North Santiam School District

2025-26 Board of Directors
Board Chair: Mackenzie Strawn **Board Vice-Chair:** Alisha Oliver
Board Members: Erin Cramer, Mike Wagner, 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
Interim Director of Special Programs, Melissa Glover
Director of Nutrition Services, John Barnes
Director of Facilities, Dave Parsons
Superintendent/School Board Executive Assistant, Tonia Whisman

Regular Session
Thursday, August 21, 2025 ~ 6:00 PM
NSSD District Office/Santiam Room
1155 N 3rd Ave
Stayton, OR 97383
https://youtube.com/live/Qo7wi8nvYeY?feature=share

1. CALL REGULAR SESSION TO ORDER
(times for agenda items are estimated)

2. AGENDA APPROVAL
Changes to the agenda after posting on August 15, 2025 will be acknowledged:

Added Attachments-
***9.0 - Financial Board Report July2025**
***13 - JFCEB & JFCEB-AR1-Personal Electronic Devices**
***14 - KL-AR1- Public Complaint Procedure**
Revised Attachment
***3.2 - Aug 2025 Licensed Staff Report2**

RECOMMENDED MOTION-AGENDA APPROVAL
I move that the Board approve the agenda as modified.

3. CONSENT AGENDA
6:05

3.1. ***Action: Approval of Meeting Minutes*** ***5***
07.17.25 Minutes-DRAFT 5

3.2. ***Action: Approval of New Hires*** ***9***

NEW HIRES-BOARD ACTION REQUIRED
Tobias Winningham: SMS/Math
Jordan Jones: SUB/4th grade
Tanner Ramsden: SHS/Counselor
EXISTING STAFF/NEW POSITIONS-BOARD ACTION REQUIRED
Jessica Roth: SIMS/Interim Asst. Principal
Thomas Smith: SIMS/Interim Dean of Students
EXISTING STAFF/NEW APPOINTMENTS-BOARD ACTION REQUIRED
Michael Proctor: SHS/Asst. Principal
Matthew Olson: SIMS/Interim Principal
INFORMATIONAL ONLY-RESIGNATIONS
Elijah Neves: SHS/ELD

Aug 2025 Licensed Staff Report2 9

3.3. ***Action: Approval of Consent Agenda***
RECOMMENDED MOTION-CONSENT AGENDA
I move that the Board approve the Consent Agenda as [presented] [modified].

4. BOARD RECOGNITIONS
6:10

4.1. Laura Wipper - 20 years of board member service

4.2. Erin Cramer - Board Chair service

5. RECESS
6:20

6. STUDENT BUSINESS: Amalia Bell
6:30

7. CITY COUNCIL LIAISON REPORTS:
6:35
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

8. TEACHING & LEARNING REPORT: Nicole Duncan 10

6:45

Teaching & Learning Board Report August 2025.docx 10

9. BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen **15**
6:55

Financial Board Report_July2025 15

10. SUPERINTENDENT'S REPORT: Lee W. Loving
7:05

11. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.
7:15

12. PUBLIC COMMENT
7:20

13. POLICY UPDATE: JFCEB-Personal Electronic Devices **24**
7:40

JFCEB-replacement Personal Electronic Devices 08.21.25 24
JFCEB-AR1-Req for Personal Electronic Devices Exception-replacement 8.21.25 28

14. ADMINISTRATIVE REGULATION UPDATE: KL-AR1- Public Complaint Procedure **32**
7:50

KL-AR1-Public Complaint Procedure 08.21.25 32

15. BOARD REFLECTIONS/ANNOUNCEMENTS
7:55

16. INFORMATION ONLY
8:05

16.1. Future Agenda Items: **36**
Agenda Items Annual Calendar rev 04.24 36

16.2. Upcoming Board Events & Activities:

August 27, 2025: All K-8 schools open houses
SIMS: 3:30-6:00 pm
SES: 5:30-7:00 pm
ML: 5:30-7:00 pm
SUB: 5:30-7:00 pm

