



**2023-24 Board of Directors**

**Board Chair**, Erin Cramer    **Board Vice-Chair**, Mackenzie Strawn

**Board Members:** Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Alisha Oliver

**Student Representatives to the Board**, Benjamin Perez & Lucas Joyce

**Superintendent**, Lee W. Loving

**Director of Business & Fiscal Services**, Rhonda Allen

**Director of Human Resources**, Danielle Blackwell

**Director of Teaching & Learning**, Nicole Duncan

**Director of Special Services**, Brittney Spencer

**Director of Nutrition Services**, John Barnes

**Director of Safety, Security and Health Services**, Gary Rychard

**Director of Facilities**, Dave Parsons

**Superintendent/School Board Executive Assistant**, Tonia Whisman

**Regular Session**

**Thursday, May 19, 2022 ~ 6:00 PM**

**Stayton Elementary Cafeteria**

**875 N 3rd Ave**

**Stayton, OR 97383**

<https://youtu.be/-cbBHwstFqA>

**NSSD 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*

**NSSD 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

### 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. It is an open meeting of the Board and the public is allowed to observe in-person and via Zoom livestream on YouTube. On the agenda is a place for public comment. Those attending in-person that wish to address the Board during this time must complete a public comment request available near the room entrance prior to this point in the agenda. Those attending virtually must have registered online prior to 4:00 pm in order to receive the Zoom meeting link.*

*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 anyone wishing to communicate a complaint of this manner to follow the proper administrative process in Board policy KL (Public Complaints). This information is available on the District website.*

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: LAURA WIPPER (Alisha Oliver will be absent)

PLEDGE OF ALLEGIANCE: LAURA WIPPER (Alisha Oliver will be absent)

### 2. APPROVAL OF THE AGENDA

Any changes to the agenda after posting on April 16, 2022 are noted below:

Added Attachments-

- 5.2-May '22 General Fund Board Financials 21.22
- 7.1 -Special Session Meeting Minutes (4/8, 4/9, 4/26)
- 7.2 -May 2022 Licensed Staff Report (revised)
- 11.1-May 2022 Fieldtrips Report

#### **RECOMMENDED MOTION- AGENDA APPROVAL**

***Motion that the Board approves the meeting agenda as modified.***

### 3. SPOTLIGHT

This item is set aside for informational presentations that are not recurring agenda items. This may include guest speakers and highlights on schools or programs in the District.

#### **1. Chemeketa Partnership: Ken Hector/Jessica Howard**

Chemeketa Community College Board member Ken Hector and President/CEO Jessica Howard will be present to introduce themselves and share a few thoughts about the partnership they have with K-12 schools.

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North Santiam School District - Stayton High

9

### 4. STUDENT BUSINESS

This agenda item is for monthly reports from the NSSD Student Reps. to the Board and for other requests/reports from students.

**1. Student Acknowledgments: Vicky Storey**

SHS Principal Vicky Storey will help the Board acknowledge the following students:

**Valedictorians**

Maddy Mitzel  
Trevor Riordan  
Nina Turney

**Salutatorian**

Sarah Davis

**Santiam Award**

Eli Howard for selection as the 2021 Rotary Future First Citizen

**2. SHS/ASB Activities Report: Sarah & Tayven**

**5. REPORTS**

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

This standing agenda item is for the Board to receive a monthly report from the Superintendent.

**2. Business Director's Report: Jane Nofziger**

**10**

This standing agenda item is for the Board to receive the monthly financial report from the Business Director as well as other information relating to that department.

May '22 General Fund Board Financials 21.22

10

**1. Food Services Dept. Report: Chris Facha**

Chris will update the Board on the plans for summer food service and meal service programs for the 2022-2023 school year.

**3. Student Success Act: Dave Bolin**

This agenda item is for the Board to receive regular reports regarding the activities and expenditures funded by the Student Success Act.

**4. Licensed Union Report**

This standing agenda item is to receive regular reports from the Licensed Union representatives.

**6. 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 respectfully. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair will direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the entrance of the room and on the District's website. Those who have completed a public comment card will be called one at a time to step forward*

(or turn on their cameras/mics) and state their name and relationship to the District. Please note that speakers will have three minutes to express their thoughts.

To submit questions for a follow-up response, please complete the form available near the room entrance or via this link [QUESTIONS](#)

## 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***

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

04.08.22- Special Session Minutes-DRAFT

11

04.09.22 - Special Session Minutes-DRAFT

13

04.21.22 Regular Session Minutes-DRAFT

16

04.26.22 - Special Session Minutes-DRAFT

23

### 2. ***Licensed Staff Changes***

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School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. HR Director Debi Brazelton will review any changes in Licensed staff since the last board meeting. Only new hires require board approval; building transfers, resignations and retirements are for information only.

#### **New Hires (Board Action Required)**

- Shannon Wojda - SES Preschool Teacher
- Sarah Shumate - SES Teacher (covering 2nd grade leave)
- Dodi Holm - SES .4 Teacher (job share in 1st grade)
- Benjamin Wolfe- SMS/6th grade math & science
- Sarah Connolly - SHS/Chemistry
- Taylor Boxberger - SHS Social Studies
- Alexandra Jenks - SHS/AVID9/HS Success
- Emily Hendricks - SHS/PE (prev. classified staff)
- Lindsay Lavelle - SHS/Language Arts
- Tierra Lyman - SHS/Language Arts

#### **Resignations (all effective 6/16/22)**

- Melanie Tisler - SMS/7th grade math
- Ashley Farrens - SIS/4th grade
- Sydney Raska - SIS/5th grade
- Natasha Kirby - SES/Preschool
- Laryssa Rank - SES/Music

#### **Transfers**

- Stuart Peterson - SHS/ SS to Business

- Steven Finicle - SHS/ Chemistry to Adv. Math
- Shannon Sheppard - SMS/ 8th LA to Options Aca. K-5
- Thomas Smith - SMS/ Science to SS

**Leave of Absence**

- Cassie Stark - SES/2nd grade

May 2022 Licensed Report2

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**3. *Policy Correction***

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When Policy EFAA-AR was updated on 2/17/22, it contained a line that the current NSSD Food Services Director believes should have been struck out when submitted to NSSD from OSBA as part of their Policy Plus program. It is shown below and on the attachment under the section entitled

**General USDA NSLP/SBP/SMP Requirements**

Meal and item charge requirements will include the following:

- All students may charge meals.
- After the student has incurred the maximum allowed charges, K-8 students will receive an alternate meal.**

Providing a "less desirable, alternate meal" is no longer allowed and is not a practice at NSSD schools, so he recommended omitting it (line b). Since it is an AR, it does not require Board approval but is included so that the Board is made aware of the change.

EFAA AR-EFAA AR-Reimbursable Meals & Milk Programs 05.19.22

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**4. *Action on Consent Agenda***

**RECOMMENDED MOTION-CONSENT AGENDA**

*Motion that the Board approve the Consent Agenda including; 7.1-Minutes from the 4/21/22 Regular Session and from the 4/8/22, 4/9/22 and 4/26/22 Special Sessions, 7.2-New hires: Sarah Connolly, Sarah Shumate, Taylor Boxberger, Benjamin Wolfe, Alexandra Jenks, Shannon Wojda, Dodi Holm, Emily Hendricks, Lindsay Lavelle and Tierra Lyman.*

**8. NEW BUSINESS**

**1. *Science Curriculum Adoption: Nicole Duncan***

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The K-8 Science committee will be presenting their final recommendation for the Science instructional materials to the School Board to adopt for the Fall of 2022.

**Committee Members:**

**K-5 Team-** (SES) Rachel Schaffer, Alli Hill, Cameron Johnson, (ML) Yara Coblentz, (SIS) Victoria Roberts, (SUB) Dannie Ruiz & Rebecca Mitchell

**6-8 Team-** (ML) Andy Rasmussen, (SMS) Lindsey Kaufman & Philip Peterson, (SUB) Katelynn Ion

**K-5**

Publisher: Mystery Science

Program Title: Mystery Science

**6-8**

**POSSIBLE MOTION**

*Motion that the Board accepts the recommendation of the curriculum adoption committee and adopts a new Science curriculum from Mystery Science for grades K-5 and from Discovery Education for grades 6-8 to be implemented starting in the 2022-23 school year.*

**Motion Made By:**

**Vote:**

**Result:**

Science Adoption Board Presentation 34

2. **WESD Local Service Plan 2022-2023: Andy Gardner** 47

Supt. Gardner will review the services purchased by NSSD for the 2022-23 school year from the WESD (Willamette Education Service District).

LOCAL SERVICE PLAN 2022.23 47

9. **UNFINISHED BUSINESS**

1. **Community Engagement**

This standing agenda item is for the Board to continue discussing the process of increasing the engagement of parents and the greater community in our schools.

2. **Board Reflection**

This standing agenda item has been added to allow the Board to collectively reflect upon statements made during public comment or topics covered during Reports.

10. **EXECUTIVE SESSION ORS 192.660(2)(i)**

The Board will enter into Executive Session under ORS 192.660(2)(i) for the annual evaluation of the performance of the superintendent. This portion of the meeting is not open to the public.

11. **INFORMATION ONLY**

1. **Field Trip Report:** 57

A list of the field trips taken and/or scheduled since the start of the school year is included in the board packet. New trips scheduled since the last board meeting are highlighted in yellow. Any overnight stays are indicated in red.

May 2022 Fieldtrips Report2 57

## 2. Student Enrollment:

62

Current enrollment is approximately 2,091 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 176  
Sublimity: 337  
Stayton Elementary: 368  
Stayton Intermediate/Middle: 448  
(SIS:158 SMS:290)  
Stayton High: 621  
Options Academy: 141

May 2022 Enrollment Totals

62

## 3. Future Agenda Items:

64

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.

Agenda Items Annual Calendar 11.21

64

## 4. Upcoming Board Events & Activities:

Information regarding activities across the District can be found on the website at [www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us)

June 9, 2022 - 8th Grade Promotion Ceremonies

Mari-Linn ~ 6:30 pm

Stayton Middle (held at SHS) ~ 7:00 pm

Sublimity ~ 7:00 pm

June 10, 2022 - SHS Class of 2022 Graduation

7:00 pm ~ Salem Armory

June 15, 2022 - End of Year Celebration

time & location TBA

June 16, 2022 - Budget Hearing

5:30 pm ~ Santiam Room/District Office

June 16, 2022 - Regular Session Board Meeting

6:00 pm ~ Santiam Room/District Office

July 21, 2022 - \*Tentative\* Regular Session Board Meeting:

6:00 pm ~ Santiam Room/District Office

July 30, 2022 - SummerFest (NSSD booth w/ board hosts)

7:30 am - 4:30 pm

12. BOARD MEMBER REPORTS/ANNOUNCEMENTS

**This item is for things such as reports from board members (E.g. conferences or community events they attended) or to request volunteers for upcoming activities.**

Board Greeter for Next Month:

Chamber Greeters NSSD Board Rep:

Possible Future Agenda Items:

13. 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.*

# North Santiam School District & Chemeketa Community College

## Governance

Chemeketa Board of Education

North Santiam District Representative:

Ken Hector

Board Chair: Jackie Franke

Board Vice Chair: Ron Pittman

Members: Ed Dodson, Betsy Earls, Neva Hutchinson, Ron Pittman, Diane Watson

President/CEO: Jessica Howard

Chemeketa Community College • 2021–2022

## Reducing College Costs for Stayton Households

Last year (2020–21) 49 Stayton High students paid \$30 to participate in Chemeketa’s College Credit Now program. They earned 366 Chemeketa college credits while in high school, saving their families \$44,646 in college tuition and fees. 90 Stayton High graduates who received the Oregon Promise enrolled at Chemeketa since the beginning of the grant in 2016. The Oregon Promise recipients from Stayton High have been awarded a total of \$267,722 in Oregon Promise grants.

## Rewarding High Achieving Stayton High Students

117 Stayton High graduates with a 3.5 or better high school GPA have enrolled as Chemeketa Scholars over the past ten years (2011–2020). Chemeketa Scholars are awarded a full tuition scholarship. The Chemeketa Scholars from Stayton High accumulated a total tuition savings of \$754,666.

## A Popular Choice for Stayton High Graduates

Twenty seven percent of Stayton High graduates from 2019–20 enrolled at Chemeketa during the 2020–21 academic year.

## Stayton High Alumni Success

In the years from 2011–2020, 116 Stayton High alumni completed a Chemeketa certificate or degree. Also in the years from 2011–2020, 168 Stayton High alumni transferred from Chemeketa to a 4-year institution.

## Other Key Facts

### Economic Contribution

Chemeketa’s contribution to the regional economy (wages, contracts, student spending) totaled \$895 million in 2018–19. (EMSI, 2020)

### Keeping Chemeketa Affordable

**Tuition** Chemeketa’s \$126 per credit tuition & fees for 2020–21 is one of the lowest of Oregon’s 17 community colleges.

