



**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 Programs**, 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, June 16, 2022 ~ 6:00 PM**

**NSSD District Office/Santiam Room**

**1155 N 3rd Ave**

**Stayton, OR 97383**

**<https://youtu.be/lnb3c5Gh5Zg>**

**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: ALISHA OLIVER

PLEDGE OF ALLEGIANCE: ALISHA OLIVER

### 2. APPROVAL OF THE AGENDA

Any changes to the agenda after posting on June 10, 2022 are noted below:

Added Attachments-

- 5.2-General Fund Board Financials
- 7.1-5/3/22 Meeting Minutes-DRAFT
- 8.1-Resolutions Adopting 2022-23 Budget & GASB 54 Resolution
- 8.2-NSEA Collective Bargaining Agreement 2022-2025

Added Agenda Items-

- 8.2-NSEA Collective Bargaining Agreement 2022-2025
- 8.3.4-Excise Tax Annual Increase

### **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. During this meeting, the Board will acknowledge Andy Gardner's 12 years of service as the NSSD superintendent. They will also honor the 2021-22 student representatives, Tayven Whieldon and Sarah Wolf.

### 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. If the students who've applied to be board representatives are present, time will be set aside for them to introduce themselves.

### 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.

General Fund Board Financials 21.22 10

**3. Student Success Act: Dave Bolin** 11  
This agenda item is for the Board to receive regular reports regarding the activities and expenditures funded by the Student Success Act.

NSSD SIA Board Report 6-16-22 11

**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** 27  
The minutes from the previous month's meeting will be submitted for Board review and approval.

05.03.22 Special Session Minutes-DRAFT 27

05.19.22 Regular Session Minutes-DRAFT 29

**2. Licensed Staff Changes** 36  
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)**

Kylie Kiser-SIS 4th grade  
Samantha Hauck-SMS 8th gr. Language Arts  
Amy Baxter-SIS 4th grade  
Sarah Mann- SIS 5th grade  
Jennifer Upchurch-SIS-5th grade  
SMS 7/8 gr. Science

**Resignations**

Tierra Lyman  
Chris Facha- Food Services Director  
Amber Gardner-SUB Kindergarten  
Victoria Roberts-SIS 5th grade  
Lindsey Michaud-SHS Geometry/Algebra  
Phil Peterson-SMS Science

**Retirements**

June 2022 Licensed Report

36

***3. Action on Consent Agenda***

**RECOMMENDED MOTION-CONSENT AGENDA**

***Motion that the Board approve the Consent Agenda including; 7.1-Minutes and 7.2- New hires:-  
Kylie Kiser, Samantha Hauck, Amy Baxter, Sarah Mann, Jennifer Upchurch and Kenneth  
Purnell.***

**8. NEW BUSINESS**

**1. NSSD 2022-23 BUDGET ADOPTION**

37

**Jane Nofziger**

Business Director Jane Nofziger will be reviewing the budget information and motions during the NSSD Budget Hearing (5:30 pm) that precedes this Regular Session. Meeting minutes from the May 17, 2022 Budget Committee meeting as well as the budget message PowerPoint presentation are included in the materials for that meeting and are available by copying and pasting this link:

The Budget Committee voted on May 17, 2022 to approve the 2022-23 budget and it is now presented to the Board of Directors for possible adoption.

**RECOMMENDED MOTION-ADOPTION OF THE 2022-23 BUDGET**

***Be it resolved that the Board approves Resolutions No. 061622A- Adopting the 2022-2023 Budget in the amount of \$47,872,123; No. 061622B- Making Appropriations; No. 061622C-Imposing the Tax Rate; No 061622D- Categorizing the Tax; and GASB***

***Resolution No 061622E to make designations for 2021-22 ending fund balances and revenues for specific uses in 2022-23.***

Resolution Adopting Budget 22.23	37
GASB 54 RESOLUTION	38
Resolutions Adopting 2022-23 Budget	39

**2. NSEA COLLECTIVE BARGAINING AGREEMENT 2022-2025 40**

The District has reached an agreement with the NSEA (North Santiam Education Assoc) through the 2024-25 school year. Mike Wagner was the board representative on the bargaining committee. The entire board is now asked to ratify this agreement.

**RECOMMENDED MOTION**

***Motion that the Board ratifies the Collective Bargaining Agreement between the North Santiam Education Association and the North Santiam School District for school years 2023-2025.***

NSEA Collective Bargaining Agreement 2022-2025 FINAL	40
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**3. APPROVAL OF ANNUAL ORGANIZATIONS**

**1. *Designations and Authorizations***

The Board needs to approve the following designations and authorizations annually according to Oregon State statute:

- Chief Administrative Officer-Lee Loving
- District Clerk-Lee Loving
- Deputy Clerk-Jane Nofziger
- Legal Counsel-Garrett Hemann Robertson PC and WESD
- Official Auditors for School Year- Accuity, LLC
- Budget Officer-Lee Loving
- Custodian of Funds-Jane Nofziger
- Depositor for School Funds-LGIP, Columbia Bank
- Facsimile Signatures-Lee Loving, David Bolin and Jane Nofziger
- Inter-Fund Borrowing Within Fiscal Year-Jane Nofziger

**2. *Grant and Consolidated Sub-Grant Authorization***

The Board needs to approve the following authorizations annually according to Oregon State statute.

These grants include the following but are not limited to:

- Title Grant Applications
- NCLB/eCIP Consolidated Grant Applications
- ESEA Grant Applications
- All State and Federal Grant Applications
- All Non-Profit Grant Applications

3. **2022-23 NSSD Board Regular Session Meeting Calendar** 106

Boards must approve their annual Regular Session Meeting Calendar. Any meetings scheduled or re-scheduled after this approval are considered "Special" or "Emergency" meetings. These changes will be indicated in red on the District website on the MEETING CALENDAR page. Unless the calendar is modified during the June meeting, there is no meeting planned for July 2022.

2022-23 Board Calendar 106

4. **Excise Tax Annual Adjustment** 107

As part of the annual designations, the Board must accept the new excise tax rate each year as stipulated by the Oregon Dept. of Revenue (SB 1036).

**RECOMMENDED MOTION-EXCISE TAX**

*Be it resolved the NSSD Board accepts the School Construction Tax Increases as published by the Oregon Department of Revenue for 2022-23 at \$1.45 per square foot for residential and \$.72 per square foot for non-residential, with a non-residential maximum of \$36,100 - effective July 1, 2022*

Excise Tax Increase Resolution2022 107

School Const Tax FY 2022 Release 108

5. **Action on Organizational Agenda**

**RECOMMENDED MOTION- ANNUAL ORGANIZATIONAL ITEMS**

*Motion that the Board approves Organizational Agenda Items; 8.3.1-Designations and Authorizations, 8.3.2-Grant and Consolidated Sub-Grant Authorizations, 8.3.3-2022-23 NSSD Board Regular Session Meeting Calendar and 8.3.4-Excise Tax Annual Adjustment as submitted.*

4. **NOMINATIONS FOR BOARD CHAIR & VICE-CHAIR**

No later than the next meeting following July 1, the Board will elect a chair and vice chair to serve for one year.

1. **Board Chair Nominations/Vote**

**Current Board Chair declares that nominations are open for the Board Chair for 2022-2023:**

Nomination: \_\_\_\_\_ By: \_\_\_\_\_

Nomination: \_\_\_\_\_ By: \_\_\_\_\_

Nomination: \_\_\_\_\_ By: \_\_\_\_\_

**Current Board Chair offers last call for nominations:**

**Upon hearing none, the Current Board Chair declares nominations closed.**

**Current Board Chair calls for each board member to cast one vote:**

All those in favor of nominee #1 -  
All those in favor of nominee #2 - (if applicable)  
All those in favor of nominee #3 - (if applicable)

(Assuming that one member has received a majority of the votes)

**Current Board Chair announces the New Board Chair for 2022-23**

**2. *Vice-Chair Nominations/Vote***

**New Board Chair declares that nominations are open for the Board Vice-Chair for 2022-2023:**

Nomination: \_\_\_\_\_ By: \_\_\_\_\_  
Nomination: \_\_\_\_\_ By: \_\_\_\_\_  
Nomination: \_\_\_\_\_ By: \_\_\_\_\_

**New Board Chair offers last call for nominations:**

**Upon hearing none, the Board Chair declares nominations closed.**

**Board Chair calls for each board member to cast one vote:**

All those in favor of nominee #1 -  
All those in favor of nominee #2 - (if applicable)  
All those in favor of nominee #3 - (if applicable)

(Assuming that one member has received a majority of the votes)

**Board Chair announces the Board Vice-Chair for 2022-2023**

**5. 2022-23 SCHOOL BOARD STUDENT REP(S).**

The Board will review applications submitted for the role of student representative for the 2022-23 school year. The Board may select up to two students to serve at one time. Applications have been received from:

Omar Garcia  
Rori Bentz

**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. **INFORMATION ONLY**

1. **Field Trip Report:** 109

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

June 2022 Fieldtrips Report 109

2. **Student Enrollment:** 114

Current enrollment is approximately 2,077 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 173  
Sublimity: 337  
Stayton Elementary:  
Stayton Intermediate/Middle: 446  
(SIS: 158 SMS:288 )  
Stayton High: 619  
Options Academy:136

June 2022 Enrollment Totals2 114

3. **Future Agenda Items:** 116

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 11.21 116

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

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

July 30, 2022 - SummerFest (NSSD Booth)  
1-2 hour increments between 7:30-4:30

August 2022 (2nd week, date TBA) -Leadership Team Goals Workshop  
time and location TBA

August 18, 2022-Regular Session-Board Meeting:  
6:00 pm ~ Santiam Meeting Room

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.**

Board Greeter for Next Month:

Chamber Greeters NSSD Board Rep:

Possible Future Agenda Items:

12. 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.*

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

June 2022 Financials	ACTUALS												PROJECTED				% of Budget
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budget			
<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	20,183	108,603	6,854,128	6,700,000	102.30%		
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	7,792	8,782	116,175	140,000	82.98%		
Admissions, Fees, Rents, R1710:R1910 & R1330	136	342	40	516	1,581	50	0	2,712	1,018	138	369	1,046	7,948	3,000	264.95%		
Other local Sources R1940:R1990	120	2,446	42,440	505	78	10	943	510	353	1,348	200	75,000	123,953	152,500	81.28%		
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					3,269		2,596				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																	
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	699,924	0	13,800,232	15,533,461	88.84%		
School Support Fund High School Disability	0	0	0	0	0	0	0	0	0	0	154,750	0	154,750	10,000			
St Sch Fd-Prior Year Adjustment R3101.5		0							0	0	178,439	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	0	0	1,692,319	250,000	676.93%		
Federal Sources																	
Federal Forest Fees R4801	0	0	0	0	0	0	0	0	0	0	0	0	0	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	1,061,658	463,432	42,142,537	40,675,184	103.61%		
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	41,679,105	42,142,537	42,142,537	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	942,776	2,388,412	11,649,179	12,083,287	96.41%		
200 Employee Benefits	137,616	168,795	674,525	607,571	602,254	593,031	576,459	593,908	590,819	589,041	590,902	1,490,000	7,214,920	7,939,982	90.87%		
300 Purchased Services	45,780	136,970	99,800	231,437	198,855	227,311	182,214	336,365	280,507	237,844	307,721	450,000	2,734,804	3,188,043	85.78%		
400 Supplies	18,923	60,675	39,266	72,506	30,049	19,854	26,692	22,108	35,500	123,265	41,009	170,510	660,357	810,633	81.46%		
500 Capital Outlay	1,760	69,526	4,526	24,026	20,101	4,526	4,526	8,878	87,685	17,791	4,526	100,000	347,869	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	1,145	25,000	15,078,153	15,160,904	99.45%		
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	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	1,888,079	4,673,922	37,735,283	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	33,061,361	37,735,283	37,735,283	40,675,184	92.77%		
<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	1,215,357	3,078,792	13,579,093	14,862,331	91.37%		
2000 - Support Services	653,518	680,657	702,355	740,115	663,768	686,500	624,203	766,907	832,402	783,000	672,722	1,520,130	9,326,279	9,588,099	97.27%		
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	75,000	14,829,912	14,914,054	99.44%		
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	1,888,079	4,673,922	37,735,283	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	33,061,361	37,735,283	37,735,283	40,675,184	92.77%		
<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>8,617,744</b>	<b>4,407,254</b>					



# NSSD Board Report

Highlights / Updates  
6-16-22

# Summer Activities



- Professional Development
  - AVID Summer Institute: 33
  - AVID Pathway: 18 seats
  - Various classes
- Summer School
  - July 5th - 28th
  - Budget: K-8: 323,903 / 9-12: 172,005
  - Staff:
    - Coordinators: 4
    - Teachers: 20
    - Classified: 16
  - SHS Tutors, Admin, Tech: 19
  - Students K-8: 221 9-12: ?
  -

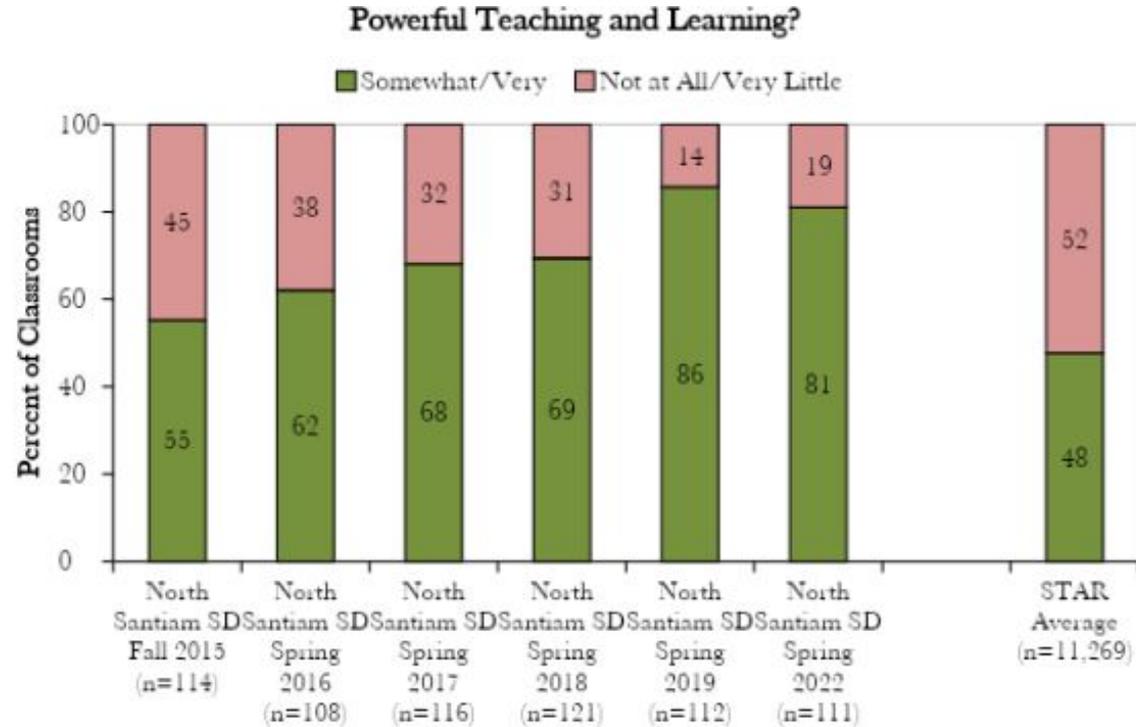
# Administrative Workshop

- Day 1: Equity Collaborative
  - Professional Development and Goal setting
- Day 2: Data Analysis and Goal Setting
  - Finish in August

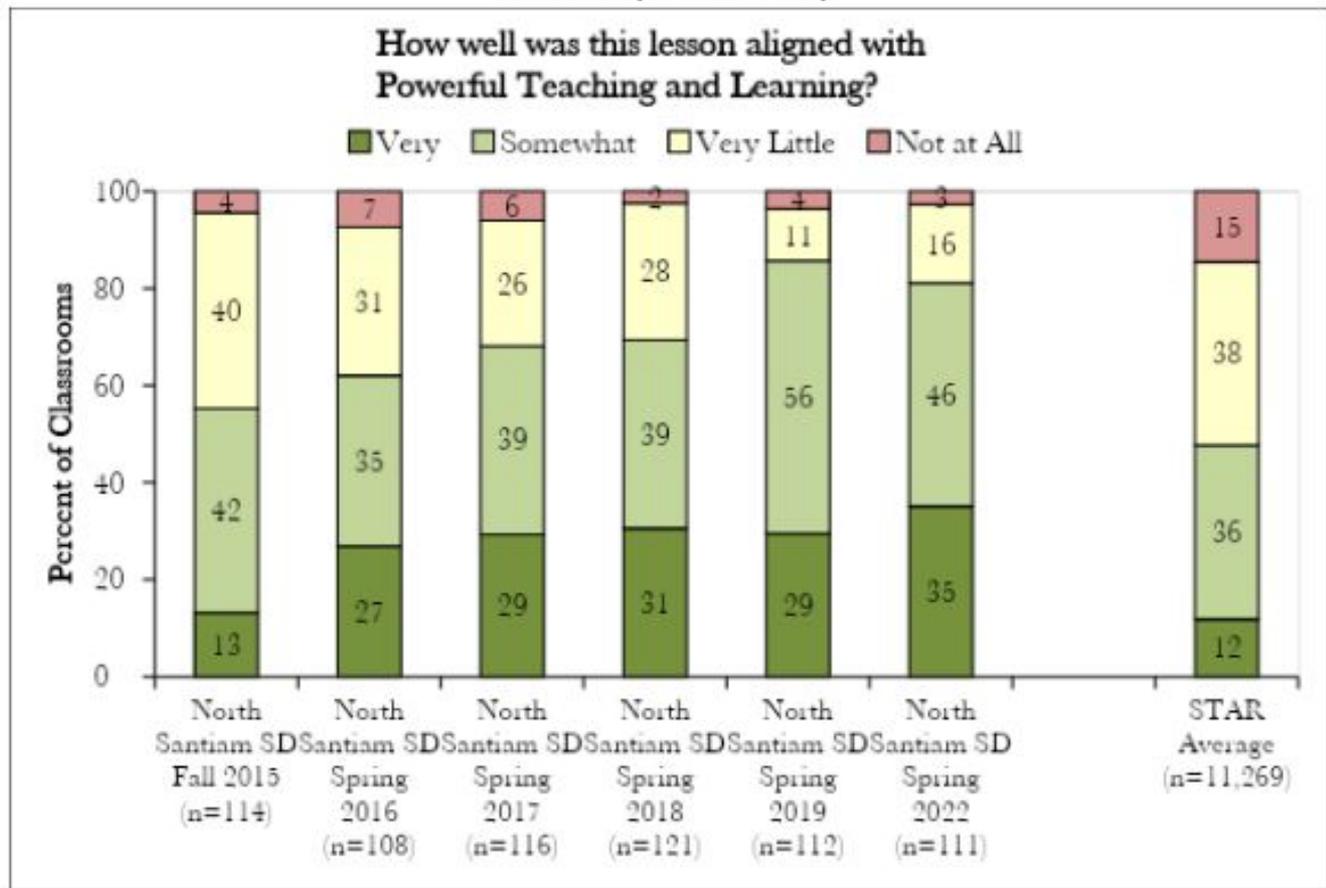
	AVID CCI/Data
	Blackboard Teacher Messaging
	Certified Needs Assessment
	Classified Needs Assessment
	Comprehensive Needs Assessment Summary / Analysis
	Continuous Improvement Plans
	DESSA
	Equity Collaborative
	ORIS
	Prior Year Goal Assessment
	Profile/Attendance/Behavior/EWI
	State Assessments
	TELL Survey
	Youth Truth 2022