August 29, 2025: Board Work Session
8am-4pm ~ location TBA

September 18, 2025: Regular Session Board Meeting
6:00 pm ~ District Office/Santiam Meeting Room

17. ADJOURN

(estimated)

EQUAL OPPORTUNITY EMPLOYER

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

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

2025-26 Board of Directors
Board Chair, Mackenzie Strawn **Board Vice-Chair,** Alisha Oliver
Board Members: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Brunk Conley
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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, July 17, 2025 Regular Session
NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 5:30 PM
https://youtube.com/live/FffB18HwG0c?feature=share

MINUTES - DRAFT

1. CALL REGULAR SESSION TO ORDER

The 2024-2025 Board Chair (Erin Cramer) called the meeting to order and noted that all members were present except Mark Henderson who would attempt to join virtually. He then led everyone in the Pledge of Allegiance.

2. OATH OF OFFICE FOR NEWLY ELECTED MEMBERS

Alisha Oliver, Mackenzie Strawn and Brunk Conley took their oath of office for their terms of 2025-2029.

3. AGENDA APPROVAL

Changes to the agenda after posting on July 11, 2025 were acknowledged:
Added Agenda Items: #5-City Council Liaison Reports
Added Attachments: #5-Stayton City Council Report

MOTION-ADD AGENDA ITEM
Motion to add an agenda item to approve the superintendent's contract.
Motion Made By: Mike Wagner
Vote: 6-0, motion passed

MOTION-AGENDA APPROVAL
Motion that the Board approve the agenda as modified.
Motion Made By: Mike Wagner
Vote: 6-0, motion passed

4. NOMINATIONS FOR 2025-26 BOARD CHAIR & VICE-CHAIR

4.1. *Board Chair Nominations/Vote*

The Board Chair declared nominations open for 2025-26 Board Chair.
Alisha Oliver nominated Mackenzie Strawn.

After a last call, nominations were closed, and the Board Chair asked for a motion to approve.

Motion that the board approve Mackenzie Strawn as the 2025-26 Board Chair.
Motion Made By: Coral Ford
Vote: 6-0, motion passed

The gavel was passed to the new Chair to preside over the remainder of the meeting.

4.2. *Vice-Chair Nominations/Vote*

The (new) Board Chair declared nominations open for the 2025-26 Vice-Chair.
Mike Wagner nominated Alisha Oliver as the Vice-Chair.

After a last call, nominations were closed, and the (new) Board Chair asked for a motion to approve.

Motion to approve Alisha Oliver as the 2025-26 Board Vice-Chair.
Motion Made By: Mike Wagner
Vote: 6-0, motion passed

5. CITY COUNCIL LIAISON REPORTS:

This standing agenda item is for reports from the Stayton, Sublimity and Lyons City Council Liaisons:
Stayton: David Patty spoke about the city's development of a Safety Action Plan and upcoming events. He also answered questions about the Detroit Lake draw down. (Stayton City Council Report)
Sublimity: Michael Taylor spoke about upcoming events and planned work at city parks.
Lyons: Mike Wagner spoke about progress on the Safe Routes to School construction work

6. SUPERINTENDENT'S REPORT: Lee W. Loving

Key points included:

- Plans to adjust board policy JRCEB- Personal Electronic Devices and the accompanying AR in order to comply with the governor's executive order banning cell phones in schools
- New system for scheduling one-on-one meetings between himself and board members
- SummerFest planning

7. OREGON ENGLISH LEARNERS REPORT (written only)

ORS 327.016 directs the Oregon Department of Education (ODE) to prepare an annual report on English learner program funding and student outcomes and that it is presented to school district boards.
2023-2024 Oregon English Language Learner Report (English version)

8. PUBLIC COMMENT

There was no public comment.

