONIAN	6/22/2021	211720	\$204.15	PO	Board Vacancy Posting - Zone 4
OREGONIAN	6/22/2021	211720	\$207.12	PO	Board Vacancy Posting - At Large
OREGONIAN	6/22/2021	211720	\$147.90	PO	Board Vacancy Posting - Social Services
OREGONIAN	6/22/2021	211720	\$147.90	PO	Board Vacancy Posting - Higher Ed
BANK OF AMERICA	6/22/2021	211790	\$597.00	PO	I.slyh-PENDLETON USACOM-Board Member Retirement Gi
COUNTRY MEDIA	6/25/2021	211726	\$127.10	PO	Budget Meeting Notice - Chief
OREGONIAN	6/25/2021	211720	\$1,805.16	PO	2021-22 Budget Posting
COUNTRY MEDIA	6/25/2021	211726	\$49.60	PO	Board Vacancy Posting - Chief
COUNTRY MEDIA	6/25/2021	211726	\$51.15	PO	Board Vacancy Posting - Chief
COUNTRY MEDIA	6/25/2021	211726	\$49.60	PO	Board Vacancy Posting - Chief
COUNTRY MEDIA	6/25/2021	211726	\$57.35	PO	Board Vacancy Posting - Chief
COUNTRY MEDIA	6/25/2021	211726	\$63.55	PO	Board Vacancy Posting - Chief

**NW Regional ESD
Monthly Financial Report**

For Period Ending June 30, 2021

Board of Directors' Expense Report

COUNTRY MEDIA	6/25/2021	211726	\$127.10	PO	Budget Meeting Notice - Chronicle
MILLER NASH WIENER HAGER & CARLSON LLP	6/25/2021	210213	\$84.00	PO	2020-21 Miller Nash Invoicing
MILLER NASH WIENER HAGER & CARLSON LLP	6/25/2021	210213	\$950.00	PO	2020-21 Miller Nash Invoicing
MILLER NASH WIENER HAGER & CARLSON LLP	6/25/2021	210213	\$1,983.00	PO	2020-21 Miller Nash Invoicing
COUNTRY MEDIA	6/29/2021	211787	\$305.55	PO	Board Vacancy Postings - HH
COUNTRY MEDIA	6/29/2021	211787	\$63.55	PO	Board Vacancy Postings - Chronicle
COUNTRY MEDIA	6/29/2021	211787	\$51.15	PO	Board Vacancy Postings - Chronicle
COUNTRY MEDIA	6/29/2021	211787	\$57.35	PO	Board Vacancy Postings - Chronicle
COUNTRY MEDIA	6/29/2021	211787	\$49.60	PO	Board Vacancy Postings - Chronicle
COUNTRY MEDIA	6/29/2021	211787	\$49.60	PO	Board Vacancy Postings - Chronicle
BANK OF AMERICA	6/25/2021	211797	\$97.20	PO	I.slyh-CHIPOTLE ONLINE-June 15 Board Dinner Cateri
BANK OF AMERICA	6/28/2021	211798	\$60.00	PO	tgoldner-AWESOME TABLE-Awesome Table Computer Soft
MILLER NASH WIENER HAGER & CARLSON LLP	6/30/2021	210213	\$2,356.50	PO	2020-21 Miller Nash Invoicing
MILLER NASH WIENER HAGER & CARLSON LLP	6/30/2021	210213	\$6,842.50	PO	2020-21 Miller Nash Invoicing
			<u>\$18,003.33</u>		



Northwest Regional Education Service District

August 10, 2021

TO: Board of Directors

FR: Joseph J. Hernandez, Chief Human Resources Officer

RE: Confidential MOA 2021-2023

EXPLANATION: Please see attached Confidential MOA

PRESENTER(S): Joseph J. Hernandez

SUPPLEMENTARY MATERIALS: Additional comments will be provided to the board at the meeting on August 10, 2021.

RECOMMENDATION: N/A

PROPOSED MOTION: I move to accept the Confidential MOA as presented

MEMORANDUM OF AGREEMENT
Between
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT &
CONFIDENTIAL STAFF
July 1, 2021 – June 30, 2023

This agreement shall constitute the understanding between Northwest Regional Education Service District (NWRESA) and the Confidential staff regarding wage and benefits provisions for the 2021-22 and 2022-23 contract years. The Board reserves the right to alter these provisions should the Board determine financial exigencies require such a change.

I. Confidential Salary Schedule

The Confidential Salary Schedule for the 2021-22 and 2022-23 contract-years are set forth in Appendix A. The 2021-22 salary schedule represents a 2.5% cost of living increase over the 2020-21 Confidential Salary Schedule. The 2022-23 Confidential Salary Schedule represents a 2.5% cost of living increase over the 2021-22 Confidential Salary Schedule.

Placement on the salary schedule will be by scope of responsibilities and requirements as determined by the Superintendent, not by job title.

II. Salaries

- A. All Confidential staff will be placed on the salary schedule. The salary schedule is based upon an assumed 250-day contract. Contracts that vary from the 250 days will be prorated according to individual contract length.
- B. The Confidential staff shall pay the employee PERS contribution.
- C. Confidential staff will be placed on level and step at the Superintendent's discretion.
- D. For the 2021-22 and 2022-23 contract years, a Confidential staff that is eligible will advance to the next step contingent upon a satisfactory performance review.
- E. One-time Remote Work Stipend: The District recognizes that confidential staff may have incurred additional expenses while working remotely. Therefore, the District will issue a one-time three hundred dollar (\$300) stipend to confidential staff and pay all associated payroll costs (estimated to be \$100), prorated at a 1.0 FTE, and will be based on their FTE as of June 2021. Payment will be paid out in the October 2021 paycheck

