



2025-26 BOARD & STAFF

Board Chair, Mackenzie Strawn **Board Vice-Chair**, Alisha Oliver
Board Members: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Brunk Conley
Student Representatives to the Board, Rylie Worcester & Amalia Bell
Superintendent, Lee W. Loving
Director of Business & Fiscal Services, Rhonda Allen
Director of Human Resources, Danielle Blackwell
Director of Teaching & Learning, Nicole Duncan
Director of Special Programs, Melissa Glover
Director of Nutrition Services, John Barnes
Director of Operations & Facilities, Dave Parsons
Superintendent/School Board Executive Assistant, Tonia Whisman

Access to the agenda and meeting materials can be located on the District website at www.nssd29j.org > [Board of Directors](#) > [Agendas/Meeting Minutes](#)

Regular Session

Thursday, November 21, 2024 ~ 6:00 PM

NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383

<https://youtube.com/live/5oapxZ-aBE0?feature=share>

1. CALL REGULAR SESSION TO ORDER

6:00-6:05 (times for agenda items are estimated)

2. AGENDA APPROVAL

Changes to the agenda after posting on November 15, 2024 will be acknowledged:

Added Attachments-

*7.0-Financial Report PPT-November 2024

*22.2-Nov 2024 Enrollment Totals

RECOMMENDED MOTION-AGENDA APPROVAL

I move that the Board approve the agenda as modified.

3. STUDENT BUSINESS: Lucas Joyce/Haley Butenschoen

6:05-6:15

4. CITY COUNCIL LIAISON REPORTS:

6:15-6:30

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

Stayton: David Patty

Sublimity: Tass Morrison

Lyons: Mike Wagner

5. SUPERINTENDENT'S REPORT: Lee W. Loving

6:30-6:45

6. TEACHING & LEARNING REPORT: David Holcomb

5

6:45-7:05

Teaching & Learning Board Report November 2024

5

November 2024 Teaching & Learning PPT

8

6.1. 2023-24 At-A-Glance Profiles

6.2. Progress Monitoring and STAR Reports

7. BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen

12

7:05-7:15

Financial Board Report Oct2024

12

Financial Report PPT- November 2024

20

8. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

7:15-7:20

9. PUBLIC COMMENT

7:20-7:40

10. CONSENT AGENDA

7:40-7:45

10.1. Action: Approval of Meeting Minutes

36

10.24.24 Minutes-DRAFT

36

10.2. Action: Approval of Consent Agenda

RECOMMENDED MOTION-CONSENT AGENDA

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

11. STRATEGIC PLANNING UPDATE: Laura Wipper/Alisha Oliver

7:45-7:55

12. RECESS

7:55-8:00

13. OSBA ELECTIONS

41

8:00-8:10

NSSD has the opportunity to vote for Position 12 on the Legislative Policy Committee. This position is currently vacant. Candidate questionnaires have been included.

POSSIBLE MOTION-OSBA LPC

I move that the Board cast a [yes vote for Ashley Carson Cottingham] [yes vote for Jeffrey Crapper] [yes vote for Merle Stutzman] [abstain from voting] for Legislative Policy Committee Position 12.

In addition, the Board is asked to support the included Resolutions. Click links to review each resolution.

POSSIBLE MOTION-OSBA RESOLUTION 1

I move that the Board [supports] [opposes] [abstains] Resolution 1 to amend the OSBA dues schedule.

POSSIBLE MOTION-OSBA RESOLUTION 2

I move that the Board [supports] [opposes] [abstains] Resolution 2 to create OR School Board Members PRIDE Caucus and designate a seat on the OSBA Board and Legislative Policy Committee.

POSSIBLE MOTION-OSBA RESOLUTION 3 (amendments summary)

I move that the Board [supports] [opposes] [abstains] Resolution 3 to adopt proposed amendments to the OSBA Bylaws.

Election - OSBA 2024 - Marion (11, 12) ballot

41

LPCPosition12CarsonCottinghamOR

43

LPCPosition12CrapperOR

45

LPCPosition12StutzmanOR

47

14. LEGISLATIVE PRIORITIES UPDATE: Coral Ford

8:10-8:25

15. POLICY UPDATES/SECOND READING

49

8:25-8:30

JGAB- Use of Restraint or Seclusion

JGAB -Use of Restraint or Seclusion 10.24.24

49

16. ADMINISTRATIVE REGULATION UPDATES

55

8:30-8:35

JGAB-AR - Use of Physical Restraint & Seclusion

JGAB-AR Use of Physical Restraint & Seclusion 10.24.24

55

17. POLICY UPDATES/FIRST READING

63

8:35-8:40

BFF- Board Member Standards of Conduct

EBCB- Emergency Procedures Drills & Instruction

BBF Board Member Standards of Conduct 11.21.24

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EBCB Emergency Procedures Drills & Instruction 11.21.24

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18. RECESS INTO EXECUTIVE SESSION PER ORS192.660(2)(h)

8:40-

19. RECONVENE TO OPEN SESSION

20. POSSIBLE MOTION ON EXECUTIVE SESSION

21. BOARD REFLECTIONS/ANNOUNCEMENTS

22. INFORMATION ONLY

22.1. Field Trip Report:

67

Nov 2024 Fieldtrips Board Report

67

22.2. Student Enrollment: pending

74

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: 159

Sublimity: 363

Stayton Elementary: 334 (minus PreK)

Stayton Intermediate/Middle: 484

Stayton High: 664

Locust Street Academy/GED: 47

Stayton Virtual Academy:61

Total: 2112 (2142 w/ PreK)

Nov 2024 Enrollment Totals

74

22.3. Future Agenda Items:

76

Agenda Items Annual Calendar rev 04.24

76

22.4. Upcoming Board Events & Activities:

December 6-7, 2024 - SHS Production of Little Women

7:00 pm ~ SHS Auditorium

Winter Music Events:

12/9 - SUB K-2 @ 5pm

12/9 - SMS Choir @ 7pm

12/11 - ML @ 6:30pm

12/16 - SHS Choir @ 7pm

12/17 - SES 1st @ 6pm

12/18 - SMS Band @ 7pm (@ SHS)

12/19 - SHS Bands @ 7pm

December 19, 2024 - Regular Session Board Meeting

6:00 pm ~ Santiam Meeting Room/District Office

23. ADJOURN

EQUAL OPPORTUNITY EMPLOYER



North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

Teaching and Learning Board Report November 2024

Items for Board Approval: None

Updates:

At-A- Glance Report

The purpose of the At-A-Glance School and district profiles - The Oregon Department of Education works in partnership with school districts, education service districts, and community partners around the belief that every student should have access to a high-quality, well-rounded learning experience so that every student in Oregon graduates with a plan for their future. The profiles are intended to inform communities, families, and educators and initiate discussion for areas of improvement for schools and districts. The metrics reported include Regular Attendees, 3rd Grade ELA, 8th Grade Mathematics, 9th grade on track to Graduation, On-Time Graduation, and Five-year completion. **North Santiam 29 J District and School Profiles can be found online.**

[At-A-Glance School and District Profiles and Accountability Details - Oregon Department of Education](#)

Highlights:

- District 8th-grade math has increased by 6%
- On-track to Graduate increased by 10%, exceeding the state average by 3%. English Learners have the highest grade rate of all focal groups, and EL groups show increased success over time
- Regular attendees increased by 9% overall and specifically at all sites: SES 15%, Sublimity 11%, Mari-Linn 28%, SIMS 4%, SHS 3%
- Science test scores increased at all sites - Sublimity 9%, Mari-Linn 10%, Stayton Middle School 2%
- 70% of our teachers have three or more years of experience
- On-time graduation increased by 9% at Options.

Growth opportunities:

- 3rd-grade ELA scores had no change from previous years and are still 9% below the state average.
- Participation scores at most grades are still well below the participation target.
- Regular Attendance decreased by 12% at Options.

During our Principal meeting this month, we analyzed our site and district-level data using a data protocol tool to identify key focus areas for enhancing student achievement. We are prioritizing several strategies, including leveraging Renaissance Star Math and ELA data to identify and address specific skill gaps, implementing targeted interventions for struggling students in Special Programs, investigating tiered intervention strategies, and fostering a culture of collective teacher efficacy. By utilizing data-driven insights and collaborative approaches, we aim to optimize instruction and support the academic growth of all students.

Progress Monitoring and STAR Reports

Beginning this year, we are implementing STAR Math and STAR Reading as districtwide screening and progress monitoring tools. We continue to learn from its predictive insights into student performance on the Oregon Smarter Balanced Assessment Consortium (OSAS). The data highlights a strong correlation between STAR results and OSAS outcomes, demonstrating the value of these tools in identifying students' academic needs and aligning support accordingly.

STAR Math vs. OSAS Math:

- Level 4: 21 (STAR) vs. 21 (OSAS)
- Level 3: 60 (STAR) vs. 54 (OSAS)
- Level 2: 104 (STAR) vs. 112 (OSAS)
- Level 1: 231 (STAR) vs. 221 (OSAS)
-

STAR Reading vs. OSAS ELA:

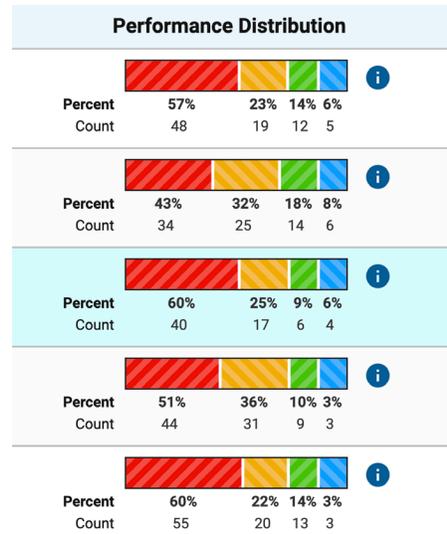
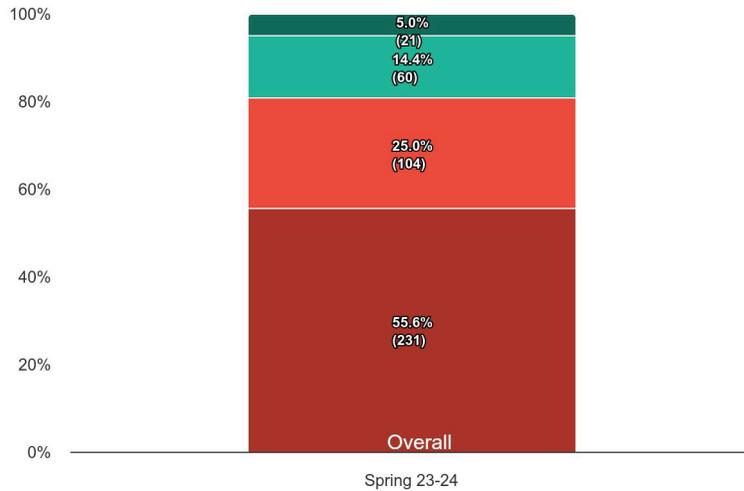
- Level 4: 54 (STAR) vs. 41 (OSAS)
- Level 3: 126 (STAR) vs. 92 (OSAS)
- Level 2: 116 (STAR) vs. 112 (OSAS)
- Level 1: 128 (STAR) vs. 162 (OSAS)

Our teachers and students are utilizing adaptive tools like Freckle Math and Freckle ELA, which provide targeted independent practice tailored to each student's assessment results. These resources are integral to our intervention and extension strategies, ensuring students receive personalized support to accelerate growth.