9. CONSENT AGENDA

9.1. *Action: Approval of Meeting Minutes*

06.26.25 minutes-draft
06.26.25 BH minutes-draft

9.2. *Action: Approval of New Hires*

New Hires (Board Action Required)

Abigail Diaz: SHS/CTE Health Services/Athletic Trainer
Kevin Stanley: SHS/HS Learning Lab/Personal Finance
Ryan Sheldon: SHS/Social Studies

Resignations (Informational Only)

Joseph Traeger: SHS/Asst. Principal effective 7/8/2025
Jason Platt: SHS/Counselor effective 6/24/2025
July 2025 Licensed Report

9.3. *Action: Approval of Designations and Authorizations*

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

- Chief Administrative Officer-Lee Loving
- District Clerk-Lee Loving
- Deputy Clerk-Rhonda Allen
- Legal Counsel-Garrett Hemann Robertson PC and WESD
- Official Auditors for School Year- Accuity, LLC
- Budget Officer-Lee Loving
- Custodian of Funds-Rhonda Allen
- Depositor for School Funds-LGIP, Umpqua Bank
- Facsimile Signatures-Lee Loving, Danielle Blackwell and Rhonda Allen
- Inter-Fund Borrowing Within Fiscal Year-Rhonda Allen

9.4. *Action: Approval Grant and Consolidated Sub-Grant Authorizations*

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

These grants include the following but are not limited to:

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

9.5. *Receive: Annual Restraint/Seclusion Report*

NSSD Restraint-Seclusion Report 2024-25

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

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

*Willamette Career Academy
*Chemeketa Community College (Early College & GED)
*Polk Adolescent Day Treatment Center (PADTC)
*Children's Farm Home
*Willamette Education Services District (WESD) - Oasis
*SchoolsPLP, BYU, Pearson Virtual School (Options Academy)

*Oregon School for the Deaf
*Graduation Alliance (for credit recovery at SHS)

9.7. ***Action: Approval of Annual Pesticide Product List***
Low Impact Pesticide List NSSD-Product29J 25-26

9.8. ***Action: Approval of Consent Agenda***
RECOMMENDED MOTION-CONSENT AGENDA
Motion that the Board approve the Consent Agenda as presented.
Motion Made By: Mike Wagner
Vote: 6-0, motion passed

10. ***2025-26 NSSD Board Regular Session Meeting Calendar***
The Board agreed to add an all-day board workshop on August 29 (location TBD)

Motion to approve the 2025-26 Board Calendar as modified.
Motion Made By: Brunk Conley
Vote: 6-0, motion passed
2025-26 Board Calendar-proposed

>Added Agenda Item- SUPERINTENDENT CONTRACT APPROVAL
Erin Cramer noted that board members have had the opportunity to individually review the proposed contract prior to the meeting and were now being offered the opportunity to discuss it as a group or approve it.

Motion to approve the 2025-26 Superintendent's contract.
Motion Made By: Erin Cramer
Vote: 6-0, motion passed

11. ADJOURN
The Board Chair adjourned the meeting at 6:10 pm.

EQUAL OPPORTUNITY EMPLOYER

ACTION REQUIRED			
NEW HIRES		**SCHOOL**	**NOTE**
Tobias Winningham		SMS	Math
Jordan Jones		SUB	4th grade
Tanner Ramsden		SHS	Counselor
Jessica Roth		SMS	Dean to Students to Interim Asst. Principal
Thomas Smith		SMS	Lang Arts to Interim Dean of Students
FYI			
APPOINTMENTS			
Michael Proctor		SMS to SHS	Principal to Asst. Principal
Matthew Olson		SMS	Asst. Principal to Interim Principal
RESIGNATIONS	**DOT**	**SCHOOL**	**NOTE**
Elijah Neves	7/21/2025	SHS	ELD / Heritage Spanish
RETIREMENTS	**DOR**	**SCHOOL**	**NOTE**
LEAVE OF ABSENCE	**DOL**	**SCHOOL**	**NOTE**

North Santiam School District

August 2025 Licensed Staff Board Report

North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

Teaching and Learning Board Report
August 2025

Items for Board Approval: None

Updates:

District Assessment

In the North Santiam School District, the primary purpose of assessment is to understand student learning and guide instruction. We use assessments to clearly understand what students know and what they need to work on. This information allows our educators to make practical, data-informed decisions in the classroom. By understanding each student's academic needs, we can adjust our teaching to support their growth and improve student outcomes.