III. Benefits

- A. Medical, Dental and Vision insurance

1. For the 2021-2022 period of the memorandum, NWRESD shall contribute up to \$1423 per month for medical, dental, and vision insurance. Insurance rates will be tiered (cost varies based on those enrolled on the individual's plan). This shall be prorated according to FTE. For the 2022-2023 period of the memorandum, NWRESD shall contribute up to \$1,498 per month for medical, dental and vision insurance. Insurance rates will be tiered (cost varies based on those enrolled on the individual's plan). This shall be prorated according to FTE.
2. Confidential staff eligible for a District insurance contribution but who choose not to obtain insurance may "opt out" in accordance with underwriting rules and regulations set forth by OEGB.
 - a. An eligible Confidential staff who "opts out" of all insurance (medical, dental, vision) shall receive a four hundred fifty dollars (\$450.00) per month contribution to a qualified HRA/VEBA plan in accordance with IRS rules for use. This shall be prorated according to FTE.
 - b. An eligible Confidential staff who "opts out" of medical insurance coverage but elects dental and vision coverage shall receive three hundred dollars (\$300.00) per month contribution to a qualified HRA/VEBA plan in accordance with IRS rules for use. This shall be prorated according to FTE.
3. Confidential staff that chooses a qualified high deductible plan through OEGB (Moda Medical Plan 6 or Kaiser Plan 3) shall be eligible to receive a NWRESD contribution to a Health Savings Account (HSA). The contribution to the HSA will be:
 - a. The full IRS allowable amount for an individual, if Confidential employee is enrolled as "employee only", prorated for FTE.
 - b. The full IRS allowable amount for a family if the Confidential employee is enrolled as "employee + spouse", "employee + child(ren)" or "employee + full family".
 - i. NWRESD will deposit the amount in to the HSA in the following way:
 - One fourth of the annual distribution will be deposited annually on or about October 15.
 - Three fourths of the annual distribution will be deposited annually on or about January 10.
4. Confidential staff that enrolls for Moda 6 or Kaiser 3 shall have the premium cost of medical, dental, and vision fully covered with no out of pocket expense for premium.
5. Confidential employees who enroll for any other plan that exceeds the \$1423 cap shall have up to \$150 from the "pool" applied to their out of pocket premium expenses. All remaining medical, dental, and vision premiums shall be covered by the Confidential employee through payroll deduction.

B. Income replacement and Disability

NWRESD will provide premium payment for income replacement and disability insurance for each Confidential employee. The maximum monthly benefit is sixty percent (60%) of the Confidential employee's monthly salary, with a waiting period of sixty (60) days. Income from other sources, including but not limited to earnings from NWRESD or other employers, Social Security and/or PERS disability payments, unemployment compensation and Workers' Compensation will offset the long-term disability benefits available through this provision.

C. Life Insurance

NWRESD will provide paid group life insurance to each Confidential employee. The face value of the policy shall be equal to the Confidential employee's salary rounded to the nearest \$1000. This insurance provides accidental death and dismemberment benefits. *

** Benefits A, B, and C are offered in accordance with and subject to the actual insurance policies and rules and regulations of the underwriter carrier. The terms of the actual insurance plan govern these benefits. The insurance plan year is from October 1 through September 30.*

D. Sick Leave

NWRESD will provide sick leave in accordance with guidelines provided in ORS 332.507 (one day of such leave per month for each month of employment up to twelve days per year). Pursuant to ORS 332.507(3), sick leave exceeding five work days will require certification by a physician that the illness or injury prevented the Confidential employee from working. Sick Leave may be used for the Confidential employee's own personal illness, or the illness of a child living in the Confidential employee's home under the age of 18. Sick leave may be used to care for an ill family member (up to 40 hours per year total for any/all family members) pursuant to SB 454, "Sick Time" (2015). Family member eligibility is defined by OFLA. Additional use of sick leave to care for an ill family member may be available pursuant to FMLA/OFLA application and eligibility.

E. Emergency and Personal Business Leave

Confidential employees are provided three (3) days of emergency or personal/ business leave per year. These days do not accumulate from year to year. Personal business leave will not be available for recreational purposes, to extend a vacation or holiday, or for personal illness if the Confidential staff member has accrued sick leave.

At the end of the fiscal year, Confidential staff members shall be paid for any unused personal business leave. The rate of pay for unused personal business leave shall be step 1 of the Confidential employee's classification and will be included in the final paycheck for the fiscal year

F. Emergency Closure

Confidential employees will be paid for a maximum of two (2) days for Emergency Closure Pay during the school year. To be eligible for the Emergency Closure Pay, a Confidential employee must work either the day before or the day after the closure, if those are regularly scheduled

workdays for the employee. A day of vacation, sick leave or other paid authorized day off shall constitute a scheduled workday for this purpose.

G. Bereavement Leave

Confidential employees are provided with up to five (5) days of bereavement leave per occurrence for absence due to a death in the immediate family without deduction from any other allowed leave. The immediate family shall be defined as:

1. Spouse, or same or opposite gender domestic partner
2. Mother, mother-in-law, or mother of same or opposite gender domestic partner
3. Father, father in law, or father of same or opposite gender domestic partner
4. Brother, or brother in law
5. Sister, or sister in law
6. Child, or step-child
7. Grandchild
8. Grandparent, grandparent of spouse, or grandparent of same or opposite gender domestic partner
9. Any person regularly residing in the Confidential employee's residence.

A Confidential employee may qualify for ten (10) days bereavement leave under OFLA. Eligibility determination is made by OFLA application. If a Confidential employee qualifies for bereavement leave under OFLA, the 10 days of leave will run concurrently to include the 5 paid leave days described above. "Family member" (for OFLA eligibility) is defined in statute as:

1. Spouse or same-gender domestic partner
2. Parent, parent-in-law, or parent of employee's same gender domestic partner
3. Child, step child, or child of employee's same-gender domestic partner
4. Grandparent or grandchild of the employee
5. A person with whom the employee is or has been "in loco parentis" to, or previously was "in loco parentis" of.

The leave is limited to 10 days total per occurrence, and must be completed within 60 days of the date the Confidential employee learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave. If the Confidential employee qualifies for bereavement leave under OFLA, the Confidential employee may use accrued sick leave for the 5 days not covered under part 1 above.

H. Holidays

NWRES D shall provide ten paid holidays per year. The holidays are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

I. Mileage Reimbursement

NWRES D shall provide mileage reimbursement at the rate established by board policy DLC.

J. Salary Deduction Options

Salary deductions and options shall be made available through the payroll department and include tax sheltered annuities, United Way, and others as deemed appropriate by the Superintendent. Direct payroll deposit is available and payroll draws may be granted in compliance with the Administrative Regulations established by the Superintendent.

K. Vacation

Confidential employees scheduled to work 250 days per work year shall accrue paid vacation as follows:

1 st through 5 th year of NWRES D service in a 250 day position	10 days per year (80 hours)
6 th through 10 th year of NWRES D service in a 250 day position	15 days per year (120 hours)
11 th year and thereafter of NWRES D service in a 250 day position	20 days per year (160 hours)

Confidential staff may carry over a balance of unused vacation not to exceed 80 hours. At the end of employment, Confidential staff shall be paid for any unused vacation. The rate of pay for unused vacation shall be paid at the employee's current rate and shall be included in their final paycheck.

