



SWEET HOME SCHOOL DISTRICT #55
Sweet Home, Oregon

SCHOOL BOARD MEETING AGENDA

To view live board meeting please visit the Sweet Home District website: sweethome.k12.or.us and click YouTube link

District Office Conference Room

April 14, 2025, 6:30 p.m.

- | | | |
|--|------------|-------------|
| 1. Call the meeting to order/pledge | J. Redick | Action |
| 2. ESPY/SPARK Awards | | |
| 3. Agenda approval/changes | J. Redick | Action |
| 4. Student & Personnel Reports/Comments | | |
| A. Certified & Classified Representatives | Presidents | |
| B. Student Report | | |
| C. Superintendent's Report | T. Martin | Information |
| 1. Enrollment/Attendance | | |
| 2. Recognize Certified Staff Appreciation is the Week- May 5-9 | | |
| 3. Strategic Plan Progress | | |
| A. Pillar 1 - OUTSTANDING ACHIEVEMENT | | |
| B. Pillar 2 - THRIVING CITIZEN | | |
| C. Pillar 3 - THRIVING COMMUNITY | | |
| D. Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE | | |
| 5. Consent Agenda | J. Redick | ALL Action |
| A. Approve minutes from the March 10, 2025, School Board Meeting; March 12, 2025 Emergency Board Meeting | | |
| B. Approve Out-of-State field trip High School - to Seattle Washington, Educational visit to 3 colleges | | |
| C. Accept resignation from Kate Virtue, 4th grade teacher at Foster Elementary effective July 1, 2025 | | |
| D. Accept retirement from James Costa, Social Studies teacher at the High School effective June 30, 2025 | | |
| E. Accept resignation from Rebecca Ley, Special Ed teacher at the High School effective June 30, 2025 | | |
| F. Accept resignation from Megan Gonyea, 4th Grade Teacher at Holley Elementary School effective June 30, 2025 | | |
| G. Accept retirement from Cynthia Davis, 4th Grade Teacher at Oak Heights Elementary effective June 30, 2025 | | |
| H. Approve hire of Shelly Nurre for the Foster Principal position for the 2025-2026 school year, start date 8/1/25 | | |
| I. Approve hire of Emma Rose, Elementary Teacher at Oak Heights Elementary for the 2025-2026 school year, start date 8/25/2025 | | |
| J. Approve hire of Sommer Edmonds, Elementary Teacher at Oak Heights Elementary for the 2025-2026 school year, start date 8/25/2025 | | |
| K. Approve hire of Gillian Coplin, Elementary Teacher at Oak Heights Elementary for the 2025-2026 school year, start date 8/25/2025 | | |
| L. Approve hire of Hannah Bliss, Elementary Teacher at Holley Elementary for the 2025-2026 school year, start date 8/25/2025 | | |
| M. Approve request of leave for the 2025-2026 school year for Hailey Schilling, Kindergarten teacher at Hawthorne Elementary | | |
| N. Accept retirement from Colleen Unger, 4th grade teacher at Hawthorne Elementary effective July 1, 2025 | | |
| O. Approve as Surplus food service equipment from the High School cafeteria: Misc. Catering Trays, Misc. Baskets, Metal Silverware, Misc. Clear Plastic/Metal Serving Utensils, Misc. Plastic totes/lids, Straw Holder with 2 boxes of straws, Misc. Cookie Racks, Misc. Bread Pans, 21 Cupcake Pans, Misc. Glass bowls, all sizes, Clear Glass Block Décor, Misc. Décor, Battery Candles, Pizza Spatula, 3 Tier Metal Carts, Tub full of Binders, Office Chair, 28 Napkin | | |

Dispensers, 10 Plastic Silverware holders with the metal holder, 1 Cambro Drink Dispenser, 2 Paper File Holders, Misc. Plastic Plates, Small Gas BBQ, 2, Green Cambro Cold Carts, Brown Fold Up Round Table, Small Burgundy Cambro Cold Cart, Fruit Cutter, Manual Food Processor, 2 Mixing Tables with the Mixer and attachments, Metal Bin, Glass Cater Dishes with the mobile Cart, 1 Holding Cabinet (cold or hot holding), Glass Cater Coffee Cups, Meat Slicer, Metal Ladder, 2 metal carts, 1 Black Metal Mixer Table, mobile, Stainless Steel Table

