



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

Interim Director of Special Programs, Jeri Harbison-Jones

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, February 22, 2024 ~ 6:00 PM

Stayton Elementary Cafeteria

875 N 3rd Ave

Stayton, OR 97383

<https://www.youtube.com/@northsantiamschooldistrict7812>

1. CALL REGULAR SESSION TO ORDER

The Regular Session of the North Santiam School District's Board of Directors is called to order at 6:00 pm. It is an open meeting of the Board and the public is allowed to observe in-person and via 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 nature 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.

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: Erin Cramer

PLEDGE OF ALLEGIANCE: Erin Cramer

2. AGENDA APPROVAL

Changes to the agenda after posting on February 16, 2024 will be acknowledged:

Added Attachments-

- *7.0- Board Financial Report Jan2024
 - Resolution 022224B (revised 2/21/24)
- *16.0-BDDH-Public Comment at Board Meetings (corrected)

RECOMMENDED MOTION-AGENDA APPROVAL

I move that the Board approve the agenda as modified.

3. SPOTLIGHT:

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

3.1. Classified Staff Appreciation Week

8

The Board will be asked to approve a motion signifying that NSSD proclaims March 4-8, 2024 as Classified Employee Appreciation Week.

RECOMMENDED MOTION: RESOLUTION #022224A

Now, therefore, be it resolved that the North Santiam School District Board of Directors proclaims March 4-8, 2024 to be CLASSIFIED EMPLOYEE APPRECIATION WEEK

Classified Appreciation Week Res. #022224A

8

3.2. School Spotlight: Stayton Elementary

9

SES 2022_23 Board Presentation

9

4. STUDENT BUSINESS:

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

4.1. ASB/Student Activites: Benjamin Perez/Lucas Joyce

4.2. Student Representative Recruitment Update

5. SUPERINTENDENT'S REPORT: Lee W. Loving

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

6. TEACHING & LEARNING REPORT: Nicole Duncan

28

This standing agenda item is for the Board to receive regular reports from the Director of Teaching & Learning regarding the Student Success Act, Curriculum, Instruction, Professional Development, Grants and other topics relating to student services.

ISST Board Report February 2024

28

NSSD THSH Presentation 2024

33

7. BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen

43

This standing agenda item is for the Board to receive the monthly financial report from the Director of Business & Fiscal Services and other information relating to that department. This month's report includes a request for an appropriation transfer. The transfer is needed due to a slight increase in the debt service payment for Fund 448, Street Project.

RECOMMENDED MOTION: RES. #022224B

BE IT RESOLVED that the Board of Directors of the North Santiam School District hereby authorizes the transfer of budget appropriation in the Capital Improvement Fund from Function 1000, Instruction Services, to Function 5110, Debt Service, as stipulated in Resolution 022224B.

In addition, the list of 2024-25 Budget Committee members is included. One term (position #14) expired on 6/30/23, and that individual has indicated they wish to serve another 3-year term. In addition to the seven NSSD board members, the other budget committee members are as follows:

- Position #8: Brandon John, Sublimity- term expires 6/30/24
- Position #9: Brunk Conley, Stayton- term expires 6/30/24
- Position #10: Casey Dark, Sublimity- term expires 6/30/24
- Position #11: Moria Thiessen, Stayton- term expires 6/30/24
- Position #12: Scott Knox, Lyons- term expires 6/30/25
- Position #13: Karen Odenthal, Stayton- term expires 6/30/25
- Position #14: Randy Forrette, Sublimity-**term expired 6/30/23**

RECOMMENDED MOTION: BUDGET COMM. TERM RENEWAL

I move that the Board affirms the renewal of position #14 held by Randy Forrette for another three-year term expiring 06/30/26.

Board Financial Report_Jan2024	43
Resolution to Transfer Authority_022224B.docx	51

8. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

This standing agenda item is to receive regular reports from Licensed and/or Classified Union representatives.

9. CITY COUNCIL LIAISON REPORTS:

This standing agenda item is for reports from the Stayton, Sublimity and Lyons City Council Liaisons:

- Stayton: David Patty
- Sublimity: Michael Taylor
- Lyons: Mike Wagner

10. PUBLIC COMMENT

The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board’s role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts respectfully. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair will direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the room's entrance and on the District's website. Those who have completed an Intent to Submit Public Comment form 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

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 before a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.

11.1. Action: Approval of Meeting Minutes **52**

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

01.18.24 minutes-DRAFT2 52

01.18.24 Budget Hearing Minutes-DRAFT 58

11.2. Action: 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 in the attachment. Only new hires require board approval.

New Hires (Board Action Required)

n/a

Resignations

Brenna Smith - Sublimity Teacher

11.3. Action: Approval of Consent Agenda

RECOMMENDED MOTION-CONSENT AGENDA

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

12. APPROVAL OF SB283 MOU'S

Senate Bill 283 authorized school districts to pay an additional percentage of wages or salaries or to pay one-time payments to licensed educators and classified school employees who provide significant special education support (75% of their student caseloads are on IEPs). The District negotiated with both unions and they have ratified the following Memorandum of Understandings (MOU's). The Board will be asked to approve both.

12.1. Classified Union MOU **60**

RECOMMENDED MOTION-MOU

I move that the Board approve the Memorandum of Understanding between the North Santiam School District and the North Santiam Oregon School Employees Association Chapter #122 regarding SB 283 Special Education Staff Salary Additional Compensation.

Signed MOU-SB283-Classified 60

12.2. Licensed Union MOU **64**

RECOMMENDED MOTION-MOU

I move that the Board approve the Memorandum of Understanding between the North Santiam School District and the North Santiam Education Association regarding SB 283 Special Education Staff Salary Additional Compensation.

Signed MOU-SB283-Licensed 64

13. APPROVAL OF 2024-25 SCHOOL CALENDAR **67**

The Board will be asked to approve the 2024-25 school calendar.

RECOMMENDED MOTION: SCHOOL CALENDAR

I move that the Board approve the 2024-25 school calendar as presented.

2024-25 Staff Calendar D1

67

14. SCHOLARSHIP COMMITTEE BOARD REPRESENTATION

The Board will discuss electing a representative to sit on the scholarship committee that chooses the recipient for the NSSD Board Scholarship.

15. POLICY UPDATE/SECOND READING

68

This policy edit was recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service. It was presented for a first reading last month and is now submitted for a second reading and possible adoption.

GCPC/GDPC-Retirement of Staff

GCPC_GDPC Retirement of Staff

68

16. POLICY UPDATES/FIRST READING

69

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.

BDDH- Public Comment at Board Meetings (Erin)

GCBDA/GDBDA - Family Medical Leave (Mike)

JEBA - Early Entrance (Alisha)

KH- Public Gifts/Donations to the District (Mackenzie)

BDDH Public Comment at Board Meetings 2.22.24

69

GCBDA_GDBDA Family Medical Leave 2.22.24

71

JEBA Early Entrance 2.22.24

74

KH -Public Gifts to the District, replacement 2.22.24

75

17. ADMINISTRATIVE REGULATION UPDATES

77

Administrative Regulations (identified with an -AR) are detailed directions, based upon board policies, governing the operation of schools and do not require board approval. The edits were either recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service or by NSSD staff to align the AR with current practices.

JGAB-AR (includes edits on pg 7)

GCBDA/GDBDA-AR1-Federal Family & Medical Leave (DELETE)

GCBDA/GDBDA-AR1-Family Leave (REPLACEMENT)

GCBDA_GDBDA-AR1-DELETE Federal Family and Medical Leave_State Family

77

Medical Leave

GCBDA_GDBDA-AR-1 Family Leave-replacement 2.22.24	95
JGAB-AR -Use of Physical Restraint and Seclusion 02.22.24	109

18. STRATEGIC PLANNING UPDATE: Laura Wipper/Alisha Oliver **116**

This standing agenda item is for the board to receive status updates on the district’s Strategic Planning Process.

Status Report - Strategic Plan 2024-02.22.24	116
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19. BOARD REFLECTIONS/ANNOUNCEMENTS

This standing agenda item allows the Board to collectively reflect upon statements made during public comment or topics covered during the meeting and to share announcements or reports of their board-related activities.

Board Greeter for Next Month:

20. INFORMATION ONLY

20.1. Field Trip Report: **118**

A list of the field trips taken and/or scheduled since the start of the school year has been included.

Feb 2024 Fieldtrips Board Report	118
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20.2. Student Enrollment: **125**

Current enrollment is listed below. Refer to the attachment for a breakdown by grade at each location and totals from previous months in the school year.

- Mari-Linn: 164
 - Sublimity: 348
 - Stayton Elementary: 357
 - Stayton Intermediate/Middle: 438
 - Stayton High: 631
 - Locust Street Academy: 55
 - Stayton Virtual Academy: 77
 - Total: 2049
- | | |
|-------------------------------------|-----|
| Feb 2024 Enrollment Totals 02.15.24 | 125 |
|-------------------------------------|-----|

20.3. Future Agenda Items: **127**

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

Agenda Items Annual Calendar rev 01.24	127
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20.4. Upcoming Board Events & Activities:

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

February 26, 2024 -Soup with the Supt
5:30-6:30 pm ~ Stayton HS Library

March 6, 2024 - Chamber Business Network Hosted By NSSD
8:15 am- 9:00am ~ Santiam Meeting Room/District Office

March 7, 2024 ~ Santiam Meeting Room/District Office
Special/Work Session @ 4:00-5:30 pm
Regular Session Board Meeting @ 6:00 pm

March 21, 2024 - Regular Session Board Meeting
6:00 pm ~ Mari-Linn Cafeteria

April 14, 2024 - Stayton Sublimity Chamber Awards Banquet
12:00-1:30 ~ Foothills Church

21. ADJOURN

EQUAL OPPORTUNITY EMPLOYER

The North Santiam School District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, gender identity (including gender expression), sexual orientation, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.



RESOLUTION 022224A

WHEREAS, the education of youth is essential to the future of our community, state, country and world; and

WHEREAS, classified employees are the backbone of our public education system; and

WHEREAS, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

WHEREAS, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

WHEREAS, our community depends upon and trusts classified employees to serve students; and

WHEREAS, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

NOW, THEREFORE, BE IT RESOLVED that the North Santiam School District Board of Directors proclaims March 4-8, 2024, to be **CLASSIFIED EMPLOYEE APPRECIATION WEEK**; and

BE IT FURTHER RESOLVED that the North Santiam School District Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted February 22, 2024

Signed:

Board Chair, Erin Cramer

Superintendent, Lee W. Loving

Stayton Elementary

2022-23 Goal Workshop Presentation





Diverse

Collaborative

Self
Worth

Nurturing

Pawsitive

Stayton
Elementary

Providing opportunities
for personal growth
through shared learning
experiences and meaningful
interactions for our diverse
student population.

VISION

A COLLABORATIVE
SCHOOL THAT STRIVES
FOR EXCELLENCE BY
PROVIDING A
POSITIVE AND
NURTURING
ENVIRONMENT THAT
ALLOWS OUR
DIVERSE STUDENT
POPULATION TO
DEVELOP
SELF WORTH
AND REACH THEIR
HIGHEST POTENTIAL.

2021-22 Goal Results

Immediate Goal - Rebound & Recovery

- Assess & Evaluate All Students

Intermediate Goal 1 - AVID Certification

Intermediate Goal 2 - RULER

- Per WESD grant requirements



2022-23 Goals

Immediate Goal - SBAC

Intermediate Goal 1 - AVID

Intermediate Goal 2 - RULER



Why These Goals?

Beneath every behavior
there is a feeling.

And beneath each feeling is a need.

And when we meet that need rather than
focus on the behavior, we begin to
deal with the cause not the symptom.

2022-23 Goals

Immediate Goal 1

By June 2023, SES will increase our average percent proficiency on the Smarter Balanced Assessment based on cohort performance from the 2021-22 school year.



SES SBAC Data

	2014-15	2015-16	2016-17	2017-18	2018-19	2021-22
Math	26% -20%	34% -14%	41% -6%	47% +/- 0%	51% +4%	32% -8%
ELA	37% -10%	34% -14%	41% -5%	43% -5%	52% +5%	33% -7%



2022-23 Goals

Intermediate Goal 2



By June 2023, SES score at least a level 1 (meets certification standards) in the area of instruction, culture, leadership and systems on their AVID Elementary Coaching and Certification Instrument (CCI).



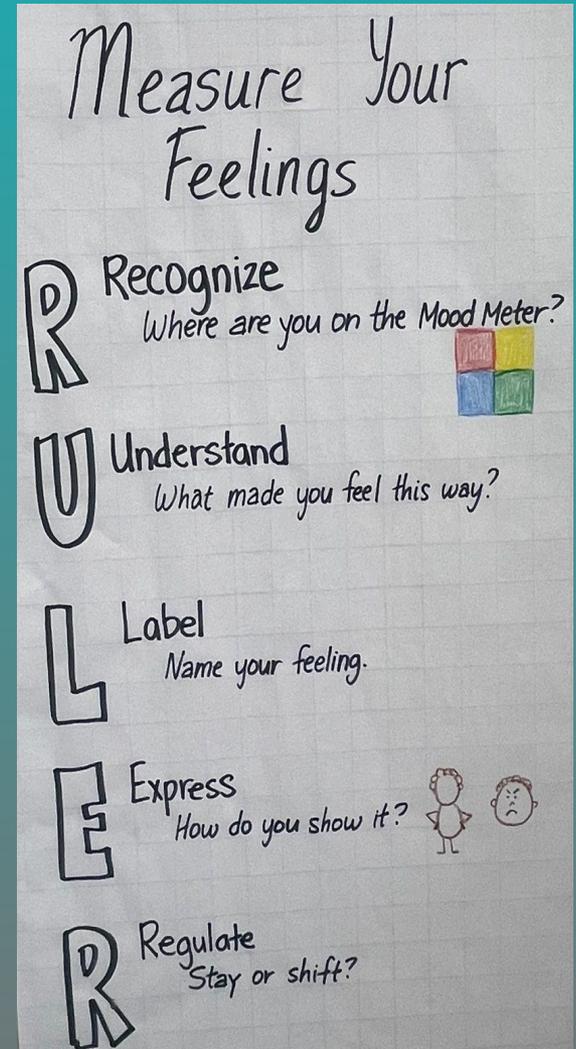


2022-23 Goals

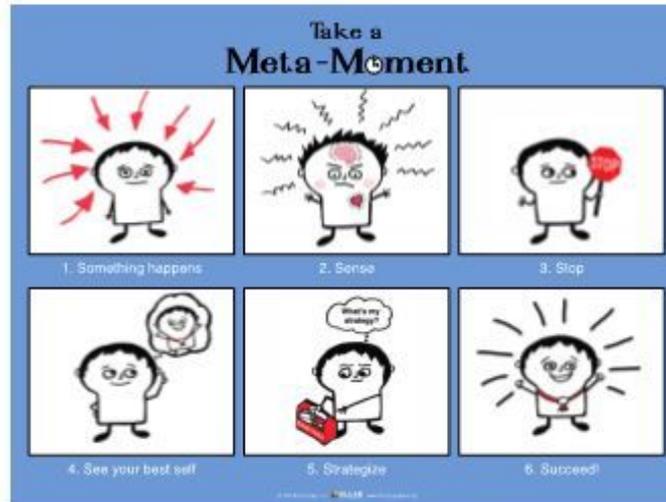
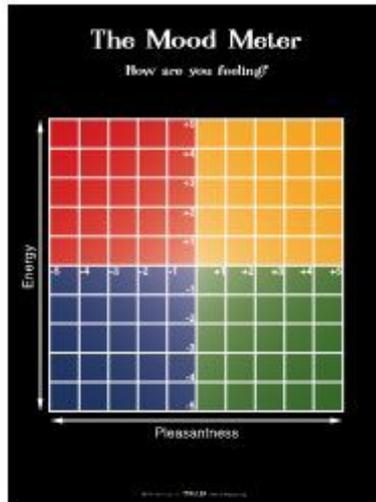
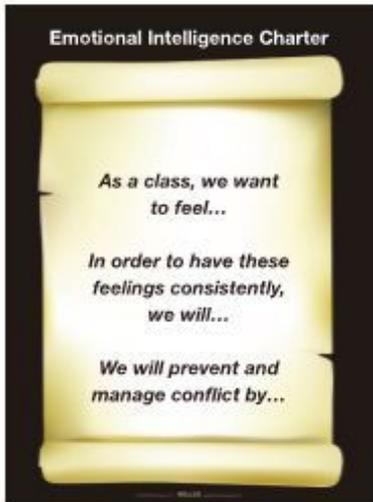


Intermediate Goal 3

By June 2023, SES will complete their implementation of RULER schoolwide by fully implementing the mood meter, class charters, meta moment and blueprint.



RULER Approach: Four Anchor Tools



Solve problems with The Blueprint

Describe	What happened?	
RULER Skill	Me	Other Person
Recognition & Label	How did I feel?	How did ____ feel?
Understand	What caused my feelings?	What caused ____'s feelings?
Express & Regulate	How did I express and regulate my feelings?	How did ____ express and regulate his/her feelings?
Reflect & Plan	What could I have done to handle the situation better? What can I do now?	

