

SCHOOL BOARD MEETING AGENDA ** REVISED

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

District Office Conference Room

July 13, 2026, 6:30 p.m.

- | | | |
|--|---------------|-----------------|
| 1. Call the meeting to order/pledge | M. Adams | Action |
| 2. Elect Board Officers for 2026-2027 ORS 322.040, 332.005(2) BC/BCA | M. Adams | Action |
| Board Chair: _____ | | |
| Vice-Chair 1: _____ | | |
| Vice-Chair 2: _____ | | |
| 3. Public Comment | | |
| 4. Agenda approval/changes | Chairman | Action |
| 5. Personnel Reports/Comments | | |
| A. Superintendent's Report | T. Martin | Information |
| B. UPDATED: Sweet Home Early Literacy Program (Sweet HELP) | Susan Coleman | |
| 6. Consent Agenda | Chairman | ALL Action |
| A. Approve minutes from the June 8, 2025 School Board Meeting, June 22, 2026 Special Board Meeting | | |
| B. Designate the Local Government Investment Pool and Key Bank as depositories for the District for 2026-2027 ORS 328.441 DG | | |
| C. Designate Superintendent as Chief Administrative Officer, District Clerk and Hearings Officer for 2026-2027 ORS 332-515 | | |
| D. Designate Pauly Rogers as auditors of record for 2026-2027 | | |
| E. Designate The Hungerford Law Firm as attorney of record for 2026-2027 DJCA | | |
| F. Authorize cooperative purchasing agreements with other local education agencies, county, state, and federal agencies for 2026-2027 | | |
| G. Designate the Business Manager as the Deputy Clerk, custodian of funds and Budget Officer for 2026-2027 ORS 328.441, 328.445, ORS 294.331 | | |
| H. Designate Superintendent as the signature authority on all state and federal grants for 2026-2027 ORS 332.525 | | |
| I. Designate Brown & Brown as our Insurance Agent of Record for 2025- 2026 | | |
| J. Authorize Business Manager & Superintendent to handle District funds for the 2026-2027 fiscal year | | |
| K. Authorize Sweet Home School Board as the Local Public Contract Review Board ORS 279A.060 | | |
| L. Approve to extend the award for Food Products and Non-Food Supplies to Sysco for the 2026-2027 school year | | |
| M. Accept resignation from Amanda Hill, HR & Benefits Specialist effective July 10, 2026 | | |
| N. Approve transfer of Lisa Martin to HR & Benefits Specialist position in the Business office effective July 1, 2026 | | |
| O. Approve hire of Ryan Adams, Principal at Oak Heights effective August 6, 2026 | | |
| P. Accept resignation from Elias Stuckart, Science Teacher at the High School effective immediately | | |
| Q. Approve hire of Cathy Brands-Hawken, .4 Learning Consultant- Special Ed effective 8/31/2026 on a Post Retirement Agreement | | |
| R. UPDATED: Approve hire of Grainne Tinnelly, 6th grade teacher at Oak Heights Elementary effective 8/31/2026 | | |
| S. UPDATED: Approve resignation from Laurel Adams, 4th Grade Teacher at Oak Heights elementary effective 6/12/2026 | | |
| 7. Information/Discussion | | ALL Information |
| A. Board Policies - First Read | | |
| BBAA – Individual Board Member's Authority and Responsibilities, Delete | | |
| BBAA – Board Member's Authority and Responsibilities, New | | |

BBE – Vacancies on the Board, (Version 1), Delete
BBE – Vacancies on the Board, New
BBE-AR – Board Member Vacancy Application, New
BCB – Board Officers
BCE – Board Committees, Delete
BCE – Board Committees, New
BCF – Advisory Committees to the Board, Delete
BD – Board Meetings, Notices and Communications, New
BD/BDA – Board Meetings, Optional, Delete
BDD – Board Meeting Procedures,, Delete
BDD – Board Meeting Procedures, Optional, New
BDDC – Board Meeting Agenda, Optional, Delete
BDDC – Board Meeting Agenda, New
BDDG – Minutes of Board Meetings, Delete
BDDG – Recordings and Minutes of Board Meetings, New
CBA – Qualifications and Duties of the Superintendent
CBG – Evaluation of the Superintendent
CEA - Educational Equity Advisory Committee
EBB – Integrated Pest Management
ECAA – Access to Buildings
GAA – Personnel Definitions
GBA – Equal Employment Opportunity
GBN/JBA – Sexual Harassment
JBA/GBN – Sexual Harassment

B. **UPDATED: Bond Update Information**

K. Strong/J. Darwood

8. Action Items

Chairman

Action

- A. Designate the day, time and location for the official school board meetings for the 2026-2027 school year ORS-322-045BD/BDA
- B. Approve the authorization for the Superintendent, Business Manager and Facilities Director to enter into negotiations with GLAS Architects for architectural, engineering, and related professional services associated with the upcoming bond project