(Left) 2023-24 Stayton Intermediate & Middle School STAR Reading Spring Screener Results (4th - 8th) & (Right) 2023-24 Stayton Intermediate & Middle School OSAS English Language Arts (4th - 8th)



(Left) 2023-24 Stayton Intermediate & Middle School STAR Math Spring Screener Results (4th - 8th) & (Right) 2023-24 Stayton Intermediate & Middle School OSAS Math (4th - 8th)



Upcoming:

- YouthTruth Survey October 28 - November 22, 2024**
- 9-12 Science Instructional Material Adoption**
- K-12 Social Emotional Learning Program Update**
- Comprehensive School Counseling Plan**
- Belonging Work Update**
- Integrated Guidance: Aligning for Student Success Application 25-27**

Teaching & Learning Board Report

Progress Monitoring & STAR Reports

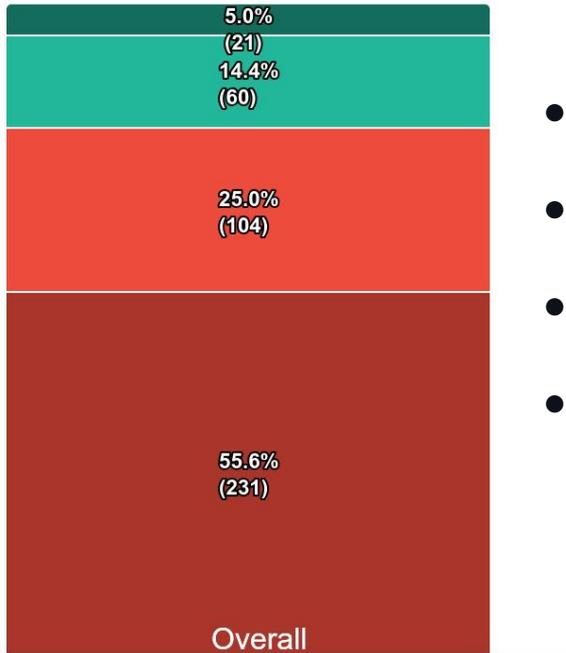
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Overview of Assessments

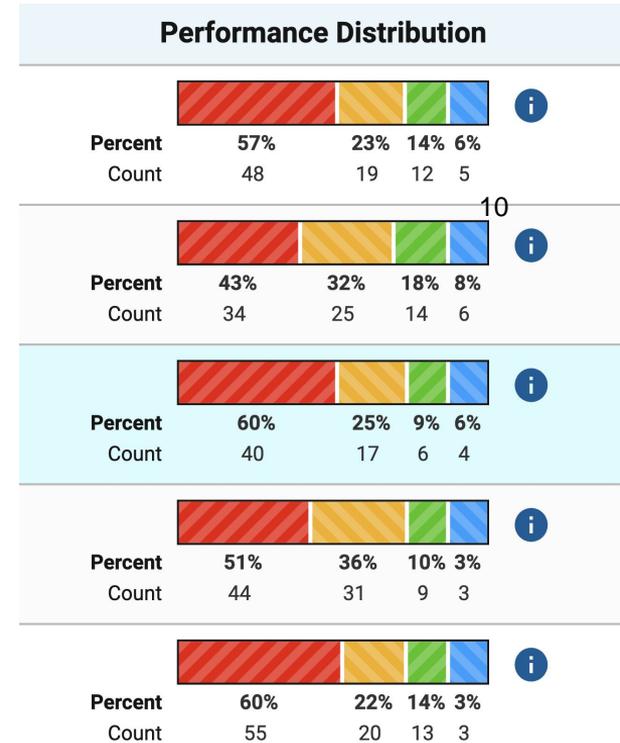
	Formative	Diagnostic / Interim	Summative
When (Frequency)	<ul style="list-style-type: none">• Daily / Weekly• Continuous throughout instruction	<ul style="list-style-type: none">• Periodic• Fall, Winter, & Spring	<ul style="list-style-type: none">• Annual (statewide)• End of learning (chapter, unit, semester, etc.)
Why (Purpose)	<ul style="list-style-type: none">• Inform rigorous teaching and learning• Determine student strengths and areas for growth	<ul style="list-style-type: none">• Monitor student learning toward goals and grade-level standards• Target academic interventions	<ul style="list-style-type: none">• Provide evidence student's have acquired knowledge and skills• Determine student proficiency
Who (Benefits)	<ul style="list-style-type: none">• Students & teachers	<ul style="list-style-type: none">• Students, teachers, school, and families	<ul style="list-style-type: none">• Students, teachers, school, districts, and families
What (Provided)	<ul style="list-style-type: none">• Immediate actionable feedback	<ul style="list-style-type: none">• Multiple “checkpoints” across time	<ul style="list-style-type: none">• Snapshot of student grade-level proficiency and academic program strengths and areas for growth

STAR Math & OSAS Math

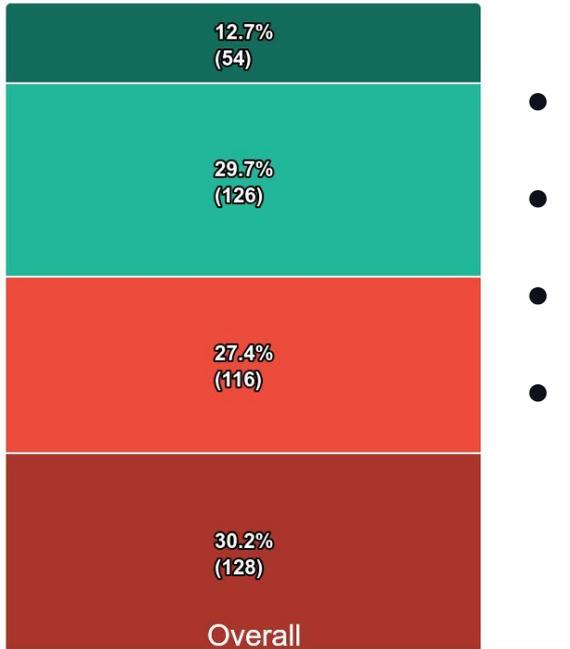


Spring 23-24

- Level 4: 21 (STAR) vs. 21 (OSAS)
- Level 3: 60 (STAR) vs. 54 (OSAS)
- Level 2: 104 (STAR) vs. 112 (OSAS)
- Level 1: 231 (STAR) vs. 221 (OSAS)

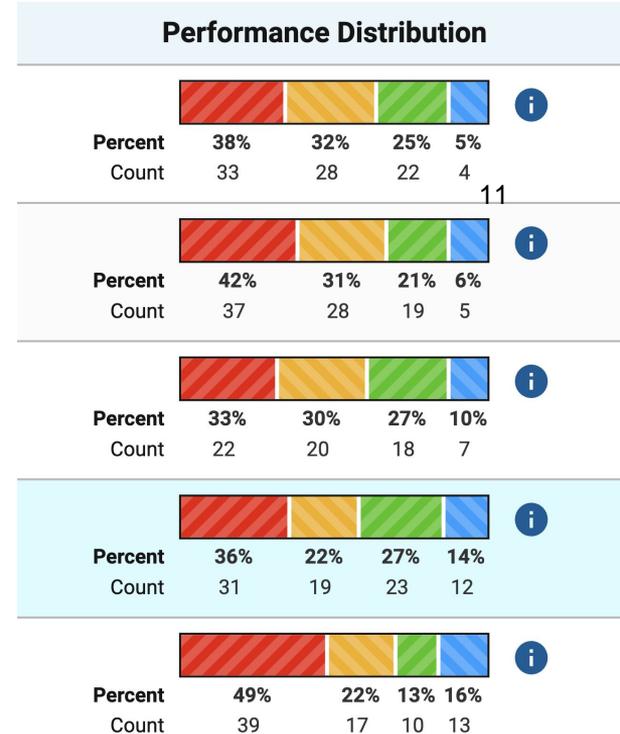


STAR Reading & OSAS Reading



Spring 23-24

- Level 4: 54 (STAR) vs. 41 (OSAS)
- Level 3: 126 (STAR) vs. 92 (OSAS)
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North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

November 15, 2024

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

Board Members,

Attached are the 2024-25 financial statements through October 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, Special Revenue Funds, and the Cash Flow Report.

The General Fund statements include the actual revenues and expenditures from July 1, 2024, through October 31, 2024, and projections through June 30, 2025. The estimated General Fund Ending Fund Balance is \$4,312,735. Contingency and Unappropriated Ending Fund Balance equal \$1,591,661 of the Fund Balance total.

North Santiam's investments are held in the Local Government Investment Pool. These assets total \$15,045,138, yielding 5.11% through October 31, 2024.

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

1155 N 3rd Ave, Stayton, Oregon 97383
P: 503.769.6924 F: 503.769.3578

www.nssd29j.org ~ communications@nsantiam.k12.or.us

North Santiam School District 29J
General Fund: Statement of Revenue Budget Vs. Actual
Fiscal Year 2024-25, As of 10/31/2024

	2024-25 Budget	Actual YTD Rev. 10/31/2024	Projected Revenue 6/30/2025	Total Estimated 2024-25	(Over)/Under Budget
1000 Revenue From Local Sources					
1111 Current Year's Taxes	7,675,000	-	7,828,500	7,828,500	(153,500)
1112 Prior Year's Taxes	150,000	27,841	119,159	147,000	3,000
1114 Payments in Lieu of Property Taxes	-	-	-	-	-
1190 Penalties and Interest on Taxes	-	-	-	-	-
1200 REV from Local Gov't Unit Other Than Districts	-	-	-	-	-
1510 Interest on Investments	500,000	298,433	326,567	625,000	(125,000)
1700 Fees	27,000	18,182	7,468	25,650	1,350
1910 Rentals	1,500	375	1,125	1,500	-
1920 Contributions and Donations	-	-	-	-	-
1960 Recovery of Prior Year Funds	-	2,744	-	2,744	(2,744)
1980 Fees Charged to Grants	100,000	-	100,000	100,000	-
1990 Miscellaneous	25,000	6,001	43,999	50,000	(25,000)
Total Revenue From Local Sources	\$ 8,478,500	353,576	8,426,818	8,780,394	(301,894)
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	-	-	-	-	-
2800 Heavy Equipment Rent Tax	-	1,609	-	1,609	(1,609)
Total Revenue from Intermediate Sources	\$ 460,573	1,609	460,573	462,182	(1,609)
3000 Revenue From State Sources					
3101 State School Fund—General Support	18,292,632	9,106,535	9,110,183	18,216,718	75,914
3103 Common School Fund	290,645	-	289,192	289,192	1,453
3104 State Managed County Timber	80,000	1,301	78,699	80,000	-
3107 State School Fund High Cost Disability	150,000	-	150,000	150,000	-
Total Revenue From State Sources	\$ 18,813,277	9,107,836	9,628,073	18,735,909	77,368
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**	4,300,000	5,324,858	-	5,324,858	(1,024,858)
Total Revenue From Other Sources	\$ 4,300,000	5,324,858	-	5,324,858	(1,024,858)
Total Resources	\$ 32,062,350	\$ 14,787,879	\$ 18,525,465	33,313,343.39	(1,250,993.39)
<i>Unaudited Numbers**</i>				\$ 29,000,608	
				\$ 4,312,735	
				\$ 1,591,661	
				\$ 2,721,074	

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
Fiscal Year 2024-25, As of 10/31/2024

Expenditure Functions	2024-25 Budget	Actual YTD EXP 10/31/2024	Projected Expenditures 6/30/2025	Total Estimated 2024-25	(Over)/ Under Budget
1000 Instruction					
1111 Elementary, K-5 or K-6	5,455,098	831,488	4,413,557	5,245,045	210,053
1120 AVID Instruction	4,750	415	4,257	4,671	79
1121 Middle/Junior High Programs	2,971,173	460,243	2,405,654	2,865,897	105,276
1122 Middle/Junior High School Extracurricular	142,294	45,738	88,573	134,311	7,983
1127 After School Program	15,000	-	-	-	15,000
1131 High School Programs	3,520,192	536,447	2,910,867	3,447,315	72,877
1132 High School Extracurricular	712,033	208,669	464,336	673,006	39,027
1140 Pre-kindergarten Programs	-	-	-	-	-
1220 Restrictive Pgms for Students w/Disabilities	2,185,835	325,712	1,536,566	1,862,278	323,557
1250 Programs for Students w/Severe Disabilities	987,760	177,467	813,087	990,554	(2,794)
1271 Remediation	576,868	96,351	495,826	592,178	(15,310)
1272 Title I-A	104,318	3,669	105,865	109,534	(5,216)
1281 Alternative Education High School	85,000	11,308	73,692	85,000	-
1285 District Options Academy	547,644	71,702	475,942	547,644	-
1291 English Second Language Programs	580,000	86,099	462,576	548,675	31,325
1292 Teen Parent Program	6,100	-	-	-	6,100
1460 Summer School, Middle/Jr High	800	-	482	482	318
Total Instruction	\$ 17,894,865	\$ 2,855,308	\$ 14,251,280	\$ 17,106,588	\$ 788,277
2000 Support Services					
2111 Safety and Security Service Area Direction	72,203	41,124	81,071	122,195	(49,992)
2115 Student Safety	238,464	24,215	214,249	238,464	-
2120 Guidance Services	194,149	40,505	168,921	209,426	(15,277)
2134 Nurse Services	205,303	47,580	151,315	198,895	6,408
2139 Other Health Services	4,800	1,459	3,341	4,800	-
2143 Psychological Counseling Services	262,797	11,996	57,710	69,707	193,090
2152 Speech Pathology Services	126,128	21,568	103,941	125,509	619
2160 Other Student Treatment Services	-	-	-	-	-
2190 Service Direction, Student Support Services	159,416	71,516	247,394	318,910	(159,494)
2210 Improvement of Instruction Services	-	-	-	-	-
2211 Teaching and Learning Service Area Direction	277,307	96,330	201,540	297,870	(20,563)
2213 Curriculum Development	204,650	17,397	109,216	126,613	78,037
2219 Other Improvement of Instruction Svcs	234,633	29,505	205,128	234,633	-
2220 Educational Media Services	323,764	65,024	262,984	328,008	(4,244)
2230 Assessment and Testing	-	-	-	-	-
2240 Instructional Staff Development	41,844	8,389	33,455	41,844	-
2310 Board of Education Services	105,575	15,345	114,546	129,891	(24,316)
2320 Executive Administration Services	398,920	142,005	257,152	399,158	(238)
2410 Office of the Principal Services	2,622,444	819,764	1,909,762	2,729,526	(107,082)
2490 School Administration - Other Support Services	-	-	-	-	-
2510 Direction of Business Support Services	221,824	76,236	141,550	217,786	4,038
2520 Fiscal Services	403,800	137,883	265,917	403,800	-
2528 Risk Management Services	341,210	325,199	-	325,199	16,011