Charter

Establish safety based on norms

Mood Meter

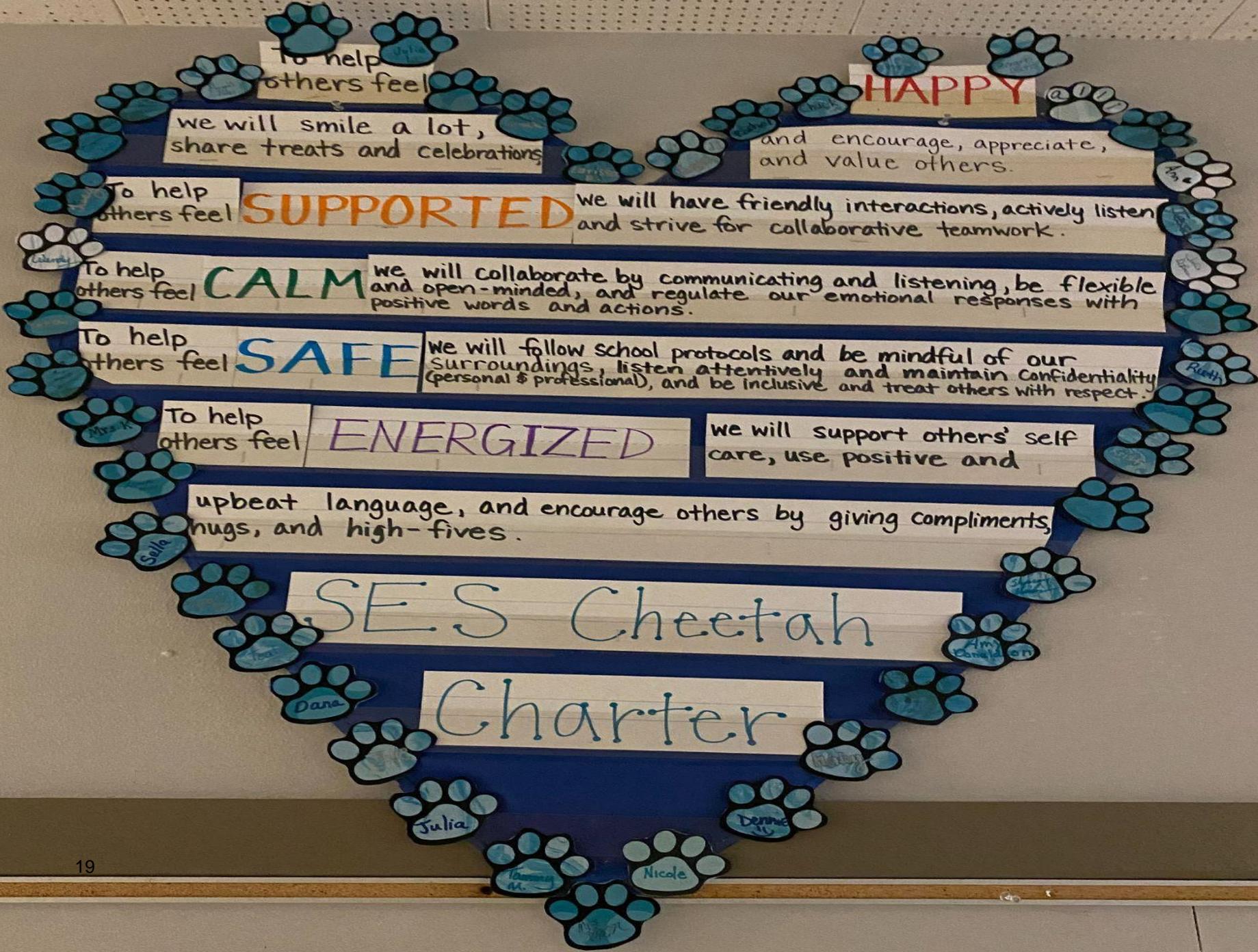
Increase self-awareness and emotion regulation

Meta-Moment

Manage response when triggered

Blueprint

Perspective taking



To help others feel

HAPPY

we will smile a lot, share treats and celebrations

and encourage, appreciate, and value others.

To help others feel

SUPPORTED

we will have friendly interactions, actively listen and strive for collaborative teamwork.

To help others feel

CALM

we will collaborate by communicating and listening, be flexible and open-minded, and regulate our emotional responses with positive words and actions.

To help others feel

SAFE

We will follow school protocols and be mindful of our surroundings, listen attentively and maintain confidentiality (personal & professional), and be inclusive and treat others with respect.

To help others feel

ENERGIZED

we will support others' self care, use positive and

upbeat language, and encourage others by giving compliments, hugs, and high-fives.

SE.S Cheetah

Charter



Classroom Charters



In the penguin room we will work to make others feel...

Hopeful by using words of encouragement, talking about growth mindset, and helping with spelling.

Happy by giving air hugs, asking others to play, and writing kind notes.

Excited by having cheetah chip parties, finding easy ways to help others learn, and celebrating accomplishments.

Strong by encouraging others to believe in themselves, and being the leaders of the school.

Respected by looking at the speaker, listening first, standing up to bullies, and being polite.

In our classroom we will help each other feel...

HAPPY by being kind and playing with others, **FOCUSED** by being mindful of our voices and tracking the speaker,

INSPIRED by sharing ideas and encouraging others, **CALM** by speaking kindly and having control of our bodies.

This will be an **AWESOME** year in third grade!

In the shark room we will help others feel:

- motivated** by: Keeping learning fun, encouraging each other, and cheering for each other.
- cheerful** by: Using positive words, including others, and focusing on our goals and how much we grow.
- secure** by: Supporting others, encouraging others, helping others, and believing in each other.
- grateful** by: Saying thank you, sharing, showing that we care, and focusing on glimmers.
- focused** by: Supporting classmates, listening carefully, staying on task, keeping our eyes on the teacher, and using quiet reminders and quiet work.

We, the fabulous flamingos, agree to be:

- KIND** by respecting and including EVERYONE.
- SAFE** by following the school rules.
- HELPFUL** by working collaboratively and being patient with others.
- BRAVE** by trying new things.
- HAPPY** by having fun and doing the right thing.

At school Miss Patteners class wants to feel:

Happy Excited Important Proud Heard

- To help us feel **Happy** we will smile, share, and be kind.
- To help us feel **Excited** we will have fun.
- To help us feel **important** we will help each other show love.
- To help us feel **proud** we will work hard to our best.
- To help us feel **heard** we will listen to each other.

2021-2022 Mrs. Hurley's

Class Charter

as a class, we want to feel... **happy, safe, and excited**

we will help each other feel this way by...

- Playing with classmates.
- Sharing and helping classmates.
- Staying in our own bubble.
- Doing Morning Meeting and greeting friends.
- Walking in the classroom.

In room 217 we want to feel:

- HAPPY** We will do this by helping each other, playing with each other, and being kind.
- CALM** We will do this by being quiet, staying in our own area, and remembering to breathe.
- EXCITED** We will do this by making friends and treating others the way we want to be treated.
- GRATEFUL** We will do this by saying please and thank you, helping each other, and cheering others up.

Team Laugle

All feelings are allowed.

At school we want to feel:

Happy Cared Silly Safe Calm

- To help our team feel **happy**
- To help our team feel **calm**
- To help our team feel **silly**
- To help our team feel **safe**
- To help our team feel **cared**



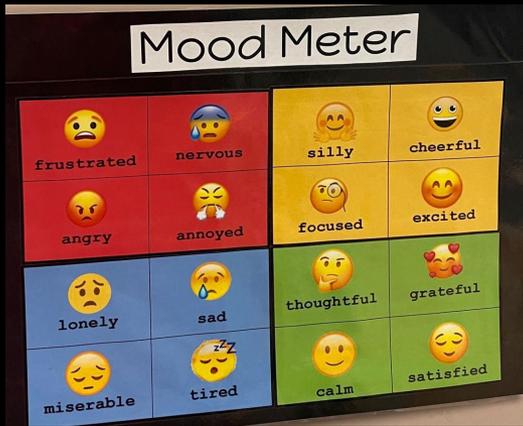
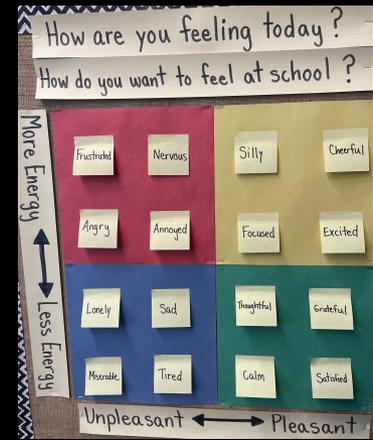
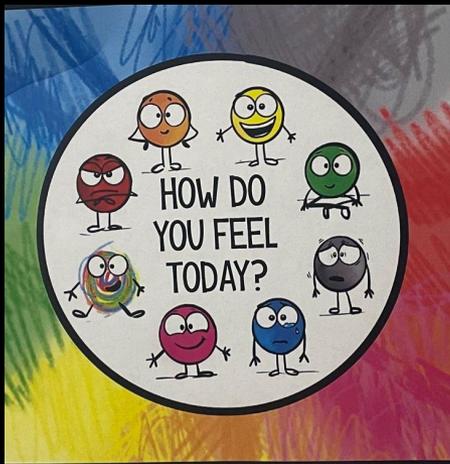
K-1 Mood Meter

 Angry	 Worried	 Nervous	 Confident	 Excited	 Energized
 Frustrated	 Embarrassed	 Confused	 Focused	 Proud	 Happy
 Excluded	 Hurt	 Sad	 Thoughtful	 Safe	 Grateful
 Miserable	 Lonely	 Tired	 Patient	 Calm	 Relaxed



2-3 Mood Meter

Panicked	Furious	Angry	Tense	Surprised	Silly	Motivated	Enthusiastic
Annoyed	Irritable	Nervous	Competitive	Confident	Proud	Cheerful	Energized
Frustrated	Embarrassed	Worried	Confused	Hopeful	Focused	Happy	Excited
Rejected	Discouraged	Hurt	Distracted	Easygoing	Safe	Content	Grateful
Hopeless	Excluded	Sad	Bored	Thoughtful	Patient	Forgiving	Supported
Miserable	Exhausted	Lonely	Tired	Sleepy	Calm	Relaxed	Peaceful





Meta Moment

1 SENSE

Notice a change in your body or mind.



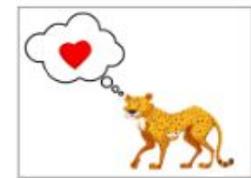
2 PAUSE

Wait to respond. Breathe to think more clearly.



3 SEE YOUR BEST SELF

Imagine your best self in the situation.



4 STRATEGIZE & ACT

Think of a strategy, and try it out.





Blueprint



YOUR PERSPECTIVE	
1	<p>How are you feeling?</p>  
2	<p>What happened to make you feel this way?</p> 
3	<p>What can you do to feel less _____?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Talk to someone <input type="checkbox"/> Draw a picture <input type="checkbox"/> Take deep breaths <input type="checkbox"/> Take a break <input type="checkbox"/> Get a drink <input type="checkbox"/> Other _____ 

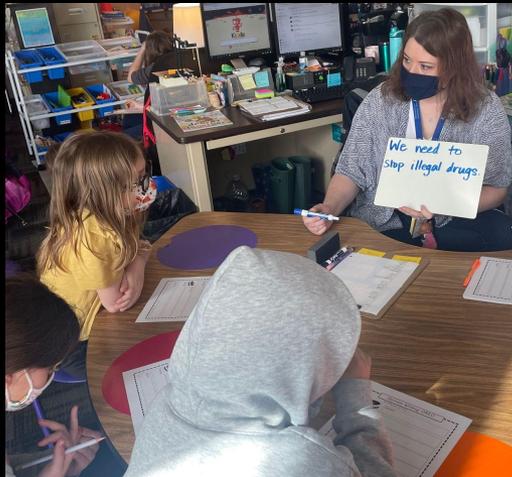
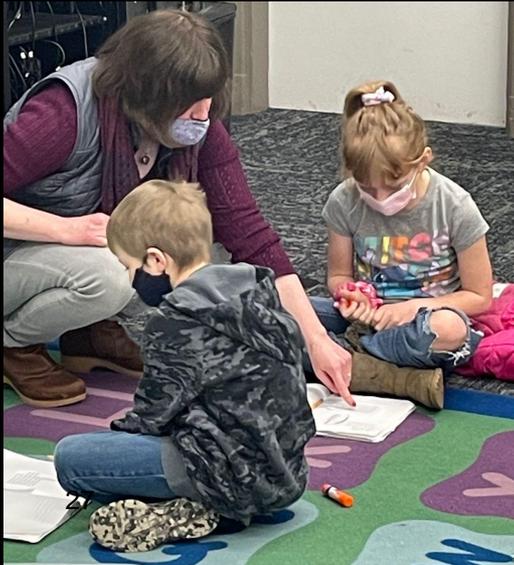
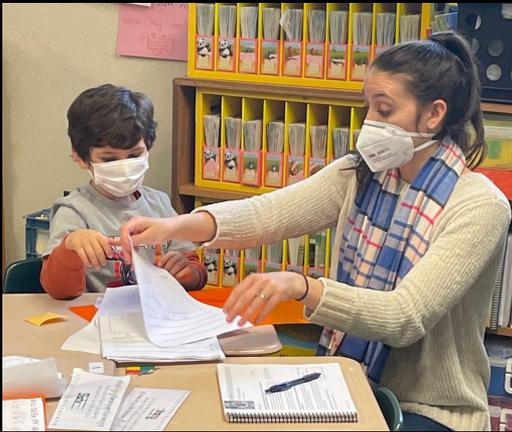
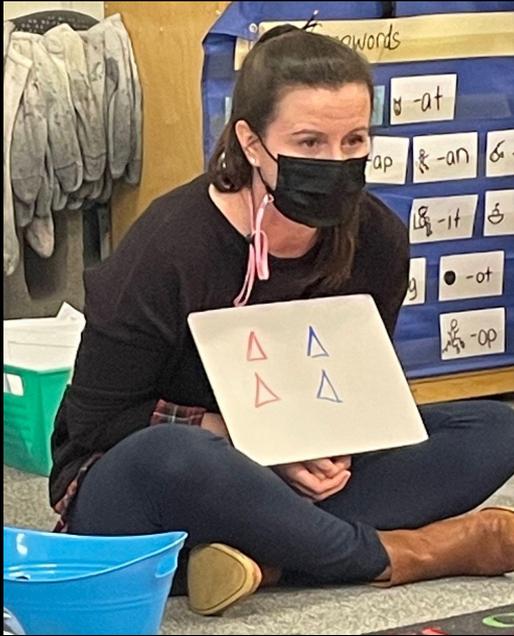
THEIR PERSPECTIVE	
4	<p>How did _____ feel?</p>  
5	<p>What made _____ feel this way?</p> 
6	<p>What can you do to make _____ feel less _____?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apologize <input type="checkbox"/> Draw them a picture <input type="checkbox"/> Offer to help them <input type="checkbox"/> Give them time and space <input type="checkbox"/> Promise to make a better choice next time <input type="checkbox"/> Other _____ 



Met?



- Smarter Balance
- AVID Certification Tool
- RULER
- Outstanding School





North Santiam School District 29J

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

Teaching and Learning Board Report February 22, 2024

Items for Board Approval: None

New Items:

Presentation: Tribal History Shared History



In 2017, the Oregon Legislature passed Senate Bill 13, which is now known as Tribal History/Shared History. This law directs the Oregon Department of Education (ODE) to collaborate with the Oregon tribes to create a K-12 Native American Curriculum to be taught in Oregon public schools. Moreover, ODE must provide professional development opportunities to educators. Oregon has a significant number of Indigenous communities, including nine federally recognized tribes: Burns Paiute of Harney County, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Confederated Tribes of Grand Ronde, Confederated Tribes of Siletz, Confederated Tribes of Umatilla Reservation, Confederated Tribes of Warm Springs, Cow Creek Band of Umpqua Indians, Coquille Indian Tribe, and Klamath Tribes.

Last spring, NSSD had a team of volunteer educators attend a three-day professional learning opportunity through the Willamette ESD. The purpose of the training was to enhance their understanding of Senate Bill 13 and develop a plan to support our teachers in incorporating these lessons into our classrooms. The committee would like to update the School Board on the value of this senate bill and how excited they are to support our educators in honoring the culture of our Native American/Alaska Indian students.

NSSD Tribal History Shared History Committee:

Paulie Lime, Sub	Jennifer Upchurch, SIS
Aaron Muhic, SHS	Amy Baxter, SIS
Evan Tait, SHS	Kaycee Arase, SUB
Renee Gillbreth, ML	Mandi Elmer, SUB

Resources:

[Tribal History/Shared History \(TH/SH\) : American Indian/Alaska Native Education : State of Oregon](#)
[Essential Understandings of Native Americans in Oregon](#)



North Santiam School District 29J

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

[NSSD THSH Presentation 2023 \(2\).pdf](#)

Title VI Consortia: Indian Education Opportunity

In January 2024, the Willamette Education Service District (WESD) invited NSSD to join the Title VI Consortium, which includes several other school districts in the area such as Cascade, Central, Dallas, Newberg, Sheridan, McMinnville, and Yamhill-Carlton. This consortium is eligible to receive federal Title VI funding to support American Indian and Alaska Native students, which is determined by the number of completed ED 506 forms submitted. To secure our participation in the grant, these forms must be submitted to the WESD no later than March 3rd.

The Indian Education Formula Grant program is authorized under Section 6112 of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Its purpose is to help LEAs, Indian tribes, organizations, and other entities support elementary and secondary school programs for Indian students. These programs should be designed to meet the unique cultural, language, and educational needs of American Indian and Alaska Native students. The program also aims to ensure that all students meet the challenging State academic standards.

The Title VI program will provide services and cultural enrichment opportunities for American Indian and Alaska Native students in our district. Some examples of these services may include:

- Family enrichment nights
- Extended Academic opportunities
- Native Club
- Parent Advisory Committee
- Other opportunities identified by the community and Parent Advisory Committee

Updates:

Professional Development Update - David Holcomb

October Certified In-service

Our October in-service received positive feedback from certified staff. 87.5% expressed satisfaction with the professional learning provided. 47.9% strongly agreed that it met their professional needs, while 39.6% agreed that it supported their professional development requirements. This positive feedback



North Santiam School District 29J

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"We Change Kids' Lives"

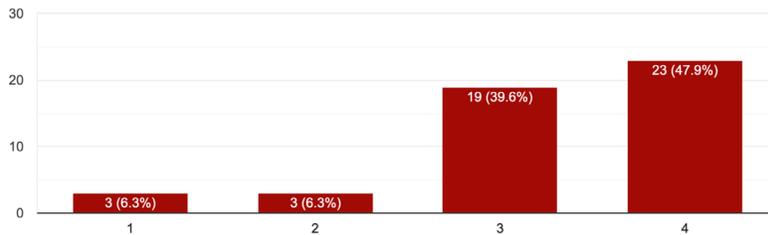
highlights the success of our efforts in delivering high-quality, targeted professional learning that empower educators to support student success.

January Classified In-service

The January in-service received positive feedback from classified staff, with 78.3% of respondents

To what extent did the sessions you attended address topics that met your professional learning needs?

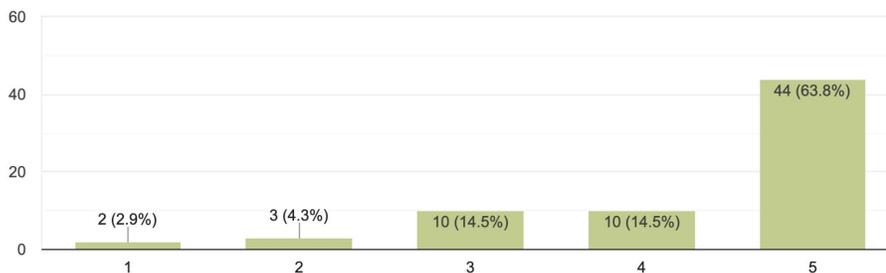
48 responses



indicating the content applied to their roles. 63.8% strongly agreed that the sessions were relevant to their daily responsibilities, and 14.5% agreed. Sessions were facilitated by in-district teacher leaders and administrators, and the most positive reviews were related to building relationships, classroom management, and educational technology such as Canva and A.I.

The information provided to me through the sessions/trainings can be applied to my work setting (classroom, school, district).

69 responses



February Certified In-service

Certified staff provided mixed feedback regarding the ENVoY out-of-district professional development. While 53.2% felt the training met their needs, 32.2% expressed that it did not fully satisfy them. The Teaching & Learning team values and acknowledges all feedback. We will use this feedback to enhance future offerings that align with district goals and foster a culture of continuous improvement.