L. Longevity Bonus

A longevity bonus will be paid to confidential employees following their anniversary hire date. The bonus will be included in the November payroll, following each anniversary.

Ten (10) years will receive \$500

Fifteen (15) years will receive \$1000

Twenty (20) years will receive \$1500

Twenty-five (25) years will received \$2000

Thirty (30) years will receive \$2500

M. Professional Development

Upon application by a Confidential employee before the start of the course and approval by the Superintendent or designee, NWRES D will reimburse educational costs for fifteen (15) credit hours of college credit per year at the current per credit graduate rate established by Portland State University for coursework, training sessions, college classes, or certification classes that are directly related to ESD operations and directly related to the employee's job. All applications must be made in advance. All applications must have prior approval. Reimbursements will be based on actual out of pocket expenses to the employee for tuition and any related textbooks. Proof of satisfactory completion of the class or classes will be required for reimbursement. The value of four (4) credits within the 15 credit allowance may be used to attend a non-credit or non-certification conference/workshop.

IV. Layoff

Confidential employees shall be subject to layoffs if the Board determines layoffs are necessary in accordance with Board Policy CPB. Seniority date shall be date service with NWRES D began.

V. Post-Retirement Employment

- A. Confidential employees hired as a post-retirement employee shall be subject to Board Policy GCPC/GDPC and Administrative Rule GCPC/GDPC-AR.
- B. Confidential employees hired post retirement will be provided medical, dental, and vision insurance at the value of single-party coverage up to \$1423 per month.
- C. Confidential employees hired post retirement will not be eligible for the Disability or Life insurance described in III B and III C.

VII. Entire Agreement

This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the ESD and the NWRES D Confidential Staff. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent in the future enforcement of all of the agreement’s terms and conditions.

This agreement shall be effective as of July 1, 2021, and shall remain in effect through June 30, 2023.

This memorandum is entered into this _____ day of _____, 2021.

Board Chair

Date

Superintendent

Date

NWRESD 2021-22 Confidential Salary Schedules

	1	2	3	4	5	6	7	8	9
Administrative Secretary HR	\$46,305.76	\$47,464.86	\$48,652.96	\$49,870.80	\$51,119.14	\$52,398.71	\$53,710.32	\$55,054.76	\$56,432.84
Executive Assistant 1	\$56,216.35	\$57,623.52	\$59,065.91	\$60,544.40	\$62,059.91	\$63,613.35	\$65,205.66	\$66,837.84	\$68,510.88
Executive Assistant II / HR Specialist	\$59,990.28	\$61,490.04	\$63,027.28	\$64,602.97	\$66,218.04	\$67,873.49	\$69,570.33	\$71,379.16	\$73,163.64
Executive Assistant Superintendent	\$73,483.87	\$75,320.96	\$77,203.99	\$79,134.10	\$81,112.44	\$83,140.25	\$85,218.77	\$87,349.22	\$92,532.96

NWRESD 2022-23 Confidential Salary Schedules

	1	2	3	4	5	6	7	8	9
Administrative Secretary HR	\$47,463.40	\$48,651.48	\$49,869.28	\$51,117.57	\$52,397.12	\$53,708.67	\$55,053.08	\$56,431.13	\$57,843.66
Executive Assistant 1	\$57,621.76	\$59,064.11	\$60,542.56	\$62,058.01	\$63,611.40	\$65,203.68	\$66,835.80	\$68,508.79	\$70,223.65
Executive Assistant II / HR Specialist	\$61,490.03	\$63,027.29	\$64,602.96	\$66,218.05	\$67,873.50	\$69,570.33	\$71,309.59	\$73,163.63	\$74,992.73
Executive Assistant Superintendent	\$75,320.97	\$77,203.98	\$79,134.09	\$81,112.45	\$83,140.25	\$85,218.76	\$87,349.24	\$89,532.95	\$94,846.28



Northwest Regional Education Service District

August 10, 2021

TO: Board of Directors

FR: Joseph J. Hernandez, Chief Human Resources Officer

RE: Administrator MOA 2021-2023

EXPLANATION: Additional comments will be provided to the board at the meeting on August 10, 2021.

PRESENTER(S): Joseph J. Hernandez

SUPPLEMENTARY MATERIALS: Administrator MOA

RECOMMENDATION: N/A

PROPOSED MOTION: I move to approve the Administrator MOA as presented



**MEMORANDUM OF
AGREEMENT BETWEEN
NORTHWEST REGIONAL EDUCATION SERVICE
DISTRICT AND
ADMINISTRATIVE STAFF
July 1, 2021– June 30, 2023**

This agreement shall constitute the understanding between Northwest Regional Education Service District (NWRESD) and the Administrative staff regarding wage and benefits provisions for the 2021-2023 contract years. The Board reserves the right to alter these provisions should the Board determine financial exigencies require such a change.

I. Administrative Salary Schedule

The Administrative Salary Schedule for the 2021-2023 contract-years are set forth in Appendix A. The 2021-2022 salary schedule represents a 2.5% cost of living increase over the 2020-2021 Administrative Salary Schedule. The 2022-23 Administrative Salary Schedule represents a 2.5% cost of living increase over the 2021-2022 Administrative Salary Schedule. Placement on the salary schedule will be by scope of responsibilities and requirements as determined by the Superintendent, not by job title.

II. Salaries

- A. All administrators will be placed on the salary schedule. Contracts that vary from the number of days reflected on the salary schedule will be pro-rated according to individual contract length. Considerations will be given to the contract length based on the position's requirements.
- B. The administrator shall pay the employee PERS contribution.
- C. Administrators will be placed on level and step at the Superintendent's discretion.
- D. For both contract years, all administrators who are eligible will advance to the next step contingent upon a satisfactory annual performance review.
- E. Administrators who have earned a doctorate will receive an additional \$1000 per year added to their salary.
- F. The decision regarding administrative contract length will be reviewed by the Superintendent upon written request from the administrator.

III. Benefits

- A. Medical, Dental and Vision insurance
 1. For the 2021-22 fiscal year, NWRESD shall contribute up to \$1,423 per month for medical, dental, and vision insurance. For the 2022-23 fiscal year, NWRESD shall contribute up to \$1,498 per month for medical, dental, and vision insurance. Insurance rates will be tiered (cost varies based on those enrolled on the individual's plan).
 2. Administrators with an assigned work schedule of 190 or more days and working eight (8) hours per day will receive the full NWRESD contribution. Administrators scheduled to work less than 190-day contract and/or less than eight (8) hours per day will have their insurance contribution pro-rated.
 3. Administrators eligible for a District insurance contribution but who choose not to obtain insurance may "opt out" in accordance with underwriting rules and regulations set forth by OEGB.