# BERC

- Powerful Teaching and Learning
  - Ready to Learn
  - What to Learn
  - Talk to Learn
  - Model to Learn



### Overall (scales 1-4)





# Stakeholder Surveys

- 1866 Respondents
- 17% Family
- 82% Students
- 90% Staff
- **High School Students:**
  - Highest Rated Question
    - How often do you work with other students for your classes?
  - Highest Rated Themes:
    - Belonging / Peer Collaboration and College and Career Readiness

- **Elementary Students:**
  - Highest Rated Question
    - Do you think your teacher cares about you?
  - Highest Rated Themes:
    - Culture and Relationships
- **Middle School Students:**
  - Highest Rated Question
    - How many of you teachers connect what you're learning in class with your life outside of school?
  - Highest Rated Themes:
    - Belonging / Peer Collaboration and Relationships



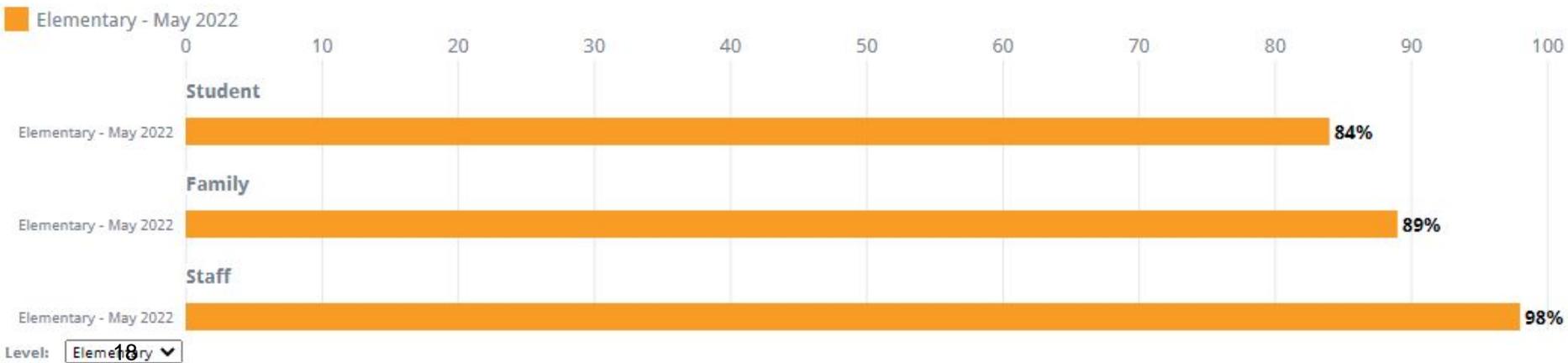
# Stakeholder Surveys

- Percent Positive Highlights:
  - Family:
    - Relationship Theme High
  - Staff
    - Several Theme Areas in the 75th-100th Percentiles
- Opportunities:
  - Provide the data needed to target key important areas and measure growth



# Sample

## Percent Positives on Relationships



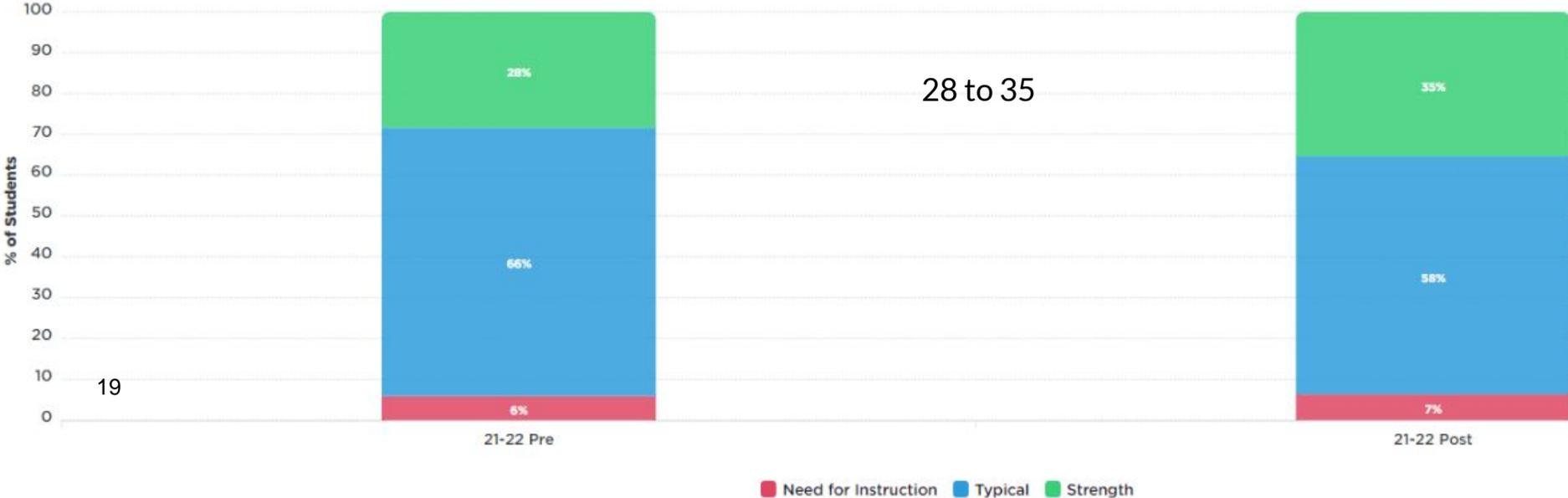
# Social Emotional Competence



## Impact Report

### Change in Students' Overall Social and Emotional Competence

Displays changes over time in the distribution of descriptive ranges for students



# School Followers

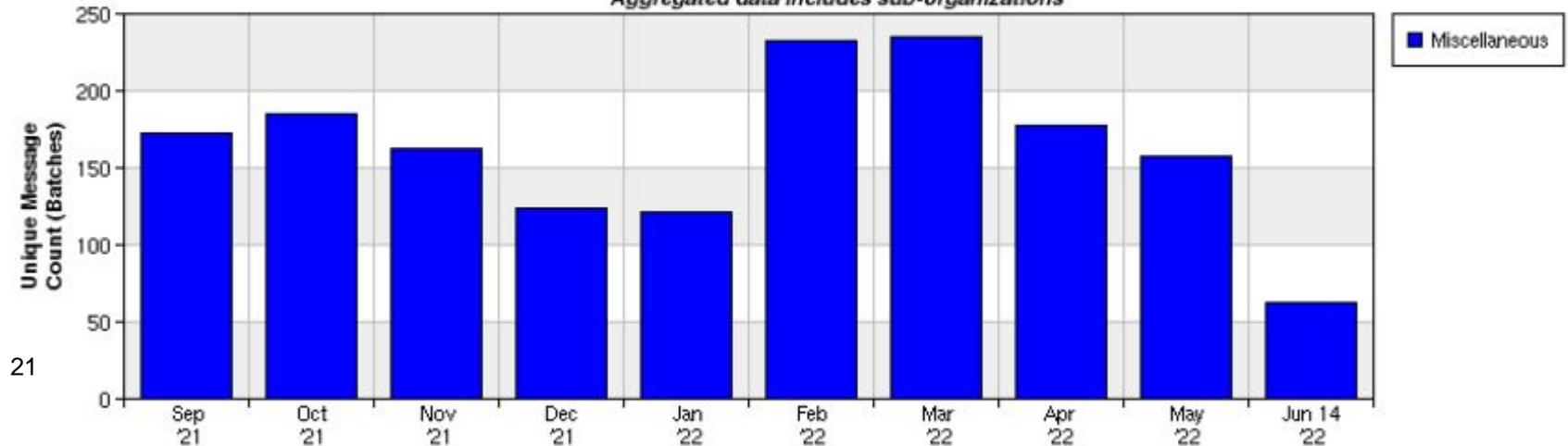
Organization	# of Followers ▼	# of Followers
 Stayton High School	3,490	<div style="width: 75%;"><div style="width: 75%;"></div></div>
 Sublimity School K-8	1,241	<div style="width: 25%;"><div style="width: 25%;"></div></div>
 Stayton Intermediate / Middle School	1,192	<div style="width: 20%;"><div style="width: 20%;"></div></div>
 Stayton Middle School	1,162	<div style="width: 18%;"><div style="width: 18%;"></div></div>
 Stayton Elementary School	954	<div style="width: 15%;"><div style="width: 15%;"></div></div>
 Stayton High School Athletics	770	<div style="width: 12%;"><div style="width: 12%;"></div></div>
 Mari-Linn School K-8	472	<div style="width: 8%;"><div style="width: 8%;"></div></div>



# Office Communications

**All schools  
Message Utilization**  
Sep 01, 2021 - Jun 14, 2022

*Aggregated data includes sub-organizations*



# Teacher Communications

## All Schools



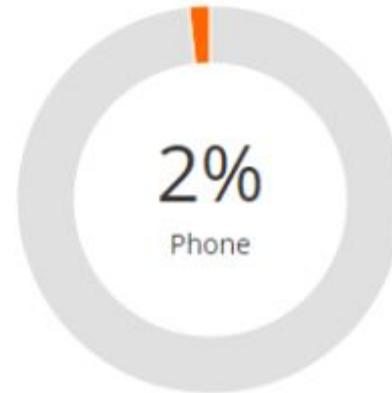
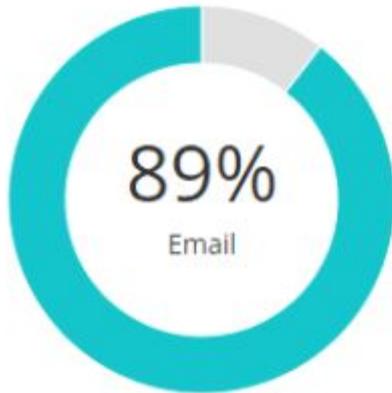
2,080  
Total Students

15.08  
Contacts Per Student

141  
Total Teachers

33.77  
Messages Per Teacher

## Message Delivery



# State Assessments



## New Improved Format

### At or Above the State Average

- English Language Arts
  - 3rd Grade
  - 4th Grade
  - 5th Grade
  - 6th Grade
  - 7th Grade
- Science
  - 11th Grade

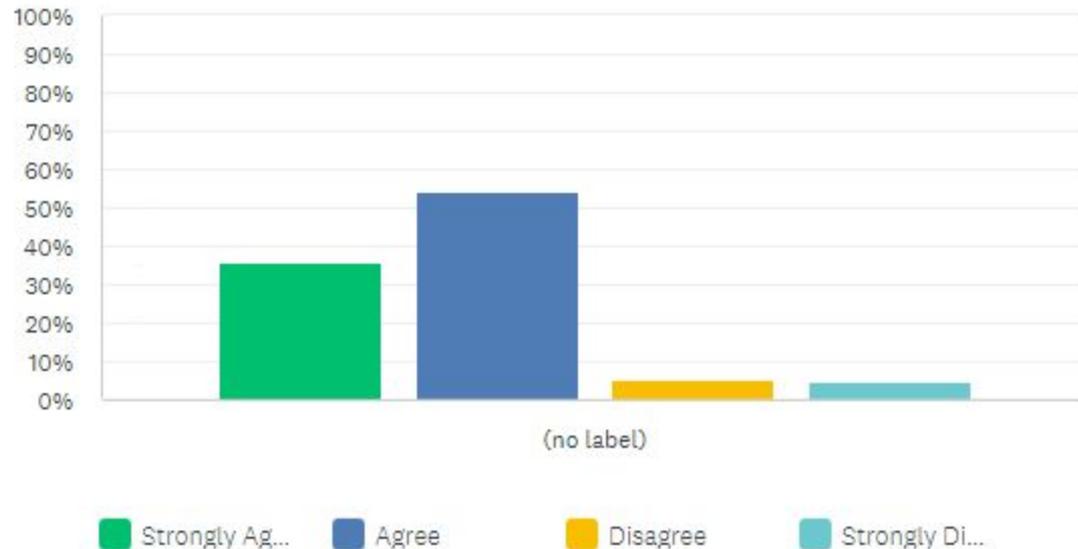
All	152	3742 ± 3 <span>i</span>	 Percent Count: 36%, 26%, 32%, 6% 55, 39, 49, 9	38%
White	106	3745 ± 3 <span>i</span>	 Percent Count: 30%, 29%, 36%, 5% 32, 31, 38, 5	41%
Hispanic	31	3734 ± 6 <span>i</span>	 Percent Count: 45%, 26%, 26%, 3% 14, 8, 8, 1	29%
Multi-Racial	11	3743 ± 13 <span>i</span>	 Percent Count: 55%, 27%, 18% 6, 3, 2	45%
Pacific Islander Race	2	3697 ± 26 <span>i</span>	 Percent Count: 100% 2	0%
Asian Race	1	3795 <span>i</span>	 Percent Count: 100% 1	100%
African American	1	3723 <span>i</span>	 Percent Count: 100% 1	0%

# TELL (Certified)

Teaching, Empowering, Leading and Learning

Overall my school is a good place to work.

Answered: 109 Skipped: 0

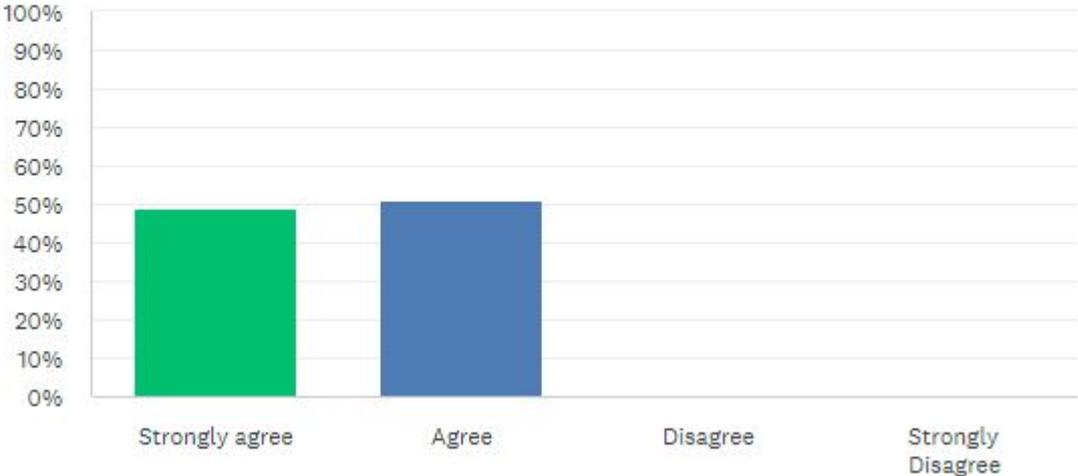


# TELL (Classified)

Teaching, Empowering, Leading and Learning

Overall my school is a good place to work.

Answered: 55 Skipped: 18







**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 Minutes**

**Tuesday, May 3, 2022 ~ 5:30 PM**

**Remotely Via Zoom [05/03/22 Livestream Link](#)**

1. **[CALL SPECIAL SESSION TO ORDER](#)**

The Board Chair called the meeting to order virtually on Zoom at 5:30 pm with the following board members present: Mike Wagner, Coral Ford, Erin Cramer, Mark Henderson and Mackenzie Strawn. Student Rep. Sarah Wolf was also present. Laura Wipper joined the meeting at 5:33 pm. She then led everyone in the Pledge of Allegiance.

2. **[APPROVAL OF THE AGENDA](#)**

Any changes to the agenda after posting on April 30, 2022 were acknowledged:

Added Attachments-

- 4.2-2022-2025 Superintendent Contract

MOTION-AGENDA

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

**Motion Made By: Mike Wagner**

**Vote: 7-0**

**Result: Motion Passed**

3. **[PUBLIC COMMENT](#)**

There were no comments from the public.

#### 4. NEW SUPERINTENDENT SEARCH

##### 4.1 Superintendent Selection

The Board Chair reviewed the process that the has been undertaken to select a new superintendent. Key points included:

- The use of a screening committee made up of 20+ individuals consisting of staff, parents, and community members.
- Two board members visiting the schools where the finalists are currently employed (1 to each location)
- Both candidates participating in student forums and visiting every school campus. They also participated in community Q & As where approximately 100 people watched them live, either in person or via livestream. The video was viewed over 300 times.
- Approximately 128 individuals submitting feedback forms, either online or in person. These were from students, staff, parents and members of the public.

The Board then voted to hire Lee Loving as the next NSSD Superintendent.

##### **MOTION-SUPERINTENDENT SELECTION**

*Motion that the Board hires Lee Loving to be the North Santiam School District Superintendent beginning July 1, 2022.*

**Motion Made By: Mike Wagner**

**Vote: 7-0**

**Result: Motion Passed**

##### 4.2 Superintendent Contract

The Board voted to approve a contract for the new superintendent for 2022-2025.

##### **MOTION-SUPERINTENDENT CONTRACT**

*Motion that the Board approves the Superintendent Employment Contract for 2022-2025 between Lee Loving and the Governing Board of the North Santiam School District 29J with a clarification to section 6.d (Deferred Compensation) to include the words “per month” which was ommitted in error.*

**Motion Made By: Erin Cramer**

**Vote: 7-0**

**Result: Motion passed**

\*the contract can be viewed in its entirety, as submitted, on the [05/03/22 meeting link](#)

#### 5 ADJOURN

The Board Chair adjourned the meeting at 5:39 pm.