Types of Assessments: We utilize a variety of assessments to gather a comprehensive view of student learning:

- **Formative Assessments:** These are ongoing, informal checks for understanding that happen in the classroom every day. They include observations, questioning, and exit tickets, and they allow teachers to adjust their instruction in the moment to meet the immediate needs of their students.
- **Interim Assessments:** These are assessments administered at regular intervals throughout the school year to track student progress toward mastering specific standards. They provide a snapshot of student learning and help us identify students needing additional support or enrichment.
- **Summative Assessments:** These are assessments given at the end of a unit, course, or grade level to evaluate student mastery of learning standards. They provide a summary of what students have learned and are used to measure the effectiveness of our instructional programs.
- **Benchmark Assessments:** These are standardized tests administered at the beginning of the school year to screen all students and identify those at risk for academic difficulties. They provide a baseline of student performance against which we can measure progress throughout the year.

Using a balanced assessment system directly improves teaching and learning in our schools. The data we gather shows each student's strengths and areas for growth, allowing our teachers to adjust their instruction to meet individual student needs. By identifying and addressing learning gaps early on, we can ensure that all students receive the support they need to be successful. Furthermore, when students track their progress and understand their learning goals, they become more engaged and take greater ownership of their education.

Revised NSSD Assessment Schedule 2025-26

Strategic Themes and Focus Area Alignment: *Future-Ready Students*
Teaching and Learning

Utilizing Diagnostic Data for Instructional Practice

This year, we are committed to implementing Renaissance Star Assessments as a key assessment and instruction framework component. The suite of Renaissance tools provides us with a seamless system for benchmarking, progress monitoring, and differentiation. We use Renaissance Star CBM, Star Early Literacy, Star Reading, and Star Math as our primary benchmark and progress monitoring tools. These computer-adaptive assessments provide reliable and valid data on student performance in key academic areas. The data from Star Assessments allows us to screen all students to identify those who may need additional support, monitor their progress over time, and set meaningful goals for their academic growth.

The power of the Renaissance suite lies in its ability to connect assessment to instruction. The data from Star Assessments is used to automatically place students into Freckle ELA, K-2 Lalilo, and Freckle Math. These tools provide differentiated practice and instruction that is adaptive to each student's needs.

- **Freckle** provides students in all grades with personalized practice in ELA and math at their own level. It is an engaging and effective way for students to build their skills and confidence.
- **Lalilo** is specifically designed for our youngest learners in grades K-2, focusing on building a strong foundation in early literacy skills.

By connecting assessment and instruction, we can provide our students with a personalized learning experience. Our teachers are equipped with the data and tools they need to make informed instructional decisions, and our students are engaged in meaningful learning tailored to their individual needs.

Strategic Themes and Focus Area Alignment: Future-Ready Students
Teaching and Learning

Continuous Improvement - Leadership Retreat

As part of our ongoing commitment to continuous improvement and the calibration of our leadership practices, during the 2025-2026 school year, we are calibrating and systematizing our improvement processes through the standardized application of the Plan-Do-Study-Act (PDSA) framework. This initiative directly supports the district's goals for increasing achievement in mathematics, growth for every student in literacy, and improving our students' attendance. Additionally, these efforts ensure compliance with the data-driven improvement requirements outlined in OAR 581-022-2250 (District Improvement Plans) by implementing a standardized, district-wide methodology for systemic change, utilizing short-term, incremental data cycles to monitor and adjust our efforts.