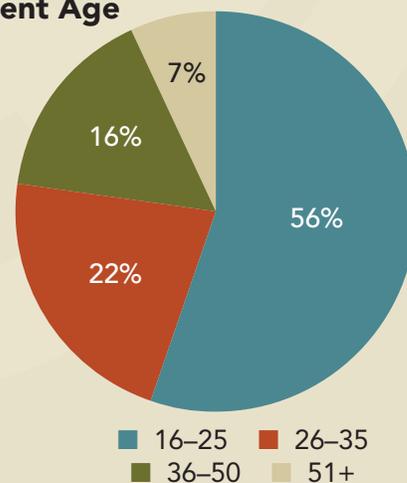
**Chemeketa Press** From 1977 to 2015, the price of commercial textbooks rose 1000% — three times the rate of inflation — making textbooks an often insurmountable barrier for students. Something had to be done, so Chemeketa’s administrators and faculty began to pursue a college-wide initiative to lower the price of textbooks. Many solutions were proposed, among them a project to allow faculty to create their own textbooks with the help of the college.

Chemeketa Press was launched in 2015, making Chemeketa the only community college in the nation publishing peer-reviewed textbooks with original content authored by the college’s faculty. Chemeketa Press has sold over 41,000 books to our students, saving them at least \$4.9 million by replacing expensive commercial textbooks.

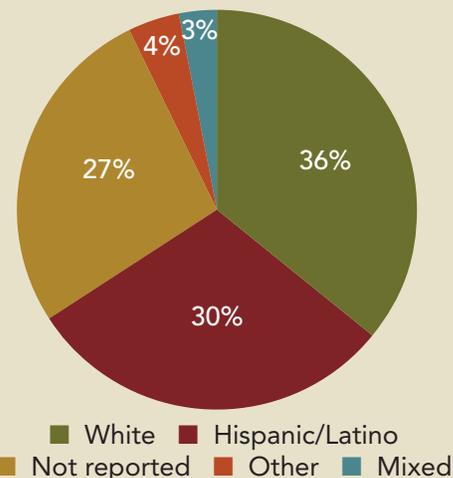
## Students

**Headcount** Over 22,326 people took at least one class from Chemeketa in 2020–21.

### Student Age



### Race & Ethnicity



**Note:** Our percentage of Hispanic/Latino students qualifies the college as a Hispanic Serving Institution.



**2021-22 BOARD FINANCIALS - GENERAL FUND  
REVENUE AND EXPENSE PROJECTIONS**

May-22	ACTUALS										PROJECTED				Totals	Budget	% of Budget
	July	August	September	October	November	December	January	February	March	April	May	June					
<b>REVENUES:</b>																	
Local Sources																	
Property taxes -R1111:R1112	25,811	38,684	17,496	10,936	5,703,764	644,163	82,256	36,476	102,509	63,247	20,000	121,000	6,866,342	6,700,000	102.48%		
Electric Tax - 1200	0	0	1,568										1,568	0			
Investment Earnings -R1510	45,986	5,380	5,380	4,678	4,647	6,677	6,672	5,912	6,907	7,361	4,700	4,700	109,001	140,000	77.86%		
Admissions, Fees, Rents, R1710:R1910 & R1330	136	342	40	516	1,581	50	0	2,712	1,018	138	150	1,046	7,729	3,000	257.65%		
Other local Sources R1940:R1990	120	2,446	42,440	505	78	10	943	510	353	1,348	906	75,000	124,659	152,500	81.74%		
0													0	0			
County School Funds R2101	0	0	0	0	0	0	0	0	80,907	0	0	0	80,907	45,000	179.79%		
Interm. Revenue Heavy Equipment Tax 2199		6,301		0	0	0	3,269	0	2,596	0	0	0	12,166	10,000			
Restricted Revenue - PTP R2200 & R3299	0	0	0	3,614	0	0	0	0	0	0	0	0	3,614	0			
WESD Transit Fund R2102	0	0	0	0	0	150,000	0	150,000	0	150,000	0	150,000	600,000	600,000	100.00%		
State Sources													0				
School Support Fund R3101	2,605,951	1,302,194	1,302,194	1,302,194	1,150,636	1,150,636	1,150,636	1,150,636	1,150,636	834,595	777,290	0	13,877,598	15,533,461	89.34%		
School Support Fund High School Disability	0	0	0	0	0	0	0	0	0	0	0	0	147,712	10,000			
St Sch Fd-Prior Year Adjustment R3101.5		0							0	0	0	0	178,439	(150,000)	-118.96%		
Common School Fund R3103	0	0	0	0	0	0	120,529	0	0	0	0	120,000	240,529	226,889	106.01%		
State Timber R3104	899,179	0	738,978	0	0	47,090	3,060	0	0	4,011	37,000	0	1,729,319	250,000	691.73%		
Federal Sources													0				
Federal Forest Fees R4801	0	0	0	0	0	0	0	0	0	0	10,000	0	10,000	10,000			
Bond Proceeds			14,634,899										14,634,899	14,743,334			
Accrued Interest			0										0	1,000			
Beginning Fund Balance - est R5400	3,640,909	0	0	0	0	0	0	0	0	0	0	0	3,640,909	2,400,000	151.70%		
Total Monthly Revenue	3,577,184	1,355,348	16,742,995	1,322,442	6,860,706	1,998,625	1,367,366	1,346,246	1,344,926	1,060,701	1,176,197	471,746	42,265,391		103.91%		
Cumulative Revenue	7,218,093	8,573,441	25,316,436	26,638,878	33,499,584	35,498,209	36,865,575	38,211,821	39,556,747	40,617,447	41,793,645	42,265,391	42,265,391	40,675,184	101.79%		
<b>EXPENDITURES BY OBJECTS</b>																	
100 Salaries	227,142	266,712	984,658	1,010,618	995,132	980,300	953,759	965,341	988,984	945,347	990,000	2,280,000	11,587,991	12,083,287	95.90%		
200 Employee Benefits	137,616	168,795	674,525	607,571	602,254	593,031	576,459	593,908	590,819	589,041	595,000	1,480,000	7,209,018	7,939,982	90.79%		
300 Purchased Services	45,780	136,970	99,800	231,437	198,855	227,311	182,214	336,365	280,507	237,844	280,000	650,000	2,907,083	3,188,043	91.19%		
400 Supplies	18,923	60,675	39,266	72,506	30,049	19,854	26,692	22,108	35,500	123,265	97,000	87,643	633,481	810,633	78.15%		
500 Capital Outlay	1,760	69,526	4,526	24,026	20,101	4,526	4,526	8,878	87,685	17,791	75,000	35,000	353,344	142,335	0.00%		
600 Dues, Fees, Other	287,063	68,800	14,583,775	11,341	1,555	1,004	15,248	7,050	3,588	72,583	15,200	20,000	15,087,208	15,160,904	99.51%		
700 Transfers to other Funds	0	0	0	0	0	0	0	0	0	0	0	50,000	50,000	50,000	100.00%		
800 Contingency/Unappropriated			0	0	0	0	0	0	0	0	0	0	0	1,300,000	0.00%		
Total Monthly Expenditure	718,284	771,477	16,386,550	1,957,499	1,847,945	1,826,025	1,758,897	1,933,651	1,987,081	1,985,872	2,052,200	4,602,643	37,828,125	40,675,184			
Cumulative Expenditure	718,284	1,489,761	17,876,312	19,833,811	21,681,756	23,507,781	25,266,678	27,200,329	29,187,410	31,173,282	33,225,482	37,828,125	37,828,125	40,675,184	93.00%		
<b>EXPENDITURES BY FUNCTION</b>																	
1000 - Instruction	19,729	21,725	1,113,959	1,212,885	1,184,177	1,135,025	1,131,499	1,166,744	1,168,179	1,131,024	1,225,200	3,070,879	13,581,023	14,862,331	91.38%		
2000 - Support Services	653,518	680,657	702,355	740,115	663,768	686,500	624,203	766,907	832,402	783,000	827,000	1,481,764	9,442,190	9,588,099	98.48%		
3000 - Community Services	0	4,500	0	4,500	0	4,500	0	0	(13,500)	0	0	0	0	10,700	0.00%		
5000 - Debt Service / Transfers	45,037	64,595	14,570,237	0	0	0	3,195	0	0	71,848	0	50,000	14,804,912	14,914,054	99.27%		
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	718,284	771,477	16,386,550	1,957,499	1,847,945	1,826,025	1,758,897	1,933,651	1,987,081	1,985,872	2,052,200	4,602,643	37,828,125	40,675,184			
Cumulative Expenditure	718,284	1,489,761	17,876,312	19,833,811	21,681,756	23,507,781	25,266,678	27,200,329	29,187,410	31,173,282	33,225,482	37,828,125	37,828,125	40,675,184	93.00%		
<b>Month End Balance</b>	<b>6,499,809</b>	<b>7,083,680</b>	<b>7,440,124</b>	<b>6,805,068</b>	<b>11,817,829</b>	<b>11,990,429</b>	<b>11,598,897</b>	<b>11,011,492</b>	<b>10,369,337</b>	<b>9,444,166</b>	<b>8,568,163</b>	<b>4,437,266</b>					



**2021-22 Board of Directors**

**Board Chair**, Alisha Oliver      **Board Vice-Chair**, Laura Wipper

**Board Members**: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

**Student Representatives to the Board**, Tayven Whieldon & Sarah Wolf

**Superintendent**, Andy Gardner

**Assoc. Superintendent**, Dave Bolin

**Business Director**, Jane Nofziger

**Human Resources Director**, Debi Brazelton

**Superintendent/School Board Executive Assistant**, Tonia Whisman

**Special Session**

**Friday, April 8, 2022 ~ 2:00 PM**

**Stayton Elementary Cafeteria**

**875 N 3rd Ave**

**Stayton, OR 97383**

1. **CALL SPECIAL SESSION TO ORDER**

The Board Chair called the meeting to order at 2:04 pm with the individuals listed below. She then led everyone in the Pledge of Allegiance.

Board: Alisha Oliver, Mike Wagner, Erin Cramer, Coral Ford, Mark Henderson and Mackenzie Strawn and Student Reps-Tayven Whieldon and Sarah Wolf. Laura Wipper notified the Board she would be joining virtually prior to the start of the interviews.

Staff: Tonia Whisman & Debi Brazelton

Other: Steve Kelley, OSBA Executive Search Consultant

2. **APPROVAL OF THE AGENDA**

There were no changes to the agenda after the original posting.

**MOTION-AGENDA**

*Motion that the Board approves the meeting agenda as submitted.*

**Motion Made By: Erin Cramer**

**Vote: 6-0**

**Result: Motion Passed**

3. **ENTER INTO EXECUTIVE SESSION PER ORS 192.660(2)(a)**

As per ORS 192.660(2)(a), the Board entered into Executive Session at 2:10 pm "to consider the employment of a staff member". This portion of the agenda was only for board members, the NSSD Director of HR, the Screening Advisory Committee and the Board Administrative Assistant.

1. **Preparations for Interviews**

The Board met for a debrief regarding social media/internet searches on candidates and for final preparations regarding interview questions. The Board Chair called for a recess at 2:45 pm to allow those members of the Screening Advisory Committee who were present to come into the room to observe candidate interviews conducted by the Board.

2. **Interviews**

The Board Chair called the meeting back to order at 3:00 pm and interviews occurred.

3. **Return to Open Session**

The Board Chair returned the meeting to Open Session at 7:10 pm.

4. **CONTRACT PARAMETERS**

The Board discussed possible changes to the current NSSD contract for the superintendent. The HR Director reviewed the contract with legal counsel and they made a few recommendations to improve clarity and consistency. Topics included: travel expenses, no-cause termination and non-renewals, insurance and retirement benefits and vacation days. The HR Director indicated she would revise the document with the agreed upon changes and resubmit to the District's legal counsel for review.

5. **ADJOURN**

The Board Chair adjourned the meeting at 8:25 pm.

**EQUAL OPPORTUNITY EMPLOYER**

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**2021-22 Board of Directors**

**Board Chair**, Alisha Oliver      **Board Vice-Chair**, Laura Wipper

**Board Members**: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

**Student Representatives to the Board**, Tayven Whieldon & Sarah Wolf

**Superintendent**, Andy Gardner

**Assoc. Superintendent**, Dave Bolin

**Business Director**, Jane Nofziger

**Human Resources Director**, Debi Brazelton

**Superintendent/School Board Executive Assistant**, Tonia Whisman

**Special Session**

**Saturday, April 9, 2022 ~ 8:30 AM**

**Stayton Elementary Cafeteria**

**875 N 3rd Ave**

**Stayton, OR 97383**

1. **CALL SPECIAL SESSION TO ORDER**

The Board Chair called the meeting to order at 8:30 am with the following individuals present:

Board: Alisha Oliver, Mike Wagner, Erin Cramer, Coral Ford, Mark Henderson and Mackenzie Strawn and Student Reps-Tayven Whieldon and Sarah Wolf. Laura Wipper attended the meeting virtually.

Staff: Tonia Whisman & Debi Brazelton

Other: Steve Kelley, OSBA Executive Search Consultant

2. **APPROVAL OF THE AGENDA**

Any changes to the agenda after posting on April 4, 2022 were acknowledged:

Added Agenda Items-

- 3.3-Recess
- 3.4-Deliberation to Determine Finalists

**MOTION-AGENDA**

*Motion that the Board approves the meeting agenda as modified.*

**Motion Made By: Mike Wagner**

**Vote: 7-0**

**Result: Motion Passed**

3. **ENTER INTO EXECUTIVE SESSION PER ORS 192.660(2)(a)**

As per ORS 192.660(2)(a), the Board entered into Executive Session "to consider the employment of a staff member". This portion of the agenda was only for board members, the NSSD Director of HR, the Screening Advisory Committee and the Board Administrative Assistant.

