

SCHOOL BOARD MEETING AGENDA ***REVISED

To view the live board meeting, please visit the Sweet Home School District website and click the YouTube link: [shsd55or.gov](https://www.youtube.com/watch?v=shsd55or.gov)

District Office Conference Room

September 14, 2026, 6:30 p.m.

- | | | |
|---|------------|-------------|
| 1. Call the meeting to order/pledge | D. Keene | Action |
| 2. Agenda approval/changes | D. Keene | Action |
| 3. Public Comment | | |
| 4. Student & Personnel Reports/Comments | | |
| A. Certified & Classified Representatives | Presidents | |
| B. Student Report | | |
| C. Superintendent's Report | T. Martin | Information |
| 1. Enrollment/Attendance Update | | |
| 2. Principal Report-Strategic Plan Progress | | |
| A. <i>Pillar 1 - Safe & Engaging Schools</i> - Start up and inservice recap | | |
| B. <i>Pillar 2 - Thriving Students & Prepared Citizens</i> - School presentation | | |
| C. <i>Pillar 3 - Academic Success for All</i> - SB 141 | | |
| D. <i>Pillar 4 - Connected School Community</i> - Fall athletes meal put on by the booster club, guest presented by Middle School Leadership | | |
| 5. Consent Agenda | D. Keene | ALL Action |
| A. Approve Regular Board Minutes from the August 10, 2026 and the Special Board Meeting from August 5, 2026 | | |
| B. Approve hire of Cherrie Heimsoth, Special Ed Opportunity Rm at Foster Elementary effective August 31, 2026 | | |
| C. Approve hire of Richard Smithson, Special Ed LRC at the High School effective August 31, 2026 | | |
| D. Approve hire of Noah Talavera, Special Ed (PALS) teacher at Hawthorne effective August 31, 2026 | | |
| E. Accept resignation from Laura Jacobsma-Opdahl, TOSA Title Teacher at Foster Elementary effective immediately | | |
| F. Accept Resignation from Chris Sherburne, Science Teacher at the High School effective immediately | | |
| G. Approve hire of Phillip Ayer, Science Teacher at the High school effective August 31, 2026 | | |
| H. Approve transfer for Jennifer Ashcraft from High School Spanish Teacher to TOSA Title Teacher at Foster Elementary effective August 31, 2026 | | |
| I. Accept resignation from Jane Ydia, Special Ed PALS Teacher at Hawthorne Elementary effective immediately | | |
| J. Accept resignation from Elizabeth Eder, Special Ed Teacher at the High School effective immediately | | |
| K. Accept resignation from Deborah Suing, 5th Grade Teacher at Oak Heights effective immediately | | |
| L. Approve hire of Alex Day, 5th Grade Teacher at Oak Heights effective August 31, 2026 | | |
| M. Approve hire of Juan Vasquez, Spanish Teacher at the High School Effective September 8, 2026 | | |
| N. Approve hire of Kobe Olson, Natural Resources Teacher at the High School Effective August 31, 2026 | | |
| O. UPDATED: Accept resignation from Ofelia Damag, Special Ed Teacher at Foster Effective September 30, 2026 | | |

- P. **UPDATED:** Accept resignation from Razel Hamol, Special Ed Teacher at the High School Effective September 30, 2026
- Q. **UPDATED:** Resolution 4-2627- Board Resolution of Condolence for Scott Melcher
6. Information/Discussion ALL Information
- A. Budget Report K. Strong
- B. 25-26 Integrated Programs Annual Report K. Strong/B. Riggs
- C. **UPDATED:** High School Activity Gym Update- Glulam Roof Support Beam K. Strong/Josh Darwood
7. Action Items D. Keene Action
- A. Approve Board Policy - KNA - Immigration Enforcement on District Property
- B. Resolution 3-2627- Authorizing the District to use the CM/GC Contracting Method for the Upcoming SHHS Renovation and Construction Project
- C. **UPDATED:** Resolution 5-2627 - Emergency Procurement for Sweet Home High School Activity Gym Structural Repairs
8. Board Comments Information
9. Late Items
10. Future Agenda Items D. Keene ALL Information
- A. Next Board Officers Meeting - Monday, October 5, 2026 at 3:30
- B. October 9, 2026 - Teacher Inservice Day
- C. Next Board Meeting Monday, October 12, 2026 at 6:30
- D. October 22-23, 2026 - Parent Teacher Conferences
11. Adjournment D. Keene Action

5A

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

Board Chairman Dale Keene called the Special Board Meeting of the board of Directors of Sweet Home School District No. 55 to order at 5:00 p.m August 5, 2026.

