



**Board of Directors Meeting
Regular Session - 6:00 PM**

**AGENDA - EXPLANATION
Thursday, December 17, 2020
Virtual Meeting
Remotely Via Zoom
Stayton, OR 97383**

VISION

*We change kids' lives through a commitment to excellence,
integrity, equity, and community engagement*

NSSD MISSION STATEMENT

*Ensure students reach their highest academic and vocational
potential and develop into productive citizens*

GUIDING PRINCIPLE

Do what is best for all kids

BOARD GOALS

- 1. Offer the most comprehensive program possible for students and the appropriate staffing to support our commitment to doing what is best for all kids*
- 2. Celebrate the successes of the District and community*
- 3. Routinely monitor the effectiveness of District programs and services in order to better serve all kids*
- 4. Build and sustain dynamic relationships with stakeholders of the District through proactive communication exchanges*

The board packet is available on the District's website at www.nstantiam.k12.or.us under District>Board of Directors>Agendas/Minutes.

The North Santiam School District Board of Directors will meet in Regular Session on December 17, 2020 at 6:00 pm via Zoom. Access to the agenda, agenda explanation, and board packet can be located on the District website at www.nstantiam.k12.or.us > School Board.

1. CALL REGULAR SESSION TO ORDER

The Regular Session of the North Santiam School District's Board of Directors is called to order at 6:00 pm via Zoom using the link information listed below. It is an open meeting of the Board and the public is allowed to observe. On the agenda is a place for public comment. Those in attendance that wish to address the Board during this time must complete a public comment request available via the link PUBLIC COMMENT CARD prior to this point in the agenda. Comment cards are also available in

person in the District Office but must be completed prior to 4:00 pm on the day of the meeting. Speakers may offer objective criticism of school operations and programs however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks that anyone wishing to communicate a complaint of this manner follow the proper administrative process in Board policy KL (Public Complaints). This information is available on the District website.

Join Zoom Meeting

<https://nsantiam-k12-or-us.zoom.us/j/89920569230?pwd=YkRXa2VMaEVzZlhjM3IveDgvUFZEUT09>

Meeting ID: 899 2056 9230 Passcode: 200481

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: MIKE WAGNER

PLEDGE OF ALLEGIANCE: MIKE WAGNER

2. APPROVAL OF THE AGENDA

Any changes to the board packet after posting on December 11, 2020 are noted below:

Added Attachments-

6.2-General Fund Board Financials 20.21

8.2- Board Policies GCPC/GDPC, JB, JFCM and LBEA

Added Agenda Items-

Removed Agenda Items-

DRAFT MOTION-AGENDA APPROVAL

Motion that the Board approves the agenda as modified.

Motion Made By:

Vote:

3. SPOTLIGHT

This item is set aside for informational presentations that are not recurring agenda items.

1. Stayton Booster Club Annual Report

Representatives from the Stayton Booster Club will be present to give their annual report.

6

4. STUDENT BUSINESS

5. PUBLIC COMMENT

The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts in a respectful way. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair may direct the speaker to the proper administrative process found in Board policy KL which can be found on the District's website. Those who have completed a comment request will now be called (in the order they were received) to turn on their video and microphones to address the Board. Once their comment is complete, they are asked to mute themselves and turn off their cameras. Please note that speakers will have three minutes to express their thoughts.

6. REPORTS

1. Superintendent's Report

2. Business Director's Report	41
3. Student Success Act Report	
4. Special Education Annual Report	42
5. 2019-2020 Staff Exit Interview Summary Report	45
6. Community Engagement Committee Report	46

The Community Engagement Committee is a sub-committee of the NSSD Board of Directors made up of NSSD staff and two board members. Tass Morrison is the committee chair and Alisha Oliver is a member of the committee. The committee meets monthly and this item is for a monthly report of meeting minutes.

7. **CONSENT AGENDA**

In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.

1. *Approval of Meeting Minutes* 48

The minutes from the previous month's meeting are submitted for Board review and approval.

2. *Licensed Staff Changes* 54

School boards must approve the hiring and annual renewal and non-renewal of the Licensed staff contracts. Any changes in Licensed staff since the last board meeting are listed below. Only new hires require board approval; building transfers, resignations and retirements are for information only.

Resignations

Jim Fitzgerald - SHS Math Teacher

3. *NSSD Policy Update Approvals* 55

Updates to NSSD Board Policies were presented first readings at the November meeting and are now being brought back for approval.

The first policy was recently discovered to be accidentally left unfinished during the total policy rewrite process in October 2017. The HR Director has made the appropriate changes to bring the policy into line with the District's current practices. The attachment first shows the policy as it's intended to be and the 2nd pages displays the policy as it currently exists now.

- GCBDD_GDBDD-Sick Time
The second set of policies is as a result of the Oregon State Board of Education adopting a temporary Oregon Administrative Rule (OAR) 581-022-2312 entitled "All Students Belong". This rule took effect Sept 18, 2020 and requires that districts, ESDs, public charter schools and others receiving state funding for education adopt a policy by January 1, 2021 prohibiting symbols of hate and addressing bias incidents.
- ACB-All Students Belong
- ACB-AR-Bias Incident Complaint Procedure

4. Action on Consent Agenda

DRAFT MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda including; 7.1-11/19/20 Regular Session Meeting Minutes and 7.3-Policy Updates to GCBDD/GDBDD, ACB AND ACB-AR.

Motion Made By:

Vote:

8. **NEW BUSINESS**

1. **2021-23 Willamette ESD Local Service Plan Approval**

64

The Willamette ESD Board of Directors approved their Local Service Plan (LSP) for 2021-23. The LSP Resolution must now be approved by the school boards they serve in preparation for next school year.

DRAFT MOTION-2021-23 WESD LOCAL SERVICE PLAN RES #121720A

Be it resolved that, pursuant to the provisions of ORS 334.175, the Board of Directors of the North Santiam School District approves the 2021-23 Local Service Plan Resolution.

Motion Made By:

Vote:

2. **NSSD Policy Updates/First Reading**

66

The following updates to NSSD Board policies have been recommended from the Oregon School Boards' Association as part of their Policy Plus subscription program. They are presented for a First Reading this month.

JB- Equal Ed Opportunity

JFCM-Threats of Violence

GCPC/GDPC-Retirement of Staff (delete old and replace)

LBEA-Resident Student Denial for Virtual Public Charter School Attendance

9. **INFORMATION ONLY**

1. **Student Enrollment:**

Current enrollment is approximately 2,119 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 156

Sublimity: 342

Stayton Elementary: 314

Stayton Intermediate/Middle: 470

(SIS: 138 SMS: 332)

Stayton High: 727

Options Academy: 107

2. **Future Agenda Items:**

74

A list of possible future agenda items is attached as part of the board packet. Board members may request that additional items be posted to this list.

3. **Upcoming Board Events & Activities:**

Information regarding activities across the District can be found on the website at www.nisantiam.k12.or.us

Regular Session-Board Meeting: January 14, 2021

6:00 pm ~ location TBA

Regular Session Board Meeting: February 18, 2021

6:00 pm ~ location TBA

10. **BOARD ANNOUNCEMENTS**

Announcements for this meeting:

Possible Future Agenda Items:

11. ADJOURN

Time:

EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.

2019 / 2020 Booster Update

December 17th, 2020 School Board Meeting

19/20 Booster Update

This is the 19/20 update... not the 20/21.

19/20 was our BEST fiscal year ever! Tonight's report will be fun!

Next year's... not so much.

19/20 Booster Board

President

Teresa Jones

Vice-President

Randy Forrette

Treasurer

Susie Benson

Randy Berning 20/21

Secretary

Jody Classen

Board

Daren Classen

Board

Sharon Goodman

Board

Jennifer Jungwirth

Board

Van Schoenborn

Board

Joanie Wigginton

19/20 School Spirit Activities

40th Annual Auction

Free Shirts at Home Games

Fog Machine and Spotlight at Home Games

Food Truck at Home games

Booster Shack at Home Games

Booster Gear Donations to Senior Class

All State Senior Awards

Graduation activities





19/20 Community Activities

Senior “Party” (adapted for Covid)

Adopt-A-Road Litter Patrol (Spring and Fall)

Independence Day Parade

FFA Auction Donation

Attended Locker Registration Day & Future Eagle Night

Publish Sports Program each sports season

Scholarships - **\$10,000**

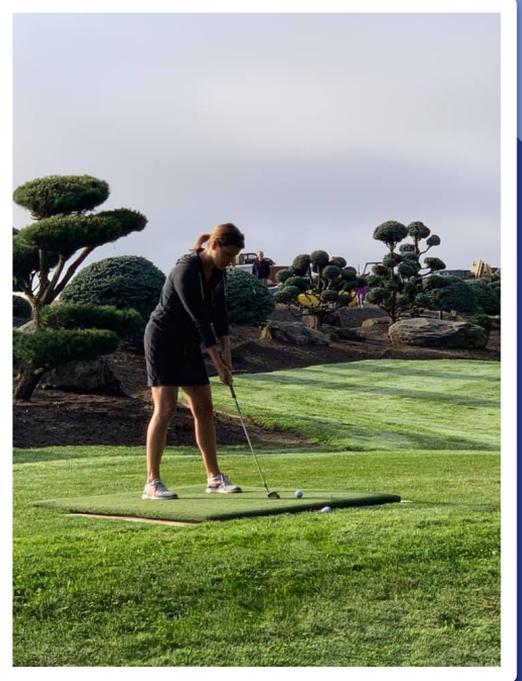
Ram/Eagle Hole in One Golf Tournament - **\$3,000** Scholarships





Ram Eagle
KP LEADER
board

<u>Womens</u>	<u>Men's</u>
1. Jody Classen 18'0	1. Drew Dickey 2'11
2. Michelle Heuberg 2'11	2. Troy Irving 2'10
3. Camille Dickey 2'11	3. Randy Wolf 2'11



19/20 Team Support

PTNW Trainer & supplies - partner with NSSD - \$4,121

Cash to teams - \$13,160

Meal Allowance - \$1,160

Swimsuits for swim team - \$1,580

Cheer uniforms - \$5,200

Wrestling uniforms - \$2,003



19/20 Grounds Improvement

Gym Interior Update

Paint ceiling and walls - \$16,140

New logo and eagle - \$12,500

Replace backboard padding - \$810

Banners, signs, and misc. - \$2,902

Lobby restrooms paint, flooring, sinks, and faucets - \$6,719

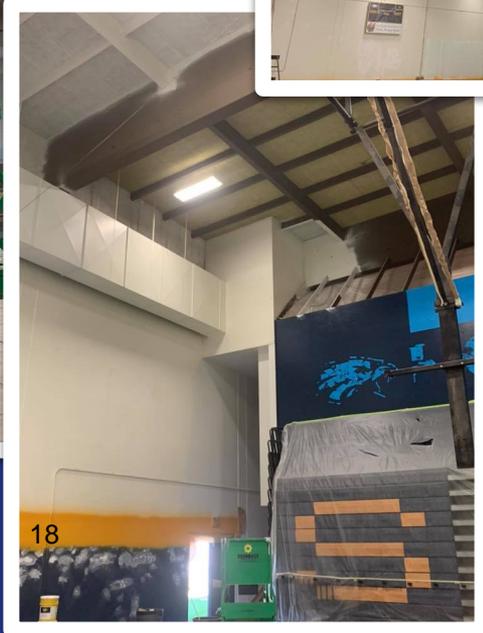
Lobby restroom stalls - partnered with NSSD - \$3,500