1. **Preparations for Interviews**

The Board met for a debrief regarding social media/internet searches on candidates.

The Board Chair called for a recess from 9:03-9:15 am.

2. **Interviews**

The Screening Advisory Committee was invited into the room to observe candidate interviews conducted by the Board.

3. **Recess**

The Board Chair called for a 15 minute recess at 11:10 am to allow the Screening Committee to leave and board members to take a break before deliberating. The meeting was called back to order at 11:20 am.

4. **Deliberation to Determine Finalists**

During the deliberation, the Board Chair called for a recess from 12:30-12:45 for a meal break.

5. **Return to Open Session**

The Board Chair returned the meeting to Open Session at 3:15 pm.

4. **FINALIST FORUM**

The Board discussed possible formats for forums in order to allow the public to meet the finalists. They agreed to schedule a moderated "Q & A" for April 26, 2022 at 6:00 pm at Stayton High School. Attendees will have opportunities to submit questions (to be asked by the moderator) and also provide feedback on the candidates to the school board.

5. **REFERENCE CHECK TRAINING**

Steve Kelley provided training to the board members selected to perform reference checks on the finalists. He also provided them with a list of sample questions that they could use during the process. They worked together to settle on an approved list. They then discussed the topic of site visits. They agreed it was important to visit each candidate's current district in addition to contacting their references and agreed to the assignments listed below after making a motion.

**MOTION-SITE VISITS**

***Motion that the Board agrees to send representatives to Las Vegas, NV, Burlington, ID and Redmond, OR pending financial approval from the NSSD Business Director.***

**Motion Made By: Mackenzie Strawn**

**Vote: 7-0**

**Result: Motion Passed**

	<u>Reference Checks</u>	<u>Site Visits</u>
Lee Loving	Mackenzie Strawn	Coral Ford
Jose Silva	Erin Cramer	Laura Wipper
*Patrick Coen	Mike Wagner	Mark Henderson

Furthermore, they agreed to offer to reimburse travel expenses for candidates to come to Stayton on April 26, especially since two of the three were traveling from out of state.

\*For future context - this candidate withdrew his application on April 12, 2022.

#### **MOTION-TRAVEL EXPENSES**

*Motion that the Board agrees to reimburse up to \$1500 per person for qualified travel expenses to visit the NSSD on April 26, 2022, pending financial approval from the NSSD Business Director.*

**Motion Made By: Erin Cramer**

**Vote: 7-0**

**Result: Motion Passed**

#### 6. CONTRACT PARAMETERS

There was no further discussion on this topic.

#### 7. ADJOURN

The Board Chair adjourned the meeting at 4:07 pm.

#### EQUAL OPPORTUNITY EMPLOYER

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**2021-22 Board of Directors**

**Board Chair, Alisha Oliver      Board Vice-Chair, Laura Wipper**

**Board Members:** Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

**Student Representatives to the Board, Tayven Whieldon & Sarah Wolf**

**Superintendent, Andy Gardner**

**Assoc. Superintendent, Dave Bolin**

**Business Director, Jane Nofziger**

**Human Resources Director, Debi Brazelton**

**Superintendent/School Board Executive Assistant, Tonia Whisman**

**Regular Session Minutes-DRAFT**

**Thursday, April 21, 2022 ~ 6:00 PM**

<https://nsantiam-k12-or-us.zoom.us/j/89908736624> Meeting ID: 899 0873 6624

**Stayton Elementary Cafeteria**

**875 N 3rd Ave**

**Stayton, OR 97383**

1. **CALL REGULAR SESSION TO ORDER**

Mike Wagner called the meeting to order at 6:01 pm with all board members present. Laura Wipper was calling in from out of state (not visible on screen) and Alisha Oliver was attending the meeting virtually.

2. **APPROVAL OF THE AGENDA**

Any changes to the agenda after posting on April 16, 2022 were acknowledged:

Added Attachments-

- 3.1-Resolution #042122A
- 3.2-Resolution #042122B
- 5.2-General Fund Board Financials 21.22
- 7.1-Meeting Minutes from 3/3/22, 3/17/22 & 3/30/22
- 9.1-2021-2022 School Calendar

Added Agenda Items-

- 3.2-School Lunch Hero Day Proclamation

## MOTION- AGENDA APPROVAL

*Motion that the Board approves the meeting agenda as modified.*

**Motion Made By: Mark Henderson**

**Vote: 6-0 (Laura's vote was not able to be confirmed)**

**Result: Motion passed**

### 3. SPOTLIGHT

#### 3.1 **Teacher Appreciation Week Proclamation**

Teacher Appreciation Week is May 2-6, 2022. The Board expressed their deep appreciation of the NSSD teaching staff and voted to approve a resolution honoring their remarkable commitment and dedication.

## MOTION-RESOLUTION #042122A

*Be it resolved that the NSSD expresses its deep appreciation of its Licensed staff by adopting Resolution #042122A proclaiming May 2-6 to be TEACHER APPRECIATION WEEK.*

**Motion Made By: Erin Cramer**

**Vote: 6-0 (Laura's vote was not able to be confirmed)**

**Result: Motion passed**

#### 3.2 **School Lunch Hero Day Proclamation**

The Board was made aware (after the meeting posting on April 15th) that May 6, 2022 was School Lunch Hero Day and so a proclamation was added to the agenda to honor the District's amazing food nutrition staff.

## MOTION-RESOLUTION #042122B

*Be it resolved that the NSSD expresses its deep appreciation of its Food Nutrition staff by adopting Resolution #042122B proclaiming May 6, 2022 to be School Lunch Hero Day.*

**Motion Made By: Coral Ford**

**Vote: 6-0 (Laura's vote was not able to be confirmed)**

**Result: Motion passed**

### 4 STUDENT BUSINESS

Student Reps. Tayven Whieldon and Sarah Wolf gave the monthly student report. Highlights included:

- Spring sports are going well but there were numerous games canceled this week due to weather
- SMS Outdoor School -both Tayven and Sarah will be absent at the May board meeting because they will be counselors at Outdoor School that week
- FBLA (Future Business Leaders of America) -four students from the SHS qualified for Nationals at the recent state competition

- National Honor Society students will be focusing on Teacher Appreciation Week. They will be writing personal notes and providing breakfast. They are also working to decide on community/school service projects they plan to undertake.
- Prom Court will be announced the following day. Prom is happening on May 7th in Salem.
- Blood Drive is happening in May in the SHS gym
- Homegoing Week is the last week of school for seniors (May 30-June 3) and they are planning a number of fun activities to celebrate including powderpuff games, tailgating, class vs class and class vs staff games.
- Summer Kickoff - plans are ongoing. Some possible ideas for activities include a dunk tank, rock wall, food trucks and a presence from both the police and fire departments

## 5 REPORTS

### 5.1 **Superintendent's Report: Andy Gardner**

Superintendent Gardner gave his monthly report. Key points included:

- Phishing scams: more schools are falling victim to attacks. The District's insurance company has indicated there is a "pool" of \$5 million for all victims but once the pool has been exhausted, there might not be any further payouts. To qualify to be included in the pool, districts must
  - backup data daily
  - limit the highest level of administrative rights to only a few individuals
  - require passwords to change at least annually
  - commit to add two trainings for staff
- Willamette Career Academy: 2 of the 12 school districts who committed to fund slots for students in the academy have withdrawn, which has pulled 20% of the funding. The remaining districts are working to find new sponsors to replace the funding or possibly offer individual open slots to school districts.
- School library book challenges: the District is reviewing its policies and processes regarding library book selection and challenges
- Negotiations have begun with the Licensed Union.

### 5.2 **Business Director's Report: Jane Nofziger**

Business Director Jane Nofziger presented her monthly financials. There was no significant change in the projected ending fund balance from the last financial report.

She also reported that the District will not continue sharing a Food Services Director position with the Cascade School District in the next school year. This will be in effect as of July 1, 2022.

### 5.3 **Student Success Act: Dave Bolin**

Associate Supt. Dave Bolin reviewed the quarterly report he recently submitted to the Oregon Dept. of Education (ODE). His presentation was included in the meeting materials and can be viewed at the [April 21, 2022 meeting link](#) located on the District website under School Board.

### 5.4 **Licensed Union Report**

OSEA Union President Pauli Lime noted that state testing has begun and they are seeing encouraging progress. She expressed appreciation on behalf of all teachers for the \$800

retention/appreciation bonus they received in April. She also reported that the union received 11 applications from SHS seniors for scholarships. They recipients are:

Kassidy Strand-\$750, 4 year college  
Tori Turner & Lesley Rios-\$1,000, Teacher Education  
Nina Turner-\$750, Community College

## 6 PUBLIC COMMENT

There were no comments from the public.

## 7 CONSENT AGENDA

### 7.1 *Approval of Meeting Minutes*

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

### 7.2 *Licensed Staff Changes*

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. HR Director Debi Brazelton reviewed any changes in Licensed staff since the last meeting.

#### **New Hires (Board Action Required)**

Ron Stutzman-SHS/Manufacturing (was on a temp. contract)

Devon Garber-SHS/SMS/SIS Choir, effective '22-'23

Evan Tait-SHS Drama, effective '22-'23

#### **Resignations**

Dana Fowler-Options Academy K-5 Teacher, effective 6/22

#### **Retirements**

Kim Lamoreaux-ML 2nd grade teacher effective 6/22

### 7.3 *Action on Consent Agenda*

#### **MOTION-CONSENT AGENDA**

*Motion that the Board approve the Consent Agenda including; 7.1-Minutes from the 03/03/22 Regular Session, 03/17/22 Regular Session and 3/30/22 Special Session and 7.2 New hires -Ron Stutzman, Devon Garber and Evan Tait.*

**Motion Made By: Erin Cramer**

**Vote: 6-0 (Laura's vote was not able to be confirmed)**

**Result: Motion passed**

## 8 NEW BUSINESS

### 8.1 **World Languages Curriculum Adoption Proposal**

The World Language committee presented their final recommendation for the World Language Instructional materials to the Board to adopt for the Fall of 2022. Both Laura Shoemaker and Elijah Neves (representing Spanish courses) joined Nicole Duncan to present the committee's recommendation. Les Conley (representing French) was also on the committee but was not present at the meeting. Their presentation was added to the [April 21, 2022 meeting](#) materials and

provided an overview of the District’s processes, criteria, estimated costs and the ultimate recommendation for the Spanish curriculum choice from Vista Higher Learning entitled Senderos.

The committee also covered new French course options but recommended waiting to make a final decision until SHS administration determines when and how French will be offered. A new teacher needs to be hired and they felt that new teacher should have the ability to provide input between the two choices.

#### **MOTION-CURRICULUM ADOPTION**

**Motion that the Board accepts the recommendation of the curriculum adoption committee and adopts a new Spanish language curriculum from *Vista Higher Learning* entitled *Senderos* to be implemented starting in the 2022-23 school year.**

**Motion Made By: Erin Cramer**

**Vote: 6-0 (Laura’s vote was not able to be confirmed)**

**Result: Motion passed**

**French - is pending until a new instructor is hired and can participate in the process. A motion to adopt will be brought back to the Board at that time.**

Publisher: Cengage

Program Title: \* LIAISONS: AN INTRODUCTION TO FRENCH  
OR

Publisher: Wayside Publishing Company

Program Title: \*EntreCultures

#### **9 UNFINISHED BUSINESS**

##### **9.1 Staff Retention Bonus/Paid Day Off**

The Board continued discussing the possibility of changing the 2021-22 school calendar to convert one instructional day into a paid day off for staff as a token of appreciation for all their extra time and effort needed in order to respond to student’s needs as a result of the COVID pandemic. The Board agreed it was important to honor staff in this way but also give parents adequate time to find childcare, if needed. It was noted that the Friday before the Memorial Day weekend is one of the lowest attended days of the school year by both students and staff and by then all state-testing should be completed and therefore may have the least impact. The Board agreed to change this day to a paid-day off for all staff.

#### ***MOTION-BONUS DAY OFF/NON-INSTRUCTION DAY***

***Motion to approve a bonus day off for all staff to occur on Friday, May 27, 2022.***

**Motion Made By: Mark Henderson**

**Vote: 6-0 (Laura’s vote was not able to be confirmed)**

**Result: Motion passed**

## 9.2 **New Supt. Contract Parameters**

The Board reviewed a spreadsheet comparing some of the items included in contracts from neighboring schools districts. The Board agreed there should be a slight increase in the travel and tech monthly stipends and they proposed \$500 monthly combined for both. They also suggested increasing the number of vacation days to match the number for staff (change from 8-10). In addition, they agreed they would be comfortable going as high as \$5,000 in an offerance of moving expenses.

## 9.3 **Board Reflection**

This standing agenda item has been added to allow the Board to collectively reflect upon statements made during public comment or topics covered during Reports. Board members reflected on the search process thus far and how much they've enjoyed working together as a cohesive unit for a common purpose.

# 10 **INFORMATION ONLY**

## 10.1 **Field Trip Report:**

A list of the field trips taken and/or scheduled since the start of the school year was included in the board packet. The attachment can be viewed at the [April 21, 2022 meeting link](#) located on the District website under "School Board".