- a. For 2021-2022 an eligible administrator who “opts out” of all insurance (medical, dental, vision) shall receive a five hundred twenty-five (\$525.00) per month contribution to a qualified HRA/VEBA plan in accordance with IRS rules for use. For 2022-2023 an eligible administrator who “opts out” of all insurance (medical, dental, vision) shall receive a six hundred (\$600.00) per month contribution to a qualified HRA/VEBA plan in accordance with IRS rules for use. This shall be prorated according to FTE.
 - b. An eligible administrator who “opts out” of medical insurance coverage but elects dental and vision coverage shall receive three hundred dollars (\$300.00) per month contribution to a qualified HRA/VEBA plan in accordance with IRS rules for use. This shall be prorated according to FTE.
 - c. Administrators that provide proof of enrollment in a qualified high deductible plan through a spouse, or same or opposite gender domestic partner employer shall be eligible to receive a NWRES D contribution to a Health Savings Account (HSA). The contribution to the HSA will be:
 - i. The maximum IRS allowable contribution for a family for an administrator enrolled as “employee + spouse” or “employee + full family”.
 - ii. One fourth of the annual distribution will be deposited annually on or about October 15. Three fourths of the annual distribution will be deposited annually on or about January 10.
4. Administrators who choose a qualified high deductible plan through OE B B (Moda Plan 6 or Kaiser Plan 3) shall be eligible to receive a NWRES D contribution to a Health Savings Account (HSA). The contribution to the HSA will be:
 - a. The maximum IRS allowable contribution for an individual for administrator enrolled as “employee only”, prorated for FTE.
 - b. The maximum IRS allowable contribution for a family for an administrator enrolled as “employee + spouse”, “employee + child(ren)” or “employee + full family”.
 - c. NWRES D will deposit the amount into the HSA in the following way:
 - d. One fourth of the annual distribution will be deposited annually on or about October 15. Three fourths of the annual distribution will be deposited annually on or about January 10.
 5. Administrators who enroll for Moda Plan 6 or Kaiser 3 shall have the premium cost of medical, dental, and vision fully covered with no out of pocket expense for premium.
 6. Administrators who enroll for any other plan that exceeds the 2021-22 cap of \$1,423 or the 2022-23 cap of \$1,498 shall have up to \$150 from the “pool” applied to their out-of-pocket premium expenses. All remaining medical, dental, and vision premiums shall be covered by the administrator through payroll deduction.

B. Income replacement and Disability

NWRES D will provide premium payment for income replacement and disability insurance for each administrator. The maximum monthly benefit is sixty percent (60%) of the administrator’s monthly salary, with a waiting period of sixty (60) days. Income from other sources, including but not limited to earnings from NWRES D or other employers, Social Security and/or PERS disability payments, unemployment compensation and Workers’ Compensation will offset the long-term disability benefits available through this provision.

C. Life Insurance

NWRES D will provide paid group life insurance to each administrator. The face value of the policy shall be equal to the administrator’s salary rounded to the nearest \$1000. This insurance provides accidental death and dismemberment benefits. *

** Benefits A, B, and C are offered in accordance with and subject to the actual insurance policies and rules and regulations of the underwriter carrier. The terms of the actual insurance plan govern these benefits. The insurance plan year is from October 1 through September 30.*

D. Sick Leave

NWRESA will provide sick leave in accordance with guidelines provided in ORS 332.507 (one day of such leave per month for each month of employment up to twelve days per year). Sick Leave may be used for the Administrator's own personal illness, or the illness of a child living in the Administrator's home under the age of

18. Sick leave may be used to care for an ill family member (up to 40 hours per year total for any/all family members) pursuant to SB 454, "Sick Time" (2015). Family member is defined by OFLA. Additional use of sick leave to care for an ill family member may be available pursuant to FMLA/OFLA application and eligibility.

E. Emergency and Personal Business Leave

Administrators are provided three days of emergency or personal/ business leave per year. These days do not accumulate from year to year. Personal business leave will not be available for recreational purposes, to extend a vacation or holiday, or for personal illness if the administrative staff member has accrued sick leave.

F. Bereavement Leave

Administrators are provided with up to five (5) days of bereavement leave per occurrence for absence due to a death in the immediate family without deduction from any other allowed leave. The immediate family shall be defined as:

1. Administrator's Spouse, or same or opposite gender domestic partner
2. Mother, mother-in-law, or mother of same or opposite gender domestic partner
3. Father, father-in-law, or father of same or opposite gender domestic partner
4. Brother, or brother-in-law
5. Sister, or sister-in-law
6. Child, or stepchild
7. Grandchild
8. Grandparent, grandparent of spouse, or grandparent of same or opposite gender domestic partner
9. Any person regularly residing in the Administrator's residence.

An administrator may qualify for ten (10) days bereavement leave under OFLA. Eligibility determination is made by OFLA application. If an administrator qualifies for bereavement leave under OFLA, the 10 days of leave will run concurrently to include the 5 paid leave days described above. "Family member" (for OFLA eligibility) is defined in statute as:

1. Spouse or same-gender domestic partner
2. Parent, parent-in-law, or parent of employee's same gender domestic partner
3. Child, stepchild, or child of employee's same-gender domestic partner
4. Grandparent or grandchild of the employee
5. A person with whom the employee is or has been "in loco parentis" to, or previously was "in loco parentis" of.

The leave is limited to 10 days total per occurrence and must be completed within 60 days of the date the administrator learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave. If the administrator qualifies for bereavement leave under OFLA, the administrator may use accrued sick leave for the 5 days not covered under part 1 above.

G. Professional Development

Upon application by the administrator and approval by the Superintendent or designee, NWRES D will pay for college credit tuition for classes directly related to the Administrator's position. All applications must be made in advance. Proof of satisfactory completion of the class or classes will be required for reimbursement. A maximum of 15 credit hours of college credit per year will be reimbursed at the current per credit graduate rate established by Portland State University. The value of 6 credits within the 15-credit allowance may be used by the Administrator to attend non-credit conferences/workshops.

H. Professional Memberships

NWRES D will budget for (by department) and pay for the annual COSA dues including one specific organization affiliation. If an administrator chooses to not join COSA, he/she may use the amount equivalent to the cost of the COSA dues toward another professional membership upon approval by the Superintendent.