EQUAL OPPORTUNITY EMPLOYER



**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**

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

**LIVESTREAM LINK:** <https://youtu.be/-cbBHwstFqA>

**Stayton Elementary Cafeteria**

**875 N 3rd Ave**

**Stayton, OR 97383**

1. **CALL REGULAR SESSION TO ORDER**

The Board Vice-Chair called the meeting to order at 6:05 pm and acknowledged that the following board members were present: Erin Cramer, Mark Henderson, Coral Ford, Mackenzie Strawn and Mike Wagner and that Alisha Oliver was absent with notice. She also noted that Tayven Whieldon and Sarah Wolf were absent due to being at SMS Outdoor School as counselors. She then led everyone in the pledge of allegiance.

2. **APPROVAL OF THE AGENDA**

Any changes to the agenda after posting on May 13, 2022 were acknowledged:

Added Attachments-

- 7.1 -Special Session Meeting Minutes (4/8, 4/9, 4/26)
- 7.2 -May 2022 Licensed Staff Report
- 11.1-May 2022 Fieldtrips Report

**RECOMMENDED MOTION- AGENDA APPROVAL**

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

**Motion Made By: Mike Wagner**

**Vote: 6-0**

**Result: Motion Passed**

### 3. SPOTLIGHT

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

#### 3.1 **Chemeketa Partnership: Ken Hector/Jessica Howard**

Chemeketa Community College Board member Ken Hector and President/CEO Jessica Howard were present to introduce themselves and share a few thoughts about the partnership they have with K-12 schools. They shared some information regarding Stayton High School student info. This information can be viewed at the [05/19/22 meeting link](#).

### 4. STUDENT BUSINESS

#### 4.1 **Student Acknowledgments: Vicky Storey**

SHS Principal Vicky Storey helped 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

#### 4.2 **SHS/ASB Activities Report:**

Both student reps. were at the Stayton Middle School Outdoor School as counselors so there was no report for the month.

### 5. REPORTS

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

This standing agenda item is for the Board to receive a monthly report from the Superintendent. Key points from Supt. Gardner included:

- The Willamette Career Center Board met today and discussed the options to bring in new school districts to replace the two who have recently pulled their backing of the program. They hope to be able to “sell” some open slots to Salem/Keizer and believe the program should be able to continue.
- The Menstrual Dignity Act ([HB 3294](#)) requires that each school has two bathrooms that provide sanitary products for students. By the end of the 2022-23 school year, the bill requires the products must be available in every bathroom. The District is working to be in compliance with both deadlines.
- The District is still bargaining with the Licensed Union and the next meeting is on May 31, 2022.

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

Business Director Jane Nofziger reviewed the monthly financials, including the May adjustment related to student counts and ODE funding.

### 5.2.1 **Food Services Dept. Report: Chris Facha**

Chris Facha updated the Board on the plans for summer food service and meal service programs for the 2022-2023 school year. He noted that all the federal waivers that have been in place during the last two years are expiring on June 30, 2022. However due to the Student Success Act, the [Community Eligibility Provision](#) was expanded and the District was able to qualify Stayton Elementary, Stayton Inter/Middle and Mari-Linn schools. This means the District will be reimbursed for ALL breakfast and lunch meals served at those schools without the requirement of free & reduced applications.

The District will begin summer meal service at Stayton Elementary, Stayton Middle, Stayton Pool and Mari-Linn School starting July 5, 2022. The waivers allowing students to take meals with them and parents to pick up meals for their students will no longer be available.

### 5.3 **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. There was no additional information presented this month.

### 5.4 **Licensed Union Report**

This standing agenda item is to receive regular reports from the Licensed Union representatives. Pauli Lime was present to share that preliminary results from state testing are showing many students at and above the state average which is very encouraging. She also noted she is involved in the bargaining process with the District and that everyone hopes to reach a resolution prior to the end of the year.

## 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 meeting are 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 changes in Licensed staff since the last board meeting.

### **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
- Kylie Kiser - 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

**7.3 *Policy Correction***

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.

**7.4 *Action on Consent Agenda***

**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.*

**Motion Made By: Coral Ford**

**Vote: 6-0**

**Result: Motion passed**

## 8 NEW BUSINESS

### 8.1 **Science Curriculum Adoption: Nicole Duncan**

The K-8 Science committee presented their final recommendation for the Science instructional materials to the School Board to adopt for the Fall of 2022. The presentation can be viewed under this agenda item at the [05/19/22 meeting link](#)

#### **Committee Members:**

**K-5 Team-** (SES) Rachel Schaffer, Alli Hill, Cameron Johnson, (ML) Yara Coblenz, (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**

Publisher: Discovery Education

Program Title: Science TechBook

### **MOTION-CURRICULUM ADOPTION**

*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: Mike Wagner**

**Vote: 6-0**

**Result: Motion passed**

### 8.2 **WESD Local Service Plan 2022-2023: Andy Gardner**

Supt. Gardner reviewed the services purchased by NSSD for the 2022-23 school year from the WESD (Willamette Education Service District). The list can be viewed under this agenda item at the [05/19/22 meeting link](#)

## 9 UNFINISHED BUSINESS

### 9.1 **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. The status remains paused until the new superintendent can be involved. It was noted the parent survey will be closing on May 27, 2022. Once finalized, Dave Bolin will present the findings.

### 9.2 **Board Reflection**

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

- Mike Wagner, Mark Henderson and Laura Wipper all shared how rewarding it was to see the students who were being acknowledged at the beginning of the meeting.
- Board Secretary Tonia Whisman shared the positive experiences her daughter had while attending Chemeketa for two years.
- Mackenzie Strawn noted that he spent some time reviewing the science curriculum. He also shared briefly about the construction project house and that things have been hampered slightly by the excessive rain. Regardless, he emphasized that the students are getting a great experience in the building industry and he would hire any of them if they applied with his company.
- Erin Cramer thanked the members of the public who've been attending meetings regularly.

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

After a brief recess to allow attendees to exit the meeting space, the Board entered into Executive Session under ORS 192.660(2)(i) at 8:25 pm for the annual evaluation of the performance of the superintendent. This portion of the meeting was not open to the public. The Board returned to open session at 9:45 pm.

11 **INFORMATION ONLY**

11.1 **Field Trip Report:**

A list of the field trips taken and/or scheduled since the start of the school year is included in the board packet. The information can be viewed at the [05/19/22 meeting link](#).

11.2 **Student Enrollment:**

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 at the [05/19/22 meeting link](#).

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

11.3 **Future Agenda Items:**

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.

11.4 **Upcoming Board Events & Activities:**

Information can be viewed under this agenda item at the [05/19/22 meeting link](#).

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.**

The Board discussed the idea of honoring Andy Gardner at the June Board meeting. In the past, the Community Engagement Committee has nominated individuals and organizations to receive NSSD Board awards. Since the Community Engagement Committee has been paused, the Board elected to make the selection themselves. They agreed to present the Golden Eagle Award to Andy Gardner for his 12 years of service as Superintendent.

Furthermore, they discussed changing the name of the Jack Adams Award to the Superintendent's Award with a qualifying statement on the plaque to indicate the name change was in honor of Andy's contributions to the District. They noted they would like the first recipients of the newly named Superintendent's Award to go to the nursing staff at NSSD for the countless hours they've spent working evenings and weekends to process all the contract tracing and questions from staff and parents.

### **MOTION-BOARD AWARDS**

***Motion that the Board present the Golden Eagle Award to Andy Gardner and change the name of the Jack Adams Award to the Superintendent's Award in his honor.***

**Motion Made By: Laura Wipper**

**Vote: 6-0**

**Result: Motion Passed**

***Motion that the Board present the newly named Superintendent's Award to the NSSD nursing staff for extraordinary efforts in response to the COVID-19 pandemic.***

**Motion Made By: Laura Wipper**

**Vote: 6-0**

**Result: Motion Passed**

### 13 **ADJOURN**

The Vice-Chair adjourned the meeting at 10:00 pm.

#### EQUAL OPPORTUNITY EMPLOYER

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



**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the North Santiam School District hereby adopts the budget for fiscal year 2022-2023 in the total amount of \$47,872,123. This budget is now on file at 1155 N Third Avenue, Stayton Oregon.

**RESOLUTION MAKING APPROPRIATIONS - No. 061622B**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<p><b>General Fund - 100</b></p> <table border="0" style="width: 100%;"> <tr><td>1000 Instruction.....</td><td style="text-align: right;">15,646,906</td></tr> <tr><td>2000 Support Services.....</td><td style="text-align: right;">10,270,094</td></tr> <tr><td>3000 Enterprise &amp; Community Services</td><td style="text-align: right;">10,700</td></tr> <tr><td>4000 Facilities Acquisition/Construction</td><td style="text-align: right;">0</td></tr> <tr><td>5100 Debt Service .....</td><td style="text-align: right;">77,300</td></tr> <tr><td>5200 Transfers</td><td style="text-align: right;">70,000</td></tr> <tr><td>5400 PERS UAL Bond Lump Sum Paym.</td><td style="text-align: right;">0</td></tr> <tr><td>Contingency.....</td><td style="text-align: right;">1,000,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$27,075,000</b></td></tr> </table> <p><b>Debt Service Fund - 300's</b></p> <table border="0" style="width: 100%;"> <tr><td>5100 Debt Service .....</td><td style="text-align: right;">4,411,600</td></tr> <tr><td>6000 Contingency .....</td><td style="text-align: right;">1,500,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$5,911,600</b></td></tr> </table> <p><b>Internal Service Funds - 600</b></p> <table border="0" style="width: 100%;"> <tr><td>2000 Support Services.....</td><td style="text-align: right;">100,000</td></tr> <tr><td>6000 Contingency.....</td><td style="text-align: right;">270,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$370,000</b></td></tr> </table> <p><b>Trust and Agency Fund - 700</b></p> <table border="0" style="width: 100%;"> <tr><td>2000 Support Services.....</td><td style="text-align: right;">25,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$25,000</b></td></tr> </table>	1000 Instruction.....	15,646,906	2000 Support Services.....	10,270,094	3000 Enterprise & Community Services	10,700	4000 Facilities Acquisition/Construction	0	5100 Debt Service .....	77,300	5200 Transfers	70,000	5400 PERS UAL Bond Lump Sum Paym.	0	Contingency.....	1,000,000	<b>Total.....</b>	<b>\$27,075,000</b>	5100 Debt Service .....	4,411,600	6000 Contingency .....	1,500,000	<b>Total.....</b>	<b>\$5,911,600</b>	2000 Support Services.....	100,000	6000 Contingency.....	270,000	<b>Total.....</b>	<b>\$370,000</b>	2000 Support Services.....	25,000	<b>Total.....</b>	<b>\$25,000</b>	<p><b>Special Revenue Fund - 200's</b></p> <table border="0" style="width: 100%;"> <tr><td>1000 Instruction.....</td><td style="text-align: right;">4,115,150</td></tr> <tr><td>2000 Support Services.....</td><td style="text-align: right;">3,863,700</td></tr> <tr><td>3000 Enterprise &amp; Comm.....</td><td style="text-align: right;">103,111</td></tr> <tr><td>4000 Facilities Acq./Const ...</td><td style="text-align: right;">0</td></tr> <tr><td>5200 Transfers.....</td><td style="text-align: right;">60,000</td></tr> <tr><td>6000 Contingency .....</td><td style="text-align: right;">776,791</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$8,918,752</b></td></tr> </table> <p><b>Food Service Fund - 299</b></p> <table border="0" style="width: 100%;"> <tr><td>3000 Enterprise &amp; Comm.....</td><td style="text-align: right;">1,398,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$1,398,000</b></td></tr> </table> <p><b>Capital Projects Fund - 400s</b></p> <table border="0" style="width: 100%;"> <tr><td>2000 Support Services.....</td><td style="text-align: right;">194,311</td></tr> <tr><td>4000 Facilities Acquisition/Const</td><td style="text-align: right;">3,099,560</td></tr> <tr><td>5100 Debt Service</td><td style="text-align: right;">34,900</td></tr> <tr><td>6000 Contingency .....</td><td style="text-align: right;">300,000</td></tr> <tr><td><b>Total.....</b></td><td style="text-align: right; border: 1px solid black;"><b>\$3,628,771</b></td></tr> </table>	1000 Instruction.....	4,115,150	2000 Support Services.....	3,863,700	3000 Enterprise & Comm.....	103,111	4000 Facilities Acq./Const ...	0	5200 Transfers.....	60,000	6000 Contingency .....	776,791	<b>Total.....</b>	<b>\$8,918,752</b>	3000 Enterprise & Comm.....	1,398,000	<b>Total.....</b>	<b>\$1,398,000</b>	2000 Support Services.....	194,311	4000 Facilities Acquisition/Const	3,099,560	5100 Debt Service	34,900	6000 Contingency .....	300,000	<b>Total.....</b>	<b>\$3,628,771</b>
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**RESOLUTION IMPOSING THE TAX No. 061622C**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023

- (1) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ 4.3973 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ \_\_\_\_\_ per \$1,000 of assessed value for local option tax;
- (3) In the amount of \$1,770,760 for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX No. 061622D**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the Education Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ **OR** \$ 4.3973/\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ \_\_\_\_\_/\$1000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ 1,770,760

The above resolution statements were approved and declared adopted on June 16, 2022



## North Santiam School District

### GASB 54 RESOLUTION #061622E

#### **Spending as it Relates to the Ending Fund Balance**

The Board of Education considers the spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

#### **Committed Fund Balances –**

The ending balances in the General Fund and in the PERS Fund are “**Committed**” in accordance with the purposes stated for this fund in the fiscal year 2022-2023 adopted budget.

#### **Restricted Fund Balances –**

Subfund 201 Board Reserve Ending Fund Balance is restricted for future needs, such as would be caused by a revenue shortfall or unanticipated expenditures.

The ending balance of all grant related special revenue shall be designated as restricted for the sole uses intended by the granting authorities.

Subfund 202 Textbook Reserve is restricted for textbook expenditures.

#### **Debt Service Funds**

Funds are “**Restricted**” for payment of principal and interested related with the associated debt offerings.

#### **Capital Projects Fund Balances**

The capital project funds are restricted. QZAB funds are restricted by the requirements stated in the bond agreement documents.

The Excise Tax fund is restricted to capital improvement expenditures set forth by excise tax restrictions stated in Senate Bill 1036.

The SB1149 funds are restricted by the guidelines set in Senate Bill 1149.

The Capital Projects Funds are restricted according to use of approved capital projects.

-----  
**NOW THEREFORE the Board of Education for the North Santiam School District hereby makes the following designations of 2021-22 ending fund balances and revenues for specific uses in 2022-23 as described in Resolution #061622E**  
-----

**Resolution #061622E was approved this 16<sup>th</sup> Day of June 2022, by the North Santiam School District’s Board of Directors.**

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Board Chair, Alisha Oliver

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Superintendent, Andy Gardner



**RESOLUTION No.061622A**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the North Santiam School District hereby adopts the budget for fiscal year 2022-2023 in the total amount of \$47,872,123. This budget is now on file at 1155 N Third Avenue, Stayton Oregon.

**RESOLUTION MAKING APPROPRIATIONS - No. 061622B**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<b>General Fund - 100</b>		<b>Special Revenue Fund - 200's</b>	
1000 Instruction.....	15,646,906	1000 Instruction.....	4,115,150
2000 Support Services.....	10,270,094	2000 Support Services.....	3,863,700
3000 Enterprise & Community Services	10,700	3000 Enterprise & Comm.....	103,111
4000 Facilities Acquisition/Construction	0	4000 Facilities Acq./Const ...	0
5100 Debt Service .....	77,300	5200 Transfers.....	60,000
5200 Transfers	70,000	6000 Contingency .....	776,791
5400 PERS UAL Bond Lump Sum Paym.	0	<b>Total.....</b>	<b>\$8,918,752</b>
Contingency.....	1,000,000		
<b>Total.....</b>	<b>\$27,075,000</b>		
<b>Debt Service Fund - 300's</b>		<b>Food Service Fund - 299</b>	
5100 Debt Service .....	4,411,600	3000 Enterprise & Comm.....	1,398,000
6000 Contingency .....	1,500,000	<b>Total.....</b>	<b>\$1,398,000</b>
<b>Total.....</b>	<b>\$5,911,600</b>		
<b>Internal Service Funds - 600</b>		<b>Capital Projects Fund - 400s</b>	
2000 Support Services.....	100,000	2000 Support Services.....	194,311
6000 Contingency.....	270,000	4000 Facilities Acquisition/Const	3,099,560
<b>Total.....</b>	<b>\$370,000</b>	5100 Debt Service	34,900
		6000 Contingency .....	300,000
		<b>Total.....</b>	<b>\$3,628,771</b>
<b>Trust and Agency Fund - 700</b>			
2000 Support Services.....	25,000		
<b>Total.....</b>	<b>\$25,000</b>		
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$47,327,123</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	545,000
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$47,872,123</b>

**RESOLUTION IMPOSING THE TAX No. 061622C**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023

- (1) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ 4.3973 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ \_\_\_\_\_ per \$1,000 of assessed value for local option tax;
- (3) In the amount of \$1,770,760 for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX No. 061622D**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the Education Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ **OR** \$ 4.3973/\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ \_\_\_\_\_/\$1000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ 1,770,760

The above resolution statements were approved and declared adopted on June 16, 2022



**Licensed Agreement  
2022 – 2025**

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## **PREAMBLE/PURPOSE**

- A. This agreement is entered into by the Board of Directors of the North Santiam School District #29J, referred to as the “Board” or “District” and the North Santiam Education Association, referred to as the “Association.”
  - B. The intent of this agreement is to record the full agreement between the Board and the Association concerning employment relations under all relevant provisions of the Oregon Revised Statutes governing public employee collective bargaining.
  - C. This agreement shall modify or replace any policies, rules, regulations, procedures, or practices of the District that are contradictory to its terms. The granting of recognition and the negotiation of this agreement does not obligate the Board or the Association in any way to continue practices of the dissolved school boards. This section does not prohibit, in any way, the Association from exercising its rights under the collective bargaining law.
-

**ARTICLE 1**  
**RECOGNITION**

- A. The Board recognizes the North Santiam Education Association/Oregon Education Association/National Education Association as the exclusive bargaining representative for all employees of the District who are required as a condition of employment to possess an academic license and who are half time or more. Academically licensed employees include but are not limited to teachers, TSPC licensed school nurses, counselors, child development specialists and similar positions. Administrative employees, confidential employees, temporary employees who are hired for sixty (60) consecutive work days or less, and substitute employees shall be excluded.
  - B. Employees in accredited administrative positions shall be excluded from the unit. Subsequent to the ratification of this agreement, if the District wishes to exclude additional positions from the unit as administrative, it shall notify the Association and shall bargain upon demand regarding the exclusion of the position.
  - C. “Half-time or more” means an average of twenty (20) hours or more per work week within the individual’s contract period.
  - D. Individuals who hold extra duty contracts, but are not members of the bargaining unit as described in ‘A’ above are not covered by this agreement.
-

**ARTICLE 2**

**SAVINGS CLAUSE**

- A. If any provision of this agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect. The parties agree to negotiate a replacement provision for such invalid provision upon the request of either party.
-

**ARTICLE 3**

**CONTRACT IMPLEMENTATION AND DISTRIBUTION**

- A. This agreement shall be executed in duplication with each party to retain an executed original.
  