## 10.2 **Student Enrollment:**

Current enrollment is approximately 2,102 across the District. Numbers for each school are listed below. To view the attachment for a breakdown by grade at each location, click on the [April 21, 2022 meeting link](#) located on the District website under "School Board".

Mari-Linn: 174

Sublimity: 341

Stayton Elementary: 365

Stayton Intermediate/Middle: 448

Stayton High: 624

Options Academy: 150

## 10.3 **Future Agenda Items:**

A list of possible future agenda items was included. To view the attachment for a breakdown by grade at each location, click on the [April 21, 2022 meeting link](#) located on the District website under "School Board".

## 10.4 **Upcoming Board Events & Activities:**

A list of upcoming events was included in the meeting materials.

# 11 **BOARD MEMBER REPORTS/ANNOUNCEMENTS**

**This item is for things such as reports from board members (E.g. conferences or community events they attended) or to request volunteers for upcoming activities.**

- FFA Booster Auction on May 21, 2022 at SHS cafeteria at 6:00 pm
- Coral attended the Mock Interviews at Stayton HS and it was a great event

- Final Choir Concert for Diane Allen-Jackson is on May 2, 2022

Board Greeter for Next Month: Coral Ford

12 ADJOURN

Mike Wagner adjourned the meeting at 8:36 pm.

EQUAL OPPORTUNITY EMPLOYER

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**Assoc. Superintendent**, Dave Bolin

**Business Director**, Jane Nofziger

**Human Resources Director**, Debi Brazelton

**Superintendent/School Board Executive Assistant**, Tonia Whisman

**Special Session**

**Tuesday, April 26, 2022 ~ 2:00 PM**

**NSSD District Office/Santiam Room**

**1155 N 3rd Ave**

**Stayton, OR 97383**

1. **CALL SPECIAL SESSION TO ORDER**

The Board Chair called the meeting to order at 2:15 pm with all board members present, including both student representatives. She then led everyone in the pledge of allegiance.

Others present: Steve Kelley, OSBA Executive Search Consultant and Tonia Whisman, Board Admin. Assistant.

2. **APPROVAL OF THE AGENDA**

There were no changes to the agenda after it was posted.

**MOTION-AGENDA**

*Motion that the Board approves the meeting agenda as modified.*

**Motion Made By: Mike Wagner**

**Vote: 7-0**

**Result: Motion Passed**

3. **ENTER INTO EXECUTIVE SESSION PER ORS 192.660(2)(a)**

As per ORS 192.660(2)(a), the Board entered into Executive Session at 2:20 pm "to consider the employment of a staff member".

**3.1 Preparation for Interviews**

### 3.2 Interviews

### 3.3 Return to Open Session

The Board Chair returned the meeting back to Open Session at 4:35 pm.

4. **RECESS: 4:30 PM**

The Board Chair called for a recess at 4:35 pm for a meal break.

5. **CALL SPECIAL SESSION BACK TO ORDER: 6:00 PM**

The Board Chair called the meeting back to order at 6:00 pm in the Stayton High School in the main gym (757 W Locust St, Stayton).

6. **Q & A SESSIONS WITH FINALISTS**

Both candidates had 30 minutes to answer the same set of questions. The questions were gathered by the moderator randomly from individuals attending in person and also those that were submitted online prior to the start of the meeting. The Q & A session was available to view online via a livestream.

6:00-6:30 = Lee Loving

6:30-7:00 = Dr Jose Silva

The Board Chair called for a recess at 7:05 pm to allow the Board to move into the SHS library for the remainder of the meeting. The meeting was called back to order at 7:25 pm with all board members present along with both student representatives and NSSD staff members Andy Gardner (present only for the first 30 minutes), Debi Brazelton and Tonia Whisman.

7. **ENTER INTO EXECUTIVE SESSION PER ORS 192.660(2)(a):**

As per ORS 192.660(2)(a), the Board entered into in Executive Session at 7:26 pm "*to consider the employment of a staff member*".

### 7.1 Deliberations

### 7.2 Return to Open Session

The Board Chair returned the meeting to Open Session at 9:40 pm.

8. **SUPT CONTRACT PARAMETERS**

The Board reviewed the latest version of the NSSD superintendent contract and discussed final details regarding the parameters in which board appointed representatives would operate during their contract negotiations with their top choice candidate. They also agreed which two board members would notify the top candidate and lead the negotiations on behalf of the rest of the Board.

### **MOTION-BOARD REPS. FOR NEGOTIATIONS**

***Motion that the Board selects Alisha Oliver and Mike Wagner to represent the NSSD Board of Directors to notify the top candidate and negotiate a contract.***

**Motion Made By: Erin Cramer**

**Vote: 7-0**

**Result: Motion Passed**

The Board then agreed on a tentative date of May 3, 2022 for the Special Session meeting to vote publicly on their selection for the next superintendent and the employment contract.

9. **ADJOURN**

The Board Chair adjourned the meeting at 10:19 pm.

**EQUAL OPPORTUNITY EMPLOYER**

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<b><u>ACTION REQUIRED</u></b>			
<b><u>NEW HIRES</u></b>		<b><u>SCHOOL</u></b>	<b><u>NOTE</u></b>
Sarah Connolly		SHS	Chemistry
Sarah Shumate		SES	Was temporary 21-22; covering Cassie Stark's leave
Taylor Boxberger		SHS	Social Studies
Benjamin Wolfe		SMS	6th math & science
Alexandria Jenks		SHS	AVID 9 / HS Success
Shannon Wojda		SES	Preschool
Dodi Holm		SES	.4 FTE job share - 1st grade
Emily Hendricks		SHS	Was classified, moving to PE position
Lindsay Lavelle		SHS	Lang Arts
Tierra Lyman		SHS	Lang Arts
<b><u>***FYI***</u></b>			
<b><u>TRANSFERS</u></b>			
Stuart Peterson		SHS	Social Studies to Business
Steven Finicle		SHS	Chemistry to Advanced Math
Shannon Sheppard		SMS	8th Lang Arts to Options Academy K-5
Thomas Smith		SMS	6th math/science to Social Studies
<b><u>NEW HIRES</u></b>	<b><u>DOH</u></b>	<b><u>SCHOOL</u></b>	<b><u>NOTE</u></b>
<b><u>RESIGNATIONS</u></b>	<b><u>DOT</u></b>	<b><u>SCHOOL</u></b>	<b><u>NOTE</u></b>
Melanie Tisler	6/16/2022	SMS	7th math
Ashley Farrens	6/16/2022	SIS	4th
Natasha Kirby	6/16/2022	SES	Preschool
Laryssa Rank	6/16/2022	SES	Music
Sydney Raska	6/16/2022	SIS	5th grade
<b><u>RETIREMENTS</u></b>	<b><u>DOR</u></b>	<b><u>SCHOOL</u></b>	<b><u>NOTE</u></b>
<b><u>LEAVE OF ABSENCE</u></b>	<b><u>DOL</u></b>	<b><u>SCHOOL</u></b>	<b><u>NOTE</u></b>
Cassie Stark	2022-23	SES	

# North Santiam School District

Code: EFAA-AR  
Adopted: 11/21/02  
Revised/Readopted: 8/15/13; 7/17/14; 1/15/15;  
3/17/16; 8/17/17; 02/17/22  
Orig. Code: EFAA-AR

## Reimbursable School Meals Programs

The district's nutrition and food services will be operated in accordance with the following requirements:

### Meal Pricing Procedures

1. Reimbursable meals will be priced as a unit.
2. Reimbursable meals will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.
3. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the district in compliance with state and federal laws.
4. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.
5. The district may implement claiming alternative Provision 2 at schools under its jurisdiction, as needed, including at Stayton Elementary School, Mari-Linn School, Sublimity School, Stayton Intermediate/Middle School, Stayton High School and at schools where it contracts its services.

### Application Procedures

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals, for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE mealtime template letter distributed to the district annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits and the household fails to submit a confidential application, the superintendent or designee

may complete an application for the student documenting how they know the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when an application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged “paid” prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district’s NSLP, SBP, Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

### **Financial Management of the Nonprofit School Food Service**

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP, SBP, CACFP and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.<sup>1</sup>
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP, SBP, CACFP and SFSP costs as described in 2 C.F.R. § 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work,

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<sup>1</sup> For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

### **Civil Rights and Confidentiality Procedures**

1. The district will not discriminate against any student because of their eligibility for free or reduced-price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP, CACFP and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SBP, CACFP and SFSP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The district's NSLP, SBP, CACFP and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, SFSP, CACFP or SNAP;
  - b. Any other confidential information contained in the confidential application for free and reduced price meals (e.g., family income, address, etc.) may be released without written

consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

### **Nutrition and Menu Planning**

1. Meals served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals served for reimbursement will meet at least the minimum NSLP, SBP, CACFP and SFSP requirements for food items and quantities.
3. Meals served for reimbursement will:
  - a. Meet all calorie range requirements by grade level;
  - b. Meet the maximum standards set for saturated fat;
  - c. Meet the maximum standards set for sodium by grade level; and
  - d. Meet the requirement for zero grams of trans-fats.
4. The district will use the offer versus serve option when serving NSLP lunches to all students. Students must take at least three of five different food items, including one-half cup of fruit or vegetable, offered in program lunches.
5. The district will use the offer versus serve option when serving program breakfasts to all students. Students must take at least three of four food items, including one-half cup of fruit or vegetable, offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for all students for program lunches and/or program breakfasts in the district, as applicable, will be made available upon request.

### **Use and Control of Commodity Foods**

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP, SBP, CACFP and SFSP.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, CACFP or SFSP shall be accounted for in the food service inventory.

### **Accuracy of Reimbursement Claims**

1. The district will claim reimbursement only for reimbursable meals served to eligible children.
2. All meals claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal meets NSLP, SBP, CACFP and SFSP requirements for reimbursement.

3. The person responsible for determining the reimbursability of meals will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15th, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

### **Food Safety and Sanitation Inspections**

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

### **General USDA NSLP/SBP/SMP Requirements**

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students with a disability<sup>2</sup> that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable, drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district will notify all households and appropriate staff of its meal charge requirements at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be posted on the district's website.

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<sup>2</sup> To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

8. Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

Meal and item charge requirements will include the following:

- a. All students may charge meals.
  - ~~b. After the student has incurred the maximum allowed charges K-8 students will receive an alternate meal.~~
  - c. No supplemental items will be allowed for purchase until outstanding chargers are paid. Any money given to the cafeteria will be applied toward any outstanding charge balance.
  - d. Households will be contacted each day for any meal charges.
  - e. The school food service department allows parents to prepay for meals and put money on their student's account at [www.mymealtime.com](http://www.mymealtime.com). This website also allows parents to get a detailed report of purchases made by their student.
  - f. For households that cannot afford to pay their school meal charges, the district will work with them to establish a payment plan.
  - g. In the event that every attempt has been made to collect debt for the student meal account and the student leaves the district, the district will work with the food service department to clear the debt from the food service budget.
  - h. The district ensures all students have an opportunity to eat through the above stated practices as well as through a nonfood service fund that pays for student breakfasts and lunches when they do not have any other resource available.
9. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
  10. Students will be charged for second servings of meals or portions of meals served.

### **Record Keeping**

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits have been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;

3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e., meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with revenue from nonprogram foods; and
8. Internal program monitoring documents for NSLP, SBP, CACFP and SFSP.



# **K-8 Science Adoption Process and Recommendations**

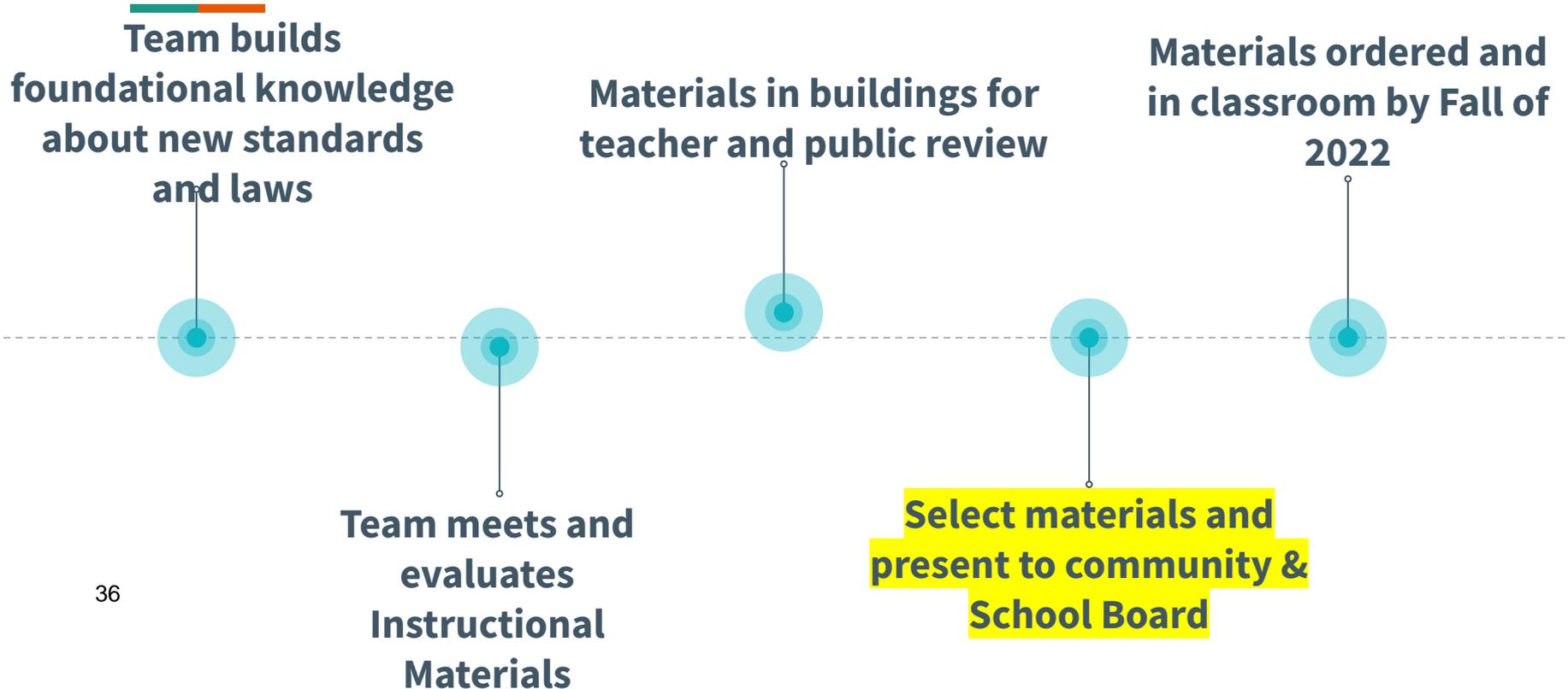
NSSD School Board Presentation  
May 19th, 2022