- **Systematizing Data-Driven Decision Making:** The PDSA framework requires that all strategic decisions are based on quantitative and qualitative evidence, ensuring a consistent, data-informed process at all operational levels.
- **Establishing a Continuous Improvement Framework:** The iterative nature of PDSA establishes a formal structure for continuous improvement rather than relying on intermittent initiatives.
- **Structuring Professional Collaboration:** This approach will be operationalized through existing Professional Learning Community (PLC) structures, providing a clear protocol for their collaborative work.

A Focus on PDSA Cycles: The leadership team will undergo targeted training to ensure uniform implementation of the PDSA cycle. The following operational steps define the process:

1. **Plan:** Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals for math, literacy, and attendance. Utilize district data protocols to conduct root-cause analysis and develop targeted intervention strategies.
2. **Do:** Execute the intervention strategies on a limited scale to allow for controlled monitoring and rapid adjustment.
3. **Study:** PLCs will execute established data protocols to analyze the impact of the implemented interventions. This includes granular analysis of student work, formative/summative assessment data, and attendance records.
4. **Act:** Based on the data from the "Study" phase, a determination will be made to adopt, adapt, or abandon the strategy. This outcome dictates the parameters for the subsequent improvement cycle.

Below are a few slides from our leadership retreat in August:

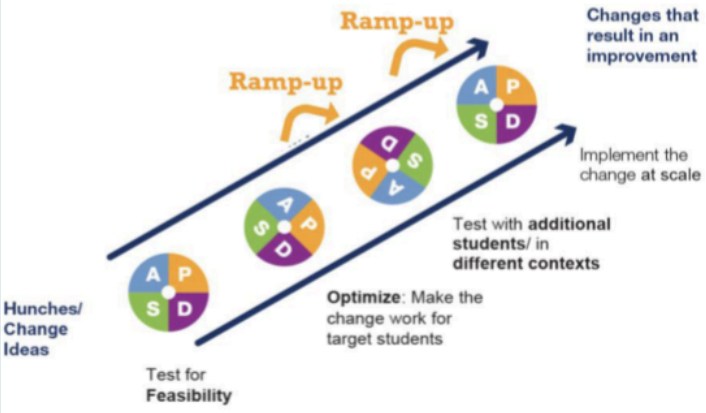
Reflecting on PDSA Cycles

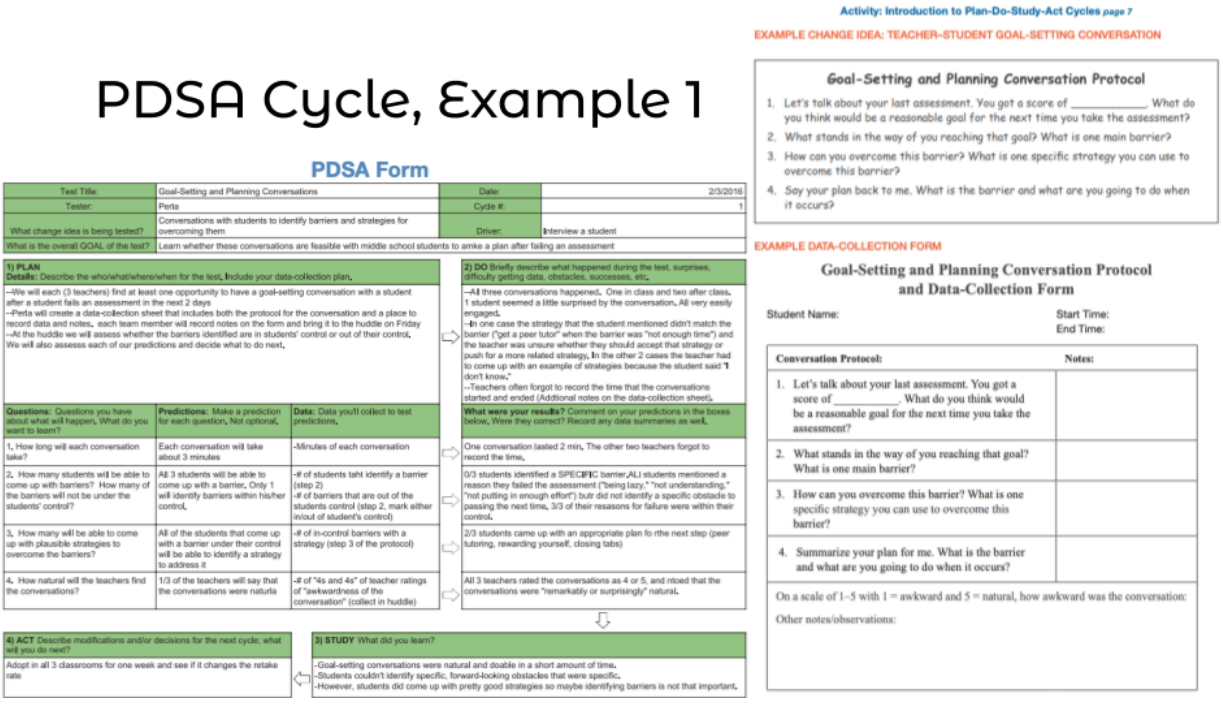
Philosophy: By starting small, testing, and refining changes before going to scale across the school, we can ensure our changes have maximum impact toward achieving our aim.

