



**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, September 21, 2023 ~ 6:00 PM**

**NSSD District Office/Santiam Room**

**1155 N 3rd Ave**

**Stayton, OR 97383**

<https://youtube.com/live/O9HOiR0b2tQ?feature=share>

**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**

**(5 minutes, \*6:00pm-6:05pm)**

*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 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 an Intent to Submit Public Comment form 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 near the room entrance and on the District website.*

**\*times posted for each agenda item are estimates**

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: Erin Cramer  
PLEDGE OF ALLEGIANCE: Erin Cramer

2. **AGENDA APPROVAL**

Changes to the agenda after posting on Sept. 15, 2023 will be acknowledged:

**Added Agenda Items-**

**\*11.5-JUUL/Altira Lawsuit Settlement**

**Added Attachments-**

**\*16.0-JBA/GBN-AR1-Sexual Harassment Complaint Procedure**

**Revised Attachments-**

**\*7.0-Sept 2023 Board Financial Report**

**\*21.2-September 2023 Enrollment Totals**

**RECOMMENDED MOTION-AGENDA APPROVAL**

***I move that the Board approve the agenda as modified.***

3. **STUDENT BUSINESS**

**(10 minutes, 6:05-6:15)**

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

4. **SUPERINTENDENT'S REPORT: Lee W. Loving**

**(15 minutes, 6:15-6:30)**

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

5. **TEACHING & LEARNING REPORT: Nicole Duncan**

**(10 minutes, 6:30-6:40)**

This standing agenda item is for the Board to receive regular reports regarding the Student Success Act, Curriculum & Instruction, Professional Development, Grants and other topics

relating to student learning.

ISST Board Report Sept 2023

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**6. SPECIAL PROGRAMS REPORT: Brittney Spencer**

**(10 minutes, 6:40-6:50)**

Senate Bill 819 modifies abbreviated school day program requirements. Director of Special Programs Brittney Spencer will be present to explain the impacts of the senate bill on school districts and NSSD specifically.

**7. BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen**

**11**

**(10 minutes, 6:50-7:00)**

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.

Sept 2023 Board Financial Report

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**8. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.**

**(5 minutes, 7:00-7:05)**

This standing agenda item is to receive regular reports from union representatives.

**9. STAYTON CITY COUNCIL LIAISON REPORT: David Patty**

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**(5 minutes, 7:05-7:10)**

Mr Patty will include information about an upcoming contest called *If I Were Mayor*. Information regarding the contest has been included in the meeting materials.

If I Were Mayor contest-English

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If I Were Mayor contest-Espanol

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**10. PUBLIC COMMENT**

**(20 minutes, 7:10-7:30)**

*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](#)*

11. **CONSENT AGENDA**

**(5 minutes, 7:30-7:35)**

*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. ***Action: Approval of Meeting Minutes*** **39**

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

08.17.23 meeting minutes-DRAFT 39

2. ***Action: Approval of New Licensed Hires*** **45**

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Changes in licensed staff since the last board meeting are indicated below and on the attachment. Only new hires require board approval.

**New Hires (Board Action Required)**

Daniel Bixler: Options Academy/Science & Advanced Math  
David Holcomb: District Office/ Teaching & Learning Coord. (TOSA)  
Charles Carter: SHS/Language Arts

**Resignations**

Steven Finicle: SHS/Math

Sept 2023 Licensed Report 45

3. ***Action: Designation of NSSD Civil Rights Coordinator***

Superintendent Loving recommends the Board officially designate the Director of Human Resources as the NSSD Civil Rights Coordinator.

4. ***Action: Approval of Third-party Alternative Ed. Programs***

Per board policy IGBHA, a list of third-party alternative education programs must be approved by the Board annually. These currently include:

- \*Willamette Career Academy
- \*Chemeketa Community College (Early College & GED)
- \*Polk Adolescent Day Treatment Center (PADTC)
- \*Children's Farm Home
- \*Willamette Education Services District (WESD) - Oasis
- \*SchoolsPLP, BYU, Stride (curriculum choices in Options Academy)
- \*Graduation Alliance (for credit recovery at SHS)

5. ***Action: Authorization to Resolve JUUL/Altira Group Settlement***

Background: In the Fall of 2023, the district filed a lawsuit against manufacturers and purveyors of vaping products, including JUUL Labs Inc, affiliates of JUUL Labs Inc, Altira Group Inc. and

affiliates of Altria Group, Inc. The district settled its claims with JUUL and affiliates earlier this year, while the lawsuit against Altria Group and affiliates remained pending.

The Superintendent is pleased to announce that Altria Group Inc. and affiliates have reached settlements covering thousands of cases, including the claims brought by the district.

The proposed settlement agreement with Altria Group Inc. is expected to provide funding for the district to use in connection with the district's anti-vaping education, cessation, and enforcement programs, with payment of the district's allocation to be made by June 2024. In exchange, the district will release its claims against Altria Group, Inc. and other Altria-related released parties as specified in the agreement. Approval of this settlement will end the district's vaping litigation in its entirety.

The district's opportunity to participate in this settlement will expire in late November. Thus, if the board requires additional information, an executive session will be scheduled with legal counsel promptly.

Supt. Loving recommends the board authorize him to resolve the district's lawsuit with Altria Group Inc and affiliated released parties. The form of the agreement shall be approved by district legal counsel.

#### 6. *Action on Consent Agenda*

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

*I move that the Board approve the Consent Agenda as [presented] [modified].*

#### 12. OSAA COOPERATIVE SPONSORSHIP: Darren Shryock (5 minutes, 7:35-7:40)

The Board will be asked to approve an OSAA Cooperative Sponsorship between Cascade High School and Stayton High School for the Stayton Highlights dance team. A student from Cascade has requested to join the Stayton dance team because Cascade does not offer that activity at their school. SHS Athletic Director Darren Shryock will be available to explain the agreement and answer questions.

#### **RECOMMENDED MOTION-COOPERATIVE SPONSORSHIP**

*I move that the Board approve the OSAA Cooperative Sponsorship between Cascade High School and Stayton High School for the 2023-2024 school year for Dance/Drill.*

#### 13. LONG RANGE FACILITIES MASTER PLANNING COMMITTEE (15 minutes, 7:40-7:55)

The Board and Superintendent will discuss sunrising the NSSD Long Range Facilities Master Planning Committee.

#### 14. POLICY UPDATES/SECOND READINGS (20 minutes, 7:55-8:15)

These policies were presented for a first reading in the August meeting and will be presented for a second reading and possible adoption.

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#### **GCBDF/GDBDF - Paid Family Medical Leave Insurance (NEW)** **IIA- Instructional Resources/Instructional Materials**

GCBDF\_GDBDF-Paid Family Medical Leave Insurance 8.17.23

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IIA-Instructional Resources-Materials-8.17.23

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15. POLICY UPDATES/FIRST READINGS

(10 minutes: 8:15-8:25)

These policy edits were recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They are presented for a first reading and will be brought back in the following month for a second reading and possible adoption.

*\*\*Beginning Sept. 2023, policies and administrative regulations with significant text removals and additions will include a post-edited version ahead of the copy with highlighted and strike-through text. This is intended to allow readers to more easily review suggested changes as a finished product\*\**

**Policies for eventual board approval:**

EFA-Local Wellness Program - Mackenzie	
IGDJ-Interscholastic Activities - Laura	
JGE-Expulsion (replace current policy with updated version) -Mackenzie	
EFA Local Wellness Program-09.21.23	49
IGDJ Interscholastic Activities 09.21.23	62
JGE-Expulsion-NEW 9.21.23	68
JGE-Expulsion-DELETE	71

16. ADMINISTRATIVE REGULATION UPDATES

(10 minutes, 8:25-8:35)

Administrative Regulations (identified with an -AR) are detailed directions, based upon board policies, governing the operation of schools and do not require board approval.

**ARs For Notification:**

- EFA-AR-Local Wellness Program (if changes to EFA policy are accepted, it is recommended to delete this AR)**
- JFCF-AR1-Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures-Student (OSBA recommends placing current version with new one)**
- JFCF-AR2-Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Complaint Form**
- JHFF-GBNAA-AR-Suspected Sexual Conduct Report Procedures and Forms**

*After the meeting materials were posted, it was discovered that **JBA/GBN-AR-1 (Sexual Harassment Complaint Procedure)** contained outdated contact information for the Superintendent and Director of Human Resources. It has been corrected and is included in this agenda item for informational purposes.*

EFA-AR -DELETE-Local Wellness Program 09.21.23	75
JHFF/GBNAA-AR1 (GBNAA/JHFF-AR1)-09.21.23	86
JFCF-AR1-Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying or Teen Dating Violence Reporting Procedures-Student 9.21.23	91
JFCF-AR1-current version	93
JFCF-AR2-Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Complaint Form - Student 9.21.23	95

**17. MISSION/VISION/GUIDING PRINCIPLES****102****(10 minutes, 8:35-8:45)**

The Board will continue reviewing potential changes to the District's mission, vision, guiding principles and Board/District Goals.

MISSION\_VISION\_GUIDING PRINCIPLES.docx

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**18. COMMUNITY ENGAGEMENT****(10 minutes, 8:45-8:55)**

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.

**19. BOARD REPORTS/ANNOUNCEMENTS****(7 minutes, 8:55-9:02)**

**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 Buddy Update:

Board Greeter for Next Month:

**20. BOARD REFLECTION****(7 minutes, 9:02-9:09)**

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

**21. INFORMATION ONLY****(5 minutes, 9:07-9:12)****1. Field Trip Report:****103**

A list of the field trips taken and/or scheduled since the start of the school year has been included in the board packet. Overnight stays are indicated in red.

Sept 2023 Fieldtrips Board Report

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**2. Student Enrollment:****105**

Current enrollment is approximately 2,133 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 166

Sublimity: 352

Stayton Elementary: 362

Stayton Intermediate/Middle: 459

Stayton High: 692  
Options Academy: 102

September 2023 Enrollment Totals 105

**3. Future Agenda Items:**

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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 rev 9.23 107

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

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

October 2, 2023: Soup with the Supt.  
5:30-6:30 pm ~ Mari-Linn Cafeteria

October 19, 2023: Regular Session Board Meeting  
6:00 pm ~ Santiam Meeting Room/District Office

November 16, 2023: Regular Session Board Meeting  
6:00 pm ~ Santiam Meeting Room/District Office

**Upcoming Education-Related Observances**

**10/2: Custodial Workers Day**

**10/4: National Walk/Bike to School Day**

**10/5: World Teachers Day**

**10/6: National Coaches Day**

**10/9-13: National School Lunch Week**

**10/17-21: School Bus Safety Week**

**10/23-31: Red Ribbon Week**

**Farm to School Month**

**Bullying Prevention Month**

**School Principal Month**

22. **ADJOURN**

Estimated time: 9:15pm

**EQUAL OPPORTUNITY EMPLOYER**

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical*

*disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.*



# North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity  
"We Change Kids' Lives"

## **Instruction and Support Services Team Board Report September 2023**

### **Items for Board Approval:**

None.

### **Updates:**

#### **English Language Arts: Early Implementation**

The Language Arts instructional materials are still arriving and being processed by our ISST team. We have appreciated the extra support from other staff, including librarians and instructional assistants, to unpack boxes of materials and our facilities staff who are delivering materials to classrooms. Publishers completed comprehensive training workshops on August 31st.

We are forming our language arts PLC leaders, who will continue receiving ongoing support and professional development from the publishers. This team will establish dates at the end of the month. These coaching sessions will include opportunities for teachers to deepen their understanding of the programs and to discuss barriers.

### **Upcoming October, November and December:**

**Integrated Guidance: Aligning for Student Success - pending ODE**

**Oregon Statewide Education Survey - pending release of results**

**Division 22 Report - October Board meeting**

**DESSA/RULER Implementation**

**Mathematics Instructional Materials Review and Adoption**

**ELD Instructional Materials Review and Adoption**

**Belonging Work Update**

Superintendent  
Lee W. Loving



1155 N 3<sup>rd</sup> Avenue  
Stayton, Oregon 97383

Phone: 503.769. 6924  
Fax: 503.769. 3578

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September 18, 2023

TO: North Santiam SD Board of Directors  
FROM: Rhonda Allen, Business Director  
RE: August 31, 2023, Financial Statements

Board Members,

Attached are the 2023-24 financial statements through August 31, 2023. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Food Service Statement of Revenue and Expenditures Budget vs. Actual, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2023, through August 31, 2023, and projections through June 30, 2024. The estimated General Fund Ending Fund Balance is \$5,591,537. Contingency and Unappropriated Ending Fund Balance equal \$2,105,662 of the Fund Balance total (*please note that the published financial report lists Contingency & UEFB at \$1,545,000. This is an error. Contingency and UEFB for 23-24 are budgeted at \$2,105,662*).

The financial report for August also includes estimated financial reports at year-end, June 30, 2023. These are unaudited numbers that are only estimates at this time. The final audit for the fiscal year 2022-23 is October 11-13, 2023. We are working to wrap up the prior year, balancing accounts and reconciling for the audit. At the same time, the business office is operating fully in the new fiscal year 2023-24. The projections on the August 23-24 report are not reflective of the September payroll, which will be finalized on the 21<sup>st</sup>. This is the payroll that sets the payroll encumbrances for the year. I will provide an additional report at the meeting showing the General Fund projections after processing the September payroll.

North Santiam Schools ~ We Change Kids' Lives!  
[www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us)  
[communications@nsantiam.k12.or.us](mailto:communications@nsantiam.k12.or.us)

## **Oregon Economic Forecast for September 2023**

- **Inflation**
  - Inflation has slowed from 9 percent last summer to closer to 3 or 4 percent today.
  - Getting back to the Federal Reserve's 2 percent target is harder.
- **Population**
  - 2023 population estimates will be released in Nov/Dec 2023
  - Deaths continue to outnumber births in Oregon and the trend is expected for decades to come.
  - Oregon's population of 0-4 years old has already declined by 10%, in the decade ahead the K-12 (5-17 years old) population is expected to decline 10%.
- **Revenue**
  - Personal income tax withholdings have accelerated some in recent weeks.
  - 2023-25 resources are raised primarily due to a stronger corporate outlook, plus a larger beginning balance.
  - With two tax filing seasons to come, there remains a lot of uncertainty with the 2023-25 outlook.
  - Lottery revenue lowered slightly; CAT raised slightly due to stronger personal income; Marijuana revenue is unchanged as the market appears to be finding a bottom.
  - Oregon budgetary reserves are stable.
    - Current Jul-23: \$2,952 Million (11.5% of GF)
    - End of 2023-25: \$3,752 Million (14.8% of GF)

See link for the full report - <https://www.oregon.gov/das/oea/Documents/forecast0923.pdf>

North Santiam's investments are held in the Local Government Investment Pool. Assets total \$16,197,481, yielding 4.42% through August 31, 2023.

Please let me know if you have any questions or concerns regarding these statements.