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
Fiscal Year 2024-25, As of 10/31/2024

Expenditure Functions	2024-25 Budget	Actual YTD EXP 10/31/2024	Projected Expenditures 6/30/2025	Total Estimated 2024-25	(Over)/ Under Budget
2541 Maintenance & Facilities Service Area Direction	257,277	91,744	167,999	259,743	(2,466)
2542 Care and Upkeep of Buildings Services	2,812,687	810,025	1,657,926	2,467,951	344,736
2543 Care and Upkeep of Grounds Services	179,325	45,373	119,783	165,156	14,169
2549 Other Operation and Maintenance Services	9,961	3,416	6,529	9,945	16
2550 Student Transportation Services	1,116,250	168,617	781,410	950,028	166,222
2558 Special Education Transportation Services	250,000	36,808	213,192	250,000	-
2630 Information Services	72,939	18,615	56,105	74,720	(1,781)
2640 Staff Services	265,659	105,398	171,274	276,672	(11,013)
2641 Human Resources Service Area Direction	218,379	78,636	140,229	218,866	(487)
2649 Human Resources Other Services	-	116	-	116	15
2660 Technology Services	867,630	327,759	284,753	612,513	255,117
2661 IT Service Area Direction	-	-	-	-	-
2680 Interpretation and Translation	-	-	-	-	-
Total Support Services	\$ 12,489,338	\$ 3,679,550	\$ 8,128,392	\$ 11,807,942	\$ 681,512
3000 Enterprise and Community Services					
3360 Welfare Activities Services	5,700	4,316	975	5,292	408
Total Enterprise and Community Services	\$ 5,700	\$ 4,316	\$ 975	\$ 5,292	\$ 408
5000 Other Uses					
5110 Long Term Debt Service	-	-	-	-	-
5200 Transfers of Funds	80,786	-	80,786	80,786	-
Total Other Uses	\$ 80,786	\$ -	\$ 80,786	\$ 80,786	\$ -
6000 Contingencies					
6110 Operating Contingency	661,661	-	-	-	661,661
Total Contingencies	\$ 661,661	\$ -	\$ -	\$ -	\$ 661,661
7000 Unappropriated Ending Fund Balance					
7000 Unappropriated Ending Fund Balance	930,000	-	-	-	930,000
Total Unappropriated Ending Fund Balance	\$ 930,000	\$ -	\$ -	\$ -	\$ 930,000
GENERAL FUND EXPENDITURES GRAND TOTAL	\$ 32,062,350	\$ 6,539,174	\$ 22,461,434	\$ 29,000,608	\$ 3,061,858

North Santiam School District 29J
Food Service Fund: Statement of Revenues and Expenditures Budget Vs. Actual
Fiscal Year 2024-25, As of 10/31/2024

	2024-25 Budget	Actual as of 10/31/2024	Encumbered as of 10/31/2024	Total Estimated 2024-25	(Over)/Under Budget
REVENUE					
1610/1620 Daily Sales	100,000	21,054	88,927	109,981	(9,981)
1630 Special Functions	-	-	-	-	-
1940 Services Provided Other LEA's	6,200	8,280	8,025	16,305	(10,105)
1960 Recovery of Prior Year Funds	-	-	-	-	-
1990 Miscellaneous Revenue	8,000	763	7,237	8,000	-
3299 State Breakfast/Lunch SSA	100,000	34,043	100,000	134,043	(34,043)
4500 Farm to School Grant		-	-	-	-
4511 State Breakfast		-	-	-	-
4512 State Lunch		-	-	-	- 16
4513 NSLP Breakfast	295,000	31,257	175,243	206,500	88,500
4515 NSLP Lunch	870,000	138,239	557,761	696,000	174,000
4518 NSLP Snack Program		-	-	-	-
4519 Farm to School	15,000	-	15,000	15,000	-
4525 Summer Lunch	20,000	7,525		7,525	12,475
4526 Federal Revenue Summer Lunch	1,500	-	-	-	1,500
4910 USDA Commodities	90,000	-	90,000	90,000	-
5200 Interfund Transfers		-	-	-	-
5400 Beginning Fund Balance	170,000	22,215		22,215	147,785
TOTAL REVENUE	\$ 1,675,700	\$ 263,376	\$ 1,042,193	\$ 1,305,569	\$ 370,131
EXPENDITURES					
Enterprise and Community Services					
3100-100 Salaries	450,611	101,217	344,705	445,921	4,690
3100-200 Payroll Costs	385,995	72,241	273,814	346,055	39,940
3100-300 Contracted Services	21,500	1,353	1,043	2,396	19,104
3100-410 Supplies and Materials	41,500	15,275	28,381	43,657	(2,157)
3100-411 Fuel	1,000	59	941	1,000	-
3100-415 USDA Commodities	90,000	-	-	-	90,000
3100-450 Food	629,747	150,254	238,697	388,952	240,795
3100-460 Non-Consumable	29,240	5,539	8,573	14,112	15,128
3100-470 Computer Software	4,695	3,155	-	3,155	1,540
3100-480 Computer Hardware	1,500	-	-	-	1,500
3100-540 Equipment Replacement	10,662	-	-	-	10,662
3100-640 Dues and Fees	9,250	9,222	-	9,222	28
TOTAL EXPENDITURES	1,675,700	\$ 358,316	\$ 896,154	\$ 1,254,470	\$ 421,231

FOOD SERVICE EST EFB \$ 51,100

North Santiam School District 29J
Appropriations: Budget Vs. Actual
Fiscal Year 2024-25, As of 10/31/2024

General Fund (100)	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
1000 Instruction	17,894,865	2,855,308	12,876,062	15,731,370		2,163,495
2000 Support Services	12,489,338	3,679,550	7,177,024	10,856,574		1,632,764
3000 Community Services	5,700	4,316	975	5,292		408
5200 Transfers	80,786	-	-	-		80,786
6000 Contingency	661,661	-	-	-		661,661
Sub Total	\$ 31,132,350	\$ 6,539,174	\$ 20,054,061	\$ 26,593,235	\$ -	\$ 4,539,115
Special Revenue Funds (200)						
1000 Instruction	3,357,615	549,457	1,335,284	1,884,742		1,472,873
2000 Support Services	4,705,226	989,987	1,101,250	2,091,237		2,613,989
3000 Community Services	108,253	17,063	32,792	49,855		58,398
4000 Facilities Acquisition	200,000	-	-	-		200,000
5200 Transfers	258,425	-	-	-		258,425
5300 Apportionment of Funds by ESD	14,952	-	-	-		14,952
6000 Contingency	2,313,022	-	-	-		2,313,022
Sub Total	\$ 10,957,493	\$ 1,556,508	\$ 2,469,326	\$ 4,025,834	\$ -	\$ 6,931,659
Food Service Funds (299)						
3000 Community Services	1,675,700	358,316	896,154	1,254,470	-	421,231
Sub Total	\$ 1,675,700	\$ 358,316	\$ 896,154	\$ 1,254,470	\$ -	\$ 421,231
PERS Bond Debt Service (310.321.375)						
5100 Debt Service	5,125,000	330,622	4,792,675	5,123,297	-	1,703
6000 Contingency	1,882,155	-	-	-	-	1,882,155
Sub Total	\$ 7,007,155	\$ 330,622	\$ 4,792,675	\$ 5,123,297	\$ -	\$ 1,883,858
Facilities (400,401,420,425,426,430,448)						
1000 Instruction Services	100,000	6,482	-	6,482		93,518
2000 Support Services	410,010	141,367	32,411	173,778		236,232
4000 Facilities Acquisition	2,551,654	94,463	-	94,463		2,457,191
5110 Debt Service	41,500	20,266	20,118	40,384		1,117
5200 Transfers	-	-	-	-		-
6000 Contingency	1,308,266	-	-	-		1,308,266
Sub Total	\$ 4,411,430	\$ 262,578	\$ 52,529	\$ 315,106	\$ -	\$ 4,096,324
Internal Service Funds (600)						
2000 Support Services	251,200	95,142	420	95,562		155,638
6000 Contingency	589,379	-	-	-		589,379
Sub Total	\$ 840,579	\$ 95,142	\$ 420	\$ 95,562	\$ -	\$ 745,017
Trust and Agency Fund (700)						
2000 Support Services	48,542	4,500	-	4,500	-	44,042
Sub Total	\$ 48,542	\$ 4,500	\$ -	\$ 4,500	\$ -	\$ 44,042
Total Appropriations	56,073,249	9,146,839	28,265,165	37,412,004	-	18,661,245
Total Unappropriated	930,000	-	-	-	-	930,000
APPROPRIATION TOTAL	\$ 57,003,249	\$ 9,146,839.07	\$ 28,265,165.25	\$ 37,412,004.32	\$ -	\$ 19,591,245

North Santiam School District 29J
Special Revenue Funds
Fiscal Year 2024-25, As of 10/31/2024

Special Revenue Funds: MISC	Allocation	Beginning Fund Bal	YTD Revenue	YTD Exp/Enc	Fund Balance
201: Board Reserve	\$ -	\$ 1,001,791	\$ -	\$ -	\$ 1,001,791
202: Textbook Reserve	\$ -	\$ 1,006,350	\$ -	\$ -	\$ 1,006,350
205: CTE Construction House	\$ -	\$ 47,915	\$ -	\$ 4,210	\$ 43,705
206: CTE SHS Grants	\$ -	\$ -	\$ -	\$ -	\$ -
211: United Way	\$ -	\$ -	\$ -	\$ -	\$ -
216: Misc Grants	\$ -	\$ 8,426	\$ -	\$ 8,601	\$ (175)
230: Technology Services	\$ -	\$ 12,836	\$ -	\$ -	\$ 12,836
231: After School Grant	\$ -	\$ 11,763	\$ -	\$ 10,500	\$ 1,263
240: E-Rate Category 1	\$ -	\$ 87,848	\$ -	\$ -	\$ 87,848
241: Nike Grant	\$ -	\$ -	\$ -	\$ -	\$ -
243: District Grants	\$ -	\$ 1,619	\$ -	\$ -	\$ 1,619
244: E-Rate Category 2	\$ -	\$ -	\$ 37,924	\$ 50,219	\$ (12,295)
249: SB 1149	\$ -	\$ 138,610	\$ 23,987	\$ -	\$ 162,597
278: Communication/Community Engagement	\$ -	\$ 41,539	\$ -	\$ 4,916	\$ 36,623
280: Homeless Support	\$ -	\$ -	\$ -	\$ -	\$ -
281: PERS Increase Reserve	\$ -	\$ 775,000	\$ -	\$ -	\$ 775,000
284: SHS Athletic Improvement Fund	\$ -	\$ 19,072	\$ 3,377	\$ 6,800	\$ 15,649
TOTALS	\$ -	\$ 3,152,769	\$ 65,288	\$ 85,246	\$ 3,132,811

Special Revenue Funds: GRANTS	Allocation	Beginning Fund Bal	YTD Revenue	YTD Exp/Enc	Grant Balance
204: ARP HCY I	\$ 5,546	\$ -	\$ 5,546	\$ 5,546	\$ -
209: ESSER III	\$ 43,096	\$ -	\$ 43,096	\$ 43,096	\$ -
215: Title IV	\$ 38,192	\$ -	\$ -	\$ 7,029	\$ 31,163
219: Title III	\$ 14,649	\$ -	\$ -	\$ -	\$ 14,649
221: IDEA 611	\$ 915,999	\$ -	\$ 81,848	\$ 617,623	\$ 298,376
222: Carl Perkins CTE	\$ -	\$ -	\$ 1,250	\$ 421	\$ (421)
224: HB3499 EL Transformation	\$ 125,000	\$ -	\$ -	\$ 77,724	\$ 47,276
225: IDEA 611 ARP	\$ -	\$ -	\$ -	\$ -	\$ -
227: Title I-A	\$ 573,631	\$ -	\$ 34,524	\$ 480,035	\$ 93,596
228: Title II-A	\$ 134,752	\$ -	\$ 2,338	\$ 35,057	\$ 99,695
232: Outdoor School	\$ -	\$ -	\$ -	\$ 74,301	\$ (74,301)
247: IDEA 619	\$ 6,244	\$ -	\$ -	\$ -	\$ 6,244
251: Student Investment Act	\$ 2,948,160	\$ -	\$ 707,241	\$ 1,603,089	\$ 1,345,071
252: High School Success	\$ 808,661	\$ -	\$ 85,783	\$ 379,382	\$ 429,279
255: Preschool Promise	\$ 652,116	\$ -	\$ 47,577	\$ 364,146	\$ 287,970
259: Career Pathways Program	\$ 15,793	\$ -	\$ -	\$ -	\$ 15,793
274: SIA - EIS	\$ 6,139	\$ -	\$ -	\$ 971	\$ 5,168
275: Oregon Community Foundation	\$ -	\$ -	\$ -	\$ -	\$ -
276: OSU Grant	\$ -	\$ -	\$ -	\$ -	\$ -
277: TAP Grants	\$ 72,350	\$ -	\$ -	\$ -	\$ 72,350
279: Early Literacy Grant	\$ 207,526	\$ -	\$ 52,016	\$ 115,245	\$ 92,282
282: Oregon Extended Assessment	\$ -	\$ -	\$ -	\$ -	\$ -
283: PEEK Grant	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
285: SB283 Mentorship	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
299: Breakfast After the Bell	\$ -	\$ -	\$ -	\$ -	\$ -
299: Farm to CNP Base AY25	\$ -	\$ -	\$ -	\$ -	\$ -
299: Local Food for Schools (LFS)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 6,672,855	\$ -	\$ 1,061,219	\$ 3,803,665	\$ 2,869,190