Key Concepts:

- **Single Step:** Test only one small idea
- **Short Duration:** Brief cycles (1-4 weeks)
- **Small Sample Size:** Small sample size per cycle (1-5 students, 1-3 teachers, 1 school); scale up as data demonstrates improvement

Reflecting on PDSA Cycles





Activity: Introduction to Plan-Do-Study-Act Cycles *page 7*

EXAMPLE CHANGE IDEA: TEACHER–STUDENT GOAL-SETTING CONVERSATION

PDSA Cycle, Example 1

PDSA Form

Test Title:	Goal-Setting and Planning Conversations	Date:	2/3/2016
Tester:	Perla	Cycle #:	1
What change idea is being tested?	Conversations with students to identify barriers and strategies for overcoming them	Driver:	Interview a student
What is the overall GOAL of the test?	Learn whether these conversations are feasible with middle school students to amke a plan after failing an assessment		

1) PLAN
Details: Describe the who/what/where/when for the test. Include your data-collection plan.

--We will each (3 teachers) find at least one opportunity to have a goal-setting conversation with a student after a student fails an assessment in the next 2 days
--Perla will create a data-collection sheet that includes both the protocol for the conversation and a place to record data and notes. each team member will record notes on the form and bring it to the huddle on Friday
--At the huddle we will assess whether the barriers identified are in students' control or out of their control. We will also assess each of our predictions and decide what to do next.

2) DO Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.

--All three conversations happened. One in class and two after class. 1 student seemed a little surprised by the conversation. All very easily engaged.
--In one case the strategy that the student mentioned didn't match the barrier ("get a peer tutor" when the barrier was "not enough time") and the teacher was unsure whether they should accept that strategy or push for a more related strategy. In the other 2 cases the teacher had to come up with an example of strategies because the student said "I don't know."
--Teachers often forgot to record the time that the conversations started and ended (Additional notes on the data-collection sheet).

