



March 21, 2021

Dr. Hattirick
Interim Superintendent
Rainier School District
28168 Old Rainier Road
Rainier, OR 97048

Dr. Hattrick,

I wanted to follow up our recent telephone conversation with some additional information regarding the Business and Operations Review. The proposal provided is a general outline of the process we will utilize should your district decide to move forward. The following provides further details regarding process.

Initially I will be asking your district to provide a variety of documents depending upon the areas ultimately selected for review. These documents will include board policies, procedure documents, manuals and handbooks, labor contracts, etc. In addition, I will be sending a self-evaluation document to be completed by staff prior to beginning the review. These documents will to some extent drive the questions we ask in the interview phase of the review. My team will interview staff who work in or supervise the specific areas reviewed. For example, the business manager, payroll clerk, accounts payable staff, human resources personnel, etc. During these interviews we will review practices and procedures on a more in-depth basis. At this time, we will look for best practices that may be in place in the district as well as identify areas the district might want to consider modifications to.

Following our interviews, I will draft a written report summarizing our findings, highlighting best practices and offering suggestions for possible changes. Our recommendations will include best practices identified in other districts that you may consider implementing in your district. I will review the initial draft report with you to address our findings and allow staff to provide feedback. There may be situations where our interpretation of procedures or practices are incorrect. By reviewing the draft, we hope to ensure the utmost accuracy in our findings. I will finalize the report and be available to clarify any questions or concerns related to the recommendations.

If you have additional questions or would like any further clarification regarding the review process, please don't hesitate to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Angie Peterman".

Angie Peterman,
Executive Director

Angie Peterman
Executive Director

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