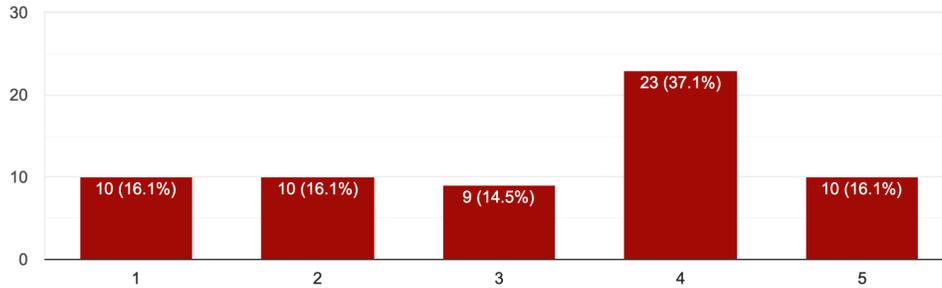


North Santiam School District 29J

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

To what extent did the sessions you attended address topics that met your professional learning needs?

62 responses

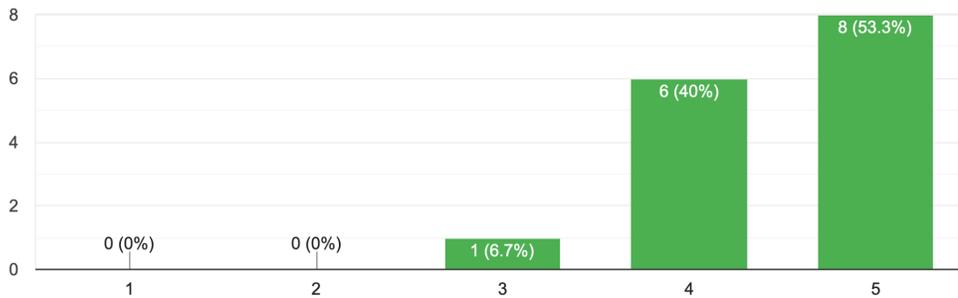


New Staff Support

The New Staff Support Program in the North Santiam School District empowers new classroom teachers by integrating the 4 Habits of Teaching and Learning. The program models best practice instructional strategies based on cognitive neuroscience research from the BERC Group. It equips new teachers with effective evidence-based techniques that support student achievement while promoting their professional growth.

Presenter(s) modeled 4 Habits of Teaching & Learning and effective teaching practices.

15 responses





North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

"We Change Kids' Lives"

Upcoming

DESSA/RULER Implementation

Mathematics Instructional Materials Review and Adoption

ELD Instructional Materials Review and Adoption

Belonging Work Update



Tribal History/Shared History

SB 13





NSSD Tribal History Shared History Committee:

Paulie Lime, Sub

Aaron Muhic, SHS

Evan Tait, SHS

Renee Gilbreth, ML

Jennifer Upchurch, SIS

Amy Baxter, SIS

Kaycee Arase, SUB

Mandi Elmer, SUB



Outcomes:

- Increase understanding of SB13: Tribal History Shared History
- Meet the educators developing supports for our educators to connect these lessons to our current curriculum and community.

CULTURE IN THE CLASSROOM



EQ - How can we as teachers use culture to better educate our students?

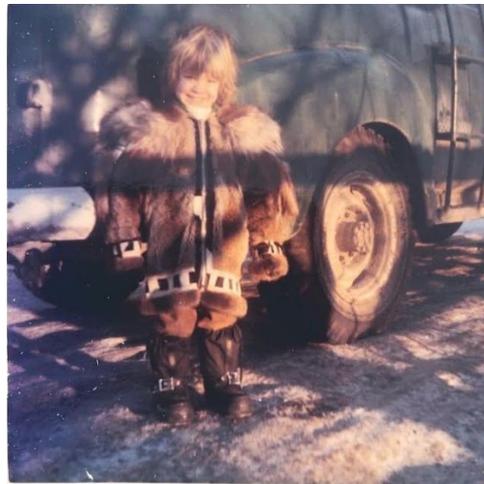
- 3 words to describe our community in Stayton?
- What is the culture of your classroom?
- How can we better recognize the culture of our students?

Words I use in the classroom in Yupik...

CAMAI - HELLO

QUYANA - THANK YOU

UMPCHI TAI TAI - HURRY UP





 Federally Recognized Tribe In Oregon
  Indigenous Community (Nez Perce, Umatilla, Warm Springs, and Yakama have a long history of interaction)
  Federally Recognized Tribe In Nevada, but crosses Oregon border

Created in collaboration with Shoreline Consulting and Oregon Department of Education

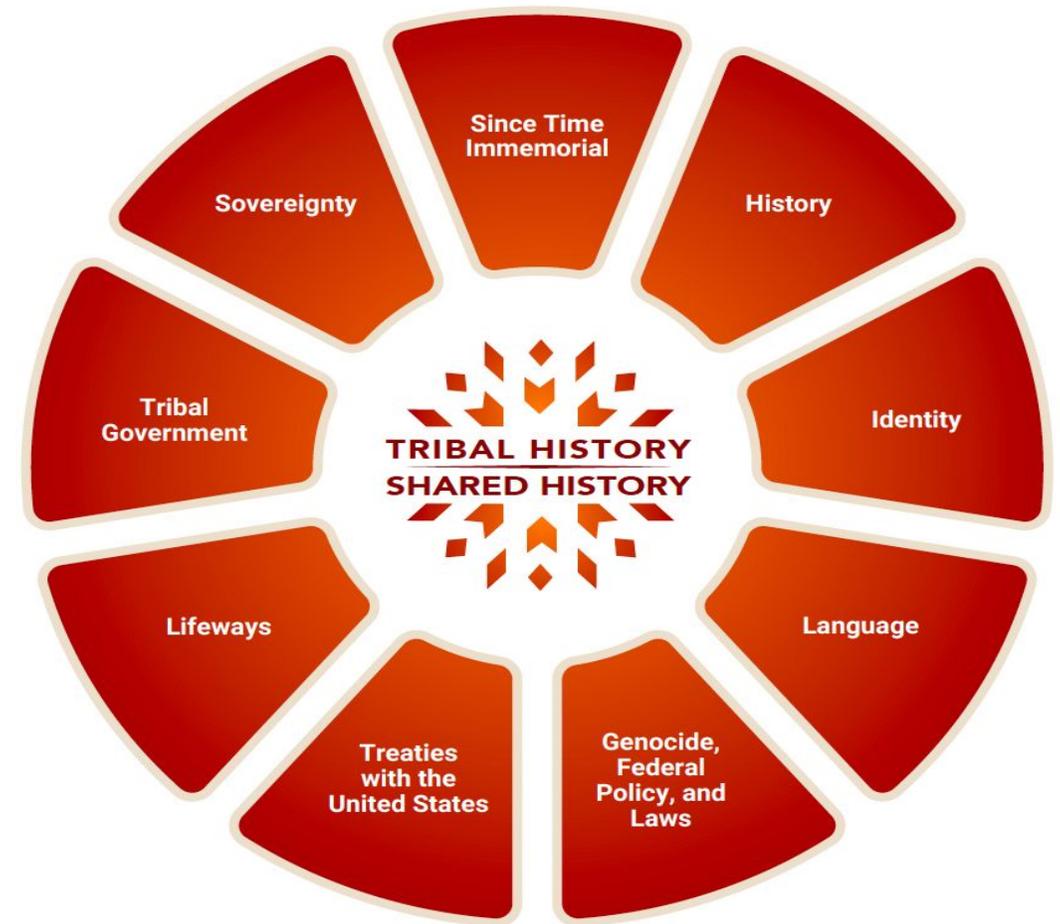
These arrows only represent the Tribal Headquarters location and not all of the tribes' aboriginal/ceded lands.

Tribal History / Shared History



Essential Understandings

What Tribal Nations in Oregon wants every student, youth, and educator to know about American Indians in Oregon.



ODE Lesson Plans

Lessons developed for all grade levels:

- Developed with all confederated tribes of Oregon based on the Essential Understanding
- Aligns to state standards
- Connect to current curriculum not supplement/supplant
- Flexibility
- ODE lessons **mandated** through SB 13 in 4th, 8th, 10th grades

Lessons are created for all subjects:

- English Language Arts
- Science
- Social Studies
- Math
- Physical Education / Health

Professional Development

WESD Workshops - Spring 2023

- Teacher Interest
- Implementation Plan and Commitment
- Invitation to the Grand Ronde Educational Summit - Summer

NSSD

- October District In-service (Aaron Muhic)
- Team shared with PLCs about resources
- Integration of lessons in units
- Future: Book studies, other in-service days etc.

Title VI: Indian Education Consortia Opportunities - **NEW**

- Partnering with Silitez and Grand Ronde to provide opportunities for teachers
- Families and Community Engagement
- Consortia: Cascade, Central, Dallas, Newberg, Sheridan, McMinnville, and Yamhill Carlton

NSSD Next Steps

- Increase awareness
- Implement lesson plans
- Create professional learning opportunities for staff
- Build community relationships

Superintendent
Lee W. Loving



1155 N 3rd Avenue
Stayton, Oregon 97383

Phone: 503.769. 6924
Fax: 503.769. 3578

February 20, 2024

TO: North Santiam SD Board of Directors
FROM: Rhonda Allen, Director of Business and Fiscal Services
RE: January 31, 2024, Financial Statements

Board Members,

Attached are the 2023-24 financial statements through January 31, 2024. 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, total Appropriations for the year, and Grant Fund balances.

The General Fund statements include the actual revenues and expenditures from July 1, 2023, through January 31, 2024, and projections through June 30, 2024. The estimated General Fund Ending Fund Balance is \$4,087,677. Contingency and Unappropriated Ending Fund Balance equal \$2,015,662 of the Fund Balance total.

The March Economic and Revenue Forecast was released on February 7, 2024. Here are a few key takeaways:

- Oregon's state revenue outlook remains stable. Total available resources have increased by \$558 million. This should boost resources available in the 2023-25 biennium.
- The surge in corporate tax collections persists leaving economists to believe they will remain going forward.
- The state's reserve account has had significant growth (Education Stability Fund, Rainy Day Fund, and Cash Reserves), estimated to reach \$4.522 billion at the end of the 2023-25 biennium.
- The forecast is good news for Legislative Democrats who want to make significant investments in affordable housing, mental health and addiction services, and programs to address the homeless crisis in Oregon. It also ensures an additional \$22 million will be invested in EI/ECSE and helps bolster the case that the state needs to invest \$50 million in summer learning programs in 2024.

****From the COSA Economic and Revenue Forecast Summary****

North Santiam Schools ~ We Change Kids' Lives!
www.nstantiam.k12.or.us
communications@nsantiam.k12.or.us

North Santiam's investments are held in the Local Government Investment Pool. Assets total \$20,295,762, yielding 5.00% through January 31, 2024.

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

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.

North Santiam School District 29J
General Fund: Statement of Revenue Budget Vs. Actual
Fiscal Year 2023-24, As of 01/31/2024

	2023-24 Budget	Actual YTD Rev. 1/31/2024	Projected Revenue 6/30/2024	Total Estimated 2023-24	(Over)/Under Budget
1000 Revenue From Local Sources					
1111 Current Year's Taxes	7,202,430	6,851,669	566,834	7,418,503	(216,073)
1112 Prior Year's Taxes	150,000	122,433	24,567	147,000	3,000
1114 Payments in Lieu of Property Taxes	-	1,398	-	1,398	(1,398)
1200 REV from Local Gov't Unit Other Than Districts	-	1,879	-	1,879	(1,879)
1510 Interest on Investments	100,000	475,816	339,865	815,681	(715,681)
1700 Fees	3,836	14,215	15,785	30,000	(26,164)
1910 Rentals	-	1,352	3,810	5,162	(5,162)
1920 Contributions and Donations	-	-	-	-	-
1960 Recovery of Prior Year Funds	-	1,021	-	1,021	(1,021)
1980 Fees Charged to Grants	100,000	455	99,545	100,000	-
1990 Miscellaneous	2,500	37,231	-	37,231	(34,731)
Total Revenue From Local Sources	\$ 7,558,766	7,507,469	1,050,406	8,557,875	(999,109)
2000 Revenue from Intermediate Sources					
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	-	2,252	-	2,252	(2,252)
Total Revenue from Intermediate Sources	\$ 470,573	2,252	465,573	467,825	2,748
3000 Revenue From State Sources					
3101 State School Fund—General Support	17,224,157	11,478,596	5,745,561	17,224,157	-
3103 Common School Fund	245,000	-	280,639	264,014	(19,014)
3104 State Managed County Timber	250,000	21,267	28,733	50,000	200,000
3105 STATE SCH FUND PRIOR YRS ADJ	-	-	-	-	-
3107 State School Fund High Cost Disability	50,000	-	100,000	100,000	(50,000)
Total Revenue From State Sources	\$ 17,769,157	11,499,863	6,154,933	17,638,171	130,986
4000 Revenue From Federal Sources					
4801 Federal Forest Fees	10,000	-	10,000	10,000	-
Total Revenue From Federal Sources	\$ 10,000	-	10,000	10,000	-
5000 Revenue From Other Sources					
5110 Bond Proceeds	-	-	-	-	-
5400 Beginning Fund Balance	5,521,992	5,521,993	-	5,521,993	(1)
Total Revenue From Other Sources	\$ 5,521,992	5,521,993	-	5,521,993	(1)
Total Resources	\$ 31,330,488	\$ 24,531,577	\$ 7,680,912	32,195,863.70	(865,375.70)
				\$ 28,108,187	
				\$ 4,087,677	
				\$ 2,015,662	
				\$ 2,072,015	

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
Fiscal Year 2023-24, As of 01/31/2024

Expenditure Functions	2023-24 Budget	Actual YTD EXP 1/31/2024	Projected Expenditures 6/30/2024	Total Estimated 2023-24	(Over)/ Under Budget
1000 Instruction					
1111 Elementary, K-5 or K-6	4,995,253	2,042,678	2,718,307	4,760,985	234,268
1120 AVID Instruction	5,800	1,440	933	2,373	3,427
1121 Middle/Junior High Programs	2,676,039	1,101,224	1,415,424	2,516,648	159,391
1122 Middle/Junior High School Extracurricular	163,891	89,026	54,167	143,193	20,698
1127 After School Program	15,000	-	5,488	5,488	9,513
1131 High School Programs	3,212,302	1,327,815	1,703,041	3,030,856	181,446
1132 High School Extracurricular	640,981	361,199	206,262	567,461	73,520
1220 Restrictive Pgms for Students w/Disabilities	2,032,724	680,768	1,351,759	2,032,527	197
1250 Programs for Students w/Severe Disabilities	858,879	369,454	577,671	947,125	(88,246)
1271 Remediation	326,045	187,174	260,330	447,505	(121,460)
1272 Title I-A	42,750	39,552	58,330	97,882	(55,132)
1281 Alternative Education High School	70,000	54,200	28,865	83,065	(13,065)
1285 District Options Academy	389,997	203,578	310,611	514,189	(124,192)
1289 Other Alternative Programs	-	-	-	-	-
1291 English Second Language Programs	570,040	197,294	281,466	478,760	91,280
1292 Teen Parent Program	6,100	-	-	-	6,100
1460 Summer School, Middle/Jr High	14,805	8,911	-	8,911	5,894
Total Instruction	\$ 16,020,606	\$ 6,664,314	\$ 8,972,654	\$ 15,636,967	\$ 383,639
2000 Support Services					
2110 Attendance and Social Work Services	\$0	-	-	-	-
2111 Safety and Security Service Area Direction	\$64,558	39,067	28,223	67,290	(2,732)
2113 Social Work Services	\$0	665	931	1,597	(1,597)
2115 Student Safety	\$35,800	9,091	12,208	21,299	14,501
2120 Guidance Services	\$210,180	89,941	151,499	241,440	(31,260)
2134 Nurse Services	\$252,070	136,728	86,391	223,118	28,952
2143 Psychological Counseling Services	\$79,927	10,209	61,355	71,565	8,362
2152 Speech Pathology Services	\$172,503	49,221	71,823	121,045	51,458
2160 Other Student Treatment Services	\$99,797	8,064	89,409	97,473	2,324
2190 Service Direction, Student Support Services	\$230,841	95,617	108,495	204,112	26,729
2210 Improvement of Instruction Services	\$45,586	-	61,202	61,202	(15,616)
2211 Teaching and Learning Service Area Direction	\$247,470	158,953	105,713	264,666	(17,196)
2213 Curriculum Development	\$178,956	80,430	1,915	82,345	96,611
2219 Other Improvement of Instruction Svcs	\$159,645	75,348	129,413	204,761	(45,116)
2220 Educational Media Services	\$279,406	121,976	156,121	278,097	1,309
2230 Assessment and Testing	\$105,885	52,655	74,994	127,649	(21,764)
2240 Instructional Staff Development	\$20,000	12,226	7,207	19,433	567
2310 Board of Education Services	\$102,500	57,704	12,033	69,737	32,763
2320 Executive Administration Services	\$397,757	219,484	200,595	420,079	(22,322)
2410 Office of the Principal Services	\$2,452,596	1,293,605	1,158,991	2,452,596	-
2510 Direction of Business Support Services	\$216,093	130,282	80,373	210,656	5,437
2520 Fiscal Services	\$371,480	230,901	137,726	368,627	2,853
2528 Risk Management Services	\$290,840	296,702	-	296,702	(5,862)

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
Fiscal Year 2023-24, As of 01/31/2024