  - B. In addition, the Association shall provide a copy to each employee covered by this agreement. The copy shall be provided to all other employees covered by this agreement who were hired during the term of this agreement. Both parties shall equally share the cost of preparing, printing and distributing copies of the negotiated contract.
-

**ARTICLE 4**

**MANAGEMENT RIGHTS**

- A. The District, on its own behalf and on behalf of the electors of the District, retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and the constitution of the State of Oregon.
  
  - B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices shall be limited only by the specific terms of this agreement.
-

## ARTICLE 5

### ASSOCIATION RIGHTS

- A. The District will grant the Association and its members a total of ten (10) days leave for Association business. The leave shall be used for local Association business or training local Association members. The Association shall reimburse the District the cost of the substitute.
- B. The Association can use teacher mail boxes in each building for communication to the members of the bargaining unit, provided such communications are labeled as official Association business.
- C. The Association shall have the exclusive use of a bulletin board in the staff center in each building. The location of the Association bulletin board in each staff room shall be cooperatively decided upon by the Association and the principal.
- D. Upon specific written request, the Board shall furnish to the Association such public information as exists and is required for the Association's functioning as exclusive bargaining representative. This shall not be construed to include personal files of the Board or District administrative and supervisor files or the personnel files of District employees, except as allowed for in this agreement. The Association shall reimburse the District for all reasonable cost of duplicating such information.
- E. Whenever any representative of the Association or any teacher is required by the Board or the District or by the terms of this agreement to participate during the working hours in grievance proceedings, or other proceedings under this agreement, including negotiations proceedings, the teacher shall suffer no loss of pay.
- F. Upon approval by the administration an Association representative may make brief announcements during any faculty or other professional meeting.
- G. The Board shall provide a place on the agenda of each regular Board meeting for the association representative to address the Board. The Board shall make available to the Association president, the Board packet no less than twenty-four (24) hours prior to each regular board meeting.
- H. Each building shall be provided with a copy of the official agenda of all regular public Board meetings on the weekday prior to the meeting. These agendas shall be posted in each building's staff center.
- I. The Association may use meeting rooms for Association meetings. These meetings may be held at times when there is no interference with previously scheduled meetings or other normal school operations or licensed duties.

- J. The Association will be allowed use of office equipment for duplication of information for employees of the bargaining unit. The Association will report such use to the business office, which will bill the Association based on the actual cost to the District. Use of equipment will not be done on duty time or when the machines are otherwise in use. If the use of a piece of office equipment is assigned exclusively to an employee, such as a computer, the Association will confer with that employee prior to using the machine as long as that employee is available.
  
  - K. The Association president shall have the opportunity to suggest items for the regular Board meeting.
-

**ARTICLE 6**

**DISTANCE LEARNING**

Should the District elect to provide instructional opportunities via Internet, the parties agree as follows:

- A. The District retains the right to offer courses through on-line classes, which are an enhancement of, or in addition to, courses currently provided by bargaining unit members. The District has no obligation to negotiate with the Association on any aspect of these course offerings so long as no current bargaining unit member is laid off as a result of these classes. Within these guidelines, this is understood to be a continuing waiver of the right to demand bargaining over the decision to offer and the impact of offering this type of instruction.
  
  - B. The District retains the right to offer courses currently taught by bargaining unit members through on-line classes when a bargaining unit member voluntarily transfers to a different position or voluntarily agrees to teach different courses. The District has no obligation to negotiate with the Association on any aspect of these course offerings so long as no current bargaining unit member is laid off as a result of these classes. Within these guidelines, this is understood to be a continuing waiver of the right to demand bargaining over the decision to offer and the impact of offering this type of instruction.
-

**ARTICLE 7**

**WORK YEAR—INCLUDING HOLIDAYS**

- A. During the term of this agreement there shall be 190 contract days, including two (2) work days and one (1) in-service orientation day at the beginning of the work year; one (1) work day at the end of the work year; the Statewide in-service day; the equivalent of one (1) additional in-service day; and the equivalent of four (4) grading days; five (5) paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Presidents Day, and Memorial Day. The following days shall be non-contract days: Martin Luther King Day and Day after Thanksgiving.
  - B. All licensed employees shall be scheduled one (1) school day at or near the end of the first and third term as compensation for time spent holding evening conferences. This leave is non-cumulative.
  - C. The Board may assign additional days to teachers in positions requiring an extended contract year. Extra days shall be paid on a per diem basis.
  - D. If extreme conditions require that the school(s) be closed on a day that was otherwise scheduled to be a day when teachers report to work, teachers will not be required to report. Such days shall be without loss of pay, but may be rescheduled at the discretion of the Board without payment of additional salary.
  - E. District administrators and Association representatives will meet by March 1st each year to discuss suggestions for the District Calendar for the following school year.
  - F. Teachers new to the District shall work one hundred ninety-three (193) days with the additional three (3) days paid at the curriculum rate.
-

**ARTICLE 8**

**WORK DAY AND PREPARATION TIME**

**A. WORK DAY**

1. The regular work week for all full-time teachers shall be for forty (40) hours, including a minimum half-hour duty-free lunch period each day.
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, but may be requested to notify the administration of their absence from the site through an established “check out” procedure. Teachers shall not be required to eat with the students.
3. Starting time and leaving time shall be set by individual building administrators. Flex time hours may be allowed on an individual basis with the approval of the building administrator.

With the exception of special meetings or emergency committee meetings, regular staff meetings shall add no more than thirty (30) minutes per week to the normal work week. No staff member will be required to attend more than two (2) meetings per month that add an additional thirty (30) minutes. When possible, administrators will notify the NSEA building representative if such exceptions may add more than thirty (30) minutes per week to the normal work day.

Teachers shall be required to attend two evening events, as part of their professional responsibilities. Whenever possible, these events will be marked on the calendar at least one month prior. The principal will also try to ensure that staff meetings do not add any additional time the same week of the evening event.

**B. PREPARATION TIME**

1. **High School and Middle School**  
When a building is on a traditional schedule, full time teachers shall be provided, in addition to their lunch period, a minimum daily preparation time of one (1) period (of not less than forty-five [45] minutes) each full student contact day during which they shall not be assigned to any other duty. Special events, activities, or emergencies may, on occasion, interfere with scheduled preparation time.

If a schedule change occurs at the high school, full time teacher’s preparation time will equal no less than the amount guaranteed full time teachers on a traditional schedule. A change in schedule will not necessitate bargaining a change in working conditions.

2. **Elementary**  
Within each normal ten (10) day calendar week, full-time teachers shall have, in addition to their lunch period, a minimum preparation time within the instruction day per week of four hundred fifty (450) minutes with a guaranteed thirty (30)-minute block for each day. Special events, activities, or emergencies may, on occasion, interfere with scheduled preparation time.

3. **Special Education Preparation Time**  
Special Education teachers will be given additional preparation time for testing, IEPs, and required paperwork. This time shall equal twice the contracted preparation time allowed to regular education teachers as described above.

Special Education teachers in self-contained classrooms will be given compensation per diem equal to four (4) hours additional pay per week, in a supplemental contract in lieu of the second prep.

#### C. **JOB SHARING**

1. Job sharing is defined as two bargaining unit members voluntarily fulfilling the obligations of a full-time position.
2. Both employees who desire to job share must apply in writing to the Superintendent and the building principal by the last working day in February of the year prior to the job share. The principal of the building has the right to approve or disapprove the establishment or continuation of a job share agreement for each year, with final approval required from the Superintendent. The Superintendent's decision is not subject to the grievance procedure.

If the parties approve a job sharing proposal, it is agreed the benefits will not exceed the cost of benefits for a single employee holding the position. Each party will be paid a salary based upon the percentage worked during the school year.

3. All terms and conditions of the collective bargaining agreement (excluding fringe benefits addressed in Section 3 above) will be pro-rated according to the percentage of the job share and not to exceed the cost of benefits of one full-time employee (e.g. sick leave, preparation time, holidays, etc.).
4. Employees who share positions who wish to return to full-time teaching will have the same rights as full-time staff members in requesting transfers, but are not guaranteed the position of their choice or a full-time position if there is no vacancy.

5. The District will pay for both teachers to attend District-sponsored staff development activities when all staff are expected to attend and is pertinent to the subjects they are teaching.
  6. If one partner of the job share is absent, the District will request the other partner to cover the absent partner's work time. If the partner works the additional time, he/she will be paid at his/her hourly rate for the time worked, or trade the time with the other partner, after receiving pre-approval from the building principal. If the partner is unable to cover the absent partner, then a substitute will be procured where appropriate.
-

## ARTICLE 9

### TEACHER RIGHTS AND RESPONSIBILITIES

#### A. CRITICISM OF TEACHERS

Any criticism by the administration or a Board member of a teacher and/or a teacher's instructional methodology shall be made in confidence. Teachers shall likewise refrain from making criticisms of supervisors, administration personnel or Board members in the presence of students, parents, or volunteers.

#### B. COMPLAINT PROCEDURES

Employees are to carry out their duties and responsibilities in the best possible manner. However, if a complaint is made, all reasonable efforts will be made to resolve the complaint informally through proper channeling starting with the teacher, as specified in policy KL-Public Complaints.

A complaint made formally or informally regarding a teacher to the administration by a parent, guardian, student, or staff member that may influence the evaluation or include any possible discipline shall be processed according to the procedures in policy KLD-Public Complaints against District Staff as outlined below:

1. The purpose of the complaint procedure is to resolve a matter to the satisfaction of the complainant, the teacher complained about, and the administration.
2. If, in the determination of the administrator receiving the complaint, it is deemed desirable to notify the teacher involved, the administrator will hold an interview with the teacher to discuss the matter and share all information received (except that which the complainant asked to keep in confidence).
3. The complainant will be given an opportunity to meet with the teacher, if they so wish, in order to solve the problem if the administrator deems it necessary in affecting a remedy to the complaint. If the complainant is a minor, their parent or guardian may, if the minor requests, be present during the meeting. This meeting will take place within ten (10) working days of the receipt of the complaint, unless it is impractical to do so because of the absence or unavailability of any of the parties involved.
4. If, in the determination of the administrator receiving the complaint, it is deemed undesirable to notify the teacher involved, they shall do a full investigation of the complaint and shall provide a written summary of the

complaint and their findings to the teacher within fifteen (15) working days of the receipt of the complaint.

5. Once the teacher receives the summary of the complaint and the investigational findings, the teacher will be notified that they have ten (10) working days to respond to the complaint.
6. The administrator shall provide the primary sources of information, including the name of the complainant that will be relied upon to substantiate the facts, if requested by the teacher.
7. A teacher shall not discriminate in any way against a complainant who may directly or indirectly be involved in the communication of a complaint.
8. If the formal complaint procedure was followed and the investigation showed the complaint was warranted; the complaint against the teacher may be placed in an employee's working file. Formal complaints placed in the working file may be used in future discipline or program of assistance if the principal determines there is a history of behavior that needs to be addressed.
9. Any type of harassment as described in policy JBA/GBA/JFCF/GBNA is in violation of Board Policy and appropriate corrective action will be taken. A teacher found in violation of this policy shall be subject to other investigational procedures, which may result in discipline up to and including dismissal. All timelines listed in the policy will be followed.
10. A teacher shall not discriminate in any way against a student, parent or staff member who may be directly or indirectly involved in the communication of a complaint.
11. This procedure shall not apply when the complaint is filed with children's protection services or law enforcement.
12. Documentation related to the complaint may be maintained in the employee's personnel file as described in the administrative rules of Board Policy JBA/GBA/JFCF/GBNA (AR). Complaints in the working file may be used in future discipline or program of assistance if the principal or District determines it is needed to show a history of behavior.

C. **ACADEMIC FREEDOM**

The Association and the District acknowledge the fundamental need to protect teachers from censorship or restraint, which might interfere with their obligation to perform their

prescribed teaching function. Teachers will have the discretion, with the building principal's knowledge and approval, to best organize their curriculum and instruction. Teaching professionals will have latitude to use their professional expertise to develop lesson plans. Both in direct student instruction and when working with peers in professional learning communities, teachers will be expected to plan and implement lessons that are focused on the State and District -adopted standards. This paragraph does not release any staff member from the responsibility to use the curriculum, textbooks, and other Board prescribed components of the educational program. It further does not release any staff member from conforming to District and building-specific initiatives or from the descriptors in the Board-adopted District standards. This statement also does not release teachers from the obligation to respond to requests and/or recommendations to improve instruction from building administration.

D. **TEACHER PARTICIPATION IN HIRING INTERVIEWS**

Teachers will have the opportunity to be represented in an advisory role, wherever possible, in the interviews of prospective teachers, math and reading coaches, and teachers on special assignments (TOSAs). Teacher members of interview committees will be selected by building principals and will include, wherever possible, representatives from the subject area or grade level of the position opening. When possible, teacher members will receive reasonable notification of interviews.

E. **CITIZENSHIP**

The personal life of any employee covered by this contract is not an appropriate concern of the Board except as the employee's personal life may affect, or interfere with, the employee's work performance. In such instances, an employee shall be advised of the reasons why the District believes that the employee's personal life is affecting his or her role as an employee and the possibility of disciplinary action.

F. **LICENSURE**

Employees covered by this contract may allow any license, endorsement, or authorization to lapse if the license, endorsement, or authorization has not been utilized by the District during the previous five (5) school years. Before allowing such a license, endorsement, or authorization to lapse, however, the employee must give prior written notice of his or her intent.

Employees covered by this contract may request permission from the District to allow any other license, endorsement, or authorization to lapse. Approval of the request is at the Superintendent's discretion, and the Superintendent's decision is not grievable.

**ARTICLE 10**

**JUST CAUSE**

No member of the bargaining unit will be disciplined without just cause. Oral warnings and oral reprimands shall not apply to just cause.

The discharge and/or dismissal of contracted teachers shall be appealed through Fair Dismissal appeals procedures as provided for in ORS 342.865 through 342.930. Discharge and/or dismissal are not subject to the grievance procedure and not subject to arbitration.

The discharge and/or non-renewal of a probationary teacher may be appealed to the North Santiam School District Board in accordance with the provisions and guarantees of ORS 342.835. Discharge and/or non-renewal are not subject to the grievance procedure and not subject to arbitration.

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**ARTICLE 11**

**GRIEVANCE PROCEDURE**

**A. DEFINITIONS**

1. A “grievance” is a claim that there has been a violation, misinterpretation, or misapplication of the terms and conditions of this agreement.
2. A “grievant” is a bargaining unit member, a group of bargaining unit members, or the local Association who initiate(s) a grievance, as defined above.
3. The term “days” shall mean school days.

**B. TIME LIMITS**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step of the procedure shall be considered a maximum and every effort should be made to expedite the process. However, the time limits specified may be changed by mutual agreement, in writing, between the District and the grievant and/or the Association where appropriate.
2. The failure of the District to respond within the time limits set forth will constitute a rejection of the grievance and thereby allow the grievant to take the grievance to the next step within the time limit specified. Failure on the part of the grievant to pursue a grievance within the time limits specified shall constitute a resolution of the grievance in accordance with the terms of the District’s response at the preceding step.

**C. PROCEDURE**

1. **Step One - Supervisor/Principal**

**Informal Process:**

The grievant shall within fifteen (15) days of the occurrence of the grievance or within fifteen (15) days of when the grievant knew or should have known of the occurrence, whichever occurs later, discuss the grievance with the principal or immediate supervisor with the objective of resolving the matter informally.

**Formal Process:**

If this discussion does not resolve the concern, the grievant may, within fifteen (15) days, submit the grievance in writing to the supervisor. The written grievance must specify the specific management action or inaction being grieved, the agreement article or articles and section(s) and paragraph(s) alleged to have been violated, and the specific remedy being sought. The principal or

supervisor shall have fifteen (15) days in which to respond in writing to the grievance.

2. **Step Two - Superintendent**

If the grievant is not satisfied with the disposition of the grievance in Step One, the grievant may file a grievance in writing with the Superintendent within fifteen (15) days after the decision at Step One has been received. The written grievance must specify the specific management action or inaction being grieved, the agreement article or articles and section(s) and paragraph(s) alleged to have been violated, and the specific remedy being sought. The Superintendent shall have fifteen (15) days in which to respond in writing to the grievance.

3. **Step Three - School Board**

If the grievant is not satisfied with the disposition of the grievance at Step Two, the grievance, may be presented to the Board by filing all correspondence, information, material or testimony presented or received at prior steps with the clerk or the Board within fifteen (15) days of receiving the decision at Step Two. The Board shall hear the grievance no later than at the next regularly scheduled Board meeting, as long as the grievance was filed at Step Two at least five days before that meeting. The meeting will be open to the public if the grievant so requests.

4. **Step Four - Arbitration**

In the event the grievant is dissatisfied with the decision of the Board, then the grievant may ask the Association to present the grievance to binding arbitration. If the Association agrees and so states in writing, the following procedure shall apply:

- a. Within fifteen (15) days of the Board's decision at Step Three, the Association and the grievant may make written demand to the Board to arbitrate a grievance. A representative of the Board and a representative of the Association shall meet to prepare a formal statement of the issue to be submitted to the arbitrator. If, after fifteen (15) days from receipt of the demand for arbitration, agreement is not reached on the issue to be submitted to the arbitrator, each party may draft its own description of the issue to be arbitrated.
- b. Within fifteen (15) days after the procedure in subsection (4a) above, the Association shall request a list of seven (7) arbitrators from the Employment Relations Board. The parties shall then select an arbitrator from that list by such method as they may mutually determine.
- c. The conduct of the arbitration hearing shall be pursuant to the American Arbitration Association rules. The arbitrator's decision shall be in

writing and shall set forth findings of fact, reasoning and conclusions on the issues submitted in accordance with the definition of a grievance subject to arbitration. The arbitrator may not add to, subtract from, or amend terms of this agreement and shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. Insofar as the decision involves only matters subject to arbitration as above defined, such decision shall be final and binding upon the grievant and the parties to this agreement.