Board Members in Attendance

Mike Adams, Dale Keene, Rachel Maynard ZOOM, Robert Webster, Chris Hiaasen ZOOM, Dustin Nichol, Mary Speck, Amanda Carter ZOOM Absent: Jenna Northern

Staff Members in Attendance

Superintendent: Terry Martin; Kevin Strong, Josh Darwood Darel Bidwell Classified; Michelle Bidwell, Sean McNellis; Board Recording Secretary: Julie Emmert

Other Attendance: Brandon Saveskie, New Era

1. Call the meeting to order & Pledge of Allegiance

2. Agenda Approval/Changes

Motion No. 26-46: Board Member Mike Adams moved to approve the special board meeting agenda. Board Member Mary Speck seconded the motion. The motion passed unanimously

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

Jenna Northern - AB

Mary Speck - yes

Dustin Nichol - yes

3. Information/Discussion

A. Board Goals - Superintendent Martin read through the 3 areas: Focus on Adopted Priorities, Use Data to inform decisions, Adherence to the Board-Superintendent Compact

B. Superintendent Goals- Goal Strategic Implementation: Communication & Transparency, Goal 2 Student Achievement U& SB 141 Compliance. Shared the evidence & accountability matrix

C. Superintendent Compacts- SHSD Board - Superintendent Operating Compact; Core Interaction, Board Goals, Meeting Protocols & Professionalism, Operational Framework, Professional Governance commitments

D. Board Policy 1st Reading

a. JO-AR - Student Data Suppression Rule

Superintendent Martin shared the information regarding this new proposed policy.

E. Addressed Letter to Board from Luke Augsburg.

- Dale Keene shared information regarding a letter addressed to the Board from Luke Augsburg. Certain related items were created during an executive session. The information was sent to the OSBA, which provided an affirmative response. Due to ongoing concerns from board officers, the matter was subsequently forwarded to the board's attorney. Dale Keene sent a letter to Luke Augsburg.

4. Action items

A. Approve Board Goals

Motion No. 26-47: Board Member Mike Adams moved to approve 2026-2027 Board Goals. Board Member Dustin Nichol seconded the motion. The motion passed 6 yes 2 no

Robert Webster - yes

Chris Hiaasen - Yes

5A
Rachel Maynard -no
Amanda Carter - yes
Mike Adams - yes
Dale Keene - yes
Jenna Northern -AB
Mary Speck -No
Dustin Nichol - yes

Discussion -

Mary Speck asked if similar goals had been established in the past and expressed concern regarding some of the wording.

Goals were defined as the objectives the board is working toward.

Dustin Nichol advised that issues should be directed to the board chair prior to meetings to allow for preparation and stated that this procedure helps prevent board members from discussing prohibited topics, such as personnel issues, during public meetings.

B. Approve Superintendent Goals

Motion No. 26-48: Board Member Mike Adams moved to approve 2026-2027 Superintendent Goals. Board Member Dustin Nichol seconded the motion. The motion passed 7 yes 1 no

Robert Webster - yes
Chris Hiaasen - yes
Rachel Maynard - yes
Amanda Carter - yes
Mike Adams - yes
Dale Keene - yes
Jenna Northern - AB
Mary Speck - no
Dustin Nichol - yes

Discussion

Mary Speck asked questions regarding STAR. Superintendent Martin explained what STAR is and how it is being used. STAR is the selected local measurement. ODE offered five options.

C. Approve Superintendent Compacts

Motion No. 26-49: Board Member Mike Adams moved to approve 2026-2027 Superintendent Compacts. Board Member Dustin Nichol the motion. The motion passed 7 yes 1 no

Robert Webster - yes
Chris Hiaasen - yes
Rachel Maynard - yes
Amanda Carter - yes
Mike Adams - yes
Dale Keene - yes
Jenna Northern - AB
Mary Speck -no
Dustin Nichol - yes

5. Adjourned at 5:48 pm

Signature, Board Chairman

Julie Emmert, Board Recording Secretary

SA

SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

Board Chairman Dale Keene called the Special Board Meeting of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m August 10, 2026.