Expenditure Functions	2023-24 Budget	Actual YTD EXP 1/31/2024	Projected Expenditures 6/30/2024	Total Estimated 2023-24	(Over)/ Under Budget
2540 Operation and Maintenance of Plant Services	\$0	-	-	-	-
2541 Maintenance & Facilities Service Area Direction	\$253,736	149,844	102,343	252,187	1,549
2542 Care and Upkeep of Buildings Services	\$2,481,843	1,196,429	833,859	2,030,288	451,555
2543 Care and Upkeep of Grounds Services	\$138,099	75,235	56,110	131,345	6,754
2549 Other Operation and Maintenance Services	\$9,639	4,511	3,674	8,185	1,454
2550 Student Transportation Services	\$1,068,250	392,193	682,668	1,074,861	(6,611)
2558 Special Education Transportation Services	\$252,000	101,365	138,635	240,000	12,000
2626 Grant Writing Services	\$0	-	-	-	-
2630 Information Services	\$68,539	36,300	37,416	73,716	(5,177)
2633 Public Information Services	\$0	-	-	-	-
2640 Staff Services	\$240,419	149,130	86,700	235,830	4,589
2641 Human Resources Service Area Direction	\$212,027	124,753	86,814	211,567	460
2649 Employee Liabilities	\$0	2,130	-	-	-
2660 Technology Services	\$875,922	364,984	354,255	719,239	156,683
2661 IT Service Area Direction	\$83,805	-	-	-	83,805
2680 Interpretation and Translation	\$351	125	209	335	16
Total Support Services	\$ 11,698,520	\$ 5,765,869	\$ 5,119,302	\$ 10,883,041	\$ 815,479
3000 Enterprise and Community Services	-				
3360 Welfare Activities Services	\$10,700	2,544	635	3,179	7,521
Total Enterprise and Community Services	\$ 10,700	\$ 2,544	\$ 635	\$ 3,179	\$ 7,521
5000 Other Uses					
5110 Long Term Debt Service		-		\$0	\$0
5200 Transfers of Funds	\$1,585,000	1,585,000	-	\$1,585,000	\$0
5400 PERS Ual Lump Sum Payment to PERS		-	-	-	-
Total Other Uses	\$ 1,585,000	\$ 1,585,000	\$ -	\$ 1,585,000	\$ -
6000 Contingencies					
6110 Operating Contingency	\$1,085,000	-	-		1,085,000
Total Contingencies	\$ 1,085,000	\$ -	\$ -	\$ -	\$ 1,085,000
7000 Unappropriated Ending Fund Balance					
7000 Unappropriated Ending Fund Balance	\$930,662	-	-	-	930,662
Total Unappropriated Ending Fund Balance	\$ 930,662	\$ -	\$ -	\$ -	\$ 930,662
GENERAL FUND EXPENDITURES GRAND TOTAL	\$ 31,330,488	\$ 14,017,727	\$ 14,092,591	\$ 28,108,187	\$ 3,222,301

North Santiam School District 29J
Food Service Fund: Statement of Revenues and Expenditures Budget Vs. Actual
Fiscal Year 2023-24, As of 01/31/2024

	2023-24 Budget	Actual as of 1/31/2024	Encumbered as of 1/31/2024	Total Estimated 2023-24	(Over)/Under Budget
REVENUE					
1610/1620 Daily Sales	117,319	69,698	12,000.00	81,698	35,621
1630 Special Functions	-	-	-	-	-
1940 Services Provided Other LEA's	6,200	-	8,527.07	8,527	(2,327)
1990 Miscellaneous Revenue	8,000	2,616	1,384.44	4,000	4,000
3102 SSF - School Lunch Match	-	-	-	-	-
3299 State Breakfast/Lunch SSA	110,626	61,276	27,052.35	88,328	22,298
4500 Farm to School Grant	-	3,256	-	3,256	(3,256)
4513 NSLP Breakfast	300,000	37,636	159,420.00	197,056	102,944
4515 NSLP Lunch	515,000	259,036	466,530.00	725,566	(210,566)
4519 Farm to School	15,000	-	14,430.00	14,430	570
4525 Summer Lunch	20,000	10,583	-	10,583	9,417
4910 USDA Commodities	90,000	-	99,000.00	99,000	(9,000)
4526 Federal Revenue Summer Lunch	1,500	-	-	-	1,500
5200 Interfund Transfers	-	-	10,200.00	10,200	(10,200)
5400 Beginning Fund Balance	400,000	221,388	-	221,388	178,612
TOTAL REVENUE	\$ 1,583,645	\$ 665,488	\$ 798,544	\$ 1,464,031	\$ 119,614
EXPENDITURES					
Enterprise and Community Services					
3100-100 Salaries	414,011	210,848	226,863	437,710	(23,699)
3100-200 Payroll Costs	358,384	144,185	168,159	312,345	46,039
3100-300 Contracted Services	24,750	232	1,000	1,232	23,518
3100-410 Supplies and Materials	24,000	25,719	9,667	35,385	(11,385)
3100-411 Fuel	1,000	119	881	1,000	-
3100-415 USDA Commodities	90,000	-	99,000	99,000	(9,000)
3100-450 Food	605,529	267,843	160,219	428,062	177,467
3100-460 Non-Consumable	36,471	5,498	5,322	10,820	25,651
3100-470 Computer Software	4,000	-	-	-	4,000
3100-480 Computer Hardware	1,500	-	-	-	1,500
3100-540 Equipment Replacement	15,000	-	-	-	15,000
3100-640 Dues and Fees	9,000	9,466	-	9,466	(466)
TOTAL EXPENDITURES	1,583,645	\$ 663,910	\$ 671,111	\$ 1,335,020	\$ 248,625
				FOOD SERVICE EST EFB	\$ 129,011

North Santiam School District 29J
Appropriations: Budget Vs. Actual
Fiscal Year 2023-24, As of 01/31/2024

General Fund (100)	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
1000 Instruction	\$ 15,785,712	\$ 6,664,314	\$ 8,270,124	\$ 14,934,438	\$ 234,894	\$ 1,086,168
2000 Support Services	\$ 11,498,520	\$ 5,765,869	\$ 4,163,922	\$ 9,929,791	\$ 200,000	\$ 1,768,729
3000 Community Services	\$ 10,700	\$ 2,544	\$ 635	\$ 3,179		\$ 7,521
5100 Debt Service	\$ -	\$ -	\$ -	\$ -		\$ -
5200 Transfers	\$ 185,000	\$ 1,585,000	\$ -	\$ 1,585,000	\$ 1,400,000	\$ -
6000 Contingency	\$ 1,085,000	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000
Sub Total	\$ 28,564,932	\$ 14,017,727	\$ 12,434,682	\$ 26,452,408	\$ 1,834,894	\$ 3,947,418
Special Revenue Funds (200)						
1000 Instruction	\$ 3,987,577	\$ 1,013,763	\$ 868,712	\$ 1,882,475		\$ 2,105,102
2000 Support Services	\$ 2,816,849	\$ 1,279,103	\$ 653,846	\$ 1,932,949	\$ 606,005	\$ 1,489,905
3000 Community Services	\$ 223,122	\$ 52,211	\$ 36,466	\$ 88,678		\$ 134,444
4000 Facilities Acquisition	\$ 200,000	\$ -	\$ 16,000	\$ 16,000		\$ 184,000
5200 Transfers	\$ 135,000	\$ -	\$ -	\$ -		\$ 135,000
5300 Apportionment of Funds by ESD	\$ 24,304	\$ -	\$ -	\$ -		\$ 24,304
6000 Contingency	\$ 1,791,792	\$ -	\$ -	\$ -	\$ 400,000	\$ 2,191,792
Sub Total	\$ 9,178,644	\$ 2,345,078	\$ 1,575,024	\$ 3,920,102	\$ 1,006,005	\$ 6,264,547
Food Service Funds (299)						
3000 Community Services	\$ 1,583,645	\$ 663,910	\$ 572,111	\$ 1,236,020		\$ 347,625
Sub Total	\$ 1,583,645	\$ 663,910	\$ 572,111	\$ 1,236,020	\$ -	\$ 347,625
PERS Bond Debt Service (310.321.375)						
5100 Debt Service	\$ 4,935,560	\$ 751,029	\$ 4,181,030	\$ 4,932,059		\$ 3,501
6000 Contingency	\$ 1,851,935	\$ -	\$ -	\$ -	\$ -	\$ 1,851,935
Sub Total	\$ 6,787,495	\$ 751,029	\$ 4,181,030	\$ 4,932,059	\$ -	\$ 1,855,436
Facilities (400,401,420,425,426,430,448)						
1000 Instruction Services	\$ 100,000	\$ -	\$ -			\$ 100,000
2000 Support Services	\$ 404,600	\$ 121,332	\$ 46,543	\$ 167,875		\$ 236,725
4000 Facilities Acquisition	\$ 1,649,340	\$ 126,458	\$ 54,015	\$ 180,473	\$ 500,000	\$ 1,968,867
5110 Debt Service	\$ 40,260	\$ 40,531	\$ -	\$ 40,531	\$ 500	\$ 229
5200 Transfers	\$ 75,000	\$ 75,000	\$ -	\$ 75,000		\$ -
6000 Contingency	\$ 1,422,390	\$ -	\$ -	\$ -		\$ 1,422,390
Sub Total	\$ 3,691,590	\$ 363,321	\$ 100,558	\$ 463,879	\$ 500,500	\$ 3,728,211
Internal Service Funds (600)						
2000 Support Services	\$ 80,900	\$ 1,656	\$ 210	\$ 1,866	\$ 150,000	\$ 229,034
6000 Contingency	\$ 261,205	\$ -	\$ -	\$ -	\$ 128,000	\$ 389,205
Sub Total	\$ 342,105	\$ 1,656	\$ 210	\$ 1,866	\$ 150,000	\$ 618,239
Trust and Agency Fund (700)						
2000 Support Services	\$ 25,869	\$ 5,000	\$ -	\$ 5,000		\$ 20,869
Sub Total	\$ 25,869	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 20,869
Total Appropriations	\$ 50,174,280	\$ 18,147,720	\$ 18,863,614	\$ 37,011,334.08	\$ 3,491,399.00	\$ 16,782,345
Total Unappropriated	\$ 930,662	\$ -	\$ -	\$ -		\$ 930,662
APPROPRIATION TOTAL	\$ 51,104,942	\$ 18,147,720.34	\$ 18,863,613.74	\$ 37,011,334.08	\$ 3,491,399.00	\$ 17,713,007

North Santiam School District 29J
Special Revenue Funds
Fiscal Year 2023-24, As of 01/31/2024

Special Revenue Funds	Allocation	Beginning Fund Bal	YTD Revenue	YTD Exp/Enc	Fund Balance	Grant Balance
201: Board Reserve	\$ -	\$ 1,001,791	\$ -	\$ -	\$ 1,001,791	
202: Textbook Reserve	\$ -	\$ 915,000	\$ 222,000	\$ 306,224	\$ 830,776	
204: ARP HCY I	\$ 26,928	\$ -	\$ 10,204	\$ 17,561	\$ -	\$ 9,367
205: CTE Construction House	\$ -	\$ 13,093	\$ 75,000	\$ 45,869	\$ 42,224	
206: CTE SHS Grants	\$ -	\$ 4,985	\$ -	\$ 3,689	\$ 1,296	
209: ESSER III	\$ 98,378	\$ -	\$ 21,435	\$ 31,935	\$ -	\$ 66,443
210: Appropriation Fund	\$ -	\$ 48,008	\$ (41,689)	\$ 6,319	\$ -	
211: United Way	\$ -	\$ 3,716	\$ -	\$ 2,976	\$ 740	
214: Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	
215: Title IV	\$ 60,914	\$ -	\$ 12,465	\$ 16,261	\$ -	\$ 44,653
216: Misc Grants	\$ -	\$ 8,017	\$ -	\$ -	\$ 8,017	
219: Title III	\$ 28,428	\$ -	\$ 2,085	\$ 13,266	\$ -	\$ 15,162
221: IDEA 611	\$ 562,405	\$ -	\$ 230,762	\$ 599,428	\$ -	\$ (37,023)
222: Carl Perkins CTE	\$ -	\$ (1,268)	\$ 1,084	\$ -	\$ -	\$ (184)
224: HB3499 EL Transformation	\$ 125,000	\$ -	\$ 51,518	\$ 141,687	\$ -	\$ (16,687)
225: IDEA 611 ARP	\$ 91,771	\$ -	\$ 24,581	\$ 24,581	\$ -	\$ 67,190
227: Title I-A	\$ 473,518	\$ -	\$ 131,824	\$ 380,055	\$ -	\$ 93,463
228: Title II-A	\$ 96,525	\$ -	\$ 25,908	\$ 56,499	\$ -	\$ 40,027
230: Technology Services	\$ -	\$ 12,102	\$ 357	\$ -	\$ 12,459	\$ -
231: After School Grant	\$ -	\$ 28,340	\$ -	\$ 13,600	\$ 14,740	\$ -
232: Outdoor School	\$ -	\$ (28,105)	\$ 28,105	\$ 63,869	\$ -	\$ (63,869)
240: E-Rate Category 1	\$ -	\$ 42,284	\$ 20,842	\$ -	\$ 63,126	\$ -
241: Nike Grant	\$ -	\$ 12,390	\$ -	\$ 12,511	\$ (122)	\$ -
243: District Grants	\$ -	\$ 1,567	\$ 1,619	\$ 1,480	\$ 1,706	\$ -
244: E-Rate Category 2	\$ -	\$ (5,987)	\$ -	\$ 19,634	\$ (25,621)	\$ -
247: IDEA 619	\$ 4,815	\$ -	\$ 5,717	\$ 6,326	\$ -	\$ (1,511)
249: SB 1149	\$ -	\$ 63,851	\$ 38,276	\$ -	\$ 102,127	
251: Student Investment Act	\$ 2,015,076	\$ 598,176	\$ -	\$ 1,193,173	\$ -	\$ 821,903
252: High School Success	\$ 647,085	\$ -	\$ 201,009	\$ 346,160	\$ -	\$ 300,925
253: ODE Farm to School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
255: Preschool Promise	\$ 502,500	\$ -	\$ 137,754	\$ 371,262	\$ -	\$ 131,238
259: Career Pathways Program	\$ 60,500	\$ -	\$ -	\$ 2,000	\$ -	\$ 58,500
274: SIA - EIIS	\$ -	\$ -	\$ -	\$ -	\$ -	
275: Oregon Community Foundation	\$ 22,229	\$ -	\$ 22,229	\$ -	\$ -	\$ 22,229
276: OSU Grant	\$ 235	\$ -	\$ 235	\$ -	\$ -	\$ 235
277: TAP Grants	\$ 95,000	\$ -	\$ -	\$ 11,150	\$ -	\$ 83,850
278: Communication/Community Engagement	\$ -	\$ -	\$ 41,689	\$ -	\$ 41,689	
279: Early Literacy Grant	\$ 147,501	\$ -	\$ -	\$ 12,227	\$ -	\$ 135,274
280: Homeless Support	\$ -	\$ 322	\$ -	\$ 203	\$ 120	
281: PERS Increase Reserve	\$ -	\$ 375,000	\$ 400,000	\$ -	\$ 775,000	
282: Oregon Extended Assessment	\$ 549	\$ -	\$ -	\$ -	\$ -	\$ 549
283: PEEK Grant	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
299: Local Food for Schools (LFS)	\$ 10,319	\$ -	\$ -	\$ -	\$ -	\$ 10,319
299: Farm to CNP Base AY25	\$ 14,430	\$ -	\$ -	\$ -	\$ -	\$ 14,430
299: Breakfast After the Bell	\$ 3,158	\$ -	\$ -	\$ -	\$ -	\$ 3,158
50						
TOTALS	\$ 5,152,264	\$ 3,093,282	\$ 1,665,009	\$ 3,699,946	\$ 2,870,069	\$ 1,864,638

*****Grants with negative balances have pending reimbursement claims to be processed**

**Superintendent
Lee Loving**



**1155 N 3rd Avenue
Stayton, Oregon 97383**

**Phone: 503-769-6924
Fax: 503-769-3578**

**A RESOLUTION TO
AUTHORIZE APPROPRIATION TRANSFER
FOR THE FISCAL YEAR 2023-24
RESOLUTION 022224B**

BE IT RESOLVED that the Board of Directors of the North Santiam School District hereby authorizes the transfer of budget appropriation in the Capital Improvement Fund from Function 1000, Instruction Services, to Function 5110, Debt Service. The purpose of the appropriation transfer is due to a slight increase in the debt service payment for Fund 448, 2017 Street Project. The transfer of appropriation is less than 10% of the appropriation category and, thereby, is allowed by resolution per ORS 294.463(3).

APPROPRIATION REQUEST

Reduce Fund 430, Function 1000 Instruction Services, \$500
Increase Fund 448 Function 5110 Debt Service, \$500

Erin Cramer, Board Chair

Date

Attest, Lee Loving, Superintendent

Date



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

Interim Director of Special Programs, Jeri Harbison-Jones

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 Meeting

Thursday, January 18, 2024 ~ 6:00 PM

Stayton Middle School Cafeteria, 1021 Shaff Road, Stayton, OR 97383

<https://youtube.com/live/YKf8dFYXkqg?feature=share>

MINUTES-DRAFT

1. CALL REGULAR SESSION TO ORDER

The Board Vice-Chair called the meeting to order at 6:00 pm. He noted that all members were present except the Board Chair, Erin Cramer, who was unexpectedly absent due to travel delays.

2. AGENDA APPROVAL

Changes to the agenda after posting on January 12, 2024 were acknowledged:

Added Attachments-

*8.3-December 2023 Financial Report PPT

MOTION-AGENDA APPROVAL

Motion that the Board approve the agenda as modified.

Motion Made By: Alisha Oliver

Vote: 6-0, motion passed

3. SPOTLIGHT

3.1. School Board Recognition Month

Supt. Loving announced that January is School Board Recognition Month and acknowledged each member's service to the district.

Laura Wipper - serving since 2005
Mike Wagner - serving since 2007
Alisha Oliver - serving since 2017
Erin Cramer - serving since 2019
Mark Henderson - serving since 2021
Coral Ford - serving since 2021
Mackenzie Strawn - serving since 2021
Student Reps. Benjamin Perez & Lucas Joyce - 2023-24

3.2. School Spotlight: Stayton Intermediate/Middle

Principal Mike Proctor was joined by staff members Jessica Roth, Thomas Smith, and students to speak about Disciplinary Literacy and why it is so important to student success. PTC President, Kimberly Dwyer also shared an update on recent and upcoming projects they are working on such as school dances and a ground cushion for the Gaga ball pit. Their presentation can be viewed under this agenda item via the link below.

[SIMS Board Spotlight 2024](#)

4. STUDENT BUSINESS: Benjamin Perez/Lucas Joyce

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

- A winter formal dance is scheduled for Feb. 3rd.
- A new coed basketball tournament will be held on Feb. 7th where teams can earn points for their class (grade level) in the year-long competition.
- annual Valentine's Day Hearts for every student will be happening again this year.
- Efforts to increase communication with/for students which involves purchasing new equipment to produce news/informational videos.
- Winter sports update (girls' basketball is ranked 4th in the state in 4A).

Board member Coral Ford also shared that she had connected with Benjamin Perez to discuss ideas to increase applications to be a student representative on the NSSD board. Benjamin offered to make a promotional video for students. He also noted that he and his ASB advisor highly recommend that the ASB President be offered one of the positions each year and if they decline, applications would be accepted for both positions.

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:

- Acknowledgements of the efforts of Directors Gary Rychard and Dave Parsons as well as the custodial staff during the recent weather event and subsequent school closures.
- Lighting project in the parking lots at Stayton Elementary is complete.
- Review of the new gate that will be going in behind the Stayton High School gym to accommodate the new Ty Hart Fitness Center.
- Preview of plans to reinforce the glass on doors in buildings rather than adding significant amounts of exterior fencing.
- Mid-year goal conferences for buildings and departments will be happening in early February.
- Acknowledgement of Tech. Dept. for their work when board meetings rotate at different schools.