- | | | |
|--|-----------|-----------------|
| 6. Information/Discussion | | ALL Information |
| A. Budget Update | K. Strong | |
| B. Board Policies - Second Read | | |
| GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements | | |
| GCAA - Standards for Competent and Ethical Performance of Oregon Educators | | |
| JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements | | |
| AC – Nondiscrimination and Civil Rights | | |
| AC-AR(1) – Discrimination or Civil Rights Complaint Procedure | | |
| GBN/JBA-AR(1) – Sexual Harassment Complaint Procedures, Delete | | |
| GBN/JBA-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete | | |
| GCBDA/GDBDA – Family and Medical Leave * (Version 1) | | |
| IKF - Graduation Requirements | | |
| JBA/GBN – Sexual Harassment | | |
| JBA/GBN-AR(1) – Sexual Harassment Complaint Procedures, Delete | | |
| JBA/GBN-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete | | |
| JECA - Admission of Resident Students | | |
| JFE – Pregnant and/or Parenting Students | | |
| JHCD - Medications | | |
| JHCD-AR - Medications | | |
| JHCD/JHCDA - Medications, Delete | | |
| JHCD/JHCDA-AR - Medications, Delete | | |
| C. Board Policy - First Read | | |
| IKA - Grading and Reporting System | | |
| 7. Action Items | J. Redick | Action |
| A. Approve Proposed 2025-2026 School Calendar | | |
| 8. Public Comments | | Information |
| 9. Board Comments | | Information |
| 10. Executive Session | | |
| A. ORS 192.660 (2) (d) - Classified Bargaining | | |
| B. ORS 192.660 (2) (b) - Legal Updates | | |
| C. ORS 192.660-(2) (i) - Superintendent Evaluation | | |
| D. ORS 192.660 (2) (a) - Superintendent Contract | | |
| 11. Return to Regular Session | | |
| 12. Action Items | | |
| A. Approve Classified Contract | | |
| B. Approve Superintendent Contract | | |
| C. Approve Superintendent Evaluation | | |
| 13. Late Items | | |
| 14. Future Agenda Items | J. Redick | ALL Information |
| A. Next Board Officers Meeting, Monday, May 1, 2025 at 3:30 p.m. Superintendent's Office | | |
| B. May 12, 2025 - Budget Meeting, 5:00 pm in the Boardroom | | |
| C. Next Board Meeting Monday, May 12, 2025 at 6:30 p.m. in DO Boardroom | | |
| D. 2nd Budget Meeting if necessary | | |
| E. May 20, 2025 - Special District Elections | | |
| 15. Adjournment | J. Redick | Action |

SWEET HOME SCHOOL DISTRICT ENROLLMENT
3/31/2025

		Last Month																	
	K	1	2	3	4	5	6	7	8	9	10	11	12	3/31/25	2/28/25	3/31/24	3/31/23	3/31/22	
	FO	36	21	41	42	46	43	38						267	271	302	324	324	
	HW	34	31	54	43	32	47	27						268	267	281	300	289	
	HO	20	20	25	23	24	31	23						166	162	167	174	149	
	OH	35	42	38	48	38	53	51						305	307	309	320	311	
	CH	18	21	22	21	19	21	20						142	141	139	134	128	
	JH							175	173					348	352	386	376	351	
	HS									197	167	165	145	674	687	681	667	674	
	TOTAL	143	135	180	177	159	195	159	175	173	197	167	165	145	2170	2187			
	Grade	K	1	2	3	4	5	6	7	8	9	10	11	12			2265	2295	2226

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

Board Chairman Jason Redick called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. on March 10, 2025.

Board Members in Attendance

Jason Redick, Mike Adams, Mary Massey, Dale Keene, Amanda Carter (left at 8:45pm during executive session), Floyd Neuschwander, Jenna Northern (left at 9:07 pm during executive session):

Absent: Jim Gourley, Sara Hoffman

Staff Members in Attendance

Superintendent: Terry Martin; Administrators/Supervisors: Kevin Strong, Barbi Riggs, Josh Darwood, Ralph Brown, Luke Augsburg, Nate Tyler, Todd Barrett, Josh Dargis; Certified: Dan Tow; Classified: Michelle Bidwell, Velma Canfield; Board Recording Secretary: Julie Emmert

Other Attendance: Scott Swanson, New Era; Parents/Guardians of ESPY/SPARK award winners; Marilyn Nicholson, Erick Lorkink: Mid Valley Rebels Youth Football and Cheer and parents

1. Call the meeting to order/pledge

2. ESPY /SPARK Awards -Exceptional Student Performance this Year – This award is given to students who are doing well academically and have an exceptionally positive attitude about school. They demonstrate respect and responsibility towards staff and their peers. They show courage by not conforming to Peer pressure and refuse to accept anyone who bullies. The School Board and the District want to recognize these students by celebrating their success at the beginning of each Board Meeting. Students received a Certificate, met each of our Board members and their names were announced on the web.