Board Members in Attendance

Mike Adams, Dale Keene, Jenna Northern, Rachel Maynard, Chris Hiaasen, Robert Webster, Dustin Nichol, Mary Speck, Amanda Carter Absent:

Staff Members in Attendance

Superintendent: Terry Martin, Barbi Riggs, Brian Brands, Josh Darwood, Kevin Strong; Classified; Michelle Bidwell, Lisa Gourley; Board Recording Secretary: Julie Emmert

Other Attendance: Brandon Saveskie, New Era, Luke Augsburg, Chelsey Augsburg

1. Call the meeting to order

2. Agenda Approval/Changes

Motion No. 26-50: Board Member Mary Speck moved to approve the board meeting agenda.

Board Member Jenna Northern seconded the motion. The motion passed unanimously

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

Jenna Northern - yes

Mary Speck - yes

Dustin Nichol - yes

3. Public Comment: None

4. Information/Discussion

Personnel Reports/Comments

A. Superintendent's Report

- Josh Darwood delivered a presentation explaining the Construction Manager/General Contractor (CM/GC) delivery model, which the board is scheduled to consider for approval next month. Key benefits of the CM/GC approach discussed include:
 - Early contractor involvement during selection
 - Enhanced design alignment and input
 - Collaborative team approach
 - Proactive risk reduction
 - Transparent price negotiation
 - Seamless project execution and completion

5. Consent Agenda

- A. Approved Regular Board and Worksession Minutes from the July 13, 2026
- B. Approved hire of Kaley Siewert, 4th grade teacher at Oak Heights effective 8/31/26
- C. Approved hire of Scott Boyer, science teacher at the High School effective 8/31/26

- 5A
- D. Accepted Resignation of Maricel Rendado, Special Ed. Opportunity Teacher at Foster effective August 6, 2026
 - E. Approved hire of Ema Gardner, Social Studies Teacher at the High School effective August 31, 2026
 - F. Summer School Teachers: Approved hire Summer Anderson (HW), Liz Konstantin (OH), Pam Hayes (FO), Isabelle Cherrington (HO). Foster's dates are August 10-20, 2026. Hawthorne, Holley, Oak Heights- August 17-27, 2026.

Motion No. 26-51: Board Member Jenna Northern moved to approve the consent agenda as presented. Board Member Rachel Maynard seconded the motion. The motion passed unanimously

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

Jenna Northern - yes

Mary Speck - yes

Dustin Nichol - yes

6. Information/Discussion

A. Budget Report- Kevin Strong gave an updated budget report.

B. Auditor Letter Regarding Upcoming Audit. There is a questionnaire that board members can fill out and hand in or send directly to the auditor.

C. Board Policies - Second Reading

Chairman Dale Keene shared some changes - Board Committees BCE, GBN/JBA - AR is crossed out and so we added policy back in. Mary had asked question a few question and

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

5A

Motion No. 26-53: *Board Member Mary Speck moved to approve the consent agenda as presented. Board Member Rachel Maynard seconded the motion. The motion passed unanimously*

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

Jenna Northern - yes

Mary Speck - yes

Dustin Nichol - yes

D. Board Policy - First Reading

KNA- Immigration Enforcement on District Property

Kevin Strong shared information regarding these resolutions presented

7. Action Items

- A. Resolution #1-2627 - Authorize the District to issue and sell up to \$40 million in voter-approved general obligation bonds to fund student safety improvements, career and technical education facilities, and the replacement of aging high school buildings. The resolution also authorizes the Superintendent or Business Manager to finalize the bond structure and sale, appoint the necessary financing professionals, and complete the required tax, disclosure, and post-issuance compliance activities.

Motion No. 26-54: *Board Member Jenna Northern moved to approve Resolution #1 as presented. Board Member Mike Adams seconded the motion. The motion passed unanimously*

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

Jenna Northern - yes

Mary Speck - yes

Dustin Nichol - yes

- B. Resolution #2-2627 - Authorize the Superintendent or Business Manager to execute and deliver the OSCIM grant agreement on behalf of the District, along with any related documents necessary to secure the grant funding.