- d. Fees and expenses of the arbitrator shall be borne equally by both parties; however, each party shall be responsible for compensating its own representatives and witnesses. Any other costs incurred shall be borne by the party incurring the same.

D. **MISCELLANEOUS**

1. No documents, communications, or records dealing solely with the processing of a grievance shall be kept in the personnel file of any grievant. The grievant shall be permitted to inspect this file at the resolution of the grievance.
  2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.
  3. No meeting or hearing under this procedure shall be conducted in public except during the Board meeting in Step Three.
  4. A teacher may speak on his/her behalf or may be represented at all stages of the grievance procedure by a designated representative or another person to appear with him/her at any step of the grievance. The grievant must attend all steps of the grievance except for emergency situations. In cases of a group grievance it is not expected for all those involved in the grievance to attend all steps of the procedure.
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## ARTICLE 12

### REDUCTION IN FORCE AND RECALL

#### A. REDUCTION IN FORCE

In the event the District determines that a reduction in force is necessary, it will determine the teachers to be retained by reviewing licensure, endorsements and seniority.

The District will make the determination of whether the teacher is “appropriately licensed” to hold the available position(s).

Seniority will be determined by calculating the number of years of continuous service as a certified employee, beyond twelve (12) weeks, with the District. Ties shall be broken by the drawing of lots. If the District desires to retain a teacher with less seniority than a teacher being released under this section, the District shall determine that the teacher being retained has more competence than the teacher with more seniority that is being released. “Competence” means the ability to teach a subject or grade level based on recent teaching experience related to that subject or grade level within the last five (5) years, or educational attainments, or both, but not based solely on being licensed to teach (ORS 342.934).

#### B. NOTIFICATION

Teachers to be laid off or reduced as specified in A above shall be given not less than thirty (30) calendar day notice in writing before the start of the school year or the start of the period when they will not be working or reduced.

#### C. RECALL

A teacher who is laid off will remain on the recall list and be eligible for recall for twenty-seven (27) months after the last day worked. No new teachers shall be hired for any position until all laid off teachers who are fully qualified and licensed for the position have been given an opportunity to accept the position.

The District shall notify laid off teachers of a position opening by registered letter, return receipt requested, at their address of record as maintained in the Superintendent’s office. Laid off teachers shall have fourteen (14) calendar days from the mailing date of such notification in which to indicate their acceptance or rejection of the position and an additional fourteen (14) days there from in which to begin active employment. However, if a teacher is employed by another Oregon school district while awaiting recall, and if that district is not willing to release the teacher until the end of sixty (60)

calendar days, the teacher will not be required to report by the fourteen (14) day deadline if he/she would thereby jeopardize his/her Oregon teaching license.

Teachers who cannot be reached at their last known address, or who reject any position offered, shall forfeit all re-employment rights. Teachers who wish to waive re-employment rights may do so by written notification to the District.

Employees returning from layoff shall have all previously accrued Sick Leave and seniority reinstated, but shall not receive benefits for the period of layoff except that the District shall pay the laid off employee's premium for three (3) months of health insurance immediately following the layoff.

Employees who worked one-half or more of the school year in which the layoff occurred shall be advanced to the next step on the salary schedule, if step movement was provided to those licensed employees unaffected by the layoff. Employees who worked less than one-half of the school year shall be placed on the same step where they were when the layoff occurred.

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## ARTICLE 13

### ASSIGNMENTS AND TRANSFERS—INCLUDING POSTINGS

#### A. VACANCIES

1. Vacancies shall be posted for a minimum of ten (10) calendar days.
2. The District, in filling a vacancy, shall first effect assignments within the building. If not resolved within the building, then the vacancy will be posted District-wide and advertised outside the District.

Any teacher desiring a change of assignment within the District to another grade or subject shall make a written request to the District Office on or before March 31<sup>st</sup> in order to be considered for the following year. Such requests must be renewed annually in order to be considered.

3. If a vacancy in the District is posted after March 31<sup>st</sup>, a teacher in the District may make application to the District Office by the closing date for the position, in which case the teacher will be considered along with all other applicants.
4. The administration may fill any new position or position vacated by leave or termination with existing staff (after any contractual/legal recall requirements or return from leave requirements are met). Resulting vacancies will be posted a minimum of ten (10) calendar days. After August 1<sup>st</sup>, an expedited posting/hiring process will be used and efforts will be made by telephone to notify teachers who have indicated an interest in the position and/or building.
5. Notification of posted positions will be e-mailed during the summer, until August 1<sup>st</sup>, to those teachers who have indicated, in writing, by their last regular work day of the preceding school year, their interest in vacancies that may occur during the summer. The notice will be dated no fewer than seven (7) calendar days prior to the position being filled, except in cases of expedited posting/hiring process.
6. If a teacher applies and is not granted a position, she/he may request the reason for not being given the position. The reasons given are not grievable.
7. The three (3) most senior applicants who are appropriately licensed will be guaranteed interviews.
8. Teaching positions which opened late but before October 31<sup>st</sup> and, therefore, were filled as temporary positions may, at the building principal's discretion, be posted internally only for a period of at least ten (10) days.

B. **ASSIGNMENTS**

1. The District will give notice of assignments to new teachers as near to their date of their hiring as possible. Teachers that have assignment changes for the following year will be given written notice of their new assignment not later than June 15th. Changes of assignment(s) may be made thereafter, however, and teachers given as much notice as possible. Principals are responsible for building assignments.
2. The District will make every effort to assign employees so that they can remain “appropriately licensed.”
3. Each teacher shall be notified in writing of any teacher assignment within a building as early as possible. If the notice has been given after the beginning of the school year for a change in assignment, which will occur during the same school year, then the teacher shall be provided reasonable time of no less than one (1) day and up to three (3) days duty-free time to prepare for the assignment. The number of days needed to prepare shall be determined by the principal of the building.

If a teacher is notified of a change in teaching assignment and feels there is a need for additional time to prepare, the teacher may request additional duty-free time from their principal.

C. **INVOLUNTARY TRANSFERS**

1. Each teacher shall be notified in writing of any involuntary building transfer as early as possible, and if the teacher is given notice of the involuntary transfer after the beginning of the school year for a transfer which will occur during the school year, then the teacher shall be provided reasonable time of no less than one day and up to three (3) days duty-free time to prepare for the assignment.
  2. Prior involuntary transfers: A teacher shall not, except in special circumstances, be involuntarily transferred more than twice in five (5) years.
  3. The Superintendent or designee shall make transfer decisions.
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**ARTICLE 14**  
**PERSONNEL FILES**

- A. The official personnel files on all teachers shall be kept in a central location, such files are confidential. Teachers shall have the right, upon request, to review the contents of their personnel file and to receive a copy of any document in that file at their expense. A representative of the Association may, at the teacher's request, accompany the teacher in his/her review.
  
  - B. Each teacher's personnel file subject to review shall contain the following minimum items of information:
    - 1. Teacher evaluation reports
    - 2. Transcript of academic records
    - 3. Copy of annual contracts of the teacher with the District
    - 4. Recommendation for contracted status
  
  - C. Each teacher may respond in writing to any item placed in his/her personnel file and said response shall become a part of that file.
  
  - D. No evaluation, written disciplinary action or complaint will be placed in the personnel file without notice to the teacher.
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**ARTICLE 15**

**EVALUATIONS**

**A. EVALUATIONS/OBSERVATIONS**

Probationary teachers employed by the District shall be observed on multiple occasions by a building or District assigned administrator and evaluated annually based on those observations. At minimum, an evaluation of performance will be made by the building or District assigned administrator biennially for any other teacher. The purpose of the evaluation is to assist the teacher in making continued professional growth and to determine the teacher's performance. Evaluations shall be based upon at least two observations and other relevant information developed by the District.

Teachers who score a 1 (one) or a 2 (two) on any aspect of the evaluation completed by their administrator will receive support and guidance during the initial fall evaluation conferences to assist in obtaining a higher score.

Probationary teachers who may be non-renewed will be provided a Directed Growth Goals Plan for problems related to performance if deficiencies are identified that would cause their non-renewal or dismissal. This Directed Growth Goals Plan shall include statement of deficiencies, statement of expectations, statement of assistance provided by the District and a timeline for completion not to be less than thirty school days and will be a sufficient basis for the District to take action to non-renew an employee. This in no way restricts the District's rights to place a probationary teacher on a Formal Program/Plan of Assistance if they deem it necessary.

The District will place a contract teacher on a Directed Growth Goals Plan prior to a Formal Plan of Assistance, if based upon instructional deficiencies. If it is determined that the District shall place a contract teacher on Directed Growth Goals Plan, this Directed Growth Goals Plan shall include statement of deficiencies, statement of expectations, statement of assistance provided by the District and a timeline for completion not to be less than thirty school days. This in no way restricts the District's rights to place a contract teacher on a Formal Program/Plan of Assistance if they deem it necessary.

Contracted employees will be provided a Program/Plan of Assistance for problems related to performance if deficiencies are identified that would cause their dismissal. The teacher shall be observed again to determine if the Program of Assistance has been satisfied.

**B. NON-ADMINISTRATOR OBSERVATIONS**

Non-administrator observations and visits shall not be part of the contracted teacher's evaluation.

**C. VIDEO/AUDIO TAPING**

Any video/audio recording which exists as a result of learning walks, for a teacher's own learning, or as a result of being suggested by administration for reflection/learning (with the teacher's consent), belongs to the teacher.

Administrators will conduct observations in person. Administrators will not remote into the classroom for the purpose of conducting an observation of instruction.

If video/audio is being used for an investigation involving a teacher, the video/audio taping will be made available for review to the teacher upon request after the administrator and/or HR has had the chance to review and is in accordance with all laws.

**D. PROGRAM OF ASSISTANCE FOR IMPROVEMENT**

A Program of Assistance for Improvement shall be in writing and shall include the following:

1. Statement of deficiencies,
  2. Statement of expectations and action needed to correct the deficiencies with identification of assessment techniques to measure success,
  3. Statement of assistance provided by the District, and
  4. Timeline for completion not to be less than thirty (30) school days.
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**ARTICLE 16**

**DISTRICT POLICIES AND PROCEDURES**

- A. The District shall place updated copies of the current policies manual on the District's website.
- B. All teachers will have access to discipline and behavior support policies and procedures as soon as possible, and will be notified of any changes to these prior to their implementation. Electronic copies of the student handbook with discipline and behavior expectations will be available on the District website prior to the start of each school year.

C. **EVALUATIONS OF STUDENTS**

In the event the District deems it necessary to change a grade or evaluation of a student, reasonable efforts shall be made to include input by the staff member who assigned the original grade or evaluation. The District shall document any such change and indicate the person making the change on the original document involved, which is kept in the student's permanent record folder.

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**ARTICLE 17**

**DUES, PAYROLL DEDUCTIONS AND FAIR SHARE**

- A. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each, including voluntary Association contributions. The Association shall give notice to the District by providing the employee's signature with dues authorization language for each employee who is to have dues deducted. The District will enact dues deduction changes on the pay period following a notification provided that notification is received no later than the 5<sup>th</sup> of the month. The Association shall notify the District immediately when a bargaining unit member should no longer have dues deducted. The District shall enact dues deduction changes on the pay period following a notification.

For any new employee who was an Association member at their prior place of employment, the District shall backdate dues to their start date, provided a signed dues authorization form is received.

- B. Dues deductions shall be made monthly in an amount equal to one-twelfth of annual dues, commencing with the month of September and ending with August of each year.
- C. The District agrees to continue the practice of submitting the dues deducted, with a list of employees and their deduction amount, to the state office of the Oregon Education Association by the fifteenth (15<sup>th</sup>) of each month following payroll deductions.
- D. The Association agrees to hold the District harmless and will pay to defend the District against any and all claims, suits, orders, judgments or other complaints filed against the District as a result of the provisions of this Article.
- E. The District will, upon request of the Association, provide the Association with the name, position, first date of service, position title, FTE, and worksite of all employees of the bargaining unit by September 15<sup>th</sup> of each year. When a new employee is hired into the bargaining unit, the District shall provide such information to the Association within ten (10) days. NOTE: This said 30 days in the MoU.
- F. Other Payroll Deductions:
1. Tax sheltered account payment,
  2. Approved insurance payments, and
  3. Others as mutually agreed to by the District and Association.
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## **ARTICLE 18**

### **PAID LEAVES**

Since all leave is credited to teachers at the beginning of the school year, if a teacher terminates prior to the end of the school year, their leave will be reduced on a prorated basis, based upon the length of their employment during that school year. Teachers who begin with the District after the start of the school year, will also have their leave awarded on a pro-rated basis.

#### **A. BEREAVEMENT LEAVE**

Teachers shall be granted a total of five (5) days off per year with pay for bereavement. All bereavement leave shall not accumulate from year to year.

Additionally, in accordance with OFLA (Oregon Family Leave Act), up to two weeks may be taken per defined family member for the purpose of bereavement within 60 days of the notice of the death. Personal and/or sick leave may be used for time beyond the first five paid days of bereavement, however, FMLA/OFLA paperwork may be required for any sick leave more than three (3) days beyond paid bereavement leave.

#### **B. JURY OR WITNESS DUTY**

When a teacher is called for jury duty or is subpoenaed as a witness before a court, legislative committee or judicial body, the teacher will be continued at full salary for the period of required service; however, that compensation received by the teacher for jury duty or witness fees shall be signed over to the District unless such fees are earned on non-contract days. Upon being excused from jury duty or appearance as a witness during any day, the teacher shall immediately report to the supervisor for possible assignment for the remainder of the regular school day. Please refer to the “for staff” section of the NSSD website for the step-by-step process.

Jury or witness duty leave identified in this action shall not apply when a teacher is involved as a litigant for personal reasons or in any case brought by the association or employee against the District.

An employee subpoenaed to testify as a District employee must immediately inform his/her supervisor and the HR Director and provide a copy of the subpoena to both.

#### **C. ABSENCE DUE TO QUARANTINE**

A teacher absent from work when he/she is not ill or injured, but solely as a result of a quarantine declared by a public health official empowered to make such a declaration, shall be able to utilize his/her accrued sick leave during the period of quarantine. The affected teacher shall notify the HR Director as soon as possible that his/her absence is due to quarantine and request sick leave for the period of such absence. If the teacher's

accrued sick leave is exhausted prior to the lifting of the quarantine, his/her continued absence shall then be without pay.

D. **PERSONAL LEAVE**

Personal leave means absence for personal, religious, legal, business, family or emergency matters.

All certified employees shall be granted three (3) paid personal leave days.

An additional unpaid day may be granted at the discretion of the Superintendent. Unused portions of this leave are non-accumulative.

Written prior notice of not less than twenty-four (24) hours before the absence shall be provided to the teacher's principal or other immediate supervisor for personal leave (whenever possible), however notice shall not have to state the reason for taking such leave.

Whenever possible, staff should schedule leave for legal and business matters Tuesday through Thursday. Personal leave may be used in conjunction with holidays or vacation leaves upon securing a substitute and providing written notification to the HR Director.

Licensed employees shall be reimbursed at a rate of \$200 (two hundred dollars) per day for two paid personal days not used during the school year, which shall be prorated for part-time employees. Reimbursements shall only be given in half day or full day increments. Such reimbursement shall be included in the June paycheck. All personal leave must be taken as a half or full day. If the employee terminates prior to the end of the school year, their reimbursement will also be prorated.

Personal leave days may not be taken for professional monetary gain, as this constitutes professional leave (see Article 18F).

Emergency Leave: An employee who is faced with a crisis of fire or flood damage to their home, requiring immediate attention, may be provided up to two (2) paid emergency leave days during the school year, with Superintendent approval. This leave is to be used only for fire or flood purposes and shall not accumulate from year to year.

E. **PROFESSIONAL LEAVE**

The Superintendent shall have the discretion to grant paid professional leave as she/he so determines.

F. **SABBATICAL LEAVE**

The purpose of sabbatical leave is to provide up to one year's leave for the purpose of returning to school to complete a District-approved educational program.

The following terms and conditions apply to the granting of sabbatical leaves of absence.

1. To be eligible to apply for a sabbatical leave, the teacher must have at least six (6) years of continuous employment with the District.
2. A teacher on sabbatical leave will receive two-thirds (2/3) of the salary which would have been paid to the teacher during the year of the sabbatical leave had the sabbatical leave not been taken, paid over a twelve (12) month term as if the person did not go on a sabbatical leave. The District will pay the insurance payment according to Article 21.
3. Application for such leave shall be presented to the Superintendent no later than January 1<sup>st</sup> of the year prior to the requested sabbatical leave. The application shall then be presented to the Board of Directors for its approval. The application shall provide in detail the type of activity to be carried out during the sabbatical and shall further explain how the sabbatical would help the teacher in becoming more effective as a teacher.
4. A teacher on sabbatical is not eligible for another sabbatical leave for at least seven (7) years after the return from the last sabbatical leave.
5. Upon return from the sabbatical the teacher will be placed in a teaching position for which they are Highly Qualified within the District. The teacher will be placed on the salary schedule at the level where the teacher would have been had the sabbatical not been taken.
6. Upon returning from sabbatical leave, the teacher shall remain with the District as an employee for at least two school years after his/her return. Further, before going on the sabbatical, the teacher shall sign the agreement with the District agreeing to repay the District the amount received as sabbatical pay if the teacher fails to complete the agreed course of study, retires or leaves the District prior to expiration of the two years after return from sabbatical leave. Death or serious illness that prevents the employee from teaching for two consecutive years shall release the employee from this obligation. In order to secure the amount so promised, the teacher shall sign a promissory note payable to the District, which shall bear interest at the rate of 12% per annum and shall be payable upon demand in the event the teacher leaves the District prior to the time period described in this subparagraph. Final approval for the sabbatical leave will be given to the employee when the signed promissory note is delivered to the District.

7. The District shall grant no more than one (1) Sabbatical Leave during any three (3) consecutive school years. The School Board retains the discretion to grant or deny sabbatical leave requests. Upon request of the employee, the District shall provide in writing all reasons for denying such leave.

G. **SICK LEAVE**

1. Every teacher holding a regular full time position shall accrue eighty hours sick leave pay for each school year. Sick Leave shall accumulate without maximum. As provided by ORS 332.507, each teacher shall receive their sick leave at the beginning of the year for personal illness or injury as provided by the Oregon and Federal Family Leave Acts.
2. All teachers shall be credited with their full annual sick leave benefits on the first contract day of the school year. Teachers leaving employment before the end of their contract days, who used more sick leave than their service days entitled them to, shall reimburse the District for the excess days paid to them. If the employee terminates prior to the end of the school year, they will have their awarded sick leave reduced accordingly.

School employees holding a regular part-time position shall accrue sick leave with pay in proportion to the relationship their basic work week has to forty (40) hours.