# Committee Members



	SES	ML	SIS/SMS	Sub
<b>K-5 Team</b>	Rachel Schaffer (2nd) Alli Hill (3rd) Cameron Johnson (EL)	Yara Coblentz (1st)	Victoria Roberts (5th)	Dannie Ruiz (5th) Rebecca Mitchell (2nd)
<b>6-8 Team</b>	NA	Andy Rasmussen (6th-8th)	Lindsey Kaufman (6th) Philip Peterson (7th)	Katelynn Ion (6th -8th)
<b>Admin</b>	Wendy		Mike	Ryan

# District Process Timeline



# Adoption Process Key Components/Goals

- Fall - January 28th Grading Day & February 4th In-service
  - ODE presented to team - standards and updated rules
  - Reviewed National Best Practices
  - Studied requirements of North Santiam Policy: Code IIA  
Instructional Resources/Materials and Administrative Rules:  
IIA-AR(1 & 2)
  - Reviewed ODE's adopted instructional materials and criteria
  - Reviewed Independent Adoption Review Criteria
  - Established NSSD's additional criteria for evaluating materials

# Adoption Process Key Components/Goals

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- Spring - April 8th Grading Day
  - Narrowed down material selections to top candidates
  - Invited publishers to present to team (virtual)
  - Publishers provided free unlimited access for teacher use
  - Opened up a community/teacher feedback process (virtual)
  - Reviewed parent and staff feedback (21 people responded)
  - Identified strengths and weaknesses of each program
  - Selected materials that best represent NSSD's priorities

# Independent Adoption Considerations



- Per district policy IIA-AR(I) - the adoption team can consider other materials not reviewed by ODE.
- If a district chooses to select materials that are not on the ODE approved list, they must conduct an independent adoption, as outlined in OAR 581-022-2350, using the adoption criteria (screener) for the content area under consideration.
  - Include a internal review using the ODE screening process
    - Reviewed Best Practices and Resources
    - Reviewed ODE's training materials
    - Screener for Science - OR-IMET and National Achieve
- Submit a notice to ODE about materials being adopted

# Independent Adoption Criteria for ODE

- In order to give proper notification that an independent adoption is being made, the administrative head of the district must provide the district school board, prior to placing the instructional materials into use in the local schools, the following information:
1. The subject, category, and grade level(s) in which the instructional materials will be used;
  2. The title of the instructional materials;
  3. The publisher of the instructional materials;
  4. The copyright date of the instructional materials;
  5. The date on which the district intends to install the instructional materials for use in the school system; and
  6. A statement that a completed criteria checklist showing the degree to which the instructional materials meet the criteria established by the State Board of Education is on file in the district office. (Criteria checklists for the specific subject/category are available from the Department of Education.)
  7. A statement of assurance that the independently adopted instructional materials will comply with the most current National Instructional Materials Accessibility Standard (NIMAS) specifications regarding accessible instructional materials.

# NSSD Criteria

Content	Student Engagement	Assessment/Measuring Progress
<ul style="list-style-type: none"><li>❑ Teacher Access: Instructional materials are organized, defined timing/pacing of lessons, clearly defined</li><li>❑ Intuitive and easy to use and teachers can revise materials</li><li>❑ Includes school to home connections (a way to communicate with parents)</li><li>❑ Offers professional development supports</li><li>❑ Aligned to standards</li><li>❑ Aligned to NGSS and best practices</li><li>❑ Uses inquiry and phenomena</li></ul>	<ul style="list-style-type: none"><li>❑ Instructional materials include (images, presentation materials, graphics, etc.) that are dynamic and diverse and appropriate hands on lessons and materials</li><li>❑ Differentiated supports built in to support our Language Learners</li><li>❑ Leveled reading options</li><li>❑ Instructional materials offer opportunities for students to explain reasoning</li><li>❑ Scenarios/stories engaging and authentic for students</li><li>❑ Curricula is accessible in print, digitally and on multiple devices</li></ul>	<ul style="list-style-type: none"><li>❑ Assessments are variable (formative and summative) and connected to the standards</li><li>❑ Provide multiple opportunities for student to review and revisit material as needed</li><li>❑ Monitors students progress</li></ul>

# Recommendation K-5 Critical Factors

- The K-5 Science Committee team recommends  
**Publisher:** Mystery Science  
**Program Title:** Mystery Science
  
- Here are 3-5 key reasons why the team is selecting this curriculum versus the other:
  - Aligns with BERC 4 Habits of Teaching and Learning and AVID Instructional Strategies
  - Lessons and videos optimized for student curiosity. Multiple opportunities for hands-on experiences.
  - Lessons are inquiry-based with great anchoring phenomena that encourage kids to ask questions and have discussions with their peers.
  - Ease of use and straightforward planning of this curriculum will promote teacher buy-in.
  - There are good Spanish language supports and parent connection resources.

# Recommendation 6-8 Critical Factors



- The 6-8 Science Committee team recommends  
**Publisher:** Discovery Education  
**Program Title:** Techbooks
- Here are 3-5 key reasons why the team is selecting this curriculum versus the other:
  - Topics are more engaging and relevant for students
  - Teachers can adapt material to fit their teaching styles and incorporate AVID strategies easier
  - Students are the drivers of the lessons and act as lead investigators
    - Students are presented with a phenomena and ask questions to explore
  - Formative and Summative assessments are built into lessons for student monitoring

# Next Critical Steps



- Work with teachers to develop professional development and implementation plan on instructional materials, best teaching practices, and equity.
- Create a scope and sequence of instruction with a focus on alignment between schools.
- Create vertical articulation for each level. The documents will support instructional coherence across the program offered at SHS.

# Estimated Costs

Grade Level	Cost
<p><b>K-5 &amp; Hands On materials w/ replenishments</b> * inflation could impact future purchases</p>	<p><b>7 years - TOTAL \$129,549</b></p> <p>Year 1: \$54,999 (2 years of kits)</p> <p>Year 3: \$29,820 2 year replacement kits*</p> <p>Year 5: \$29,820 2 year replacement kits*</p> <p>Year 7: \$14,910 1 year replacement kits*</p>
<p><b>6-8 &amp; Hands On materials w/ replenishments</b></p>	<p><b>7 years - \$285,927</b></p>

# Recommendation



- Approve adoption of
  - K-5 Mystery Science
  - 6-8 Discovery Education Science TechBook

# DISTRICT SERVICE AGREEMENT

between

North Santiam School District

and

**WILLAMETTE EDUCATION SERVICE DISTRICT**

THIS AGREEMENT is entered into by and between North Santiam School District (“District”) and **Willamette Education Service District** (“WESD”).

## RECITALS

WHEREAS, ORS 334.125 allows WESD to provide services required by the local service plan; and

WHEREAS, the local service plan has been approved by the boards of WESD and the component districts; and

WHEREAS, the District and WESD wish to enter into an agreement for the purpose of WESD providing greater detail regarding the services WESD will provide to the District;

NOW, THEREFORE, in consideration of the promises and covenants herein contained, the parties enter into the following:

## AGREEMENT

### 1. Effective Date of Contract.

1.1 This Contract becomes effective upon execution by both parties and shall commence on July 1, 2022, and remains in effect until June 30, 2023.

### 2. Duties and Responsibilities of the District.

2.1 The District will provide information regarding any additional services they will purchase from WESD no later than April 15 of the preceding school year.

### 3. Duties and Responsibilities of WESD. Duties and responsibilities may include, but are not limited to:

3.1 WESD will provide the services requested by the District pursuant to the Local Service Plan. The estimated costs for these services are provided in further detail in the Local Service Plan report (“District Local Service Plan”) attached and incorporated as Exhibit 1. The attached District Local Service Plan is subject to change pursuant to Section 4 of this Agreement.

3.2 WESD will update funding allocations dependent on State School Fund allocations to WESD.

3.3 Transit funds allocated to the District that are not expended on requested services provided by WESD will be sent to the District in quarterly payments in December, February, April and June. The transit funds allocated to the District will not exceed 80.5% of the District's total allocation as computed with the following formula:

$$\text{State School Fund} + \text{property taxes} + \text{delinquent property taxes} + \text{taxes in lieu of} \\ X 90\% = \text{Total Allocation.}$$

The total allocation is distributed to each District as a percentage of the total ADMw provided by Oregon Department of Education in the month of March of the preceding fiscal year. The "2021-23 Local Service Plan Agreements and Understandings" is attached and incorporated as Exhibit 2.

#### 4. Amendments and Service Plan Adjustments.

4.1 Any changes to this Agreement must be in writing, in the form of an amendment to this Contract and signed by both parties.

4.2 WESD may amend the District Local Service Plan at any time to reflect updated allocation amounts.

4.3 The District must submit all requests for District Local Service Plan adjustments using the online amendment form located at [2022-23 LSP Adjustment Form](#). The District's requested District Local Service Plan adjustment is subject to the approval of the WESD Superintendent.

4.4 Pursuant to the "2021-23 Local Service Plan Agreements and Understandings," attached and incorporated as Exhibit 2, if a District Local Service Plan adjustment requested by the District affects WESD staffing, such a change will only be allowed if there is a reduction in available Local Service Plan revenue.

4.5 If there are reductions in Local Service Plan revenue, adjustments to District Local Service Plan will be made through mutual agreement of the District Superintendent and WESD Superintendent.

4.6 Any early termination fees incurred by WESD as a result of the District's requested District Local Service Plan adjustments will be the responsibility of the District.

#### 5. Indemnification.

5.1 The District and WESD are each independent governmental agencies. Neither the District nor WESD is an agent for one another. The District and WESD shall not be responsible for any legal liability, loss, practice, damages, costs and expenses arising in favor of any person, account of personal injuries, death, property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party under this Service Agreement.

# 22-23 North Santiam SD

Final Audit Report

2022-04-26

Created:	2022-04-22
By:	Tony McCammon (Tony.McCammon@wesd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEvYPqYJDSJyj1dywGLfRF7jxddWKdeUw

## "22-23 North Santiam SD" History

-  Document created by Tony McCammon (Tony.McCammon@wesd.org)  
2022-04-22 - 4:54:53 PM GMT
-  Document emailed to April Felguth (april.felguth@wesd.org) for signature  
2022-04-22 - 5:18:21 PM GMT
-  Email viewed by April Felguth (april.felguth@wesd.org)  
2022-04-26 - 9:38:33 PM GMT
-  Document e-signed by April Felguth (april.felguth@wesd.org)  
Signature Date: 2022-04-26 - 9:39:52 PM GMT - Time Source: server
-  Document emailed to Russ Allen (russ.allen@wesd.org) for signature  
2022-04-26 - 9:39:53 PM GMT
-  Email viewed by Russ Allen (russ.allen@wesd.org)  
2022-04-26 - 10:23:19 PM GMT
-  Document e-signed by Russ Allen (russ.allen@wesd.org)  
Signature Date: 2022-04-26 - 10:23:41 PM GMT - Time Source: server
-  Agreement completed.  
2022-04-26 - 10:23:41 PM GMT

17. Classroom-based services funded with transit funds must maintain open boundaries for non-hosting districts to access in order to maintain regional accessibility.
18. Behavior Intervention Program Classrooms Slot Costs:
- Slots for the program are purchased for the entire school year.
  - Once a slot is purchased through contract or resolution services, the District owns the slot.
  - If a slot is purchased after the 15<sup>th</sup> of the month, the cost will be prorated for that month only. The district continues to own the slot for the rest of the school year.
  - WESD will assist the district in selling the slot to another district, if possible. This transaction will be completed by using the LSP adjustment process. If the slot is not sold, the District is responsible for the entire cost for the year.
  - The LSP adjustment form must be approved by the WESD prior to beginning or ending service.
19. Behavior Intervention Program Classroom Maintenance of Effort (MOE):
- WESD will only submit MOE to the Oregon Department of Education **if the district resolves for this service**. The district will submit the MOE if it is a contracted service. WESD will not calculate the MOE until the school year has ended. Not all students in the program are on an IEP, therefore, only students who are on an IEP are eligible for MOE. If a slot is vacated by a student or is vacant, MOE will not be counted.
  - The following processes are followed when the students is:
    - On an IEP for the entire year, WESD will include this in the Direct Support Survey.
    - On an IEP for part of the year, the MOE calculation will be prorated.
    - On an IEP, but is not in the program for an entire school year, the MOE will be prorated based on the time of attendance.