FY24/25 Operating Funds	July Actual	August Actual	September Actual	October Actual	November Projected	December Projected	January Projected	February Projected	March Projected	April Projected	May Projected	June Projected	Estimated CASH TOTAL
General Fund Revenue													
Local Sources	\$71,354.00	\$88,039.63	\$94,203.89	\$99,247.03	\$5,602,738.82	\$1,340,723.40	\$235,172.97	\$131,314.42	\$233,054.96	\$127,444.44	\$139,233.88	\$488,198.94	\$8,650,726.39
Intermediate Sources	\$0.00	\$0.00	\$1,608.89	\$0.00	\$40,578.06	\$0.00	\$0.00	\$0.00	\$298,695.57	\$0.00	\$56,632.70	\$27,820.83	\$425,336.05
State Sources	\$3,036,727.00	\$1,517,452.00	\$1,518,752.98	\$1,517,452.00	\$1,434,970.35	\$1,434,970.35	\$1,438,286.23	\$1,580,518.33	\$1,503,031.58	\$1,719,813.64	\$2,084,728.38	\$0.00	\$18,786,702.83
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,174.00	\$0.00	\$9,174.00
Other Sources	\$5,324,858.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,324,858.00
													\$33,196,797.27
Other Revenue													
Special Revenue Funds/BFB	\$4,324,121.00	\$122,240.00	\$41,918.47	\$515,657.34	\$625,809.71	\$632,734.01	\$1,089,158.06	\$283,291.92	\$2,466,468.30	\$296,968.02	\$846,950.55	\$111,172.10	\$11,356,489.48
Debt Service Funds/BFB	\$2,401,159.31	\$79,882.16	\$232,361.00	\$223,189.44	\$350,357.75	\$615,234.60	\$268,633.64	\$241,731.33	\$289,931.10	\$247,974.94	\$254,981.97	\$2,514,517.84	\$7,719,955.09
Capital Project Funds/BFB	\$3,785,905.32	\$1,748.79	\$5,908.78	\$20,899.81	\$161,156.03	\$4,879.87	\$715,633.66	\$16,218.55	\$2,197.86	\$14,073.56	\$2,265.25	\$19,851.44	\$4,750,738.92
Internal Service Funds/BFB	\$595,176.46	\$6.51	\$23.97	\$23.12	\$33,623.16	\$33,623.16	\$33,623.16	\$33,623.16	\$33,623.16	\$33,623.16	\$33,623.16	\$33,623.16	\$864,215.34
Trust and Agency Funds/BFB	\$47,292.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,427.10	\$885.93	\$2,005.75	\$15,255.75	\$67,866.65
													\$24,759,265.47
Total Cash In	\$19,586,593.20	\$1,809,369.09	\$1,894,777.98	\$2,376,468.74	\$8,249,233.87	\$4,062,165.38	\$3,780,507.73	\$2,286,697.71	\$4,829,429.64	\$2,440,783.70	\$3,429,595.63	\$3,210,440.07	\$57,956,062.74
General Fund Expenditures													
Salaries	\$300,922.16	\$336,995.26	\$1,259,716.73	\$1,264,978.01	\$1,271,075.99	\$1,223,007.77	\$1,210,966.94	\$1,210,570.48	\$1,201,913.86	\$1,200,807.88	\$1,192,694.85	\$2,825,474.47	\$14,499,124.41
Associated Payroll Costs	\$160,631.92	\$215,145.16	\$705,456.47	\$752,426.78	\$756,674.86	\$748,474.31	\$735,122.57	\$749,087.07	\$726,066.91	\$744,084.97	\$750,081.09	\$1,706,587.32	\$8,749,839.43
Purchased Services	\$93,895.28	\$126,976.07	\$199,639.40	\$342,175.79	\$328,801.99	\$333,840.05	\$325,767.79	\$286,815.39	\$280,271.52	\$477,287.33	\$277,125.32	\$746,653.13	\$3,819,249.05
Supplies and Materials	\$79,736.84	\$65,512.31	\$64,643.43	\$93,833.05	\$78,432.78	\$42,056.97	\$45,755.17	\$19,709.67	\$58,051.13	\$67,762.34	\$91,876.63	\$104,650.13	\$812,020.45
Capital Outlay	\$41,841.16	\$4,576.03	\$0.00	\$0.00	\$2,765.89	\$2,765.89	\$2,765.89	\$2,765.89	\$2,765.89	\$2,765.89	\$2,765.89	\$0.00	\$65,778.41
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Objects	\$348,917.32	\$5,554.08	\$7,867.27	\$3,277.09	\$8,201.70	\$8,679.02	\$786.53	\$1,222.76	\$5,037.28	\$2,291.74	\$5,880.26	\$2,837.88	\$400,552.94
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,267.82	\$0.00	\$0.00	\$0.00	\$518.18	\$0.00	\$80,786.00
Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$28,427,350.69
Other Expenditures													
Special Revenue Funds	\$119,936.00	\$415,982.00	\$852,530.00	\$459,362.00	\$910,013.01	\$841,141.37	\$841,046.32	\$725,899.30	\$1,046,852.00	\$889,467.97	\$1,488,925.80	\$2,222,368.71	\$10,813,524.48
Debt Service Funds	\$0.00	\$0.00	\$0.00	\$330,621.85	\$1,471,502.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,133,435.60	\$4,935,560.00
Capital Project Funds	\$75,840.00	\$82,632.00	\$77,435.00	\$14,978.00	\$64,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$365,415.00
Internal Service Funds	\$210.00	\$8,955.00	\$0.00	\$85,987.00	\$0.00	\$0.00	\$84,057.90	\$0.00	\$0.00	\$84,057.90	\$0.00	\$0.00	\$263,267.80
Trust and Agency Funds	\$2,500.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,618.07	\$14,562.60	\$20,680.67
													\$16,398,447.94
Total Cash Out	\$1,224,430.68	\$1,262,327.91	\$3,167,288.30	\$3,349,639.57	\$4,891,998.77	\$3,199,965.38	\$3,326,536.92	\$2,996,070.56	\$3,320,958.59	\$3,468,526.01	\$3,811,486.10	\$10,806,569.84	\$44,825,798.63
Total Additon/Deficit	\$18,362,162.52	\$547,041.18	(\$1,272,510.32)	(\$973,170.83)	\$3,357,235.10	\$862,200.00	\$453,970.81	(\$709,372.85)	\$1,508,471.05	(\$1,027,742.31)	(\$381,890.47)	(\$7,596,129.77)	\$13,130,264.11

PERS Rate Increases



PERS Rate Increases

Context

- ❖ PERS Baseline Increases: 2025-26 & 2027-28²¹
- ❖ Current NSSD PERS Reserve Acct - \$775,000
- ❖ NSSD will need to **adjust budget plan** for 2025-27 biennium due to Wage & PERS increases of estimated \$1,500,000 (annual avg of 9.56%)



PERS Rate Increase for 2025-27

Questions

- ❖ How might we plan **this year** to offset ²² large 2025-26 PERS Baseline Increases?
- ❖ How might we plan for the large 2027-28 PERS Baseline Increases?
- ❖ What **other funds** might we consider using to offset PERS Baseline Increases?



NSSD PERS SIDE ACCOUNTS

Side Accounts Basics – How do they Work?

- Side Accounts (SAs): extra deposits made to dedicated PERS fund. Invested with overall PERS portfolio.
- Generally drawn down over 20-25 years, used to reduce payroll rates through 'rate credit'.
- Rate credits are adjusted with each valuation.



PERS SIDE ACCOUNT

Side Accounts - Sources of Funding

- Employers can use either **cash** or **bonds** to fund Side Accounts (SAs).
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- Most Oregon SD Side Accounts were funded by bonds issued prior to 2008, **all of which mature** in June 2028.
- Rates automatically rise when **rate credits expire**; however, **if funded by bonds, debt service ends as well.**



PERS Rate Increases

PERS BONDING

- Concept of PERS Bonding is to **borrow at low interest rates** and send funds to PERS; **IF** returns (at PERS) exceed borrowing rate (debt service), jurisdictions generally save.
- NSSD one of 45 Oregon SDs that secured PERS Pension Bonds in 2003.
- True Interest Cost (TIC) 5.73%

Issuer	Par Amount (millions)	True Interest Cost (TIC)
Series 2002 - OSBA Pool (42 Districts)	\$774.70	5.60%
Series 2003 - OSBA Pool (45 Districts)	927.10	5.73%

PERS SIDE ACCOUNT

NSSD Side Account **HISTORIC SAVINGS**

Pension Bonds Issued	Dated Date	Amount Issued	TIC	26
Series 2003	4/21/03	\$ 15,657,118	5.73%	
Series 2021A	8/19/21	14,755,000	2.46%	
Total Amount Issued		\$ 30,412,118		

TOTAL SAVINGS
DEC 2004 THRU DEC 2023

\$11,179,009



PERS SIDE ACCOUNT

Was this a good investment?

ABSOLUTELY!

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PERS SIDE ACCOUNT

Why are we talking PERS Side Accounts?

- **Investment underperformance** for 21-23²⁸
- ◆ Cumulative actual return of **4%** vs. assumed **14%** (PERS 2023 Valuation, sets rates for 25-27 biennium)
- **Solution: Unprecedented** system wide **payroll** growth to catch up
- **RESULT** - excessive drawdowns of side account balances to make up difference.



PERS SIDE ACCOUNT

PERS Valuation: Background Data

	2007 Valuation 7/1/09-6/30/11	2019 Valuation 7/1/21-6/30/23	2021 Valuation 7/1/23-6/30/25	2022 Valuation Advisory Only	2023 Valuation 7/1/25-6/30/27
North Santiam School District No. 29J					
Combined Valuation Payroll	\$ 9,526,947	\$ 12,196,933	\$ 13,515,478	\$ 13,559,197	\$ 15,060,221
Allocated UAL/(surplus)					
T1/T2	4,042,395	25,694,616	18,458,919	23,064,354	23,764,705
OPSRP	(88,904)	2,005,121	1,660,772	3,416,995	4,028,925
Total Allocated Pooled UAL	3,953,491	27,699,737	20,119,691	26,481,349	27,793,630
Less Side Accounts	23,887,956	14,862,491	28,957,664	25,056,155	22,759,441
Net UAL	\$ (19,934,465)	\$ 12,837,246	\$ (8,837,973)	\$ 1,425,194	\$ 5,034,189
	2007 Valuation	2019 Valuation	2021 Valuation	2022 Valuation	2023 Valuation
	T1/T2 OPSRP	T1/T2 OPSRP	T1/T2 OPSRP	T1/T2 OPSRP	T1/T2 OPSRP
Rates Effective	7/1/09 - 6/30/11	7/1/21 - 6/30/23	7/1/23 - 6/30/25	Advisory Only	7/1/25 - 6/30/27
Pension					
Normal cost rate	5.19% 5.81%	13.45% 8.64%	14.48% 9.89%	15.76% 10.55%	15.40% 10.47%
Tier 1/Tier 2 UAL rate ⁽¹⁾	8.82% 8.82%	14.09% 14.09%	14.10% 14.10%	14.03% 14.03%	14.01% 14.01%
OPSRP UAL rate	<u>(0.08%)</u> <u>(0.08%)</u>	<u>1.69%</u> <u>1.69%</u>	<u>1.69%</u> <u>1.69%</u>	<u>2.62%</u> <u>2.62%</u>	<u>2.69%</u> <u>2.69%</u>
Total Pension Rate	13.93% 14.55%	29.23% 24.42%	30.27% 25.68%	32.41% 27.20%	32.10% 27.17%
Side account 1 rate relief ⁽²⁾	--- ---	(17.72%) (17.72%)	(19.36%) (19.36%)	(18.46%) (18.46%)	(16.30%) (16.30%)
Side account 2 rate relief ⁽²⁾	--- ---	--- ---	(8.27%) (8.27%)	(7.72%) (7.72%)	(6.91%) (6.91%)
Total Side account rate relief⁽²⁾	(18.21%) (18.21%)	(17.72%) (17.72%)	(27.63%) (27.63%)	(26.18%) (26.18%)	(23.21%) (23.21%)
Member redirect offset ⁽³⁾	<u>0.00%</u> <u>0.00%</u>	<u>(2.45%)</u> <u>(0.70%)</u>	<u>(2.40%)</u> <u>(0.65%)</u>	<u>(2.40%)</u> <u>(0.65%)</u>	<u>(2.40%)</u> <u>(0.65%)</u>
Net Pension Rate	0.00% 0.00%	9.06% 6.00%	0.24% 0.00%	3.83% 0.37%	6.49% 3.31%
Retiree Healthcare					
Normal cost rate	0.10% 0.00%	0.05% 0.00%	0.04% 0.00%	0.04% 0.00%	0.04% 0.00%
UAL rate	<u>0.19%</u> <u>0.19%</u>	<u>0.00%</u> <u>0.00%</u>	<u>(0.04%)</u> <u>0.00%</u>	<u>(0.04%)</u> <u>0.00%</u>	<u>(0.04%)</u> <u>0.00%</u>
Total Retiree Healthcare Rate	0.29% 0.19%	0.05% 0.00%	0.00% 0.00%	0.00% 0.00%	0.00% 0.00%
Total Net Employer Rate	0.29% 0.19%	9.11% 6.00%	0.24% 0.00%	3.83% 0.37%	6.49% 3.31%