Tennis court resurfacing - \$18,750

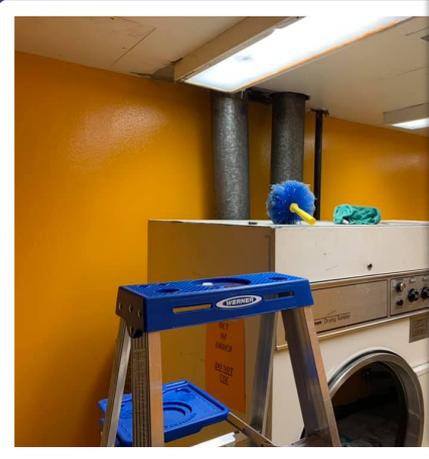
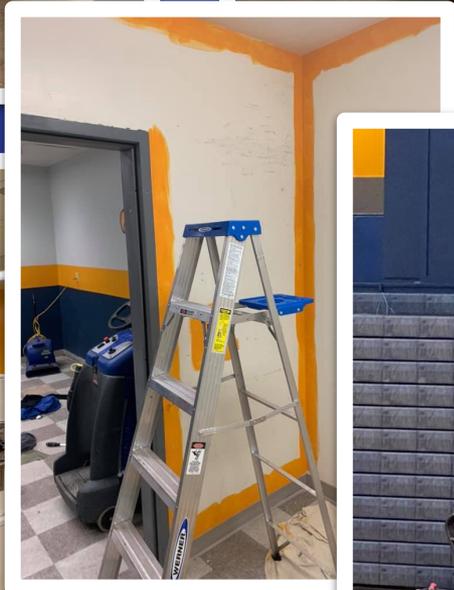
Softball Hitting Facility - \$13,358

Aluminum Bleachers (5 sets - new to us) - \$12,500

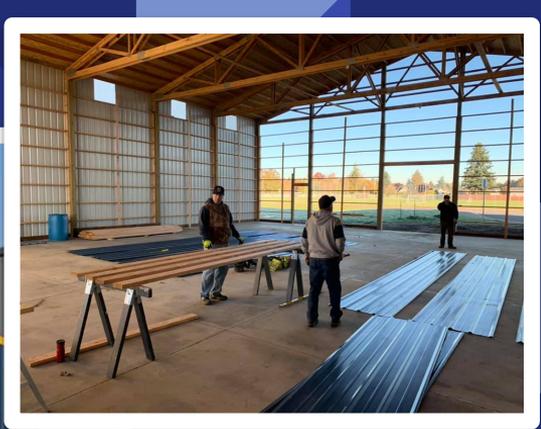
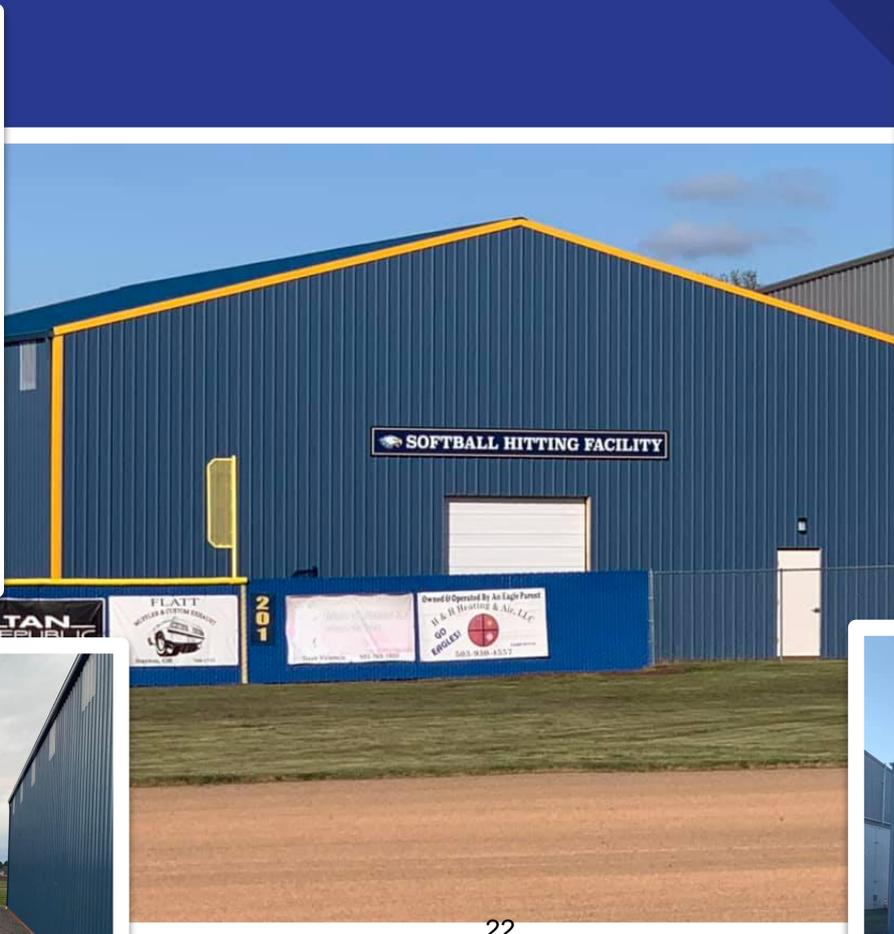
Basketball Roster Boards - \$2,779













19/20 Grounds Improvement

More signage and Eagle statues - **\$12,717**

Rocked parking & road for baseball hitting facility - **\$849** (donated)

Bulk Materials Storage Area - **\$1,020**

Garbage cans and lids - **\$1,311**

Baseball outfield irrigation - partnered with NSSD - **\$2,000**

Expanded Booster Garage - **\$2,594**

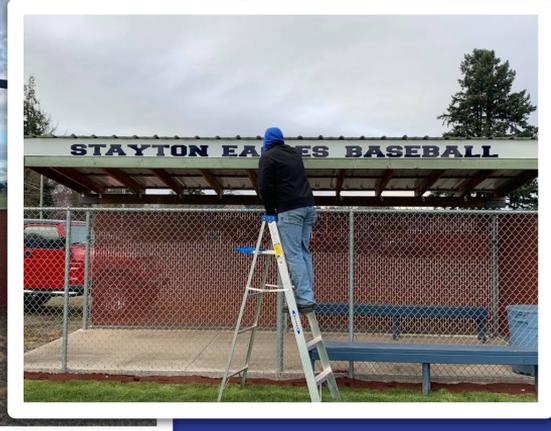
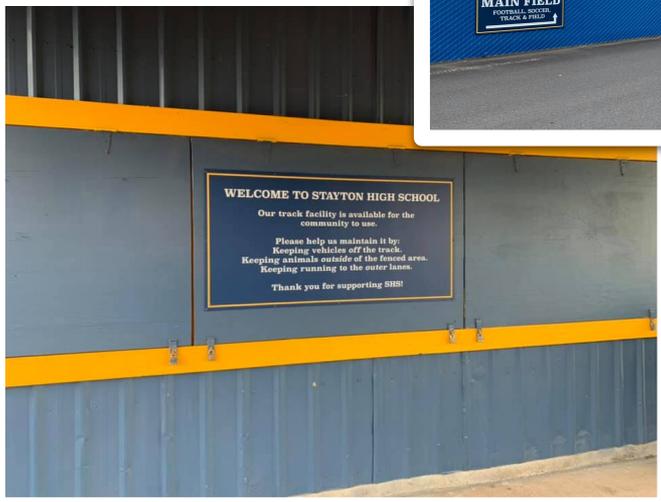
Flooring and paint update of staff restrooms - \$0 (donated)

Flooring and paint update of counselor office - \$0 (donated)

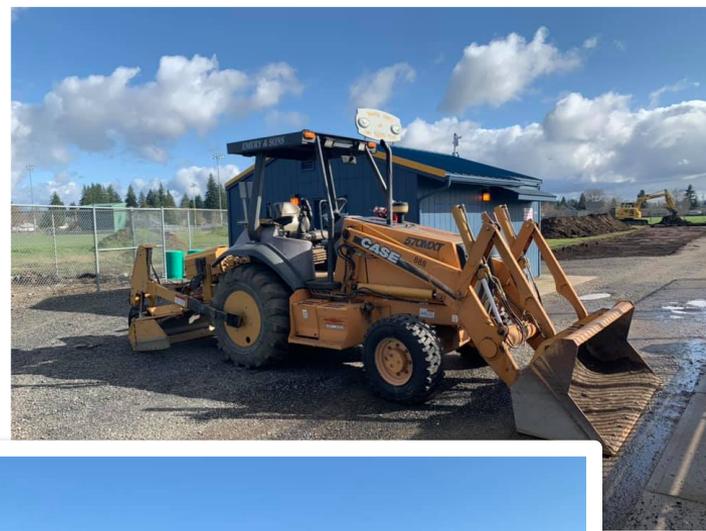
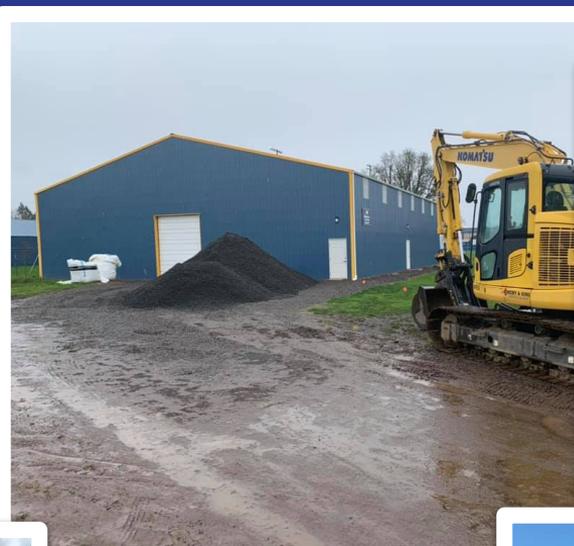
Pumphouse - labor for Siding, Trim, Roof, & Paint - \$0 (NSSD paid)