In the case of regular full-time teachers who begin employment after the beginning of the school year, sick leave shall be credited on the first day of employment and shall consist of eight (8) hours of sick leave for each payroll month remaining in the school year.

3. Temporary disability to include pregnancy shall qualify for sick leave benefits. To qualify for paid sick leave, the employee's attending physician may be required to certify disability to the District. The District may, at its own option and expense, obtain a second or additional physician's certification as to disability where cause to question the employee's physician exists. In addition to personal illness or injury, sick leave may be used for illness or injury to immediate family or members of the household. Immediate family shall be defined as domestic partner, spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters.

Sick leave may also be used for non-emergency medical, dental, or ocular appointments when absence during working hours is reasonably necessary and when approved in advance by the District. In any instance involving the use of a fraction of a day of sick leave the minimum charge to the employee's sick leave account shall be one (1) hour. The Superintendent or designee shall be responsible for controlling abuse of the sick leave privilege. Any employee

obtaining sick leave benefits by fraud, deceit or falsified statements shall be subject to disciplinary and/or legal action.

4. A teacher returning from any illness or injury, whether or not sick leave benefits have been paid, may be required to furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of the employee, students and fellow employees. The District may, at its option and expense, obtain a second or additional physician's certification.
5. Except as otherwise provided by Oregon Revised Statutes, all sick leave benefits shall terminate upon termination of employment for any reason.
6. A teacher who has been employed in another public school district in Oregon may receive credit for accumulated sick leave up to 600 hours; however, the transfer of sick leave from another Oregon district shall not become effective until the teacher has completed thirty (30) days of employment in the NSSD as provided for in ORS 332.507.
7. The purpose of the sick leave bank shall be to provide a bargaining unit member who will exhaust their accumulated sick leave, and has a serious illness, injury, or requires constant or continued care, to request additional paid sick leave days.

The preceding purpose applies to immediate family members, as defined in Article 18 (G) (3). A request shall be limited to a maximum of fifteen (15) days as long as there are an adequate number of days in the bank. Additional days may be requested, but shall be approved only upon mutual agreement between the Association president and the Superintendent or designee. All members will have an option to donate up to two (2) days (16 hours) of sick leave to the bank per year. Each member donating shall sign a form approving the donation. The payroll clerk shall deduct up to two (2) days (16 hours) of sick leave for each member making a donation. No member will regain the donated day, even if the bank is not accessed. At the end of each contract year, the balance of any unused sick leave will be rolled over into a bank and used as needed for future years. No more than fifty (50) days shall be carried over from one year to the next.

#### H. **MILITARY LEAVE**

Any unit member, who is a member of any reserve unit of the Armed Forces of the United States, shall be granted a leave of absence in accordance with state and federal laws governing military leaves.

## **I. WORKER'S COMPENSATION (WC) LEAVE**

When an employee experiences an absence due to a compensable injury, as defined in ORS 656.005(7) (a) that incurred in the course of the teacher's employment he/she may access personal and/or sick leave for any time which is determined to not be covered by Workers Compensation Benefits. Notwithstanding, upon written request along with a financial statement from WC, sick leave may be drawn on a pro-rated basis and added to Worker's Compensation benefits for non-covered days. The combined pay shall not exceed the employee's regular salary and shall be only for those days that are compensable. The compensation may continue up to one (1) calendar year from the date of the accident.

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## ARTICLE 19

### UNPAID LEAVES

#### A. LONG TERM UNPAID LEAVE

A certified contracted teacher who is employed full-time by the District may apply for a long-term unpaid leave of absence subject to the following conditions and procedural requirements:

1. All requests for leave of absence beginning at the start of the following school year must be in writing and delivered to the teacher's principal by April 1<sup>st</sup> except in unforeseen circumstances. Leave commencing during the school year will require three (3) months of notice, except in unforeseen circumstances. The application must state the specific leave being requested, the reasons, and the justification for such leave.
2. The leave application must be forwarded from the principal, with his/her recommendations, to the Superintendent, who will collect all requested leaves and forward them with his/her recommendation, to the Board.
3. Extended unpaid leaves of absence shall be granted for no more than one (1) year, but renewal may be requested.
4. An employee who is granted an extended unpaid leave of absence shall not advance on the salary schedule during his/her absence.
5. The Board is obligated to make its final determinations on granting or denying requested unpaid leaves of absence by no later than the next regularly scheduled Board meeting.
6. HR shall communicate, within seven (7) business days, with employees who request leave.
7. Unpaid leave for up to one year shall be granted for parental leave.
8. Upon return to active employment with the District following leave, the employee shall have all previous accrued benefits (i.e. salary, sick leave, seniority, etc.).
9. The Board will have discretion to grant unpaid leave to part time and/or probationary teachers. The Board's decision on such a request shall be final and is not grievable.
10. Upon return from an unpaid leave, the teacher will be placed in a teaching position for which they are highly qualified within the District.

11. The employee shall notify the Human Resources Director in writing of the expected date of return to work no later than March 1<sup>st</sup> or as of the date stated in the acceptance letter of the requested leave provided to the employee.

**B. SHORT TERM UNPAID LEAVE**

All leave without pay must be pre-approved, in writing, by the Superintendent. As with all other leave, all leave without pay must be entered into the District's leave tracking program.

**C. FAMILY AND MEDICAL LEAVE**

The District will comply with the federal and state laws related to the Family and Medical Leave Acts.

A teacher on family leave must teach more than half-time and a minimum of 135 days during the school year in which the leave is taken in order to be credited for one (1) year of experience on the salary schedule. As stated in Article 23, paid leave shall count as actual days worked.

**D. EXPRESSION OF BREAST MILK OR BREASTFEEDING**

The District will comply with ORS 653.077 and with other state and federal laws related to expression of breast milk or breastfeeding.

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## ARTICLE 20

### TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT

- A. Tuition for pre-approved coursework is eligible for reimbursement at the rate of six (6) graduate level, resident credits at WOU per fiscal year.

Reimbursement for workshops will be equal to the current rate charged for three (3) graduate, resident credits at Western Oregon University. Reimbursement for workshops taken for credit will be available for the cost of both registration fees and tuition, as long as the total does not exceed the rate charged by WOU for an equivalent number of credit hours.

- B. Teachers must teach at least six (6) months in the year for which they are reimbursed.
- C. Pre-approved Professional Development Units (PDUs) may be covered under this article.
- D. To borrow available funds from the current year and the following year to be used over the summer, pre-approval must be granted by the Human Resources Director by May 15<sup>th</sup>. This will allow teachers to take and be reimbursed for the equivalent monetary value of twelve (12) credits taken during the summer.
- E. To qualify for reimbursement, courses or workshops must be pre-approved by the employee's supervisor and HR Director based on being important to the improvement of the overall instructional program and being eligible for the monies as defined by this article. The teacher must obtain written approval from the supervisor and HR Director, on the District approved Tuition Reimbursement Form, **prior to** the start of any coursework.
- F. This article does not provide any reimbursement for extra-curricular areas not associated with the classroom duties of the teacher. All courses must be graduate level, unless the teacher provides justification for and receives approval from the Superintendent and/or HR Director to enroll in and be reimbursed for an undergraduate course or PDU workshop courses.
- G. Other costs associated with the class or workshop, such as books, transportation, outside meals, room rents, etc., are not covered.

Reimbursements will be paid within twenty (20) days from the submission of the proof of payment and approval of all completed paperwork required by the HR Director.

- H. To qualify for reimbursement a teacher must submit an itemized paid or itemized tuition or registration fee receipt or bill for the amount of tuition paid or to be paid along with the District approved Tuition Reimbursement Form.

- I. Satisfactory evidence of completion of the course is required. For courses with a grade option, “satisfactory evidence of completion” shall include the transcript showing a grade of C or better. This submission must be given to the HR office within ninety (90) days of the last day of the term in which the course is completed for the reimbursement payment to be made. An extension may be granted by the HR Director under extenuating circumstance if requested in writing prior to the required submission date.

If a reimbursement is paid, yet the course is not completed or submission of the transcript with a grade of a C or better is not provided within the ninety (90) days, an equal amount to the reimbursement paid to the employee and/or university shall be deducted from their next regularly scheduled paycheck.

The employee may submit for tuition reimbursement prior to receiving a transcript, but must do this on or before May 15<sup>th</sup>.

- J. The employee must continue to work for the District for the semester following the completion of the reimbursed class. If the employee does not continue to work for the District for the semester following the completion of the reimbursed class, an equal amount to the reimbursement paid to the employee and/or the university shall be deducted from the employee’s final check, or the employee will be billed for that amount. Layoff situations are exempt from this provision. Staff on leave must return to work before any payment is made.
- K. The total expenditure by the District for the cost of all continuing educational credit hours and Professional Development Units (PDUs) shall not exceed \$40,000 fiscal year. All workshops, except those for which college credit is offered, will have a \$500 per person, per year maximum. Substitute costs will not be addressed as part of the budget for continuing educational credit, PDU or workshop expenditures. Reimbursement will be on a first-come basis, with all applications made no later than May 15<sup>th</sup> of each year.

### **TEACHER CREDIT EVALUATION**

- i. For advancement on the salary schedule all credit hours must be taken through an accredited four-year university or college.
- ii. Upon verification of teacher qualification, the teacher shall be paid based on the teacher’s position in the new column. Verification must be received in the District Office by October 15<sup>th</sup>.

**ARTICLE 21**

**SUBSTITUTES**

Substitute teachers shall be provided by the District to assume the duties of absent classroom teachers, within the following guidelines and conditions:

- A. For each day a teacher is absent from work, the teacher is required to post his or her absence on the District approved system, no later than 6:30 a.m. of the day of the absence. If the employee notifies the District approved system later than 6:30 a.m., they must make “personal contact” with the principal or designee as soon as possible.
  - B. If the absence is for consecutive days, the principal or designee shall be notified of the probable date of return.
  - C. It is the teacher’s responsibility to provide lesson plans and directions to assist the substitute in carrying out the substitute’s duties except in the case of an emergency.
  - E. It is the District’s responsibility to manage the system and continue to recruit qualified substitutes.
  - F. Teachers will not be removed from their regular duties to be used as substitutes unless the District is unable to secure the services within a reasonable time of a qualified substitute teacher.
-

**ARTICLE 22**

**INSURANCE**

**A. EMPLOYEE HEALTH INSURANCE**

Benefits shall be purchased on a tiered basis. Benefits are not pooled.

- a. Specific amounts and language for all plans, including HRAs and HSAs will be listed in Appendix D Insurance for the 2022-23, 2023-24, and 2024-25 (when available) years. The District has agreed to a 3% increase in District contribution for each of the three (3) years included in this agreement. In addition, the District will contribute an additional \$5 to the HSA for each employee for the 2022-23 school year only.

**B. HEALTH INSURANCE**

Employees shall be permitted to purchase two-party medical insurance after retirement at their sole expense, provided monthly payments are made 10 days prior to payroll cut off. If any monthly payment is not made by the retiree, they shall be dropped from the insurance coverage. This health insurance benefit shall not exceed age 65.

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**ARTICLE 23**

**PROFESSIONAL COMPENSATION**

**A. SALARY**

The salaries for licensed staff, including extra duty positions, shall be as established in the attached schedules.

**2022-23, 2023-24 and 2024-25**

The salary schedules are attached as Appendix A and by this reference is incorporated herein.

Those eligible for step movement will advance one step during each of the 2022-23, 2023-24 and 2024-25 school years.

The District shall “pick-up” the employee’s required contribution towards the PERS retirement benefits.

**B. TEACHER CREDIT EVALUATION FOR HORIZONTAL PLACEMENT**

1. For advancement to higher-paying columns on the salary schedule, all graduate credit hours must be taken through an accredited four-year university or college, with the exception of in-district credit or undergraduate credit hours approved by the Superintendent prior to enrollment.
2. Upon verification of sufficient credit hours or degrees to qualify for a higher-paying column, the teacher shall be paid based on the new column. In order for a teacher’s pay to increase based on education for that school year, verification of the coursework and the appropriate form must be received in the District Office by October 15<sup>th</sup>.

**C. PLACEMENT ON STEP OF SALARY SCHEDULE**

Teachers shall be placed on the step of the column for which they qualify, based on years of experience. In order to count as a year of experience, the teacher must have actually worked 135 contract days during the year. Paid leave shall count as actual days worked.

1. Upon the expiration of this agreement, should no replacement agreement be negotiated prior to the start of the next school year, the District shall not be obligated to advance teachers one (1) step automatically as part of the status

quo. Vertical step movement would be provided in that year only if bargained into the successor agreement.

2. To advance from one (1) column to another on the salary schedule, a teacher must comply with the provisions of the Tuition Reimbursement Article of this agreement. When a teacher advances from one (1) column to a higher-paying column, the teacher will advance no more than one (1) vertical step, except at the sole discretion of the District.

D. **MILEAGE REIMBURSEMENT**

The District shall reimburse any teacher for all authorized miles driven in the teacher's personal automobile as required by the District, provided the teacher makes suitable accounting for such authorized mileage. Authorized mileage shall be reimbursed at the rate specified by the State of Oregon for employee reimbursement. The District shall include the rate of reimbursement on the District website.

E. **EXTRA DUTY**

1. The District has the right to non-renew or refuse to appoint members to extra duty contracts. Neither the member nor the Association will challenge these non-renewals or refusals to appoint, through ERB, through the grievance procedure, or any other litigation, except that individual rights under state or federal laws shall not be waived. The member may request and receive a reason for the non-renewal or other District action.
2. At any time after the start of a season or assignment the District may "buy out" the remainder of the contract, but no record of this will be kept in the personnel file of the member and it shall not be considered discipline. The bargaining unit member may request and receive the reason for the "buy out". The following two paragraphs will be added to extra duty contracts:
  - a. The extra duty pay is the total and only payment that will be made to a member of the bargaining unit for all activities involving the assignment for that entire season. If a team makes it to the OSAA sanctioned state playoffs, the paid head coaches involved in the extended season, will be paid a "bonus" of \$500 in addition to their normal coaching stipend and all paid assistant coaches will receive a "bonus" of \$300.
  - b. Coaches will normally have input to the athletic director when competition schedules are being discussed, but this may not be possible if schedules need to be set and a coach needs to be hired. When a coaching contract is offered, the prospective coach should ask to see the schedule arranged for that year. If he/she agrees to accept the appointment, he/she agrees to do all of the activities required to have the team compete at all the scheduled games. The coach can negotiate with

the athletic director should he/she (the coach) not be willing to accept the assignment unless the activity during a break period was eliminated.

3. Coaches, during their season, are covered by the following articles: (7) Work Year, (9) Teacher Rights and Responsibilities, (10) Just Cause, (11) Grievance Procedure, (14) Personnel Files and (24) Professional Compensation. Coaches not employed as teachers by the District are not eligible for rights under contract. There will be no grievances or unfair labor practice complaints for breach of contract for non-renewal or buy out of extra duty contracts. Extra duty contracts are annual contracts only and there is no expectation of yearly renewal.
4. The extra duty schedules are attached as Appendix B and Appendix C.

E. **SPECIAL EDUCATION STIPEND**

Special Education teachers shall be awarded a stipend of \$3,000 per year.

F. **ADDITIONAL PAY**

Teachers shall be compensated for work required by an administrator, which needs to be done outside of their contractual obligation. Work which is similar to their daily assigned tasks will be calculated on a per-diem basis. Work which is outside of their normally assigned tasks will be calculated at a curriculum rate. Examples: a classroom teacher working on District curriculum development would result in a curriculum rate; a Reading Specialist asked to do work on a task they do during their assigned work tasks would result in a per-diem rate.

1. The rate of pay for such work will be determined by the Administrator and HR Director and is not grievable, but upon written request the Superintendent will review.
2. In the event a teacher is assigned to substitute teach during his/her prep period, in addition to their regular basic salary, the teacher shall be compensated based on the hourly curriculum rate for each time period covered.
3. Any teacher who, with the consent of the Association and the District, is assigned to teach an extra course—either within their normal work day during time normally assigned as a preparation period or during a “0” period before or after normal school hours—shall be awarded extra pay at their per diem rate according to the fraction of time added to the student contact time (relative to the building norm) in the schedule. For example, a teacher who normally teaches six periods of a seven-period day would receive one-sixth of his or her salary to teach a class during his or her prep. A teacher who teaches eight periods of a nine-period day would receive one-eighth of his or her salary. A

teacher who teaches a zero period but has their contract day end earlier to account for the earlier start, shall receive no additional pay or prep.

4. If Willamette Promise classes are taught, teachers who teach a Willamette Promise class will receive a stipend of \$500, with an additional \$100 for each additional section of Willamette Promise.
5. If an elementary teacher is required to teach a blended classroom, a stipend of \$1,500 will be paid and divided equally over the twelve (12) months.

Definition of blended classroom: A self-contained classroom where all the core subjects are taught to multiple grade levels by one teacher for the entire day with the exception of music and physical education, which may be taught by specialists. No special education teacher who teaches multiple levels within one classroom will be given an additional stipend over what is already given to them for preparation time.

**G. OREGON SAVINGS AND GROWTH CONTRIBUTION**

Beginning September, 2023, the District will make a matching contribution in the amount of \$50.00 per month for any certified employee who has been at the top of the pay schedule for at least one (1) full year and who contributes a minimum of \$50.00 per month to an Oregon Savings and Growth Plan. District contributions will begin one (1) month following employee enrollment in the plan and completion of all appropriate paperwork.

**H. ECONOMIC RE-OPENER**

Both parties agree to reopen negotiation in regards to COLA only for the following fiscal year should the rate of inflation, using the Western States CPIU from the previous twelve (12) month period be greater than or equal to six (6) percent on March 15, 2023 or March 15, 2024.

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**ARTICLE 24**

**TSA OPTION**

All employees hired on or before October 1, 2001 will have the option to participate in a Tax Sheltered Account (TSA) program as follows:

- A. The District will match employee contributions up to twenty-five (25) dollars per month for each eligible employee.
  - B. Participation in the TSA program will be governed by the rules and guidelines of the selected carriers and statute.
-

**ARTICLE 25**

**CLASS SIZE**

- A. The parties agree to establish an ad hoc Class Size Committee to review problems identified by a teacher relating to class size.
  - B. The committee shall be composed of the Superintendent or his/her designee, the NSEA President or his/her designee, the Associate Superintendent, the Human Resources Director, and at least two classroom teachers from the affected building.
  - C. The committee shall be convened within ten (10) working days from receipt of a teacher's request.
  - D. The task of the committee will be to meet and explore options relating to the situation. Options may include, but are not limited to, payment of an additional stipend to the teacher, hiring of additional licensed staff, or reassignment of classified staff to help in the affected classroom.
  - E. Building administrators when possible and advisable shall create smaller mixed-grade level homeroom classrooms than adjacent single-grade homeroom classrooms (at the K-8 level).
  - F. A report concerning the findings and recommendations of the committee shall be filed within thirty (30) days with the Superintendent.
  - G. The decision of the Superintendent will be final and binding on the parties.
  - H. This Article is not subject to Article 11 – Grievance Procedure.
-

**ARTICLE 26**

**REOPENING CLAUSE**

Any article in this agreement may be reopened for negotiations upon the mutual consent of both the District and the Association.