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### **EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, sexual orientation, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Superintendent, Andy Gardner has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Superintendent may be contacted at the District Office at 503-769-4928 for additional information and/or compliance issues.*

# **FISCAL REPORT**

## **August 2023**

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**FY2023-24 FISCAL REPORT AS OF 8-31-2023**  
***BEGINNING FUND BALANCE BASED ON UNAUDITED NUMBERS***

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**North Santiam School District 29J**  
**General Fund: Statement of Revenue Budget Vs. Actual**  
**Fiscal Year 2023-24, As of 08/31/2023**

	<b>2023-24 Budget</b>	<b>Actual YTD Rev. 8/31/2023</b>	<b>Projected Revenue 6/30/2024</b>	<b>Total Estimated 2023-24</b>	<b>(Over)/Under Budget</b>
<b>1000 Revenue From Local Sources</b>					
1111 Current Year's Taxes	7,202,430	-	7,467,209	7,467,209	(264,779)
1112 Prior Year's Taxes	150,000	56,180	115,488	171,667	(21,667)
1114 Payments in Lieu of Property Taxes	-	-	-	-	-
1200 REV from Local Gov't Unit Other Than Districts	-	-	-	-	-
1510 Interest on Investments	100,000	109,422	40,578	150,000	(50,000)
1700 Fees	3,836	-	5,754	5,754	(1,918)
1910 Rentals	-	1,352	3,810	5,162	(5,162)
1920 Contributions and Donations	-	-	-	-	-
1960 Recovery of Prior Year Funds	-	-	-	-	-
1980 Fees Charged to Grants	100,000	455	234,174	234,629	(134,629)
1990 Miscellaneous	2,500	6,367	36,256	42,622	(40,122)
<b>Total Revenue From Local Sources</b>	<b>\$ 7,558,766</b>	<b>173,775</b>	<b>7,903,269</b>	<b>8,077,044</b>	<b>(518,278)</b>
<b>2000 Revenue from Intermediate Sources</b>					
2101 County School Funds	55,000	-	55,000	55,000	-
2102 General Education Service District Funds	405,573	-	405,573	405,573	-
2199 Intermediate Rev Heavy Equipment Tax	10,000	-	5,000	5,000	5,000
2800 Heavy Equipment Rent Tax	-	-	-	-	-
<b>Total Revenue from Intermediate Sources</b>	<b>\$ 470,573</b>	<b>-</b>	<b>465,573</b>	<b>465,573</b>	<b>5,000</b>
<b>3000 Revenue From State Sources</b>					
3101 State School Fund—General Support	16,411,255	4,305,480	13,217,403	16,332,238	-
3103 Common School Fund	245,000	-	303,530	264,014	-
3104 State Managed County Timber	250,000	18,139	231,861	250,000	-
3105 STATE SCH FUND PRIOR YRS ADJ	-	-	-	-	-
3107 State School Fund High Cost Disability	50,000	-	50,000	50,000	-
<b>Total Revenue From State Sources</b>	<b>\$ 16,956,255</b>	<b>4,323,619</b>	<b>13,802,794</b>	<b>16,896,252</b>	<b>-</b>
<b>4000 Revenue From Federal Sources</b>					
4801 Federal Forest Fees	10,000	-	10,000	10,000	-
<b>Total Revenue From Federal Sources</b>	<b>\$ 10,000</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>5000 Revenue From Other Sources</b>					
5110 Bond Proceeds	-	-	-	-	-
5400 Beginning Fund Balance	4,500,000	-	5,000,000	5,000,000	(500,000)
<b>Total Revenue From Other Sources</b>	<b>\$ 4,500,000</b>	<b>-</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>(500,000)</b>
<b>Total Resources</b>	<b>\$ 29,495,594</b>	<b>\$ 4,497,394</b>	<b>\$ 27,181,635</b>	<b>30,448,868.87</b>	<b>(1,013,277.91)</b>
			<b>\$ 27,181,635</b>		
			<b>Less Estimated Requirements</b>	<b>\$ 24,857,332</b>	
			<b>Estimated Ending Fund Balance</b>	<b>\$ 5,591,537</b>	
			<b>Less Contingency &amp; UEFB</b>	<b>\$ 1,545,000</b>	
			<b>Estimated Ending Fund Balance</b>	<b>\$ 4,046,537</b>	

**North Santiam School District 29J**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**Fiscal Year 2023-24, As of 08/31/2023**

Expenditure Functions	2023-24 Budget	Actual YTD EXP 8/31/2023	Projected Expenditures 6/30/2024	Total Estimated 2023-24	(Over)/ Under Budget
<b>1000 Instruction</b>					
1111 Elementary, K-5 or K-6	4,995,253	6,348	4,722,158	4,728,505	266,748
1120 AVID Instruction	5,800	-	2,322	2,322	
1121 Middle/Junior High Programs	2,676,039	9,455	2,457,092	2,466,547	209,492
1122 Middle/Junior High School Extracurricular	163,891	5,261	137,932	143,193	20,698
1127 After School Program	15,000	-	5,488	5,488	
1131 High School Programs	3,212,302	3,680	2,929,233	2,932,913	279,389
1132 High School Extracurricular	640,981	42,853	443,054	485,907	155,074
1220 Restrictive Pgms for Students w/Disabilities	1,797,830	2,890	1,794,766	1,797,656	174
1250 Programs for Students w/Severe Disabilities	858,879	3,124	944,001	947,125	(88,246)
1271 Remediation	326,045	-	288,570	288,570	37,475
1272 Title I-A	42,750	-	27,107	27,107	15,643
1281 Alternative Education High School	70,000	2,404	80,661	83,065	(13,065)
1285 District Options Academy	389,997	1,265	512,924	514,189	(124,192)
1289 Other Alternative Programs	-	-	34,403	34,403	(34,403)
1291 English Second Language Programs	570,040	1,614	477,146	478,760	91,280
1292 Teen Parent Program	6,100	-	-	-	6,100
1460 Summer School, Middle/Jr High	14,805	8,753	181	8,933	5,872
<b>Total Instruction</b>	<b>\$ 15,785,712</b>	<b>\$ 87,646</b>	<b>\$ 14,857,038</b>	<b>\$ 14,944,684</b>	<b>\$ 828,038</b>
<b>2000 Support Services</b>					
2110 Attendance and Social Work Services	\$0	-	-	-	-
2111 Safety and Security Service Area Direction	\$64,558	11,286	38,271	49,558	15,000
2113 Social Work Services	\$0	-	1,233	1,233	
2115 Student Safety	\$35,800	1,672	19,627	21,299	14,501
2120 Guidance Services	\$110,180	6,180	120,387	126,567	(16,387)
2134 Nurse Services	\$252,070	38,733	144,913	183,646	68,424
2143 Psychological Counseling Services	\$79,927	-	71,565	71,565	8,362
2152 Speech Pathology Services	\$172,503	-	121,045	121,045	51,458
2160 Other Student Treatment Services	\$99,797	-	97,473	97,473	2,324
2190 Service Direction, Student Support Services	\$230,841	36,113	167,999	204,112	26,729
2210 Improvement of Instruction Services	\$45,586	-	61,202	61,202	(15,616)
2211 Teaching and Learning Service Area Direction	\$217,470	40,433	110,591	151,023	
2213 Curriculum Development	\$128,956	55,020	11,264	66,284	62,672
2219 Other Improvement of Instruction Svcs	\$159,645	-	74,314	74,314	
2220 Educational Media Services	\$279,406	7,607	250,620	258,227	21,179
2230 Assessment and Testing	\$105,885	-	127,649	127,649	(21,764)
2240 Instructional Staff Development	\$20,000	2,711	16,722	19,433	567
2310 Board of Education Services	\$102,500	9,474	32,823	42,297	
2320 Executive Administration Services	\$397,757	60,688	359,391	420,079	
2410 Off of the Principal Services	\$2,452,596	291,502	2,293,215	2,584,717	
2510 Direction of Business Support Services	\$216,093	33,126	159,559	192,685	
2520 Fiscal Services	\$351,480	81,230	218,466	299,696	51,784
2528 Risk Management Services	\$290,840	296,702	-	296,702	(5,862)
2540 Operation and Maintenance of Plant Services	\$0	-	-	-	-

**North Santiam School District 29J**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**Fiscal Year 2023-24, As of 08/31/2023**

<b>Expenditure Functions</b>	<b>2023-24 Budget</b>	<b>Actual YTD EXP 8/31/2023</b>	<b>Projected Expenditures 6/30/2024</b>	<b>Total Estimated 2023-24</b>	<b>(Over)/ Under Budget</b>
2541 Maintenance & Facilities Service Area Direction	\$253,736	40,636	142,604	183,239	70,497
2542 Care and Upkeep of Buildings Services	\$2,481,843	398,507	1,239,188	1,637,695	
2543 Care and Upkeep of Grounds Services	\$138,099	15,898	45,054	60,952	77,147
2549 Other Operation and Maintenance Services	\$9,639	653	5,989	6,642	
2550 Student Transportation Services	\$1,068,250	-	1,074,861	1,074,861	(6,611)
2558 Special Education Transportation Services	\$252,000	-	198,231	198,231	53,769
2626 Grant Writing Services	\$0	-	-	-	
2630 Information Services	\$68,539	5,560	68,156	73,716	(5,177)
2633 Public Information Services	\$0	-	-	-	
2640 Staff Services	\$240,419	69,096	237,581	306,677	
2641 Human Resources Service Area Direction	\$212,027	532	2,067	2,599	
2649 Employee Liabilities	\$0	1,852			
2660 Technology Services	\$875,922	152,473	566,767	719,239	
2661 IT Service Area Direction	\$83,805	-	-	-	
2680 Interpretation and Translation	\$351	-	251	251	
<b>Total Support Services</b>	<b>\$ 11,498,520</b>	<b>\$ 1,657,684</b>	<b>\$ 8,079,076</b>	<b>\$ 9,734,908</b>	<b>\$ 452,996</b>
<b>3000 Enterprise and Community Services</b>	<b>-</b>				
3360 Welfare Activities Services	\$10,700	2,014	901	2,915	
<b>Total Enterprise and Community Services</b>	<b>\$ 10,700</b>	<b>\$ 2,014</b>	<b>\$ 901</b>	<b>\$ 2,915</b>	<b>\$ -</b>
<b>5000 Other Uses</b>					
5110 Long Term Debt Service		-		\$0	\$0
5200 Transfers of Funds	\$185,000	-	174,826	\$174,826	
5400 PERS Ual Lump Sum Payment to PERS		\$ -	-	\$ -	\$ -
<b>Total Other Uses</b>	<b>\$ 185,000</b>	<b>\$ -</b>	<b>\$ 174,826</b>	<b>\$ 174,826</b>	<b>\$ -</b>
<b>6000 Contingencies</b>					
6110 Operating Contingency	\$1,085,000	-	-		
<b>Total Contingencies</b>	<b>\$ 1,085,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7000 Unappropriated Ending Fund Balance</b>					
7000 Unappropriated Ending Fund Balance	\$930,662	-	-	-	930,662
<b>Total Unappropriated Ending Fund Balance</b>	<b>\$ 930,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930,662</b>
<b>GENERAL FUND EXPENDITURES GRAND TOTAL</b>	<b>\$ 29,495,594</b>	<b>\$ 1,747,344</b>	<b>\$ 23,111,840</b>	<b>\$ 24,857,332</b>	<b>\$ 2,211,696</b>

**North Santiam School District 29J**  
**Food Service Fund: Statement of Revenues and Expenditures Budget Vs. Actual**  
**Fiscal Year 2023-24, As of 08/31/2023**

	2023-24 Budget	Actual as of 8/31/2023	Encumbered as of 8/31/2023	Total Estimated 2023-24	(Over)/Under Budget
<b>REVENUE</b>					
1610/1620 Daily Sales	117,319	839	116,480	117,319	-
1630 Special Functions	-	-	-	-	-
1940 Services Provided Other LEA's	6,200	-	8,527	8,527	(2,327)
1990 Miscellaneous Revenue	8,000	243	8,962	9,205	(1,205)
3102 SSF - School Lunch Match	-	-	-	-	-
3299 Other Restricted Grants	110,626	19,076	130,270	149,345	-
4511 State Breakfast Reimbursement	-	101	-	101	-
4512 State Lunch Reimbursement	-	173	-	173	-
4513 NSLP Breakfast	300,000	11,341	288,659	300,000	-
4515 NSLP Lunch	515,000	61,014	453,986	515,000	-
4519 Farm to School	15,000	-	15,000	15,000	-
4525 Summer Lunch	20,000	7,063	-	7,063	12,937
4910 USDA Commodities	90,000	-	99,000	99,000	(9,000)
4526 Federal Revenue Summer Lunch	1,500	-	1,500	1,500	-
5200 Interfund Transfers	-	-	20,000	20,000	(20,000)
5400 Beginning Fund Balance	400,000	-	158,000	158,000	242,000
<b>TOTAL REVENUE</b>	<b>\$ 1,583,645</b>	<b>\$ 99,850</b>	<b>\$ 1,300,384</b>	<b>\$ 1,400,233</b>	<b>\$ 222,405</b>
<b>EXPENDITURES</b>					
<b>Enterprise and Community Services</b>					
3100-100 Salaries	414,011	26,129	387,882	414,011	-
3100-200 Payroll Costs	358,384	12,357	344,631	356,988	1,396
3100-300 Contracted Services	24,750	-	18,563	18,563	6,188
3100-410 Supplies and Materials	24,000	7,860	10,140	18,000	6,000
3100-411 Fuel	1,000	-	1,000	1,000	-
3100-415 USDA Commodities	90,000	-	99,000	99,000	(9,000)
3100-450 Food	605,529	56,074	398,072	454,147	151,382
3100-460 Non-Consumable	36,471	657	8,461	9,118	27,353
3100-470 Computer Software	4,000	-	1,000	1,000	3,000
3100-480 Computer Hardware	1,500	-	750	750	750
3100-540 Equipment Replacement	15,000	-	15,000	15,000	-
3100-640 Dues and Fees	9,000	5,690	-	5,690	3,310
<b>TOTAL EXPENDITURES</b>	<b>1,583,645</b>	<b>\$ 108,767</b>	<b>\$ 1,284,499</b>	<b>\$ 1,393,266</b>	<b>\$ 190,379</b>
			<b>FOOD SERVICE EST EFB</b>	<b>\$ 6,967</b>	

**North Santiam School District 29J**  
**Appropriations: Budget Vs. Actual**  
**Fiscal Year 2023-24, As of 08/31/2023**

<b>General Fund (100)</b>	<b>Appropriations</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Totals</b>	<b>Resolutions</b>	<b>(Over)/Under Budget</b>
1000 Instruction	\$ 15,785,712	\$ 87,646	\$ 9,670,356	\$ 9,758,002		\$ 6,027,710
2000 Support Services	\$ 11,498,520	\$ 1,657,684	\$ 4,866,584	\$ 6,524,269		\$ 4,974,251
3000 Community Services	\$ 10,700	\$ 2,014	\$ 901	\$ 2,915		\$ 7,785
5100 Debt Service	\$ -	\$ -	\$ -	\$ -		\$ -
5200 Transfers	\$ 185,000	\$ -	\$ -	\$ -		\$ 185,000
6000 Contingency	\$ 1,085,000	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000
<b>Sub Total</b>	<b>\$ 28,564,932</b>	<b>\$ 1,747,344</b>	<b>\$ 14,537,841</b>	<b>\$ 16,285,186</b>	<b>\$ -</b>	<b>\$ 12,279,746</b>
<b>Special Revenue Funds (200)</b>						
1000 Instruction	\$ 3,987,577	\$ 81,248	\$ 1,212,099	\$ 1,293,348		\$ 2,694,229
2000 Support Services	\$ 2,816,849	\$ 644,389	\$ 767,015	\$ 1,411,404		\$ 1,405,445
3000 Community Services	\$ 223,122	\$ 1,568	\$ 43,438	\$ 45,006		\$ 178,116
4000 Facilities Acquisition	\$ 200,000					
5200 Transfers	\$ 135,000					
5300 Apportionment of Funds by ESD	\$ 24,304					
6000 Contingency	\$ 1,791,792	\$ -	\$ -	\$ -		\$ 1,791,792
<b>Sub Total</b>	<b>\$ 9,178,644</b>	<b>\$ 727,206</b>	<b>\$ 2,022,552</b>	<b>\$ 2,749,757</b>	<b>\$ -</b>	<b>\$ 6,069,583</b>
<b>Food Service Funds (299)</b>						
3000 Community Services	\$ 1,583,645	\$ 108,767	\$ 715,762	\$ 824,529		\$ 759,116
<b>Sub Total</b>	<b>\$ 1,583,645</b>	<b>\$ 108,767</b>	<b>\$ 715,762</b>	<b>\$ 824,529</b>	<b>\$ -</b>	<b>\$ 759,116</b>
<b>PERS Bond Debt Service (310.321.375)</b>						
5100 Debt Service	\$ 4,935,560	\$ -	\$ 4,932,059	\$ 4,932,059		\$ 3,501
6000 Contingency	\$ 1,851,935	\$ -	\$ -	\$ -	\$ -	\$ 1,851,935
<b>Sub Total</b>	<b>\$ 6,787,495</b>	<b>\$ -</b>	<b>\$ 4,932,059</b>	<b>\$ 4,932,059</b>	<b>\$ -</b>	<b>\$ 1,855,436</b>
<b>Facilities (400,401,420,425,426,430,448)</b>						
1000 Instruction Services	\$ 100,000					
2000 Support Services	\$ 404,600	\$ 105,775	\$ -	\$ 105,775		\$ 298,825
4000 Facilities Acquisition	\$ 1,649,340	\$ 16,261	\$ 22,457	\$ 38,718		\$ 1,610,622
5110 Debt Service	\$ 40,260	\$ 20,266	\$ 20,266	\$ 40,531		\$ (271)
5200 Transfers	\$ 75,000	\$ 75,000	\$ -			
6000 Contingency	\$ 1,422,390	\$ -	\$ -	\$ -		\$ 1,422,390
<b>Sub Total</b>	<b>\$ 3,691,590</b>	<b>\$ 217,302</b>	<b>\$ 42,723</b>	<b>\$ 185,024</b>	<b>\$ -</b>	<b>\$ 3,331,566</b>
<b>Internal Service Funds (600)</b>						
2000 Support Services	\$ 80,900	\$ 210	\$ 630	\$ 840		\$ 80,060
6000 Contingency	\$ 261,205	\$ -	\$ -	\$ -		\$ 261,205
<b>Sub Total</b>	<b>\$ 342,105</b>	<b>\$ 210</b>	<b>\$ 630</b>	<b>\$ 840</b>	<b>\$ -</b>	<b>\$ 341,265</b>
<b>Trust and Agency Fund (700)</b>						
2000 Support Services	\$ 25,869	\$ 5,000	\$ -	\$ 5,000		\$ 20,869
<b>Sub Total</b>	<b>\$ 25,869</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 20,869</b>
<b>Total Appropriations</b>	<b>\$ 50,174,280</b>	<b>\$ 2,805,829</b>	<b>\$ 22,251,566</b>	<b>\$ 24,157,865.89</b>	<b>\$ -</b>	<b>\$ 26,016,414</b>
<b>Total Unappropriated</b>	<b>\$ 930,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930,662</b>
<b>APPROPRIATION TOTAL</b>	<b>\$ 51,104,942</b>	<b>\$ 2,805,829.12</b>	<b>\$ 22,251,566.14</b>	<b>\$ 24,157,865.89</b>	<b>\$ -</b>	<b>\$ 26,947,076</b>