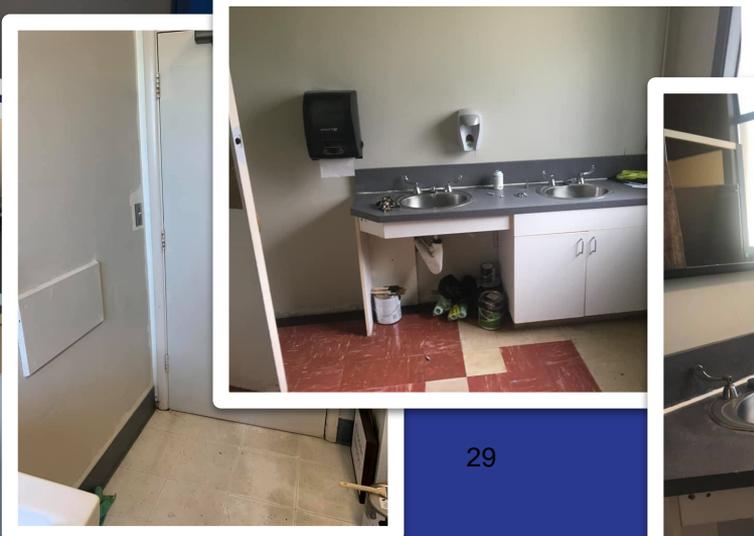
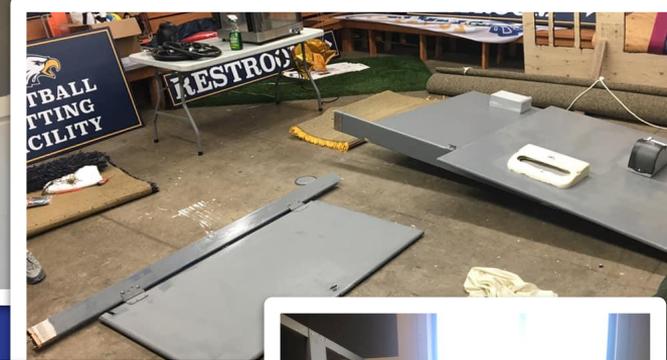
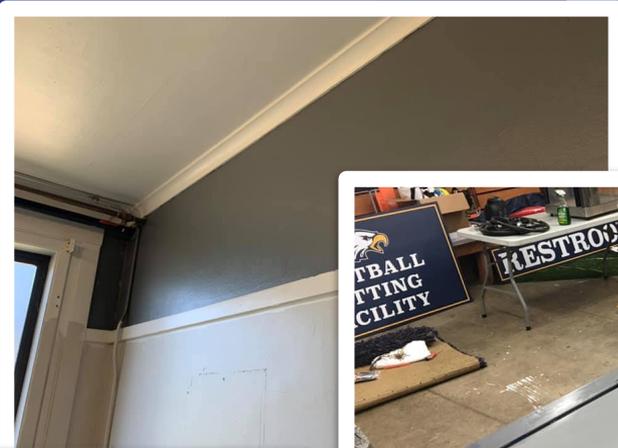
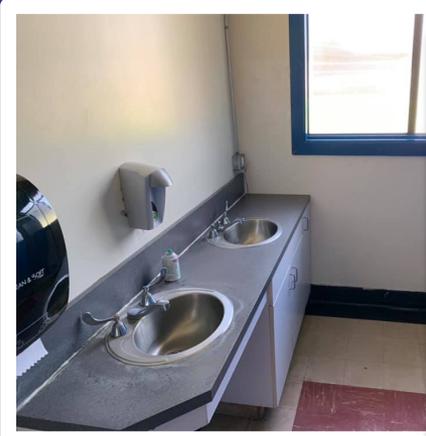
Maintenance Yard Fence Replacement - \$0 (NSSD paid)

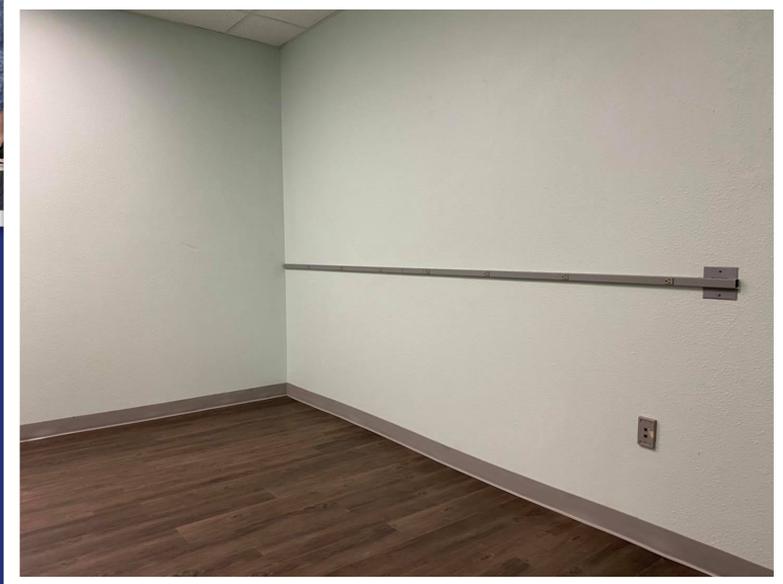
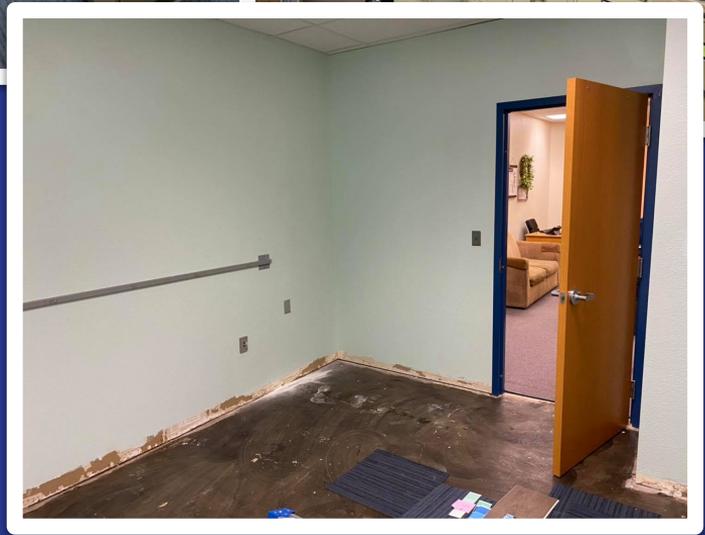
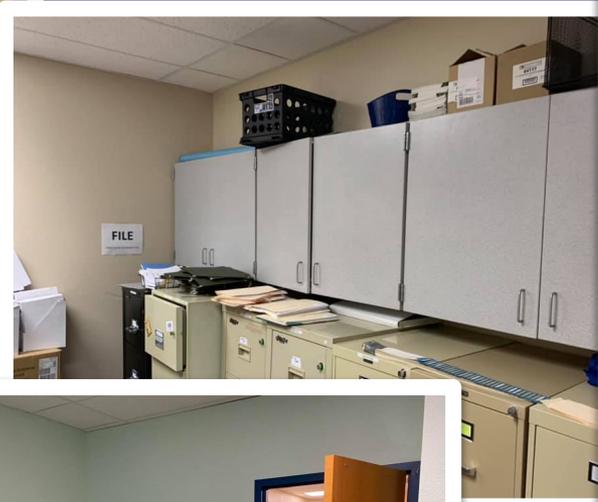
Main Field Bottle Filler Water Fountain - **\$3,985**



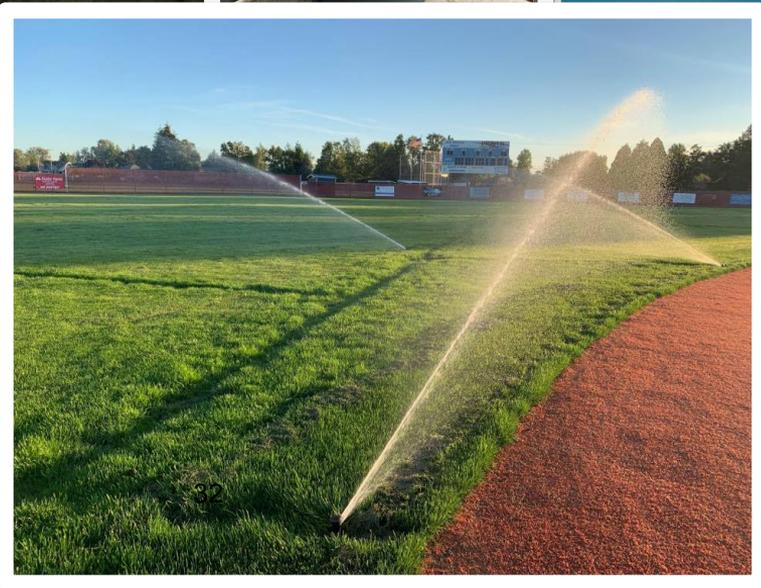












19/20 Booster Total Grants Given

19/20 Booster Total Grants Given

\$182,928

Booster Numbers

Year	Gross	Expenses	Exp %	Members	Auction
19/20	\$215,209	\$5,267	2.45%	86	\$125,341
18/19	\$166,845	\$4,118	2.47%	92	\$89,230
17/18	\$158,545	\$4,441	2.80%	84	\$73,937
16/17	\$90,268	\$2,716	3.01%	82	\$62,819
15/16	\$147,890	\$2,000	1.35%	57	\$84,767
14/15	\$37,252	\$500	1.34%	12	\$25,421
20/21-YTD	\$8,792 (Down 88% YTD)			9	\$0

20/21 Fiscal Year

Meetings and membership have been limited to 9 board members

We've been working to finish the gym update - just finished
Automated cameras for main field and gym - Broadcast viewing
Removed U from SUHS on the bleachers
One more eagle head sign to be installed soon