I. Holidays

NWRES D shall provide ten paid holidays per year. The holidays are Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving, Christmas, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

J. Mileage Reimbursement

NWRES D shall provide mileage reimbursement at the rate established by board policy DLC.

K. Salary Deduction Options

Salary deductions and options shall be made available through the payroll department and include tax sheltered annuities, United Way, and others as deemed appropriate by the Superintendent. Direct payroll deposit is available and payroll draws may be granted in compliance with the Administrative Regulations established by the Superintendent.

IV. Layoff

Administrators shall be subject to layoffs if the Board determines layoffs are necessary. Administrators with licenses issued by Teachers Standards and Practices Commission (TSPC) will be laid off in accordance with Board Policy CPA and its Administrative Regulation and any applicable statute. Administrators without TSPC licenses will be laid off based on the discretion of the Board. When a layoff occurs, the District will inform the administrator as soon as practicable. The District will make an attempt to provide a 30-day notice before the effective date unless the layoff is the result of an unexpected change.

V. Emergency Closure

- A. If the ESD regional office or site where the administrator is located is **open**, the administrator must report to work if they can safely do so. If they cannot report to work safely, they may take one of the options listed under B (below).
- B. If the ESD regional office or site where the administrator is located is **closed**, the administrator may:
 - 1. Report to work if they can safely do so
 - 2. Telecommute after informing his/her supervisor
 - 3. Use personal leave
 - 4. Use Non-Contract time

VI. Post-Retirement Employment

- A. Administrators hired as a post-retirement employee shall be subject to Board Policy GCPC/GDPC and Administrative Rule GCPC/GDPC-AR.

VII. Administrative/Management Group

Two representatives of the ESD and the Administrative group will comprise an administrator/ management committee. The committee will meet for the purpose of discussing any matters of common interest arising out of the administration of this agreement. By October first (1) of each year, the committee will establish a mutually agreeable, yearly calendar of meetings.

VII. Entire Agreement

This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the ESD and the NWRESA Administrative Staff. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent in the future enforcement of all the agreement's terms and conditions. This agreement shall be effective as of July 1, 2021 and shall remain in effect through June 30, 2023.

This memorandum is entered into this _____ day of _____ 2021.

Board Chair

Date

Superintendent

Date

2021-2022 ADMINISTRATOR SALARY SCHEDULE

OPERATIONS	1	2	3	4	5
Director					
Communications (230)					
Equity, Diversity and Inclusion (230)	\$121,323.00	\$123,116.62	\$124,964.55	\$126,810.25	\$128,713.56
Facilities (230)					
Assistant Director					
Fiscal/Compliance (240)					
Fiscal/Operations (240)	113,935.20	\$115,646.40	\$117,352.80	\$119,116.80	\$120,876.00
Human Resources (230)	\$109,189.70	\$110,828.24	\$112,464.55	\$114,154.05	\$115,840.20
Service Center Administrator (230)	\$113,471.65	\$115,174.44	\$116,874.92	\$118,630.67	\$120,382.95
Communications Manager (230)	\$90,995.30	\$92,362.40	\$93,746.12	\$95,152.00	\$96,581.14
District Business Manager (230)	\$80,996.84	\$82,212.18	\$83,446.34	\$84,698.21	\$85,968.93
School Medicaid Program Manager (230)	\$80,996.84	\$82,212.18	\$83,446.34	\$84,698.21	\$85,968.93
Lead District Business Manager (230)	\$90,995.30	\$92,362.40	\$93,746.12	\$95,152.00	\$96,581.14
Payroll Manager (240)	\$106,824.00	\$108,405.60	\$110,030.40	\$111,656.23	\$113,330.40
Talent Acquisition & Retention Manager (230)	\$90,995.30	\$92,362.40	\$93,746.12	\$95,152.00	\$96,581.14
SPECIAL STUDENT SERVICES	1	2	3	4	5
Principal (220)					
Special Education Coordinator (220)	\$108,397.32	\$110,000.86	\$111,650.13	\$113,298.24	\$114,999.13
INSTRUCTION	1	2	3	4	5
Director					
Professional Development (230)					
Research, Assessment & Evaluation (230)	\$121,323.00	\$123,116.62	\$124,964.55	\$126,810.25	\$128,713.56
Professional Development Specialist (220)	\$102,375.26	\$103,889.70	\$105,447.36	\$107,003.89	\$108,610.29
School Improvement Coordinator					
Curriculum/Instruction (200)	\$65,908.99	\$68,381.33	\$70,447.62	\$73,821.70	\$74,928.53
Bilingual Migrant Education Program Manager (230)	\$75,795.34	\$78,638.53	\$81,014.77	\$84,894.96	\$86,167.80
Early Learning (215)	\$70,852.16	\$73,509.93	\$75,731.18	\$79,358.32	\$80,548.17
NW Promise (210)	\$69,204.44	\$71,800.39	\$73,970.00	\$77,512.79	\$78,674.95
School Improvement Specialist					
Ninth Grade Success (210)					
NW Promise (210)	\$91,997.92	\$93,378.30	\$94,779.76	\$96,201.13	\$97,644.70
STEM/CTE (210)					
School Safety & Prevention Specialist (220)	\$96,378.70	\$97,824.16	\$99,292.16	\$100,780.46	\$102,293.57
Program Supervisor					
Early Learning (220)					
NW Outdoor Science School (220)	\$102,375.26	\$103,889.70	\$105,447.36	\$107,003.89	\$108,610.29
Regional Education Network Facilitator (210)	\$95,946.82	\$97,366.16	\$98,826.01	\$100,284.81	\$101,790.34
TECHNOLOGY	1	2	3	4	5
Technology Supervisor					
Instruction (230)					
Security (230)	\$118,959.93	\$120,718.11	\$122,528.36	\$124,337.49	\$126,204.25
Site Support (230)					
IT Project Delivery Coordinator (230)	\$90,995.30	\$92,362.40	\$93,746.12	\$95,152.00	\$96,581.14

The 2021-2022 salary schedule reflects a 2.5% COLA over the 2020-2021 salary schedule.