The parties agree to enter into collective bargaining over a successor agreement no later than March 1<sup>st</sup>, prior to the expiration of this agreement. Any agreement so negotiated shall be reduced to writing after ratification by the parties.

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**ARTICLE 27**

**TERMS OF AGREEMENT**

The duration of this agreement will be from July 1, 2022 through June 30, 2025.

The parties acknowledge that during the negotiations, which resulted in this agreement, each had the unlimited right to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercising of that right and opportunity are set forth in this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered by this agreement. All terms and conditions of employment not covered by this agreement shall continue to be subject to the Board's direction and control; however, the Board recognizes its' statutory obligation to notify the Association and to bargain, upon request any unilateral changes in a mandatory subject under ORS 243.698.

\_\_\_\_\_  
Superintendent, Andy Gardner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Alisha Oliver

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Association, Paulie Lime

\_\_\_\_\_  
Date



**APPENDIX A**

**NORTH SANTIAM SCHOOL DISTRICT SALARY SCHEDULE**

<b>LICENSED SALARY SCHEDULE 2022-23 REDUCED/REINDEXED STEPS PLUS - 1.5% COLA</b>					
<b>POSITION</b>	<b>BA</b>	<b>BA+24</b>	<b>BA+45</b>	<b>BA+60/ MA</b>	<b>BA+90/ MA+30</b>
STEP 1	\$41,763.58	\$42,784.21	\$44,111.07	\$45,882.24	\$47,931.02
STEP 2	\$43,225.30	\$44,281.65	\$45,654.96	\$47,488.11	\$49,608.61
STEP 3	\$44,738.19	\$45,831.51	\$47,252.88	\$49,150.20	\$51,344.91
STEP 4	\$46,304.03	\$47,435.61	\$48,906.73	\$50,870.46	\$53,141.98
STEP 5	\$47,924.67	\$49,095.86	\$50,618.47	\$52,650.92	\$55,001.95
STEP 6	\$49,602.03	\$50,814.22	\$52,390.12	\$54,493.70	\$56,927.02
STEP 7	\$51,338.10	\$52,592.71	\$54,223.77	\$56,400.98	\$58,919.46
STEP 8	\$53,134.94	\$54,433.46	\$56,121.60	\$58,375.02	\$60,981.65
STEP 9	\$54,994.66	\$56,338.63	\$58,085.86	\$60,418.14	\$63,116.00
STEP 10	\$56,919.47	\$58,310.48	\$60,118.86	\$62,532.78	\$65,325.06
STEP 11	\$58,911.65	\$60,351.35	\$62,223.02	\$64,721.43	\$67,611.44
STEP 12	\$61,973.56	\$62,463.65	\$64,400.83	\$66,986.68	\$69,977.84
STEP 13	\$0.00	\$65,649.87	\$66,654.86	\$69,331.21	\$72,427.07
STEP 14	\$0.00	\$0.00	\$69,987.78	\$71,757.80	\$74,962.01
STEP 15	\$0.00	\$0.00	\$0.00	\$75,986.90	\$77,585.68
STEP 16	\$0.00	\$0.00	\$0.00	\$0.00	\$82,077.04

<b>LICENSED SALARY SCHEDULE 2023-24 - 4% COLA</b>					
<b>POSITION</b>	<b>BA</b>	<b>BA+24</b>	<b>BA+45</b>	<b>BA+60/ MA</b>	<b>BA+90/ MA+30</b>
STEP 1	\$43,434.12	\$44,495.57	\$45,875.51	\$47,717.53	\$49,848.26
STEP 2	\$44,954.32	\$46,052.92	\$47,481.16	\$49,387.64	\$51,592.95
STEP 3	\$46,527.72	\$47,664.77	\$49,143.00	\$51,116.21	\$53,398.71
STEP 4	\$48,156.19	\$49,333.04	\$50,863.00	\$52,905.27	\$55,267.66
STEP 5	\$49,841.65	\$51,059.70	\$52,643.21	\$54,756.96	\$57,202.03
STEP 6	\$51,586.11	\$52,846.78	\$54,485.72	\$56,673.45	\$59,204.10
STEP 7	\$53,391.63	\$54,696.42	\$56,392.72	\$58,657.02	\$61,276.24
STEP 8	\$55,260.33	\$56,610.80	\$58,366.47	\$60,710.02	\$63,420.91
STEP 9	\$57,194.45	\$58,592.17	\$60,409.29	\$62,834.87	\$65,640.64
STEP 10	\$59,196.25	\$60,642.90	\$62,523.62	\$65,034.09	\$67,938.07
STEP 11	\$61,268.12	\$62,765.40	\$64,711.94	\$67,310.28	\$70,315.90
STEP 12	\$64,452.50	\$64,962.19	\$66,976.86	\$69,666.14	\$72,776.96
STEP 13	\$0.00	\$68,275.86	\$69,321.05	\$72,104.46	\$75,324.15
STEP 14	\$0.00	\$0.00	\$72,787.29	\$74,628.11	\$77,960.49
STEP 15	\$0.00	\$0.00	\$0.00	\$79,026.38	\$80,689.11
STEP 16	\$0.00	\$0.00	\$0.00	\$0.00	\$85,360.12

LICENSED SALARY SCHEDULE 2024-25 - 4% COLA					
POSITION	BA	BA+24	BA+45	BA+60/ MA	BA+90/ MA+30
STEP 1	\$45,171.49	\$46,275.40	\$47,710.54	\$49,626.23	\$51,842.19
STEP 2	\$46,752.49	\$47,895.04	\$49,380.40	\$51,363.14	\$53,656.67
STEP 3	\$48,388.83	\$49,571.36	\$51,108.72	\$53,160.85	\$55,534.65
STEP 4	\$50,082.44	\$51,306.36	\$52,897.52	\$55,021.48	\$57,478.37
STEP 5	\$51,835.32	\$53,102.08	\$54,748.94	\$56,947.24	\$59,490.11
STEP 6	\$53,649.56	\$54,960.66	\$56,665.15	\$58,940.39	\$61,572.26
STEP 7	\$55,527.29	\$56,884.28	\$58,648.43	\$61,003.30	\$63,727.29
STEP 8	\$57,470.75	\$58,875.23	\$60,701.12	\$63,138.42	\$65,957.75
STEP 9	\$59,482.22	\$60,935.86	\$62,825.66	\$65,348.26	\$68,266.27
STEP 10	\$61,564.10	\$63,068.62	\$65,024.56	\$67,635.45	\$70,655.59
STEP 11	\$63,718.84	\$65,276.02	\$67,300.42	\$70,002.69	\$73,128.53
STEP 12	\$67,030.60	\$67,560.68	\$69,655.94	\$72,452.79	\$75,688.03
STEP 13	\$0.00	\$71,006.90	\$72,093.89	\$74,988.64	\$78,337.11
STEP 14	\$0.00	\$0.00	\$75,698.78	\$77,613.24	\$81,078.91
STEP 15	\$0.00	\$0.00	\$0.00	\$82,187.43	\$83,916.68
STEP 16	\$0.00	\$0.00	\$0.00	\$0.00	\$88,774.53

**APPENDIX B  
EXTRA DUTY SCHEDULES  
As listed on Appendix B1**

**2022-23**

**ELEMENTARY/MIDDLE SCHOOL**

	Step 1	Step2	Step 3	Step 4	Step 5
AA-YEAR Head Coaches, etc.	6.5%	7.0%	7.5%	8.0%	8.5%
	2,715	2,923	3,132	3,341	3,550
BB-YEAR/PER PRODUCTION Student Council, etc.	5.0%	5.5%	6.0%	6.5%	7.0%
	2,088	2,297	2,506	2,715	2,923
CC-YEAR Assistant (B team) Coaches, etc.	4.0%	4.5%	5.0%	5.5%	6.0%
	1,671	1,879	2,088	2,297	2,506
DD-YEAR POSITIONS Advisors, etc.	3.0%	3.5%	4.0%	4.5%	5.0%
	1,253	1,462	1,671	1,879	2,088
ADDITIONAL POSITIONS EE - Event Coordinator FF- Outdoor School (Overnight)					

**2023-24**

**ELEMENTARY/MIDDLE SCHOOL**

	Step 1	Step2	Step 3	Step 4	Step 5
AA-YEAR Head Coaches, etc.	6.5%	7.0%	7.5%	8.0%	8.5%
	2,823	3,040	3,258	3,475	3,692
BB-YEAR/PER PRODUCTION Student Council, etc.	5.0%	5.5%	6.0%	6.5%	7.0%
	2,172	2,389	2,606	2,823	3,040
CC-YEAR Assistant (B team) Coaches, etc.	4.0%	4.5%	5.0%	5.5%	6.0%
	1,737	1,955	2,172	2,389	2,606
DD-YEAR POSITIONS Advisors, etc.	3.0%	3.5%	4.0%	4.5%	5.0%
	1,303	1,520	1,737	1,955	2,172
ADDITIONAL POSITIONS EE - Event Coordinator FF- Outdoor School (Overnight)					

**2024-25**

**ELEMENTARY/MIDDLE SCHOOL**

	Step 1	Step2	Step 3	Step 4	Step 5
AA-YEAR	6.5%	7.0%	7.5%	8.0%	8.5%
Head Coaches, etc.	2,936	3,162	3,388	3,614	3,840
BB-YEAR/PER PRODUCTION	5.0%	5.5%	6.0%	6.5%	7.0%
Student Council, etc.	2,259	2,484	2,710	2,936	3,162
CC-YEAR	4.0%	4.5%	5.0%	5.5%	6.0%
Assistant (B team) Coaches, etc.	1,807	2,033	2,259	2,484	2,710
DD-YEAR POSITIONS	3.0%	3.5%	4.0%	4.5%	5.0%
Advisors, etc.	1,355	1,581	1,807	2,033	2,259
ADDITIONAL POSITIONS					
EE - Event Coordinator					
FF- Outdoor School (Overnight)					

**APPENDIX B1**

**EXTRA DUTY SCHEDULE EXPANDED**

**ELEMENTARY AND MIDDLE SCHOOL**

Percentages will be based on the current year's base salary (column 1 step 1) of the salary schedule in Appendix A of this agreement. Advancement on this salary schedule will occur yearly, one step per year to step 5. Each coach's initial placement on this schedule will be based on the number of years of prior experience he/she has in coaching the same sport or activity at the same or higher level. Coaches that coach a season of more than eight full weeks, upon verification with the Athletic Director of their school and the HR Director, will be given an additional .5% for the extended length of the season. Co-curricular employment outside of the District is prohibited during the established standard work schedule. Release time will not be provided to employees that coach for other employers.

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AA	YEAR	1	2	3	4	5
		6.5%	7%	7.5%	8%	8.5%

Head Coaches: Cross Country, Football, Basketball, Volleyball, Track, Baseball, Softball, Soccer, Wrestling, Dance Team, Head Teacher II, SMS Head Outdoor School Coordinator, Mentor Teacher, OM Coordinator, Middle School Ensemble (full year course), District Instructional Coaches

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BB	YEAR	1	2	3	4	5
		5%	5.5%	6%	6.5%	7%

Student Council (two positions at SIS/SMS), Athletic Coordinator, Cheerleading Advisor (2 seasons, 1 salary), PBIS Facilitator, Drama (per production)

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CC	YEAR	1	2	3	4	5
		4 %	4.5%	5%	5.5%	6%

Assistant ("B" Team) Coaches: Cross Country, Football, Volleyball, Basketball, Track, Baseball, Softball

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DD	YEAR	1	2	3	4	5
		3%	3.5%	4%	4.5%	5%

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Academic Advisors, Head Teacher I, Sublimity and Mari-Linn Head Outdoor School Coordinators, STEAM, NJHS

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EE Staff responsible for coordinating school events that occur during non-school hours, i.e., “Family Math Night”, “Art and Authors Night”, “Title I Parent Night”, and other events sanctioned by the District Office administration: \$159 flat rate. Pentagames coordinator: \$300 flat rate.

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FF Extra duty pay for staying overnight at outdoor school shall be at the rate of \$96 per night of duty for those staff required to participate (including the Outdoor School Coordinator.)

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GG Extra Curricular Pay: .06% of co-curriculum base per hour.

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Stayton MS Athletic Coordinator shall be paid 10% of co-curricular base when the total number of athletic teams is 20 or more. If it falls between 19 and 15 the salary shall be based on Step AA schedule. If below 15 teams, Step BB schedule.

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**APPENDIX C**  
**EXTRA DUTY SCHEDULES**  
As listed on Appendix C1

**2022-23**

**HIGH SCHOOL**

	Step 1	Step2	Step 3	Step 4	Step 5
A-COACHES	14.0%	14.5%	15.0%	15.5%	16.0%
Head Coaches	5,847	6,056	6,265	6,473	6,682
B-COACHES	12.0%	12.5%	13.0%	13.5%	14.0%
Head Coaches	5,012	5,220	5,429	5,638	5,847
C-COACHES	9.5%	10.0%	10.5%	11.0%	11.5%
Asst Coaches, etc.	3,968	4,176	4,385	4,594	4,803
D-POSITIONS	7.5%	8.0%	8.5%	9.0%	9.5%
Choral Music, etc.	3,132	3,341	3,550	3,759	3,968
E-POSITIONS	5.5%	6.0%	6.5%	7.0%	7.5%
Junior Class, etc.	2,297	2,506	2,715	2,923	3,132
F-POSITIONS	3.0%	3.5%	4.0%	4.5%	5.0%
Dept. Chairs, etc.	1,253	1,462	1,671	1,879	2,088
G-POSITIONS	2.0%	2.5%	3.0%	3.5%	4.0%
Drama Tech Director, etc.	835	1,044	1,253	1,462	1,671

## 2023-24

### HIGH SCHOOL

	Step 1	Step2	Step 3	Step 4	Step 5
A-COACHES	14.0%	14.5%	15.0%	15.5%	16.0%
Head Coaches	6,081	6,298	6,515	6,732	6,949
B-COACHES	12.0%	12.5%	13.0%	13.5%	14.0%
Head Coaches	5,212	5,429	5,646	5,864	6,081
C-COACHES	9.5%	10.0%	10.5%	11.0%	11.5%
Asst Coaches, etc.	4,126	4,343	4,561	4,778	4,995
D-POSITIONS	7.5%	8.0%	8.5%	9.0%	9.5%
Choral Music, etc.	3,258	3,475	3,692	3,909	4,126
E-POSITIONS	5.5%	6.0%	6.5%	7.0%	7.5%
Junior Class, etc.	2,389	2,606	2,823	3,040	3,258
F-POSITIONS	3.0%	3.5%	4.0%	4.5%	5.0%
Dept. Chairs, etc.	1,303	1,520	1,737	1,955	2,172
G-POSITIONS	2.0%	2.5%	3.0%	3.5%	4.0%
Drama Tech Director Class Advisors, etc.	869	1,086	1,303	1,520	1,737

## 2024-25

### HIGH SCHOOL

	Step 1	Step2	Step 3	Step 4	Step 5
A-COACHES	14.0%	14.5%	15.0%	15.5%	16.0%
Head Coaches	6,324	6,550	6,776	7,002	7,227
B-COACHES	12.0%	12.5%	13.0%	13.5%	14.0%
Head Coaches	5,421	5,646	5,872	6,098	6,324
C-COACHES	9.5%	10.0%	10.5%	11.0%	11.5%
Asst Coaches, etc.	4,291	4,517	4,743	4,969	5,195
D-POSITIONS	7.5%	8.0%	8.5%	9.0%	9.5%
Choral Music, etc.	3,388	3,614	3,840	4,065	4,291
E-POSITIONS	5.5%	6.0%	6.5%	7.0%	7.5%
Junior Class, etc.	2,484	2,710	2,936	3,162	3,388
F-POSITIONS	3.0%	3.5%	4.0%	4.5%	5.0%
Dept. Chairs, etc.	1,355	1,581	1,807	2,033	2,259
G-POSITIONS	2.0%	2.5%	3.0%	3.5%	4.0%
Drama Tech Director Class Advisors, etc.	903	1,129	1,355	1,581	1,807

**APPENDIX C1**

**EXTRA DUTY SCHEDULES EXPANDED**

**HIGH SCHOOL**

Percentages will be based on the current year's base salary (column 1 step 1) of the salary schedule in Appendix A of this agreement. Advancement on this salary schedule will occur yearly, one step per year to step 5. Each coach's initial placement on this schedule will be based on the number of years of prior experience he/she has coaching the same sport or activity at the same or higher level. Co-curricular employment outside of the District is prohibited during the established standard work schedule. Release time will not be provided to employees that coach for other employers.

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A	YEAR	1	2	3	4	5
		14%	14.5%	15%	15.5%	16%
	Head Coaches:	Basketball, Baseball, Cross Country, Dance Team, Football, Softball, Track, Volleyball, Wrestling, Weight Training (2 seasons Fall and Winter, 1 salary), and Soccer				

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B	YEAR	1	2	3	4	5
		12%	12.5%	13%	13.5%	14%
	Head Coaches:	Golf, Tennis, Swimming				

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C	YEAR	1	2	3	4	5
		9.5%	10%	10.5%	11%	11.5%
	Assistants:	Basketball, Baseball, Football, Softball, Track, Volleyball, Wrestling, Dance Team				
	Directors/Other:	Drama Director (with 14 or more actors, per production), Pep Band Directors (home football/basketball games and final playoffs), Activities Director (Coordinator) Cheerleading (2 seasons Fall and Winter- 1 salary for each season)				
	Assistant Coaches:	For teams in Cross Country, Golf, Tennis, Swimming, and Soccer				

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D	YEAR	1	2	3	4	5
		7.5%	8%	8.5%	9%	9.5%
	Positions:	Choral Music, Instrumental-Band Music, Drama Director (with 13 or fewer actors, per production), Drama Advisor (per production),				

Advisors for FBLA, VICA, ASB Advisors, and Assistant Cheerleading  
 (an assistant coach may be hired with the approval of the  
 Superintendent when there are more than 12 participants)

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E	YEAR	1	2	3	4	5
		5.5%	6%	6.5%	7%	7.5%
	Positions:	Junior Class Advisor, Musical Choreographer, Yearbook Advisor, OM Coach, Aquila Advisor, Video Productions				

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F	YEAR	1	2	3	4	5
		3%	3.5%	4%	4.5%	5%
	Positions:	Department Chairs, Voc. Ed. Coordinator, Musical Director: Conducting, and Musical Director: Piano Accompaniment.				