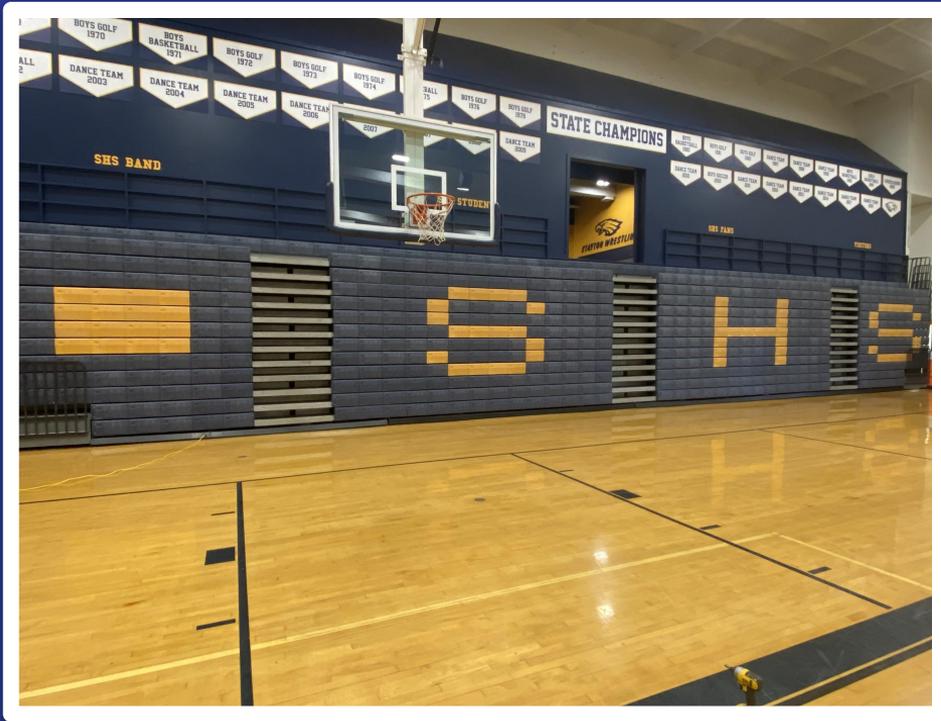
41st annual auction has moved to July

Our current focus

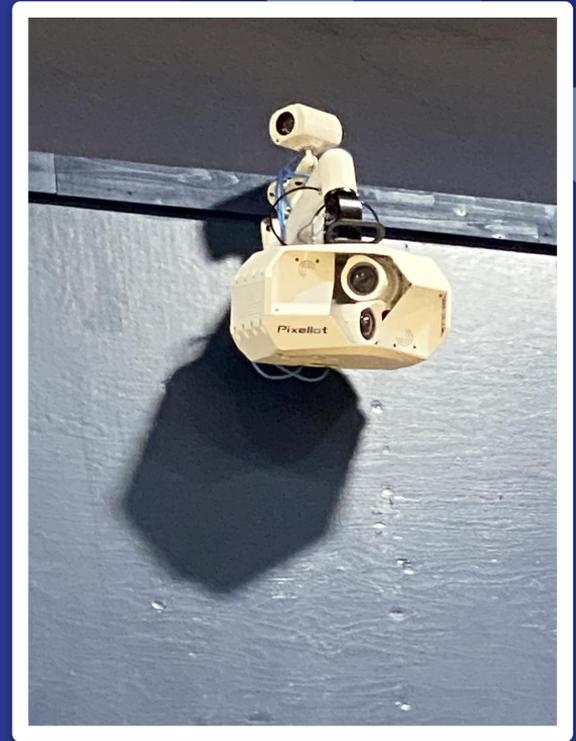
We intentionally slowed down with Covid and the fires

Cover the \$10,000 in annual scholarships & expenses

If possible, fundraise to resurface the main gym floor



Tass had the idea to remove the “U”³⁷



Automated cameras on main field and in the gym

What's next?

Next major project will be resurfacing the gym floor
Currently working on designs and started fundraising
Hoping for completion Summer of 2021
Sanding down to bare wood
Restaining, new lines, and new graphics
Considering lighter, two-tone wood:



What's next?

Assist with turfing the softball field

Main field entrance should happen in the next few years

New path leading to the field entrance behind the gym

Concrete the gravel entrance

New permanent ticket booth

Possible addition of a pavillion

2020 is not stopping us long-term. We are using this time to reset and recharge. We are looking forward to resuming activities!

Thank you NSSD!

These improvements do NOT happen without your support!

Andy Gardner, Susanne Stefani, Darren Shryock, Vicky Storey, and the NSSD school board have been excellent partners!

I would like to personally thank the Booster Board

The boosters appreciate all the efforts of NSSD!

**2020-21 BOARD FINANCIALS - GENERAL FUND
REVENUE AND EXPENSE PROJECTIONS**

	ACTUALS					PROJECTED							Totals	Budget	% of Budget	
	July	August	September	October	November	December	January	February	March	April	May	June				
REVENUES:																
Local Sources																
Property taxes -R1111:R1112	7,303	46,374	17,489	12,224	5,134,238	998,586	55,000	30,000	120,000	15,000	15,000	120,000	6,571,214	6,480,000	101.41%	
Tuition other districts in the state (R1312)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Investment Earnings -R1510	49,590	7,560	7,522	7,005	6,349	8,000	8,000	8,000	8,000	8,000	8,000	8,000	134,026	200,000	67.01%	
Admissions, Fees, Rents, R1710:R1910 & R1330	(4)	38	6	93	15	166	250	250	0	0	115	1,992	2,921	22,500	12.98%	
Other local Sources R1940:R1990	394	40	883	296	173	1,031	89	10,196	30	0	1,452	14,800	29,385	32,500	90.41%	
0													0			
County School Funds R2101	0	0	0	0	0	0	0	0	45,000	0	0	0	45,000	45,000	100.00%	
Restricted Revenue - PTP R2200 & R3299	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
WESD Regional Transit (2106)	0	0	0	0	0	1,000	0	1,000	0	0	0	0	2,000	2,500	80.00%	
WESD Transit Fund R2102	0	0	0	0	0	0	150,000	150,000	0	150,000	0	150,000	600,000	600,000	100.00%	
State Sources																
School Support Fund R3101	2,749,922	1,374,136	1,374,136	1,374,136	1,374,136	1,374,136	1,374,136	1,374,136	1,386,958	1,386,958	1,386,958	0	16,529,748	16,619,511	99.46%	
School Support Fund High School Disability	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000		
St Sch Fd-Prior Year Adjustment R3101.5	0	0	0	0	0	0	0	0	0	0	(350,000)	0	(350,000)	(200,000)	175.00%	
Common School Fund R3103	0	0	0	0	0	0	0	0	110,039	0	0	110,039	220,078	220,078	100.00%	
State Timber R3104	0	0	0	0	5,162	25,000	0	0	30,000	0	0	0	60,162	250,000	24.06%	
Federal Sources																
Restricted Revenue - Fed Gov. to State 4500	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Federal Forest Fees R4801	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000		
Interfund Transfers																
Beginning Fund Balance - est R5400	3,200,000	0	0	0	0	0	0	0	0	0	0	0	3,200,000	2,055,000	155.72%	
Total Monthly Revenue	2,807,205	1,428,148	1,400,036	1,393,754	6,520,073	2,407,919	1,587,475	1,573,582	1,700,027	1,559,958	1,081,525	404,831	27,064,534	27,064,534	101.95%	
Cumulative Revenue	6,007,205	7,435,353	8,835,389	10,229,143	16,749,216	19,157,135	20,744,610	22,318,192	24,018,219	25,578,177	26,659,702	27,064,534	27,064,534	26,547,089	101.79%	
EXPENDITURES BY OBJECTS																
100 Salaries	227,425	266,033	991,372	954,948	943,615	992,000	992,000	992,000	992,000	992,000	992,000	2,465,500	11,800,892	12,210,326	96.65%	
200 Employee Benefits	141,659	170,993	731,234	624,931	614,755	682,000	682,000	682,000	682,000	687,000	687,000	1,205,000	7,590,571	8,545,740	88.82%	
300 Purchased Services	37,225	82,385	83,226	100,669	128,476	205,250	205,250	205,250	205,250	375,000	325,000	375,000	2,327,981	3,169,148	73.46%	
400 Supplies	38,579	24,688	124,904	78,388	31,002	50,000	100,000	44,063	50,000	50,000	40,000	100,000	731,624	798,250	91.65%	
500 Capital Outlay	0	0	14,525	1,760	0	0	0	0	0	5,000	0	85,000	106,285	109,650	0.00%	
600 Dues, Fees, Other	260,399	11,759	6,420	5,886	724	2,500	7,135	2,500	40,000	7,500	7,500	25,000	377,323	385,975	97.76%	
700 Transfers to other Funds	0	0	0	0	0	800,000	0	0	0	0	0	28,000	828,000	28,000	2957.14%	
800 Contingency/Unappropriated	0	0	0	0	0	0	0	0	0	0	0	0	0	1,300,000	0.00%	
Total Monthly Expenditure	705,287	555,857	1,951,680	1,766,582	1,718,571	2,731,750	1,986,385	1,925,813	1,969,250	2,116,500	2,051,500	4,283,500	23,762,676	26,547,089		
Cumulative Expenditure	705,287	1,261,144	3,212,824	4,979,406	6,697,978	9,429,728	11,416,113	13,341,926	15,311,176	17,427,676	19,479,176	23,762,676	23,762,676	26,547,089	89.51%	
EXPENDITURES BY FUNCTION																
1000 - Instruction	20,683	40,275	1,137,370	1,119,674	1,059,379	1,209,053	1,240,965	1,227,561	1,205,800	1,295,800	1,266,500	3,385,767	14,208,827	15,151,413	93.78%	
2000 - Support Services	639,125	515,583	814,310	626,732	639,141	722,577	740,876	697,252	694,800	819,700	784,000	865,733	8,559,829	9,937,476	86.14%	
3000 - Community Services	0	0	0	20,176	20,052	120	400	1,000	86	1,000	1,000	4,000	47,834	10,700	447.05%	
5000 - Debt Service / Transfers	45,479	0	0	0	0	800,000	4,144	0	68,564	0	0	28,000	946,187	147,500	641.48%	
6000 - Contingencies	0	0	0	0	0	0	0	0	0	0	0	0	0	800,000		
7000 - Unappropriated Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	500,000	0.00%	
Total Monthly Expenditure	705,287	555,857	1,951,680	1,766,582	1,718,571	2,731,750	1,986,385	1,925,813	1,969,250	2,116,500	2,051,500	4,283,500	23,762,676	26,547,089		
Cumulative Expenditure	705,287	1,261,144	3,212,824	4,979,406	6,697,978	9,429,728	11,416,113	13,341,926	15,311,176	17,427,676	19,479,176	23,762,676	23,762,676	26,547,089	89.51%	
Month End Balance	5,301,918	6,174,209	5,622,565	5,249,737	10,051,238	9,727,407	9,328,497	8,976,266	8,707,043	8,150,501	7,180,526	3,301,858				

**Special Education Report
2020-21
Jeri Harbison, Director**

Total Special Education Enrollment: 363

This is a decrease of 35 from last year.