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# **FISCAL REPORT 2022-2023**

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**FY2022-23 FISCAL REPORT AS OF 6-30-2023  
BASED ON UNAUDITED NUMBERS**

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North Santiam School District 29J  
**General Fund: Statement of Revenues Budget Vs. Actual**  
 Fiscal Year 2022-23, As of 06/31/2023

	2022-23 Budget	Actual YTD Rev. 6/30/2023	Projected Revenue 6/30/2023	Total Estimated 2022-23	(Over)/Under Budget
<b>1000 Revenue From Local Sources</b>					
1111 Current Year's Taxes	6,890,000	7,143,294		7,143,294	(253,294)
1112 Prior Year's Taxes	150,000	171,667		171,667	(21,667)
1114 Payments in Lieu of Property Taxes	-	70,483		70,483	
1200 REV from Local Gov't Unit Other Than Districts	-	1,720		1,720	(1,720)
1510 Interest on Investments	100,000	459,362		459,362	(359,362)
1700 Fees	3,836	27,596		27,596	(23,760)
1910 Rentals	-	3,810		3,810	(3,810)
1920 Contributions and Donations	-	-		-	
1960 Recovery of Prior Year Funds	-	-		-	
1980 Fees Charged to Grants	100,000	234,129		234,129	(134,129)
1990 Miscellaneous	2,500	42,637		42,637	(40,137)
<b>Total Revenue From Local Sources</b>	<b>\$ 7,246,336</b>	<b>8,154,698</b>	-	<b>8,154,698</b>	<b>(837,879)</b>
<b>2000 Revenue from Intermediate Sources</b>					
2101 County School Funds	45,000	24,401		24,401	20,599
2102 General Education Service District Funds	600,000	600,000	-	600,000	-
2199 Intermediate Rev Heavy Equipment Tax	10,000	-	-	-	10,000
2800 Heavy Equipment Rent Tax	-	8,006	-	8,006	
<b>Total Revenue from Intermediate Sources</b>	<b>\$ 655,000</b>	<b>632,407</b>	-	<b>632,407</b>	<b>30,599</b>
<b>3000 Revenue From State Sources</b>					
3101 State School Fund—General Support	15,489,954	16,539,177		16,539,177	
3103 Common School Fund	218,710	270,959		270,959	
3104 State Managed County Timber	250,000	79,810		79,810	
3105 STATE SCH FUND PRIOR YRS ADJ	(150,000)	-		-	
3107 State School Fund High Cost Disability	50,000	213,303		213,303	
<b>Total Revenue From State Sources</b>	<b>\$ 15,858,664</b>	<b>17,103,248</b>	-	<b>17,103,248</b>	-
<b>4000 Revenue From Federal Sources</b>					
4801 Federal Forest Fees	10,000	10,273	-	10,273	(273)
<b>Total Revenue From Federal Sources</b>	<b>\$ 10,000</b>	<b>10,273</b>	-	<b>10,273</b>	<b>(273)</b>
<b>5000 Revenue From Other Sources</b>					
5110 Bond Proceeds	-	-		-	
5400 Beginning Fund Balance	3,850,000	4,857,915	-	4,857,915	(1,007,915)
<b>Total Revenue From Other Sources</b>	<b>\$ 3,850,000</b>	<b>4,857,915</b>	-	<b>4,857,915</b>	<b>(1,007,915)</b>
<b>Total Resources</b>	<b>\$ 27,620,000</b>	<b>\$ 30,758,541</b>	<b>\$ -</b>	<b>30,758,541.32</b>	<b>(1,815,468.27)</b>
			-		
				<b>\$ 25,400,710</b>	
				<b>\$ 5,357,832</b>	
				<b>\$ 1,300,000</b>	
				<b>\$ 4,057,832</b>	

**North Santiam School District 29J**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**Fiscal Year 2022-23, As of 06/31/2023**

Expenditure Functions	2022-23 Budget	Actual YTD EXP 6/30/2023	Projected Expenditures 6/30/2023	Total Estimated 2022-23	(Over)/ Under Budget
<b>1000 Instruction</b>					
1111 Elementary, K-5 or K-6	5,276,614	4,993,231		4,993,231	283,383
1120 AVID Instruction	8,500	3,403		3,403	
1121 Middle/Junior High Programs	2,681,009	2,470,825		2,470,825	210,184
1122 Middle/Junior High School Extracurricular	150,314	131,331		131,331	18,983
1127 After School Program	15,000	5,488		5,488	
1131 High School Programs	3,268,861	2,987,973		2,987,973	280,888
1132 High School Extracurricular	684,334	518,772		518,772	165,562
1150 Distance Learning	-	-		-	
1220 Restrictive Pgms for Students w/Disabilities	1,515,409	1,516,762		1,516,762	(1,353)
1250 Programs for Students w/Severe Disabilities	682,971	753,971		753,971	(71,000)
1271 Remediation	347,159	308,243		308,243	38,916
1272 Title I-A	144,652	42,122		42,122	102,531
1281 Alternative Education High School	117,000	138,837		138,837	(21,837)
1285 District Options Academy	99,677	131,418		131,418	(31,742)
1289 Other Alternative Programs	-	42,728		42,728	(42,728)
1291 English Second Language Programs	647,307	543,654		543,654	103,653
1292 Summer School, Middle/Jr High	8,100	-		-	8,100
<b>Total Instruction</b>	<b>\$ 15,646,906</b>	<b>\$ 14,588,756</b>	<b>\$ -</b>	<b>\$ 14,588,756</b>	<b>\$ 1,043,541</b>
<b>2000 Support Services</b>					
2110 Attendance and Social Work Services	\$106,452	65,638.98	-	65,639	40,813
2113 Social Work Services	\$39,057	17,959	-	17,959	21,098
2115 Student Safety	\$36,300	21,597	-	21,597	14,703
2120 Guidance Services	\$178,239	204,749	-	204,749	(26,510)
2121 Service Area Direction		-	-	-	
2134 Nurse Services	\$263,123	143,760	-	143,760	119,363
2143 Psychological Counseling Services	\$97,142	86,979	-	86,979	10,164
2152 Speech Pathology Services	\$158,963	111,544	-	111,544	47,419
2160 Other Student Treatment Services	\$94,856	92,647	-	92,647	2,209
2190 Service Direction, Student Support Services	\$369,364	326,596	-	326,596	42,768
2210 Improvement of Instruction Services	\$139,299	187,018	-	187,018	(47,718)
2213 Curriculum Development	\$125,200	43,760	-	43,760	81,440
2220 Educational Media Services	\$299,152	276,477	-	276,477	22,675
2230 Assessment and Testing	\$120,043	144,717	-	144,717	(24,674)
2240 Instructional Staff Development	\$21,045	20,449	-	20,449	596
2310 Board of Education Services	\$135,500	55,914	-	55,914	
2320 Executive Administration Services	\$384,983	406,588	-	406,588	
2410 Office of the Principal Services	\$2,065,552	2,176,823	-	2,176,823	
2510 Direction of Business Support Services	\$224,584	200,257	-	200,257	
2520 Fiscal Services	\$376,763	321,254	-	321,254	55,509
2528 Risk Management Services	\$265,000	252,026	-	252,026	12,974
2540 Operation and Maintenance of Plant Services	\$2,499,583	2,408,661	-	2,408,661	90,923
2550 Student Transportation Services	\$849,450	854,707	-	854,707	(5,257)
2558 Special Education Transportation Services	\$240,000	188,791	-	188,791	51,209

**North Santiam School District 29J**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**Fiscal Year 2022-23, As of 06/31/2023**

<b>Expenditure Functions</b>	<b>2022-23 Budget</b>	<b>Actual YTD EXP 6/30/2023</b>	<b>Projected Expenditures 6/30/2023</b>	<b>Total Estimated 2022-23</b>	<b>(Over)/ Under Budget</b>
2626 Grant Writing	\$31,500	30,000	-	30,000	1,500
2630 Information Services	\$55,521	59,714	-	59,714	(4,194)
2633 Public Information Services	\$25,000	-	-	-	25,000
2640 Staff Services	\$414,612	397,312	-	397,312	
2660 Technology Services	\$653,809	626,812	-	626,812	
<b>Total Support Services</b>	<b>\$ 10,270,094</b>	<b>\$ 9,722,746</b>	<b>\$ -</b>	<b>\$ 9,722,746</b>	<b>\$ 532,012</b>
<b>3000 Enterprise and Community Services</b>		-			
3310 Direction of Community Services Activities	-	-			
3360 Welfare Activity Services	\$10,700	1,480		1,480	
<b>Total Enterprise and Community Services</b>	<b>\$ 10,700</b>	<b>\$ 1,480</b>	<b>\$ -</b>	<b>\$ 1,480</b>	<b>\$ -</b>
<b>5000 Other Uses</b>					
5110 Long Term Debt Service	\$77,300	\$76,573		\$76,573	\$727
5200 Transfers of Funds	\$70,000	1,011,154		\$1,011,154	(\$941,154)
5400 PERS Ual Lump Sum Payment to PERS		\$0		\$0	
<b>Total Other Uses</b>	<b>\$ 147,300</b>	<b>\$ 1,087,727</b>	<b>\$ -</b>	<b>\$ 1,087,727</b>	<b>\$ (940,427)</b>
<b>6000 Contingencies</b>		-			
6110 Operating Contingency	\$1,000,000	-	-	-	1,000,000
<b>Total Contingencies</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>7000 Unappropriated Ending Fund Balance</b>					
7000 Unappropriated Ending Fund Balance	\$545,000		-	-	545,000
<b>Total Unappropriated Ending Fund Balance</b>	<b>\$ 545,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 545,000</b>
<b>Total Requirements</b>	<b>\$ 27,620,000</b>	<b>\$ 25,400,710</b>	<b>\$ -</b>	<b>\$ 25,400,710</b>	<b>\$ 2,180,126</b>

**North Santiam School District 29J**  
**Food Service Fund: Statement of Revenues and Expenditures Budget Vs. Actual**  
**Fiscal Year 2022-23, As of 06/30/2023**

	<b>2022-23 Budget</b>	<b>Actual as of 6/30/2023</b>	<b>Encumbered as of 6/30/2023</b>	<b>Total Estimated 2022-23</b>	<b>(Over)/Under Budget</b>
<b>REVENUE</b>					
1600 Daily Sales	16,000	116,087		116,087	(100,087)
1630 Special Functions	500	-		-	500
1940 Services Provided Other LEA's	3,000	4,127		4,127	(1,127)
1990 Miscellaneous Revenue	5,500	6,328		6,328	(828)
3102 SSF - School Lunch Match		-		-	
3299 Other Restricted Grants		152,836		152,836	
4500 Farm to School	12,000	-		-	12,000
4511 State Breakfast Reimbursement		1,257		1,257	
4512 State Lunch Reimbursement		1,555		1,555	
4513 NSLP Breakfast	308,000	166,418		166,418	141,582
4515 NSLP Lunch	748,000	522,956		522,956	225,044
4519 Farm to School		11,346		11,346	
4525 Summer Lunch	60,000	17,163		17,163	42,837
4910 USDA Commodities	85,000	-		-	85,000
4526 Federal Revenue Summer Lunch	-	1,472		1,472	(1,472)
5200 Interfund Transfers	-	10,154		10,154	(10,154)
5400 Beginning Fund Balance	160,000	301,907		301,907	(141,907)
<b>TOTAL REVENUE</b>	<b>\$ 1,398,000</b>	<b>\$ 1,313,607</b>	<b>\$ -</b>	<b>\$ 1,313,607</b>	<b>\$ 251,388</b>
<b>EXPENDITURES</b>					
<b>Enterprise and Community Services</b>					
3100-100 Salaries	407,714	398,238.95	-	398,239	9,475
3100-200 Payroll Costs	289,078	273,972	-	273,972	15,106
3100-300 Contracted Services	25,200	3,515	-	3,515	21,685
3100-410 Supplies and Materials	20,000	12,821	-	12,821	7,179
3100-411 Fuel	-	259	-	259	
3100-415 USDA Commodities	85,000	-	-	-	85,000
3100-450 Food	509,508	445,205	-	445,205	64,303
3100-460 Non-Consumable	18,000	7,111	-	7,111	10,889
3100-470 Computer Software	4,000	-	-	-	4,000
3100-480 Computer Hardware	1,500	-	-	-	1,500
3100-540 Equipment Replacement	30,000	6,525	-	6,525	
3100-640 Dues and Fees	8,000	8,763	-	8,763	
<b>TOTAL EXPENDITURES</b>	<b>1,398,000</b>	<b>\$ 1,156,409</b>	<b>\$ -</b>	<b>\$ 1,156,409</b>	<b>\$ 219,138</b>
<b>Est Ending Fund Balance</b>				<b>\$ 157,197</b>	

**North Santiam School District 29J**  
**Appropriations: Budget Vs. Actual**  
**Fiscal Year 2022-23, As of 06/31/2023**

<b>General Fund (100)</b>	<b>Appropriations</b>	<b>YTD</b>	<b>Totals</b>	<b>Resolution #</b>	<b>Resolution Amount</b>	<b>(Over)/Under Budget</b>
1000 Instruction	\$ 15,646,906	\$ 14,588,756	\$ 14,588,756			\$ 1,058,150
2000 Support Services	\$ 10,270,094	\$ 9,722,568	\$ 9,722,568	#121522A	\$ 116,528	\$ 664,053
3000 Community Services	\$ 10,700	\$ 1,480	\$ 1,480			\$ 9,220
5100 Debt Service	\$ 77,300	\$ 76,573	\$ 76,573		\$ -	\$ 727
5200 Transfers	\$ 70,000	\$ 1,011,154	\$ 1,011,154	#121522A	\$ 1,000,000	\$ 58,846
6000 Contingency	\$ 1,000,000	\$ -	\$ -		\$ -	\$ 1,000,000
<b>Sub Total</b>	<b>\$ 27,075,000</b>	<b>\$ 25,400,532</b>	<b>\$ 25,400,532</b>		<b>\$ 1,116,528</b>	<b>\$ 2,790,996</b>
<b>Special Revenue Funds (200)</b>						
1000 Instruction	\$ 4,115,150	\$ 3,597,499	\$ 3,597,499	#121522A	\$ 376,499	\$ 894,150
2000 Support Services	\$ 3,863,700	\$ 2,651,288	\$ 2,651,288	#121522A	\$ 122,224	\$ 1,334,635
3000 Community Services	\$ 103,111	\$ 60,892	\$ 60,892	#121522A	\$ 3,000	\$ 45,219
5200 Transfers	\$ 60,000					\$ 60,000
6000 Contingency	\$ 776,791		\$ -	#121522A	\$ 1,000,000	\$ 1,776,791
<b>Sub Total</b>	<b>\$ 8,918,752</b>	<b>\$ 6,309,679</b>	<b>\$ 6,309,679</b>		<b>\$ 1,501,723</b>	<b>\$ 4,110,796</b>
<b>Food Service Funds (299)</b>						
3000 Community Services	\$ 1,398,000	\$ 1,156,409	\$ 1,156,409			\$ 241,591
<b>Sub Total</b>	<b>\$ 1,398,000</b>	<b>\$ 1,156,409</b>	<b>\$ 1,156,409</b>		<b>\$ -</b>	<b>\$ 241,591</b>
<b>PERS Bond Debt Service (310.321.375)</b>						
5100 Debt Service	\$ 4,411,600	\$ 4,440,190	\$ 4,440,190	#061523E	\$ 30,350	\$ 1,760
6000 Contingency	\$ 1,500,000	\$ -	\$ -		\$ -	\$ 1,500,000
<b>Sub Total</b>	<b>\$ 5,911,600</b>	<b>\$ 4,440,190</b>	<b>\$ 4,440,190</b>		<b>\$ 30,350</b>	<b>\$ 1,501,760</b>
<b>Facilities (400,401,420,425,426,430,448)</b>						
2000 Support Services	\$ 194,311	\$ 5,216	\$ 5,216			\$ 189,095
4000 Facilities Acquisition	\$ 3,099,560	\$ 554,097	\$ 554,097	#051923B	\$ (139,315)	\$ 2,406,148
5110 Debt Service	\$ 34,900	\$ 34,882	\$ 34,882			\$ 18
5200 Transfers	\$ -			#051923B	\$ 139,315	\$ 139,315
6000 Contingency	\$ 300,000	\$ -	\$ -			\$ 300,000
<b>Sub Total</b>	<b>\$ 3,628,771</b>	<b>\$ 594,194</b>	<b>\$ 594,194</b>		<b>\$ -</b>	<b>\$ 3,034,577</b>
<b>Internal Service Funds (600)</b>						
2000 Support Services	\$ 100,000	\$ 3,648	\$ 3,648			\$ 96,352
6000 Contingency	\$ 270,000	\$ -	\$ -			\$ 270,000
<b>Sub Total</b>	<b>\$ 370,000</b>	<b>\$ 3,648</b>	<b>\$ 3,648</b>		<b>\$ -</b>	<b>\$ 366,352</b>
<b>Trust and Agency Fund (700)</b>						
2000 Support Services	\$ 25,000	\$ 4,500	\$ 4,500			\$ 20,500
<b>Sub Total</b>	<b>\$ 25,000</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>		<b>\$ -</b>	<b>\$ 20,500</b>
<b>Total Appropriations</b>	<b>\$ 47,327,123</b>	<b>\$ 37,909,152</b>	<b>\$ 36,744,594.93</b>		<b>\$ 2,648,601.00</b>	<b>\$ 13,231,129</b>
<b>Total Unappropriated</b>	<b>\$ 545,000</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 545,000</b>
<b>TOTAL</b>	<b>\$ 47,872,123</b>	<b>\$ 37,909,152.07</b>	<b>\$ 36,744,594.93</b>		<b>\$ 2,648,601.00</b>	<b>\$ 13,776,129</b>

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# IF I WERE MAYOR....

