

Meeting Minutes of June 10, 2025

2025-26 BUDGET HEARING

CALL TO ORDER

Board Chair Kottkey called the Budget Hearing to order at 5:32 p.m. and informed the audience that this is the final opportunity for public comment regarding the 2025-2026 Budget recently approved by the Budget Committee on May 15, 2025 and referred to the school board for adoption.

No public comments.

Board Chair Kottkey introduced Señor Ramos and the Ballet Folklorico who came prepared with a dance for the board. Señor Ramos invited the board to come visit the 36th Anniversary of the Ballet Folklorico on June 13 and 14 at 7:00 p.m. Director Ingram thanked the performers and Señor Ramos for his outstanding work.

There being no public comments or further business the Budget Hearing adjourned at 5:44 p.m.

BUSINESS MEETING

CALL TO ORDER

Board Chair Kottkey called the business meeting to order at 5:45 p.m. and welcomed everyone; she then led the pledge of allegiance. The following were in attendance:

Board of Directors

Kristy Kottkey, Chair
Kate Grandusky, Vice-Chair
Brad Bafaro
Mark Everett
Valyrie Ingram
Paola Garcia Andrade, Student Rep.

Staff

Suzanne West, Superintendent
John O'Neill, Assistant Superintendent
Kim Shearer, Director of Student Services
Ilean Clute, Director of Finance
Enrique Pinon, Technology Manager
David Warner, Director of Communications
Arturo Lomeli, Director of Teaching and Learning
Bethany Magnuson, Executive Assistant

PRELIMINARIES

Approval of the Agenda

Vice Chair Grandusky moved to approve the agenda as presented, Director Ingram seconded and the agenda was approved.

Student Representative Report

None

Board Report

- Legislative Advocacy Updates
 - Senate Bill 916: Four Senate Democrats joined Republicans to vote no on moving it forward. Chair Kottkey acknowledged Counselor Martinez in the audience and shared they both submitted testimony regarding SB 916. The vote today was significant. Encourage board members and community members to send thank you's to members who voted no and switched votes. Shared this is an example of making choices based on policy and not based on political pressure.
- Community and School Events Attended
 - Director Ingram gave a shout out to the Boys Lacrosse Team at the Forest Grove High School who were the Cascade Cup Champions.
- Board Chair Kottkey honored Paola Garcia Andrade, Student Representative by reading a letter from the board that was also presented at the Spotlight Award ceremony at Forest Grove High School.
 - Board Directors and Superintendent West all shared comments about Paola and their experience working with her as Student Representative.
- Board Chair Kottkey honored the three school board members who's term on the School Board is ending at the end of June. They joined the board in 2017 and have collectively put in over 1000 hours of unpaid volunteer service to Forest Grove School District and students. Chair Kottkey shared comments about each board member.
 - Board Vice Chair Grandusky shared comments about the board members and shared examples of policies, adoptions, and positive improvements the board members have voted and taken action on since being on the board. Superintendent West shared comments of appreciation for the board members.

Superintendent Report

- Monthly Enrollment Report
 - The number has incrementally increased with the greatest variance of students that we've budgeted versus how many we have in schools. We have gone through the process with the Budget Committee and made the adjustments. The forecast is we will continue to see declines in enrollment.
- Legislative Update
 - Shared legislative updates slide with a lot that are still in process.
 - SB 141 - School Accountability Bill has passed.
 - Governor's Budget: \$11.36 billion State School Fund has passed. The changes made to the CSL were very important. Previously, the CSL for a biennium was calculated 50%, 50% but our allocation was actually 49%, 51%. That accounts for millions of dollars across the system.
- Comments
 - Two Saturdays ago, I attended the 10th anniversary performance of Mariachi Tradición held at the Reser Theater in Beaverton. It is not an exaggeration to say that Mariachi Tradición brought down the house. Their performance was stellar and emotional for many in the audience, and a showcase for the talent of our students. And if that was not enough, for the last number of the evening, Mariachi Tradición were joined by mariachi alumni in a final piece in honor of Director Lesslie Nuñez. Programs

like Mariachi Tradición, programs that honor the culture of our students and families and deeply engage student talents, are what we point to when we say that we create welcoming learning environments and a well-rounded educational opportunity.