	# of student move out	# of students graduating
2019-2020	55	20
2020-2021	45	

- Mari-Linn LRC- 31
- Sublimity LRC- 38
- SIS LRC- 18
- SMS LRC(2 teachers 30+32)- 62
- SES LRC- 22
- Speech Only- 36
- SHS LRC (3 teachers 28+ 24+20)- 62
- SES Life Skills/Structured Learning- 16
- Sublimity Life Skills- 15
- SMS-Structured Learning- 15
- SHS Life Skills/Transitions- 21
- SHS Behavior- 16
- Private Schools- 8+7 speech only

Student Numbers by Disability

- SLD - 131
- OHI - 72
- Comm - 70
- Autism - 28
- ED - 30
- Intell - 18
- Hearing - 2
- TBI -1
- Vision - 1
- DD - 7
- Ortho - 2

2020-21 Students with Disabilities

District	Mari-Linn	Stayton High	SIS/SMS	SES	Sublimity	Options
14%	20%	13.5%	20%	12%	13%	
Total 2020-21	156	733	469	311	342	110

Special Education Impact

- **Inclusion/Least Restrictive Environment rates for 2019-2020**

	Regular Class > 80%	Regular Class 40-79%	Regular Class < 40%
North Santiam 2019-20	65.6% or 257	10.5% or 41	18.4% or 72
North Santiam 2018-19	64.2% or 226	12% or 42	18.9% or 66
State Average	74.9%	13.1%	9.6%
Target	73% or More	10.6% or less	1.8% or less

Students currently being served in Limited in Person Instruction

Stayton High School	Stayton Intermediate/ Middle School	Stayton Elementary	Sublimity	Mari-Linn
11	3	8	10	10

Special Education Staff and Changes

We have had a few changes in the Special Programs Department this year. Some of these changes have been a result of the pandemic. We have two new licensed staff members, Christi Robinson at SHS and Ashley Mitchell at SES. Both teachers are “grow your” own teachers. Christi was a Special Program Assistant at SHS and at Sublimity. Ashley was formerly an SPA at SMS and a former student from Mari-Linn. We are fortunate to have both of these ladies on our team.

Currently, our behavior team consists of one specialist. Erica Vanderlinden is serving the district as both our behavior specialist and our Autism specialist.

Impact of Comprehensive Distance Learning on Students with Disabilities

There has been a real mix of outcomes of CDL on students with disabilities. There are quite a few students that appear to be thriving using this platform. Reasons for this may be less distraction than in a classroom, less peer pressure to perform, time limits are not confined, etc. However, like their general education peers, attendance is sporadic, effort is low and there appears to be an increase in anxiety or depression with our students that already struggle emotionally or behaviorally to access their education in the general education setting.

Students that are participating in LIPI have been described as “happy” to be present, getting a lot of learning done in a short period of time. Teachers have reported that they feel encouraged by having students in person. They are enjoying having a bit of “normalcy” back in the school.

High School Life Skills and Transition Students

The 11 students participating in LIPI from the Life Skills and Transition Students are making holiday cards and sending them to nursing homes. The Transition students are starting their own T-Shirt business with positive statements and designs.

Stayton Elementary Life Skills/Behavior Program

Kathy Kaczynski wanted to be sure and thank the maintenance and tech departments for helping them to make their classroom safe for students to participate in LIPI in a quick turn around.

2019-20
EXIT INTERVIEW DATA

Summary of Staff Interviewed:

Of the employees who left the District from September, 2019 to August, 2020, 11 were certified, 11 were classified and 2 were supervisory, confidential and/or non-represented employees. This number does not include those who were on temporary assignment or those who transferred to other positions.

Summary of Reasons for Leaving:

Reason Given	Certified	Classified and other
Retirement	2	2
Better Pay		4
Closer to home	2	
Family	1	3
Work in family business	1	
Mutual agreement/termination*	2	2
Pressure to improve	1	
Other – Different setting/position	1	1
Licensure	1	
Work in family business	1	

Positive Trends:

- Loved the KIDS!
- Vast majority felt working conditions are positive/good.
- Vast majority felt supported by other staff.
- Nearly all felt they were heard by their direct supervisor.
- All felt as if they were able to make good use of their skills and abilities.
- Ability to build relationships in the community.
- Mentor program with Nicole is awesome!
- Over all – the people are great!

Suggestions for Improvement:

- Make sure new staff have a “go to” person.
- Keep up with curriculum needs.
- Offer more support for kids with behavioral needs/SEL.
- Better student/teacher ratio in SLP.
- Need a behavior specialist.
- Fewer preps for content area teachers.

*Not interviewed

Key Questions:

What is your reason for leaving?

Did the job give you an opportunity to make use of your skills/abilities?

Did you receive feedback about your performance? Was it helpful?

Did you feel free to bring problems to your supervisor? Did s/he listen to your concerns?

How do you feel about the working conditions?

Do you feel your work was appreciated?

How should we change the way we do things?



North Santiam School District

COMMUNITY ENGAGEMENT MEETING AGENDA

December 1, 2020 @ 10:30 am

Via Google Meet:

Meeting ID

meet.google.com/yps-rbci-ver

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Dave Bolin, Alisha Oliver, Mike Vetter, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby, Debi Brazelton and Tonia Whisman

Members Present: All present

Agenda

1. Approval of previous meeting minutes

Motion to approve the minutes from the Nov 3, 2020 meeting.

Motion Made By: Gary Rychard

Vote: unanimous

2. Website Update Plan

The SHS website is currently being updated by Alan Kirby and student enrolled in the I.T. Helpdesk class. Tonia Whisman continues to make updates to the district office site and Tass has presented her findings to the office manager at Sublimity School. Efforts will continue to update all sites and add new content.

3. 2020-21 School Year Communication Plan

Dave Bolin noted that it would be helpful to always look for opportunities within the communication plan to allow stakeholders to provide feedback. By doing so, it will allow the District to fulfill some of the requirements within the Student Success Act for community engagement.

- Since there are no state report cards (no state testing due to COVID) and many of the activities and programs across the District have been limited or cancelled completely, the 2019-20 and 2020-21 Annual Reports will be combined.
- Updating school brochures has been put on hold for the time being but work will continue to collect photos as opportunities present themselves so they will be available when needed.

3.1 Board Videos

Garrett Trott will be the board member speaking on the next video. Ideas included (in the order of importance):

1. Limited In-Person Instruction Preparations/Progress/Future Plans (include spotlight on nurses and their contract-tracing highlights)
2. "A day in the Life" of a food service employee
3. Success stories/highlights of student academic & emotional supports (either LIPI or during CDL)
4. 2nd Home Construction Sale and Alt School building preparations
5. Preschool Promise Program at SES

In addition, the Committee requested that the video board members made, expressing their thanks to staff, be added to the website along with all the previous board messaging videos.

3.2 Article ideas/timelines for Statesman Journal/Our Town

- LIPI

- Holiday Share event
- Home sale and plans for Alt Center

Items for the next or future agendas:

- **Possible bond in May 2021**

The Committee Chair adjourned the meeting at 11:25.



North Santiam School District

2020-21 Board of Directors

Board Chair, Mike Wagner

Board Vice-Chair, Alisha Oliver

Board Members: Tass Morrison, Tod Nau, Erin Cramer, Laura Wipper, Garrett Trott

Student Representative to the Board, Mya Joyce

Access to the agenda and board packet can be located on the District website at www.nisantiam.k12.or.us > School Board > Agendas/Meeting Minutes

**Thursday, November 19, 2020 Regular Session
Virtual Meeting, Remotely Via Zoom ~ 6:00 PM**

MINUTES - DRAFT

1. **CALL REGULAR SESSION TO ORDER**

The Board Chair called the meeting to order at 6:00 pm with the following board members present: Mike Wagner, Alisha Oliver, Tass Morrison, Tod Nau and Laura Wipper. Erin Cramer who was absent with prior notice. Garrett Trott arrived at 6:14 pm

Join Zoom Meeting

[https://nsantiam-k12-or-](https://nsantiam-k12-or-us.zoom.us/j/88523352550?pwd=R3RhajJTUjIvZDdLSklxcFRzeE9OUT09)

[us.zoom.us/j/88523352550?pwd=R3RhajJTUjIvZDdLSklxcFRzeE9OUT09](https://nsantiam-k12-or-us.zoom.us/j/88523352550?pwd=R3RhajJTUjIvZDdLSklxcFRzeE9OUT09)

Meeting ID: 885 2335 2550 Passcode: 316108

2. **APPROVAL OF THE AGENDA**

Changes to the board packet after posting on November 13, 2020 were acknowledged:

Added Attachments-

- 6.2-NSSD SIA Grant Agreement
- 6.3-General Fund Board Financials 20-21 & Food Service 20-21
- 6.4-11.03.20 CE Committee Meeting Minutes
- 8.1-Transfer of Appropriations-Res #111920A
- 8.2-ACB-AR1-Bias Incident Complaint
- 9.2-Future Agenda Items

Added Agenda Items-

- 6.2 Student Success Act Update
- 8.1-Transfer of Appropriations Resolution

Removed Agenda Items-

- 9.1 (previously)- Superintendent Evaluation Form ~ being tabled until the December 2020 meeting.

MOTION-APPROVE AGENDA

Motion to approve the agenda as modified.

Motion Made By: Tass Morrison

Vote: 5-0

3. **SPOTLIGHT**

There was no spotlight presentation at the meeting.

4. **STUDENT BUSINESS**

Stayton High School ASB president and student rep to the Board, Mya Joyce, gave a report on recent activities. Highlights included:

*ASB members were able to attend the annual state-wide conference virtually that typically occurs in Seaside, OR.

*SHS and Regis High School ASB groups are combining efforts this year for a “Holiday Share”. It will involve a food drive for the Stayton Food Bank and the fulfilling of student wish lists from the annual Giving Tree tradition.

5. **PUBLIC COMMENT**

There were no requests for public comment.

6. **REPORTS**

1. **Superintendent's Report: Andy Gardner**

- Limited In-Person Instruction (LIPI) has started and seems to be going well. COVID-19 cases continue to show up among staff and students and their families periodically. With the latest metrics from Gov Brown, this no longer restricts LIPI operations. In addition, the exposure sources appear to be coming from outside school buildings (coming from within people’s individual “bubbles”) and there has been no spread within buildings as a result of the cases. The District is very fortunate to have two nurses who’ve been trained in contact tracing and can begin the process immediately upon notification. Some Districts are having to rely on public agencies which often causes a delay to the beginning of the tracing process.

There are approximately 150 students participating in LIPI at the all K-8 schools. The high school took a slightly different approach and brought in approximately 200 students Nov 16-17 who were failing one or more classes in hopes the extra help would allow them to achieve a passing grade. The high school will start bringing in students on a regular basis on Dec 7th and the other schools will plan to increase their numbers of students participating on the same date. The plan is to increase numbers again at all schools after the Christmas break.