9. Board Comments

Information

10. Late Items

11. Future Agenda Items

Chairman

ALL Information

- A. Summer Conference- July 16th -9:00-3:30 - Lane Community College, Eugene
- B. Next Board Officers Meeting TBD
- C. Next Board Meeting TBD
- D. New Teacher Luncheon - August 25, 2026 at 11:30- Boardroom at District Office
- E. All Staff Inservice - September 1, 2026 - more details to come

12. Adjournment

Chairman

Action



Sweet HELP (Sweet Home Early Literacy Program)

2025–2026 Year-End Report

Program Background

Children's Literacy Project launched the Sweet Home Early Literacy Program (Sweet HELP) through a private grant designed to improve early literacy by connecting trained community volunteers with struggling readers.

The grant funded a Volunteer Coordinator, whose leadership—together with the outstanding partnership of Sweet Home School District administrators, principals, teachers, and staff—made it possible to successfully launch the program in all four elementary schools.

How the Reading Buddy Program Works

K–3 teachers identified times during the school day when volunteers could provide additional reading support to students.

Reading Buddies completed background checks and SHSD training before serving weekly with individual students or small groups identified by classroom teachers.

First Year Outcomes

During its inaugural year, Sweet HELP achieved the following:

- 41 community volunteers recruited
- Approximately 30 volunteers serving regularly each week
- 4 elementary schools
- 10 participating classrooms
- More than 125 students served
- 9 Family Literacy Nights hosted by Hillside Fellowship

Classroom reading proficiency increased in every participating classroom, most significantly in kindergarten and first grade classrooms.

Classroom	Beginning of Year	End of Year
Kindergarten	19%	100%
Kindergarten	24%	75%

Kindergarten	25%	93%
First Grade	21%	63%
First Grade	32%	71%
First Grade	66%	85%
First Grade	73%	95%

While many factors contribute to student achievement, district administrators believe Reading Buddies provided meaningful support for classroom literacy growth.

One kindergarten teacher initially questioned whether volunteers would be beneficial. By year's end, every student in her class was reading at or above grade level, and she requested Reading Buddies for next year. Other teachers consistently reported increased student confidence, enthusiasm for reading, and stronger engagement during literacy instruction.

Family Literacy Engagement

The grant also funded nine monthly Family Literacy Nights, bringing families together for meals, read-alouds, literacy activities, and crafts.

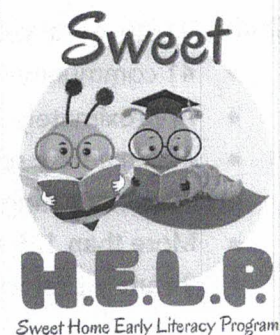
Community leaders and local authors participated as guest readers, while generous community donors provided books, prizes, and themed giveaways for participating children.

Building for the Future

The grant also established the foundation needed to sustain and expand Sweet HELP in future years, including:

- Professional volunteer recruitment video
- Sweet HELP branding and program identity
- Volunteer identification badges supporting school security
- Volunteer recruitment, training, and coordination systems

Sweet HELP's success is the result of an extraordinary community partnership. Children's Literacy Project is deeply grateful for the leadership of Director of Teaching and Learning Barbi Riggs, Early Literacy Coach Katie Adams; the willingness of Principal Mark Looney to be the first to pilot the program; the enthusiasm of teachers and school staff across the district; the commitment of our volunteers; the support of local churches, community organizations, and families; and the outstanding leadership of Volunteer Coordinator Michelle Knight, whose dedication was instrumental in launching and growing the program during its inaugural year.



6R

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: GRAINNE TINNELLY

POSITION: 6th GRADE TEACHER - OAK HEIGHTS

JOB #: 7-0627

DATE: _____

BUILDING: Oak Heights

ADMINISTRATOR: Ryan Adams

Does this candidate hold a current Oregon License?	yes	☐	no	☒
Does this candidate hold an Out-of-State License?	yes	☒	no	☐
Is this candidate in the process of obtaining an Oregon License?	yes	☒	no	☐

Type of Endorsement: Elementary

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 8/31/2020

Other Information:

Office use only:	
Superintendent review date:	<u>7/10/20</u>
Board approval date:	<u>7/13/20</u>

Please accept this letter as my formal resignation from my teaching position, effective June 12, 2026.

This wasn't an easy decision. I truly love teaching, and I know it will always be something I'm passionate about. I've also come to care so much about this community, and I'm incredibly thankful for the chance to work with so many amazing students and families.

At this point in my life, though, I want to be home to raise my son. It's a decision that feels right for my family, even though it's hard to step away from a career I love.

Thank you for all of the support and opportunities over the years. I wish nothing but the best for the school and the community moving forward.

Sincerely,

Laurel Adams

4th Grade Teacher

Oak Heights Elementary

RECEIVED
JUL 10 2026