*Ginger Redlinger* (e-signature)

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Ginger Redlinger, Chair  
Executive Council

*Dave C. Novotney*

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Dave Novotney, Ph.D., Superintendent  
Willamette ESD

*Frank W. Pender, Jr.*

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Frank W. Pender, Jr., Chair  
Willamette ESD Board

7. Changes in LSP Services-
  - No decreases in service plan areas that would affect WESD staffing after April 30<sup>th</sup>, will be made unless there is a reduction in available LSP revenue.
  - If such a revenue change occurs, adjustments to service plans will be made through mutual agreement between the Superintendent of the local school district and the WESD.
8. Rates for the preceding school year will be reconciled annually during the second semester for component districts, based on actual revenue and expenditures. If revenue has exceeded expenses, excess revenue will be credited to LSP allocations for the districts that purchased the service for the preceding year. If expenses exceeded revenue, deficits will be debited to LSP allocations for districts that purchased the service.
9. Annual Performance Measures- Districts will rate services on a 4 point rating scale.
10. WESD will participate in the Medicaid Administrative Claiming (MAC) program during the term of this agreement. Once baseline information is established, a subcommittee of school district superintendents and the WESD superintendent will meet to develop recommendations for use of these funds. The recommendations will be brought to the full Executive Council for approval of these potential MAC projects.
11. All districts may request transit funds annually as a part of their Local Service Plan meeting.
12. The approval is for a specific percentage of 90% of the WESD SSF and property tax x district ADMw. For school years 2021-23, the percentage of transit approved for a member district will be up to 80.5%.
13. Transit funds may be requested and spent on:
  - Services offered in the WESD LSP or the LSP of another ESD
  - Services offered by the Cascade Technology Alliance (CTA)
  - Contracts with WESD or another ESD
  - Contracts with another entity
  - Services within the school districts' budget
14. Transit funds may be limited by the WESD Board in any year to a specific percentage of the portion of the State School Fund (SSF) and other funds available for resolution services.
15. Any increase/decrease to WESD in SSF or property tax revenue during the school year will be passed on to districts by the percentage of the change. *Example: If WESD's SSF is reduced or increased by 5% during the school year, the district's transit funds will be reduced or increased by 5%.*
16. Transit requests may be modified during the school year by using the Local Service Plan Adjustment Request form on the WESD website. If the transit request is for a change from purchased services to transit funds involving personnel, the mid-year transit request may not be granted.



**Willamette**  
EDUCATION SERVICE DISTRICT

Success, Achievement,  
Together...for All Students

**2021-23  
Local Service Plan  
Agreements & Understandings**

*Approved by the Executive Council on 10.15.2020  
Approved by the WESD Board of Directors on 11.3.2020*

**KEY DATES:**

October, 2020	2021-23 LSP developed by LSP Subcommittee
November, 2020	2021-23 LSP approved by Executive Council
December, 2020	2021-23 LSP approved by WESD Board of Directors
By March 1, 2021	2021-23 LSP approved by component school district boards
By April 15 <sup>th</sup> each year	Districts finalize LSP service plan and submit transit requests for the following year
By April 30 <sup>th</sup> each year	Districts return signed agreements/IGAs for LSP services for the following year

1. The services offered through the local service plan process must be approved by two-thirds of the member districts in Marion, Polk and Yamhill Counties' school district boards enrolling a majority of regions students. The array of services are adopted by districts, however, not all services need to be utilized by all districts. District Boards are asked to adopt the full plan of resolution services no later than March 1, 2021.
2. The local service plan funding allocation will be made based on WESD's State School Fund Estimate and property tax from the Department of Education in March of each year.
3. WESD will allocate 90% of its SSF to the member Districts using the March ADMw count. ADMw adjustments that are made after this date will not change the original adoption of the March count.
4. An individual service plan will be finalized with each District. Superintendents will be asked to review the service levels and finalize the district service plan no later than April 15<sup>th</sup> each year. **Services requested after April 30<sup>th</sup> of each school year will be billed at the actual cost of the service at the time of request.**
5. Any service that does not have sufficient component district participation may be eliminated.
6. If LSP funds are allocated and not used, they can be carried over into the following fiscal year by request of the District or up to 10% of the carry over can be reimbursed to the District at the end of the biennium.

**Local Service Plan**

North Santiam School District, Years: 2022-23

Year	Resolution Funds										Contracted Funds		Overall Total Used
	Allocation	Adjustments to Allocation	Prior Year Carryover	Prior Year Reconciliation	Total Allocation	Transit Approved	Resolution Funds Committed	Total Used	Total Remaining	Total Used	Total Used		
2022-23	\$966,401.00	\$0.00	\$86,733.58	\$0.00	\$1,053,134.58	\$600,000.00	\$392,208.48	\$992,208.48	\$60,926.10	\$181,462.50	0	\$1,173,670.98	

Year	Unit Measure	Unit Cost	Transit Units	Total Transit Cost	Total Resolution Units	Total Resolution Cost	Contracted Units	Contracted Cost	Total Cost
22-23	ADMW	\$6.67	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
				\$0.00		\$33,727.83		\$181,462.50	\$215,190.33

**Technology Support**

Canvas Licenses	22-23	Per License	0.0000	\$0.00	900.0000	\$3,546.00	0.0000	\$0.00	\$3,546.00
Canvas Studio	22-23	Per License	0.0000	\$0.00	750.0000	\$1,162.50	0.0000	\$0.00	\$1,162.50
E-Learning - Destiny Library System	22-23	District Unit	0.0000	\$0.00	10,227.8400	\$10,227.84	0.0000	\$0.00	\$10,227.84
Tech Transit	22-23	Transit	300,000.0000	\$300,000.00	0.0000	\$0.00	0.0000	\$0.00	\$300,000.00
				\$300,000.00		\$14,936.34		\$0.00	\$314,936.34

### Local Service Plan

North Santiam School District, Years: 2022-23

Year	Resolution Funds										Contracted Funds		Overall Total Used
	Allocation	Adjustments to Allocation	Prior Year Carryover	Prior Year Reconciliation	Total Allocation	Transit Approved	Funds Committed	Resolution Committed	Total Used	Total Remaining	Total Used	Total	
2022-23	\$966,401.00	\$0.00	\$86,733.58	\$0.00	\$1,053,134.58	\$600,000.00	\$392,208.48	\$992,208.48	\$60,926.10	\$181,462.50	\$181,462.50	\$1,173,670.98	

Year	Unit Measure	Unit Cost	Transit Units	Total Transit Cost	Total Resolution Units	Total Resolution Cost	Contracted Units	Contracted Cost	Total Cost
22-23	Occupational Therapy Specialist (MOE)	\$114,415.00	0.0000	\$0.00	0.1500	\$17,162.25	0.0000	\$0.00	\$17,162.25
22-23	Physical Therapy Specialist (MOE)	\$82.21	0.0000	\$0.00	50.0000	\$4,110.50	0.0000	\$0.00	\$4,110.50
22-23	Speech/Language: Aug Comm (MOE)	\$82.40	0.0000	\$0.00	49.0000	\$4,037.60	0.0000	\$0.00	\$4,037.60
22-23	Speech/Language: SLP (MOE)	\$125,044.00	0.0000	\$0.00	1.0000	\$125,044.00	0.0000	\$0.00	\$125,044.00
22-23	Speech/Language: SLP-A (MOE)	\$83,842.00	0.0000	\$0.00	0.4000	\$33,536.80	0.0000	\$0.00	\$33,536.80
22-23	Transit - Other Sped Services	\$1.00	300,000.0000	\$300,000.00	0.0000	\$0.00	0.0000	\$0.00	\$300,000.00
22-23	Transition Specialist Program - YTP Match (MOE)	\$1,353.26	0.0000	\$0.00	15.0000	\$20,298.90	0.0000	\$0.00	\$20,298.90
				\$300,000.00		\$309,908.71		\$0.00	\$609,908.71

#### School Improvement Services

22-23	Behavioral Safety Assessment/Sexua	\$3.18	0.0000	\$0.00	2,419.5000	\$7,694.01	0.0000	\$0.00	\$7,694.01
22-23	Control Tower (Student Internships)	\$2.14	0.0000	\$0.00	2,419.5000	\$5,177.73	0.0000	\$0.00	\$5,177.73
22-23	Family Support Advocate	\$135,518.00	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Mid-Willamette Education Consortium	\$0.80	0.0000	\$0.00	2,419.5000	\$1,935.60	0.0000	\$0.00	\$1,935.60
22-23	Suicide Prevention (No Cost)	\$0.00	0.0000	\$0.00	2,419.5000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Willamette Career Academy	\$75.00	0.0000	\$0.00	0.0000	\$0.00	2,419.5000	\$181,462.50	\$181,462.50
22-23	Willamette Promise	\$3.55	0.0000	\$0.00	2,419.5000	\$8,589.23	0.0000	\$0.00	\$8,589.23
22-23	Willamette School Improvement (formerly WCC)	\$4.27	0.0000	\$0.00	2,419.5000	\$10,331.27	0.0000	\$0.00	\$10,331.27

## Local Service Plan

### North Santiam School District, Years: 2022-23

Resolution Funds											
Year	Allocation	Adjustments to Allocation	Prior Year Carryover	Prior Year Reconciliation	Total Allocation	Transit Approved	Resolution Funds Committed	Total Used	Total Remaining	Contracted Funds Total Used	Overall Total Used
2022-23	\$966,401.00	\$0.00	\$86,733.58	\$0.00	\$1,053,134.58	\$600,000.00	\$392,208.48	\$992,208.48	\$60,926.10	\$181,462.50	\$1,173,670.98

Year	Unit Measure	Unit Cost	Transit Units	Total Transit Cost	Total Resolution Units	Total Resolution Cost	Contracted Units	Contracted Cost	Total Cost
<b>Administrative Support Services for Districts</b>									
22-23	Admin-Business Services Support	\$1.00	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Admin-Courier Delivery Services - 1st Stop	\$2,666.00	0.0000	\$0.00	1.0000	\$2,666.00	0.0000	\$0.00	\$2,666.00
22-23	Admin-Frontline (AESOP) Education Absence Manager	\$3.51	0.0000	\$0.00	2,419.5000	\$8,492.45	0.0000	\$0.00	\$8,492.45
22-23	Admin-Legal Services	\$9.29	0.0000	\$0.00	2,419.5000	\$22,477.16	0.0000	\$0.00	\$22,477.16
22-23	Com - Communication Services	\$77.12	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Com - Communications Audit (by PointNorth)	\$1.00	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Ctr - Community Engagement	\$92.97	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Ctr - Data Coaches	\$92.97	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Ctr - ODS - Early Indicator and Intervention Syste	\$2.91	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
22-23	Ctr - ODS - Oregon Data Suite	\$5.45	0.0000	\$0.00	0.0000	\$0.00	0.0000	\$0.00	\$0.00
				\$0.00		\$33,635.60		\$0.00	\$33,635.60

Programs for Children with Special Needs									
Year	Unit Measure	Unit Cost	Transit Units	Total Transit Cost	Total Resolution Units	Total Resolution Cost	Contracted Units	Contracted Cost	Total Cost
22-23	Audiology	\$96.58	0.0000	\$0.00	4.0000	\$386.32	0.0000	\$0.00	\$386.32
22-23	Braille Transcription - Literary	\$54.34	0.0000	\$0.00	100.0000	\$5,434.00	0.0000	\$0.00	\$5,434.00
22-23	Braille Transcription - Math	\$81.51	0.0000	\$0.00	50.0000	\$4,075.50	0.0000	\$0.00	\$4,075.50
22-23	Evaluations - Audiology	\$368.42	0.0000	\$0.00	2.0000	\$736.84	0.0000	\$0.00	\$736.84
22-23	Evaluations - E/ECSE	\$22.00	0.0000	\$0.00	2,419.5000	\$53,229.00	0.0000	\$0.00	\$53,229.00
22-23	OASIS	\$41,857.00	0.0000	\$0.00	1.0000	\$41,857.00	0.0000	\$0.00	\$41,857.00

5.2 Both the District and WESD shall obtain and at all times keep in effect comprehensive liability insurance and property damage insurance covering each respective party's own acts and omissions under this agreement. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270.

6. **Assignment.** Neither party to this agreement may assign its interest in the agreement without the express written consent of the other party.

7. **Compliance With Laws.** During the entire term of this agreement, the parties shall comply in every respect with all laws, rules and regulations of the State of Oregon as well as agency policies affecting their rights and responsibilities under the contract.

7.1 **FERPA Re-disclosure.** The Parties recognize that the Family Educational Rights and Privacy Act (FERPA) imposes strict penalties for improper disclosure or re-disclosure of confidential student information. Therefore, consistent with the requirements of FERPA, personally identifiable information obtained by the Parties in the performance of this Agreement may not be re-disclosed to third parties without the written consent of the student's parent/guardian and must be used only for the purposes identified in this Agreement, unless otherwise allowed by law.