Motion No. 26-55: *Board Member Jenna Northern moved to approve the Resolution #2-2627 as presented. Board Member Mike Adams seconded the motion. The motion passed unanimously*

Robert Webster - yes

Chris Hiaasen - yes

Rachel Maynard - yes

Amanda Carter - yes

Mike Adams - yes

Dale Keene - yes

5A

Jenna Northern - yes

Mary Speck - yes

Dustin Nichol - yes

8. Board Comments: None

9. Late items: None

10. Future Agenda Items

- A. New Teacher Luncheon - August 25, 2026 at 11:30- Boardroom at District Office
- B. All Staff Inservice - September 1, 2026 - more details to come
- C. Next Board Officers Meeting - Monday, August 31, 2026 at 3:30
- D. Next Board Meeting TBD - Monday, September 14, 2026 at 6:30

11. Adjourned at 6:55pm

Signature, Board Chairman

Julie Emmert, Board Recording Secretary

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September 11, 2026

OFELIA DAMAG
Special Education Teacher
2241 Nandina St.
Sweet Home, OR
97386
ofelia.damag@shsd55or.gov
541-405-2927

To: **TERRY MARTIN**
Superintendent
Sweet Home School District #55
1920 Long Street
Sweet Home, OR 97386

Thru: **SHELLEY NURRE**
Principal
Foster Elementary School

Dear Terry and Shelly,

Good day! It is of my great pride and honor in working as Special Education Teacher for over 2 years.

Please accept this letter as formal notification that I am **resigning** from my position as a Special Education Teacher at Foster Elementary School effective **September 30, 2026**. I am providing this notice as my personal circumstance in relation with the recent revocation that affected my co-Filipino teachers. In this connection, I will not wait for my Notice of Revocation from the USCIS to come which makes me anxious everyday instead make this difficult decision to make my visa status clean and of no history.

I am incredibly grateful for the opportunity to have supported our students over the past years. It has been a deeply rewarding experience collaborating with our dedicated general education teachers, therapists, specialist, Psychologist and administration to provide individualized instruction, positive behavior supports, and progress monitoring.

Thank you once again for your professional guidance and support throughout my tenure here. I wish the school, the staff, and most importantly, our wonderful students, the absolute best in the future.

Sincerely,


Ofelia Damag



SP

September 11, 2026

To the Office of Superintendent
Sweet Home School District

Dear Sir Terry Martin,

Greetings!

Please accept this letter as formal notification that I am resigning from my position as a Special Education Teacher at Sweet Home High School. I am only staying until the end of September.

I want to express my sincere gratitude for the opportunity to teach in the Sweet Home School District over the past two years. Being recruited from the Philippines to teach here in Oregon has been a true privilege and a deeply meaningful experience.

I am incredibly grateful to you Sir Terry, the administration, and my colleagues for the warm welcome extended to me and the other Filipino Teachers. The support, kindness, and respect from the staff and community have helped me grow both personally and professionally as an educator.

I am committed to ensuring a smooth transition for my students at the sophomore Learning Resource Center before my departure, and I am happy to assist in handover duties in any way I can.

Thank you once again for your leadership, guidance, and support during my time with the district. I wish the Sweet Home School District continued success in the future.

Sincerely,



Razelle T. Hamol

Special Education Teacher
Sweet Home High School



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SWEET HOME SCHOOL DISTRICT NO. 55

Board of Directors

BOARD RESOLUTION OF CONDOLENCE

In Memory of Michael "Scott" Melcher

January 22, 1967 – August 28, 2026

WHEREAS, Michael "Scott" Melcher was a lifelong member of the Sweet Home community, a graduate of Sweet Home High School, Class of 1985, and a proud Husky whose life was deeply connected to the people and places of Sweet Home; and

WHEREAS, Scott dedicated his life to his family, his business, and his community, helping build a successful family logging business and creating a legacy that will continue through his sons; and

WHEREAS, Scott generously gave his time, energy, and leadership to organizations and causes important to the Sweet Home community, including the Sweet Home Boys & Girls Club, the Oregon Logging Conference, and the Linn County Fire Protection Board; and

WHEREAS, Scott was known for his kindness, respect, quiet strength, genuineness, and compassion, and for the way he consistently put others first; and

WHEREAS, Scott's commitment to Sweet Home reflected a deep belief in giving back to the community that had been his home throughout his life; and

WHEREAS, the Sweet Home School District Board of Directors recognizes the lasting impact Scott made on our community and the many lives he touched through his family, friendships, work, service, and generosity;

NOW, THEREFORE, BE IT RESOLVED, that the Sweet Home School District No. 55 Board of Directors extends its deepest sympathy and heartfelt condolences to Scott's wife, Wendi, his sons and their families, his parents, extended family, and all who mourn his passing.

BE IT FURTHER RESOLVED, that the Board honors the life and legacy of Michael "Scott" Melcher and recognizes his enduring contribution to the Sweet Home community.