Revised 07/28/2021

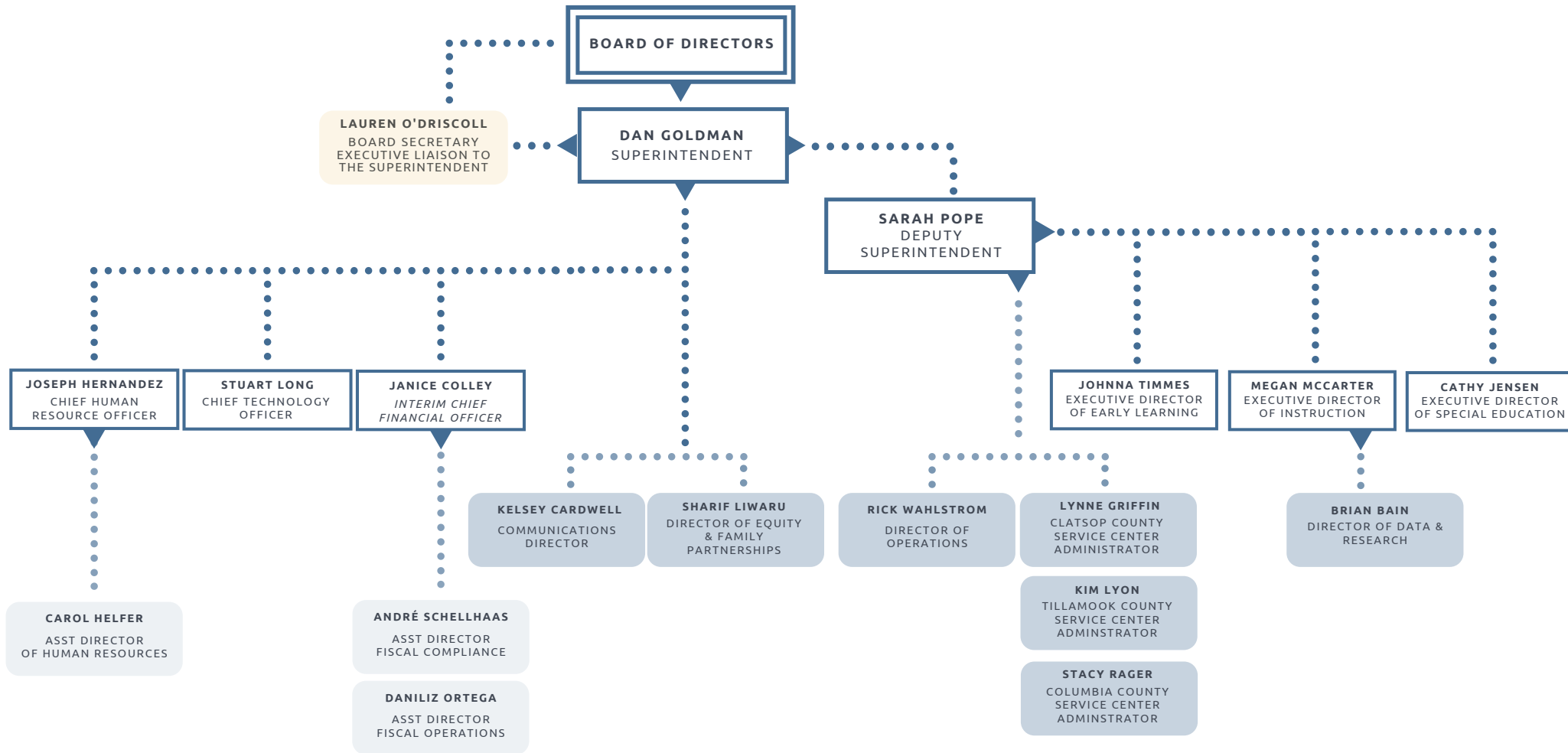
2022-2023 ADMINISTRATOR SALARY SCHEDULE

OPERATIONS	1	2	3	4	5
Director					
Communications (230)					
Equity, Diversity and Inclusion (230)	\$124,356.07	\$126,194.54	\$128,088.66	\$129,980.51	\$131,931.39
Facilities (230)					
Assistant Director					
Fiscal/Compliance (240)	\$116,308.44	\$118,537.56	\$120,286.62	\$122,094.72	\$123,897.90
Fiscal/Operations (240)					
Human Resources (230)	\$111,919.45	\$113,598.94	\$115,276.16	\$117,007.90	\$118,736.21
Service Center Administrator (230)	\$116,308.44	\$118,053.80	\$119,796.79	\$121,596.44	\$123,392.52
Communications Manager (230)	\$93,270.18	\$94,671.46	\$96,089.77	\$97,530.80	\$98,995.67
District Business Manager (230)	\$83,021.76	\$84,267.48	\$85,532.49	\$86,815.67	\$88,118.16
School Medicaid Program Manager (230)	\$83,021.76	\$84,267.48	\$85,532.49	\$86,815.67	\$88,118.16
Lead District Business Manager (230)	\$93,270.18	\$94,671.46	\$96,089.77	\$97,530.80	\$98,995.67
Payroll Manager (240)	\$109,494.60	\$111,115.74	\$112,781.16	\$114,447.64	\$116,163.66
Talent Acquisition & Retention Manager (230)	\$93,270.18	\$94,671.46	\$96,089.77	\$97,530.80	\$98,995.67
SPECIAL STUDENT SERVICES	1	2	3	4	5
Principal (220)	\$111,107.25	\$112,750.88	\$114,441.39	\$116,130.70	\$117,874.10
Special Education Coordinator (220)					
INSTRUCTION	1	2	3	4	5
Director					
Professional Development (230)	\$124,356.07	\$126,194.54	\$128,088.66	\$129,980.51	\$131,931.39
Research, Assessment & Evaluation (230)					
Professional Development Specialist (220)	\$104,934.64	\$106,486.94	\$108,083.54	\$109,678.99	\$111,325.55
School Improvement Coordinator					
Curriculum/Instruction (200)	\$67,556.71	\$70,090.86	\$72,208.82	\$75,667.24	\$76,801.74
Bilingual Migrant Education Program Manager (230)	\$77,690.22	\$80,604.50	\$83,040.14	\$87,017.33	\$88,322.00
Early Learning (215)	\$72,623.47	\$75,347.67	\$77,624.46	\$81,342.28	\$82,561.87
NW Promise (210)	\$70,934.55	\$73,595.40	\$75,819.25	\$79,450.61	\$80,641.83
School Improvement Specialist					
Ninth Grade Success (210)					
NW Promise (210)	\$94,297.87	\$95,712.76	\$97,149.26	\$98,606.16	\$100,085.82
STEM/CTE (210)					
School Safety & Prevention Specialist (220)	\$98,788.17	\$100,269.76	\$101,774.46	\$103,299.97	\$104,850.90
Program Supervisor					
Early Learning (220)					
NW Outdoor Science School (220)	\$104,934.64	\$106,486.94	\$108,083.54	\$109,678.99	\$111,325.55
Regional Education Network Facilitator (210)	\$98,345.49	\$99,800.32	\$101,296.66	\$102,791.93	\$104,335.10
TECHNOLOGY	1	2	3	4	5
Technology Supervisor					
Instruction (230)					
Security (230)	\$121,933.93	\$123,736.07	\$125,591.57	\$127,445.93	\$129,359.36
Site Support (230)					
IT Project Delivery Coordinator (230)	\$93,270.18	\$94,671.46	\$96,089.77	\$97,530.80	\$98,995.67