3. Agenda Approval/Changes

Chairman Redick called for changes and/or approval of the agenda

Motion No. 25-7: Board Member Mike Adams moved to approve the agenda as presented. Board Member Mary Massey seconded the motion. The motion passed unanimously

4. Student & Personnel Reports/Comments

- A. Certified & Classified Representatives: None
- B. Student representative: Victor- Spring starts are just starting Track, Girls Soft ball, Baseball and Golf. Annual Spring break out, assemblies are back. The annual play was amazing and had great attendance. Started the spring fundraiser for Shem. Sophomores cleansed the bleachers, Jr.'s the commons area, Seniors are running a book drive.
- C. Superintendent's Report:
 - 1. Enrollment/Attendance- Superintendent Martin gave an update on enrollment up 5 from last month. Hawthorne was the attendance winner this month with 89.48%.
 - A. Pillar 1 - OUTSTANDING ACHIEVEMENT- Dan Tow gave a report on Winter Sports, Swim Team girls 1st and boys 2nd - 50 years in a row. Cheerleaders won 1- 20 years in a row.

5. Consent Agenda

- A. Approved minutes from the February 10, 2025, School Board Meeting

Motion No. 25-8: Board Member Dale Keene moved to approve the consent agenda as presented. Board Member Mary Massey seconded the motion. The motion passed unanimously.

6. Information/Discussion

- A. Budget Update- Kevin Strong gave a budget update; YTD General Fund spending compared to adopted budget & YTD spending last year by object code.
- B. 2025-2026 Draft Calendar- Superintendent Martin shared the Draft Calendar for 2025-2026. This will be back on the agenda next month for approval
- C. Integrated Guidance Information- Barbi Riggs- Overview/Kristin Adams- College Success /Ralph Brown- CTE Information/Kevin Strong- SIA - Student Investment Account
- D. Board Policies - First Read
 - GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
 - GCAA - Standards for Competent and Ethical Performance of Oregon Educators
 - JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements
 - AC – Nondiscrimination and Civil Rights
 - AC-AR(1) – Discrimination or Civil Rights Complaint Procedure
 - GBN/JBA-AR(1) – Sexual Harassment Complaint Procedures, Delete
 - GBN/JBA-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete
 - GCBDA/GDBDA – Family and Medical Leave * (Version 1)
 - IKF - Graduation Requirements
 - JBA/GBN – Sexual Harassment
 - JBA/GBN-AR(1) – Sexual Harassment Complaint Procedures, Delete
 - JBA/GBN-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete
 - JECA - Admission of Resident Students
 - JFE – Pregnant and/or Parenting Students
 - JHCD - Medications
 - JHCD-AR - Medications
 - JHCD/JHCDA - Medications, Delete
 - JHCD/JHCDA-AR - Medications, Delete

7. Action Items

- A. Approve Integrated Guidance Initiative

Motion No. 25-9 Board Member Dale Keene moved to approve the Integrated Guidance Initiative as presented. Board Member Mike Adams seconded the motion. The motion passed unanimously.

8. Public Comment: Erick Lorkink - Mid Valley Rebels Youth Football and Cheer- Introduction for the Mid Valley Rebels Youth Football program to Sweet Home

9. Board Comments: Dale Keene - Appointed to rural school cocus for the Lane region

Break for executive session 7:29 pm

10. Executive Session

- A. ORS 192.660 (2) (d) - Classified Bargaining
- B. ORS 192.660 (2) (e) - Negotiate Property
- C. ORS 192.660 (2) (i) - Superintendent Evaluation
- D. ORS 192.660 (2) (a) - Contract Personnel Renewal Recommendations

11. Return to Regular Session 9:27 pm

12. Action Items

- A. Approve Contract Personnel Renewal Recommendation – ORS 192.660 (2) (a)

Mike Adams abstained from voting, Floyd Neuschwander also Abstained from voting. Both of their spouses are teachers on the renewal list. There was not a quorum - we will be scheduling an emergency meeting on Wednesday, March 12, 2025 at 1:00

13. Late Items – NONE

14. Future Agenda Items

- A. March 20, 2025 - Last day a candidate can file for Special District Election
- B. Next Board Officers Meeting, Monday, April, 7, 2025 at 3:30 p.m. Superintendent's Office
- C. Strategic Planning Meeting, Monday, April 14, 2025 from 3:00 - 6:00 p.m.
- D. Next Board Meeting Monday, April 14, 2025 at 6:30 p.m. in DO Boardroom
- E. May 12, 2025 - Budget Meeting, 5:00 pm in the Boardroom
- F. May 20, 2025 - Special District Elections

12. Adjournment

The meeting adjourned at 9:42 p.m.