PERS SIDE ACCOUNT

North Santiam School District No. 29J

PERS Unfunded Actuarial Liability and Pension Bond Analysis

Pension Bond Side Account Analysis - Projected Savings 2003 Side Account, High Payroll Growth

November 1, 2024

Pension Bonds Issued	Dated Date	Amount Issued	TIC
Series 2003	4/21/03	\$ 15,657,118	5.73%
Total Amount Issued		\$ 15,657,118	

PERS Side Account Expires

Period End ⁽¹⁾	Projected PERS Covered Payroll	Balance, beginning	Admin. Expense	Projected Rate Credit	Projected Rate Credit (%)	Pension Bond Deposits	Projected Investment Earnings (\$)	Projected Investment Earnings (%)	Balance, ending	Semi-Annualized Debt Service Interest	Projected Pension Bond Savings
Jun-2024	7,777,282	\$ 9,732,141	\$ (500)	(1,544,402)	19.36%	\$ -	\$ 299,573	3.34%	\$ 8,486,812	\$ 996,550	\$ 547,852
Dec-2024	8,554,682	8,486,812	(500)	(1,656,186)	19.36%	-	265,470	6.90%	7,095,596	1,046,274	609,912
Jun-2025	8,942,055	7,095,596	(500)	(1,731,182)	19.36%	-	217,028	6.90%	5,580,942	1,046,274	684,908
Dec-2025	9,180,316	5,580,942	(500)	(1,496,392)	16.30%	-	168,924	6.90%	4,252,974	1,095,210	401,182
Jun-2026	9,366,420	4,252,974	(500)	(1,526,726)	16.30%	-	123,405	6.90%	2,849,153	1,095,210	431,516
Dec-2026	9,514,180	2,849,153	(500)	(1,550,811)	16.30%	-	75,444	6.90%	1,373,286	1,146,108	404,703
Jun-2027	9,664,272	1,373,286	(500)	(1,397,819)	14.46%	-	25,033	6.90%	-	1,146,108	251,711
Dec-2027	9,816,731	-	-	-	0.00%	-	-	6.90%	-	531,042	(531,042)
Jun-2028	9,971,596	-	-	-	0.00%	-	-	6.90%	-	531,042	(531,042)
Subtotal (Projected)											2,269,701
Total (Actual + Projected)											\$ 13,448,709

What is the effect of the PERS Side Account expiring before the debt service is paid in full?



PERS SIDE ACCOUNT

RESULT

- ❖ PERS rates will **rise sharply** in June 2027. The increase for NSSD is estimated to be somewhere between 15-25% points between 2025-2028.
- ❖ Paying off (**Debt Service**) the 2003 PERS Bond doesn't occur (**mature**) until June 2028.
- ❖ We will have roughly **13 months** of paying BOTH Debt Service & New PERS Rates.

31



PERS SIDE ACCOUNT

The Challenge

- ❖ We will need to create budgets that will account for these higher PERS rates and PERS Baseline Increases going forward.

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PERS SIDE ACCOUNT

Possible Remedies Moving Forward:

- ❖ Increase PERS Reserve this year.
- ❖ Adjust plan for 2025-27 budget biennium due to Wage, PERS & Bond increases.
- ❖ Consider Future Side Accounts.
 - (NOT recommended now due to current interest rates being too high to see any significant return)

33



PERS SIDE ACCOUNT

Overview

- ❖ PERS Baseline increases: 2025-26 & 2027-28
- ❖ Need to Adjust budget plan for 2025-26 due to Wage & PERS increases of estimated \$1,500,000 (annual avg of 9.56%)
- ❖ Need to Adjust budget plan for 2027-28
- ❖ Current PERS Reserve Acct - \$775,000



PERS SIDE ACCOUNT

Questions

- ❖ How might we plan this year to offset 2025-26 PERS Baseline Increases?
- ❖ How might we plan for the 2027-28 PERS Baseline Increases?
- ❖ What methods might we consider using to offset these PERS Baseline Increases?

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North Santiam School District
1155 N 3rd Ave - Stayton, OR 97383
www.nssd29j.org

2024-25 Board of Directors

Board Chair, Erin Cramer **Board Vice-Chair**, Mackenzie Strawn
Board Members: Mike Wagner, Laura Whipper, Mark Henderson, Coral Ford & Alisha Oliver
Student Representatives to the Board, Lucas Joyce & Haley Butenschoen
Superintendent, Lee W. Loving
Director of Business & Fiscal Services, Rhonda Allen
Director of Human Resources, Danielle Blackwell
Director of Teaching & Learning, Nicole Duncan
Director of Special Programs, Melissa Glover
Director of Nutrition Services, John Barnes
Director of Safety, Security and Health Services, Gary Rychard
Director of Facilities, Dave Parsons
Superintendent/School Board Executive Assistant, Tonia Whisman

*Access to the agenda and meeting materials can be located on the District website at
www.nssd29j.org > [Board of Directors](#) > [Agendas/Meeting Minutes](#)*

Thursday, October 24, 2024 Regular Session
NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 6:00 PM
<https://youtube.com/live/jSFMclUH6M4?feature=share>

MINUTES - DRAFT

1. CALL REGULAR SESSION TO ORDER

The Board Chair called the meeting to order at 6:00 pm with all members present except Alisha Oliver who was absent with notice (Mark Henderson attended virtually). He then led everyone in the pledge of allegiance.

2. AGENDA APPROVAL

Changes to the agenda after posting on October 18, 2024 were acknowledged:

Added Attachments-

6.1-2024 - 2024 Div 22 School Board PPT

Revised Attachments-

17.2 - Oct 2024 Enrollment Totals2

MOTION-AGENDA APPROVAL

Motion that the Board approve the agenda as modified.

Motion Made By: Mike Wagner

Vote: 6-0, motion passed

3. STUDENT BUSINESS: Lucas Joyce/Haley Butenschoen

Highlights included:

- SHS students attending ODS as counselors
- Ty Hart Fitness Center grand opening
- Homecoming activities
- Plans for holiday activities such as the Festival of Trees and the Giving Tree
- Fall sports recap

4. CITY COUNCIL LIAISON REPORTS:

Highlights from the councilors included:

Stayton: David Patty - updates on increased cases through municipal court (vs. county), upcoming holiday events, traffic survey

Sublimity: Michael Taylor - joint sewer contract with Stayton, new water tower and reader board are both operational, city parks grant update

Lyons: Mike Wagner - Safe Routes to School grant update and new playground equipment installed

5. SUPERINTENDENT'S REPORT: Lee W. Loving

Key points included:

- acknowledged building principals in honor of National Principals Month
- update on new diploma requirements as a result of SB 3
- pre-application meeting is set for 11/7/24 for improvements to the high school softball field
- Youth Truth survey will be open 10/28/24-11/22/24 for parents, students and staff
- review of some data from Stayton HS for the 2023-24 including college credits earned, participation in CTE and CTE Pathway completion, Co-curricular & Extra-curricular participation and the graduation rate. The slide can be viewed at this [LINK](#)
- reading of a letter from an attendee at a recent football game at SHS complimenting the district's facilities, team spirit and conduct of the players on our team
- 2024-25 Superintendent Goals
 - Achievement Goal: By the end of the 24-25 school year, the district will complete the development adoption and begin implementation of the comprehensive five-year, strategic plan.
 - Growth Goal: By the end of the 2425 school year, he will actively engage with students and staff in classrooms to more effectively understand and support our educational experience by visiting every classroom in the school district for 10 minutes or more at least three times.
 - Culture/Belonging Goal: By the end of the 24-25 school year, the district will establish a fully functional Educational, Equity, & Advisory Committee.

6. TEACHING & LEARNING REPORT: Nicole Duncan

As part of the report, the Director of Teaching & Learning asked the board to approve the district's request to postpone adopting health instructional materials. The report also included a 2023-24 SIA (Student Investment Account) Annual Report, a recap of the Professional Learning Day on 10/11/24 and an update on the new Mentor Program. It can be viewed at this link: [Teaching & Learning Board Report October 2024](#)

MOTION-CURRICULUM ADOPTION POSTPONEMENT

Motion that the board approve the district's postponement of adopting health instructional materials until the 2025-26 school year.

Motion Made By: Mike Wagner

Vote: 6-0, motion passed

6.1. Division 22 Assurances Report

Director of Teaching & Learning Nicole Duncan presented the Division 22 compliance report. She noted the only area of non-compliance was regarding Comprehensive School Counseling but the district has a plan to be in compliance by June 2025. The presentation can be viewed at this link: [2024 Div 22 School Board PPT](#) The compliance report can be viewed at this link: [Final NSSD 2024 Compliance Report - Oregon Public School Standards PDF](#)

There was no public comment on the topic of Division 22 compliance.

7. BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen

Director Allen's report included the 2024-25 financial statements through September 30, 2024. It also included information regarding the PERS rate increase and implications of recent unemployment legislation. Both the report and slide presentation can be viewed at the links below.

[Financial Board Report Sept2024](#)

[Financial Report PPT - September 2024](#)

8. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

There was no report from either union.

9. PUBLIC COMMENT

There was no public comment.

10. CONSENT AGENDA

10.1. Action: Approval of Meeting Minutes

[09.19.24 minutes-DRAFT](#)

10.2. 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

11. STRATEGIC PLANNING UPDATE: Laura Wipper

Board member Laura Wipper shared an update of where they are in the process of developing themes and strategic focuses. The handout provided can be viewed at this [LINK](#).

12. RECESS

The Board Chair called for a recess from 7:41-7:46

13. POLICY UPDATES/SECOND READING

DJC- Special Procurements & Exemptions from Competitive Bidding (DELETE/REPLACE) (Mackenzie)
DJCA - Personal Services Contracts- DELETE (Mackenzie)
IICA- Field Trips and Excursions (Alisha)
GBNAA/JHFF- Suspected Sexual Conduct with Students & Reporting Requirements (Mark)

[DJC -DELETE-Bidding Reqs 9.19.24](#)

[DJC -New Replace-Bidding Reqs 9.19.24](#)

[DJCA-DELETE-Personal Services Contracts 9.19.24](#)

Motion to adopt the new version of DJC and delete DJCA as presented.

Motion Made By: Mackenzie Strawn

Vote: 6-0, motion passed

[GBNAA_JHFF -Suspected Sexual Conduct with Students & Reporting 09.19.24](#)

Motion to adopt GBNAA/JHFF as presented.

Motion Made By: Mark Henderson

Vote: 6-0, motion passed

[IICA -Field Trips and Excursions 9.19.24](#)

Motion to adopt IICA as presented.

Motion Made By: Mackenzie Strawn

Vote: 6-0, motion passed

14. ADMINISTRATIVE REGULATION UPDATES

(second readings)

DJC-AR/DELETE-Special Procurements & Exempt from Comp Bidding

DJC-AR/REPLACE-Exempt from Comp Bidding & Special Procurements

DJCA-AR/DELETE-Personal Services Contract

(first reading)

GCDA/GDDA-AR/DELETE - Criminal Records Checks and Fingerprinting - effective 10/24/24

JGAB-AR - Use of Physical Restraint & Seclusion - effective 11/21/24

[DJC-AR-DELETE-Spec Procmnts & Exemp from Comp Bidding 9.19.24](#)

[DJC-AR -New Replace- Exempt from Comp Bidding_Special Procrmt 9.19.24](#)

[DJCA-AR-DELETE-Personal Services Contract 9.19.24](#)

[GCDA GDDA-AR DELETE -Criminal Records Checks Fingerprinting 10.24.24](#)

[JGAB-AR Use of Physical Restraint & Seclusion 10.24.24](#)

15. POLICY UPDATES/FIRST READING

JGAB Use of Restraint or Seclusion

[JGAB -Use of Restraint or Seclusion 10.24.24](#)

16. BOARD REFLECTIONS/ANNOUNCEMENTS

- Coral Ford shared that she and Supt. Loving attended the OSBA Legislative Road Show and said that she will be using some of the information they received to begin building a survey for other board members to indicate which legislative policies they would like to advocate for.