- The second home construction project completed by Stayton High School has just been listed for sale and already has an offer in excess of the asking price. Plans are beginning on preparations for house #3 but there are a number of things that will need to be done to the property before students could begin construction so the plan will be for them to first work on a building that will house an alternative education center (Options Academy) on the lot that is directly east of the high school. The District will gather on Dec 2, 2020 with architects and a City of Stayton representative for a pre-planning meeting.

2. **Student Success Act Update: Dave Bolin**

Assoc Supt Bolin received the Student Success Act(SSA)/Student Investment Account (SIA) Grant Agreement from the OR Dept of Education on the date of the meeting (11/29/20). It was

included in the board meeting materials for easy reference. He indicated that the District's SIA application was approved two weeks prior and staff are currently prioritizing the programs previously indicated in the plan since the funding has been cut from \$1.9 million to \$573,000. He will bring the updated budget to the Board in the December meeting. The Grant Agreement (that was received on the meeting date) did not contain any new information but was simply a restatement of the plan the District proposed and a directive for the Board to officially agree to the terms. The Board agreed to accept the terms to allow the grant agreement to be submitted.

Motion that the Board accept the terms of the Student Investment Account Grant Agreement.

Motion Made By: Tass Morrison

Vote: 6-0

3. Business Director's Report: Jane Nofziger & Mike Vetter

The Business Director reviewed the monthly financials. She updated the Board on the lighting projects at Stayton High School and Stayton Intermediate/Middle School. She also presented a request for a budget transfer of appropriations. She indicated that due to the building closures in March 2020-June 2020, per the Governor's Executive Order, the District's Ending Fund Balance was higher than anticipated. This was due in large part because of decreased spending on staffing and transportation. She asked the Board to take advantage of this opportunity and transfer \$800,000 from the General Fund for the following purposes:

- Lighting Project at Stayton MS
- Repair a failing walkway roof at Stayton HS that is damaging the building
- Repair a broken drainage system at Stayton MS that causes flooding
- Purchase a Food Service Commodity Freezer*-see below
- Replace the Food Service van with one with a lift gate*-see below
- Start the construction of an alternative school building
- Deposit additional funding into the "rainy day reserve"

*Food Director Mike Vetter joined the meeting to share information about the freezer and van requests for his department. First he indicated that he had just received news that he was awarded a grant in the amount of \$48,000 that will go toward the purchase of the van and/or freezer. He indicated the van had recently broken down and was out of commission for weeks. They use this van to deliver meals to students so had to rely on MidCo Bus while it was being repaired. The lift gate feature will allow for much safer and easier access for staff. He also shared how the current freezer has a leak in the roof which causes water to gather and freeze inside the containment area. In addition, the size of the freezer is too small and the District must pass on many opportunities to obtain commodities either for free or at greatly reduced prices because there is no place to store them.

4. Community Engagement Committee Report: Tass Morrison, Committee Chair

The Committee Chair reviewed the meeting minutes from the November meeting which were included in the board meeting materials.

7. CONSENT AGENDA

1. *Approval of Meeting Minutes*

The minutes from the previous month's meetings were submitted for Board review and approval.

2. *Licensed Staff Changes*

The following changes in Licensed staff were included in the board meeting materials. There was no requirement for board action.

New Hires (Board Action Required)

n/a

Resignations

Adair Sullivan- SIS/SMS Counselor (last day is 01/08/21 unless a suitable replacement is found in the interim). *The HR Director indicated that the District made the decision earlier that day to release her after December 18, 2020 (last day before break) so she can proceed with her move out of the area.*

Retirements

Carol Richards-SMS Special Ed Teacher, effective at the end of 20-21 school year

3. **Policy Updates-2nd Reading/Adoption**

Updates to NSSD Board Policies were presented for first readings at the October 15, 2020 board meeting and were presented for approval.

- GBL-Personnel Records
- GBLA-Disclosure of Information
- GBN/JBA-Sexual Harassment
- GBN/JBA-AR Sexual Harassment Complaint Procedure
- IGBAH AR Special Ed-Evaluation and Eligibility Procedures

4. Action on Consent Agenda

MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda including; 7.1-Minutes from the 10/15/20 Regular Session and 10/30/20 Special Session and 7.3 -Updates to Policies GBL, GBLA, GBN/JBA-AR, IGBAH-AR.

Motion Made By: Alisha Oliver

Vote: 6-0

8. **NEW BUSINESS**

1. **Transfer of Appropriations-Resolution #111920A**

The Business Director asked the Board to approve Resolution #111920A for the transfer of appropriations between functions for capital projects and reserve funds. She reviewed the request in more detail under the Business Director's Report (6.3). This agenda item was to allow for further questions and approve the motion.

POSSIBLE MOTION-RESOLUTION #111920A

Be it resolved that the NSSD Board of Directors approves the transfer of appropriations between functions and increase of appropriations as follows:

Fund 100, Decrease Instruction, 1000 function by \$300,000

Fund 100, Decrease Support Services, 2000 function by \$500,000

Fund 100, Increase Fund Modifications, Transfers function 5200 by \$800,000

Motion Made By: Laura Wipper

Vote: 6-0

2. **Oregon School Boards Association Elections**

In even-numbered years, member boards vote to elect regional representatives for odd-numbered positions on the OSBA Board of Directors, and to approve the OSBA

Legislative Priorities and Principles. This year, boards in the Marion region are being asked to consider Jesse Lippold (Salem/Keizer SD) and Bill Graupp (North Marion SD) to fill position 11 on the OSBA Board of Directors. Both resumes and the full 2021-21 Legislative Priorities & Principles resolution were included in the meeting materials. After a brief discussion regarding the candidates, the Board chose, by a majority vote, to place their vote to OSBA for Bill Graupp. They also voted to adopt the Legislative Policy Committee's Legislative Priorities and Principles.

POSSIBLE MOTION-OSBA BOARD OF DIRECTORS

Motion that the Board places a vote for Bill Graupp for position 11 for the Marion Region of the OSBA Board of Directors.

Motion Made By: Laura Wipper

Vote: 5-1

Tass Morrison-Yes, Mike Wagner-Yes, Alisha Oliver-Yes, Garrett Trott-Yes, Laura Wipper-Yes, Tod Nau-No

POSSIBLE MOTION-2021-22 LEGISLATIVE PRIORITIES & PRINCIPLES

Resolution to adopt the OSBA 2021-2022 Legislative Priorities and Principles as recommended by the OSBA Legislative Policy Committee.

Motion Made By: Tass Morrison

Vote: 6-0

3. NSSD Policy Updates/First Reading

Updates to NSSD Board Policies, as recommended by Oregon School Boards Association, were presented for first readings.

The first policy, GCBDD_GDBDD-Sick Time, was recently discovered to be accidentally left unfinished during the total policy rewrite process in October 2017. The HR Director has made the appropriate changes to bring the policy into line with the District's current practices.

The second set of policies, ACB and ACB-AR, are as a result of the Oregon State Board of Education adopting a temporary Oregon Administrative Rule (OAR) 581-022-2312 entitled "All Students Belong". This rule took effect Sept 18, 2020 and requires that districts, ESDs, public charter schools and others receiving state funding for education adopt a policy by January 1, 2021 prohibiting symbols of hate and addressing bias incidents.

9. INFORMATION ONLY

1. Student Enrollment:

Included in the board meeting materials.

2. Future Agenda Items:

A list of annual board meeting agenda items and activities was included in the meeting materials. The list has been updated and this was the first draft in the new format. Board members were asked to review and provide feedback. They requested to place the Board Self-Evaluation bi-annual agenda item on the May or June agendas (first discussion about timelines will be April).

3. Upcoming Board Events & Activities:

Included in the board meeting materials.

10. **BOARD ANNOUNCEMENTS**

Announcements for this meeting:

- Tass Morrison and Mya Joyce attended the OSBA Annual conference on Nov. 7, 2020 and had an opportunity to share what they learned.

Possible Future Agenda Items:

- 1) Garrett Trott requested that his coworker be invited to speak regarding the status of the vegetation on the acreage behind Stayton Middle School.

11. **ADJOURN**

The Board Chair adjourned the meeting at 8:05 pm

EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.

ACTION REQUIRED

NEW HIRES

SCHOOL NOTE

*****FYI*****

RESIGNATI

DOT

SCHOOL

NOTE

Jim Fitzgerald

SHS

60 day notice - final day 2/10/21

RETIREMEI

DOR

SCHOOL

NOTE

LEAVE OF /

DOL

SCHOOL

NOTE

North Santiam School District

Code: **GCBDD/GDBDD**
Adopted: 10/19/17

Sick Time

This policy only applies to employees not otherwise eligible for the district's substantially equivalent Sick Leave benefits as defined in Collective Bargaining Agreements (CBAs) or contract, as defined in ORS 839-007-0055.

"Employee" means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works. Paid sick time shall be front-loaded to an employee at the beginning of each year.

Sick time shall be taken in hourly increments and may be used for the employee's or a family member's¹ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

Nothing in this policy impacts the sick leave obligation under Oregon Revised statute (ORS) 332.507.²

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within [10] days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take

¹"Family member" is defined by the Oregon Family Leave Act (OFLA).

²Optional language; not required by statute; sometimes requested by collective bargaining units.

reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district [consistent with the reporting time established by the district or] [at least 24 hours in advance or] as soon as practicable.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601 to -653.661](#)

[ORS 659A.150 to -659A.186](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2016); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave
GCBD/GDBD - Leaves and Absences

**North Santiam
School District**

Code: **GCBDD/GDBDD**
Adopted: 10/19/17

Sick Time

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

[A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. [Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Paid sick time of 40 hours shall be front-loaded to an employee at the beginning of each year.]]

OR

[A district employing less than 10 employees shall provide access for an eligible employee of at least 40 hours of unpaid sick time or unpaid time off. [Unpaid sick time or time off shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Unpaid sick time or time off shall be front-loaded to an employee at the beginning of each year.]]

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. [¹An employee is limited to [accruing no more than 80 hours of sick time] [using no more than 40 hours of sick time in a year].]

Sick time shall be taken [in hourly increments] [in minimum increments not to exceed four hours] and may be used for the employee’s or a family member’s² mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right [after [three] consecutive days of absence], to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

¹If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy.

²“Family member” is defined by the Oregon Family Leave Act (OFLA).

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

[Nothing in this policy impacts the sick leave obligation under Oregon Revised statute (ORS) 332.507.]³

[When the reason for sick time is consistent with other applicable leave, the sick time and other applicable leave may run concurrently.]

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within [10] days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district [consistent with the reporting time established by the district or] [at least 24 hours in advance or] as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601 to -653.661](#)

[ORS 659A.150 to -659A.186](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
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GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave
GCBD/GDBD - Leaves and Absences

³Optional language; not required by statute; sometimes requested by collective bargaining units.