Signature, Board Chairman

Julie Emmert, Board Recording Secretary (This meeting was also recorded and saved supt/board/audio)

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

Board Chairman Jason Redick called the **emergency meeting** of the board of Directors of Sweet Home School District No. 55 to order at 1:00 p.m. on March 12, 2025.

Board Members in Attendance

Jason Redick, Mary Massey, Dale Keene, Jim Gourley Jenna Northern : Absent: Sara Hoffman, Mike Adams, Floyd Neuschwander, Amanda Carter

Staff Members in Attendance

Superintendent: Terry Martin; Administrators/Supervisors Board Recording Secretary: Julie Emmert

1. Call the meeting to order/pledge**2. Action Items**

- A. Approve Contract Personnel Renewal Recommendation – ORS 192.660 (2) (a)

Motion No. 25-10 Board Member Jenna Northern moved to approve the Contract Personnel Renewal Recommendation as presented. Board Member Mary Massey seconded the motion. The motion passed unanimously.

3. Future Agenda Items

- A. March 20, 2025 - Last day a candidate can file for Special District Election
- B. Next Board Officers Meeting, Monday, April, 7, 2025 at 3:30 p.m. Superintendent's Office
- C. Strategic Planning Meeting, Monday, April 14, 2025 from 3:00 - 6:00 p.m.
- D. Next Board Meeting Monday, April 14, 2025 at 6:30 p.m. in DO Boardroom
- E. May 12, 2025 - Budget Meeting, 5:00 pm in the Boardroom
- F. May 20, 2025 - Special District Elections

14. Adjournment

The meeting adjourned at 1:01 p.m.

Signature, Board Chairman

Julie Emmert, Board Recording Secretary (This meeting was also recorded and saved supt/board/audio)

FIELD TRIP REQUEST FORM
OUT-OF-STATE AND/OR OVERNIGHT TRAVEL
Sweet Home School District #55

To be completed and submitted to the Superintendent for approval at least one month prior to the date (s) of the event. A request for transportation for this field trip should be completed separately through the Transportation Center (Bus Garage) at least 3 weeks prior to the date (s) of the event.

School: Sweet Home HS

Date Submitted: 3 / 17 / 25

Organization: TRIO UB

Sponsor: TRIO UB

Date (s) of trip: 4/16 to 4/19

Cost Per Student: \$ 0

Students Participating: 5 to 7 #

School Days Missed: 3 #

Transportation By: (Circle One): Activity Bus OR

Approved Charter Company: transportation by OSU

Destination: Seattle, WA

Chaperones (1 per 12 students) Mustafa Ismail
Noelia Antunez Gema Ventura

Virginia Antunez

All OSU employees

Purpose: Educational. students will visit 3 colleges and some attractions

Itinerary: Leaving around 8am on 4/16 by bus.
Getting back on 4/19 around 7pm

no uperhound

Principal's Signature: Raf J R

Date: 3/18/25

Transportation's Signature: _____

Date: _____

Approved: _____ Disapproved: _____ Returned for More Information: _____

Reason Disapproved: _____

Dear Mr. Martin and Mrs. Leatham,

Effective July 1st, 2025 I will be resigning from my teaching position. While this has been a difficult decision, it is the best for my family at this time. I have enjoyed the past three years serving the Sweet Home School District and am so appreciative of the opportunity to have taught at Foster. I hope to return and teach sometime in the future as Foster has felt like home to me.

Sincerely,

Kate E. Virtue
4th Grade
Foster Elementary School

3-31-25

To Sweet Home School District,

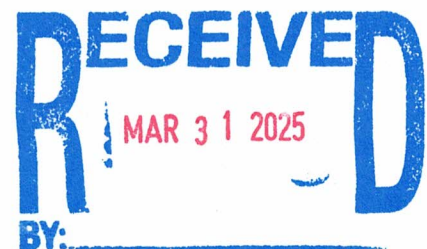
I would like to inform you that I intend to start my retirement from teaching this year and would like to end my contract at the end of the school year on June 30th, 2025.

It has been a pleasure and honor working for you for the past 19 years, and I will have many fond memories of the time I have spent here in the district. I am also looking forward to starting a new stage in my life and career.