## 2023-24 STUDENT CONTEST

The Oregon Mayors Association and your city invite you to enter the "If I Were Mayor..." Contest

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win a prize worth \$500!



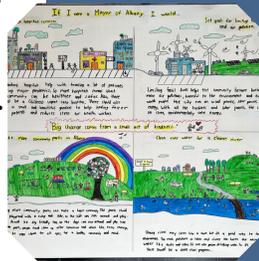
## LOCAL CONTEST DEADLINE:

### CONTEST RULES

- All submissions must be accompanied by a completed entry form. All forms for students under the age of 18 must be signed by the student's parent or guardian.
- Only one submission per student and one student per entry will be accepted at the state level.
- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they previously won in. They are eligible to receive a prize in a new category.
- State level submissions become property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likeness of each student.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held July 18-20, 2024 in Klamath Falls at the Running Y Ranch.

### Posters - take a photo and save as a PNG, JPEG, or PDF file



- Open to students enrolled in grades 4 & 5 or being home-schooled at the same grade level for the 2023-24 school year.
- Students are encouraged to be creative and may use any art medium (paint, felt pens, colored pencils, pastels, crayons, 3D art, etc.).

### Essays - formats allowed: Word, PDF, PowerPoint



- The essay contest is open to students enrolled in grades 6-8 or being home-schooled at the same grade level for the 2023-24 school year.
- Essays must be 500-1,000 words in length and typed.

### Digital Media Presentations - formats allowed: MP4 or online video format



- Open to students enrolled in grades 9-12 or being home-schooled at the same grade level for the 2023-24 school year.
- Presentations must be one to three minutes in length and may be submitted via email.

## CONTACT US

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For more information about the state contest please contact Angela Speier at [aspeier@orcities.org](mailto:aspeier@orcities.org).

For more information about your local city contest, please contact your city at: \_\_\_\_\_



# CONTEST INFORMATION

## Here's How It Works . . .

First, each mayor promotes a **local contest** by the same name to select one local winner in each of the three categories:

- **Elementary School** (grades 4 -5) – Poster (Photo of poster can be PNG, JPEG, or PDF files)
- **Middle School** (grades 6 – 8) – Essay (Word, PowerPoint, or online essay format)
- **High School** (grades 9 – 12) – Digital Media Presentation (MP4 or online video format)

Examples of winning entries from previous years for each category can be viewed at [www.oregonmayors.org](http://www.oregonmayors.org). Additional instructions for each of the categories are also available on the website.

Each mayor can design the local contest as they decide but do be aware of **the deadline of April 5, 2024** for the statewide competition. A sample flyer and entry form will be sent electronically to each city's manager/administrator/recorder and mayor for customization and reproduction in August 2023.

## Ideas for Local Contests

- Identify local prizes to be awarded by the city and paid for by the city for the local winners. Mayors are encouraged to identify local sponsors for additional exposure and prizes.
  - Cash award or gift card
  - Lunch with the mayor and/or shadow the mayor for a day
  - Article in local newspaper, city newsletter and/or city's website
- Increase participation in the contest by promoting it in a variety of ways.
  - City newsletter
  - Local newspapers
  - Visiting local schools
  - Announcing at city council meetings
  - Announcing at local service club meetings (Chamber, Rotary, etc.)
  - Youth organizations such as the scouts and after school programs

## **Statewide Competition Rules & Parameters**

Once your local contest is complete, submit no more than one winner from each category – elementary, middle and high school (three total) – to Angela Speier at OMA by the **deadline of April 5, 2024** to be eligible for the **statewide competition**.

- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they have previously won in. However, they are eligible to receive a prize in a new category.
- One person per entry.
- Local winning submissions **must be received by April 5, 2024** to be considered in the statewide competition.
- Statewide winners are determined by OMA's Student Contest Selection Committee, comprised of mayors from across the state.
- The mayors of students who win in the statewide competition will be notified in May 2024. It is the responsibility of the mayor to notify the winners. The mayors of students who do not win will not be notified.
- First-place statewide winners and their parent(s) will be recognized at an awards luncheon held during the **OMA Summer Conference in Klamath Falls at the Running Y Ranch on July 20, 2024**. Staff will contact parent(s) of statewide winners in June to arrange travel to the conference.
- Prizes for first, second and third-place winners of the statewide competition are dependent on funding available. Prizes in 2023 included \$500.00 for first-place winners, \$300.00 for second-place winners and \$100.00 for third-place winners.
- First-place winners will be recognized by a press release sent to the local media, acknowledgement in the OMA quarterly newsletter and on the OMA website.
- Posters and other statewide contest entry materials become the property of the OMA when submitted.

Local winning submissions may be emailed  
by **April 5, 2024** to Angela Speier | [aspeier@orcities.org](mailto:aspeier@orcities.org)  
OMA, 1201 Court St. NE #200 Salem, OR 97301

**Questions?** Contact Angela Speier at (503) 540-6599 or [aspeier@orcities.org](mailto:aspeier@orcities.org)

# What Services do Oregon Cities Provide?

City services are different in each city to meet the unique needs of the residents of the community. Even though each city in Oregon is different, just as the people who live there are different, services typically provided by cities may include those listed below. Cities do not have jurisdiction over schools or county functions such as the sheriff's department and county jails.

## Many Cities Provide:



### Public Safety

- Police
- Fire
- Ambulance

### Utilities

- Water
- Sewer
- Cable
- Electricity
- Trash collection



### Land Use

- Planning
- Zoning
- Code enforcement

### Transportation

- Streets
- Sidewalks
- Bridges
- Public transit
- Traffic safety



### Livability

- Parks & Rec
- Libraries
- Cultural facilities

### Legal

- Municipal Court
- Ordinances to protect public health and safety



### Economic Development

- Job creation
- Neighborhood development
- Business recruitment & retention

Affordable housing



*“If I Were Mayor...”*  
2023-24 OMA Student  
Contest  
**OFFICIAL ENTRY FORM**

Judging Criteria

(This form must accompany EVERY contest entry)

Judging of the local contest will be conducted by your city officials or other persons appointed by the mayor. A panel of Oregon mayors will judge the statewide entries. In selecting the winners, the judges will consider:

- ✓ *Creativity* – Does the student demonstrate curiosity and originality?
- ✓ *Clarity/Sincerity of Thought* – Is the submission well thought out and organized?
- ✓ *Proper Use of Grammar* – Does the submission contain proper spelling, grammar and punctuation?
- ✓ *Subject Relevancy* – Are the major points relevant to the role of a government leader? Does the student demonstrate an understanding of municipal government and the job of mayor?

*PLEASE PRINT CLEARLY - Fill in EVERY blank – One person per entry*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

School: \_\_\_\_\_ Sponsoring teacher: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Signature of parent/guardian: *(Required for students under age 18):* \_\_\_\_\_

Verification Statement: *I hereby verify that the student whose name appears on this entry form produced the work submitted.*

Signature of teacher or parent/guardian: \_\_\_\_\_

Print name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ City Represented: \_\_\_\_\_

**Submissions must be accompanied by a completed entry form and be received no later than:**

\_\_\_\_\_  
*(LOCAL entry deadline date)*

Send questions and/or electronic submission to:



# SI YO FUERA ALCALDE...

## CONCURSO PARA ESTUDIANTES 2023-24

La Asociación de Alcaldes de Oregon y tu ciudadte invitan a participar en el concurso "SiYo FueraAlcalde...".

Comparte tus ideas creativas sobre lo que harías como alcalde.

¡Los ganadores locales que participen en el concurso estatal tendrán la oportunidad de ganar un regalo valorado en \$500!



## FECHA LÍMITE: \_\_\_\_\_

### REGLAS DEL CONCURSO:

- Todos los trabajos deben ir acompañados de un formulario de inscripción completo. Todos los formularios para estudiantes menores de 18 años deben estar firmados por el padre o tutor del alumno.
- Sólo una entrega por alumno y una estudiante por entrada será aceptado en el estado nivel.
- Los ganadores estatales anteriores pueden participar, pero no son elegibles para recibir un premio en la misma categoría (grado escolar) con la que ganaron anteriormente. Son elegibles para recibir un premio en una nueva categoría.
- Las presentaciones a nivel estatal pasan a ser propiedad de la Asociación de Alcaldes de Oregon (OMA).
- OMA se reserva el derecho de publicar los trabajos a nivel estatal con los nombres y fotografías de cada alumno.
- Los empleados y dependientes de la Liga de Ciudades de Oregon (LOC) no son elegibles para participar.

Los ganadores del primer lugar en todo el estado recibirán sus premios durante la Conferencia de Verano de la OMA, que se celebrará del 18 al 20 de julio en Klamath Falls.

### PPÓSTERES Tomar una foto del póster, guardar como archivo PNG, JPG, o PDF



- El concurso de pósteres está abierto a los estudiantes matriculados en los grados 4º y 5º o que reciban instrucción en el hogar en esos mismos grados del año escolar 2023-24.
- Se alienta a los estudiantes a ser creativos y utilizar cualquier material de arte (por ejemplo, pinturas para pósteres, rotuladores, lápices de colores, pasteles, crayones, arte tridimensional, etc.).

### ENSAYOS Formatos permitidos: Word, PDF, PowerPoint



- El concurso de ensayos está abierto a estudiantes inscritos en los grados 6º a 8º, o que reciban instrucción en el hogar en esos mismos grados del año escolar 2022-23.
- Los ensayos deben tener entre 500 y 1,000 palabras de extensión y estar mecanografiados.

### PRESENTACIONES POR MEDIOS DIGITALES Formatos permitidos: MP4, o formato de ensay en línea



- El concurso de presentaciones por medios digitales está abierto a los estudiantes inscritos en los grados 9º a 12º, o que reciban instrucción en el hogar en esos mismos grados del año escolar 2022-23.
- Las presentaciones deben tener de uno a tres minutos de duración.

Para más información sobre el concurso estatal contacte Angela Speier: [aspeier@orcities.org](mailto:aspeier@orcities.org)

Para obtener más información sobre el concurso local: \_\_\_\_\_



# INFORMACION DEL CONCURSO

## Así es como funciona. . .

Primero, cada alcalde promueve un **concurso local** con el mismo nombre para seleccionar un ganador local en cada una de las tres categorías:

- **Escuela primaria** (grados 4 -5) – Póster (La foto del póster puede ser archivos PNG, JPEG, o PDF)
- **Escuela intermedia** (grados 6 – 8) – Ensayo (Word, PDF, PowerPoint or formato de ensayo en línea)
- **Escuela secundaria** (grados 9 – 12) – Presentación de medios digitales (MP4 or formato de ensayo en línea)

Se pueden ver ejemplos de trabajos ganadores de años anteriores para cada categoría en [www.oregonmayors.org](http://www.oregonmayors.org). Las instrucciones adicionales para cada una de las categorías también están disponibles en el sitio web.

Cada alcalde puede diseñar el concurso local como lo decida, pero tenga en cuenta la **fecha límite hasta el 5 de Abril de 2024** para el concurso estatal. Un folleto de muestra y un formulario de inscripción se enviarán electrónicamente al administrador / registrador de cada ciudad y al alcalde para su personalización y reproducción en Agosto del 2023.

## Ideas Para Concursos Locales

- Identificar los premios locales que la ciudad entregará y pagará la ciudad para los ganadores locales. Se anima a los alcaldes a identificar patrocinadores locales para exposición adicional y premios.
  - Premio en efectivo o tarjeta de regalo
  - Almuerzo con la alcaldesa/alcalde y / o sombra de la alcaldesa/alcalde por un día
  - Artículo en periódico local, boletín de la ciudad y / o sitio web de la ciudad
- Incrementar la participación en el concurso promocionándolo de diversas formas.
  - Boletín de la Ciudad
  - Periódicos Locales
  - Visitar escuelas Locales
  - Anunciando en las Reuniones del Condejo Municipal
  - Anunciando en las reuniones del club de servicio local (Cámara, Rotary, etc.)
  - Organizaciones juveniles como los exploradores y programas extracurriculares

## **Reglas y Parámetros de la Competencia Estatal**

Una vez que se complete su concurso local, no envíe más de un ganador de cada categoría: primaria, secundaria y preparatoria (tres en total) – a Angela Speier en OMA antes de la **fecha límite del 5 de Abril de 2024** para ser elegible para la **competencia estatal**.

- Los ganadores anteriores de todo el estado pueden participar, pero no son elegibles para recibir un premio en la misma categoría en la que ganaron anteriormente. Sin embargo, son elegibles para recibir un premio en una nueva categoría.
- Una persona por entrada. Una entrada por persona.
- Las presentaciones ganadoras locales deben recibirse antes del 5 de Abril de 2024 para ser consideradas en la competencia estatal.
- Los ganadores estatales son determinados por el Comité de Selección del Concurso de Estudiantes de OMA, compuesto por alcaldes de todo el estado.
- Los Alcaldes de los estudiantes que ganen en la competencia estatal serán notificados a mediados de mayo de 2024. Es responsabilidad del alcalde notificar a los ganadores. Los alcaldes de los estudiantes que no ganen no serán notificados.
- Los ganadores del primer lugar en todo el estado y sus padres serán reconocidos en un almuerzo de premios que se llevará a cabo durante la Conferencia de Verano de OMA en **Klamath Falls Running Y Ranch el 20 de julio de 2024**. El personal se comunicará con los padres de los ganadores estatales en Junio para organizar el viaje a la conferencia.
- Los premios para los ganadores del primer, segundo y tercer lugar de la competencia estatal dependen de los fondos disponibles. Los premios en 2022 incluyeron \$500 para los ganadores del primer lugar, \$300 para los ganadores del Segundo lugar y \$100 para los ganadores del tercer lugar.
- Los ganadores del primer lugar serán reconocidos mediante un comunicado de prensa enviado a los medios locales, reconocimiento en el boletín trimestral de OMA y en el sitio web de OMA.
- Los carteles y otros materiales de participación en el concurso estatal se convierten en propiedad de la OMA cuando se envían.

Las presentaciones ganadoras locales pueden enviarse por correo electrónico antes del **5 de Abril de 2024 a Angela Speier** | [aspeier@orcities.org](mailto:aspeier@orcities.org)  
OMA, 1201 Court St. NE #200 Salem, OR 97301

**Questions?** Contact Angela Speier at (503) 540-6599 or [aspeier@orcities.org](mailto:aspeier@orcities.org)

# ¿Qué servicios brindan las ciudades de Oregón?

Los servicios de la ciudad son diferentes en cada ciudad para satisfacer las necesidades únicas de los residents de la comunidad. Aunque cada ciudad de Oregón es diferente, así como las personas que viven allí son diferentes, los servicios que generalmente brindan las ciudades pueden incluir los que se enumeran a continuación. Las ciudades no tienen jurisdicción sobre las escuelas o las funciones del condado, como el departamento del alguacil y las cárceles de condado.

## Muchas Ciudades Proporcionan . . .

### Serguridad Pública



- Policía
- Fuego
- Ambulancia

### Utilidades

- Agua
- Alcantarilla
- Cable
- Electrica
- La Recoleccion de Basura



### Uso del Suelo



- Planificación
- Zonificación
- Cumplimiento del Código

### Transporte

- Calles
- Aceras
- puentes
- Tránsito Público
- Seguridad de Trafico



### Habitabilidad



- Parques & Recreación
- Bibliotecas
- Instalaciones Cultural

### Legal

- Ordenanzas que protegen la salud publica, la serguridad y el bienestar de la comunidad
- La Corte Municipal



### Desarrollo Economico

- Creación de Empleo
- Desarrollo de Vecindarion
- Reclutamiento y retencion de Empresas
- Vivienda Asequible



“Si Yo Fuera Alcalde, Podría...”