8. **Waiver.** No waiver of any portion of this agreement shall be deemed or shall constitute a waiver of any other portion thereof, nor shall any waiver constitute a continuing waiver.

9. **Contract Disputes.** The parties agree that any disagreement regarding the interpretation, meaning or any provision of this agreement shall be settled by arbitration if so requested by either party in writing. The arbitration decision will be binding upon the parties. The cost of such arbitration shall be shared equally between the parties.

10. **Integration Clause.** The foregoing represents the entire agreement between the parties and any prior understanding or representations of any kind preceding the date of this agreement shall not be binding upon the other party except to the extent incorporated in this agreement.

Date: April 29, 2022

Date: Apr 26, 2022

North Santiam School District  
District

Willamette Education Service

By: 

By: 

Sept. NSSD

Executive Director, Business Services

April Faber

May 2022 Field Trip Report

New trips since the last report are in yellow. Overnight trips are indicated in red.

Trip ID	Status	Trip Name	Departure Date Time	Departing Location	Return Date Time	Students	Adults	Trip Destination	Educational Objectives	Organization
1144	Approved	SUB Kinder Star Theater	6/14/2022 12:00:00 PM	Sublimity School	6/14/2022 2:15:00 PM	34	9	Star Cinema	Life Science Unit: Oceans Standard: K.LS1.1 Use observations to describe patterns of what plants and animals need to survive.	Curriculum Trip
1156	Approved	Finding Nemo (Robbins/Thomas/Hurley/Erwin)	6/14/2022 12:00:00 PM	Stayton Elementary School	6/14/2022 2:15:00 PM	48	20	Star Cinemas	To culminate the end of our ocean unit and celebrate the end of the school year.	Curriculum Trip
1141	Approved	Senior Graduation Practice	6/10/2022 8:15:00 AM	Stayton High School	6/10/2022 12:30:00 PM	180	5	Salem Armory	practice graduation ceremony	Stayton High Counseling
1128	Approved (date change)	Portland Art Museum	6/10/2022 8:45:00 AM	Stayton High School	6/10/2022 2:30:00 PM	48	1	Portland Art Museum	Spanish and ELD classes going to the Frida Kahlo, Diego Rivera, and other Mexican artists exhibit.	Curriculum Trip
1142	Approved (date change)	SUB 3/4/5/LS Star Theater	6/9/2022	Sublimity School	6/9/2022 2:00:00 PM	116	0	Star Theater	Describe how interacting with peers can promote healthy behaviors. Describe healthy options when making a decision. Set goals and track progress toward achievement, and celebrate achievement	Curriculum Trip
1163	Approved	SIS 4th Grade Walking to Stayton Pool	6/8/2022 10:30:00 AM	Stayton Middle School	6/8/2022 1:30:00 PM	86	8	Stayton Pool	End of year celebration.	ASB Trip
1161	Approved	SMS 8th Grade to Oaks Park	6/8/2022 8:00:00 AM	Stayton Middle School	6/8/2022 2:00:00 PM	116	5	Oaks Park	8th grade celebration trip	ASB Trip
1162	Approved	SIS 5th Grade Walking to Stayton Pool	6/7/2022 10:30:00 AM	Stayton Middle School	6/7/2022 1:30:00 PM	72	8	Stayton Pool	End of year celebration	ASB Trip
1146	Approved	SUB 7/8 Grade Willamette Mission State Park	6/7/2022 9:00:00 AM	Sublimity School	6/7/2022 2:15:00 PM	76	6	Willamette Mission State Park, Gervais OR	Hands-on Science: photosynthesis, ecosystems, organisms	Curriculum Trip
1147	Approved	SUB 6th Grade Willamette Mission State Park	6/6/2022 9:00:00 AM	Sublimity School	6/6/2022 2:15:00 PM	42	3	Willamette Mission State Park, Gervais Oregon	Hands-on Science: photosynthesis, ecosystems, organisms	Curriculum Trip
1160	Approved	SMS Wild Wave Music Festival *OUT OF STATE*	6/4/2022 6:00:00 AM	Stayton Middle School	6/4/2022 10:00:00 PM	42	7	Wild Waves Water Park Tacoma WA	Students will be performing for the Music in the Parks festival and then have the rest of the day in the theme park.	Band

1150	Approved	Walking Field Trip Star Cinema and Pioneer Park	6/3/2022 10:30:00 AM	Stayton Elementary School	6/3/2022 2:15:00 PM	96	26	Star Cinema and Pioneer Park	Students will be able to celebrate making it through a challenging school year.	ASB Trip
1159	Approved	SMS Cordry Zoo	6/3/2022 8:00:00 AM	Stayton Middle School	6/3/2022 2:45:00 PM	14	4	Oregon Zoo	Practice social skills and observe animals	Curriculum Trip
1145	Approved	SUB 1st Grade Oregon Garden	6/2/2022 12:00:00 PM	Sublimity School	6/2/2022 2:15:00 PM	23	12	Oregon Garden	To learn about the germination of seeds and the life cycle of flowering plants.	Curriculum Trip
1154	Approved	Third Grade Silver Falls Field Trip	6/2/2022 8:30:00 AM	Stayton Elementary School	6/2/2022 2:00:00 PM	48	10	Silver Falls State Park	.Connects to third grade life science standards.	Curriculum Trip
1153	Approved	Silver Falls	6/1/2022 8:30:00 AM	Stayton Elementary School	6/1/2022 2:00:00 PM	47	8	Silver Falls State Park	Learn about temperate rainforests.	Curriculum Trip
1151	Approved	SUB 5th Grade Oregon Garden	6/1/2022 8:45:00 AM	Sublimity School	6/1/2022 1:45:00 PM	36	13	Oregon Garden	Using interactive science lessons, students learn about the relationships between plants, herbivores, carnivores and decomposers in different habitats. Use track molds, animal signs, and other visual aids to identify signs of wildlife and then venture into the Rediscovery Forest to find the real thing.	Curriculum Trip
1158	Approved	AVID Field Trip	5/31/2022 8:45:00 AM	Stayton High School	5/31/2022 2:30:00 PM	59	4	Western Oregon University	AVID trip/college tour	Stayton Outbound/Measure 98
1137	Approved	SUB 3rd Grade Kiwanis Swimming	5/31/2022 12:30:00 PM	Sublimity School	6/3/2022 2:30:00 PM	34	3	Stayton Family Memorial Pool	Choose a personal health goal and track progress toward its achievement. Recognize a variety of healthy practices and	Curriculum Trip
1149	Approved	SMS AVID8 to Linn Benton CC	5/27/2022 8:15:00 AM	Stayton Middle School	5/27/2022 2:00:00 PM	25	5	Linn Benton Community College	college tour for AVID class	Curriculum Trip
1116	approved	Disneyland Trip *OUT OF STATE*	5/27/2022 3:00:00 AM	Stayton High School	5/30/2022 2:00:00 PM	25	11	Disneyland California	Student will be performing at the Disneyland recording studio. Students will get to record music from scenes of Disney movies and see/hear their performance over the action scene of that movie scene.	Stayton High Band
1157	Approved	Tree Planting	5/24/2022 9:15:00 AM	Stayton High School	5/24/2022 2:00:00 PM	25	4	32788 N Fork Rd, Lyons, OR 97358	To plant trees, helping to rebuild our community after fires.	Stayton High Project Unify/MATCR
1136	Approved	SUB 3rd Grade Aurora Colony Historical Society	5/24/2022 8:45:00 AM	Sublimity School	5/24/2022 2:30:00 PM	32	9	Aurora Colony Historical Society	Compare and contrast the history of the local community to other communities in a region.	Curriculum Trip

1155	Approved	Stayton Intermediate School Visit	5/23/2022 9:45:00 AM	Stayton Elementary School	5/23/2022 11:15:00 AM	92	8	Stayton Intermediate School	Visit to SIS to introduce third graders to their new school.	Curriculum Trip
1123	Approved	WOU Tour	5/20/2022 9:00:00 AM	Mari Linn School	5/20/2022 2:00:00 PM	17	5	Western Oregon University -345 Monmouth, OR	Tour College Campus	Curriculum Trip
1133	Approved	SUB 8th Grade Silver Falls	5/20/2022 9:00:00 AM	Sublimity School	5/20/2022 1:30:00 PM	38	3	Silver Falls State Park	Hands-on Science: photosynthesis, ecosystems, organisms	Curriculum Trip
1132	Approved	SUB 7th Grade Silver Falls	5/19/2022 9:00:00 AM	Sublimity School	5/19/2022 1:30:00 PM	40	3	Silver Falls State Park	Hands-on Science: photosynthesis, ecosystems, organisms	Curriculum Trip
1131	Approved	SUB 6th Grade Silver Falls	5/18/2022 9:00:00 AM	Sublimity School	5/18/2022 1:30:00 PM	41	3	Silver Falls State Park	Hands-on Science: photosynthesis, ecosystems, organisms	Curriculum Trip
1129	Approved	SMS 6th Grade Outdoor School	5/16/2022 9:00:00 AM	Stayton Middle School	5/20/2022 1:00:00 PM	66	5	Camp Tadmor	Hands-on Science/Environment Learning	Curriculum Trip
1130	Approved	SMS 6th Grade ODS Counselors	5/15/2022 1:00:00 PM	Stayton Middle School	5/20/2022 3:00:00 PM	15	2	Camp Tadmor	HS Counselors	Curriculum Trip
1148	Approved	SMS AVID7 to WOU	5/13/2022 8:30:00 AM	Stayton Middle School	5/13/2022 12:30:00 PM	21	5	Western Oregon University	college tour for AVID class	Curriculum Trip
1134	Approved	SUB 4th Grade State Capitol	5/10/2022 9:45:00 AM	Sublimity School	5/10/2022 1:00:00 PM	42	11	State Capitol	To learn about Oregon History and government.	Curriculum Trip
1138	Approved	SUB 2nd Grade Zoo Trip	5/10/2022 8:15:00 AM	Sublimity School	5/10/2022 2:00:00 PM	46	13	Oregon Zoo	Research animals for informational writing	Curriculum Trip
1143	Approved	SUB LifeSkills to Stayton High School	5/6/2022	Sublimity School	5/6/2022 2:30:00 PM	4	2	Stayton High School	orientation to high school	Curriculum Trip
1152	Approved	Silverton High School	5/4/2022 8:00:00 AM	Stayton High School	5/5/2022 3:00:00 PM	10	1	Silverton High School	Construction students will get a 10 hour OSHA certification, that can be helpful for safety on the construction site, and used for employment.	Stayton High Construction Class
1139	Approved	Linn-benton Livestock Judging Contest	5/3/2022 7:00:00 AM	Stayton High School	5/3/2022 4:00:00 PM	4	1	Linn Co Expo Center 3700 Knox Butte Rd. E Albany OR 97322	Student will demonstrate their knowledge of livestock	FFA
1125	Approved	Construction Career Day	4/19/2022 8:00:00 AM	Stayton High School	4/19/2022 3:00:00 PM	30	3	Salem Fairgrounds	Students are introduced to local construction companies, trade schools, and job opportunities.	Stayton High Construction Class
1127	Approved	SkillsUSA Leadership and Skills Conference	4/16/2022 5:30:00 AM	Stayton High School	4/16/2022 7:00:00 PM	12	2	Stayton High School	To have SkillsUSA members complete in Leadership and skills events	Skills USA

1126	Approved	SkillsUSA Leadership and Skills Conference	4/15/2022 5:30:00 AM	Stayton High School	4/15/2022 7:00:00 PM	12	2	Camp Withycomb	To have SkillsUSA Students Compete in Leadership and skills events	Skills USA
1140	Approved	Family Building Blocks Luncheon	4/12/2022 11:45:00 AM	Stayton High School	4/12/2022 1:15:00 PM	3	1	Family Building Blocks	To promote and encourage community service, dining etiquette, and recognize the efforts of our students.	Stayton High FBLA
1120	approved	Cesar Chavez Leadership Conference	4/8/2022 6:15:00 AM	Stayton High School	4/8/2022 4:30:00 PM	10	2	Western Oregon University	Exposes participating students to important aspects of college readiness.	Stayton High Counseling
1122	approved	FBLA State Business Leadership Conference	4/7/2022 8:00:00 AM	Stayton High School	4/9/2022 2:00:00 PM	4	1	Double Tree Hilton 1000 NE Multnomah St Portland, OR	To compete in the State Business Leadership Conference and to develop business and leadership skills.	Stayton High FBLA
1135	Approved	Jazz Band Festival	4/5/2022 9:00:00 AM	Stayton High School	4/5/2022 1:45:00 PM	16	0	West Albany High School	Compete at music festival	Band
1124	Approved	Western Oregon University Band Festival	3/31/2022 8:00:00 AM	Stayton High School	3/31/2022 2:00:00 PM	45	1	Western Oregon university	Symphonic Band students will be performing at the Western Oregon university band festival as a state qualifier.	Stayton High Band
1119	pending	Mari-Linn Outdoor School	3/30/2022 8:30:00 AM	Mari Linn School	4/1/2022 2:30:00 PM	41	6	OMSI Outdoor School Camp Newport, OR	Annual Outdoor School	Curriculum Trip
1118	pending	Oregon FFA State Convention	3/17/2022 9:00:00 AM	Stayton High School	3/20/2022 4:00:00 PM	20	2	Deschutes County Fairgrounds 3800 SE Airport Way, Redmond Oregon 97756	Student will compete in State level contest, they will serve on committees to pick state winners, participate in workshops, visit a career fair etc.	FFA
1117	approved	OMEA Band Festival	3/1/2022 8:00:00 AM	Stayton High School	3/1/2022 2:30:00 PM	44	1	West Albany HS	Students will be performing for state qualifying scores.	Stayton High Band
1115	approved	Jazz Band League	2/22/2022 8:00:00 AM	Stayton High School	2/22/2022 2:30:00 PM	15	1	Cascade HS	Band will be performing for our OWC League Competition.	Stayton High Band
1121	approved	Capital FFA District Convention	2/18/2022 8:00:00 AM	Stayton High School	2/18/2022 2:00:00 PM	20	1	Chemeketa Community College 4000 Lancaster Dr. NE Salem, OR 97305	Student will help select state winners, compete in various contest and elect our new district officers	FFA
1114	approved	FBLA Virtual Regional Skills Conference	2/5/2022 8:30:00 AM	Stayton High School	2/5/2022 3:00:00 PM	4	1	Stayton High School	Competition in the FBLA Regional Conference	Stayton High FBLA
1112	approved	Northwest Ag Show	1/13/2022 8:30:00 AM	Stayton High School	1/13/2022 1:30:00 PM	20	1	Oregon State Fair grounds Salem, OR	students will observe local businesses and be able to gain job and career related information.	FFA