Scott's life reminds us that a person's greatest legacy is not simply what they build, but the people they love, the lives they touch, and the community they leave stronger because they were part of it.

**Presented with heartfelt appreciation and sympathy
by the Sweet Home School District No. 55 Board of Directors**

**Presented this 14 day of September, 2026
by the Sweet Home School District No. 55 Board of Directors**

Dale Keene, Board Chair

Terry Martin, Superintendent



MEMORANDUM

To: Board of Directors

From: Josh Darwood
Kevin Strong

Subject: High School Activity Gym Update – Glulam Roof Support Beam

Date: September 11, 2026

ZCS Engineering has inspected a glulam roof support beam in the Sweet Home High School Activity Gym and has determined that the beam experienced a structural failure. As a result, the gym has been immediately removed from service.

Temporary shoring has been installed beneath the affected beam to stabilize the structure. (A picture of the shoring is attached following this memo.) While the shoring addresses the immediate risk, it is a temporary measure and does not constitute a permanent repair. The gym cannot be returned to normal use until the structural condition has been appropriately repaired and the building has been determined to be safe for occupancy.

As part of its evaluation, ZCS Engineering also reviewed the other glulam roof beams and identified the need for corrective work intended to address similar conditions and reduce the risk of additional beam failures.

Recommended Contractor

ZCS Engineering has recommended that the District retain Western Wood Structures to complete the specialized engineering and repair work.

Western Wood Structures specializes in the evaluation and repair of large timber and glulam structural systems. Based on the recommendation of ZCS Engineering, the specialized nature of the required work, the need to coordinate engineering, fabrication and installation, and the District's need to restore the gym to service as quickly and safely as possible, staff recommends directly contracting with Western Wood Structures rather than delaying the work to conduct a conventional competitive procurement.

Western Wood Structures Proposal and Cost

On September 11, 2026, Western Wood Structures provided the District with a proposal to repair and upgrade all three existing glulam roof beams in the activity gym. The proposed

scope includes engineering and construction documents, materials, equipment and labor; a post-tensioning system for all three beams; and stitch repairs to Beams 2 and 4.

Western Wood Structures quoted a lump-sum price of \$209,757, consisting of \$22,625 for engineering/submittals, \$79,500.16 for materials delivered to the jobsite, and \$107,631.84 for labor and equipment.

The proposal identifies approximately 3 to 4 weeks for repair design calculations and drawings, 5 to 6 weeks for material procurement and shipment, and 2 to 2.5 weeks for on-site structural repair work. District staff will work with Western Wood Structures and ZCS Engineering to move the work forward as quickly as practicable while maintaining required safety and quality standards.

The \$209,757 proposal does not include certain Owner-provided or separately incurred costs, including shoring, gym floor protection, permits, special inspections, final finishes, and bond fees. Accordingly, the District's total cost to complete the emergency repair may exceed the Western Wood Structures lump-sum amount.

Emergency Procurement

Under ORS 279C.320, contracts for emergency work involving public improvements are procured under ORS chapter 279B. ORS 279B.080 authorizes emergency procurements and requires the contracting agency to document the nature of the emergency and the method used to select the contractor.

The failure of a structural roof member, the continued need for temporary shoring, the resulting closure of the gym, and the potential for related conditions affecting other structural members constitute circumstances requiring prompt action to address a substantial risk to public safety and interruption of District services.

For emergency construction services, ORS 279B.080 requires competition that is reasonable and appropriate under the emergency circumstances and permits direct appointment without competition in cases of extreme necessity.

Staff believes the circumstances support direct appointment of Western Wood Structures. Delaying the work for a conventional competitive procurement would unnecessarily prolong the closure of the facility, while ZCS Engineering has specifically recommended Western Wood Structures for this specialized and time-sensitive repair.