# Concurso para Estudiantes 2023-24 de la OMA

## FORMULARIO DE INSCRIPCIÓN OFICIAL

(Este formulario debe acompañar a TODAS las participaciones del concurso)

### Criterio de Selección

La selección del concurso local será llevada a cabo por funcionarios locales u otras personas designadas por el alcalde. Un panel de alcaldes de Oregon seleccionará las participaciones estatales. Al elegir a los ganadores, los jueces considerarán:

- ✓ *Creatividad* – ¿El alumno demuestra curiosidad y originalidad?
- ✓ *Claridad de las Ideas / Sinceridad* – ¿La presentación está bien pensada y organizada?
- ✓ *Uso apropiado de la gramática* – ¿La presentación tiene ortografía, gramática y puntuación correctas?
- ✓ *Relevancia del tema* – ¿Son los puntos principales relevantes para el papel de un líder del gobierno?  
¿Demuestra el alumno que comprende el gobierno municipal y el trabajo de alcalde?

*POR FAVOR ESCRIBA CLARAMENTE – Rellene TODOS los espacios en blanco – Una entrada por persona*

Nombre del estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad/Estado/Código postal: \_\_\_\_\_

Escuela: \_\_\_\_\_ Maestro patrocinador: \_\_\_\_\_

Nombre del padre/tutor: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_ teléfono : \_\_\_\_\_

Firma del padre/tutor: *(Requerido para estudiantes menores de 18 años):* \_\_\_\_\_

*Declaración de verificación: por la presente verifico que el estudiante cuyo nombre aparece en este formulario de inscripción elaboró el trabajo presentado.*

Firma del maestro o padre / tutor: \_\_\_\_\_

Nombre: \_\_\_\_\_ Relación: \_\_\_\_\_

Apellido del estudiante: \_\_\_\_\_ Ciudad representada: \_\_\_\_\_

Los trabajos deben ir acompañados de un formulario de inscripción completo y ser recibidos a más tardar el VIERNES

**fecha límite de entrada**

Preguntas o envío de trabajos por correo electrónico a:



## North Santiam School District

### 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

*Access to the agenda and meeting materials can be located on the District website at [www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us) > School Board > Agendas/Meeting Minutes*

**Thursday, August 17, 2023 Regular Session**

**NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 6:00 PM**

### **MINUTES - DRAFT**

#### **1. CALL REGULAR SESSION TO ORDER**

The Board Chair called the meeting to order at 6:02 pm with all members present except Alisha Oliver who was absent with notice. He then led everyone in the pledge of allegiance.

#### **2. AGENDA APPROVAL**

Changes to the agenda after posting on August 11, 2023 were acknowledged:

##### **Added Attachments-**

\*7.0- ISST Board Report August 2023

\*10.1- 6.15.23 Regular Session and Budget Hearing Meeting Minutes

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

*Motion that the Board approve the agenda as modified.*

**Motion Made By: Laura Wipper**

**Vote: 6-0, motion passed**

### 3. STUDENT BUSINESS

This agenda item is for monthly reports from the NSSD Student Reps. to the Board and for other requests/reports from students. This month the 2023-24 student reps, Benjamin Perez and Lucas Joyce, took their oaths of office. In addition, Benjamin gave a brief update on upcoming events that have already been scheduled by the ASB club. These included the following homecoming activities:  
Dance- Oct 14  
Bonfire (sponsored by Stayton Boosters)- Oct 13  
Parade- Oct 12

### 4. BOARD OPERATING PROTOCOL

The board reaffirmed their commitment to the Board Operating Protocol by reading it aloud. The document can be viewed under this agenda item at the link below.

→ [Board Protocol 2023-24](#)

### 5. SUPERINTENDENT'S REPORT: Lee W. Loving

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

- Brittney Spencer was introduced publicly as the District's new Director of Special Programs
- Registration is constantly changing so enrollment numbers will be available in September
- Most interior signage at Stayton High had only been displayed in English and Braille. The District is currently in the process of adding verbiage in Spanish to these displays.
- Timeline for the plan to implement the non-discrimination policy is on track. He noted the non-discrimination signage installation is almost complete and the creation of a state-mandated Equity Advisory Committee has commenced.
- Senate Bill 819 was recently passed that states students on IEPs and 504s must have the same number of instructional minutes as the majority of the students in their same district grade level. This has resulted in the need to slightly adjust start and end times at Stayton Elementary, Stayton Inter/Middle, Locust Street Academy (Options Academy) and Sublimity. The changes are as follows:  
Stayton Elem: 8:05am - 2:30pm > 8:00-2:30  
Stayton Inter/Middle: 8:00am - 2:55pm > 8:00am - 2:45pm  
Sublimity Middle: 8:00am - 2:40pm > 8:00am - 2:45pm  
Locust Street Academy: 9:00am -3:00pm > 8:00am - 3:00pm
- Stayton HS has been working on at least one additional alternative to the required High School Success course for 9th graders. For some students, this requirement could prevent them from taking accelerated and/or college-level courses or to graduate early. This course is required by NSSD standards but previously students may have been able to receive credit for this course by taking ASB (student government), Freshman Focus or AVID electives. In recognition that these options may not meet the needs of all students, SHS is now offering an asynchronous, online class that accelerated students may request that will fill this requirement. This frees up a class period during the day for them to take a course that is applicable to their college/career path.
- [Senate Bill 3](#) will require those high school graduates receiving a diploma after January 1, 2027 to have earned .5 credits each in "higher education/career path skills" and "personal financial education". He shared the definitions of these requirements (see link for details) and noted that SHS administrators and teachers will ensure they are embedded into current or new courses. He also noted the bill changes some of the requirements for modified diplomas but the District is waiting for more clarification.
- 2023 NSSD custodial staff have been very busy with summer projects. These include, but are not limited to:

- SES - Westside fence replacement, playground rubber mulch, SE wing roof fix, two classroom carpet replacements, parking lot repaint, repainted playground game areas, renewed walking path, and gym floor burnished.
- ML - Deep cleaning, parking lot repaint, roof repair, carpet replacement, upgraded playground lighting, new power access in library, portable stair entrance replacement & gym floor burnished.
- Sublimity - Deep cleaning and gym floor burnished.
- SIMS - Deep cleaning, MS gym floor burnished, new MS entrance walkway, installed 25 ft. backstop behind MS soccer goals, two classroom carpet replacements, hallway paint refreshed, repair of boiler (instead of replacing).
- SHS - Deep cleaning, two classroom floors resurfaced, main gym floor waxed (will get burnished next year as contractor was overbooked this summer).
- NSSD participated in a federal grant program that placed air purifiers in every office and classroom for free. The grant also provided for enough filters to last for 5 years.
- Onboarding for the new student information system (Synergy) has started and will ramp up during the upcoming week with teachers being trained. He acknowledged the work of Nicole Duncan (Director of Teaching & Learning) on this very involved project.
- The District and Classified Union negotiating teams have reached a tentative agreement on a new collective bargaining agreement. He acknowledged the work of NSSD staff, specifically Sella Bemrose, Danielle Blackwell, John Barnes, Wendy Moore and Rhonda Allen, and Board Member Mike Wagner for their work on the negotiation teams. Union members will be asked to approve the contract on August 28, 2023 and the Board will be asked to ratify the agreement shortly after (potentially in a Special Session).
- Superintendent Entry Plan Review in which he noted that the only items he was not able to accomplish or get started were meetings with Senators Wyden and Merkley. Things that are still a work in progress included outlining a plan for reviewing/updating the District's Mission/Vision/Guiding Principle and Continuous Improvement Plan.

**6. [BUSINESS DIRECTOR'S REPORT: Rhonda Allen](#)**

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. Since the year had just begun, she did not present the typical financial report and instead gave a brief legislative update that had been provided to her by COSA. She also noted that the Business Office is closing out the 2022-23 school and it will be finalized on Monday, August 21, 2023.

**7. [TEACHING & LEARNING REPORT: Nicole Duncan](#)**

This standing agenda item is for the Board to receive regular reports regarding the Student Success Act, Curriculum & Instruction, Professional Development, Grants and other topics relating to teaching & learning. The report can be viewed under this agenda item via the link below. She acknowledged her staff and Delana Carter specifically for all the hard work and many hours they've spent processing all the new curriculum that has arrived during the summer. In addition, she noted the District just hired a Teaching & Learning Coordinator.

→ [ISST Board Report August 2023](#)

**8. [STAYTON CITY COUNCIL LIAISON REPORT: David Patty](#)**

Mr. Patty was asked to prepare information regarding the city's response to House Bill 3115. It requires cities to audit their codes and determine whether there were rules and regulations that would regulate the act of "sitting, lying, sleeping, or keeping warm and dry outdoors on public property that is open to the public". He shared the information sheet that has been prepared by the city. He

reiterated that camping is prohibited in all City parks, in and on all City Facilities, and in all City right of way (developed or not) which includes the areas surrounding Stayton Middle School. The flier can be viewed under this agenda item at the link below.

→ [Homeless Task Force Flier-Info Sheet](#)

## 9. PUBLIC COMMENT

Evelyn Robertson, Sublimity: thanked the District for offering an alternative for students to earn credit for the High School Success course.

## 10. 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.*

### 1. Approval of Meeting Minutes

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

[Attachments](#)

→ 06.15.23 Budget Hearing Minutes-DRAFT

→ 06.15.23 minutes-DRAFT

→ 07.20.23 minutes-DRAFT

### 2. Approval of New Hires

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Changes in licensed staff since the last board meeting are indicated below and on the attachment. Only new hires require board approval.

#### New Hires (Board Action Required)

Nicole Medley - SIS/4th

Corrie Boock - SHS/Dean of Students/AVID

Daryl O'Neill - SHS/Social Studies

Mary Kate Stahl - SHS/HS Success & Social Studies

Madisyn Pruett - SMS/Math

#### Resignations

Ryan Sheldon - SHS/Social Studies

Julia Kuenzi - SHS/Language Arts

Erica Vanderlinden - Behavior/Autism Specialist

#### Transfers

Renee Gilbreth - SIS to ML/4th

Jessica Roth - SMS to SMS Dean of Student Success

August 2023 Licensed Report

### 3. Action on Consent Agenda

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

*Motion that the Board approve the Consent Agenda as presented.*

**Motion Made By: Coral Ford**

**Vote: 6-0, motion passed**

## 11. POLICY UPDATES/FIRST READINGS

These policy edits were recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading and will be brought back in the following month for a second reading and possible adoption. The Administrative Regulations (AR) are detailed directions governing the operation of schools and do not require board approval.

Supt Loving and Director of HR Danielle Blackwell gave brief introductions of the policies listed below.

Board Approval Required for next month

**GCBDF/GDBDF - Paid Family Medical Leave Insurance (NEW)**

**IIA- Instructional Resources/Instructional Materials**

Board Information Only

**IIA-AR - Instructional Materials Selection (NEW)**

**AC-AR-2 - Racial Harassment (NEW)**

Attachments

GCBDF\_GDBDF-Paid Family Medical Leave Insurance 8.17.23

IIA-Instructional Resources-Materials-8.17.23

IIA- AR - DRAFT 8.17.23

AC AR-2 -Racial Harassment 8.17.23

**12. BOARD/DISTRICT GOALS: Erin Cramer**

The Board discussed the possibility of meeting as a whole group versus utilizing a sub-committee to review the board and district goals and potentially create a strategic plan for the District. They agreed they would prefer to work together.

They also discussed the option of having board member Laura Wipper facilitate the process as opposed to hiring a 3rd party entity to direct the process. The Board asked her to prepare a proposal that could be compared to other vendor proposals.

**13. 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. Supt. Loving noted he has selected dates for this year's Soup with the Supt .events and also noted he will be meeting with the CE Committee prior to the Sept. meeting. He shared the committee would be reviewing the recent communication audit report at their upcoming meeting.

**14. 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 the meeting. Highlights included:

- Gratitude for the work Supt. Loving and the SHS admin. have done to provide an additional alternative for students to receive credit (for the High School Success course)
- Appreciation for the student who spoke during the public comment portion
- Reflection for how far the negotiation process has come in recent years. There have been contentious meetings in the past and due to the hard work and commitment by both negotiations teams, they have become more collaborative. It was also noted that there should be some effort to document the process for future board members who will eventually serve as the Board's representative on the negotiations team.

**15. BOARD 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.**

- Mark Henderson shared that Avelo Airlines will now be providing commercial flights out of and into Salem to Las Vegas and Las Angeles.
- Board Greeter for Next Month: Alisha Oliver
- Board Buddy Update (Selections for '23-'24):  
 Laura: SIMS  
 Coral: SHS  
 Erin: SIMS  
 Mackenzie: SHS/SUB  
 Mike: ML  
 Alisha: SES  
 Mark: SUB

**16. INFORMATION ONLY- attachments can be viewed under the applicable agenda numbers**

**1. 2021-22 OR English Language Learner Report**

As required by ORS 327.016, the Board received a copy of the 2021-22 Oregon English Learners Report.

[Oregon English Learners Report 2021-22 Final](#)

**2. Student Enrollment:**

Enrollment numbers were still fluid as of the meeting date and therefore not included.

**3. Future Agenda Items:**

A list of possible future agenda items was attached as part of the board packet.

[Agenda Items Annual Calendar rev 8.23](#)

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

A list of upcoming events was included.

The Board discussed their availability for two possible Special Sessions. The first was to discuss the next steps on revising NSSD’s mission, vision and guiding principles. It was tentatively scheduled for Sept. 6, 2023 at 6:30 pm. They also tentatively scheduled a Zoom meeting to ratify the new Classified Union contract on August 29, 2023 at 1:00 pm in the event union members approved it on August 28th.

**17. ADJOURN**

The Board Chair adjourned the meeting at 8:23 pm.

*EQUAL OPPORTUNITY EMPLOYER*



North Santiam  
School District

Code: **GCBDF/GDBDF**  
Adopted:

**Paid Family Medical Leave Insurance \***

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department.<sup>1</sup> The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>2</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>3</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

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**Legal Reference(s):**

<sup>1</sup>Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

<sup>2</sup>For poster requirements, see OAR 471-070-2330.

<sup>3</sup>By hand delivery, regular mail, or through an electronic delivery method.

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

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## Summary

House Bill 3041 revised the statutory definition of sexual orientation (removed gender identity) and created a new definition for gender identity.

## Collective Bargaining Impact

None

## Local District Responsibility

Review the board's policy manual for the policies listed herein and if present, revise and readopt.

# North Santiam School District

Code: IIA  
Adopted: 10/19/17

## Instructional Resources/Instructional Materials

The Board believes that proper care and judgment should be exercised in selecting basic instructional materials. While the Board retains the authority to approve district instructional materials adoptions, it authorizes the superintendent to develop and implement administrative regulations~~procedures~~ governing how selections are determined. Such procedures will provide for administrator, staff, parent, student and community involvement and employ suitable selection criteria to ensure that the recommended instructional materials will meet the needs of the program, students, teachers and community.

The district will review instructional materials in accordance with the State Board of Education adoption cycle. Each instructional program and basic instructional materials will be reviewed on a seven-year cycle and recommendations for appropriate instructional materials will be made.

Recommended instructional resources and materials will be free of racial, color, national origin, religious, disability, age, marital status, gender identity, ~~sexual bias or~~ sexual orientation or sexual bias. The instructional materials will; contain appropriate readability levels; support the district's adopted curriculum content; provide ease of teacher use; be attractive and durable and be purchased at a reasonable cost.

The district will establish a process and timeline for regularly determining and considering whether the textbooks and other instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge.

All basic instructional materials recommended for adoption need to be approved for use by the Board. Prior to Board approval, parents and interested district patrons will have the opportunity to review the recommended instructional materials and be encouraged to provide opinions about them and their use in the classrooms.

All supplementary materials and library media resources will be selected cooperatively by teachers, principals, and librarians. Recommended supplementary materials and library media resources will also be free of racial, color, national origin, religious, disability, age, marital status, gender identity, sexual orientation or sexual bias. The instructional materials will; contain appropriate readability levels; support the district’s adopted curriculum content; provide for ease of teacher use; be attractive and durable and be purchased at a reasonable cost.

To be in compliance with the requirements of federal law, the Board directs the superintendent to distribute curriculum materials and instructional supplies to district schools in such a manner that ensures all schools receive equivalent materials.

END OF POLICY

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**Legal Reference(s):**

[ORS 336.035](#)

[ORS 336.840](#)

[ORS 337.120](#)

[ORS 337.141](#)

[ORS 337.150](#)

[ORS 337.260](#)

[ORS 337.511](#)

[ORS 339.155](#)

[OAR 581-011-0050 - 0117](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-022-2310](#)

[OAR 581-022-2340](#)

[OAR 581-022-2350](#)

[OAR 581-022-2355](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).

House Bill 3041 (2021).