- Both Lucas Joyce and Haley Butenschoen shared some of their future college plans. They also both expressed appreciation to Supt. Loving for attending various school activities such as sporting events and ODS.

17. INFORMATION ONLY

17.1. Field Trip Report:

[Oct 2024 Fieldtrips Board Report](#)

17.2. Student Enrollment:

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: 159

Sublimity: 366

Stayton Elementary: 336

Stayton Intermediate/Middle: 486

Stayton High: 668

Locust Street Academy/GED: 47

Stayton Virtual Academy: 55

Total: 2117

[Oct 2024 Enrollment Totals2](#)

17.3. Future Agenda Items:

[Agenda Items Annual Calendar rev 04.24](#)

17.4. Upcoming Board Events & Activities:

A list of events was included in the meeting materials.

18. ADJOURN

The Board Chair adjourned the meeting at 8:22 pm.

EQUAL OPPORTUNITY EMPLOYER



Election - OSBA 2024 - Marion (11, 12)

2024 OSBA Election

*** 1. Board of Directors Position 11 (Vote for one)**

Vote

No candidate filed for Board of Directors Position 11

*** 2. Legislative Policy Committee Position 12 (Vote for one)**

- Ashley Carson Cottingham
- Jeffrey Crapper
- Merle Stutzman
- No action taken

*** 3. Resolution 1 - Amends the OSBA dues schedule**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

*** 4. Resolution 2 - Creates the Oregon School Board Members PRIDE Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

*** 5. Resolution 3 - Adopts the proposed amendments to the OSBA Bylaws**

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

*** 6. Type the name of the district, ESD, or community college board that officially made this vote.**

*** 7. Type the meeting date when the board officially made this vote.**

*** 8. Type your name and title.**

To retain a record of your vote, you MUST print this page before clicking the Done button.

Done

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[Privacy & Cookie Notice](#)

OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Ashley Carson Cottingham

Date: Sept 18, 2024

Address: 755 High Street SE

City/Zip: Salem, OR

Business phone: _____

Residence phone: 202-557-8364

Cell phone: same

E-mail: carsoncottingham_ashley@salkeiz.k12.or.us

District/ESD/CC: Salem Keizer 24J

Term expires: 2025 Years on board: 3

Region: Marion



Position #: 12

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.


Name

9/18/24
Date

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?
I am excited to work on robust school funding in the upcoming 2025 session and weigh in (where appropriate) on bills impacting our schools across Oregon. I served on the LPC before and found it very informative & helpful in moving a strong policy-agenda forward for public ed.
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.
I have done legislative advocacy for the majority of my career in the public sector in aging, disability, protective services, health and human services. I've worked for most of my career in DC and in Oregon to pass bipartisan legislation that improves people's day-to-day lives.
3. What do you see as the two most challenging legislative issues faced by OSBA?
1) Coming to consensus on bills where the impacts are varied across the state and/or where political views are different. 2) Working year-after-year for significant funding increases when some may think once is enough to fix all funding issues and challenges for public education.
4. What do you see as the two most challenging legislative issues faced by your region?
1) The funding formula isn't working to meet the needs of children in our district. We have a very high percentage of ELL and SPED students 2) We faced significant lay-offs and our schools will suffer for years if we aren't able to convince the legislature to increase funding in the 25-27 biennium.
5. What is your plan for communicating with boards in your region about legislative issues?
I will reach out to ask for input to each of the boards and also write updates regarding issues of interest leading up to and throughout the legislative session.

OSBA Legislative Policy Committee

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

LPC - 1 year 2022-2023

OSBA Board - 1 year 2023-2024

Chair, 1st Vice-Chair and 2nd Vice-Chair of the Salem-Keizer School Board (2021-2024)

Other education board positions held/dates:

N/A

Occupation (Include at least the past five years):

Employers:

State of Oregon, Office of the Long-Term Care
Ombudsman and Department of Human Services
U.S. Senate Committee Staff

Dates:

April 2014- present

2010-2012

Schools attended (Include official name of school, where and when):

High school: Mountain View High School, Bend, OR 1993-1997

College: University of Oregon, Eugene, OR 1997-2001 and Vermont Law School 2003-2006

Degrees earned: BA, JD

Education honors and/or awards:

Academic Excellence Award, Highest Grade, Vermont Law School – Med/Law Combined
Dartmouth Medical School/Vermont Law Class – Changing Concepts of Reproduction and the
Family

Other applicable training or education:

I've presented to local groups and at state and national conferences on legislative process and
advocacy. I've drafted legislation and negotiated legislation at both the Federal and State levels.

Activities, other state and local community services:

Cherriots Budget Committee (local Transit District) - Dec 2020 - present; Marion Polk Food Share
(food box and pantry volunteer) – throughout 2020; Safeline – Domestic Violence Hotline
Volunteer, Vermont – 2003-2006; CASA of Deschutes County – Summers 2004 and 2006

Hobbies/special interests:

Singing, Travel, Pets, My kids' soccer/basketball/flag football, choir, orchestra, etc. :)

Business/professional/civic group memberships; offices held and dates:

National Academy of Social Insurance (Invited Member since 2007)

Advancing States Mentorship Program - Next Gen Leader (2024-present)

Barrister's Book Store Board of Directors - Vermont Law School (2003-2006)

Additional comments:

This 2025 session will be critical to public schools - it would be an honor to serve on the LPC.

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

Name: Jeffrey Crapper

Date: 09/12/2024

Address: 617 Warmcombe Drive

City/Zip: Dayton 97114

Business phone: _____

Residence phone: _____

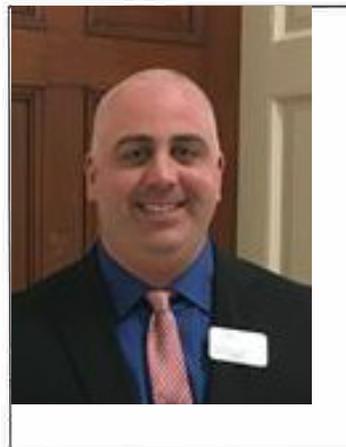
Cell phone: 503-550-0920

E-mail: jeffrey.crapper@wesd.org

District/ESD/CC: Willamette ESD

Term expires: 06/30/2027 Years on board: 2

Region: Marion County



Position #: 12

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Jeffrey Crapper

09/12/2024

Name

Date

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?

Improving student equity and encouraging high academic standards for all students are some of my passions. I appreciate the various OSBA initiatives that address these issues, and I hope to promote them and assist with this mission whenever possible. I also want to ensure every student has opportunities to pursue their passion, whether that plan includes college, trade school, or career opportunities.

2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

I have been an educator for 20 years, winning state and national TOY awards. I also served as a LEA Vice-President, volunteered as a board member for multiple state and national organizations, and I currently help support more than 85 pre-CTE and CTE programs of study for Salem-Keizer Public Schools.

3. What do you see as the two most challenging legislative issues faced by OSBA?

Addressing the political and ideological divide that exists in this state. Also, the lack of stable and sustainable funding for Oregon schools continues to impact our education system. All too often, the focus centers around the adults instead of the students. This bureaucracy creates unnecessary barriers to support students and recruit trained educators.

4. What do you see as the two most challenging legislative issues faced by your region?

Sustainable funding and supporting initiatives that directly support student learning. The lack of sustainable funding is a significant issue. However, I fear the constant moving target with multiple initiatives that are rarely maintained more than a few year cause even more harm to our educational system.

5. What is your plan for communicating with boards in your region about legislative issues?

I often emailed other school board members, or even arranged individual in-person meetings whenever needed. I also communicated through a short newsletter previously using the OSBA communication tools.

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA Legislative Policy Committee

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

CTE Executive Committee- Dayton School District, Board Member- Dayton Education Foundation Budget Committee Member- Dayton School District, Budget Committee Member- Willamette Education Service District, Board Member- OSBA

Other education board positions held/dates:

Board Chairman, Oregon HOSA- Future Health Professionals (2017-present) Board Member, Oregon CTE Student Leadership Foundation (2017-present) Lieutenant, National HOSA- Future Health Professionals (2018-present) Treasurer, Oregon Association for Career & Technical Education (2017-2021)

Occupation (Include at least the past five years):

Employers:

Salem-Keizer Public Schools, Linfield University, Oregon Education Association, Dayton Fire District, Project Lead The Way, Beaverton School District, Portland Community College, Chemeketa Community College

Dates:

SKPS 2023-present, Linfield 2023-present. OEA 2019-2023, DFD 2020-present, PLTW 2017-present, BSD 2013-2023, Chemeketa

Schools attended (Include official name of school, where and when):

High school: West Albany

College: Linfield, Oregon State, George Fox, Pacific, Liberty

Degrees earned: BS, MAT, MACM, ELD Certificate, EdD

Education honors and/or awards:

2022 Linfield Distinguished Alumnus, 2021 Oregon ACTE Teacher of the Year, 2019 KATU Leader in Learning, 2019 National ACTE Health Science Teacher of the Year, 2016 Oregon Science Teachers Association, High School Teacher of the Year, 2000 Linfield Greek Man of the Year, 2000 Linfield Athletic Training Student of the Year

Other applicable training or education:

Certified Athletic Trainer (ATC)
Certified Strength & Conditioning Specialist (CSCS) Certified Personal Trainer (C-PT)
National Board Certified Teacher (Early Adolescent- Science). Ordained First Responder Chaplain
Licensed Advanced Emergency Medical Technician

Activities, other state and local community services:

Medical Reserve Corps, Yamhill County (2009-present)
Volunteer Program Team Leader, Young Life Washington Family Ranch (2009-2016) Assistant District Grand Master, Kappa Sigma Fraternity (2009-2018)
Alumni Advisor, Kappa Sigma Fraternity (2000-2016) Planning Commission, City of Dayton (2008-2019) Deacon, Dayton First Baptist Church

Hobbies/special interests:

Hiking, Swimming, Exercising, Fitness, Traveling, National Parks

Business/professional/civic group memberships; offices held and dates:

Salem-Keizer NAACP Education Board Member (2023-present)
Association for Career and Technical Education (2014-present)
National Athletic Trainers Association (2000-2018)

Additional comments:

OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: _____

Date: _____

Address: _____

City/Zip: _____

Business phone: _____

Residence phone: _____

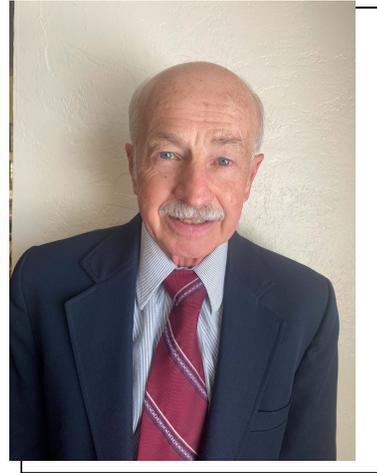
Cell phone: _____

E-mail: _____

District/ESD/CC: _____

Term expires: _____ Years on board: _____

Region: _____



Position #: _____

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Name

Date

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.
3. What do you see as the two most challenging legislative issues faced by OSBA?
4. What do you see as the two most challenging legislative issues faced by your region?
5. What is your plan for communicating with boards in your region about legislative issues?

OSBA Legislative Policy Committee

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Dates:

Schools attended (Include official name of school, where and when):

High school:

College:

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Business/professional/civic group memberships; offices held and dates:

Additional comments:

Summary

The procedures for responding to an incident of restraint or seclusion are found in ORS 339.294 and were amended by [Senate Bill 1024](#) (2023; see Section 3 which begins on page 5 of the SB). These amended procedures are represented in the recommended changes to model administrative regulation, JGAB-AR Use of Restraint or Seclusion** and policy JGAB Use of Restraint or Seclusion**. There are several changes to highlight of which two are: 1) addition of immediate notice to the parent or guardian of any existing record, including audio or video, of the incident (which will be preserved in the original format without alternation), and 2) such record shall be reviewed at the debriefing meeting, to which parents shall be invited.

Additional information regarding the preservation and disclosure of such records, which have record retention and disclosure implications, are outlined in the new SB, subsection 9 and 10.

The changes are a result of the adopted language from the bill and related, revised OARs recently adopted by the State Board.

A change to ORS 161.205 on issues of corporal punishment was put into effect by Senate Bill 577; also effective now.