Sincerely,



James Costa



LETTER OF RESIGNATION

Hello Brian, Ralph, and Eric,

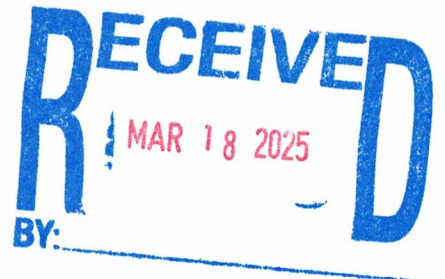
I wanted to personally inform you that I have decided not to renew my teaching contract for the 24-25 school year. I will be returning to Michigan to spend time with my mom while it is still possible to do so.

The administrative community here has been *extremely* supportive to me during this incredibly demanding year, and for that I wish to express my gratitude to you all. This was a very tough choice to make, but I believe it's for the best at this time. In the coming months, please let me know how I can help with the transition process.

Kind regards,
Rebecca

--

Rebecca Ley



To Whom It May Concern,

I'm sad to say that I will not be returning next school year, 2025-2026. We will be moving this summer. I will miss working at Holley and for the Sweethome school district. I have really enjoyed my time here working with amazing teachers, paraprofessionals and especially Todd Barret and Josh Dargis! I have learned a lot and they have both supported me in becoming a more confident teacher! Most of all I will miss the students I have had.

Thank you for everything,
Megan Gonyea
4th grade Holley

April 2, 2025

Superintendent Martin, Members of the School Board and Principal Barrett

It is bittersweet to write this letter of retirement effective as of June 30, 2025.

Back in the 1998-1999 school year, I completed my practicum and student teaching at Oak Heights Elementary. Subsequently, I was hired as a primary level teacher the following year and I began my elementary teaching career. I have now taught 25 years teaching at Oak Heights. It is a career that I am proud to have completed.

My years at Oak Heights have been filled with challenges and triumphs. I have built a second family who has laughed and cried with me. They have supported me through the adoption and raising of my three precious children. They mourned with me at the loss of my beautiful granddaughter. I don't have the words to describe how much they mean to me.

I am so appreciative of the many families that I've had the privilege to partner with in educating their children. For each school year, their children were my classroom community. Watching them grow and learn has been a great pleasure.

In conclusion, I just want to thank Sweet Home School District's staff and families for sharing the last 26 years with me.

Sincerely,

Cynthia Davis

SWEET HOME SCHOOL DISTRICT 55

5H

RECOMMENDATION TO HIRE

CANDIDATE NAME: Shelley Nurre

POSITION: Principal Foster Elementary

JOB #: 40-2425

DATE: 3/21/25

BUILDING: Foster

ADMINISTRATOR: Terry Martin

Does this candidate hold a current Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?		<input type="checkbox"/>	no	<input type="checkbox"/>

Type of Endorsement: Professional Administrator

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 8/1/25

Other Information:

Office use only:
Superintendent review date: 3/21/2025
Board approval date: 4/14/2025

RECOMMENDATION TO HIRE

CANDIDATE NAME: Emma RosePOSITION: Elementary Teacher Oak HeightsJOB #: 4-2526DATE: 4/1/2025BUILDING: Oak Heights ElementaryADMINISTRATOR: Todd Barrett

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>

Type of Endorsement: Preliminary Elementary LicenseHave three reference checks been completed? yes ☒ no ☐Effective Date: 8/25/2025

Other Information:

Office use only:	
Superintendent review date:	<u>4/1/2025</u>
Board approval date:	<u>4/1/4/2025</u>

RECOMMENDATION TO HIRE

CANDIDATE NAME: Sommer EdmondsPOSITION: Elementary Teacher Oak HeightsJOB #: 42526DATE: 3/31/2025BUILDING: Oak Heights ElementaryADMINISTRATOR: Todd Barrett

Does this candidate hold a current Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>

Type of Endorsement: Preliminary Elementary LicenseHave three reference checks been completed? yes ☒ no ☐Effective Date: 8/25/2025

Other Information:

Office use only:
Superintendent review date: _____
Board approval date: _____

RECOMMENDATION TO HIRE

CANDIDATE NAME: Gillian CoplinPOSITION: Elementary Teacher Oak HeightsJOB #: 4-2526DATE: 3/31/2025BUILDING: Oak Heights ElementaryADMINISTRATOR: Todd Barrett

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>

Type of Endorsement: Preliminary License June 2025Have three reference checks been completed? yes ☒ no ☐Effective Date: 8/25/2025

Other Information:

Office use only:
Superintendent review date: _____
Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Hannah Bliss

POSITION: 4th Grade Teacher

JOB #: 8-2526

DATE: 3/27/25

BUILDING: Holley

ADMINISTRATOR: Josh Dargis

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>

Type of Endorsement: _____

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 8/25/25

Other Information:

Office use only:

Superintendent review date: _____

Board approval date: _____

To the Sweet Home School Board and Superintendent Martin:

I am writing this letter to request an unpaid leave of absence for the 2025-2026 school year. I would like to take this time to be with my young children while they are at home, but would like the opportunity to return to my position after this time.