- Last week I visited with Adelante Mujeres to review the successes of this year's Chicas program. The Chicas program has been available to the youth of Forest Grove School District for 16 years, and provides valuable mentoring to students in grades K-12. What is unique about the program is that once joining the program, the Chicas staff support students through their entire academic journey, all the way to graduation. This level of support, and the sustained positive adult relationships that result, lead to increased social-emotional wellness, school attendance, and graduation. For the 2024-25 school year, the Chicas program:
 - Supported a total of 209 students who all had access to after school and one-on-one support with either a Chicas Advocate or a Family Engagement Coordinator.
 - The 209 students participating included approximately 20 students at each school.
 - Offered 186 sessions of 90-minute bilingual after school programming
 - Programs included
 - Youth Leadership Camp, for students in grades 7-9
 - STEAM Career Exploration
 - University tours
 - College readiness workshops, including FAFSA support
 - Family engagement opportunities

The Chicas program is incredibly valuable for our Latine youth and the relationship between Adelante Mujeres and FGSD is one that we will continue to nurture.

- Attended the graduation ceremonies for both the Community Alternative Learning Center and FGHS. A few highlights:
 - Both ceremonies were efficient and student-centered and reflect both the practice of staff and commitment to our youth.
 - CALC graduated 60 students, 20 more than this time last year.
 - At FGHS:
 - 90 students earned a seal of biliteracy, the highest number to date.
 - More than 300 students earned cords, medals, and other awards.
 - More than \$4 million in scholarships were awarded to this graduating class.
- This week, end-of-year celebrations continue with promotions at NAMS and field days at our elementary schools.
- It's been a good year.

Forest Grove Education Association

None

Unscheduled Public Appearance

- Mayor Wenzl thanked the School Board and specifically the three outgoing board members. Shared love for Forest Grove and shared the board members show their love of Forest Grove by putting students first. Directors Everett and Bafaro both taught Mayor Wenzl and Director Ingram has also taught Mayor Wenzl some things. These board members have centuries teaching students and putting students first and have lifted all students while being fiscally responsible. Gave a final thank you to the board members.

CONSENT

- 2024-210 MOTION: Director Inram moved to approve the consent agenda, Director Bafaro seconded, unanimously carried with a vote of 5-0.
- Item 1: Board Minutes of the May 27, 2025 School Board meeting.
- Item 2: Accounts Payable ending May 31, 2025
- Item 3: Integrated Guidance Plan School Years 2025-2027

PRESENTATIONS

Citizen's Bond Oversight Committee Annual Report

Presented by, Chris Mejia, Bond Oversight Committee Member and

Ilean Clute, Director of Finance and Operations

The Bond Oversight Committee delivered its quarterly update to the School Board, highlighting progress, expenditures, and upcoming projects related to the district's bond program. The committee, which is responsible for monitoring bond program progress, scheduling, and financial accountability, also fulfills an annual reporting duty.

Key points included:

- Total Bond Resources: \$147.9 million
- Total Expended/Committed: \$116.3 million
- Remaining Funds: \$31.6 million
- Expenditures: 47.3% of projected costs, totaling \$7 million
- Encumbered Funds: \$46.3 million
- Covenant Compliance: Meeting thresholds of 5% spent within 6 months and 85% within 3 years
- Project Status: Majority of projects are either completed, in progress, or in planning; only Tom McCall and Joseph Gale projects are currently on hold.
- Summer Workload: Anticipated to be the district's busiest summer for construction. Major moves include staff packing at Cornelius, Harvey Clark, Dilley, and NAMS, along with construction launching at Fern Hill.

The district remains on schedule, on budget, and aligned with commitments under Measure 34-278.

- Questions from the board:
 - Are the lights scheduled to go in this summer too?" Yes, the light installations are part of the scheduled summer projects.
 - How are teachers supported if they must be out of classrooms by Friday but still report Monday?" Teachers were provided additional IA support hours, offered assistance with packing, and administrators have flexibility to allow remote work Monday based on need.
 - How does NAMS pack up if students are still present Friday?" District acknowledged the challenge and ensured communication and support were prioritized. Staff unable to finish by Friday at 5 PM will receive packing assistance.
 - How will the community be kept informed over the summer?" An updated flyer is being finalized and will be mailed to all households. Additional communications will be available via the district website

and other news outlets.

- Is the opening ceremony confirmed for the 26th?" Scheduled for June 26 at 4 PM; confirmation of time pending.

ACTION

2025-2026 Budget Adoption: Resolution No. 24-25R:02

Presented by Valyrie Ingram, Board Director and Budget Committee Chair

- Oregon Local Budget Law and Oregon Administrative Rule require budgets to be adopted and appropriations made prior to July 1st each year.
- The School Board is also required to adopt a resolution levying ad valorem taxes for 2025-2026 for the General Fund and Debt Service Funds. The General Fund levy represents the permanent rate to be applied to all taxable property for the 2025-2026 school year. The Debt Service levy is the amount required to pay debt obligations of the District for 2025-2026.