1111	approved	FFA Creed Freshman Night	12/15/2021 3:00:00 PM	Stayton High School	12/15/2021 8:00:00 PM	5	1	Woodburn HS 1785 N Front St		FFA
1110	approved	State FFA Food Science/Ag Sales	11/20/2021 7:00:00 AM	Stayton High School	11/20/2021 4:00:00 PM	10	1	OSU 100 Wiegand Hall 3051 SW Campus Way Corvallis, OR 97331	Student will demonstrate their Food Science knowledge.	FFA
1109	approved	Capital District Rituals Contest	11/17/2021 3:00:00 PM	Stayton High School	11/17/2021 8:00:00 PM	6	1	St. Paul High School 20449 Main St. NE. St Paul, OR 97137	Student will recite their opening and closing ceremonies and compete against other schools.	FFA
1108	approved	Capital District Ag Sales and Food Science	11/10/2021 3:00:00 PM	Stayton High School	11/10/2021 8:00:00 PM	10	1	Silverton High School 1456 Pine St. Silverton, OR 97381	Students will demonstrate their knowledge of Food Science.	FFA
1107	approved	Capital District Soil Judging	10/5/2021 8:30:00 AM	Stayton High School	10/5/2021 2:00:00 PM	20	1	Kennedy High School	Student will demonstrate their knowledge in Soils	FFA
1106	approved	Alder's gate	9/19/2021 8:00:00 AM	Stayton High School	9/19/2021 8:00:00 PM	6	0	Alder's gate	FFA Leadership Camp	Stayton High FFA
1105	approved	WCA Tour	9/2/2021 8:00:00 AM	Stayton High School	9/2/2021 11:00:00 AM	20	0	Willamette Career Academy- Lancaster	To view new career center	Stayton High Counseling
1104	approved	Lakeshore Lanes	8/26/2021 9:00:00 AM	Stayton High School	8/26/2021 1:00:00 PM	20	3	5432 Pacific Blvd SW Albany, OR	Freshman Focus	Curriculum Trip
1103	approved	Freshman Academy Silver Falls	8/24/2021 9:00:00 AM	Stayton High School	8/24/2021 1:00:00 PM	20	3	Silver Falls	Freshman Focus	Curriculum Trip
1102	approved	ML Oregon Gardens	7/22/2021 10:30:00 AM	Mari Linn School	7/22/2021 1:45:00 PM	14	3	Oregon Gardens	Summer Enrichment	Curriculum Trip
1101	approved	ML Silver Creek Falls Park	7/15/2021 9:00:00 AM	Mari Linn School	7/15/2021 1:00:00 PM	14	3	Silver Creek Falls Park	Summer Enrichment	Curriculum Trip
1100	approved	ML John Neal Park	7/8/2021 11:00:00 AM	Mari Linn School	7/8/2021 1:00:00 PM	14	3	John Neal Park, Lyons	Summer Enrichment	Curriculum Trip
1099	approved	ML Freres Lumber Company Tour	7/1/2021 12:30:00 PM	Mari Linn School	7/1/2021 2:15:00 PM	7	2	Freres Lumber Company	Summer Enrichment	Curriculum Trip

**NSSD Enrollment Totals as of 05/11/22**

School Name	Grade	March '20	June '21	Sept '21	Oct '21	Nov '21	Dec '21	Jan'22	Feb '22	March '22	April '21	May '21	June '21
MARI-LINN	KG	21	14	21	21	21	22	23	23	25	25	26	
MARI-LINN	1	21	13	13	14	15	16	16	17	17	17	17	
MARI-LINN	2	23	17	14	14	14	14	14	14	14	16	16	
MARI-LINN	3	25	17	14	14	15	17	18	17	17	17	17	
MARI-LINN	4	29	16	19	20	20	20	19	18	17	17	17	
MARI-LINN	5	26	24	17	16	16	16	17	17	17	19	19	
MARI-LINN	6	23	22	21	21	20	21	22	22	22	22	22	
MARI-LINN	7	26	22	21	22	22	23	24	24	24	24	24	
MARI-LINN	8	22	20	17	18	19	18	17	17	17	17	18	
<b>MARI-LINN</b>	<b>ALL</b>	<b>216</b>	<b>165</b>	<b>157</b>	<b>160</b>	<b>162</b>	<b>167</b>	<b>170</b>	<b>169</b>	<b>170</b>	<b>174</b>	<b>176</b>	
OPTIONS ACADEMY	KG	N/A	8	4	4	4	4	4	3	3	1	1	
OPTIONS ACADEMY	1	N/A	9	5	5	5	4	2	3	2	2	2	
OPTIONS ACADEMY	2	N/A	2	4	5	5	4	3	4	2	2	2	
OPTIONS ACADEMY	3	N/A	7	4	5	4	4	4	4	4	4	2	
OPTIONS ACADEMY	4	N/A	5	6	7	7	5	5	6	7	5	4	
OPTIONS ACADEMY	5	N/A	2	5	6	5	5	4	4	3	3	3	
OPTIONS ACADEMY	6	N/A	1	2	3	5	5	4	6	5	5	5	
OPTIONS ACADEMY	7	N/A	2	3	4	4	4	3	6	4	3	3	
OPTIONS ACADEMY	8	N/A	8	11	10	10	9	7	7	6	7	6	
OPTIONS ACADEMY	9	N/A	3	6	7	10	11	10	9	12	12	12	
OPTIONS ACADEMY	10	N/A	9	5	12	13	15	14	16	19	21	20	
OPTIONS ACADEMY	11	N/A	14	19	26	30	32	28	28	31	37	35	
OPTIONS ACADEMY	12	N/A	24	24	44	44	43	43	47	53	48	46	
<b>OPTIONS ACADEMY</b>	<b>ALL</b>		<b>94</b>	<b>98</b>	<b>138</b>	<b>146</b>	<b>145</b>	<b>131</b>	<b>143</b>	<b>151</b>	<b>150</b>	<b>141</b>	
STAYTON ELEMENTARY	PreK-3	N/A	3	2	2	2	2	2	2	2	4	5	
STAYTON ELEMENTARY	PreK-4	N/A	16	14	16	16	16	16	16	14	14	14	
STAYTON ELEMENTARY	KG	90	77	76	80	80	81	83	85	85	87	86	
STAYTON ELEMENTARY	1	112	74	82	82	84	84	84	87	85	81	82	
STAYTON ELEMENTARY	2	90	99	81	79	79	78	79	77	78	84	84	
STAYTON ELEMENTARY	3	86	77	97	97	98	97	96	94	95	95	97	
<b>STAYTON ELEMENTARY</b>	<b>ALL</b>	<b>378</b>	<b>346</b>	<b>353</b>	<b>356</b>	<b>359</b>	<b>358</b>	<b>360</b>	<b>361</b>	<b>359</b>	<b>365</b>	<b>368</b>	
STAYTON HIGH	9	189	188	186	185	184	183	182	181	179	182	182	
STAYTON HIGH	10	201	187	178	170	168	165	162	157	156	155	154	
STAYTON HIGH	11	168	177	170	159	152	149	152	147	140	137	136	
STAYTON HIGH	12	163	119	146	161	161	158	158	152	149	136	135	
Winema/Early College		28	35	18	16	16	14	14	15	15	14	14	
<b>STAYTON HIGH</b>	<b>ALL</b>	<b>721</b>	<b>706</b>	<b>698</b>	<b>691</b>	<b>681</b>	<b>669</b>	<b>668</b>	<b>652</b>	<b>639</b>	<b>624</b>	<b>621</b>	

School Name	Grade	March '20	June '21	Sept '21	Oct '21	Nov '21	Dec '21	Jan'22	Feb '22	March '22	April '21	May '21	June '21
STAYTON INTERMEDIATE	4	83	69	82	82	83	87	86	85	86	87	86	
STAYTON INTERMEDIATE	5	102	72	73	73	73	75	75	73	73	72	72	
STAYTON INTERMEDIATE	ALL	185	141	155	155	156	162	161	158	159	159	158	
STAYTON MIDDLE	6	138	101	70	66	67	67	66	65	67	66	67	
STAYTON MIDDLE	7	108	127	104	104	104	104	103	103	105	107	107	
STAYTON MIDDLE	8	136	110	126	119	117	119	118	115	115	116	116	
STAYTON MIDDLE	ALL	382	338	300	289	288	290	287	283	287	289	290	
SIS/SMS TOTAL	ALL	567	479	455	444	444	452	448	441	446	448	448	
SUBLIMITY	KG	45	24	32	32	32	32	34	34	34	34	33	
SUBLIMITY	1	36	39	23	24	24	23	23	23	23	23	23	
SUBLIMITY	2	43	34	44	45	45	44	45	45	46	46	45	
SUBLIMITY	3	42	38	30	29	30	30	29	30	30	31	31	
SUBLIMITY	4	42	41	43	41	41	41	41	41	40	42	42	
SUBLIMITY	5	42	43	39	38	39	39	38	38	37	40	39	
SUBLIMITY	6	45	36	43	43	43	43	43	43	43	43	43	
SUBLIMITY	7	57	40	41	41	41	41	40	39	39	40	40	
SUBLIMITY	8	34	51	41	41	41	41	41	42	42	42	41	
SUBLIMITY	ALL	386	346	336	334	336	334	334	335	334	341	337	
NSSD	<b>TOTAL</b>	<b>*2296</b>	<b>2136</b>	<b>2097</b>	<b>2123</b>	<b>2128</b>	<b>2125</b>	<b>2111</b>	<b>2101</b>	<b>2099</b>	<b>2102</b>	<b>2091</b>	
Students registered w/ WESD to homeschool			<b>188</b>	<b>190</b>	<b>200</b>	<b>204</b>	<b>180</b>	<b>180</b>	<b>183</b>	<b>183</b>	<b>158</b>	<b>151</b>	
Students Enrolled in Online Charter Schools			<b>108</b>	<b>97</b>	<b>94</b>	<b>94</b>	<b>95</b>	<b>95</b>	<b>91</b>	<b>93</b>	<b>89</b>	<b>82</b>	
<b>3% cap of NSSD student population released to online charter schools = 78.27 (until the number of online enrollments drops below this number, new requests to enroll in online charters schools will be denied)</b>													
Notes													

\* The March 2020 Board report shows enrollment at the time of the initial COVID school closure.

Starting in June 2021, students working toward a GED are listed under Options Academy.

The numbers of students registered with WESD have fluctuated recently due in part to new reporting processes from WESD (they continue to include non-resident students on the NSSD report). The District has increased efforts to vet these reports and in the process has located enrollment records in other districts for these and other students across the state



North Santiam School District  
**BOARD OF DIRECTORS**  
**SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR**  
Version 2, Updated 11/08/21

**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
  - COVID-19 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
  - a. Must include the Abbreviated School Day Notice & Acknowledgement (see ISST)

## 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:**

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

## February

### **Traditional Location: Stayton Elementary School**

#### **Annual Agenda Items:**

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (occurs 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:**

- Provide filing information to anyone seeking election/re-election (only in odd numbered years)

#### **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 2<sup>nd</sup> period ADM)-in Bus. Director's report

#### **Board Secretary Tasks:**

- Distribute Evaluation Forms/Links to Board members
- Provide Reminder 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. Adopt resolution for Teacher Appreciation Week (first week of May)
3. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
4. (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.
5. (Next Applicable 2021) Discuss timelines for board self-evaluation (ever two years). The process should be completed by the June board meeting.
6. 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 1<sup>st</sup>.
- 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 1<sup>st</sup>.

**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 (June-Aug)
5. Community Wide Activities in Schools for Previous Year (in written report)
6. Goal Workshop Prep (discuss who can attend, who will present)