6. TEACHING & LEARNING REPORT: Nicole Duncan

This standing agenda item is for the Board to receive regular reports from the Director of Teaching & Learning regarding the Student Success Act, Curriculum, Instruction, Professional Development, Grants, and other topics relating to student services. This month's report included a review and

request for approval of the district's Early Literacy Grant application. Nicole Duncan and Stayton Elementary School Principal Wendy Moore presented the application. Their presentation and supplemental documents can be viewed under this agenda item at the link below.

The Board expressed interest in learning more about the possibility of opening additional Preschool Promise classrooms at Stayton Elementary as well as new ones at Mari-Linn and Sublimity.

MOTION: EARLY LITERACY GRANT

Motion that the Board approves the NSSD Early Literacy Success School District Grant and Budget as presented.

Motion Made By: Coral Ford

Vote: 6-0, motion passed

[Attachments](#)

ISST Board Report January 2024.docx

NSSD ELSSDG Presentation

23-25 Early Literacy Grant Budget

7. [SPECIAL PROGRAMS REPORT: Jeri Harbison-Jones](#)

The Special Programs Director provided a written annual report. There were technical issues shortly after she began which prevented her from continuing. Her report can be viewed under this agenda item at the link below.

[2023-24 Special Programs Board Report](#)

8. [BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen](#)

This standing agenda item is for the Board to receive the monthly financial report from the Director of Business & Fiscal Services and other information relating to that department.

8.1. 2022-23 Audit Report

[Attachments](#)

NSSD_ACCUITY BOARD_REPORT_06302023

NSSD 2022-23 FINANCIAL AUDIT REPORT

It was noted the audit opinion was deemed “unmodified” which indicates the district’s financials did not contain any errors or discrepancies and was in accordance with financial reporting standards.

8.2. 2024-25 Budget Committee Calendar (proposed)

She presented a proposed calendar for the upcoming budget cycle and asked for board approval. The calendar can be viewed under this agenda item via the link below.

[Budget Calendar 2024.25](#)

Motion that the Board approves the 2024-25 Budget Calendar as presented.

Motion Made By: Mike Wagner

Vote: 6-0, motion passed

8.3. December 2023 Financial Report

The financials and her presentation can be viewed under this agenda item via the link below.

[Attachments](#)

Financials Board Report_Dec2023a

Financial Report PPT- December 2023

9. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

This standing agenda item is to receive regular reports from Licensed and/or Classified Union representatives. Wayne Lindsey was present to share an appreciation for the early communications regarding the inclement weather and school closures that week as well as the continued transparency and open communication between the union reps. and Supt. Loving.

10. STAYTON CITY COUNCIL LIAISON REPORT: David Patty

This standing agenda item is for reports from the Stayton City Council Liaison, David Patty. Highlights included:

- appreciation for the service of the school board members
- acknowledgement of Kimberly Dwyer and Mark Henderson for their work in the warming shelter and the city's public works staff for their efforts during the recent weather event
- request to revisit the proposal for a city/district collaboration to fund a student resource officer for the district

11. PUBLIC COMMENT

Michael Taylor, Sublimity- appreciation of the work and dedication of the NSSD school board
Tass Morrison, Sublimity- appreciation of the school board and also spoke about Measure 110

12. CONSENT AGENDA

12.1. *Action: Approval of Meeting Minutes*

The minutes from the previous month's meeting were submitted for Board review and approval.
[D2 12.14.23 minutes-DRAFT](#)

12.2. *Action: Approval of New Hires*

New licensed staff hired since the last board meeting were submitted for approval.

New Hires (Board Action Required)

Darci Proctor -SUB/.5 FTE PE Teacher

Genny Siewell -SUB/Middle School ELA (temp)

Aspen Loar -SES/K-3 SLP (temp)

Bethany Voth -District/Special Services Coordinator

Resignations (information only)

Bethany Tausch - SIMS Sp Ed Teacher

Amy Goulter-Allen - SHS Ag Teacher

[Jan 2024 Licensed Staff report](#)

12.3. *Action: Approval of Consent Agenda*

MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda as presented.

Motion Made By: Laura Wipper

Vote: 6-0, motion passed

13. NSSD 2023-24 SUPPLEMENTAL BUDGET ADOPTION: Rhonda Allen

The Director of Business & Fiscal Services reviewed the information and motions for the proposed 2023-24 supplemental budget during the NSSD Budget Hearing at 5:30 pm that preceded this meeting. That presentation can be viewed under this agenda item via this link: [01/18/24 Budget Hearing](#). The Board was asked to approve the resolution.

MOTION-ADOPTION OF THE 2023-24 SUPPLEMENTAL BUDGET, RES. 011824A
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of North Santiam School District that the supplemental budget for the fiscal year 2023-24 is hereby adopted, and the amounts appropriated by the Board of Directors for the General Fund, Special Revenue Funds, Capital Improvement Funds, and Unemployment Fund are hereby amended as submitted in Resolution 011824A.

Motion Made By: Mike Wagner
Vote: 6-0, motion passed

[23-24 Supplemental Budget](#)

14. [POLICY UPDATES/SECOND READING](#)

These policy edits were presented for a first reading last month and were presented for a second reading and possible adoption.

IGDJ- Interscholastic Activities
Motion Made By: Laura Wipper
Vote: 6-0, motion passed

IJ- School Counseling Program (delete old/replace)
Motion Made By: Coral Ford
Vote: 6-0, motion passed

[Attachments](#)

IGDJ -Interscholastic Activities2
IJ -School Counseling Program

15. [POLICY UPDATE/FIRST READING](#)

This policy edit was recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service. It was presented for a first reading and will be brought back in the following month for a second reading and possible adoption.

GCPC/GDPC-Retirement of Staff
[GCPC_GDPC Retirement of Staff](#)

16. [STRATEGIC PLANNING UPDATE: Laura Wipper/Alisha Oliver](#)

This standing agenda item is for the board to receive status updates on the district's Strategic Planning Process. Their documents can be viewed under this agenda item at the link below. They noted some of the keywords that are rising to the top during interviews are engagement, connection, innovation, and advocacy. The next steps are to engage with parents, students, businesses, and local governments. They have established regular meetings with Supt. Loving and the board chair & vice-chair. They would also like to schedule a work session with the board in April.

[Attachments](#)

Strategic Plan Status Report 2024-01-18
Strategic Plan Timeline - Branded

17. [BOARD REFLECTIONS/ANNOUNCEMENTS](#)

This standing agenda item allows the Board to collectively reflect upon statements made during public comment or topics covered during the meeting and to share announcements or reports of their board-related activities. Highlights included:

- 56
- agreement to add Sublimity and Lyons to the City Council reports agenda item
 - agreement to renew SRO conversations as requested by the Stayton City Council Liaison

- affirmed the need to enable students to understand the capabilities and dangers of AI
- discussion regarding comments made during public comment about Measure 110- conclusion that board members would research and respond individually as they deem appropriate

18. INFORMATION ONLY

18.1. Field Trip Report:

A list of the field trips taken and/or scheduled since the start of the school year was included.
[Jan 2024 Fieldtrips Board Report](#)

18.2. Student Enrollment:

Current enrollment is approximately 2,059 across the District. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 164

Sublimity: 349

Stayton Elementary: 353

Stayton Intermediate/Middle: 435

Stayton High: 649

Options Academy: 109

[Dec 2023 Enrollment Totals 01.12.24](#)

18.3. Pest Control Applications

According to the District's Integrated Pest Management (IPM) Plan, the IPM Program Coordinator provided the annual report for board review. The report can be viewed under this agenda item via the link below.

[2024 Annual IPM Report](#)

18.4. Future Agenda Items:

A list of possible future agenda items was included and can be viewed under this agenda item via the link below.

[Agenda Items Annual Calendar 01.24](#)

18.5. Upcoming Board Events & Activities:

A list was included in the meeting materials.

19. ADJOURN

The Board Vice-Chair adjourned the meeting at 8:37 pm.

EQUAL OPPORTUNITY EMPLOYER



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

Interim Director of Special Programs, Jeri Harbison-Jones

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

Budget Hearing

Thursday, January 18, 2024 ~ 5:30 PM

Stayton Middle School Cafeteria, 1021 Shaff Road, Stayton, OR 97383

<https://youtube.com/live/YKf8dFYXkqg?feature=share>

Minutes-**DRAFT**

1. CALL SPECIAL SESSION TO ORDER

The Board Vice-Chair called the meeting to order at 5:30 pm. He noted there were six members present (Erin Cramer was unable to attend due to unexpected airline travel delays). He also noted the address on the Public Notice of Supplemental Budget Hearing listed the address of the district office in error. He indicated that NSSD staff were stationed at the meeting room in order to accommodate any who appeared at that location.

2. APPROVAL OF THE AGENDA

Changes to the board packet after posting on January 12, 2024 were acknowledged:

Added or Revised Attachments-

*3.1-Supplemental Budget Report 1-18-24

MOTION-APPROVAL OF AGENDA

Motion that the Board approves the agenda as modified.

Motion Made By: Laura Wipper

Vote: 6-0

3. BUDGET HEARING

3.1. **Review of Budget Resolutions: Rhonda Allen**

The Director of Business and Fiscal Services reviewed the proposed resolutions for a 2023-24 supplemental budget. Her presentation is available to view under this agenda item at the link below.

Attachments

23-24 Supplemental Budget

Supplemental Budget Report - 1-18-24

3.2. **Public Comments and Discussion**

There were no comments from the public.

4. ADJOURN

The Board Vice-Chair adjourned the meeting at 5:40 pm.

EQUAL OPPORTUNITY EMPLOYER

**Memorandum of Understanding
Between
North Santiam School District
And
North Santiam Oregon School Employees Association Chapter #122**

This Memorandum of Understanding is entered into by and between the North Santiam School District (“District”) and the North Santiam Oregon School Employees Association Chapter #122 (“Association”). The District and Association are parties to a collective bargaining agreement (“CBA”) with effective dates of July 1, 2023 – June 30, 2026.

RECITALS:

It is the intention of the North Santiam School District (NSSD) to award additional compensation to classified school employees who meet the criteria outlined in Oregon SB 283, as passed in the Oregon Legislative 2023 Session.

SB 283 Says the Following:

- (2) For each licensed educator or classified school employee who provides significant special education support, as determined under subsection (3) of this section, a school district may pay one or more of the following:
 - (a) An additional percentage of the educator’s or employee’s salary or hourly wage.
 - (b) Notwithstanding ORS 652.220, a one-time payment in addition to the educator’s or employee’s salary or hourly wage.
- (3) For purposes of this section, a licensed educator or a classified school employee provides significant special education support if 75 percent or more of the educator’s or employee’s student caseload consists of students who have an individualized education program.
- (4) A salary or wage increase specified in subsection (2) of this section is exclusive of health benefits and other benefits the school district provides to licensed educators or classified school employees or that are otherwise required under the laws of this state.

NSSD Definitions:

- Significant Special Education Support:

- A school employee provides significant special education support if 75 percent or more of the school employee's assigned student caseload consists of students with an individualized education program.
- Caseload:
 - The number of students with Individual Education Plans (IEPs) for whom a school employee assists in the "case management" and is responsible for implementing the IEP.
- Supervision
 - A school employee who assists and supervises students during unstructured times to ensure a positive and safe school environment, e.g., lunch duty, recess supervision, hallway monitoring, etc.
- Classrooms
 - K-12 Resource Classrooms
 - Provides instruction to students who are focused on Individual Education Plan (IEP) goals with core academic and supplemental curriculum.
 - K-12 Life Skills Program Classrooms
 - A specialized program that provides services to students whose Individual Education Plan (IEP) demonstrates a need for cognitive, communication, socialization, motor skills, and life skills development.
 - K-12 Structured Learning Program Classroom
 - A specialized program that provides services to students whose Individual Education Plan (IEP) demonstrates a need for significant behavioral support, as well as communication, social skills development, and academic services.

NSSD Process:

- All NSSD classified school employees who meet the criteria in "Subsection 3" of SB 283 will be awarded additional compensation as follows:

- An additional annual stipend of \$1,500 will be given to classified school employees who serve in a K-12 Resource Classroom AND meet the outlined SB 283 criteria. In 2023-24, this stipend will NOT be retroactive. As a result, this year, the stipend will be \$750.00 spread evenly over the remaining pay months.
- An additional annual stipend of \$2,500 will be given to classified school employees who serve in a K-12 Life Skills Program Classroom or a K-12 Structured Learning Program Classroom AND meet the outlined SB 283 criteria. In 2023-24, this stipend will NOT be retroactive. As a result, this year, the stipend will be \$1,250.00 spread evenly over the remaining pay months.
- Example of how the payments will work:

Program	23-24 Stipend
Resource	\$750.00
Life Skills/SLP	\$1250.00

Program	24-25 Stipend	24-25 Base Salary	New 24-25 Annual Salary, including Annual Stipend
Resource	\$1500	\$21,346.78	\$22,846.78
Life Skills/SLP	\$2500	\$22,249.14	\$24,749.14

● NOTE:

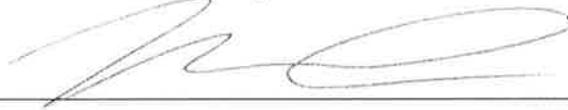
- This additional stipend will only be awarded for the 2023-24 (remaining six (6) months) and the 2024-25 school years.
- To continue awarding this additional stipend beyond the 2024-25 school year, the NSSD will need additional state funds allocated specifically for SB 283.
- We plan to award this additional compensation beginning February 25, 2024, and will be included in the paychecks of employees who qualify no later than March 25, 2024.

TERMS OF MEMORANDUM OF UNDERSTANDING

1. The terms of the memorandum is laid out above.
2. Any provisions of the parties' CBA not expressly modified by this MOU shall remain in full force and effect.
3. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
4. This MOU is not enforceable unless the following signatures are present, designee of the District, designee of OSEA, and the Chapter President (or their designee).
5. This MOU does not go into effect until it has been ratified by the OSEA chapter membership. OSEA will notify the employer when that has occurred or if OSEA determines such ratification isn't required the District shall also be notified.
6. Nothing in this agreement is meant to deprive a member of their rights under the law.

For the District:  _____ Date: 2/9/24

For the Chapter:  _____ Date: 2/8/24

For OSEA:  _____ Date: 2/8/24

Memorandum of Understanding

SB 283 Special Education Staff Salary Additional Compensation

The North Santiam School District 29J (“District”) and the North Santiam Education Association (“Association”) hereby enter into the following Memorandum of Understanding:

It is the intention of the North Santiam School District (NSSD) to award additional compensation to licensed employees who meet the criteria outlined in Oregon SB 283, as passed in the Oregon Legislative 2023 Session.

SB 283 says the following:

- (2) For each licensed educator or classified school employee who provides significant special education support, as determined under subsection (3) of this section, a school district may pay one or more of the following:
 - (a) An additional percentage of the educator’s or employee’s salary or hourly wage.
 - (b) Notwithstanding ORS 652.220, a one-time payment in addition to the educator’s or employee’s salary or hourly wage.
- (3) For purposes of this section, a licensed educator or a classified school employee provides significant special education support if 75 percent or more of the educator’s or employee’s student caseload consists of students who have an individualized education program.
- (4) A salary or wage increase specified in subsection (2) of this section is exclusive of health benefits and other benefits the school district provides to licensed educators or classified school employees or that are otherwise required under the laws of this state.

Definitions:

Significant Special Education Support:

A licensed educator provides significant special education support if 75 percent or more of the educator’s student caseload consists of students with an individualized education program.

Caseload:

The number of students with Individual Education Plans (IEPs) for whom a licensed teacher serves as "case manager" and is responsible for writing and implementing the IEP.

Supervision

A licensed teacher who assists and supervises students during unstructured times to ensure a positive and safe school environment, e.g., lunch duty, recess supervision, hallway monitoring, etc.

Classrooms

K-12 Resource Classrooms

Provides instruction to students who are focused on Individual Education Plan (IEP) goals with core academic and supplemental curriculum.

K-12 Life Skills Program Classrooms

A specialized program that provides services to students whose Individual Education Plan (IEP) demonstrates a need for cognitive, communication, socialization, motor skills, and life skills development.

K-12 Structured Learning Program Classroom

A specialized program that provides services to students whose Individual Education Plan (IEP) demonstrates a need for significant behavioral support, as well as communication, social skills development, and academic services.

Compensation:

All NSSD Licensed employees who meet the criteria in "Subsection 3" of SB 283 will be awarded additional compensation as follows:

An additional annual stipend of \$1,000 will be given to all licensed teachers who serve in a K-12 Resource Classroom AND meet the outlined SB 283 criteria. In 2023-24, this stipend will NOT be retroactive. As a result, this year, the stipend will be \$500.

An additional annual stipend of \$2,000 will be given to all licensed teachers who serve in a K-12 Life Skills Program Classroom or a K-12 Structured Learning Program Classroom AND meet the outlined SB 283 criteria. In 2023-24, this stipend will NOT be retroactive. As a result, this year, the stipend will be \$1,000.

Example:

2024-2025 Staff Calendar



North Santiam School District
1155 N 3rd Ave - Stayton, OR 97383
www.nisantiam.k12.or.us

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Licensed Contract Days	
In-Service Days	4
Conference Days	2
Grading Days	4
Non-school Work Days	3
Holidays	5
Student Contact	172
Total Contract	190

July 4	Independence Day
Aug 19-21	New Licensed Staff Training
Aug 21	New Classified Staff Training
Aug 26-Aug 29	*Staff Work/In-Service Days
Aug 30	Non-work Day
Sept 2	Labor Day
Sept 3	First Day of School (K-9)
Sept 4	First Day of School (10-12)
Oct 11	State-wide Teacher In-Service Day
Nov 1	Grading Day/Mid-Term 1
Nov 4-6	Conferences Occur
Nov 7	Early Release
Nov 8	Conference Hours Payback
Nov 11	Veterans Day
Nov 27-29	Thanksgiving Break
Dec 23-Jan 3	Winter Break
Jan 20	Martin Luther King Jr. Day
Jan 24	Grading Day, Term 1
Jan 24	Classified In-Service Day
Jan 31	Teacher In-Service Day
Feb 17	Presidents' Day
March 24-28	Spring Break
April 4	Grading Day/Mid-Term 2
April 7-9	Conferences Occur
April 10	Early Release
April 11	Conference Hours Payback
May 26	Memorial Day
June 6	SHS Graduation
June 10 <	Last day of School
June 11 <	Grading Day, Term 2
June 12 <	Last day for Teachers
June 19	Juneteenth

Student contact Sept	20
Student contact Oct	22
Student contact Nov	15
Student contact Dec	15
Student contact Jan	17
Student contact Feb	19
Student contact March	16
Student contact April	20
Student contact May	21
Student contact June	7
Student contact total	172

△ Classified staff should refer to their work calendars regarding dates with this symbol and for their start/end dates as they vary by position

< Dates may be extended due to unplanned closures

	No School-Holiday/Break		Late Start		New Staff Orientation		Classified non-work days, varies
	Early Release		In-Service		Licensed Work Day		Last day for grades K-7, 9-11
	Conference Hours		Grading Day		In-service or Work Day-TBA		

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Calendar Notes
*These In-service (2) and work dates (2) are set by building admin and will be communicated prior to the start of the school year.