The 2022-2023 salary schedule reflects a 2.5% COLA over the 2021-2022 salary schedule.
 Revised 08/02/2021



Northwest Regional Education Service District





Northwest Regional Education Service District

August 5, 2021

TO: Board of Directors

FR: Dan Goldman, Superintendent and Sarah Pope, Deputy Superintendent

RE: Reopening Schools Report

EXPLANATION: On August 10, 2021, the board will receive updates to the NWRESD Reopening plans, as well as the latest mask and vaccination updates.

PRESENTER(S): Dan Goldman, Superintendent and Sarah Pope, Deputy Superintendent

SUPPLEMENTARY MATERIALS: N/A

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

NWRESD COVID-19 Response

August 2021 Work Session | Deputy Superintendent Pope

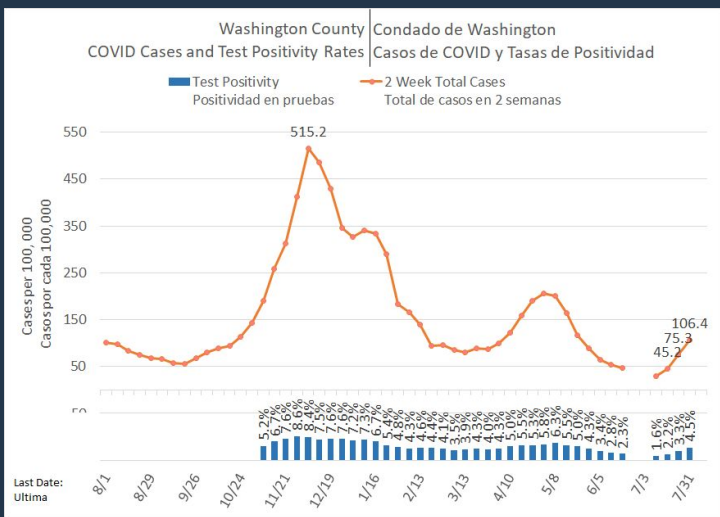
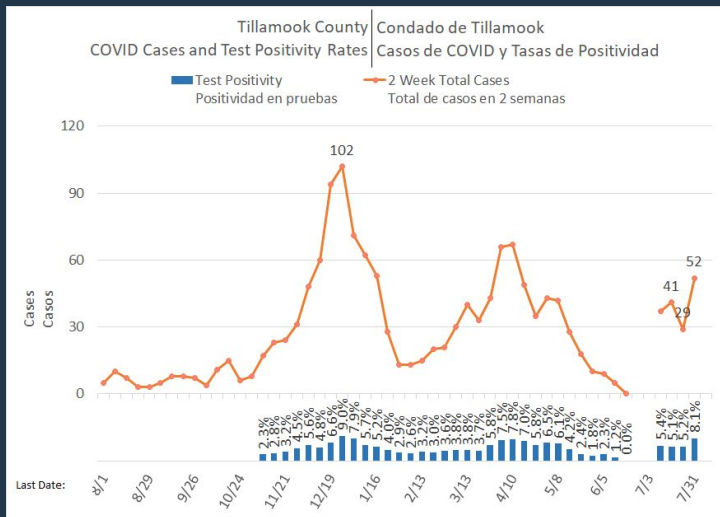
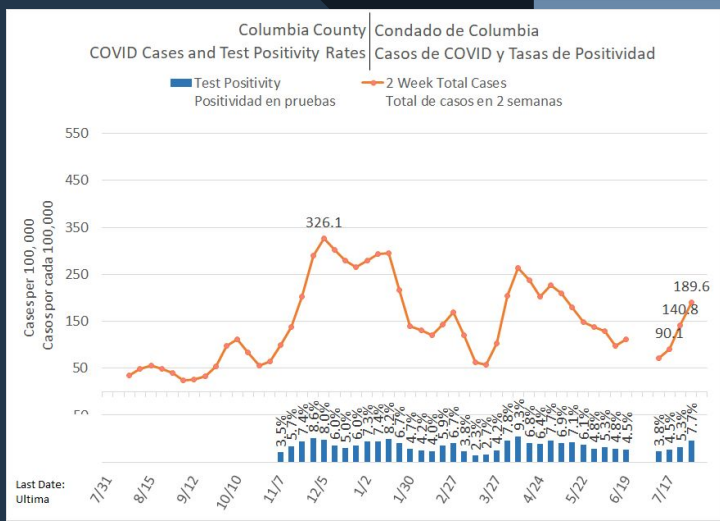
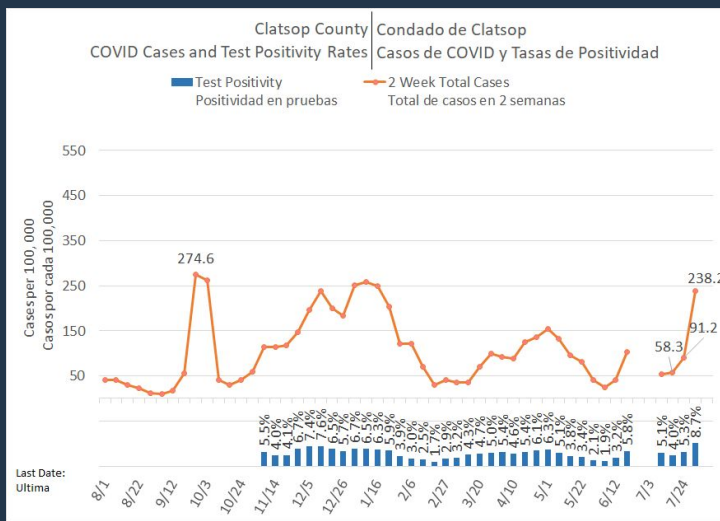
Agenda