Hailey Schilling
Hawthorne Kindergarten Teacher.

Colleen Unger
29545 Speasl Rd.
Lebanon, OR 97355
(541) 761-1806



colleen.unger@sweethome.k12.or.us

cm.unger.cu@gmail.com

April 5, 2025

Principal Looney, Superintendent Martin, and Members of the Sweet Home School District Board
Sweet Home School District
Sweet Home, OR 97386

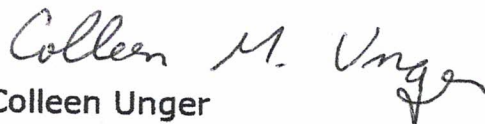
The intent of this letter is to formally notify you of my decision to retire from the profession of education. On April 11, 2025 my intent is to sign the final paperwork for PERS. I am planning on July 1, 2025 to be my official retirement date. I intend to submit my official documents to receive PERS on April 11th, 2025.

I have contemplated this for several months now, and my decision brings about mixed feelings of gratitude and sadness. I am passionate about teaching and have a sincere love for my students, both past and present.

Hawthorne Elementary is an exceptional school and my students have demonstrated an eagerness to learn. Both the parents of my individual students and members of the Parent Teacher Council have proven to be more than supportive. The staff engages in collaboration and follows practices of respect. I hope our friendships endure the passing of time.

I greatly appreciate the experiences I have had while working for Sweet Home School District 55.

Respectfully,


Colleen Unger

Nutrition Services Surplus Items

1. Misc. Catering Trays
2. Misc. Baskets
3. Metal Silverware
4. Misc. Clear Plastic/Metal Serving Utensils
5. Misc. Plastic totes/lids
6. Straw Holder with 2 boxes of straws
7. Misc. Cookie Racks
8. Misc. Bread Pans
9. 21 Cupcake Pans
10. Misc. Glass bowls, all sizes
11. Clear Glass Block Décor
12. Misc. Décor
13. Battery Candles
14. Pizza Spatula
15. 5, 3 Tier Metal Carts
16. Tub full of Binders
17. Office Chair
18. 28 Napkin Dispensers
19. 10 Plastic Silverware holders with the metal holder
20. 1 Cambro Drink Dispenser
21. 2 Paper File Holders
22. Misc. Plastic Plates
23. Small Gas BBQ
24. 2, Green Cambro Cold Carts
25. Brown Fold Up Round Table
26. Small Burgundy Cambro Cold Cart
27. Fruit Cutter
28. Manual Food Processor
29. 2 Mixing Tables with the Mixer and attachments
30. Metal Bin
31. Glass Cater Dishes with the mobile Cart
32. 1 Holding Cabinet (cold or hot holding)
33. Glass Cater Coffee Cups
34. Meat Slicer
35. Metal Ladder
36. 2 Metal Carts
37. 1 Black Metal Mixer Table, mobile
38. Stainless Steel Table

YTD GENERAL FUND SPENDING COMPARED TO ADOPTED BUDGET & YTD SPENDING LAST YEAR

BY OBJECT CODE

3/31/2025

2024-2025 Spending by Function

Function	Budget	Actual	% of Budget
1000 Instruction	17,921,753	10,011,630	55.9%
2000 Support	13,811,064	9,199,341	66.6%
3000 Community	477,155	324,051	67.9%
5200 Transfers	2,007,500	0	0.0%
	34,217,472	19,535,022	57.1%