Recommendation

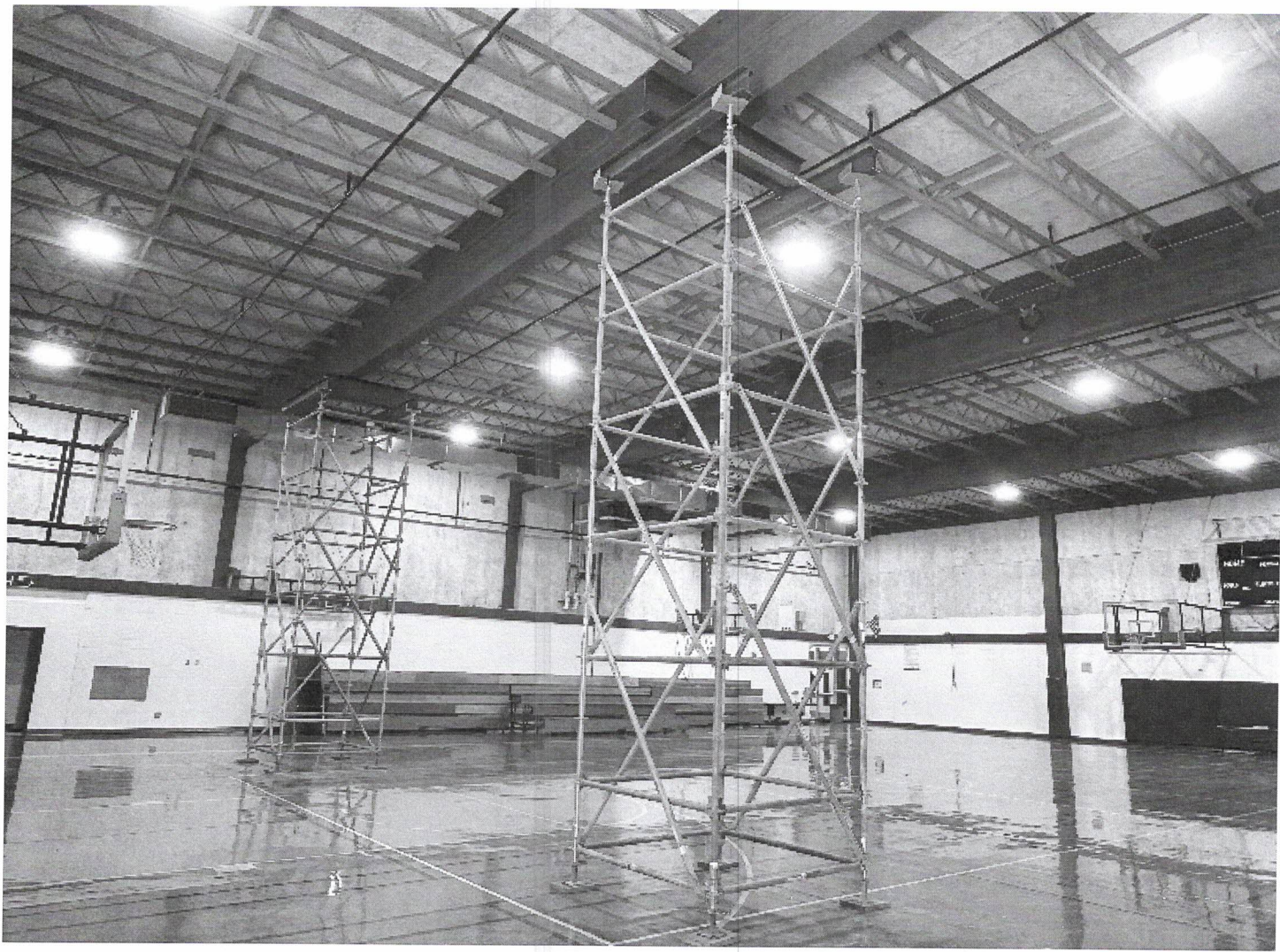
District staff recommends that the Board:

1. Declare that the structural failure and related conditions at the Sweet Home High School activity gym constitute an emergency for purposes of Oregon public contracting law;
2. Approve the use of an emergency procurement for the engineering and structural repair work;

3. Authorize the direct selection of Western Wood Structures based upon the recommendation of ZCS Engineering and the specialized and time-sensitive nature of the work; and
4. Authorize the Superintendent or designee to negotiate and execute a contract with Western Wood Structures substantially consistent with its September 11, 2026 proposal, with a base contract amount of \$209,757, plus any legally required bond costs, for the engineering, fabrication, installation and structural repair work necessary to remedy the emergency condition.

The contract and related work will remain subject to applicable prevailing wage, insurance, bonding, permitting, special inspection and other legal requirements. Any additional Owner-provided or separately procured work required to facilitate the repair will be handled in accordance with applicable District policy and public contracting requirements.

Attachment: Western Wood Structures proposal dated September 11, 2026 (WWSI #26-R-042).