Summary

Senate Bill (SB) 1049 (2019) made it possible for employees to retire under PERS and work for a PERS-covered employer, without hour restrictions in most situations. House Bill (HB) 2296 (2023) extends this law to 2034. The law does not require districts to allow PERS-retired employees to work in the district, rather, leaves the decision up to the district.

North Santiam School District

Code: GCPC/GDPC
Adopted: 2/26/98
Readopted: 10/19/17; 1/21/21
Orig. Code: GCPC

Retirement of Staff

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

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

Retiring employees are encouraged to coordinate with PERS and the human resources department to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.

When an employee of the district retires under PERS, their employment with the district will terminate. Should the retirement occur in the middle of a school year, employees will be allowed to return to their position for the remainder of the school year PERS-retired individuals may apply for open positions with the district with the understanding that the law is set to expire in ~~2024~~2034.

END OF POLICY

Legal Reference(s):

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

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

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).

OR. CONST., art. IX, §§ 10-13.

[House Bill 2296](#) (2023).

North Santiam School District

Code: BDDH
Adopted: 7/01/96
Revised/Readopted: 8/21/97; 11/20/97; 12/17/09;
6/15/17; 3/01/18; 1/20/22
Orig. Code: BDDH

Public Comment at Board Meetings

All board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend board meetings to become acquainted with the programs and operations of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment will complete the *Intent to Submit Public Comment* form either electronically, ~~prior to 4:00 pm on the date of the meeting~~ or in writing at the meeting prior to that point on the agenda. **A request to give comment electronically must be submitted no later than 12:00 pm on the meeting date to ensure access to the virtual meeting can be provided.**¹ A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to a time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to allocate additional time for public comment. If done, additional time will be allocated in a fair and equitable manner and may be determined based on

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

the number of commenters and the amount of time available for public comment. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board may not hear public comment at board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to communications@nsantiam.k12.or.us. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the board meeting, but will not be read at the board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any personally identifiable district staff member. The Board Chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#) [ORS 332.107](#)
[ORS 165.535](#) [ORS 165.540](#) [332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Cross Reference(s):

BDDC - Board Meeting Agenda

North Santiam School District

Code: GCBDA/GDBDA
Adopted: 2/26/98
Readopted: 9/19/02; 10/19/17
Orig. Code: GCBDA/GDBDA

Family Medical Leave

The

When applicable, the district will comply with the all provisions of the Family and Medical Leave Act (FMLA)^{1}, ~~of 1993~~, the Oregon Family Leave Act (OFLA)^{2}, ~~of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances)~~, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) ~~of 2009~~, and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee ~~federal law, he/she~~ must have been employed by the district for at least ~~the previous~~ 12 months, ~~over the previous seven years and~~ have worked at least 1,250 ~~1250~~ hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in ~~in~~ order for an employee to be eligible for the benefits under OFLA, the ~~state law, an~~ employee must work an average of 25 hours or more per week during the ~~and have been employed at least~~ 180 calendar days immediately prior to the first day of the start of the requested ~~family medical~~ leave. For ~~of absence. However, for~~ parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there ~~There~~ is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's ~~employee~~ eligibility for OMFLA ~~parental leave~~.

¹{ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee “is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.” See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits. }

²{ OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition) }

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.⁴

Federal and state leave entitlements generally may run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

As of September 2023, all applicable leave provided by the district is facilitated by North Santiam's third-party administrator, American Fidelity. American Fidelity abides by all Federal and State regulations as to what qualifies for each respective leave type (FMLA, OFLA, OMFLA, PMFLI, etc).

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

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

[ORS 659B.010](#)

[OAR 839-009-0200 - 0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Senate Bill 999 (2023).

Cross Reference(s):

GCBDD/GDBDD - Sick Time

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

Code: GCBDA/GDBDA (edited version)
Adopted: 2/26/98
Readopted: 9/19/02; 10/19/17
Orig. Code: GCBDA/GDBDA

Family Medical Leave

The district will comply with the provisions of the Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA)⁵, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI), and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

For an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period, and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately before the first day of the start of the requested family leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years⁶, contributed to the PMFLI fund in the alternate or base years, and are otherwise eligible.⁷

Federal and state leave entitlements generally run concurrently.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

As of September 2023, all applicable leave provided by the district is facilitated by North Santiam's third-party administrator, American Fidelity. American Fidelity abides by all Federal and State regulations as to what qualifies for each respective leave type (FMLA, OFLA, OMFLA, PMFLI, etc).

END OF POLICY

⁵{ OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

⁶The wages are not required to have been earned for work in the district.

⁷See OAR 471-070-1010 for additional information.

North Santiam School District

Code: **JEBA**
Adopted: 7/23/96
Readopted: 10/19/17
Orig. Code(s):JEBA

Early Entrance*

A student will be admitted into a public school if **their** ~~his/her~~ sixth birthday occurs on or before September 1. A student whose sixth birthday occurs after that date may be admitted to the first grade if **they** ~~he/she~~ **have** ~~has~~ maintained regular attendance in any grade of a public full-time school during the entire school term.

A student will be admitted to kindergarten, if **their** ~~his/her~~ fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.

Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of **their:** ~~his/her~~

1. Cognitive development;
2. Social development;
3. Physical development.

The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria. **The request for early entrance must be received in writing by May 1st. Applications will only be accepted for those students whose fifth birthday occurs on or prior to September 30.**

Parents **may** ~~will~~ be required to pay the cost of the special testing involved.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 336.095](#)

[ORS 339.010](#)
[ORS 339.115](#)
[ORS 343.395](#)

North Santiam School District

Code: KH

Adopted:

Public Gifts to the District- (proposed new)

Gifts that may serve to enhance and extend the work of the schools may be accepted by the district. It will be the district's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.
2. Contributions of property or services that may involve major costs for installation or maintenance or initial or continuing financial commitments from district funds may be presented by the superintendent for Board consideration and approval.
3. Any contributions of technology and related items, specifically devices that will connect to the district's network, must be vetted and approved by the technology department prior to accepting the donation.
4. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.
5. Contributions for a new scholarship shall be considered by the Superintendent or designee. The Superintendent or designee may develop the conditions for the scholarship award in consultation with the donor, if appropriate. These funds will be accounted for within a Special Revenue Fund, Private Purpose Trust Fund, or Custodial Fund, depending on the facts and circumstances of the contribution, and held specifically for that designated purpose only.
6. The Acceptance of Gift form (see KH-AR) may be used to track and acknowledge gifts, contributions, or donations to the district. The school board will receive notice of donations valued at \$500 or above.
7. All gifts will be subject to the provisions of Board policy.

Gifts accepted shall be used for the purpose for which they were donated.

In accepting gifts at the district-level, the superintendent or designee should attempt to equitably distribute contributions to the various school facilities.

END OF POLICY

Legal Reference(s):

[ORS 294.338](#)

[ORS 332.075](#)

[ORS 332.107](#)

Public Gifts/Donations to the District - current version

Gifts and donations which may serve to enhance and extend the work of the schools may be received by the district. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.

Gifts accepted shall be used for the purpose for which they were donated.

The application process for the acceptance of gifts or donations will be used to track gifts and assure that an official thank you letter and receipt is sent from the district to the donor. This process allows for official notification to the Board of any gifts or donations to the district.

Any technology gifts or donations must be approved by the technology department before it can be accepted at a building site.

The district supports and encourages volunteer groups in the community who propose sponsorship of construction or remodeling of district facilities. Criteria, as determined by the district, must be met and all plans must be approved prior to the beginning of the project or any funding raising for the project. All signage donations to schools must be district approved and have the name of the district included unless exempted by the superintendent or designee under special circumstances.

Representatives from sponsoring groups planning on donating for the purpose of construction, remodeling and/or signage, or if grant money is to be applied for and used for such purposes, must first meet with the principal, the communications specialist, the facilities director and superintendent (or designee) to discuss the financial and legal ramifications of the proposed project as part of the pre-approval process. Once approved, the Board will be notified and regular meetings will be set up with district representatives during the planning and construction phase of the project.

North Santiam School District

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 5/15/14; 8/20/15; 2/18/16;
10/19/17
Orig. Code: GCBDA/GDBDA-AR(1)

Federal Family and Medical Leave/State Family Medical Leave

(see updated AR “Family Leave”)

Coverage

Federal law covers public agencies, including districts. In order for school employees to be eligible, however, they must be employed at a work site with 50 or more employees within 75 miles of the employee’s work site for each working day during each of the 20 or more calendar workweeks in the year in which the leave is taken or in the preceding calendar year. State law covers districts that employ 25 or more part-time or full-time employees for each working day during 20 or more calendar workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

Eligibility

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1250 hours during the year preceding the start of the leave. State law generally applies to employees who work an average of 25 hours or more per week for the district during the 180 days or more immediately prior to the first day of the start of the requested leave. Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

In determining that an employee has been employed for the preceding 180 calendar days, the employer must count the number of days an employee is maintained on the payroll, including all time paid or unpaid. If an employee continues to be employed by a successor in interest to the original employer, the number of days worked are counted as continuous employment by a single employer.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

Definitions

“Child,”¹ for the purpose of taking parental leave under state law, means a biological, adopted, foster child or stepchild of the employee or a child with whom the employee is or was in a relationship of “in loco

¹ ~~For FMLA, the age of the son or daughter at the onset of a disability is not relevant in determining a parent’s entitlement to FMLA leave.~~

parentis.” A legal or biological relationship is not required. The child must be under 18 years of age or may be 18 years of age or older if incapable of self-care due to mental or physical disability.

“Contingency operation” is a military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are, or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305 or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

“Covered active duty” means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.

“Covered servicemember” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

“Family member,” for purposes of FMLA and OFLA leave, means a(n):

1. Spouse²;
2. Child of the employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis);
3. Custodial parent;

² “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage. ~~For OFLA, spouse also includes same sex individuals with a Certificate of Registered Domestic Partnership.~~

4. Noncustodial parent;
5. Biological parent;
6. Adoptive parent;
7. Stepparent or foster parent;
8. Individual who was in loco parentis to the employee when the employee was a child.

Additionally, when defining “family member” under OFLA, this definition includes a:

1. Grandparent;
2. Grandchild; or
3. Parents-in-law or the parents of an employee’s registered domestic partner.

For OFLA purposes, an employee’s child in any of these categories may be either a minor or an adult child at the time serious health condition leave, sick child leave or the death of a family member leave is taken.

“Next of kin” means the nearest blood relative of the eligible employee.

“Serious health condition,” under federal law, means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health-care provider;
3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days;
4. Illness, disease or condition is terminal, requires constant care and poses an imminent danger of death; or
5. Disability due to pregnancy, childbirth or prenatal care.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee is unable to perform the functions of the position when the health care provider finds that the employee is unable to work at all or is unable to perform any of the essential functions of the employee's position within the meaning of the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA) federal regulations. The district has the option, in requiring medical verification from a health care provider, to provide a statement of the essential functions of the employee's position for the provider to review.

A "serious health condition," under state law, means an illness, injury, impairment or physical or mental condition of an employee or family member that:

1. Requires inpatient care in a hospital, hospice or residential medical care facility such as a nursing home. When a family member resides in a long-term residential care facility, leave shall apply only to:
 - a. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
 - b. Transportation or other assistance required for a family member to obtain care from a physician;
 - c. Serious health conditions as described in items 2-8 below.
2. The treating health care provider judges to pose an imminent danger of death or that is terminal in a prognosis with a reasonable possibility of death in the near future;
3. Requires constant or continuing care such as home care administered by a health care professional;
4. Involves a period of incapacity. "Incapacity" is the inability to perform at least one essential job function, to attend school or to perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. This incapacity must involve:
 - a. Two or more treatments by a health care provider;
 - b. One treatment plus a regimen of continuing care.
5. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity such as asthma, diabetes or epilepsy;
6. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease;
7. Involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or
8. Involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care.

“Serious injury or illness,” for the purpose of caring for a covered servicemember, means:

1. In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and
2. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty, on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank or rating; or
 - b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - c. A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Purpose of Leave

Federal and state laws allow eligible employees to take FMLA or OFLA leave for the following purposes, commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, injured servicemember leave, military family leave, leave for the death of a family member or sick child leave (sick child leave and death of a family member leave are OFLA only):

1. Birth of the employee’s child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child, when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child is older than 18 years of age if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. Employee’s own serious health condition;
5. Eligible employees may take FMLA leave for a qualifying exigency while the employee’s spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the

deployment of the member with the Armed Forces to a foreign country.” (C.F.R. section 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);

6. Injured Service Member Leave allows an employee leave to care for a covered servicemember who is the employee’s spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member³ to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or grieve the death of the family member;
9. Military Family Leave allows leave for a spouse of a military personnel per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA).

Length of Leave

An employee eligible for FMLA leave under federal law is entitled to a total of 12 work weeks of leave during any 12-month period for the purposes specified above. A husband and wife who are eligible and who both work for the district may only take a combined total of 12 workweeks of leave if the leave is taken to care for a parent with a serious health condition or if the leave is for the birth of a child or the placement of a child for adoption or foster care.

There will be occasions where a husband and wife employed by the same district will not have to share the 12-week allotment of leave. This situation arises where an employee is eligible for both FMLA and OFLA or just OFLA leave and the employee is taking leave to care for a newborn with a serious health condition.

An employee eligible for Military Caregiver Leave is entitled to a total of 26 work weeks of leave to care for a covered servicemember during a single 12-month period. The 12-month period begins when the Military Caregiver Leave begins.

An employee eligible for OFLA leave under state law is entitled to a total of 12 workweeks of leave during any 12-month period for the purposes specified above. The 14 days of leave provided by the OMFLA and the two weeks of leave provided for the death of a family member are part of the 12 weeks. Two or more family members who are eligible and who both work for the district may not take OFLA leave at the same time unless:

1. One employee needs to care for another employee who is a family member and who is suffering from a serious health condition;

³ ~~Must be completed within 60 days of the date on which the eligible employee receives notice of the death of the family member.~~

2. One employee needs to care for a child suffering from a serious health condition while another employee, who is a family member, is also suffering from a serious health condition; or
3. Both family members are suffering from a serious health condition; or
4. The employees are taking leave for the death of a family member; or
5. The concurrent leave in such an instance is permitted by the district.

In addition to the 12 workweeks of family leave authorized above, under state law a female eligible employee may take an additional 12 workweeks of leave within any one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties. An employee who takes 12 workweeks of OFLA leave for parental leave may also take up to an additional 12 workweeks of sick child leave within the same leave year. If the employee uses less than 12 weeks of parental leave, however, no additional sick child leave is available, except for the balance of the initial 12 weeks. The employee may also use this balance for any OFLA leave purpose.

A female employee may take up to 36 weeks of OFLA leave in one leave year, but only under the following circumstances:

1. The female employee takes 12 weeks of pregnancy disability leave; followed by
2. Twelve weeks of parental leave; followed by
3. Twelve weeks of sick child leave.

A male employee may take up to 24 weeks of OFLA leave in one year, but only under the following circumstances:

1. The male employee takes 12 weeks of parental leave; followed by
2. Twelve weeks of sick child leave.

Parental leave must be taken in one uninterrupted period – unless the employer approves otherwise – and must be completed within 12 months of the birth, adoption or placement of the child. An exception must be made to allow parental leave to effectuate adoption or foster placement of the child. Such leave need not be taken in one, uninterrupted period with any additional parental leave.

The birth, adoption or foster placement of multiple children at one time entitles the employee to take only one 12-week period of parental leave.

Sick child leave need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

For the purpose of intermittent leave, leave entitlement is calculated for an employee by multiplying the number of hours the employee normally works per week by 12. (For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.) If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12

weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek. (For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.) If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

An employee, who has previously qualified for and taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. The employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy-disability leave need not requalify for 12 weeks in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave does not need to requalify to take an additional 12-weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

For situations where time off is covered by OFLA, but not covered by FMLA leave (e.g., the employer has 25 to 49 employees; or the leave taken is for a sick child or for serious health condition of a parents-in-law or the parents of the employee's registered domestic partner, grandparent or grandchild) the employer:

1. May allow an exempt employee with accrued paid leave to take OFLA leave in blocks of less than a full day. For these purposes, an exempt employee is a salaried executive, administrative or professional employee under the federal Fair Labor Standards Act or the state minimum wage and overtime laws;
2. May not reduce the salary of an employee who does not have or has run out of accrued paid leave and takes intermittent leave in blocks of less than a full day. To do so would result in the loss of exemption under state law.

The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

An employee, who has previously qualified for and taken some portion of FMLA leave, may request additional FMLA leave within the same leave year. The employee need not requalify as an eligible employee if the additional leave applied for is in the same leave year and for the same condition.

Intermittent Leave and Alternate Duty

An employer may transfer an employee on a foreseeable intermittent FMLA/OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate the leave, provided the following exist:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825;
4. Transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

An employee transferred, as provided in 1.-5. above, to an alternate position for the purpose of a reduced work schedule, must be returned to the employee's former position.

FMLA/OFLA leave time for an employee on intermittent leave or a reduced work schedule is the difference between the number of hours the employee normally works and the number of hours the employee actually works during the intermittent leave or reduced work schedule. Holidays or days in which the district is not in operation are not counted toward intermittent or reduced work schedule FMLA/OFLA leave unless the employee was scheduled and expected to work on the holiday.

The district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825; and
4. The transfer is not used to discourage the employee from taking FMLA/OFLA leave for a serious health condition or to create a hardship for the employee.

An employee is not on FMLA/OFLA leave if the employee has been transferred, as provided in section 1.-3. above, to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's own serious health condition, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA/OFLA leave taken in that leave year plus the period of time worked in the alternate position exceed 12 weeks.

An alternate position accommodating an employee's serious health condition may result in the employee working fewer hours than the employee worked in the original position. The employee's FMLA/OFLA leave is the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

Intermittent leave for school teachers is subject to special rules.

The district recognizes that state law will not always reduce the employee's FMLA 12 workweek entitlement (i.e., leave to care for a parent-in-law or sick child leave).

Special Rules for Teachers

Special rules apply if leave is requested to be taken near the end of a semester.