North Santiam School District

Code: **ACB**
Adopted: *proposed*

All Students Belong

The principle of equity goes beyond formal equality where all persons are treated the same. Instead, equity fosters an inclusive and barrier-free environment in which everyone will fully benefit. The District will apply this principle of equity to all policies, programs, operations, practices and resource allocations. All students will have access and opportunity to a high-quality education.

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin^{1}.

All visitors are entitled to participate in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin^{2}.

The District prohibits the use or display of any symbols of hate on District grounds or in during any District/School-sponsored program, service or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly unless they are used in teaching curriculum that is aligned to the Oregon State Standards. In responding to the use of any symbols of hate, the District will use non-disciplinary remedial action whenever appropriate.

A “bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag³ and whose display:

1. Is reasonably likely to cause a disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

¹ {OAR 581-022-2312 does not include this list of classes for employees (only for students), but it can be added.}

² {OAR 581-022-2312 does not include this list of classes for visitors (only for students), but it can be added.}

³ While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The District prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Nothing in this policy is intended to interfere with the lawful use of District facilities pursuant to a lease or license.

The District will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 659.850](#)
[ORS 659.852](#)

[OAR 581-002-0005](#)
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

North Santiam School District

Code: **ACB-AR**

Adopted: *proposed*

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.¹

Step 1: Persons who become aware of or are impacted by a potential bias incident(s) and wish to file a complaint should immediately report the details to the administrator of the campus on which the event(s) occurred. If a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident(s) to the building administrator.

Step 2: The administrator shall acknowledge receipt of the complaint, reduce it to writing, and investigate the event(s). Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm.^{2}

The administrator must consider whether the behavior implicates other District policies or civil rights laws, and if so, respond accordingly. The administrator will determine responsibility within 10 days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. If any of the below information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.³ At a minimum, the information provided must include:

- That an investigation was initiated;
- When the investigation was completed;

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² {ODE will be releasing additional guidance to support administrators in these situations. }

³ Refer to policies GBL - Personnel Records, JOA - Directory Information and JOB - Personally Identifiable Information and district legal counsel for guidance in these situations. Possible laws include, but are not limited to, Title 34 C.F.R. § 99.31 and ORS 342.850.

- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator’s response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator’s decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board of Directors within five school days of receipt of the superintendent or designee’s response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board’s decision will be final and will address each allegation in the complaint and contain reasons for the Board’s decision. A copy of the Board’s final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints against the administrator can be directed to the superintendent or designee. Complaints against the superintendent or a Board member(s) can be directed to the Board. All individuals reviewing the complaint will ensure that all requirements are met.

If the complainant is not satisfied after exhausting local complaint procedures, the District fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁴ the district’s final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁵

⁴ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

⁵ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

District administration will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the District by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

2021-23
Local Service Plan
Resolution #121720A

Approved by the Executive Council on 10.15.2020 Approved by the Willamette ESD Board on 11.3.2020

Integrity ♦ Innovation ♦ Excellence ♦ Partnerships

BE IT RESOLVED THAT, pursuant to the provisions of ORS 334.175, the Board of Directors of the North Santiam School District approves the following 2021-23 Local Service Plan Resolution.

**WESD PROVIDED SERVICES:
No Cost to Districts**

- **Attendance Supervisor (Districts less than 1000 students)**
- **Crisis Response Team**
- **Home School Registration**
- **Regional Leadership Meetings**
- **Student Success Act Supports**
- **Youth Suicide Prevention Services**

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:

- Audiology Services
- Autism Services
- Behavior Intervention Program
- Behavior Services – School Psych
- Braille Transcription Services
- EI/ECSE Evaluations
- Life Skills Classrooms (Regionally Accessible)
- Nursing Services
- Occupational & Physical Therapy Services
- Professional Development/Trainings
- Speech/Language/Augmentative Communication
- Structured Learning Program (Regionally Accessible)
- Transition Specialist Services

TECHNOLOGY SUPPORT:

- All Additional Services Offered through ESD Partners
- Desktop Support
- Email Management
- eRate Consulting
- Instructional Technology Services
- Network Services
- PowerSchool Software
- Software Supports
- Technology Training

SCHOOL IMPROVEMENT SERVICES:

- Cascade School Improvement
- Distance Learning Supports
- English Learner Services
- Family Support Advocate Services
- Individualized School Improvement Services
- Library Media Services
- Mid-Willamette Education Consortium
- School Safety Supports
- Social Emotional Learning Services
- Student Internship Coordination
- Willamette Career Academy
- Willamette Curriculum Coalition
- Willamette Promise Services

ADMINISTRATIVE & SUPPORT SERVICES FOR DISTRICTS:

- Brand Development
- Community Engagement
- Courier
- Criminal History Background Checks
- Data Analysis and/or Data Coaches
- Frontline Education Absence Management
- General Communication Services
- Grant Writing Services
- Graphic Design
- J-1 Visa Processing
- Legal Services
- Oregon Data Suite/Early Indication & Intervention Sys.
- Program & Project Evaluation Services
- Substitute Employee Management System
- Translation Services

Cascade Technology Alliance (CTA)

Willamette ESD is a member of CTA whose three member ESDs have agreed to make their services available to all school districts within their combined service area.

These ESDs have agreed in principle that school districts may purchase shared services within the CTA. In practice, this will vary across ESDs depending upon existing agreements with their component school districts. In Willamette ESD, CTA districts may use their transit funds to purchase services that are listed in the Willamette Local Service Plan or from the other CTA's Service Plans.

School districts may also use their own general fund resources to purchase services within the CTA. In either case, districts may contact cooperating ESDs directly to arrange for services.

The other ESDs in the CTA are Multnomah ESD, and NW Regional ESD. The availability of CTA services may depend upon the development of additional capacity.

Services Provided to Entities Other than Component Districts

In an effort to remain transparent, Willamette ESD discloses that the following services may be provided to public or private entities that are outside of the WESD region. In addition to any services listed on page one of this documents, other services may include:

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS:

- Special Education Services: Autism Spectrum Disorder Consultation and Resources and Classroom services for students who are Deaf and Hard of Hearing. Related Services including: Physical Therapy, Occupational Therapy, Speech Therapy, Autism Specialist and Sign Language Instruction
- Migrant and ELL Support Services

SCHOOL IMPROVEMENT SERVICES:

Willamette Promise and the Regional Educator Network

TECHNOLOGY SUPPORT:

PowerSchool Student, Special Education and Business Information System Services, Email Management, eRate Consulting

ADMINISTRATIVE AND SUPPORT SERVICES FOR DISTRICTS:

Contracted Courier Services to Private Schools; Data Analysis, J-1 Visa Processing; Oregon Data Suite/Early Indication & Intervention System; Program and Project Evaluation Services, Grant Writing Services

This certifies that the foregoing resolution services were adopted by the North Santiam School District Board of Directors on December 17, 2020.

Mike Wagner, Board Chair

Andy Gardner, Superintendent

If these resolution services are approved by two-thirds of the school districts' Board of Directors with the majority of the students within WESD, WESD will budget for the services for the 2021-23 fiscal years, subject to the statutory limitation.

North Santiam School District

Code: GCPC/GDPC
Adopted: 2/26/98
Readopted: 10/19/17
Orig. Code: GCPC

Retirement of Staff

(see new version)

To assist the district in its planning efforts, staff members who are considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Employees will be compensated for accumulated unused sick leave in the form of increased retirement benefits under the procedure established by the Public Employee Retirement System and request continued district employment.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)
[ORS Chapter 238](#)

[ORS Chapter 238A](#)
[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).
OR. CONST., art. IX, §§ 10-13.

North Santiam School District

Code:
Adopted:

GCPC/GDPC

Retirement of Staff *

Senate Bill (SB) 1049 (2019) makes it possible for employees to retire under PERS and work for a PERS-covered employer, without hour restrictions in most situations. The law allows school districts to make the option available but does not require it.

Retiring employees are encouraged to coordinate with PERS and the Human Resources Department to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.^{1}

When an employee of the District retires under PERS, their employment with the District will terminate. Should the retirement occur in the middle of a school year, employees will be allowed to return to their position for the remainder of the school year^{2}. PERS-retired individuals may apply for open positions with the District with the understanding that the law is set to expire in 2024.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)
[ORS Chapter 238](#)

[ORS Chapter 238A](#)
[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).
OR. CONST., art. IX, §§ 10-13.

¹ {The law that allows PERS-retired employees to continue to work for PERS-employers without hour restrictions is set to expire in 2024.}

² {Districts can limit workback, but must consider equity pay laws when developing any criteria.}

North Santiam School District

Code: JB
Adopted: 7/01/96
Readopted: 10/19/17
Orig. Code: JB

Equal Educational Opportunity

Every student of the ~~the~~ District will be given equal educational opportunities regardless of age, sex, sexual orientation¹, race, ~~color~~, religion, ~~color~~, national origin, disability, marital status, ~~parental status~~, familial status, ~~parental status~~, linguistic background, culture, ~~socioeconomic status~~, capability or geographic location.

~~[The District shall develop and implement an Equal Educational Opportunity Plan that assures that no] [No] Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the District or denied access to facilities in the District. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.~~

[A student or parent may also access and use the District's general complaint procedure through Board policy KL - Public Complaints.] ~~The District will communicate the availability of policy and complaint procedures to students and their parents~~

All reports, complaints or information will be investigated.

~~[The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems[,] [and] [handbooks] [and will be published to the district website and made available at the district office during regular business hours].]~~

A student of the District may not be subjected to retaliation by the District for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation. ~~The superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.~~

~~The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.~~

END OF POLICY

¹ "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051](#)
[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.086](#)

[ORS 659.850](#)
[ORS 659.852](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.400](#)

[ORS 659A.403](#)
[ORS 659A.406](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2310](#)
[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act

North Santiam School District

Code: JFCM
Adopted: 11/18/99
Readopted: 12/17/09; 10/19/17
Orig. Code: JFCM

Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any District property, shall not be tolerated on District property or at activities under the jurisdiction of the District.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. The principal or designee shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The District shall enforce this policy consistently, fairly and without bias against any student, including a student from a protected class as defined in Oregon Revised Statute 659.850.

The principal or designee shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage district property;
2. Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting^[1].

The District may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

The principal or designee shall attempt to notify:

¹ [A student removed from the classroom setting for an evaluation may not be removed for more than 10 school days unless the principal is able to show good cause that an evaluation could not be completed in that time period.]

~~The principal or designee shall ensure notification is provided to:~~

~~1. The parent or guardian of any student in violation of this policy and the disciplinary action imposed;~~

1. The parent or guardian of a student when the student's name appears on a targeted list at school that threatens violence or harm to the students on the list, or when threats of violence or harm to the student are made by another student at school;
2. Any District school employee whose name appears on a targeted list at school threatening violence or harm to the district employee [and when threats of violence or harm are made by a student or others at school].