- **Metrics Update**
- **ODE & OHA Guidance Updates**
- **NWRESD's Policy Revisions**

Metrics



Date	↓	URL	↑
8/5/2021		Oregon reports 1,382 new confirmed and presumptive COVID-19 cases, 8 new deaths	
8/4/2021		Oregon reports 1,213 new confirmed and presumptive COVID-19 cases, 5 new deaths	
8/3/2021		Oregon reports 1,575 new confirmed and presumptive COVID-19 cases, 9 new deaths	
8/2/2021		Oregon reports 2,056 new confirmed and presumptive COVID-19 cases, 5 new deaths	
7/30/2021		Oregon reports 1,076 new confirmed and presumptive COVID-19 cases, 3 new deaths	
7/29/2021		Oregon reports 1,026 new confirmed and presumptive COVID-19 cases, 6 new deaths	



ODE & OHA's Guidance Updates

KEY PRACTICES FOR REDUCING SPREAD OF COVID-19 IN SCHOOLS

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



Vaccination – The most powerful tool available to stop the spread of COVID-19.



Protective Equipment – Use of face coverings and barriers.



Cohorts – Conducting all activities in small groups that remain together over time with minimal mixing of groups.



Physical Distancing – At least three feet with other people.



Isolation & Quarantine – Isolation separates people who have a contagious disease from people who do not. Quarantine separates and restricts the movement of people who were exposed to a contagious disease.



Hand Hygiene – Frequent washing with soap and water or using hand sanitizer.



Environmental Cleaning & Disinfection – Especially of high touch surfaces.



Airflow & Circulation – Outdoor activities are safer than indoor activities; maximize airflow in closed spaces.

What's New?

Ready Schools, Safe Learners Resiliency Framework for the 2021-22 School Year

- **Return to full-time, in-person instruction for all Oregon students**
- **Changes in physical distancing requirements for students:**
 - decreased to 3 feet for students
 - no longer room capacity limits
- **Quarantine requirements differentiate vaccinated vs. unvaccinated individuals**
- **Everyone age 2 and up must be masked regardless of vaccination status**



Universal Masking

- **Division 19: INVESTIGATION AND CONTROL OF DISEASES: GENERAL POWERS AND RESPONSIBILITIES**
- **333-019-1015**
- **Masking Requirements in Schools**
- (1) The Oregon Health Authority has the authority to adopt rules to prescribe measures and methods for controlling reportable diseases, including COVID-19. Children are required to attend school, which is a congregate setting where COVID-19 can spread easily if precautions are not taken. Two of the most important tools the state has to control COVID-19 are vaccination and masking. However, currently children under the age of 12 are not eligible to receive the COVID-19 vaccines authorized for emergency use. In order to protect students under age 12, individuals who are not vaccinated, and those with underlying health conditions that make them more susceptible to complications from COVID-19, as well as to minimize the disruption of student education in schools because of exposure to a confirmed or suspected case of COVID-19, **requiring universal use of masks inside schools is necessary.**



UNIVERSAL AND CORRECT USE OF FACE COVERINGS KEEPS KIDS LEARNING IN-PERSON, WHICH WE ALL AGREE IS BEST FOR STUDENTS.



Face coverings mean more days in school for students.



When students are at least 3' apart and everyone is wearing a face covering, students who are in close contact with someone with COVID-19 **don't need to quarantine** unless they have symptoms.



Without face coverings and at least 3' of distance, students in close contact to someone with COVID-19 **will need to quarantine, and miss school days**. This could include all members of the stable small group (cohort).



If no face coverings are worn and students do not distance, it becomes more difficult to track close contacts. Exposure to a confirmed case can compound when students shift to new classrooms or visit other indoor spaces in the school, such as the library or gym. This could lead to **quarantining of full grades or full school closure**.

Oregon's Statute Quickly Changing

[Oregon health care workers will be required to get vaccinated or face frequent testing](#)

By **Dirk VanderHart** (OPB) and **Amelia Templeton** (OPB)

Aug. 4, 2021 2 p.m.

Gov. Kate Brown said the new rules will take effect Sept. 30.




Other States & Employers Responding

New York City and California to Require Vaccines or Tests for Workers

California and New York City announced the mandates for their employees, while the Department of Veterans Affairs said frontline health care workers must get vaccinated or face possible termination.

NY Times: By Emma G. Fitzsimmons, Shawn Hubler and Jennifer Steinhauer

Published July 26, 2021 & Updated Aug. 3, 2021



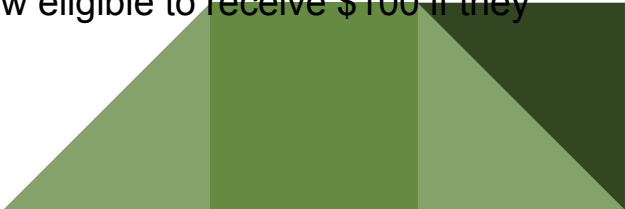
NWRESD's Policy Revisions

Vaccines: phase 2


“As you have undoubtedly seen, COVID-19 infection rates and hospitalizations have taken a turn for the worse and the Governor has issued a new requirement that all those ages 2 and over who enter school buildings during regular school hours must wear face coverings in most circumstances. In response, we have updated our vaccination procedures to protect everyone’s health.

- **Starting Sept. 8, you must be vaccinated or be required to take two COVID-19 tests per week.**
- **Everyone is also required to wear face coverings inside our facilities and in all indoor settings where we work.**

COVID-19 vaccines are the best tool we have for ending the pandemic. In alignment with rules governing the use of federal emergency funds, any unvaccinated staff member is now eligible to receive \$100 if they get vaccinated in the next 30 days.”



Vaccines: phase 2

1. **Vaccine attestation:** All staff will be required to report their vaccination status. At the beginning of the school year, you will receive more information on how to submit this information.
 2. **Testing for unvaccinated staff:** Starting Sept. 8 all staff who are not vaccinated will be required to get tested for COVID-19 twice per week.
 3. **Face coverings:** All students, staff and visitors—regardless of vaccination status—will be required to wear face coverings while indoors unless you are in a room by yourself with the door closed.
 4. **Placement:** For unvaccinated staff who work directly with children, NWRESD will consider work assignments in a manner that prioritizes the student's health.
- 

THANK YOU!

Help fight community spread!

- 1. Get vaccinated**
- 2. Wear a face covering**
- 3. Keep 6+ feet of distance from others**
- 4. Wash your hands frequently**
- 5. Stay home when you are sick**



Northwest Regional
Education Service District

END PACKET