6A

OBJECT	DESCRIPTION	2024-25 Adopted Budget	YTD as of 3/31/24	YTD as of 3/31/25	Year-to-Year Increase/ <Decrease>	Spending as a % of budget
0111/0123	Licensed Salaries	7,558,913	3,777,099	4,162,080	384,981	55.1%
0112/0124	Classified Salaries	5,581,224	3,466,218	3,792,493	326,275	68.0%
0113/0114	Administrators/Managers	1,956,697	1,274,598	1,364,076	89,478	69.7%
0121	Substitutes - Licensed	415,000	259,743	263,660	3,917	63.5%
0122	Substitutes - Classified	423,500	296,006	342,145	46,139	80.8%
0132	Overtime	40,000	38,986	48,318	9,332	120.8%
0134/0135	Extra Duty	420,980	336,206	340,118	3,912	80.8%
0210/0213	Public Employees Retirement Sys.	4,180,155	2,087,990	2,248,996	161,006	53.8%
0220	Social Security	1,280,089	675,695	755,283	79,588	59.0%
0231	Worker's Compensation	154,608	47,893	69,858	21,965	45.2%
0232	Unemployment Compensation	245,801	17,657	19,658	2,001	8.0%
0233	Oregon Paid Leave	101,012	47,566	61,414	13,848	60.8%
0240	Contractual Employee Benefits	3,202,000	1,572,284	1,681,766	109,482	52.5%
0241	Tuition Reimbursement - Admin.	10,000	0	0	0	0.0%
0242	Tuition Reimbursement - Certified	20,000	0	1,775	1,775	8.9%
0243	Conference/Wrkshp Reimb. - Cert.	10,000	628	0	(628)	0.0%
0244	Conf./Wrkshp Reimb. - Classif.	2,500	0	0	0	0.0%
0245	District Paid Deferred Comp	16,850	10,689	11,388	699	67.6%
0249	Personal Choice Enroll Fee	2,000	1,065	1,065	0	53.3%
0312/0319	Intructional Services	80,000	5,726	5,151	(575)	6.4%
0321	Cleaning Services	17,500	11,467	15,059	3,592	86.1%
0322	Repairs and Maintenance Services	66,210	41,985	49,513	7,528	74.8%
0324	Rentals	8,000	0	2,687	2,687	33.6%
0325	Electricity	388,000	236,289	262,995	26,706	67.8%
0326	Fuel (Heating)	286,000	137,482	142,362	4,880	49.8%
0327	Water and Sewage	249,000	152,496	148,373	(4,123)	59.6%
0328	Garbage	94,000	63,463	75,691	12,228	80.5%
033X	Other Transportation	82,850	64,180	41,760	(22,420)	50.4%
0340	Travel	45,840	81,047	57,269	(23,778)	124.9%
0351/9	Telephone/Data Communications	157,500	91,163	93,580	2,417	59.4%
0353	Postage	25,000	9,360	8,757	(603)	35.0%
0354	Advertising/Public Notices	3,500	1,301	1,678	377	47.9%
0355	Printing and Binding	43,175	5,208	3,694	(1,514)	8.6%
0360	Charter School Payments	1,500,000	972,668	1,028,858	56,190	68.6%
0374	Other Tuition	90,000	0	0	0	0.0%
0381	Audit Services	39,000	28,675	32,870	4,195	84.3%
0382/0384	Legal & Negotiation Services	20,000	20,041	2,837	(17,204)	14.2%
0388/0389	Other Non-instructional Prof/Tech	805,000	426,051	474,745	48,694	59.0%
0410	Supplies and Materials (incl. bus fuel)	443,121	321,245	335,388	14,143	75.7%
0412/413	Supplies Tires & Vehicle Parts	85,000	27,872	34,945	7,073	41.1%
0414	Supplies Custodial	150,000	125,482	108,783	(16,699)	72.5%
0415	Supplies Maintenance	457,500	405,621	427,109	21,488	93.4%
0416	Supplies Grounds	37,000	36,681	32,866	(3,815)	88.8%
0417	Supplies Maintenance Vehicles	15,000	2,464	5,166	2,702	34.4%
0420	Textbooks	1,970	934	29,919	28,985	1518.7%
0430	Library Books	14,730	4,796	3,960	(836)	26.9%
0440	Periodicals	3,355	1,508	1,321	(187)	39.4%
0460	Non-consumable Items	289,976	84,637	108,581	23,944	37.4%
0470	Computer Software	95,791	97,076	102,446	5,370	106.9%
0480	Computer Hardware	245,795	124,121	126,997	2,876	51.7%
052x/054x	Equipment Acquisition	118,000	0	32,067	32,067	27.2%
0640	Dues and Fees	101,830	115,494	94,436	(21,058)	92.7%
0651/5	Liability Insurance & Settlements	162,000	136,783	140,623	3,840	86.8%
0653	Property Insurance Premiums	367,000	329,918	338,443	8,525	92.2%
0711	Transfer to Josai	7,500	0	0	0	0.0%
0712	Transfer to Long Term Maint.	1,650,000	0	0	0	0.0%
0713	Transfer to PERS Reserve Fund	100,000	0	0	0	0.0%
0715	Transfer to Curriculum/Tech. Fund	250,000	0	0	0	0.0%
		34,217,472	18,073,557	19,535,022	1,461,465	57.1%

Elem sci. curriculum arrived this fiscal year.