**Cross Reference(s):**

INB - Studying Controversial Issues

KH - Public Gifts/Donations to the District

KL - Public Complaints

## Summary

A triennial assessment, required by one of the components of the federal National School Lunch Program and delayed by COVID, of the district's local wellness plan (aka policy) has become due for the first time. In anticipation, the Oregon Department of Education (ODE), Oregon School Boards Association and other stakeholders (OEA Choice Trust) began discussing how to help members realize more effective local wellness planning and implementation in their districts. One of the supports was to revamp the model local wellness policy and bring elements of the accompanying model administrative regulation into the policy.

The result is a revised policy and a recommendation to rescind the administrative regulation if it is present in the district's board policy manual.

## Local District Responsibility

Review the policy recommendations attached, along with reviewing the requirements for a triennial assessment available from ODE, and consider what changes need to be made to policy

## Reviewed By NSSD Staff:

Director of Nutrition Services  
Director of Human Resources

## Policy(ies) and ARs Impacted by these Revisions

EFA – Local Wellness, Required  
EFA-AR - Local Wellness Program, Recommend Delete

**\*\*Beginning Sept. 2023, policies and administrative regulations with significant text removals and additions will include a post-edited version ahead of the copy with highlighted and strikethrough text. This is intended to allow readers to more easily review suggested changes as a finished product**

## North Santiam School District

**Code: EFA**

Adopted: 8/17/17

Revised:

### Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

## **IMPLEMENTATION**

The district shall manage and coordinate the implementation of this local wellness policy. Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity physical education and other school-based activities that promote student wellness.

The Board designates the superintendent to be responsible for ensuring each school meets the goals outlined and complies with this policy.

## **Record Keeping**

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

## **Notification of Policy**

The district will post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy. The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how

the public can get involved with the local wellness policy. This information will be published on the district's website.

### **Triennial Progress Assessments**

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

### **Community Involvement, Outreach and Communications**

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities on the district's website. The district will ensure that communications are culturally and linguistically appropriate to the community.

### **NUTRITION PROMOTION AND NUTRITION EDUCATION**

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers will receive curriculum-specific training;

5. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their students to school;
6. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
3. Nutrition promotion materials are sent home with students, and published on the district website;

### **School Meals**

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit & Vegetable Program (FFVP), Summer Food Service Program (SFSP), Supper programs or others. The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, or Grab 'n' Go Breakfast.

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

### **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or

exceed Smart Snacks Standards<sup>1</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts.

### **Celebrations and Rewards/Incentives**

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

### **Fund Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fundraisers on the school campus during the school day. Such requests to conduct a fundraiser will be submitted to the principal for approval before starting.

### **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA. The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.

### **PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
3. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;

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<sup>1</sup> Oregon Department of Education,

4. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 8 shall participate for a least 150 minutes during each school week;
5. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
6. Physical activity during the school day will not be used as a punishment or a reward;

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

### **Employee Wellness**

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school’s overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district’s Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will collaborate with community partners to identify programs, services and/or resources to complement and enrich employee wellness endeavors.

END OF POLICY

**Legal Reference(s):**

- [ORS 327.531](#)
- [ORS 327.537](#)
- [ORS 329.496](#)
- [ORS 332.107](#)
- [ORS 336.423](#)

- [OAR 581-051-0100](#)
- [OAR 581-051-0305](#)
- [OAR 581-051-0306](#)
- [OAR 581-051-0310](#)
- [OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).  
 National School Lunch Program, 7 C.F.R. Part 210 (2022).  
 School Breakfast Program, 7 C.F.R. Part 220 (2022).

**Cross Reference(s):**  
 EFAA - District Nutrition and Food Services

*The text that follows reflects the additions (gray highlights) and deletions (blue strikethrough) to the same policy shown above, as recommended by OSBA and reviewed/accepted by NSSD staff.*

## North Santiam School District

Code: EFA  
Adopted: 8/17/17

### Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

~~The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professionals will be encouraged in the development of wellness policy. The superintendent or designee will develop guidelines as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.~~

### ~~WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT~~

#### ~~Implementation Plan~~

The district shall ~~develop and maintain a plan to~~ manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

#### ~~Delineating~~

~~The plan will:~~

1. ~~Delineate~~ roles, responsibilities, actions and timelines specific to each school;
2. ~~Generating and disseminating~~ ~~Include~~ information about who will be responsible to make what change, by how much, where and when;
3. ~~Establishing~~ ~~Include specific goals and objectives for nutrition~~ standards for all foods and beverages provided (but not sold) to students during the school day ~~available~~ on participating school campuses;

4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating ~~the school~~ campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit ~~campus, and in food and beverage~~ marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing ~~include~~ specific goals ~~and objectives~~ for nutrition promotion and education, physical activity physical education and other school-based activities that promote student wellness.

The ~~In an effort to measure the implementation of this policy, the~~ Board designates the superintendent to ~~or designee as the person who will~~ be responsible for ensuring each school meets the goals outlined and complies with ~~in~~ this policy.

### **Record Keeping**

The district will retain the following records to document compliance with the local wellness policy requirements ~~of the wellness policy~~ at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate ~~demonstrating that~~ the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates ~~is involved~~ in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's ~~The~~ most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate ~~demonstrating~~ the most recent assessment on the implementation of the local wellness policy has been made available to the public.

### **Annual Notification of Policy**

The district will post the policy and any updates to the policy on the district website annually. Included will be, if ~~make~~ available, ~~to~~ the most recent ~~public annually, an~~ assessment of the implementation, ~~including the extent to which the schools are in compliance with policy, how the policy compares to model policy~~ and a description of the progress being made in attaining the goals of the policy. The district will ~~make this information available through the district website and/or districtwide communications. The district will also~~ publicize the name and contact information of the district or school official(s) leading and coordinating the policy and, ~~as well as~~ information on how the public can get involved with the local wellness policy. This information will be published on the district's website.

### **Triennial Progress Assessments**

At least once every three years, the district will evaluate ~~compliance with the local wellness policy, to assess~~ the implementation of this ~~the~~ policy and its progress with ~~produce~~ a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will publish ~~actively notify households/families of the availability of~~ the triennial progress report on the district website when available. ~~.~~

### **Revisions and Updating the Policy**

The district will update or modify the ~~local wellness~~ policy based on ~~the~~ results of the triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. ~~The local wellness policy will be assessed and updated as indicated at least every three years following the triennial~~ assessment.

### **Community Involvement, Outreach and Communications**

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy, ~~through a variety of means appropriate for the district.~~ The district will communicate information about opportunities on the district's website. The district will ~~also~~ ensure that communications are culturally and linguistically appropriate to the community. ~~, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.~~

### **NUTRITION PROMOTION AND NUTRITION EDUCATION**

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and, by creating food environments that support ~~encourage~~ healthy nutrition choices ~~and by encouraging participation in school meal programs.~~ ~~Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.~~

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;

2. Nutrition education is provided throughout the student’s school years as part of the district’s age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers will receive curriculum-specific training;
5. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their students to school;
6. Materials on how to assess one’s personal eating habits, set goals for improvement and achieve those goals.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
1. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
2. Nutrition promotion materials are sent home with students, and published on the district website;

## School Meals

### Schools

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), programs, administered through the Oregon Department of Education (ODE) which may include ), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit & Vegetable Program (FFVP), Summer Food Service Program (SFSP), Supper programs or others. The district also operates additional-

### Staff Qualifications and Professional Development

All school nutrition-related programs program directors, managers and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, or Grab ‘n’ Go Breakfast.

The district’s available meal program(s) staff will operate to meet meal pattern or exceed hiring and annual continuing education/training requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District ~~in the USDA Professional Standards for Child Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs~~ ~~Professionals~~.

## **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

## **Competitive Foods and Beverages**

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed ~~the nutrition standards set by the USDA and the Oregon~~ Smart Snacks Standards<sup>2</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, ~~and~~ snack or food carts.

## **Celebrations and Rewards/Incentives**

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. ~~, rewards and incentives.~~

## **Fund Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fundraisers on the school campus during the school day. ~~Such requests to conduct a fundraiser will be submitted to the principal for approval before starting.~~

## **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards ~~for competitive foods~~ set by the USDA ~~and the Oregon Smart Snacks Standards~~.

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.

~~“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.~~

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<sup>2</sup> Oregon Department of Education, ~~Oregon Smart Snacks Standards~~

## PHYSICAL ACTIVITY

~~AND Physical EDUCATION activity should be included in the school's daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.~~

~~A~~

~~The Board realizes that a~~ quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ~~the~~ ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
3. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
4. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 8 shall participate for a least 150 minutes during each school week;
5. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
6. Physical activity during the school day will not be used as a punishment or a reward;

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

## Employee Wellness

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and

helps foster their academic success. The district’s Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will collaborate with community partners to identify programs, services and/or resources to complement and enrich employee wellness endeavors.

**Other Activities that Promote Student Wellness Program may include**

~~The district will integrate wellness activities throughout the following: entire school environment (districtwide), not just in the cafeterias, other food and beverage venues and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complimentary, not duplicated and work toward the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.~~

END OF POLICY

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**Legal Reference(s):**

[ORS 327.531](#)

[ORS 336.423](#)

[OAR 581-051-0306](#)

[ORS 327.537](#)

[OAR 581-051-0310](#)

[ORS 329.496](#)

[OAR 581-051-0100](#)

[OAR 581-051-0400](#)

[ORS 332.107](#)

[OAR 581-051-0305](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

**Cross Reference(s):**

EFAA - District Nutrition and Food Services

Senate Bill 1522 modified the use of the term general education development or GED to be referred to as “high school equivalency program” which was further defined to mean: a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

In addition, OAR 581-022-2308(2) requires school districts to adopt a policy with conditions of membership when entering into an agreement with a voluntary organization for interscholastic activities such as the OSAA (Oregon School Activities Association

### **Local District Responsibility**

Policy IGDJ is now designated as required and recommended language for the required portion of the policy is included. The district should review suggested revisions and readopt.

### **Policy(ies) and ARs Impacted by these Revisions**

IGDJ – Interscholastic Activities\*\*, Required

**\*\*Beginning Sept. 2023, policies and administrative regulations with significant text removals and additions will include a post-edited version ahead of the copy with highlighted and strikethrough text. This is intended to allow readers to more easily review suggested changes as a finished product\*\***

## **North Santiam School District**

Code: IGDJ  
Adopted: 10/19/17  
Revised/Readopted: 5/16/19

### **Interscholastic Activities**

The Board recognizes the integral role interscholastic activities<sup>1</sup> play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, advisors, student participants, and others associated with the district’s high school activities programs and events shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and any associated voluntary organization<sup>2</sup>. Each will be held accountable for their actions.

The district and its schools may only be members of and pay fees, if any, to a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities if the organization:

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<sup>1</sup> Interscholastic activities includes: for students any grade from kindergarten through grade 12, athletics, music, speech and other similar or related activities; for students in any grade from kindergarten through grade eight, activities that are offered only before or after regular school hours and that may, but are not required to, involve interaction among other schools.

<sup>2</sup> Includes a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.

1. Implements and adheres to equity focused policies that:
  - a. Address the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule that occurs at an interscholastic activity, including by spectators of the interscholastic activity;
  - b. Prohibit discrimination;
  - c. Permit a student to wear religious clothing in accordance with the student’s sincerely held religious belief and consistent with any safety and health requirements; and
  - d. Balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis.
2. Maintains a transparent complaint process that:
  - a. Has a reporting system to allow participants of interscholastic activities or members of the public to make complaints about student, coach, or spectator behavior;
  - b. Responds to a complaint made within 48 hours of the complaint being received; and
  - c. Resolves a complaint within 30 days of the complaint being received unless the organization determines that there is good cause to extend the timeline for resolving the complaint.
3. Develops and implements a system of sanctions against schools, students, coaches, and spectators if a complaint is verified; and
4. Performs an annual survey of students and their parents to understand and respond to potential violations of equity focused policies or other discrimination.

The district shall allow homeschooled students that reside in the district, students eligible to attend school and enrolled in a high school equivalency program<sup>3</sup> that reside in the district, and students attending a public charter school that does not provide interscholastic activities that reside in the district, the opportunity to participate in available interscholastic activities when the requirements found in Oregon law are met.

Interscholastic activities when provided by the district will comply with Title IX and other nondiscrimination laws. District employees, students, parents, alumni, and activity volunteers are prohibited from inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, activities director, advisors and coaches are each responsible for ensuring student participants meet all district eligibility requirements of participation and those of the associated voluntary organization. The principal is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have all required certifications prior to assuming their duties. The principal or designee shall ensure that a program is in place to effectively evaluate the performance of all coaches and activity advisors under their supervision.

Volunteers may be approved to assist with district activities with prior principal or designee approval only.

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<sup>3</sup> “High school equivalency program” means a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

The principal or designee shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board policies, administrative regulations, and/or the rules and regulations of the associated voluntary organization. They shall notify the superintendent of conduct that violates the terms of this policy and report to the associated voluntary organization if required.

An employee determined to have violated Board policies and/or rules and regulations of the associated voluntary organization may be subject to discipline, up to and including, dismissal. A student in violation of Board policies and/or the rules and regulations of the associated voluntary organization will be subject to discipline, up to and including, dismissal from an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of Board policies and/or the rules and regulations of the associated voluntary organization shall be subject to discipline, up to and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district.

Employees, volunteers, or students in violation of such policies, rules and/or regulations may be required to remunerate the district in the event fines are assessed as a result of their actions.

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated.

The district will annually review interscholastic activities and participation to determine whether the current offerings reflect the students the district serves.

END OF POLICY

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**Legal Reference(s):**

[ORS 326.051](#)

[ORS 332.075\(1\)\(e\)](#)

[ORS 332.107](#)

[ORS 339.450 - 339.460](#)

[OAR 581-015-2255](#)

[OAR 581-021-0045 – 0049](#)

[OAR 581-022-2308\(2\)](#)

[OAR 581-026-0005](#)

[OAR 581-026-0700](#)

[OAR 581-026-0705](#)

[OAR 581-026-0710](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2022).

Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

Senate Bill 1522 (2022). **Cross Reference(s):**

JHCA/JHCB - Immunization, Physical Examinations, Vision Screening/Eye Examinations and Dental Screenings

*The text that follows reflects the additions (gray highlights) and deletions (blue strikethrough) to the same policy shown above, as recommended by OSBA and reviewed/accepted by NSSD staff.*

Code: IGDJ  
Adopted: 10/19/17  
Revised/Readopted: 5/16/19

## Interscholastic Activities

The Board recognizes the integral role interscholastic activities<sup>4</sup> play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, advisors, student participants, and others associated with the district's high school activities programs and events shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and any associated voluntary organization<sup>5</sup>. ~~the Oregon School Activities Association (OSAA) and the fundamental values of sportsmanship.~~ Each will be held accountable for their actions.

The district and its schools may only be members of and pay fees, if any, to a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities if the organization:

1. Implements and adheres to equity focused policies that:
  - a. Address the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule that occurs at an interscholastic activity, including by spectators of the interscholastic activity;
  - b. Prohibit discrimination;
  - c. Permit a student to wear religious clothing in accordance with the student's sincerely held religious belief and consistent with any safety and health requirements; and
  - d. Balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis.
2. Maintains a transparent complaint process that:
  - a. Has a reporting system to allow participants of interscholastic activities or members of the public to make complaints about student, coach, or spectator behavior;
  - b. Responds to a complaint made within 48 hours of the complaint being received; and

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<sup>4</sup> Interscholastic activities includes: for students any grade from kindergarten through grade 12, athletics, music, speech and other similar or related activities; for students in any grade from kindergarten through grade eight, activities that are offered only before or after regular school hours and that may, but are not required to, involve interaction among other schools.

<sup>5</sup> Includes a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.

- c. Resolves a complaint within 30 days of the complaint being received unless the organization determines that there is good cause to extend the timeline for resolving the complaint.
3. Develops and implements a system of sanctions against schools, students, coaches, and spectators if a complaint is verified; and
4. Performs an annual survey of students and their parents to understand and respond to potential violations of equity focused policies or other discrimination.

The ~~This~~ district shall allow homeschooled students that reside in the district, students eligible to attend school and enrolled in a high school equivalency program<sup>6</sup> that reside in the district, and students attending a public charter school that does not provide interscholastic activities that reside in the district, the opportunity to participate in available interscholastic activities when the requirements found in Oregon law are met.

Interscholastic activities when provided~~provide~~ by the district will comply with Title IX and other nondiscrimination laws.[]

~~Qualified coaching and supervisory personnel will be provided for all district sponsored athletic/activities.~~

District employees, students, parents, alumni, and activity volunteers are prohibited from inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, activities director, ~~advisors~~ and coaches are each responsible for ensuring student participants meet all district ~~and OSAA~~ eligibility requirements of participation and those of the associated voluntary organization. The principal is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have all required certifications prior to assuming their duties. The principal or designee shall ensure that a program is in place to effectively evaluate the performance of all coaches and activity ~~advisors~~~~advisers~~ under their supervision.

Volunteers may be approved to assist with district activities with prior principal or designee approval only.