September 11, 2026
Sweet Home High School
Roof Beam Upgrade
Sweet Home, Oregon
WWSI# 26-R-042

Sweet Home School District 55
Attn: Josh Darwood – Facilities Director
1920 Long Street
Sweet Home, Oregon 97386
Josh.darwood@shsd55or.gov

Josh,

As requested, Western Wood Structures (WWS) has produced a proposal with price and scope of work to repair and upgrade the three (3) existing glued-laminated roof beams in the gymnasium at Sweet Home High School in Sweet Home, Oregon. WWS will provide engineering, material, equipment, and labor to perform the required repairs/upgrades to the designated roof beams.

Scope of Work

Structural Roof Beam Repair/Upgrade Over Gymnasium Space

Timber roof system to be repaired and upgraded to carry all existing and code-prescribed loads as required by the current building code adopted by the State of Oregon.

- A. Engineering – Provide engineering services as noted below
1. Design structural beam repairs/upgrades for three (3) glulam roof beams.
 2. Prepare and submit for review by Owner, engineered design and construction documents for the roof beam repairs/upgrades.
 3. Project Engineer supervision to coordinate and execute work according to plans and specifications.
 4. Prepare and submit a letter of conformance stating all work is completed to specification.



(800) 547-5411
(503) 692-6900



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20675 SW 105th Ave.
P.O. Box #130
Tualatin, Oregon, USA 97062



September 11, 2026
Sweet Home High School
Roof Beam Upgrade
Sweet Home, Oregon
WWSI# 26-R-042

- B. Material and Labor – Supply and install all material, equipment, and labor as noted below
1. Three (3) Beams – These beams must have their bending capacity increased. This will be achieved by installing a post-tensioning system on the beam to reduce the bending stress. This post-tensioning system must use high strength steel strands to reduce bending stress through the overstressed portion of the beam. The attachment of the post-tensioning system at the beam ends must actively transfer the tensile forces from the post-tensioning system to the beam. A calibrated hydraulic tensioning system must be used to accurately install the proper tension in each cable.
 - i. The post-tensioning system will be added to the side of the existing beam.
 - ii. The post-tensioning system to be added is estimated at (8) cables per beam using ½" high-strength low relaxation steel post-tensioning cables.
 - iii. The post-tensioning system must connect into and fully transmit the cable loads into the existing beam through the cable anchors.
 2. Beams 2 and 4 – install stitch repair on the main span to restore full section. The connection between the split sections must be designed in such a way as to transmit all required shear, bending, and axial forces and induce composite action between the sections. This repair will require the beam to be temporarily shored.
 - i. The stitch repair is estimated using 9/16"Ø x 60" ASSY VG RH screws.
 3. Equipment and all incidentals.



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20675 SW 105th Ave.
P.O. Box #130
Tualatin, Oregon, USA 97062



September 11, 2026
Sweet Home High School
Roof Beam Upgrade
Sweet Home, Oregon
WWSI# 26-R-042

General Conditions:

1. Owner/GC to provide free and clear access to all work areas at the beams by removing obstructions that may interfere with our work such as electrical wiring, old equipment, lighting, utilities, sprinklers, HVAC, rooftop equipment, and roof membrane where needed, etc.
2. Owner/GC to provide shoring at broken beams. WWS to coordinate tower locations.
3. Owner/GC to provide protection to the gym floor surfaces for the work and equipment to be used.
4. Owner/GC to provide free and clear access to the floor beneath the work area for installation and use of lifts to access the work at the beam levels.
5. Owner/GC to restrict access beneath the beams for the duration of the work.
6. Owner/GC to provide sufficient space inside gymnasium for material staging and storage.
7. Owner/GC to provide free use of electricity.
8. Owner/GC to provide free use of sanitary facilities.
9. Owner/GC to dispose of demolished material, if required. WWS to stockpile demolished material on site or in an owner-supplied dumpster.
10. This bid is based on one continuous operation and 40-hour work weeks on straight time.
11. For repair design calculations and drawings, please allow 3 to 4 weeks.
12. Please allow 5 to 6 weeks for material procurement and shipment.
13. For structural system repair/replacement work on site, please allow 2 to 2.5 weeks.
14. Owner/GC to hire and pay the costs of special inspections and permitting, if required.
15. This quote is based on Carpenters' Union prevailing wage labor rates.
16. All scope of work, conditions and exclusions within this proposal shall become an exhibit in any sub-contract issued to WWS.