2024-211 MOTION: Director Ingram moved BE IT RESOLVED that the Board of the Forest Grove School District hereby adopts the budget for fiscal year 2025-26 in the total amount of \$240,683,067. This budget is now on file at the Forest Grove School District located at 1728 Main Street in Forest Grove, Oregon, Director Bafaro seconded, unanimously carried with a vote of 5-0.

2024-212 MOTION: Director Ingram moved BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2025, for the following purposes:

FOREST GROVE SCHOOL DISTRICT

1728 Main Street | Forest Grove, OR 97116

General Fund (100)

Instruction.....	56,537,994
Support Services.....	35,305,120
Transfers.....	275,000
Contingency.....	3,800,000
Total.....	\$95,918,114
Unappropriated Balance	6,017,000

Special Revenue Funds (200-298)

Instruction.....	15,198,862
Support Services.....	7,740,275
Enterprise and Community Services.....	458,406
Facilities Acquisition and Construction	250,000
Total.....	\$23,647,543
Unappropriated Balance	0

Food Service Fund (299)

Enterprise and Community Services.....	4,205,500
Facilities Acquisition and Construction	800,000
Total.....	\$5,005,500
Unappropriated Balance	92,500

Debt Service Funds (300)

General Obligation Bonds.....	29,827,630
Full Faith and Credit Obligations.....	484,870
Limited Purpose Tax Pension (PERS).....	3,347,160
Total.....	\$33,659,660
Unappropriated Balance	4,579,750

Capital Projects Funds (400)

Support Services.....	620,000
Facilities Acquisition and Construction	55,130,000
Transfers.....	384,850
Total.....	\$56,134,850
Unappropriated Balance	11,514,650

Community Enterprise Fund (550)

Instruction.....	80,000
Support Services.....	10,000
Enterprise and Community Services.....	785,000
Total.....	\$875,000
Unappropriated Balance	703,500

Internal Service Funds (600)

Support Services.....	300,000
Total.....	\$300,000
Unappropriated Balance	920,000

Trust and Agency Funds (700)

Instruction.....	600,000
Support Services.....	200,000
Total.....	\$800,000
Unappropriated Balance	515,000

Total APPROPRIATIONS, All Funds . . . **\$216,340,667**

Total Unappropriated and Reserve Amounts, All Funds . . . 24,342,400

TOTAL ADOPTED BUDGET . . . **\$240,683,067 ***

(* amounts with asterisks must match)

Director Bafaro seconded, unanimously carried with a vote of 5-0.

2024-213

MOTION: Director Ingram moved 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 2025 - 2026 :

1. At the rate of \$4.9142 per \$1000 of assessed value for permanent rate tax;
2. In the amount of \$13,587,300 for debt service on general obligation bonds;

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

Subject to the Education Limitation: Permanent Rate Tax \$4.9142/\$1000

Excluded from Limitation: General Obligation Bond Debt Service \$13,587,300.

Vice Chair Grandusky seconded, unanimously carried with a vote of 5-0.

Supplemental Budget Resolution No. 24-25:R03

Presented by Ilean Clute, Director of Finance and Operations

The Forest Grove School District wishes to increase appropriations in the General fund due to the increased State School Fund allocation after Budget Adoption. The District would like to increase reserves in the PERS UAL Debt Service fund to help offset increasing PERS expenditures and/or prepare for another PERS Side Account state match.

The District is requesting to increase the appropriation category for Transfers in the General fund, offset by additional State School Fund resources in the General fund.

A supplemental budget is required to complete this transfer.

- 2024-214 MOTION: Director Ingram moved to approve the Forest Grove School Board approve the Supplemental Budget Resolution as presented, Director Everett seconded, unanimously carried with a vote of 5-0.

Budget Transfer Resolution No. 24-25:R04

Presented by Ilean Clute, Director of Finance and Operations

The Forest Grove School District wishes to transfer appropriations in the Grant fund. The District has completed a review of job descriptions in the Migrant grants and determined that more staff should be in the Enterprise & Community function based on their services to migrant families. The District also has had an increase in grant spending which increases the total Indirect Rate charged to grants as well as additional resources from NWRESA via the NREN grant, which funds professional development activities across the district.