The principal or designee shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board ~~policies~~~~policy~~, administrative regulations, and/or the ~~OSAA~~ rules and regulations of the associated voluntary organization. They shall notify the superintendent of conduct that violates the terms of this policy and report to the associated voluntary organization if ~~OSAA~~~~as~~ required.

An employee determined to have violated Board policies and/or rules and regulations of the associated voluntary organization ~~OSAA will~~ may be subject to discipline, up to and including, dismissal. A student in violation of Board policies and/or the ~~OSAA~~ rules and regulations of the associated voluntary organization will be subject to discipline, up to and including, dismissal from an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of Board policies and/or the ~~OSAA~~ rules and regulations of the associated voluntary organization shall be subject to discipline, up to

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<sup>6</sup> “High school equivalency program” means a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district ~~Board~~.

Employees, volunteers, or students in violation of such policies, ~~OSAA~~ rules and/or regulations ~~will~~ ~~may~~ be required to remunerate the district in the event ~~of~~ fines are assessed ~~by OSAA~~ as a result of their actions.

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated, ~~as necessary~~.

The district will annually review interscholastic activities and participation to determine whether the current offerings reflect the students the district serves.

END OF POLICY

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**Legal Reference(s):**

[ORS 326.051](#)

[ORS 332.075\(1\)\(e\)](#)

[ORS 332.107](#)

[ORS 339.450 - 339.460](#)

[OAR 581-015-2255](#)

[OAR 581-021-0045 – 0049](#)

[OAR 581-022-2308\(2\)](#)

[OAR 581-026-0005](#)

[OAR 581-026-0700](#)

[OAR 581-026-0705](#)

[OAR 581-026-0710](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2022).

Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

Senate Bill 1522 (2022).

**Cross Reference(s):**

JHCA/JHCB - Immunization, Physical Examinations, Vision Screening/Eye Examinations and Dental Screenings

**Summary (delete previous version and replace with this one)**

ORS 339.250(2) and OAR 581-021-0070 require school districts to have a policy on expulsion. There has been some confusion on the board’s role in expulsions, especially related to the expulsion hearing. This change clarifies the board’s role and gives the board the option of delegating the hearings officer role in the policy, thus relieving the board of the obligation to meet every time there is a recommendation for expulsion to designate a hearings officer. The board retains authority on appeal.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Revise and readopt policy JGE - Expulsion\*\* (Required).

**Policy(ies) and ARs Impacted by these Revisions**

JGE – Expulsion\*\*, Required

**North Santiam School District**

Code: JGE  
Adopted:

**Expulsion\*\***

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for the following circumstances:

1. When a student’s conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student’s conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

- P**
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
  3. When the expulsion is required by law.

**R** The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

**O** The Board delegates the authority to decide on an expulsion to the superintendent. The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student, if age 18 or over, to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

**S** When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>1</sup> or by certified mail<sup>2</sup> at least five (5) days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges and the specific facts which support the charge or charges;
  - b. A statement of intent to consider the charges as reason for expulsion;
  - c. The student's right to a hearing;
  - d. When and where the hearing will take place; and
  - e. The student may be represented by counsel or other persons.
2. If the parent or student does not understand the English language, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;
3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, parent or other person. The district's attorney may be present;

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<sup>1</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>2</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

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4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
  5. The student shall be permitted to be present and to hear the evidence presented by the district;
  6. The hearings officer or the student may record the hearing;
  7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
  8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
    - a. The name of the minor student;
    - b. The issues involved, including a student's confidential records;
    - c. The discussion;
    - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)

[ORS 336.615 - 336.665](#)  
[ORS 339.115](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[OAR 581-021-0050 - 021-0075](#)

D

# North Santiam School District

Code: JGE  
Adopted: 8/21/03  
Revised/Readopted: 11/19/15; 10/19/17; 5/20/21  
Orig. Code: JGE

## Expulsion\*\*

(see proposed updated version)

A principal, after reviewing available information, may recommend to the superintendent or designee that a student be expelled.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parents or guardians, or the student if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent/guardian agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following is required:

1. Notice will be given to the student and the parent/guardian by personal service<sup>1</sup> or by certified mail<sup>2</sup> at least five days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges;
  - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
  - c. A recommendation for expulsion;

<sup>1</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>2</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

- d. The student's right to a hearing;
  - e. When and where the hearing will take place;
  - f. The right to representation; and
  - g. The right to alternative programs of instruction or instruction combined with counseling for reasons other than a weapons policy violation.
4. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;
  5. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;
  6. In case the parent or student have difficulty understanding the English language or have other serious communication handicaps, the district will provide a translator;
  7. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent/guardian. The district's attorney may be present;
  8. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
  9. The student shall be permitted to be present and to hear the evidence presented by the district;
  10. The hearings officer or the student may record the hearing;
  11. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
  12. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the student if age 18 or over and the students' parents at the same time.

### **Appeal Process**

Within 10 calendar days of the mailing post mark of the hearing officer's decision, the student if over the age of 18 or the parent/guardian may request a superintendent review of the decision by filing a written appeal.

1. The written appeal shall set forth the grounds for the appeal and any argument in support thereof and shall be filed with the Office of the Superintendent at 1155 North Third Avenue, Stayton, Oregon 97383.

13. Failure to file notice of appeal within the allowed 10 day time period constitutes a waiver of the review rights.
14. Upon receipt of the written appeal the superintendent shall be provided the finding of fact, the hearing officer's decision and the student's appeal.
15. The superintendent's review shall be solely on the record without additional testimony or appearances by the student if over the age of 18, the parent/guardian, the student, other students or staff.
16. The superintendent shall affirm, modify or reverse the hearing officer's decision, or may remand the case to the hearing officer for further testimony.
17. Within 10 calendar days of the superintendent's decision, the student if over the age of 18 or the parent/guardian may request a Board review of the decision by filing a written appeal.
18. The written appeal shall set forth the grounds for the appeal and any argument in support thereof and shall be filed with the Board Executive Secretary at 1155 North Third Avenue, Stayton, Oregon 97383.
19. Failure to file notice of appeal within the allowed 10-day time period constitutes a waiver of the review rights.
20. Upon receipt of the written appeal, the findings as to the facts, the hearings officer's decision, and the superintendent's decision will be submitted to the Board for review. These documents will be available in identical form to the student if over the age of 18 or to the parent/guardian who filed the appeal at the same time.
21. A Board review of these materials will be conducted in executive session pursuant to ORS 332.061, unless the student if over the age or 18 or the parent/guardian requests an open meeting. Requests for an open appeal meeting must be made at the time the written appeal form is filed with the superintendent.
22. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential records;
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.
23. The Board's decision shall be reduced to writing and a copy mailed to the parent or other person in parental relationship, or to the student if age 18 or over. The Board's decision is final.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)

[ORS 336.615 - 336.665](#)  
[ORS 339.115](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[OAR 581-021-0050 - 021-0075](#)

**Cross Reference(s):**

JG - Student Discipline

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## North Santiam School District

Code: EFA-AR  
Revised/Reviewed: 8/17/17

### Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

#### Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. "Entree item" means an item that is either:
  - a. A combination food of meat or meat alternate and whole grain rich food; or
  - b. A combination food of vegetable or fruit and meat or meat alternate; or
  - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
  - d. Grains only when served in the SBP.
5. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
6. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
7. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
8. "Oregon Smart Snacks Standards"<sup>1</sup> means the minimum nutrition standards for competitive foods and beverages.
  - a. Food items, including accompaniment foods, must:

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<sup>1</sup> Oregon Department of Education, Oregon Smart Snacks Standards

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- (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
- (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; and
- (5) Meet all the competitive food nutrient standards:
  - (a) Calories:
    - (i) Snacks contain no more than:
      - 1) 150 calories as packaged or served for elementary level;
      - 2) 180 calories as packaged or served for middle school level; and
      - 3) 200 calories as packaged or served for high school level.
    - (ii) Entrees contain no more than 350 calories as packaged or served.
  - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.

Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.
  - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.

Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
  - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
  - (e) Sugar must be no more than 35 percent by weight. Exempt from the sugar standard are:
    - (i) Dried whole fruits or vegetables;
    - (ii) Dried whole fruit or vegetable pieces;
    - (iii) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
    - (iv) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).
  - (f) Sodium:
    - (i) Snacks contain no more than 200 mg sodium per item as packaged or served.
    - (ii) Entrees contain no more than 200 mg sodium per item as packaged or served.

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(g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

(h) Exempt from all nutrients standards on any day are:

(i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.

(ii) Fruit packed in 100 percent juice, extra light or light syrup.

(iii) Canned vegetables that contain a small amount of sugar for processing purposes.

(iv) Sugar-free chewing gum.

(i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs are exempt from the nutrient standards for:

(i) Calories;

(ii) Total fat;

(iii) Saturated fat;

(iv) Transfat;

(v) Sodium; and

(vi) Sugar.

b. Beverages must be:

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(1) For elementary level students:

(a) Plain water, carbonated or uncarbonated, with portion size unlimited;

(b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;

(c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;

(d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;

(e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;

(f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;

(g) Caffeine free, except for naturally occurring trace amounts.

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(2) For middle school level students:

(a) Plain water, carbonated or uncarbonated, with portion size unlimited;

(b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;

(c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;

(d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;

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- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

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(3) For high school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 180 calories;
- (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
- (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

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- c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

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- 9. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 10. “School campus” means all areas of property under the jurisdiction of the school that are accessible to students during the school day.
- 11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

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### **Nutrition Promotion and Nutrition Education**

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students’ eating behaviors, reflect evidence based strategies and be consistent with state and local district health education standards.

Nutrition education at all levels of the district’s curriculum shall include the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

### **Food and Beverage Marketing**

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment and product purchase or replacement to reflect the applicable food and beverage marketing guidelines established by the district wellness policy.

“Food and beverage marketing” is defined as advertising and other promotions in schools. Food and beverage marketing often include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

This term includes, but is not limited to, the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards;

Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance;

1. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district;
2. Advertisements in school publications or school mailings;
3. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

### **Physical Activity and Physical Education**

In order to insure students are afforded the opportunity to engage in physical activity and physical education in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
2. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. All physical education classes will be taught by licensed physical education teachers and/or appropriately licensed teachers as outlined by the Teacher Standards and Practices Commission (TSPC);
5. Daily recess period(s) will be provided that will not be used as a punishment or a reward.

### **Nutrition Guidelines and Food Services Operation**

In order to support a school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP and SBP maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals in accordance with the National School Lunch Act;
4. The school's NSLP and SBP operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable nutrition standards set by the USDA and the Oregon Smart Snacks Standards. A school or district that operates or contracts the food service component of their NSLP and SBP shall form a nutrition advisory committee comprised of staff, students and parents. Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place to provide families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special dietary needs:

- a. The district will provide substitute foods to students with a disability<sup>2</sup> that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions.
  - b. Such substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s impairment so its effect on the student’s diet is understood and what must be done to accommodate the impairment.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
- a. Tables and chairs are of the appropriate size for students;
  - b. Seating is not overcrowded;
  - c. Students have a relaxed environment;
  - d. Noise is not allowed to become excessive;
  - e. Rules for safe behavior are consistently enforced;
  - f. Tables and floors are cleaned between meal periods;
  - g. The physical structure of the eating area is in good repair; and
  - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), § 1766(a)), as those regulations and guidance apply to schools.

**Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks Standards.

The sale of foods and beverages in competition with the district’s NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district’s nutrition and food services operation or a school or student organization as approved by the Board.

**Other Foods Offered or Sold**

Foods and beverages sold in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks Standards.

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

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

## **[Employee Wellness<sup>3</sup>**

The district's Employee Wellness Program [may] [shall] include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employee's needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include, but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e., teachers and instructional assistants) but include all administrators and support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);
2. District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other school staff);
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).]

### **Other Activities that Promote Student Wellness**

The district will provide the following activities and encourage the following practices which promote local wellness:

1. [Scoliosis screenings;]

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<sup>3</sup> [This language is optional and not required by state or federal law.]

2. [Safe Routes to Schools Program;]
3. [Physically active community engagement (e.g., skate night, fun run, dance night);]
4. [Nonfood-related fund raisers;]
5. [Physical activity brain breaks during transitions from one subject to another;]
6. [Intramural sports;]
7. [Monthly/Weekly school walks;]
8. [Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;]
9. [The use of alternates to food as rewards in the classroom;]
10. [Support groups for overweight and underweight students, and those students who struggle with nutrition and physical activity;]
11. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
12. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO.)

### **Staff Development**

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food service personnel will receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior; food safety maintaining safe, orderly and pleasant eating environments; and other topics directly relevant to the employee's job duties. The principal is responsible to ensure such training is made available including, but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;

8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. Staff are encouraged to cooperate within their own schools and with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
8. Staff encourages and provides support for parental involvement in their children's physical education[;][.]
9. [Materials promoting physical activity are sent home with students[; and][.]
10. [Physical activity is a planned part of all school-community events.]

### **Program Evaluation**

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;

4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
5. Teachers and school nutrition and food services personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;
7. [Teachers provide physical activity instruction and programs that meet the needs and interests of all students;]
8. Families and community organizations are involved, to the extent practicable, in nutrition education; and
9. One or more persons within the district or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements.

E

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E

Recent revisions to ORS 339 affecting reporting of child abuse and sexual conduct revised the definition of ‘sexual conduct’ and ‘licensed administrator’ as it relates to reporting and helps define the persons who can be designated to receive and respond to these reports. Additionally, a new definition was added for ‘commission licensee’ to distinguish between district employees suspected of sexual conduct that shall be reported to and investigated by TSPC and those that shall be reported to and investigated by ODE. Additionally, because of the requirements of staff involved in child abuse reporting, a second code has been added to model policy JHFE and its administrative regulations. This policy can now be inserted into section G (if desired) of the board’s policy manual and support informing staff of these reporting requirements.

**This policy currently exists but only contains the SUSPECTED SEXUAL CONDUCT REPORT FORM AND WITNESS DISCLOSURE FORM. OSBA recommends adding the explanatory statements on pages 1-3. In addition, it is only listed under the student section (J) and they recommend adding it to the staff section (G) as well.**

## North Santiam School District

Code: GBNAA/JHFF-AR  
Revised/Reviewed:

### Suspected Sexual Conduct Report Procedures and Forms \*

The district posts in each school building the names and contact information of the district employees<sup>{1}</sup> designated for the respective school building to receive reports of suspected sexual conduct and the procedures the designee(s) will follow upon receipt of the report.

When a designated licensed administrator<sup>2</sup> receives a report of suspected sexual conduct that may have been committed by a commission licensee<sup>3</sup>, the designee shall notify Teacher Standards and Practices Commission (TSPC). The designee shall notify the Oregon Department of Education (ODE) if the administrator receives a report of suspected sexual conduct that may have been committed by a school employee, contractor, agent or volunteer that is not a commission licensee.

<sup>1</sup> ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building, in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>2</sup> A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>3</sup> “Commission licensee,” as is defined in ORS 342.120 (as amended by HB 2136 (2021)), means a person whom the TSPC has authority to investigate or discipline because the person is enrolled in an approved educator preparation program, is an applicant for a TSPC license or registration, holds a license or registration issued by TSPC, or has held a license or registration issued by the TSPC at any time during the previous five years.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall refer the report to the Board chair.

The district will investigate all reports of suspected sexual conduct, unless otherwise requested by TSPC or ODE as appropriate.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC<sup>5</sup> or ODE<sup>6</sup> determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required.

When the designee receives a report of suspected sexual conduct by a contractor<sup>{7}</sup>, an agent or a volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE, as appropriate, that the report is unsubstantiated.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action

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<sup>4</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>5</sup> TSPC investigates reports on commission licensees.

<sup>6</sup> ODE investigates reports on persons who are not commission licensees.

<sup>7</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.

based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

### **Training**

The district shall provide information and training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
4. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
5. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

P

North Santiam School District 29J

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P

O

S

E

D

P

North Santiam School District 29J

WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

P

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

S

\_\_\_\_\_

E

I agree that all the information on this form is accurate and true to the best of my knowledge.

D

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary

The revisions to the complaint procedures are to clarify timelines and more closely align with legal requirements. OSBA recommends completely replacing the current policy with this version. The current version is also included as an attachment in the meeting materials.

## Local District Responsibility

Revise and re-approve administrative regulations

# North Santiam School District

Code: JFCF-AR (1)

Revised/Reviewed:

## Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

Building principals have the responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the building principal. Reports against the building principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the School Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. Form titled **JFCF-AR2** is available for this purpose and can be located on the district website in [Section J](#) of the Board Policies.
- Step 2 The district official receiving the report shall promptly investigate. The parents will be notified by the district official of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within ten (10) working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The district official(s) conducting the investigation shall notify the person making the report within fifteen (15) working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten (10)

working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within ten (10) working days.

- Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) working days after receipt of the Step 3 decision. The Board shall, within thirty (30) working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within thirty (30) working days of receipt of the appeal by the Board.

Reports against the superintendent should be referred to the School Board Chair on behalf of the Board. The School Board Chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within thirty (30) working days of receipt of the report.