The principal or designee shall attempt to notify the ~~Notification to the~~ above persons ~~shall be attempted~~ by telephone or in person promptly and within 12 hours of discovery of a targeted list or learning of a threat. Regardless, the principal or designee shall issue a written follow-up notification ~~shall be sent~~ within 24 hours of discovery of a targeted list or learning of a threat.

The principal or designee will provide necessary information regarding threats of violence to law enforcement, child protective services and health care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the principal or designee he/she may provide such information to other school officials, including teachers, within the District or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The District or person participating in good faith in making the notification required by ORS 339.327 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification.

~~The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by law and this policy shall be provided by the district.~~

As a part of the District's proactive safety efforts, the superintendent will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Students so identified shall be referred to a counselor, licensed mental health professional and/or multidisciplinary team for evaluation and follow-up as appropriate.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.327](#)

[OAR 581-021-0050 - 021-0075](#)
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

Cross Reference(s):

GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff
JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student
JFCJ - Weapons in Schools

North Santiam School District

Code: LBEA
Adopted: 10/19/17

Resident Student Denial for Virtual Public Charter School Attendance**

The District will annually, by ~~September~~ **September** ~~October~~¹, calculate the percentage of the number of students residing **with** in the District **boundaries**, who are enrolled in a virtual public charter school not sponsored by the District. When the established percentage is more than three percent, the District **may choose** ~~will not to~~ approve **the release of** additional students **to** enrollment ~~to~~ **in** virtual public charter schools, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305 (2).

The District will ~~may~~ send a notice of approval or disapproval to a parent² of a student who has sent a notice to the District of intent to enroll the student in a virtual public charter school ~~not sponsored by the District~~ within 14 days of the receipt of the initial notice. The District may send notice of approval but if this does not occur within 14 days of the receipt of the notice to the District, the student shall be deemed approved for enrollment in a virtual public charter school.

The District is only required to use data that is reasonably available ~~to the district~~, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the District;
2. The number of students residing in the District enrolled in public charter schools located in the District;
3. The number of students residing in the District enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the District and who have registered with the **Willamette Educational Service District**; and
5. The number of students who reside in the District enrolled in private schools located within the school district.

A parent may appeal a decision of a the District to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 338.125](#)

[OAR 581-026-0305](#)
[OAR 581-026-0310](#)

¹ Per OAR 581-026-0305 (7)(a) the district must choose annual, semi-annual or other date used for calculation; dates are provided as a recommendation only.

² “Parent” means parent, legal guardian or person in “parental relationship” as defined in Oregon Revised Statute (ORS) 339.133.



North Santiam School District
BOARD OF DIRECTORS

SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR

Version 2, Updated 12/02/20

These agenda items typically occur every month so have not been repeated below:

1. Spotlight/Recognition/Awards (*may not occur every month*)
2. Reports:
 - ASB Report-ASB President or designee
 - Superintendent's Report
 - Business Director's Report
 - Community Engagement Committee Report
 - Student Success Act –Supt or Assoc Supt
 - Informational Reports including: field trips, enrollment & upcoming events
3. Approval of Meeting Minutes & Licensed Staff Changes
4. First and/or second readings of updates to NSSD board policies

These items may appear as needed but may not happen at the same time every year:

1. Long Range Facility Master Planning Committee/Bond Planning
2. OSBA (in-house) training or other group learning opportunities
3. Budget Appropriations/Funding Resolutions
4. Curriculum Adoptions

July

Traditional Location: Santiam Room

Annual Agenda Items:

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2022) Approve Board/District Goals – every three years
3. Supt. Evaluation Document Approval
4. Approval of Board Operating Protocol
5. Annual Organizational Agenda Items (list copied from OSBA website)
(the Annual Organizational Items must occur before July 31 but can be done in June during a non-election year, if the Board chooses to not have a July meeting)

- Swear in recently elected and appointed directors, who must take an oath of office before assuming duties. Elect the board chair and vice chair. (ORS 332.005(2), 332.040)

****if a new student representative has been selected, they can swear in during the month of the first meeting they attend***

- Make sure the following positions are designated:
 - Chief administrative officer (the superintendent) as school district clerk or another individual, if there is no chief administrative officer. (ORS 332.515)
 - Business manager or deputy clerk, or both.
 - Custodian of funds who will sign checks or, if the school board so authorizes, utilize a facsimile signature for that purpose. (ORS 328.441, 328.445)
 - Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. (ORS 294.331)
 - Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. (ORS 328.465, 327.137, 297.405)
 - Legal counsel.
- Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
- Set a borrowing limit for the custodian of funds.
- Establish dates, time and place of regular monthly board meetings.
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Review status of Local Public Contract Review Board and rules. (ORS 279A.060)
- Under new business:
 - Appoint members of standing committees.
 - Approve personnel changes.
 - Approve contracts for payment. (ORS 332.075(2-3))

Other Activities/Events

- OSBA Annual Conference (Bend)
- SummerFest (last Saturday in July)

August

Traditional Location: SES Cafeteria

Leadership Team Goal Workshop (early August)

1. Review standing Board/District Goals and present any new Board strategies
2. Receive end of year reports & upcoming year goals from NSSD Leadership Team

Traditional Location: Santiam Room

Regular Session Annual Agenda Items:

1. Projected Student Enrollment
2. New Excise Tax Rate Approval
3. Board members choose their “buddy school”
4. TELL Survey Results

Other Activities/Events

- Safe Schools Training on Mandatory Reporting (online)

- Welcome Back to School-Staff (last week in August)
- Back to School Open Houses (see school calendars for dates)

September

Traditional Location: Santiam Room

Annual Agenda Items:

1. Possible nominations for NSSD board member wishing to run for an OSBA board position
2. TAG Program Report
 - a. Number of Student Identified and the screening process
 - b. Supports/Programs offered
3. Previous Stayton High school year data
 - a. Graduation/Completer rates
 - b. On-Track to Graduate rates for upcoming 10-12 graders
 - c. College Credits Earned
 - d. CTE Enrollment (demographics if possible)
 - e. Percentage of Students Involved in Co-Curricular Activities
 - f. Percentage of Students Involved in Activities/Clubs with Service

Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month

October

Traditional Location: Santiam Room

Annual Agenda Items:

1. Stayton Booster Club Report (projects, membership, etc) - Club President
2. Division 22 Report-Assoc. Superintendent
3. Professional Development Report – Assoc. Superintendent or designee
4. Evaluation of Ed Effectiveness (findings from teacher observations)-Supt or designee

Other Activities

- State-Wide Licensed In-Service Day
- Lyons Fire Dept Chili Cook-off
- OSBA Regional Meetings

November

Traditional Location: Santiam Room

Annual Agenda Items:

1. Exit Interview Survey Results (Oct or Nov)- HR Director

2. OSBA Elections
3. Leadership Team Current Year Goal Update (in report form)
 - SHS Report should include On-Track to Graduate percentages
4. Master Facilities Plan Review and Revisions—Facilities Director
5. State/District Report Cards-Assoc Supt (Nov or Dec)

Other Activities/Events

- OSBA Annual Conference

December

Traditional Location: Santiam Room

Annual Agenda Items:

1. District-wide AVID Report – District AVID Coordinator/Assoc Supt.
2. Special Education Report -Special Ed Director

January

Traditional Location: Stayton Middle School

Annual Agenda Items:

1. Board Appreciation Month-Staff/Schools
2. School Spotlight-School Admin
3. WESD Local Service Plan Approval (every 2 years)-Superintendent
4. Proposed List of Budget Committee Members and Budget Calendar-Business Director
5. Audit Review-Business Director (may also be joined by reps from auditing firm)
6. Current Year Goals Progress -Superintendent

Other Activities/Events

- Classified In-Service Day

Board Secretary Tasks:

- Prepare to file notice of district board election (due in Feb, [see Marion Co Calendar](#))
- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

February

Traditional Location: Stayton Elementary School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (in March)
3. Approval of Budget Committee Members and Calendar-Business Director
4. Leadership Team Current Year Goal Updates (in written form)
 - SHS Report should include On-Track to Graduate percentages

Board Secretary Tasks:

- File notice of district board election ([see Marion Co Calendar](#))
- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

Other Activities/Events

- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet
- Booster Club Annual Auction

March

Traditional Location: District Office/Santiam Room

Special Session:(first week in March)

1. Renewal of Contracts (Licensed/Administrative)

Traditional Location: Mari-Linn School

Regular Session Annual Agenda Items:

1. School Spotlight-School Admin
2. School Calendar Adoption (typically between now and May)
3. Superintendent Evaluation Forms to Board members
4. Projected Enrollment for Budget (review of 2nd period ADM)-in Bus. Director's report

Board Secretary Tasks:

- Distribute Evaluation Forms/Links to Board members
- Provide Reminded of Board Elections Filing Due Date (if applicable)

April

***Prior to April meeting, the individual scores from the Supt Eval must be compiled so they are available to review during the meeting* - Board Volunteer or Board Secretary**

Traditional Location: Sublimity School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
3. (Next Applicable 2022) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July – only done every three years.
4. (Next Applicable 2021) Discuss timelines for board self-evaluation (ever two years). The process should be completed by the June board meeting.
5. Review Consolidated Scores~ Superintendent Evaluation (Board only/Exec session)

After April Meeting

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to announce the student representative position opening for the upcoming school year. Applications should be submitted to the principal by June 1st.
- After meeting, send Board self-evaluation forms

May

Traditional Location: Stayton High School

Prior to Board Meeting:

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Annual Agenda Items:

1. School Spotlight-School Admin
2. Student awards @ SHS-Valedictorian, Salutatorian, Future First Citizen
3. Board Awards – Santiam, Jack Adams, Community Partner, Eagle Award (as recommended by the Community Engagement Committee)

4. WESD Local Service Plan List of Services Taken-Supt or Business Director
5. Establish the number of student transfer requests into the District for coming year
6. Review results of annual parent survey
7. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
8. Approve contract extension of Superintendent

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to collect student representative applications for the upcoming school year. Applications should be submitted to the principal by June 1st.

June

Traditional Location: Santiam Room

Special Session/Budget Hearing (prior to Regular Session):

Review of Budget Documents/Resolutions: Business Director

Regular Session Annual Agenda Items:

1. Budget Approval
2. Resolution~ Budget Reserves (DBDB)-Business Director
3. Professional Development Report – Assoc. Superintendent or designee
4. Select student representative to the school board for following year
5. Community Wide Activities in Schools for Previous Year (in written report)
6. Goal Workshop Prep (discuss who can attend, who will present)