1. Under OFLA leave, if a teacher requests, in advance, leave for a serious health condition and the teacher will be absent more than 20 percent of the total number of working days during the period over which the leave would be taken then the employer may require the teacher to elect one of the following options:
 - a. To take family leave for one uninterrupted period of time as necessary to complete medical treatment. (School holidays and school vacation days are not counted as family leave.);
 - b. To transfer temporarily into an available alternative position which better accommodates periodic absences or recurring periods of leave.
2. Under FMLA leave, if a teacher begins leave more than five weeks before the end of the academic term because of the teacher's own serious health condition, the employer may require the teacher to remain on leave until the end of the term if:
 - a. The family leave is at least three weeks long; and
 - b. The teacher's return to work would occur within three weeks of the end of the term.
3. If a teacher begins FMLA or OFLA leave within five weeks of the end of the academic term because of parental leave, the serious health condition of a family member or to care for a covered servicemember, the employer may require the teacher to remain on family leave through the end of the term if:
 - a. The leave is more than two weeks long; and
 - b. The teacher's return would occur within the last two weeks of the term.
4. If a teacher begins FMLA or OFLA leave within three weeks of the end of the academic term because of parental leave, to care for a family member with a serious health condition or to care for a covered servicemember and the leave is greater than five working days, the employer may require the teacher to remain on family leave until the end of the term.
5. If a teacher takes FMLA/OFLA leave to the end of the school year and continues the leave at the beginning of the next school term, the leave is consecutive rather than intermittent leave.
 - a. The period between the end of the school term and the beginning of the next school term, when a teacher would not have been required to report for duty, is not counted against the teacher's FMLA or OFLA leave entitlements.
 - b. A teacher on FMLA/OFLA leave at the end of the school term must be provided with the same benefits during the period between school terms that the teacher would normally receive if no FMLA/OFLA leave were taken.

6. If a teacher is required by the employer to remain on leave to the end of the academic term, only the period of leave the teacher requested shall be charged against the teacher's FMLA/OFLA leave entitlement.
7. Nothing in FMLA/OFLA rules prohibits the employer from allowing the teacher to work as a substitute or in some other paid capacity during the weeks prior to the end of term under 3. or 4. above.
8. Full-time employees covered by OFLA rules, and who have been maintained on the payroll by a district during 180 consecutive calendar days, are thereafter deemed to have been employed by that district for an average of at least 25 hours per week during the 180 days immediately preceding the date any OFLA leave begins.

Calculating the 12-Month Period for Leave

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins.

Leaves to care for covered servicemembers has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued sick leave, vacation or personal leave days or other paid time established by Board policy(ies) and/or collective bargaining agreement in the order specified by the district and before taking FMLA and/or OFLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Continuation of Health Insurance Benefits

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid if the employee had been continuously employed during the leave period. The district will continue to pay the district's contribution

toward the employee's premiums. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

In the event the district is required to pay or elects to pay any part of the costs of providing health, disability, life or other insurance coverage for an employee during the period of FMLA or OFLA leave that should have been paid by the employee, the district may deduct, on the employee's return to work, such amounts from the employee's pay as have been advanced.

In no event may the total deducted exceed 10 percent of the employee's gross pay each pay period.

Return to Work

After leave granted under federal and state law, an employee is generally entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law.

Fitness-for-Duty Certification

If the leave was required for the employee's own serious health condition, including intermittent leave, the district may require the employee to obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave. The district is responsible for any co-pay or other out-of-pocket costs incurred by the employee in providing certification. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

Application

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

When an employee is able to give advance notice and requests leave, an employer may request additional information to determine that the leave qualifies for designation as FMLA/OFLA leave. The employer may designate the employee as provisionally on FMLA/OFLA leave until sufficient information is received to make a determination. An employee able to give advance notice of the need to take FMLA/OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

If advance notice is not possible, for example due to a change in circumstances or a medical emergency, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," under federal law means the employee generally must comply with the employer's normal call-in procedures.

An employee eligible for OFLA leave is required, under state law, to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted no later than three working days following the employee's return to work.

Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave for up to 30 days after the notice is ultimately given.

Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

Medical Certification

When an employee provides 30 or more days notice when applying for FMLA and/or OFLA leave, other than for parental leave, the employer may require the employee to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of employee's request for leave. If the employee provides less than 30 days notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The provider shall not be employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the district.

Under state law, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health care provider. The provider may not be employed by the district. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for the employee to obtain such opinions will be paid for by the district.

An employer may not delay the taking of an OFLA leave in the event that medical certification is not received prior to the commencement of a leave taken subject to the timelines set forth in this regulation. The employer may designate the leave as provisionally approved subject to medical certification. The employer shall provide the employee with written notice of any requirement to provide medical certification of the need for leave and the consequences for failure to do so. The employee must be allowed a minimum of 15 days to provide medical certification.

If the employee elects or the district requires substitution of accrued sick leave, vacation or other paid leave for unpaid leave pursuant to a collective bargaining agreement or other Board policy, the district will follow the medical documentation requirements of the applicable leave policy or contract provision whenever such requirements are more beneficial to the employee.

If an employee has taken sick child leave on all or any part of three separate days during a leave year, the employer may require medical certification on the fourth day or subsequent occurrence of sick child leave within that leave year. The employer must pay the cost of the medical certification not covered by insurance or other benefit plan. The opinion of the health care provider shall be binding. The employer may not require the employee to obtain a second opinion. The employer is not required to request medical certification for sick child leave exceeding three days and may make such requests at the employer's discretion.

Notification

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the human resources director.

Record Keeping/Posted Notice

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of Federal Family and Medical Leave Act and Oregon Family Leave Act requirements.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law and that state and federal leave entitlements run concurrently. State law requires that federal and state leave run concurrently when possible. For example, due to differences in regulations, an employee who takes leave

after 180 days of employment but before one year, is still eligible to take a full 12 workweeks of federal leave after meeting the one-year work requirement. After the first work year, leave will run concurrently.

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EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

***The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

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North Santiam School District

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

Family Leave * - proposed replacement

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.¹ For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week.

An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
 - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and

¹ The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

- b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify leave in the same leave year;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave;
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason;
4. An employee unable to work because of a disabling compensable injury² need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, the district must consider days, paid or unpaid, an employee is maintained on payroll. Full-time public school teachers who have been maintained on payroll by the district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

² As defined in ORS 656.005.

1. Serious health condition of the employee or the employee’s covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care³ or continuing treatment by a health care provider⁴.
2. Parental leave⁵ (separate from eligible leave as a result of a child’s serious health condition):
 - a. Bonding with and the care for the employee’s newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted child or newly placed child in foster care^{6} under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee’s spouse, child or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee’s covered family member. Serious health condition means:
 - a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
 - b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
 - c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
 - d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.⁷

³ Inpatient care means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 29 CFR 825.114.

⁴ Continuing treatment includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR 815.115.

⁵ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁶ {ORS 659A.159 uses the term “foster child.” Districts can choose to use either “foster child” or “child in foster care” throughout this AR. }

⁷ This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).

2. Parental leave (separate from eligible leave as a result of the child’s serious health condition):
 - a. Bonding with and the care for the employee’s newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee’s child. For OFLA, sick child leave includes absence to care for an employee’s child whose school or child care provider has been closed⁸ in conjunction with a statewide public health emergency declared by a public health official.⁹
4. Bereavement Leave: leave related to the death of a covered family member.¹⁰
5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same leave year may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:
 - a. For the purposes of FMLA, “family member” means:
 - (1) Spouse¹¹;
 - (2) Parent;
 - (3) Child; or

⁸ “Closure” for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child’s school or child care provider. OAR 839-009-0210(4).

⁹ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

¹⁰ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

¹¹ “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

- (4) Persons who are “in loco parentis”.
- b. For the purposes of OFLA, “family member” means:
 - (1) Spouse or domestic partner;
 - (2) Child or the child’s spouse or domestic partner;
 - (3) Parent or the parent’s spouse or domestic partner;
 - (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
 - (5) Grandparent or the grandparent’s spouse or domestic partner;
 - (6) Grandchild or the grandchild’s spouse or domestic partner; or
 - (7) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.¹²

2. Child:

- a. For the purposes of FMLA, “child” means a biological or adopted child, a child in foster care, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means a biological or adopted child, a child in foster care or stepchild of the employee, the child of the employee’s domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis”.
- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such

¹² “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- a. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- b. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- c. The expectation to provide care because of the relationship or the prior provision of care;
- d. Cohabitation and its duration and purpose;
- e. Geographic proximity; and
- f. Any other factor that demonstrates the existence of a family-like relationship.

responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

- b. For the purposes of OFLA, “in loco parentis” means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a public health emergency means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and

medical leave][a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences]{¹³}. The same method for calculating the one-year period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district’s designated leave period¹⁴. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district’s designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement, or to care for the employee’s parent’s serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee’s leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, an employee may be entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA.¹⁵ Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁶

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee’s leave entitlement during the designated leave period.

¹³{ Beginning July 1, 2024, districts are required to use the final bracketed option for OFLA purposes. See SB 999 (2023). Prior to making a change to the leave period calculation, 60 days’ notice must be provided to employees. FMLA continues to measure the leave year as 12 months, which could result in slight differences for some employees. }

¹⁴ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district’s leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee’s 26-week entitlement under Military Caregiver Leave under FMLA.

¹⁵ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

¹⁶ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁷. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁸. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(30)(a).

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the party-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

¹⁷ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁸ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position to accommodate the employee's serious health condition, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of FMLA, “instructional employee” means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, “school employee” means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee’s regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee’s own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee’s original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee would return to work during the three-week period before the end of the term.
 - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee’s own serious health condition, the eligible school employee may be required to remain on leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and

- (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement [an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.]{¹⁹} This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining

¹⁹ {Coordinate with any language regarding use of accrued leave during PMFLI from GDBDF/GDBDF or any equivalent plan information.}

agreement, other agreement or other district policy provide otherwise.²⁰ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able

²⁰ See also ORS 342.934(4)(d) in reduction force situations.

to give advance notice of the need to take FMLA and/or OFLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.²¹

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district may require an eligible employee to provide medical documentation, when appropriate²², to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Posted Notice

²¹ See OAR 839-009-0250(4)(c).

²² Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.²³ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.²⁴

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

²³ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf; electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

²⁴ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

North Santiam School District

Code: JGAB-AR
Adopted: 7/19/07
Revised/Readopted: 4/15/10; 9/15/11; 6/19/14;
10/19/17; 10/19/23
Orig. Code: JGAB-AR

Use of Physical Restraint and Seclusion

Procedures

1. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents verbally or electronically.
2. Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:
 - a. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
 - b. Written documentation of the incident within 24 hours that provides:
 - (1) A description of the restraint or seclusion including:
 - (a) The date of the restraint or seclusion;
 - (b) The time the restraint or seclusion began and ended; and
 - (c) the location of the incident;
 - (2) A description of the student's activity that prompted the use of restraint or seclusion;
 - (3) The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - (4) The names of staff of the district who administered the restraint or seclusion;
 - (5) A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - (6) Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
 - a. Name of the student;
 - b. Name of staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;
 - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of physical restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, ~~or~~ and to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

Restraint/seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or Section 504 Plan:

1. Parent participation in the plan is required;
2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained staff, including a behavioral specialist and a district representative who is familiar with the physical restraint training practices adopted by the district;
3. Prior to the implementation of any behavioral support plan that includes restraint and/or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan;
4. When a behavior support plan includes restraint or seclusion the parents will be provided a copy of the district Physical Restraint and Seclusion policy at the time the plan is developed.
5. If a student is involved in five incidents in a school year, the team, including a parent or guardian of the student, will form for the purpose of reviewing and revising the student's behavior plan.

Use of restraint and/or seclusion in an emergency by school administrator, staff or volunteer to maintain order or prevent a student from harming themselves, other students or school staff.

Use of restraint and/or seclusion under these circumstances with a student who does not have restraint and/or seclusion as part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy and this administrative regulation with the exception of those specific to plans developed in an IEP or a 504 plan.

COMPLAINT FORM
PHYSICAL RESTRAINT OR STUDENT SECLUSION

Person Initiating Complaint: _____

Phone: _____

Date Form Received: _____

Nature of Complaint: _____

District Employees with Whom You Have Discussed Complaint: _____

Your Desired Solution: _____

Other Pertinent Information: _____

Signature _____ Date _____

Resolution of complaint attached.

North Santiam School District
Physical Restraint and/or Seclusion Incident Report Form

A Physical Restraint and/or Seclusion Incident Report form shall be completed within 24 hours to document the use of any physical restraint or seclusion intervention used on a student. Timely notification of the time and place of a debriefing meeting and of the parent's or guardian's right to attend shall be provided.

The definition of seclusion: The involuntary confinement of a student alone in a room from which the same student is prevented from leaving. Seclusion does not include "timeout," which means removing a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving. OAR 581-021-0062 (1) (b-c)

Student Name: _____ Grade: _____ Age: _____

SSID#: _____ IEP _____ 504 plan _____ BIP _____ School: _____

Staff Member Administering Physical Restraint/Seclusion: _____

Date of Incident: _____ Time of Physical Restraint/Seclusion started: _____ (am/pm)
Ended: _____

Location of Physical Restraint/Seclusion: _____ Location of incident: _____

Detailed description of incident (describe the behavior in observable and measurable terms. Report only what was seen or heard. Avoid evaluation/judgment and/or opinions. Include description of physical intervention/physical restraint that was used. Describe student activity preceding incident that prompted physical restraint/seclusion (attach additional sheets if needed). _____

De-escalation methods used: _____

Did injury occur to staff? Yes No

If yes, complete required accident report(s). SAIF/Building Accident Report – See HR department for forms

Did injury occur to student? Yes No

If yes, complete building accident report/notify building administrator and district safety officer

Did property damage occur? Yes No

If yes, please notify building administrator and facilities director

Name of Parent/Guardian: _____ Notification method: _____

Date/Time of Notification: _____ Staff Contact: _____

Signature of Reporting Staff _____ Date _____

**A summary of the debriefing (form and notes) with a copy of this form will be delivered to:
1) Student File/Principal; 2) District Safety Officer; 3) Instructional Student Services; and 4)
Parent/Guardian**

**NORTH SANTIAM SCHOOL DISTRICT
PHYSICAL RESTRAINT AND/OR SECLUSION INCIDENT DEBRIEF FORM**

A physical restraint and seclusion incident debrief form is completed by the safety security officer, **Director of Special Services**, ~~intervention coach~~ or superintendent's designee.

Is the staff member ~~OIS~~ **Mandt** certified? Yes No

Was the physical restraint an ~~OIS~~ **Mandt** sanctioned move? Yes No

Is the student on an IEP (**Individualized Education Program**)? Yes No

Is there a current FBA (**Functional Behavior Assessment**)? Yes No

Is there a current BSP (**Behavior Support Plan**)? Yes No

Building Administrator ~~Principal~~'s reflection: _____

Staff member's reflection: _____

Based on findings, this qualifies as a restraint incident. Yes No

Based on findings, this qualifies as a seclusion incident. Yes No

If no, provide reasoning: _____

What is the plan to support the student in the future? _____

Recommendations: _____

Date of debrief: _____ Time: _____

Signature of person completing form: _____

Signature of staff member: _____

Copies of this form with any additional notes to be distributed to:

- 1) Student File/Principal; 2) District Safety Officer; 3) Instructional Student Services; and**
- 4) Parent/Guardian**

STRATEGIC PLAN STATUS REPORT



Report Date: 02/22/2024

Report Provided By: Alisha Oliver & Laura Wipper

HIGHLIGHTS

- Building Admin Interviews.
 - Scheduled between February and April.
- Union/Staff Feedback.
 - Met with Certified Union leadership to develop engagement plan.
 - Met with Classified Union leadership to develop an engagement plan.
- Developed surveys.

UPCOMING

- Interviews with Building Admins, planned between end of February and mid-April.
- Plan for Parent Group Discussion (forum).
 - May host at/for each school, still determining “best” approach(es).
- 2 Hour Board Work Session (likely in May).
- Staff Forum(s).
 - Certified - in the process of coordinating and scheduling. Sent questionnaire(s) to building admins to share with staff; hosting an in-person forum 4/4/24 at 3:15pm at SHS Library for those who choose to attend.
 - Classified - in the process of coordinating and scheduling. Planning to send survey with information at end of survey inviting those that would like to participate in an in-person forum to contact Union President and she will help coordinate. A slightly different approach based on feedback from Union President.
- Spanish speaking families: attending Juntos! 2/29/24 to invite people from this group to participate in a focus group (with Susy’s assistance). We will be there for 10 minutes maximum during the dinner time (so program time is not encroached on.)
- Outreach to faith-based group(s).
- Student forum(s) and feedback: will be reaching out to building admins to coordinate (and get suggestions).

ADDITIONAL NOTES

- Timeline update.

- Date for completion December 2024, understanding if the process moves in a way that allows earlier completion, it will be finished early.
 - Completion means written plan and beginning implementation.