Reports against the School Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within thirty (30) days of receipt of the report.

Reports against the Board chair may be made directly to the Board Vice Chair on behalf of the Board. The Board Vice Chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within thirty (30) working days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

## **Harassment/Intimidation/Bullying/Cyberbullying/ Teen Dating Violence Complaint Procedures – Student**

Building administrators have responsibility for investigations concerning harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence and will report their findings directly to the superintendent or designee. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. If the building investigator is not a neutral party then the superintendent shall select a neutral district investigator as a replacement. The superintendent or designee has the responsibility to assure investigations are thorough and plans of assistance or safety are being put into place if warranted.

### **Retaliation/False Charges/Investigation Responsibility**

Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Persons acting on their own behalf or the behalf of another person that interfere or compromise the investigation of district administrator may result in disciplinary action or other appropriate sanctions.

### **Complaint Procedures**

All complaints will be investigated in accordance with the following procedures:

- Step 1 Any harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building administrator or designee. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 5 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing within 10 working days. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate within 10 working days, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.



**DELETE THIS  
PAGE ONLY  
NOTICE**

**NO HARASSMENT  
ALLOWED**

HARASSMENT, HAZING, INTIMIDATION, MENACING, BULLYING, CYBERBULLYING,  
SEXUAL HARASSMENT OR TEEN DATING VIOLENCE

Report all incidents to the Building Principal  
(Complaint forms and policy are available in the office)

JBA-GBN-JFCF-GBNA and AR –

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying  
<http://nsantiam.orvsd.org/district/school-board/board-policy>

# North Santiam School District

Code: JBA/GBN-AR(1)  
Revised/Reviewed: 7/21/16; 10/19/17; 11/19/20;  
6/17/21  
Orig. Code: JBA/GBN-AR

## Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
<del>Andrew Gardner</del>	Superintendent	503-769-6924	<a href="mailto:andy.gardner@nsantiam.k12.or.us">andy.gardner@nsantiam.k12.or.us</a>
Lee W. Loving			lee.loving
<del>Debi Brazelton</del>	<del>Human Resources Director</del>	503-769-6924	<a href="mailto:debi.brazelton@nsantiam.k12.or.us">debi.brazelton@nsantiam.k12.or.us</a>
Danielle Blackwell	Director of Human Resources		danielle.blackwell

The District official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy JBA/GBN - Sexual Harassment.

**Step 1** The District official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy JBA/GBN - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 2** If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 3** If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session

if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final<sup>1</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

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<sup>1</sup> If the Board chooses to accept the superintendent's decision as the District's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**North Santiam School District**  
1155 N 3<sup>rd</sup> Ave, Stayton, OR 97383  
503-769-6924

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**North Santiam School District  
1155 N 3<sup>rd</sup> Ave, Stayton, OR 97383**

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Proposed Vision Statement**

**“Our students reach their highest intellectual, social, aesthetic, and vocational potential as they become vibrant contributors in our communities.”**

### **Proposed Mission Statement**

**“Provide each student with the right opportunities for their well-rounded education.”**

### **Proposed Guiding Principles**

- **Do what is best for all kids.**
- **Strive for excellence in action, and result.**
- **Maintain community trust with honest and incorruptible relationships, action, and intent.**
- **Responsibly invest in the personnel, programs, and facilities necessary for excellence in student achievement.**

**Sept 2023 Field Trip Report**  
**Overnight & out-of-state trips are indicated in red**

Trip ID/Name	Trip Destination	Building	Trip Date(s)	Depart/Return Times	Pupils	Adults	Educational Objectives	Organization	Status
226199 - SHS Fine Arts Western Oregon University Creative Arts Day	Western Oregon University	Stayton High School	11/17/2023	7:30am-3:00pm	30	1	Western Oregon University Creative Arts Day is a day where theater, music, choir, band, and visual arts students have the opportunity to take workshops with WOU staff and faculty in things such as stage makeup, stage dialect, music production, and more.	Curriculum	pending
226655 - SES Stayton Walking Field Trip	Stayton Post Office, Stayton Library, Star Cinema, Brown House, Police Station, Pioneer Park	Stayton Elementary School	10/20/2023	8:45am-2:15pm	95	30	Students will be able to gain first-hand knowledge of the historical sites in their community and how they work to support the members of the community.	Curriculum	pending
226615 - SES Kindergarten Pumpkin Patch 2023	Fordyce Farm inc., 7023 Sunnyview Rd NE, Salem	Stayton Elementary School	10/12/2023	9:00am-1:30pm	80	20	agriculture - AVID career readiness science life cycle	Curriculum	pending
226440 - FFA: District Soils Competition	North Willamette Research and Extension Center	Stayton High School	10/5/2023	8:30am-4:00pm	12	1	FFA soil judging contests are excellent for teaching high school students about soils and how to manage them and for reaching out to potential future soil scientists and conservationists by sharing information about career opportunities.	FFA	pending
226427 - AVID12 to Oregon State University	Oregon State University	Stayton High School	10/4/2023	8:00am-1:45pm	15	2	AVID seniors visiting OSU before application season.	AVID	pending
226574 - Salmon watch day 2	Packsaddle County Park	Stayton High School	10/3/2023	9:00am-2:45pm	75	8	At Salmon Watch, students gain hands on experience with Salmon biology and life cycle Macroinvertebrates -Students collect and identify these aquatic organisms and learn about their role in the watershed. Data recording using StreamWebs.org sheets. Water quality - Students test water samples for temperature, turbidity, dissolved oxygen, and pH. Data recording using StreamWebs.org sheets. Riparian ecology - Students learn about riparian functions, measure canopy cover, hunt for elements of riparian area.	Curriculum	pending
103 226547 - Salmon Watch Field Trip	Packsaddle County Park	Stayton High School	10/2/2023	9:00am-2:45pm	72	8		Curriculum	pending

226260 - Sublimity OMSI Outdoor School	Coastal Discovery Center at Camp Gray	Sublimity School	09/25/23-09/27/23	9:45 am/ 2:45 pm	44	9	Outdoor School	Curriculum	approved
226084 - SMS Outdoor School	Camp Tadmor	Stayton Middle School	09/25/23-09/29/23	9:00 am/ 10:00 am	100	5	Outdoor School	Curriculum	approved
226394 - SMS Outdoor School Counselors	Camp Tadmor	Stayton High School	09/24/23-09/29/23	9:45 am/ 2:45 pm	20	5	SHS students (Counselors) to Outdoor School	Curriculum	approved
226243 - Capital District FFA Leadership Camp	Aldersgate Camps & Retreats	Stayton High School	09/24/23-09/25/23	10:00 am/ 2:00 pm	8	1	The FFA Member Leadership Series will empower students with new knowledge and skills they need to be confident and capable leaders both in the chapter and in all of their future endeavors. They will be challenged to develop critical thinking skills and effective decision-making skills, foster teamwork and promote communication while recognizing the value of ethical competition and individual achievement.	FFA	pending

**NSSD Enrollment Totals as of 09/14/23**

School Name	Grade	Jun '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24
MARI-LINN	KG	20	14									
MARI-LINN	1	25	19									
MARI-LINN	2	20	24									
MARI-LINN	3	15	19									
MARI-LINN	4	20	15									
MARI-LINN	5	16	20									
MARI-LINN	6	19	17									
MARI-LINN	7	21	18									
MARI-LINN	8	20	20									
<b>MARI-LINN</b>	<b>ALL</b>	<b>176</b>	<b>166</b>									
SUBLIMITY	KG	32	31									
SUBLIMITY	1	40	34									
SUBLIMITY	2	31	37									
SUBLIMITY	3	45	33									
SUBLIMITY	4	36	48									
SUBLIMITY	5	43	37									
SUBLIMITY	6	38	47									
SUBLIMITY	7	51	36									
SUBLIMITY	8	42	49									
<b>SUBLIMITY</b>	<b>ALL</b>	<b>358</b>	<b>352</b>									
OPTIONS ACADEMY	KG	1	1									
OPTIONS ACADEMY	1	0	0									
OPTIONS ACADEMY	2	1	0									
OPTIONS ACADEMY	3	1	0									
OPTIONS ACADEMY	4	1	0									
OPTIONS ACADEMY	5	1	1									
OPTIONS ACADEMY	6	2	1									
OPTIONS ACADEMY	7	5	1									
OPTIONS ACADEMY	8	7	4									
OPTIONS ACADEMY	9	11	2									
OPTIONS ACADEMY	10	26	10									
OPTIONS ACADEMY	11	32	37									
OPTIONS ACADEMY	12	53	45									
<b>OPTIONS ACADEMY</b>	<b>ALL</b>	<b>141</b>	<b>102</b>									

School Name	Grade	Jun '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24
STAYTON ELEMENTARY	PreK	30	33									
STAYTON ELEMENTARY	KG	74	67									
STAYTON ELEMENTARY	1	83	75									
STAYTON ELEMENTARY	2	91	87									
STAYTON ELEMENTARY	3	83	100									
STAYTON ELEMENTARY	ALL	361	362									
STAYTON INTERMEDIATE	4	97	86									
STAYTON INTERMEDIATE	5	93	98									
STAYTON MIDDLE	6	87	100									
STAYTON MIDDLE	7	74	95									
STAYTON MIDDLE	8	105	80									
SIS/SMS TOTAL	ALL	456	459									
STAYTON HIGH	9	194	195									
STAYTON HIGH	10	170	189									
STAYTON HIGH	11	135	158									
STAYTON HIGH	12	134	134									
Early College (off campus)		16	16									
STAYTON HIGH	ALL	649	692	0	0	0	0	0	0	0	0	0
<b>NSSD</b>	<b>TOTAL</b>	<b>2141</b>	<b>2133</b>									
# Registered w/ WESD to homeschool		118	118									
# Enrolled in Virtual Charter School		84	80									
<b>3% of total NSSD student population= 79.86 ~ This is the number of students that can be enrolled in virtual charter schools before the cap is reached and students will no longer be released by NSSD</b>												
Notes												
NSSD receives Preschool Promise Grant monies for preschool grades but does not receive state funding as it does for grades K-12												



North Santiam School District  
**BOARD OF DIRECTORS**

**SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR**

Updated 09/2023

**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
  - Student Services/Teaching & Learning Report
  - Licensed Union Rep. Report
  - Stayton City Council Liaison Report
  - 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 will appear as needed but do 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**

*\*items 1-5 may be approved in June or August if the Board chooses to hold a work session in July (no business items) or skip the July meeting all together*

**Traditional Location: Santiam Room**

**Annual Agenda Items:**

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2023) Approve Board/District Goals – every three years
3. Supt. Evaluation Document Approval
4. Approval of Board Operating Protocol
5. Board members choose their “buddy school”
6. 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.
- Designate the following positions:
  - 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.
  - Civil Rights Coordinator
- Designate the 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)
- Designate the Board as the Local Public Contract Review Board as per policy DJC
- Approve contracts for payment (ORS 332.075(2-3) (e.g. transportation contract, contracts related to bond projects)
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Establish dates, time and place of regular monthly board meetings.
- Appoint members of standing committees
- Appoint board member to participate on the district negotiation team (as board representative)

**Other annual reports or approvals as require by law or per NSSD policy/practice**

- Receive English Learners In Oregon Annual Report (distributed by ODE in June)
- Approve list of low-impact pesticides for use according to the integrated pest management plan ORS 634.705 (5)
- Approve Excise Tax annual adjustment for the upcoming school year
- Approve list of third-party alternative education programs

**Other Activities/Events**

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

**August**

**Traditional Location: varies**

**Leadership Team Goal Workshop (early August)**

**Traditional Location: Santiam Room**

**Regular Session Annual Agenda Items:**

1. Projected Student Enrollment
2. Oaths of Office of newly elected/re-elected member, including any student representatives (if not done in July)

**Other Activities/Events**

- Safe Schools Training on Mandatory Reporting (online)
- Lyons Fire Dept Car Show
- 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. OSES (Oregon State Educator Survey) Survey Results

### Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month
- **National School-Related/Staff Appreciation Days This Month-** I.T. Professionals Day, Arts in Education Week

## October

**Traditional Location: Santiam Room**

### Annual Agenda Items:

1. Stayton Booster Club Report (projects, membership, etc) - Club President (may vary depending on status of current projects)
2. Division 22 Report-Director of Teaching & Learning
3. Professional Development Report – Director of Teaching & Learning or designee
4. Student Investment Account Report (due to ODE 10/31)-Director of Teaching & Learning
5. 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

- State-Wide Licensed In-Service Day
- OSBA Regional Meetings
- **National School-Related/Staff Appreciation Days This Month-**Custodial Workers, School Bus Safety Week, Farm to School Month, Walk to School Day, Coaches Day, School Lunch Week, Red Ribbon Week, Bullying Prevention Month, School Principal Month

## November

**Traditional Location: Santiam Room**

### **Annual Agenda Items:**

1. Exit Interview Survey Results (Oct or Nov)- Director of Human Resources
2. OSBA Elections
3. Master Facilities Plan Review and Revisions—Director of Facilities
4. State/District Report Cards-Director of Teaching & Learning (Nov or Dec)
5. TAG Program Report
  - a. Number of Student Identified and the screening process
  - b. Supports/Programs offered

### **Other Activities/Events**

- OSBA Annual Conference
- **National School-Related/Staff Appreciation Days This Month**-School Psychologist Week, School Resource Officer Day, Education Support Professionals Day, Substitute Educators Day

## December

**Traditional Location: Santiam Room**

### **Annual Agenda Items:**

1. School Spotlight – Options Academy
2. District-wide AVID Report – District AVID Coordinator
3. Special Education Report -Director of Special Services
  - a. Must include the Abbreviated School Day Notice & Acknowledgement (see ISST)
4. Superintendent’s Goals/Evaluation Check-in
5. School Board Student Representative Recruitment Strategies (Dec. or Feb.)

### **Board Secretary Tasks:**

1. Distribute copies of NSSD audit report to board members so they can review before the January meeting.

## 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, next due 2025)-Superintendent

4. Proposed List of Budget Committee Members and Budget Calendar- Director of Business & Fiscal Services
5. Audit Review- Director of Business & Fiscal Services (may be joined by rep. from auditing firm)
6. Student Investment Account Report (due to ODE 01/31)-Director of Teaching & Learning
7. Annual report of all pesticide applications from the previous year-IPM Program Coord

**Other Activities/Events**

- Classified In-Service Day

**Board Secretary Tasks:**

- File notice of district board election, next due 2025 ([see Marion Co Calendar for deadline](#))
- Provide filing information to anyone seeking election/re-election (next due 2025)

**February**

**Traditional Location: Stayton Elementary School**

**Annual Agenda Items:**

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (occurs in March)
3. Integrated Guidance Application Review
4. Approval of Budget Committee Members and Calendar- Director of Business & Fiscal Services
5. Superintendent’s Goals/Evaluation Check-in

**Other Activities/Events**

- Board members complete annual superintendent evaluation forms
- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet (schedule may vary)
- Booster Club Annual Auction
- **National School-Related/Staff Appreciation Days This Month**-School Bus Driver Appreciation Day

**March**

**\*Prior to March meeting, the individual scores from the Supt Eval must be compiled so they can be reviewed during the meeting\* - Board Volunteer or Board Secretary**

**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
3. Review Consolidated Scores on the annual Superintendent Evaluation (Board only/Exec session)
4. Approve Board Chair & Vice-Chair (or designees) to negotiate contract extension on behalf of whole board.

**Board Secretary Tasks:**

- Provide Reminder of Board Elections Filing Due Date (if applicable)
- **National School-Related/Staff Appreciation Days This Month**-Music in our Schools Month and Classified School Employee’s Week

**After March Meeting**

The Board Chair and Vice Chair review Salary/Benefits comparisons with the Director of Human Resources. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract prior to April meeting.

**April**

**Traditional Location: Sublimity School**

**Annual Agenda Items:**

1. School Spotlight-School Admin
2. Adopt resolution for Teacher Appreciation Week (first week of May)
3. Student Investment Account Report (due to ODE 4/31)-Director of Teaching & Learning
4. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
5. (Next Applicable 2026) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July.
6. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
7. Approve contract extension of Superintendent

**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>.
- **National School-Related/Staff Appreciation Days This Month**- School Library Month, Administrative Professional Day

## May

**Traditional Location: Stayton High School**

### **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 Director of Business & Fiscal Services
5. Establish the number of student transfer requests into the District for coming year
6. Review results of annual parent survey (if available)

### **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>.
- **National School-Related/Staff Appreciation Days This Month**-Teacher Appreciation Week, Principal's Day, School Lunch Hero Day, School Nurse Day, Speech Pathologists Day

## June

**Traditional Location: Santiam Room**

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

Review of Budget Documents/Resolutions: Director of Business & Fiscal Services

### **Regular Session Annual Agenda Items:**

1. Resolutions to adopt budget- Director of Business & Fiscal Services
2. Professional Development Report – Director of Teaching & Learning
3. Acknowledge student reps. for service on the board
4. Select student representative to the school board for following year (June-Aug)