North Santiam School District

Code: JGAB
Adopted: 7/19/07
Revised/Readopted: 7/17/14; 10/19/17; 3/01/18;
11/16/23
Orig. Code: JGAB

Use of Restraint or Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.

5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. “Restraint” means the restriction of a student’s actions or movements by holding the student or using pressure or other means.

“Restraint” does not include:

- a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another;
 - b. Assisting a student to complete a task if the student does not resist the physical contact; or
 - c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
2. Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.
 3. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.
 4. “Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student’s behavior.
 5. “Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
 6. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
 7. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
 8. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.
 9. “Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
10. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
 11. “Prone restraint” means a restraint in which a student is held face down on the floor.
 12. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall only utilize a ~~the Mandt System~~ training program for ~~of~~ restraint or seclusion to train staff and ~~for~~ use in the district which has been ~~. As required by state regulation, the selected program shall be~~ ~~one~~ approved by the Oregon Department of Education (ODE).

Edited Paragraph: The district shall only utilize a training program for restrain or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE).

~~The) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the~~ district shall preserve, and may not destroy, any records related ~~must be in compliance with state and federal law with respect~~ to an incident ~~the use~~ of restraint or ~~and~~ seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

Edited paragraph: The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;

4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics² of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district’s main office and on the district’s website, and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district’s administrative office and is available on the home page of the district’s website.

The complainant, whether an organization or an individual, may appeal a district’s final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023. This appeal process is represented in administrative regulation KL-AR(3) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)

[ORS 339.285](#)
[ORS 339.288](#)

[ORS 339.291](#)
[ORS 339.294](#)

² Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

[ORS 339.297](#)

[ORS 339.300](#)

[ORS 339.303](#)

[OAR 581-021-0061](#)

[OAR 581-021-0550](#)

[OAR 581-021-0553](#)

[OAR 581-021-0556](#)

[OAR 581-021-0563](#)

[OAR 581-021-0566](#)

[OAR 581-021-0568](#)

[OAR 581-021-0569](#)

[OAR 581-021-0570](#)

[OAR 581-022-2267](#)

[OAR 581-022-2370](#)

Cross Reference(s):

JGA - Corporal Punishment

JGB - Detention of Students

JGDA/JGEA - Discipline of Students with Disabilities

Summary

The procedures for responding to an incident of restraint or seclusion are found in ORS 339.294 and were amended by [Senate Bill 1024](#) (2023; see Section 3 which begins on page 5 of the SB). These amended procedures are represented in the recommended changes to model administrative regulation, JGAB-AR – Use of Restraint or Seclusion** and policy JGAB – Use of Restraint or Seclusion**. There are several changes to highlight of which two are: 1) addition of immediate notice to the parent or guardian of any existing record, including audio or video, of the incident (which will be preserved in the original format without alternation), and 2) such record shall be reviewed at the debriefing meeting, to which parents shall be invited.

Additional information regarding the preservation and disclosure of such records, which have record retention and disclosure implications, are outlined in the new [SB](#), subsection 9 and 10.

The changes are a result of the adopted language from the bill and related, revised OARs recently adopted by the State Board.

A change to ORS 161.205 on issues of corporal punishment was put into effect by Senate Bill 577; also effective now.

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; 2/22/24
Orig. Code: JGAB-AR

Use of Physical Restraint and Seclusion

Procedure

Procedures

1. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians 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 times 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.

c. Immediate¹, written notification of the existence of any records^{2} related to an incident of restraint or seclusion (including photos or audio or video recording).

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 which ~~that~~ includes notice of the lack of training; and the reason restraint or seclusion was administered by ~~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;

¹ "Immediate" means to act as soon as possible without undue delay, but in no case later than within 24 hours of the incident. (OAR 581-021-0556 (2)(e))

² {Such records shall be maintained in accordance with ORS 339.294(9).}

- 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. The parent or guardian of the student must be invited to attend the meeting³, and the meeting will include; staff members involved in the intervention and any other appropriate personnel. ~~must be included in the meeting.~~ The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording^[4] preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion:
 - a. Oral, ~~written~~ notification of the incident must be provided immediately to a parent or guardian of ~~to~~ the student and to the Oregon Department of Human Services (DHS); and
9. Written notification of the incident must be provided to DHS within 24 hours of the incident.
10. 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 to the superintendent, to the Superintendent of Public Instruction, ~~or~~ and, if applicable, to the union representative for the affected person, ~~if applicable~~.
11. The district shall ~~will~~ maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.
12. The district, upon request from DHS regarding an investigation of an incident of restraint or seclusion as suspected child abuse, shall disclose any records preserved to DHS or its designee which are deemed relevant to the subject investigation, in its original format and without any alteration.

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

³ “Meeting” means the debriefing meeting at which the audio or video recording will be viewed. (OAR 581-021-0556(9))

⁴ To the extent practicable without altering the meaning of the record, the district shall segregate or redact from such a record any personally identifiable information of other students before disclosure to the student’s parent or guardian. If the district is unable to segregate or redact personally identifiable information of other students without altering the meaning of the record, the district shall disclose the record to the student’s parent or guardian in its original format and without any alteration. “Disclose” means to inform the student’s parent or guardian that the record exists; that the record in its original format and without alteration will be available for review by the parent or guardian privately and in the debriefing meeting; and that a copy of the record will be provided to the student’s parent or guardian upon request in its original and unaltered format except to the extent that the redaction is needed to protect the personally identifiable information of another student. (ORS 339.294; OAR 581-021-0556(10))

1. Parent participation in the plan is required.
13. 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 and seclusion~~ training practices adopted by the district.
14. 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.
15. When a behavior support plan includes restraint or seclusion the parents will be provided a copy of the district Use of ~~Physical~~ Restraint ~~or~~ and Seclusion policy at the time the plan is developed.
16. 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 and ensuring the provision of any necessary behavioral supports.

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 a 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.

Policy JGAB directs those wishing to submit a complaint to use policy KL which negates the need for the following complaint form. Furthermore, it is recommended to remove the incident report form and debrief form from the AR and utilize a form of them internally.

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, or superintendent's designee.

Is the staff member Mandt certified? Yes No

Was the physical restraint an 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'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**

North Santiam School District

Code: BBF
Adopted: 6/15/17
Revised/Readopted: 5/20/21

Board Member Standards of Conduct

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions ~~are~~ made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make ~~an oral~~ report ~~by telephone or otherwise~~ to the ~~local~~ Department of Human Services (DHS)¹ or, to ~~the designee of the department or to a local~~ law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)

[ORS 162.405 - 162.425](#)

[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)

[ORS 332.055](#)

[ORS 419B.005](#)

[ORS 419B.010](#)

[ORS 419B.015](#)

Cross Reference(s):

GBI - Gifts and Solicitations

¹ [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

North Santiam School District

Code: EBCB
Adopted: 3/17/16
Readopted: 6/15/17
Orig. Code: EBCB

Emergency Procedures Drills and Instruction

Each administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they ~~that students~~ can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ~~which shall include tsunami procedures in a tsunami hazard zone~~ and safety threats. Instruction on emergency procedures ~~fires, earthquakes, safety threats, and drills for students~~ shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and, evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 339.324](#)

[ORS 476.030](#)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE.

Cross Reference(s):

GBE - Staff Health and Safety

Nov 2024 Field Trip Report

Overnight & out-of-state trips are indicated in red. Trips added since last report are in yellow.

Trip ID/Name	Trip Destination	Building	Trip Date(s)	Depart & Return Times	Pupils	Adults	Educational Objectives	Organization	Status
241470 - SES 3rd Grade Music Field Trip	Willamette University's Smith Auditorium 270 Winter St. SE, Salem	Stayton Elementary	Wed, Feb 12, 2025	9:00am - 11:30am	95	20	Give students an enriching experience of attending a professional symphony concert. Attending and evaluating a music performance is a Oregon state music standard.	Curriculum	pending
242681 - Cascade Raptor Center	Cascade Raptor Center 32275 Fox Hollow Rd, Eugene	Sublimity	Fri, Dec 13, 2024	8:15am - 2:00pm	50	6	A visit to the Cascade Raptor Center offers an immersive, hands-on learning experience that directly aligns with the Next Generation Science Standards (NGSS) for 7th grade.	Curriculum	pending
242417 - McMinnville Welding Competition	McMinnville High School 615 NE 15th Street, McMinnville	Stayton High	Sat, Dec 7, 2024	6:00am - 6:00pm	10	1	Fabrication students preparing for future welding competitions, trying to better their skills	CTE	approved
243165 - SMS Smash Bros Tournament	Cascade Junior High 10226 Marion Rd SE, Turner	Stayton Middle	Fri, Dec 6, 2024	2:20pm - 7:00pm	40	2	Promote Teamwork and Collaboration by fostering collaboration and communication skills among participants, especially in team-based games. Teams will learn how to work together, delegate roles, and communicate effectively to achieve a common goal, which mirrors real-world teamwork dynamics.	Curriculum	pending
242726 - Storybook Land	Linn County Fair & Expo Center, 3700 Knox Butte Rd., Albany	Sublimity	Fri, Dec 6, 2024	8:30am - 11:15am	41	10	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	pending
241011 - Kindergarten to Storybook Land	Storybook Land Linn County Expo Center 3700 Knox Butte Road Albany	Stayton Elementary	Fri, Dec 6, 2024	8:45am - 12:00pm	88	6	Recognize familiar book characters and make text to character connections. Revisit and retell familiar stories, identify characters, settings, and major events.	Curriculum	pending
242787 - SHS Leadership to Student Leadership Collaboartive	Newberg High School 2400 Douglas Ave Newberg	Stayton High	Fri, Dec 6, 2024	8:00am - 2:00pm	28	2	Leadership skills/ASB related student development	ASB	approved

241003 - 2nd Grade to Storybook Land	Storybook Land Linn County Expo Center 3700 Knox Butte Road Albany	Stayton Elementary	Thu, Dec 5, 2024	8:30am - 11:45am	80	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	pending
242326 - 4-5 Beavers Beyond the Classroom Basketball Game	Oregon State University Gill Coliseum 660 SW 26th St Corvallis	Sublimity	Tue, Dec 3, 2024	9:15am - 2:00pm	94	32	AVID-College and Career Readiness	AVID	pending
243099 - OSU Women's Basketball Game	Oregon State University Gill Coliseum 660 SW 26th St Corvallis	Mari-Linn	Tue, Dec 3, 2024	9:00am - 2:00pm	17	4	AVID-College and Career Readiness	AVID	pending
240518 - SHS Boys Basketball Eagle Crest Trip	Eagle Crest Resort	Stayton High	Fri, Nov 22, 2024, - Sun, Nov 24, 2024	4:00pm & 11:00am	12	3	Team Building for the boys basketball team	Athletics	pending
242683 - Garden Buddies	Stayton Elementary School 875 N 3rd Ave, Stayton	Stayton High	Fri, Nov 22, 2024	12:30pm - 2:30pm	30	1	Advanced Ag students have the opportunity to work with the SES students in their garden cleaning up and sharing knowledge they have learned in class.	Curriculum	approved
242793 - National Apprenticeship Week @ IBEW and LBCC	Central Electrical-- IBEW Training Center 33309 OR-99E Tangent and LBCC 6500 Pacific Blvd SW Albany	Stayton High	Fri, Nov 22, 2024	8:15am - 3:00pm	14	1	To introduce our students to the options of electrical and other apprentice opportunities.	CTE	pending
242792 - Seniors to LBCC	Linn Benton Community College 6500 SW Pacific Blvd SW; Albany	Stayton High	Thu, Nov 21, 2024	8:30am - 1:30pm	30	3	Seniors opportunity knowledge for college.	AVID	approved
241874 - A-DEC Field Trip	A-DEC 2601 Crestview Dr, Newberg	Sublimity	Wed, Nov 20, 2024	8:15am - 2:15pm	46	10	Students will learn about different career opportunities. Students will learn about inquiry and scientific concepts such as force and motion.	Curriculum	pending