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G	YEAR	1	2	3	4	5
		2%	2.5%	3%	3.5%	4%
	Positions:	Freshman, Sophomore, and Senior Class Advisors, Care Team, Drama Tech Director: Construction, Drama Tech Director: Technical (Lights and Sound), Natural Helpers Advisor, Honor Society, Ski Club Advisor, Role Play, Piano Tuner (musical instrument repairs and tuning), Shop Maintenance (maintenance or repair of shop equipment)				

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H                    Extra Curricular Activity Pay .06% of co-curricular base per hour

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Note: Extra Curricular Activity Pay must have prior approval by the principal with proposed number of hours written in the contract.

LICENSED INSURANCE 2022-23

3% \$5 H.S.A

FAMILY

INSURANCE OPTIONS	# Emp	PREMIUM COST				MONTHLY	DISTRICT PAID	MTHLY EMP COST	H.S.A. OR H.R.A.	ADD'L H.S.A.
		Medical	Dental	Vision	Monthly					
Kaiser 1/KaiserDental/Kaiser Vision	5	2,056.10	226.53	25.66	2,308.29	1,957.00	(351.29)			
Kaiser 2/KaiserDental/Kaiser Vision	4	1,703.53	226.53	25.66	1,955.72	1,957.00	0.00			
Kaiser 3/KaiserDental/Kaiser Vision	6	1,254.20	226.53	25.66	1,506.39	1,875.00	0.00	150	369	
Moda 2/Delta Dental 6/VSP Choice Vision	2	2,128.93	134.14	24.94	2,288.01	1,957.00	(331.01)			
Moda 3/Delta Dental 6/VSP Choice Vision	0	1,997.32	134.14	24.94	2,156.40	1,957.00	(199.40)			
Moda 4/Delta Dental 6/VSP Choice Vision	5	1,885.94	134.14	24.94	2,045.02	1,978.00	(67.02)	150		
Moda 6/Delta Dental 6/VSP Choice Vision	22	1,777.05	134.14	24.94	1,936.13	1,978.00	0.00	150	42	
Moda 7/Delta Dental 6/VSP Choice Vision	5	1,658.51	134.14	24.94	1,817.59	1,978.00	0.00	150	160	
<b>Opt Out Full Time</b>								H.S.A.		
Total Opt Out	28	0.00	0.00	0.00	0.00	565.00	0.00	H.S.A.	Stipend	
								305	260	

If Dental and Vision are chosen , they come out of the cash stip

EMPLOYEE AND SPOUSE

	# Emp	Medical	PREMIUM COST			Monthly	DISTRICT PAID	MTHLY EMP COST	H.S.A. OR H.R.A.	ADD'L H.S.A.
			Dental	Vision						
<b>INSURANCE OPTIONS</b>										
Kaiser 1/KaiserDental/Kaiser Vision	4	1,459.17	160.77	18.20	1,638.14	1,349.00	(289.14)			
Kaiser 2/KaiserDental/Kaiser Vision	1	1,209.15	160.77	18.20	1,388.12	1,349.00	(39.12)			
Kaiser 3/KaiserDental/Kaiser Vision	5	890.43	160.77	18.20	1,069.40	1,303.00	0.00	150	233.60	
								H.S.A.		
Moda 2/Delta Dental 6/VSP Choice Vision	0	1,510.83	86.50	17.71	1,615.04	1,349.00	(266.04)			
Moda 3/Delta Dental 6/VSP Choice Vision	3	1,417.42	86.50	17.71	1,521.63	1,349.00	(172.63)			
Moda 4/Delta Dental 6/VSP Choice Vision	2	1,338.39	86.50	17.71	1,442.60	1,391.00	(51.60)	150		
								H.R.A.		
Moda 6/Delta Dental 6/VSP Choice Vision	12	1,261.10	86.50	17.71	1,365.31	1,391.00	0.00	150	25.69	
								H.S.A.		
Moda 7/Delta Dental 6/VSP Choice Vision	7	1,176.98	86.50	17.71	1,281.19	1,391.00	0.00	150	109.81	
								H.S.A.		
<b>Opt Out Full Time</b>										
Total Opt Out	0	0.00	0.00	0.00	0.00	565.00	0.00	H.S.A. 305	STIPEND 260	

If Dental and Vision are chosen , they come out of the cash stip

**EMPLOYEE AND CHILD**

	# Emp	PREMIUM COST				Monthly	DISTRICT PAID	MTHLY	H.S.A.	ADD'L
		Medical	Dental	Vision	EMP COST			OR H.R.A.	H.S.A.	
<b>INSURANCE OPTIONS</b>										
Kaiser 1/KaiserDental/Kaiser Vision	2	1,260.18	138.84	15.72	1,414.74	1,215.00	(199.74)			
Kaiser 2/KaiserDental/Kaiser Vision	1	1,043.54	138.84	15.72	1,198.10	1,215.00	0.00			
Kaiser 3/KaiserDental/Kaiser Vision	0	768.23	138.84	15.72	922.79	1,215.00	0.00	150	292.21	
								H.S.A.		
Moda 2/Delta Dental 6/VSP Choice Vision	0	1,304.84	87.81	15.29	1,407.94	1,215.00	(192.94)			
Moda 3/Delta Dental 6/VSP Choice Vision	0	1,224.17	87.81	15.29	1,327.27	1,215.00	(112.27)			
Moda 4/Delta Dental 6/VSP Choice Vision	0	1,155.89	87.81	15.29	1,258.99	1,236.00	(22.99)	150		
								H.R.A.		
Moda 6/Delta Dental 6/VSP Choice Vision	2	1,089.16	87.81	15.29	1,192.26	1,236.00	0.00	150	43.74	
								H.S.A.		
Moda 7/Delta Dental 6/VSP Choice Vision	1	1,016.52	87.81	15.29	1,119.62	1,236.00	0.00	150	116.38	
								H.S.A.		
<b>Opt Out Full Time</b>								H.S.A.	<b>H.S.A.</b>	<b>STIPEND</b>
Total Opt Out	0	0.00	0.00	0.00	0.00	565.00	0.00	305	260	

If Dental and Vision are chosen , they come out of the cash stip

EMPLOYEE ONLY

	# Emp	PREMIUM COST				Monthly	DISTRICT PAID	MTHLY	H.S.A.	ADD'L
		Medical	Dental	Vision	EMP COST			OR H.R.A.	H.S.A.	
<b>INSURANCE OPTIONS</b>						0.00				
Kaiser 1/KaiserDental/Kaiser Vision	1	663.25	73.07	8.28	744.60	623.00	(121.60)			
Kaiser 2/KaiserDental/Kaiser Vision	5	549.26	73.07	8.28	630.61	623.00	(7.61)			
Kaiser 3/KaiserDental/Kaiser Vision	3	404.50	73.07	8.28	485.85	623.00	0.00	95	137.15	
								H.S.A.		
Moda 2/Delta Dental 6/VSP Choice Vision	1	686.74	43.70	8.05	738.49	623.00	(115.49)			
Moda 3/Delta Dental 6/VSP Choice Vision	1	644.28	43.70	8.05	696.03	623.00	(73.03)			
Moda 4/Delta Dental 6/VSP Choice Vision	2	608.36	43.70	8.05	660.11	654.00	(6.11)	95		
								H.R.A.		
Moda 6/Delta Dental 6/VSP Choice Vision	10	573.23	43.70	8.05	624.98	654.00	0.00	95	29.02	
								H.S.A.		
Moda 7/Delta Dental 6/VSP Choice Vision	3	535.00	43.70	8.05	586.75	654.00	0.00	95	67.25	
								H.S.A.		
<b>Opt Out Full Time</b>								H.S.A.		
<b>Total Opt Out</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>565.00</b>	<b>0.00</b>	<b>305</b>	<b>260</b>	

If Dental and Vision are chosen , they come out of the cash stip

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**End of Contract**



North Santiam School District

District Office

1155 N 3<sup>rd</sup> Ave

Stayton, OR 97383

[www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us)

[communications@nsantiam.k12.or.us](mailto:communications@nsantiam.k12.or.us)

503-769-4928

## 2022-2023022 SCHOOL BOARD MEETING CALENDAR

*Regular Session meetings occur on the third Thursday of the month at 6:00 pm, unless otherwise indicated. Special Sessions may be called in addition to the meetings listed below, with at least 24 hours notice, once this calendar is officially adopted by the Board. Meeting locations as stated are subject to change but the public is always allowed to observe live on YouTube, with the exception of Executive Sessions. The Board calendar, agenda, meeting minutes and other materials are available on the website under "School Board" or may be obtained from the District Office. Changes made to the meeting calendar after it is adopted will be noted in red.*

### August 2022

**NSSD Leadership Team Goal Workshop – Date/Location TBA**  
(a quorum of the Board may be present)

**Thursday, August 18, 2022**

**Regular Session - 6:00 PM ~ District Office**

**Thursday, September 15, 2022**

**Regular Session - 6:00 PM ~ District Office**

**Thursday, October 20, 2022**

**Regular Session - 6:00 PM ~ District Office**

**Thursday, November 17, 2022**

**Regular Session - 6:00 PM ~ District Office**

**Thursday, December 15, 2022**

**Regular Session - 6:00 PM ~ District Office**

**Thursday, January 19, 2023**

**Regular Session - 6:00 PM ~ Stayton Inter/Middle (Cafeteria)**  
>Superintendent Goal Review

**Thursday, February 16, 2023**

**Regular Session - 6:00 PM ~ Stayton Elem. (Multi-Purpose Rm)**

**Thursday, March 2, 2023**

**Regular Session - 6:00 PM ~ District Office**  
>Licensed Contracts

**Thursday, March 17, 2023**

**Regular Session - 6:00 PM ~ Mari-Linn (Cafeteria)**

**Thursday, April 20, 2023**

**Regular Session - 6:00 PM ~ Sublimity Elem. (Library)**  
>Superintendent Evaluation Discussion (Exec Session)

**Thursday, May 18, 2023**

**Regular Session - 6:00 PM ~ Stayton High (Library)**  
>Superintendent Eval/Contract Extension (Exec Session)

**Thursday, June 15, 2023**

**Special Session - 5:30 PM ~ District Office (Budget Hearing)**  
**Regular Session - 6:00 PM**



RESOLUTION NUMBER 061622F

SB 1036 Established Tax Rate Limits – the tax limits are as follows:

Residential Construction Tax Equals \$1.45 per square foot  
(Increased from our current rate of \$1.41/per square foot)

Non-Residential Construction Tax Equals \$.72 per square foot  
(Increased from our current rate of \$.70 per square foot)

Non-Residential Maximum of \$36,100  
(Increased from our current maximum of \$35,200)

A RESOLUTION TO ACCEPT:

School Construction Tax Increases as published by the Oregon Department of Revenue for 2022-23 at \$1.45 per square foot for residential and \$.72 per square foot for non-residential, with a non-residential maximum of \$36,100 – effective July 1, 2022

Dated this 16<sup>th</sup> of July 2022

NORTH SANTIAM SCHOOL DISTRICT

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Board Chair, Alisha Oliver

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Superintendent, Andy Gardner



# Oregon

Kate Brown, Governor

Department of Revenue  
955 Center St NE  
Salem, OR 97301-2555  
www.oregon.gov/dor

**Issue:** Indexing of School Construction Tax Limits

**Statute Reference:** ORS 320.170

**Last Updated:** 6/23/2021

## Background

Passed in 2007, Senate Bill (SB) 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency, or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4 percent of tax revenue. DCBS is allowed to establish an administration fee of .25 percent of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

## Tax Limit Calculations

SB 1036 set tax rate limits of \$1 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts, DOR has partnered with the Department of Education, who receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	2015–16	2016–17	2017–18	2018–19	2019–20	2020–21	2021–22	2022–23
<b>Residential*</b>	1.20	1.23	1.26	1.30	1.35	1.39	1.41	1.45
<b>Non-Residential*</b>	0.60	0.61	0.63	0.65	0.67	0.69	0.70	0.72
<b>Non-Residential Max</b>	29,900	30,700	31,400	32,600	33,700	34,600	35,200	36,100
* Dollars per square foot								

### June 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
1166	Approved	Newport Basketball Camp	6/28/2022 9:00:00 AM	Stayton High School	6/29/2022 8:00:00 PM	24	2	Newport High School	Attend the Newport Basketball Camp	Stayton High Basketball
1165	Approved	University of Oregon Basketball	6/24/2022 9:00:00 AM	Stayton High School	6/26/2022 3:00:00 PM	12	2	Eugene Oregon	participate in the University of Oreogn Team Camp	Stayton High Basketball
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
1164	Approved	First Grade walking field trip	6/8/2022 8:45:00 AM	Stayton Elementary School	6/8/2022 1:00:00 PM	68	18	Stayton Movie theater and pioneer park for lunch	AVID friendly and is about careers. And we are looking for plant and animal adaptations at the park.	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 06/09/22**

School Name	Grade	March '20	June '21	Sept '21	Oct '21	Nov '21	Dec '21	Jan'22	Feb '22	March '22	April '22	May '22	June '22
MARI-LINN	KG	21	14	21	21	21	22	23	23	25	25	26	25
MARI-LINN	1	21	13	13	14	15	16	16	17	17	17	17	17
MARI-LINN	2	23	17	14	14	14	14	14	14	14	16	16	15
MARI-LINN	3	25	17	14	14	15	17	18	17	17	17	17	17
MARI-LINN	4	29	16	19	20	20	20	19	18	17	17	17	17
MARI-LINN	5	26	24	17	16	16	16	17	17	17	19	19	18
MARI-LINN	6	23	22	21	21	20	21	22	22	22	22	22	22
MARI-LINN	7	26	22	21	22	22	23	24	24	24	24	24	24
MARI-LINN	8	22	20	17	18	19	18	17	17	17	17	18	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>	<b>173</b>
OPTIONS ACADEMY	KG	N/A	8	4	4	4	4	4	3	3	1	1	1
OPTIONS ACADEMY	1	N/A	9	5	5	5	4	2	3	2	2	2	2
OPTIONS ACADEMY	2	N/A	2	4	5	5	4	3	4	2	2	2	2
OPTIONS ACADEMY	3	N/A	7	4	5	4	4	4	4	4	4	2	2
OPTIONS ACADEMY	4	N/A	5	6	7	7	5	5	6	7	5	4	4
OPTIONS ACADEMY	5	N/A	2	5	6	5	5	4	4	3	3	3	2
OPTIONS ACADEMY	6	N/A	1	2	3	5	5	4	6	5	5	5	5
OPTIONS ACADEMY	7	N/A	2	3	4	4	4	3	6	4	3	3	4
OPTIONS ACADEMY	8	N/A	8	11	10	10	9	7	7	6	7	6	6
OPTIONS ACADEMY	9	N/A	3	6	7	10	11	10	9	12	12	12	12
OPTIONS ACADEMY	10	N/A	9	5	12	13	15	14	16	19	21	20	20
OPTIONS ACADEMY	11	N/A	14	19	26	30	32	28	28	31	37	35	29
OPTIONS ACADEMY	12	N/A	24	24	44	44	43	43	47	53	48	46	47
<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>	<b>136</b>
STAYTON ELEMENTARY	PreK-3	N/A	3	2	2	2	2	2	2	2	4	5	5
STAYTON ELEMENTARY	PreK-4	N/A	16	14	16	16	16	16	16	14	14	14	13
STAYTON ELEMENTARY	KG	90	77	76	80	80	81	83	85	85	87	86	85
STAYTON ELEMENTARY	1	112	74	82	82	84	84	84	87	85	81	82	82
STAYTON ELEMENTARY	2	90	99	81	79	79	78	79	77	78	84	84	84
STAYTON ELEMENTARY	3	86	77	97	97	98	97	96	94	95	95	97	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>	<b>366</b>
STAYTON HIGH	9	189	188	186	185	184	183	182	181	179	182	182	182
STAYTON HIGH	10	201	187	178	170	168	165	162	157	156	155	154	152
STAYTON HIGH	11	168	177	170	159	152	149	152	147	140	137	136	136
STAYTON HIGH	12	163	119	146	161	161	158	158	152	149	136	135	135
Winema/Early College		28	35	18	16	16	14	14	15	15	14	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>	<b>619</b>

School Name	Grade	March '20	June '21	Sept '21	Oct '21	Nov '21	Dec '21	Jan'22	Feb '22	March '22	April '22	May '22	June '22
STAYTON INTERMEDIATE	4	83	69	82	82	83	87	86	85	86	87	86	86
STAYTON INTERMEDIATE	5	102	72	73	73	73	75	75	73	73	72	72	72
STAYTON INTERMEDIATE	ALL	185	141	155	155	156	162	161	158	159	159	158	158
STAYTON MIDDLE	6	138	101	70	66	67	67	66	65	67	66	67	67
STAYTON MIDDLE	7	108	127	104	104	104	104	103	103	105	107	107	105
STAYTON MIDDLE	8	136	110	126	119	117	119	118	115	115	116	116	116
STAYTON MIDDLE	ALL	382	338	300	289	288	290	287	283	287	289	290	288
SIS/SMS TOTAL	ALL	567	479	455	444	444	452	448	441	446	448	448	446
SUBLIMITY	KG	45	24	32	32	32	32	34	34	34	34	33	33
SUBLIMITY	1	36	39	23	24	24	23	23	23	23	23	23	23
SUBLIMITY	2	43	34	44	45	45	44	45	45	46	46	45	45
SUBLIMITY	3	42	38	30	29	30	30	29	30	30	31	31	31
SUBLIMITY	4	42	41	43	41	41	41	41	41	40	42	42	42
SUBLIMITY	5	42	43	39	38	39	39	38	38	37	40	39	39
SUBLIMITY	6	45	36	43	43	43	43	43	43	43	43	43	43
SUBLIMITY	7	57	40	41	41	41	41	40	39	39	40	40	40
SUBLIMITY	8	34	51	41	41	41	41	41	42	42	42	41	41
SUBLIMITY	ALL	386	346	336	334	336	334	334	335	334	341	337	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>	<b>2077</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>	<b>148</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>86</b>
<b>3% cap of NSSD student population released to online charter schools = 78.39 (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)