Sweet Home School District 55

Code: IKA
Adopted: 9/08/14
Revised/Readopted: 11/14/22
Orig. Code: IKA
REVISION: First Read 4/14/2025

6C

Grading and Reporting System**

The district's reporting system shall be based on Board-adopted course content and clearly show the student and parent whether the student is achieving course requirements at the student's current grade level or course content level; shall be based on the student's progress toward mastery of a continuum of academic knowledge and skills; and may be based on the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grades.

~~Letter grades will be used in the district.~~

Grading will be conducted on a twelve-week basis. The twelve-week grade will be based on many factors, such as: classroom assignments, both oral and written; class participation; special assignments; research; activities of various types and kinds; and special contributions.

At the beginning of the grading period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

END OF POLICY

Legal Reference(s):

[ORS 329.485](#)

[OAR 581-021-0022](#)

[OAR 581-022-2270](#)



2025-2026 SHSD Calendar **DRAFT**

1ST SEMESTER						Instructional Days		Contract Days	
M	T	W	Th	F					
AUGUST									
				1		0		0	
4	5	6	7	8		0		0	
11	12	13	14	15		0		0	
18	19	20	21	22		0		0	
25	26	27	28	29		0		4	
SEPTEMBER									
1	2	3	4	5		4		5	
8	9	10	11	12		5		5	
15	16	17	18	19		5		5	
22	23	24	25	26		5		5	
29	30					2		2	
OCTOBER									
		1	2	3		3		3	
6	7	8	9	10		4		5	
13	14	15	16	17		5		5	
20	21	22	23	24		3		5	
27	28	29	30	31		5		5	
NOVEMBER									
3	4	5	6	7		5		5	
10	11	12	13	14		4		5	
17	18	19	20	21		5		5	
24	25	26	27	28		2		3	
DECEMBER									
1	2	3	4	5		4		4	
8	9	10	11	12		5		5	
15	16	17	18	19		5		5	
22	23	24	25	26		0		1	
29	30	31				0		0	
JANUARY									
			1	2		0		1	
5	6	7	8	9		5		5	
12	13	14	15	16		5		5	
19	20	21	22	23		4		4	
26	27	28	29	30		4		5	
						89		102	
2ND SEMESTER						Instructional Days		Contract Days	
M	T	W	Th	F					
FEBRUARY									
2	3	4	5	6		5		5	
9	10	11	12	13		5		5	
16	17	18	19	20		4		4	
23	24	25	26	27		5		5	
MARCH									
2	3	4	5	6		5		5	
9	10	11	12	13		5		5	
16	17	18	19	20		5		5	
23	24	25	26	27		0		0	
30	31					2		2	
APRIL									
		1	2	3		3		3	
6	7	8	9	10		3		5	
13	14	15	16	17		5		5	
20	21	22	23	24		5		5	
27	28	29	30			4		4	
MAY									
				1		1		1	
4	5	6	7	8		5		5	
11	12	13	14	15		5		5	
18	19	20	21	22		5		5	
25	26	27	28	29		4		5	
JUNE									
1	2	3	4	5		5		5	
8	9	10	11	12		4		5	
15	16	17	18	19		0		0	
22	23	24	25	26		0		0	
29	30								
						85		89	
Total						174		191	

	Instructional Days
	Teacher Non-Contract Day
	Teacher In-Service Day (no students)
	Holidays
	Early Release PD Days
	Half Day-Prep/Grading/Conference Prep
	K-12 Conferences (no students)
	End of Semester
	Grading Days
	Graduation (June 5) No School for High School Only
	End of Quarter for JH

SHSD Regular Start/Stop Times

	START	END
Elem:	7:45	2:15
JH:	8:00	3:00
HS:	8:10	3:15

Early Release Times for Wed.

Professional Development

Elem:	1:15 AM
JH:	2:00 PM
HS:	2:15 PM

Half Day 10/22, 4/8, 6/11

PD/Last day of school

Elem:	11:15 AM
JH:	12:00 PM
HS:	12:00 PM

updated: 3/4/2025

This calendar meets or exceeds all requirements of OAR 581-022-1620