The District is requesting to increase the appropriation category for Enterprise & Community and Support Services in the Grant fund, with a corresponding decrease in Facilities Acquisition and Improvement, resulting in no net increase in appropriated expenditures in the Grant Fund.

A budget transfer is required as appropriations in the Grant fund must be increased in the Enterprise & Community and Support Services function.

- 2024-215 MOTION: Director Bafaro moved to approve the Forest Grove School Board approve the Budget Transfer Resolution as presented, Director Ingram seconded, unanimously carried with a vote of 5-0.

2025-2026 Youth Contact Contract

Presented by Dr. Kimberly Shearer, Director of Student Services

The Youth Contact contracted services have increased from \$65,245 for 1.0 FTE for the 24-25 school year to \$67,202, for 1.0 FTE for the 25-26 school year. This new amount represents a 3% payroll increase for the 25-26 school year.

Attached for the board's reference is the proposed Memorandum of Agreement along with the first half of the school year's data on the four goals of the program and the number of students and the number of hours spent this year by the Youth Contact Counselor through the Student Assistance Program.

These contracted services are extremely important in providing additional services to meet individual student use incidences and referrals for support. This partnership is essential for providing assessment and intervention services to the high school students of the district.

The contract includes weekly clinical supervision, twice monthly program supervision, FTE and benefits, materials and services, program admin/fundraising as well as grant reporting and management.

- 2024-216 MOTION: Director Ingram moved to approve the contract as presented, Vice Chair Grandusky seconded, unanimously carried with a vote of 5-0.

Contracted Staffing Contract

Presented by Dr. Kimberly Shearer, Director of Student Services

The district has a need to fill an open 1.0 FTE School Psychologist vacancy to cover an employee's leave of absence for the 25-26 school year. This position has been posted for several weeks and has had no applicants.

Student Services is requesting board action to spend up to \$167,200 for the 25-26 school year on hiring availability and contract negotiations with a qualified contracted service agency.

The estimated total cost of this contracted service for 1.0 FTE would be \$167,000 for the 25-26 school year. This cost is comprehensive and would include salary and benefits. Currently budgeted FTE would be converted to cover the contracted services.

- 2024-217 MOTION: Director Ingram moved to approve the spend up to \$167,200 for a 1.0 FTE School Psychologist position that is vacant in Student Services for the 2025-2026 school year, Director Bafaro seconded, unanimously carried with a vote of 5-0.

Classroom Technology Upgrade Echo Shaw, Harvey Clarke, and Forest Grove High School - Bond

Presented by Enrique Pinon, Technology Manager

As part of the FGSD Technology Bond projects, older classroom audio\video equipment needs to be replaced that is either no longer supported by the manufacturer and/or do not provide the appropriate resources to support advancing instructional needs. The district underwent an RFP process to select the contractor for the installation of the equipment and cabling. Portland Electrical Construction Inc. (PECI) was the successful proposer under the RFP. The following building specific classroom audio\video bond upgrade projects are being proposed:

- Echo Shaw (Quote - ESES-001) - \$81,788.25
- Harvey Clarke (Quote- HCES-001) - \$91,046
- FGHS (Quote - FGHS-003.R1) - \$258,623.05

- 2024-218 MOTION: Director Bafaro moved to approve Peci to perform the Classroom Technology Upgrade projects at Echo Shaw Elementary, Harvey Clarke Elementary, and Forest Grove High School at a total cost of \$431,457.30 utilizing bond funds, Director Ingram seconded, unanimously carried with a vote of 5-0.

Superintendent Contract Addendum

Presented by Kristy Kottkey, Board Chair

In May 2025, the School Board completed the evaluation of Superintendent Dr. Suzanne West. Following the evaluation, the Board approved an extension of Dr. West's current contract through June 30, 2028.

The extension includes the following adjustments:

- A continuation of the cost of living adjustment aligned with that of the licensed association through June 30, 2028.
- Beginning in the 2025–26 school year, an annual increase to the district's TSA (Tax-Sheltered Annuity) contribution equal to the percentage of the cost of living adjustment.

2024-219 MOTION: Director Bafaro moved to approve the contract as presented, Director Ingram seconded, unanimously carried with a vote of 5-0.

FIRST READ

None

INFORMATION

1. Enrollment Report
2. Financial Reports

ADJOURNMENT

There being no further business the meeting adjourned at 6:35 p.m.

Bethany Magnuson, Executive Assistant

Kristy Kottkey, Board Chair

Date: _____

To view the entire board meeting, the recording is available on the districts website www.fgsdk12.org