Exclusions:

1. Demolition/moving of any material not specifically mentioned above.
2. Installation or repair of the roofing, decking, insulation, pilasters, gym floor, etc.
3. Design, supply, installation, and removal of shoring.
4. Gym floor protection for use of scissor lifts and work described above.
5. Final finishes to wood and steel.
6. Building permits and/or associated costs.
7. Special inspection costs. WWS will coordinate inspection with company contracted by Owner/GC.
8. All work not described above.
9. All bond fees.



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info@wwsi.com



20675 SW 105th Ave.
P.O. Box #130
Tualatin, Oregon, USA 97062



September 11, 2026
Sweet Home High School
Roof Beam Upgrade
Sweet Home, Oregon
WWSI# 26-R-042

Schedule of Values

1. Engineering/Submittals	\$	22,625.00
2. Material FOB Jobsite	\$	79,500.16
3. Labor and Equipment	\$	107,631.84
Total	\$	209,757.00

Lump Sum Price: \$209,757.00

Payment Terms:

- 25% Down Payment (Lines 1 & 2) – \$25,531.29 – Due Upon Receipt
- 25% Progress Payment (Lines 1 & 2) - \$25,531.29 – Billed at First Submittal – Net 30
- 25% Progress Payment (Lines 1 & 2) - \$25,531.29 – Billed After Production – Net 30
- 25% Progress Payment (Lines 1 & 2) - \$25,531.29 – Billed at Time of Shipment – Net 30
- Progress Payments from Line 3 Billed Bi-Monthly During Construction
- Balance Net 30 Days ADI, OAC
- No Retainage

Respectfully Submitted
Western Wood Structures, Inc.

A handwritten signature in cursive script that reads 'Zachary J. Foster'.

Zachary J. Foster, P.E.
Senior Project Engineer

WWS's payment terms are outlined above. Acceptance of this proposal includes acceptance of the payment terms. This proposal may be accepted by issuing a purchase order and attaching this proposal as reference.

Accepted by: _____ Date: _____

Position: _____



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P.O. Box #130
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Sweet Home School District #55

RESOLUTION NO. 5-2627

**EMERGENCY PROCUREMENT FOR SWEET HOME HIGH SCHOOL
ACTIVITY GYM STRUCTURAL REPAIRS**

WHEREAS, ZCS Engineering inspected a glulam roof support beam in the Sweet Home High School Activity Gym and determined that the beam experienced a structural failure, resulting in the gym being removed from service and temporary shoring being installed;

WHEREAS, ZCS Engineering also reviewed the other glulam roof beams and identified corrective work intended to address similar conditions and reduce the risk of additional beam failures;

WHEREAS, ZCS Engineering recommended that the District retain Western Wood Structures, Inc. (WWS) to perform the specialized engineering and structural repair work;

WHEREAS, WWS submitted a proposal dated September 11, 2026, to repair and upgrade three existing glulam roof beams, including engineering, materials, equipment, and labor, for a lump-sum price of \$209,757;

WHEREAS, delaying the work to conduct a conventional competitive procurement would unnecessarily prolong the closure of the facility and is not in the District's best interest given the structural failure, the temporary shoring, the need for corrective work on related structural members, and the specialized and time-sensitive nature of the work; and

WHEREAS, the Board of Directors finds that these circumstances constitute an emergency requiring prompt execution of a contract to remedy the condition.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
SWEET HOME SCHOOL DISTRICT NO. 55:**

1. The Board declares that the structural failure and related conditions at the Sweet Home High School Activity Gym constitute an emergency for purposes of Oregon public contracting law.
2. The Board authorizes the District to use emergency procurement procedures for the engineering, structural repair, fabrication, installation, and related work necessary to remedy the emergency condition.

3. The Board approves the direct selection of Western Wood Structures, Inc., based on the recommendation of ZCS Engineering, WWS's specialized expertise, and the need to restore the facility to service as promptly and safely as practicable.
4. The Board authorizes the Superintendent or designee to negotiate and execute a contract with Western Wood Structures, Inc. substantially consistent with its September 11, 2026 proposal, with a base contract amount of \$209,757, together with required bond costs and other reasonably necessary changes or ancillary costs associated with completing the emergency repairs, subject to applicable District policy, budget authority, and legal requirements.
5. The Board authorizes the Superintendent or designee to take such additional actions as are reasonably necessary to complete the repairs and restore the Activity Gym to service, including coordination of permitting, special inspections, insurance, bonding, prevailing wage compliance, and other applicable requirements.

ADOPTED by the Board of Directors of Sweet Home School District No. 55 this 14th day of September 2026.

Dale Keene, Board Chair

Terry Martin, Superintendent