February 2024 Field Trip Report

New trips since last report are highlighted in yellow. 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
227755 - SHS Graduation - Band	Salem Armory 2310 17th St NE Salem	Stayton High School	6/7/2024	5:00pm - 9:30pm	45	1	Perform in the 2024 graduation ceremony	n/a	approved
227754 - SHS Graduation Practice	Salem Armory 2310 17th St NE Salem	Stayton High School	6/7/2024	8:00pm - 12:30pm	45	1	Practice to perform in the 2024 graduation ceremony	n/a	approved
230035 - Library Field Trip	Stayton Public Library 515 N First Ave, Stayton	Sublimity School	6/5/2024	10:15am - 1:00pm	34	10	Students will visit the Library so they can learn about the summer reading program and get a library card.	Curriculum	pending
231210 - SUB 8th Grade Field Trip	Oaks Park 7805 SE Oaks Park Way, Portland	Sublimity School	6/5/2024	8:15am - 2:30pm	47	6	At amusement parks, students can test physical science and physics concepts or determine the speed of zooming rollercoasters through self guided activities.	Curriculum	pending
230494 - Band/Choir Disneyland Trip	California (includes airline travel, for more info see objectives)	Stayton High School	5/24/24 - 5/27/24	2:00am - 10:30pm	40	10	Students will be participating in a recording studio session at Disneyland. They will learn what it is to be a professional musician through rehearsal techniques, use of recording equipment, and seeing how the music they perform is added to movie scenes. Students will fly to Los Angeles, CA and stay in a hotel with night time security and travel by charter bus. They will spend 2 days at Disneyland, 1 day at a baseball game and dinner, and 1 day at Knottsberry Farm.	Curriculum	pending
229893 - 2nd Grade SES Oregon Coast Aquarium	Oregon Coast Aquarium 2820 SE Ferry Slip Rd, Newport	Stayton Elementary School	5/17/2024	8:00am - 4:00pm	96	37	Students will be able to apply their learning of animal and plant habitats as well as changes to land connected to our science units.	Curriculum	pending
230752 - Third Grade Charlottes Web Play	Elsinore Theatre 170 High St SE, Salem	Stayton Elementary School	4/2/2024	9:00am - 12:00pm	105	15	Literacy: related to a book study in our classrooms	Curriculum	pending
228825 - AVID9 field trip 118	Salem Ropes Course - YWAM campus 7085 Battle Creek Rd SE Salem	Stayton High School	4/1/2024	8:30am - 1:00pm	35	2	AVID team-building	AVID	pending

231188 - FFA State Convention	Deschutes County Fair & Expo Center 3800 SW Airport Way, Redmond	Stayton High School	3/21/-24 - 3/24/24	9:00am - 5:30pm	13	1	Oregon State FFA Convention helps FFA members develop leadership, personal growth and career success through participation in Career Development Events, motivational workshops and sessions. Delegates to the State FFA Convention establish policy and elect State FFA Officers.	FFA	approved
228070 - 2nd Grade to OMSI	OMSI 1945 SE Water Ave, Portland	Stayton Elementary School	3/21/2024	8:15am - 2:30pm	95	30	Students will be able to obtain first hand experience with scientific elements, including changes to land.	Curriculum	pending
231648 - Oregon Music Education Association Middle School Honor Band Competition	Molalla High School 357 Frances Street, Molalla	Mari-Linn School	3/18/2024	7:30am - 8:00pm	11	2	Middle School Band Competition	Curriculum	pending
227863 - 1st Grade Willamette Heritage Center Field Trip	Willamette Heritage Center 1313 Mill St SE, Salem	Sublimity School	3/8/2024	9:15am - 1:00pm	34	12	To learn how manufactured goods are produced and sold.	Curriculum	pending
231185 - Sublimity Middle School Band Walking Field Trip	Marian Estates 590 SE Conifer Cir, Sublimity	Sublimity School	2/29/2024	1:30pm - 2:30pm	19	2	Live performance experience with set up and tear down, learning the conventions of performance, culmination of individual practice, and group rehearsal.	Curriculum	pending
231382 - SHS Seniors to Chemeketa	Chemeketa Community College 4000 Lancaster Dr. NE; Salem	Stayton High School	2/28/2024	8:15am - 1:15pm	50	3	Seniors attending Chemeketa next year will do a campus tour and learn about Chemeketa Scholars.	Curriculum	pending
230391 - Experience WCA Day	Willamette Career Academy 1200 Lancaster Drive NE, Salem	Stayton High School	2/26/2024	7:45am - 11:15am	20	2	For sophomores who are interested in learning more about WCA and potentially enrolling in WCA next year.	Curriculum	pending
230003 - Biomedical Students Visit Santiam Memorial Hospital	Santiam Memorial Hospital 1401 N 10th Ave, Stayton	Stayton High School	2/16/2024	8:45am - 12:00pm	50	1	Students studying biomedicine will get to tour a healthcare facility, interact with medical professionals, and engage with a speaker panel of medical professionals. This will complement our biomedical studies and highlight future career options for students.	Curriculum	approved
230027 - SHS Student Experiences : Portland Trailblazers Basketball Game	Moda Center 1 N Center Ct St Portland	Stayton High School	2/14/2024	5:00pm - 11:00pm	75	8	Providing opportunities for student connection with peers and trusted adults.	Curriculum	approved

230487 - Hoodoo Ski/Snowboard Trip	Hoodoo ski area/lodge 27400 Big Lake Road, Sisters	Stayton High School	2/10/2024	7:00am - 4:00pm	19	4	To provide a unique opportunity to learn or improve upon a skill while forming connections with peers.	Curriculum	approved
230283 - ML 6th Grade Portland Trip	Newmark Theatre 1111 SW Broadway, Portland	Mari-Linn School	2/8/2024	7:45am - 2:15pm	17	6	We are reading Percy Jackson for ELA. We will be watching the theatrical production of it for the first part of the trip. We will then ride the Portland Streetcar to visit Powell's City of Books to deepen our understanding of aspects of the book and explore college/career pathways.	Curriculum	approved
230025 - Oregon FBLA Regional Skills Conference Willamette Chapter	Central High School: 1530 Monmouth St, Independence	Stayton High School	2/3/2024	7:00am - 4:00pm	9	2	FBLA Co-Curricular and CTE	FBLA	approved
230144 - Knife River Training Center	Knife River Training Center 35973 Kennel Rd SE, Albany	Stayton High School	2/1/2024	9:00am - 2:30pm	20	2	Providing opportunities to our graduating student in the construction industries.	Curriculum	approved
229030 - Third Grade Trip to A-Dec	A-DEC, 2601 Crestview Drive, Newberg	Sublimity School	1/17/2024 (reschedule to 1/25/24 due to weather)	8:00am - 2:00pm	33	8	Exposing students to various career fields and the educational pathways to prepare them for the careers. It also incorporates STEM standards.	AVID	pending
229352 - Tree of Giving Shopping Trip	Albany Walmart 1330 Goldfish Farm Road Albany	Stayton High School	12/14/2023	9:30am - 1:00pm	25	4	Consumer Math course (budgeting, shopping) also social-emotional learning (serving others).	Curriculum	approved
229385 - Adaptive PE to Lakeshore Lanes	Lakeshore Lanes 5432 Pacific Blvd SW Albany	Stayton High School	12/13/2023	8:30am - 11:30am	21	5	Alternative physical activity for Life Skills students	Curriculum	approved
228834 - AVID11 to UO	U of O/Matthew Knight - 1390 Villard St, Eugene	Stayton High School	12/8/2023	8:00am - 2:00pm	15	2	AVID Elective Opportunity - campus visit	AVID	approved

228363 - 1st Grade Air and Space Field Trip	Evergreen Aviation & Space Museum 500 NE Captain Michael King Smith Way, McMinnville	Stayton Elementary School	12/7/2023	8:15am - 2:00pm	65	20	We have been using our science curriculum and are finishing the unit and the trip will help further their learning of sun, shadows, moon phases and star constellations.	Curriculum	approved
228158 - 2nd Grade to Storybook Land	Cascade Livestock Building Linn County Fairgrounds 3700 Knox Butte Rd E Albany	Sublimity School	12/7/2023	8:15am - 11:45am	37	12	Enhances classroom studies on fairy tales and nursery rhymes through a recreation of many classic nursery rhymes and fairy tales. Encourages STEM process through the building of each story in various booths.	Curriculum	approved
228633 - K-3 Storybook Land and Carousel	Cascade Livestock Building, 3700 Knox Butte Rd E, Albany then Historic Carousel & Museum	Mari-Linn School	12/6/2023	8:45am - 1:00pm	80	24	Describe the overall structure of a story, including describing how the beginning introduces the story, how the middle progresses the action and the ending concludes the action	Curriculum	approved
226913 - 2nd Grade to Storybook Land	Linn County Fairgrounds - Albany	Stayton Elementary School	12/05/23	8:30am - 11:45am	98	24	Students will be able to obtain first hand knowledge of design engineering and fairytales by seeing their favorite stories come to life in animated displays. They will be able to take that knowledge and apply it to their fairytale/engineering unit.	Curriculum	approved
226967 - Beavers Beyond the Classroom	Gill Coliseum, Oregon State Univ. - Corvallis	Sublimity	11/29/23	9:00am - 2:15pm	33	2	College readiness	AVID	approved
227426 - OSU Women's Basketball Game	Gill Coliseum, Oregon State Univ. - Corvallis	Mari-Linn School	11/29/23	9:00am - 2:15pm	35	7	Connect youth with OSU Athletics. As role models in the community, OSU Womens Basketball team strives to make positive impressions and to promote the importance of higher education in Oregon. This program emphasizes the college experience and encourages youth to excel in the classroom.	AVID	approved

227842 - SUB 4-5 grade Beavers Beyond the Classroom	Gill Coliseum 660 SW 26th St. Corvallis	Sublimity	11/29/23	9:00am - 2:00pm	81	20	College readiness	AVID	approved
226199 - SHS Fine Arts Western Oregon University Creative Arts Day	Western Oregon University - Monmouth	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	approved
227675 - Willamette Valley Ag Expo	Linn County Expo Center 3700 Knox Butte Rd. Albany	Stayton High School	11/15/2023	9:15am - 3:00pm	14	1	Students are able to connect with students from other schools as well as industry professionals. These connections can help make class and FFA chapter ideas more relevant as well as help them to understand why what we are learning about is important in todays world and workforce. This can also open jobs and get them excited about future careers or hobbies and see how vast the world of agriculture really is.	FFA	approved
227623 - National Apprenticeship Week	Central Electrical Training Center (CETC) & LBCC	CETC- 33309 OR- 99E.Tangent LBCC- 6500 Pacific Blvd SW. Albany	11/13/2023	8:00am - 3:00pm	10	1	To introduce future electricians to the IBEW 290(electrician union) training center in Tangent Oregon. Students will get to learn about their program, tour their facility and do some hands-on activities. LBCC will present. Students will get to see the apprenticeship programs that LBCC offers.	Curriculum	approved
227148 - SHS Leadership Class - Oregon Association of Student Councils Conference	Location TBA - Seaside	Stayton High School	11/-4/23 / 11/6/23	2:00 pm/ 12:00 pm	15	2	ASB leadership students networking with high school ASB groups from across Oregon - professional development for ASB groups.	Curriculum	approved
227867 - LSA to Freres Lumber Co	40519 Cedar Mill Road, Lyons	Stayton High School	11/2/2023	11:30am - 3:00pm	26	3	Environmental Science. Hands-on learning component regarding reusable energy. Possible career opportunities.	Curriculum	approved

226791 - OSU Discovery Days and Tour	Dixon Recreation Center, Oregon State University - Corvallis	Sublimity School	10/31/2023	8:00am - 2:00pm	34	10	Part of AVID focus is to introduce students to post-K-12 options. Tour will include several locations so students can learn about what is offered there. They will participate in OSU Discovery Days, which is STEM-based with many hands-on science activities for the students to do.	AVID	approved
226818 - K-2 Pumpkin Patch	Greens Bridge Gardens - Jefferson	Mari-Linn School	10/24/2023	8:30am - 1:30pm	58	20	Use observations to describe patterns of what plants and animals (and humans) need to survive. Make observations to construct an evidence-based account that young plants and animals are similar, but not exactly like, their parents	Curriculum	approved
227012 - SIS 4th Grade to EZ Orchards	EZ Orchards - Salem	Stayton Intermediate School	10/23/2023	11:00am - 1:30pm	84	20	To connect the experience with our writing. We have been focusing on adding sensory details to our personal narratives. We are also connecting it to community connection, agriculture, and SEL for how to act in public.	Curriculum	approved
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	approved
226953 - Cascade College & Career Fair	Cascade High School - Aumsville	Stayton High School	10/19/2023	10:15am - 11:45am	35	2	Exposure to college & career opportunities	AVID	approved
226615 - SES Kindergarten Pumpkin Patch 2023	Fordyce Farm inc. - Salem	Stayton Elementary School	10/12/2023	9:00am- 1:30pm	80	20	agriculture - AVID career readiness science life cycle	Curriculum	approved
226816 - SUB K-1 Pumpkin Patch Field Trip	EZ Orchards - Salem	Sublimity School	10/11/2023	9:15am - 1:00pm	65	26	Hands on experience for farming/plants science unit	Curriculum	approved

226440 - FFA: District Soils Competition	North Willamette Research and Extension Center - Aurora	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	approved
226427 - AVID12 to Oregon State University	Oregon State University - Corvallis	Stayton High School	10/4/2023	8:00am-1:45pm	15	2	AVID seniors visiting OSU before application season.	AVID	approved
226574 - Salmon watch day 2	Packsaddle County Park - Gates	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. Water quality - Students test water samples for temperature, turbidity, dissolved oxygen, and pH. Riparian ecology - Students learn about riparian functions, measure canopy cover, hunt for elements of riparian area.	Curriculum	approved
226547 - Salmon Watch Field Trip	Packsaddle County Park - Gates	Stayton High School	10/2/2023	9:00am-2:45pm	72	8		Curriculum	approved
226260 - Sublimity OMSI Outdoor School	Coastal Discovery Center at Camp Gray - Newport	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 - Lebanon	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 - Lebanon	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 - Turner	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	approved

NSSD Enrollment Totals as of 02/15/24

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	14	14	14	14	15				
MARI-LINN	1	25	19	18	18	18	18	19				
MARI-LINN	2	20	24	25	25	25	24	23				
MARI-LINN	3	15	19	19	19	19	19	20				
MARI-LINN	4	20	15	15	14	14	14	15				
MARI-LINN	5	16	20	20	20	20	21	21				
MARI-LINN	6	19	17	17	17	17	17	16				
MARI-LINN	7	21	18	18	18	18	18	17				
MARI-LINN	8	20	20	20	20	20	19	18				
MARI-LINN	ALL	176	166	166	165	165	164	164				
SUBLIMITY	KG	32	31	31	31	31	31	31				
SUBLIMITY	1	40	34	34	34	34	34	33				
SUBLIMITY	2	31	37	37	37	37	36	36				
SUBLIMITY	3	45	33	33	33	33	33	33				
SUBLIMITY	4	36	48	49	49	50	50	51				
SUBLIMITY	5	43	37	36	37	35	35	34				
SUBLIMITY	6	38	47	47	47	47	47	48				
SUBLIMITY	7	51	36	36	35	35	35	34				
SUBLIMITY	8	42	49	49	50	48	48	48				
SUBLIMITY	ALL	358	352	352	353	350	349	348				
OA-VIRTUAL ACADEMY	KG	1	1	1	1	1	0	0				
OA-VIRTUAL ACADEMY	1	0	0	1	0	1	1	1				
OA-VIRTUAL ACADEMY	2	1	0	1	0	0	0	0				
OA-VIRTUAL ACADEMY	3	1	0	0	0	0	0	0				
OA-VIRTUAL ACADEMY	4	1	0	0	1	2	2	1				
OA-VIRTUAL ACADEMY	5	1	1	1	1	1	1	2				
OA-VIRTUAL ACADEMY	6	2	1	1	1	2	2	3				
OA-VIRTUAL ACADEMY	7	5	1	1	2	2	3	3				
OA-VIRTUAL ACADEMY	8	7	4	3	4	6	8	9				
OA-VIRTUAL ACADEMY	9	11	2	6	7	9	8	9				
OA-VIRTUAL ACADEMY	10	26	10	12	13	15	15	17				
OA-VIRTUAL ACADEMY	11	32	37	19	19	19	17	17				
OA-VIRTUAL ACADEMY	12	53	45	15	15	12	11	15				
OA-VIRTUAL ACADEMY	ALL	141	102	61	64	70	68	77				
OA-LOCUST ST ACADEMY	10							4				
OA-LOCUST ST ACADEMY	11	included above		18	20	18	16	22				
OA-LOCUST ST ACADEMY	12	included above		31	31	26	25	29				
OA-LOCUST ST ACADEMY	ALL			49	51	44	41	55				

>students attending Options Academy online have been separated from those attending in-person at Locust St Academy

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	30	31	30	30	30				
STAYTON ELEMENTARY	KG	74	67	69	69	69	67	66				
STAYTON ELEMENTARY	1	83	75	73	74	74	69	71				
STAYTON ELEMENTARY	2	91	87	87	87	87	90	92				
STAYTON ELEMENTARY	3	83	100	96	96	97	97	98				
STAYTON ELEMENTARY	ALL	361	362	355	356	357	353	357				
STAYTON INTERMEDIATE	4	97	86	84	83	80	79	82				
STAYTON INTERMEDIATE	5	93	98	96	95	94	92	87				
STAYTON MIDDLE	6	87	100	101	99	98	95	96				
STAYTON MIDDLE	7	74	95	95	95	95	97	97				
STAYTON MIDDLE	8	105	80	80	77	75	72	76				
SIS/SMS TOTAL	ALL	456	459	456	449	442	435	438				
STAYTON HIGH	9	194	195	186	185	181	182	179				
STAYTON HIGH	10	170	189	186	183	182	180	175				
STAYTON HIGH	11	135	158	154	151	149	146	141				
STAYTON HIGH	12	134	134	123	122	122	120	115				
Early College (off campus)		16	16	16	16	16	16	16				
Transitions (post-grad SPED)				5	5	5	5	5				
STAYTON HIGH	ALL	649	692	670	662	655	649	631	0	0	0	0
NSSD	TOTAL	2141	2133	2101	2100	2083	2059	2049				
# Registered w/ WESD to homeschool		118	118	122	125	125	123	117				
# Enrolled in Virtual Charter Schools		84	80	83	86	85	86	86				
3% of total NSSD student population= 76.65 ~ 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												
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 1/2024

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
 - Teaching & Learning Report
 - Licensed Union Rep. Report
 - City Council Liaison Reports
 - Informational Reports including: field trips, enrollment & upcoming events
3. Consent Agenda: Approval of Meeting Minutes & Licensed Staff Changes
4. First and/or second readings of updates to NSSD board policies
5. Board Reflections/Announcements

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

According to [ORS 255.335](#), each district board shall hold a regular organizational meeting following the regular district election and not later than the last day of July of that year.

According to [ORS 332.040](#), No later than at the next regular meeting following July 1, the district school board shall meet and organize by electing a chairperson and a vice chairperson from its members.

During election years when there are no newly elected board members, items 2-6 may be approved in June if the Board chooses to hold a work session in July (no business items) or skip the July meeting all together. During election years when new members are seated, the organizational meeting will occur in July. During non-election years, the meeting can occur in July or August (7/31 deadline does not apply so items don't need to be approved in June)

Traditional Location: Santiam Room

Annual Agenda Items:

1. Oath of office for newly elected members
2. Approve Board Goal Strategies for upcoming year (done annually)
3. (Next Applicable in 2023) Approve Board/District Goals – every three years
4. Supt. Evaluation Document Approval
5. Approval of Board Operating Protocol
6. Board members choose their “buddy school”
7. Annual Organizational Agenda Items (list copied from OSBA website)
(in an election year, the Annual Organizational Items must be approved before July 31)

- Elect chair and vice-chair (incumbent chair presides until a successor is elected). No member of the Board may serve as chair more than two years in succession unless the Board approves an extension of this period by a motion in June.
- 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

- SummerFest (last Saturday in July)

August

Traditional Location: Santiam Room

Regular Session Annual Agenda Items:

1. Projected Student Enrollment

2. Oaths of Office of newly re-elected members, including any student representatives (if not done in July)

Other Activities/Events

- Leadership Team Goal Workshop (2nd week in August)
- OSBA Annual Conference (Salem)
- 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 Statewide 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. 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 (Portland)
- **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. Integrated Guidance Annual Report-Director of Teaching & Learning
5. Superintendent’s Goals/Evaluation Check-in (Exec. Session)

Board Secretary Tasks:

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

Other Activities/Events

National School-Related/Staff Appreciation Days This Month- Special Education Day,

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. Audit Review- Director of Business & Fiscal Services (may be joined by rep. from auditing firm)
5. School Board Student Representative Recruitment Strategies
6. 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**

Meeting #1 Traditional Location: District Office/Santiam Room

Special Session: (first Thursday in March)

1. Renewal of Contracts (Licensed/Administrative)

Meeting #2 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 (or designee) 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. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
4. (Next Applicable 2026) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July.
5. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
6. 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 1st.
- **National School-Related/Staff Appreciation Days This Month-** School Library Month, Administrative Professional Day

May

NSSD Budget Committee traditionally meets in the second week of 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 1st.
- **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. Annual Restraint & Seclusion Report – Director of Special Programs
4. Acknowledge student reps. for service on the board
5. Select student representative to the school board for following year (June-Aug)