242220 - "Fools" Theatre Field Trip at Corban University	Corban University Theater 5000 Deer Park Dr SE, Salem	Stayton High	Fri, Nov 15, 2024	6:30pm - 11:00pm	25	2	Students will be exposed to a live theatre production	Curriculum	approved
241765 - FFA District Ag Sales Competition	Silverton High School	Stayton High	Wed, Nov 13, 2024	3:30pm - 9:00pm	10	1	Students are getting to apply their newly learned skills in agriculture sales by participating in the district competition where they will showcase their knowledge of Ad layouts, customer relations, prospecting, phone orders, and a team activity.	FFA	approved
242443 - Willamette Valley Ag Expo	Linn County Fair Grounds and Expo Center 3700 Knox Butte Rd E, Albany	Stayton High	Wed, Nov 13, 2024	9:15am - 3:00pm	14	1	Getting students in direct contact with local companies and industry professionals in the agriculture industry.	Curriculum	approved
241972 - SMS AVID8 to WCA and CCC	Willamette Career Academy-1200 Lancaster Dr and Chemeketa Community College-4000 Lancaster Dr, Salem	Stayton Middle	Wed, Nov 13, 2024	8:00am - 1:00pm	24	5	AVID Essentials Skills: Opportunity Knowledge: Students research opportunities, set goals, make choices that support their long-term aspirations, and successfully navigate to the next level.	AVID	pending
242096 - Sublimity Middle School Assembly	Sublimity School 376 E Main St, Sublimity	Stayton High	Wed, Nov 6, 2024	9:00am - 11:00am	9	1	Perform the National Anthem for the Sublimity Middle School Veterans Assembly and advertise choir to Sublimity middle school	Curriculum	approved
242081 - SHS ASB to OASC conference	Seaside Convention Center & Seaside High School 415 1st Ave; Seaside	Stayton High	Sun, Nov 3, 2024, - Mon, Nov 4, 2024,	8:30am & 12:00am	8	1	Student Council Retreat	ASB	approved
240899 - K-3 Pumpkin Patch	Greens Bridge Pumpkin Patch 3730 Jefferson Scio Dr SE, Jefferson	Mari-Linn	Thu, Oct 31, 2024	8:30am - 2:00pm	69	20	Use observations to describe patterns of what plants and animals (including humans) need to survive	Curriculum	approved

241740 - SUB K-1 Pumpkin Patch Field Trip	E.Z. Orchard Farm 5504 Hazelgreen Rd NE, Salem	Sublimity	Wed, Oct 30, 2024	9:00am - 1:00pm	65	24	Hands on experience for farming/plants science unit	Curriculum	approved
241654 - Health Occupations Vision Screening - MLN & SES	MLN - 641 5th Street. Lyons SES 875 3rd Ave, Stayton	Stayton High	Wed, Oct 30, 2024	7:15am - 12:30pm	5	3	Expand understanding of Health Occupations through assisting with vision screening at district schools	Curriculum	approved
241767 - EZ Orchards Life Skills	EZ Orchards 5504 Hazelgreen Rd NE, Salem	Sublimity	Mon, Oct 28, 2024	12:00pm - 2:30pm	13	4	The objective of this field trip is to promote a real world connection with the seasons and the calendar year. This is also an opportunity to build relationships and improve social skills.	Curriculum	approved
241763 - Advanced Ag Class Garden Buddies	Stayton Elementary School	Stayton High	Fri, Oct 25, 2024	12:30pm - 2:30pm	26	1	Students will be taking what they are learning in plant science and applying it at the SES garden and sharing their knowledge and learned skills with the elementary students.	FFA	approved
240273 - SES Stayton Walking Field Trip	Stayton Post Office, Stayton Library, Star Cinema, Brown House, Police Station, Pioneer Park	Stayton Elementary	Fri, Oct 25, 2024	8:45am - 2:15pm	80	25	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
240981 - SHS Seniors to Oregon State University	Oregon State University 660 SW 26th St, Corvallis	Stayton High	Fri, Oct 25, 2024	8:00am - 1:00pm	40	3	Opportunity Knowledge for seniors (Senior Seminar class curriculum)	Curriculum	approved
241514 - Cascade College Fair	Cascade High School - 10226 Marion Rd SE, Turner	Stayton High	Tue, Oct 22, 2024	9:30am - 11:15am	40	2	College Opportunity Knowledge	Curriculum	approved

240634 - SES Kindergarten Pumpkin Patch 2024	Greens Bridge Pumpkin Patch 3730 Jefferson Scio Dr SE, Jefferson	Stayton Elementary	Mon, Oct 21, 2024	8:00am - 2:00pm	90	30	Life cycle unit science unit	Curriculum	approved
240751 - Sublimity 6th Grade Outdoor School	OMSI Coastal Discovery Center 3400 SW Abalone Street, South Beach	Sublimity	Mon, Oct 21, 2024, - Wed, Oct 23, 2024	9:30am and 1:45pm	36	11	Aligned with NGSS. An inquiry-based program, ODS is a unique chance for kids to experience the connections among living things and biological systems. Instead of learning these concepts from a book, students develop critical thinking skills by asking questions in the field then working together to investigate, measure and report their discoveries.	Curriculum	approved
241070 - SHS Homecoming Parade	Stayton High School	Sublimity	Fri, Oct 18, 2024	1:20pm - 2:15pm	32	4	Giving students the opportunity to watch the homecoming parade and participate in a high school activity that they will be able to take part in next year.	Curriculum	approved
241057 - ML 8th Grade Attending SHS Homecoming Parade	Stayton High School	Mari-Linn	Fri, Oct 18, 2024	1:00pm - 2:15pm	20	3	To attend SHS activities to prepare for next year	Curriculum	approved
240597 - Third Grade Silver Falls State Park Field Trip	Silver Falls State Park 20024 Silver Falls Hwy SE, Silverton	Stayton Elementary	Wed, Oct 16, 2024	8:30am - 2:00pm	46	12	This field trip connects to both our science life cycle standards and our social studies regions of Oregon standards.	Curriculum	approved
241655 - Health Occupations Vision Screening	Stayton Middle and Sublimity Elementary	Stayton High	Wed, Oct 16, 2024	7:30am - 12:30pm	5	2	Assisting with vision screening with middle and elementary schools	Curriculum	approved
241086 - 2nd Grade Sublimity Walking Field Trip	Sublimity Post office, Sublimity Fire Department, Sublimity Dental, K's Koffee, and PanezaNellie Breadstick Shoppe.	Sublimity	Thu, Oct 10, 2024	10:00am - 2:15pm	41	10	Students will be able to gain first-hand knowledge of the historical sites in their community and how community members work to support the area in which they live.	Curriculum	approved

240596 - Third Grade Silver Falls State Park	Silver Falls State Park 20024 Silver Falls Hwy SE, Silverton	Stayton Elementary	Wed, Oct 9, 2024	8:30am - 2:00pm	44	13	This trip connects to our science life cycles unit and our Regions of Oregon social studies unit.	Curriculum	approved
240690 - AVID12 to Oregon State	Oregon State University 660 SW 26th St; Corvallis	Stayton High	Wed, Oct 2, 2024	8:00am - 1:30pm	10	2	Opportunity knowledge for AVID Elective students applying to college	Curriculum	approved
240959 - FFA District Soils Competition		Stayton High	Wed, Oct 2, 2024	7:00am - 4:00pm	6	1	Learn about soil, water, and land management through a hands on competition where students explore and take samples from soil pits.	FFA	approved
240829 - Lyons City Hall	Lyons City Hall	Mari-Linn	Mon, Sep 30, 2024	12:15pm - 1:15pm	14	2	To support their learning about the government in our first Social Studies unit, we will interview the mayor of Lyons.	Curriculum	approved
240510 - FFA District Leadership Camp	449 5th St.	Stayton High	Sun, Sep 29, 2024, - Mon, Sep 30, 2024	9:00 am & 3:00pm	7	1	Applied leadership development though peer collaboration	Curriculum	approved
240215 - Salmon Watch Day 2	Lyons	Stayton High	Wed, Sep 25, 2024	8:15am - 1:30pm	60	4	This trip will provide all juniors in biology classes at Stayton High school with a field trip that directly connects to our biology curriculum in our ecology unit. It is rare for high school students to get the opportunity to attend science field learning and this is an incredible opportunity for them. Each day one of the biology teachers will attend the trip along with other adult volunteers.	Curriculum	approved
240213 - Salmon Watch Day 1	Packsaddle County Park 34519 N Santiam Hwy. Gates	Stayton High	Tue, Sep 24, 2024	8:15am - 1:45pm	60	4	see above	Curriculum	approved
239552 - SMS Outdoor School - Students	Camp Tadmor 43943 McDowell Creek Dr, Lebanon	Stayton Middle	Mon, Sep 23, 2024 - Fri, Sep 27, 2024	9:00am & 2:15pm	95	5	Develop an understanding of, and an appreciation for, their natural environment and will acquire desirable attitudes concerning the conservation of natural and human resources. First hand experiences with the interrelationships and adaptations found in nature, the dynamics of energy, cycles and systems of change, and people's dependency and responsibility to the environment.	Curriculum	approved

240625 - SMS Outdoor School Day Trip Bus	Camp Tadmor 43943 McDowell Creek Dr, Lebanon	Stayton Middle	Mon, Sep 23, 2024 - Thu, Sep 26, 2024	9:00am & 2:15pm	8	5	See above for objective. This trip for students attending ODS during the days only.	Curriculum	approved
239554 - SMS Outdoor School Counselors	Camp Tadmor 43943 McDowell Creek Dr, Lebanon	Stayton Middle	Mon, Sep 23, 2024 - Fri, Sep 27, 2024	2:30pm & 3:00pm	25	2	High schools counselors who will be supervising and supports middle school students in their learning experiences	Curriculum	approved

Nov NSSD Enrollment Totals												
School Name	Grade	Jun '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25
MARI-LINN	KG	13	13	13	13							
MARI-LINN	1	18	14	14	14							
MARI-LINN	2	24	18	18	18							
MARI-LINN	3	17	24	25	25							
MARI-LINN	4	14	19	19	18							
MARI-LINN	5	21	14	16	17							
MARI-LINN	6	15	20	20	20							
MARI-LINN	7	18	14	14	14							
MARI-LINN	8	19	20	20	20							
MARI-LINN	ALL	159	156	159	159	0						
SUBLIMITY	KG	30	30	29	29							
SUBLIMITY	1	34	35	36	36							
SUBLIMITY	2	37	41	41	41							
SUBLIMITY	3	33	48	46	46							
SUBLIMITY	4	52	34	34	34							
SUBLIMITY	5	35	58	59	59							
SUBLIMITY	6	49	34	35	35							
SUBLIMITY	7	33	53	54	51							
SUBLIMITY	8	48	32	32	32							
SUBLIMITY	ALL	351	365	366	363	0						
OA-VIRTUAL ACADEMY	KG	0	0	1	0							
OA-VIRTUAL ACADEMY	1	1	0	0	0							
OA-VIRTUAL ACADEMY	2	0	1	1	1							
OA-VIRTUAL ACADEMY	3	0	1	0	0							
OA-VIRTUAL ACADEMY	4	1	0	1	2							
OA-VIRTUAL ACADEMY	5	2	3	2	2							
OA-VIRTUAL ACADEMY	6	1	1	1	2							
OA-VIRTUAL ACADEMY	7	3	3	2	2							
OA-VIRTUAL ACADEMY	8	8	3	4	3							
OA-VIRTUAL ACADEMY	9	14	6	5	8							
OA-VIRTUAL ACADEMY	10	20	6	10	12							
OA-VIRTUAL ACADEMY	11	14	14	14	14							
OA-VIRTUAL ACADEMY	12	13	12	14	15							
OA-VIRTUAL ACADEMY	ALL	76	50	55	61	0						

School Name	Grade	Jun '24	Sept '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25
STAYTON ELEMENTARY	PreK	30	27	29	30							
STAYTON ELEMENTARY	KG	69	88	91	91							
STAYTON ELEMENTARY	1	71	74	75	74							
STAYTON ELEMENTARY	2	88	74	78	78							
STAYTON ELEMENTARY	3	97	91	92	91							
STAYTON ELEMENTARY	ALL	325	327	336	334	0						
STAYTON INTERMEDIATE	4	81	94	93	92							
STAYTON INTERMEDIATE	5	87	86	87	87							
STAYTON MIDDLE	6	96	102	102	100							
STAYTON MIDDLE	7	93	103	105	105							
STAYTON MIDDLE	8	76	101	99	100							
SIS/SMS TOTAL	ALL	433	486	486	484	0						
OA-LOCUST ST ACADEMY	9	2	0	0	0							
OA-LOCUST ST ACADEMY	10	9	2	1	0							
OA-LOCUST ST ACADEMY	11	17	16	13	13							
OA-LOCUST ST ACADEMY	12	7	30	20	19							
OA-GED				13	15							
OA-LSA & GED	ALL	36	48	47	47	0						
STAYTON HIGH	9	172	157	157	155							
STAYTON HIGH	10	165	191	183	182							
STAYTON HIGH	11	137	163	169	167							
STAYTON HIGH	12	111	140	138	138							
Early College (off campus)		16	13	17	17							
Transitions (post-grad SPED)		5	5	4	5							
STAYTON HIGH	ALL	601	669	668	664	0						
NSSD Total (w/o PreK)	TOTAL	*1986	2101	2117	2112	0						
NSSD Total (w/ PreK)		*2016	2128	2146	2142							
# Registered w/ WESD to homeschool		111	111	96	103							
# Enrolled in Virtual Charter Schools		81	80	81	80							
3% of total NSSD student population= 78.87 ~ 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 and does not receive state funding as it does for grades K-12 so they are not included in the total.

*slightly lower than the average enrollment due to students finishing school prior to the June report date in Options Academy



North Santiam School District
BOARD OF DIRECTORS

SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR

Updated 4/2024

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

Board Secretary Tasks:

- Notify Budget Committee of approved meeting dates

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)