Questions: Questions you have about what will happen. What do you want to learn?	**Predictions:** Make a prediction for each question. Not optional.	**Data:** Data you'll collect to test predictions.	**What were your results?** Comment on your predictions in the boxes below. Were they correct? Record any data summaries as well.
1. How long will each conversation take?	Each conversation will take about 3 minutes	-Minutes of each conversation	One conversation lasted 2 min. The other two teachers forgot to record the time.
2. How many students will be able to come up with barriers? How many of the barriers will not be under the students' control?	All 3 students will be able to come up with a barrier. Only 1 will identify barriers within his/her control.	-# of students taht identify a barrier (step 2) -# of barriers that are out of the students control (step 2, mark either in/out of student's control)	0/3 students identified a SPECIFIC barrier.ALl students mentioned a reason they failed the assessment ("being lazy," "not understanding," "not putting in enough effort") butr did not identify a specific obstacle to passing the next time, 3/3 of their reasons for failure were within their control.
3. How many will be able to come up with plausible strategies to overcome the barriers?	All of the students that come up with a barrier under their control will be able to identify a strategy to address it	-# of in-control barriers with a strategy (step 3 of the protocol)	2/3 students came up with an appropriate plan fo rthe next step (peer tutoring, rewarding yourself, closing tabs)
4. How natural will the teachers find the conversations?	1/3 of the teachers will say that the conversations were naturla	-# of "4s and 4s" of teacher ratings of "awkwardness of the conversation" (collect in huddle)	All 3 teachers rated the conversations as 4 or 5, and ntoed that the conversations were "remarkably or surprisingly" natural.

4) ACT Describe modifications and/or decisions for the next cycle; what will you do next?

Adopt in all 3 classrooms for one week and see if it changes the retake rate

3) STUDY What did you learn?

-Goal-setting conversations were natural and doable in a short amount of time.
-Students couldn't identify specific, forward-looking obstacles that were specific.
-However, students did come up with pretty good strategies so maybe identifying barriers is not that important.

Goal-Setting and Planning Conversation Protocol

1. Let's talk about your last assessment. You got a score of _____. What do you think would be a reasonable goal for the next time you take the assessment?
2. What stands in the way of you reaching that goal? What is one main barrier?
3. How can you overcome this barrier? What is one specific strategy you can use to overcome this barrier?
4. Say your plan back to me. What is the barrier and what are you going to do when it occurs?

EXAMPLE DATA-COLLECTION FORM

Goal-Setting and Planning Conversation Protocol and Data-Collection Form

Student Name: Start Time: End Time:

Conversation Protocol:	Notes:
1. Let's talk about your last assessment. You got a score of _____. What do you think would be a reasonable goal for the next time you take the assessment?	
2. What stands in the way of you reaching that goal? What is one main barrier?	
3. How can you overcome this barrier? What is one specific strategy you can use to overcome this barrier?	
4. Summarize your plan for me. What is the barrier and what are you going to do when it occurs?	

On a scale of 1–5 with 1 = awkward and 5 = natural, how awkward was the conversation:

Other notes/observations:

By standardizing the PDSA model, we are building a flexible and responsive system for continuous learning and improvement. This initiative gives our educators and PLCs a clear process to drive meaningful gains in student achievement. Through this data-driven approach, to monitor measurable improvements and create an environment of new ideas that prepares our students to be future-ready. We believe this will result in meaningful, positive, and enduring systemic improvements throughout the district.

Strategic Themes and Focus Area Alignment:
Teaching and Learning

Future Reports:

Division 22
Instructional Materials Postponement
Math and Literacy Professional Learning and Training
Integrated Guidance

North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

August 18, 2025

TO: North Santiam SD Board of Directors
FROM: Rhonda Allen, Director of Business and Fiscal Services
RE: July 31, 2025, Financial Statements

Board Members,

Attached are the 2025-26 financial statements through July 31, 2025. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Food Service Statement of Revenue and Expenditures Budget vs. Actual, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2025, through July 31, 2025, and projections through June 30, 2026. The estimated General Fund Ending Fund Balance is $4,925,293. Contingency and Unappropriated Ending Fund Balance equal $1,420,716 of the Fund Balance total. The projected beginning fund balance is based on unaudited numbers.

North Santiam's investments are held in the Local Government Investment Pool. These assets total $15,749,440 and yielded 4.60% through July 31, 2025.

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
FISCAL YEAR 2025-26, AS OF 7/31/2025

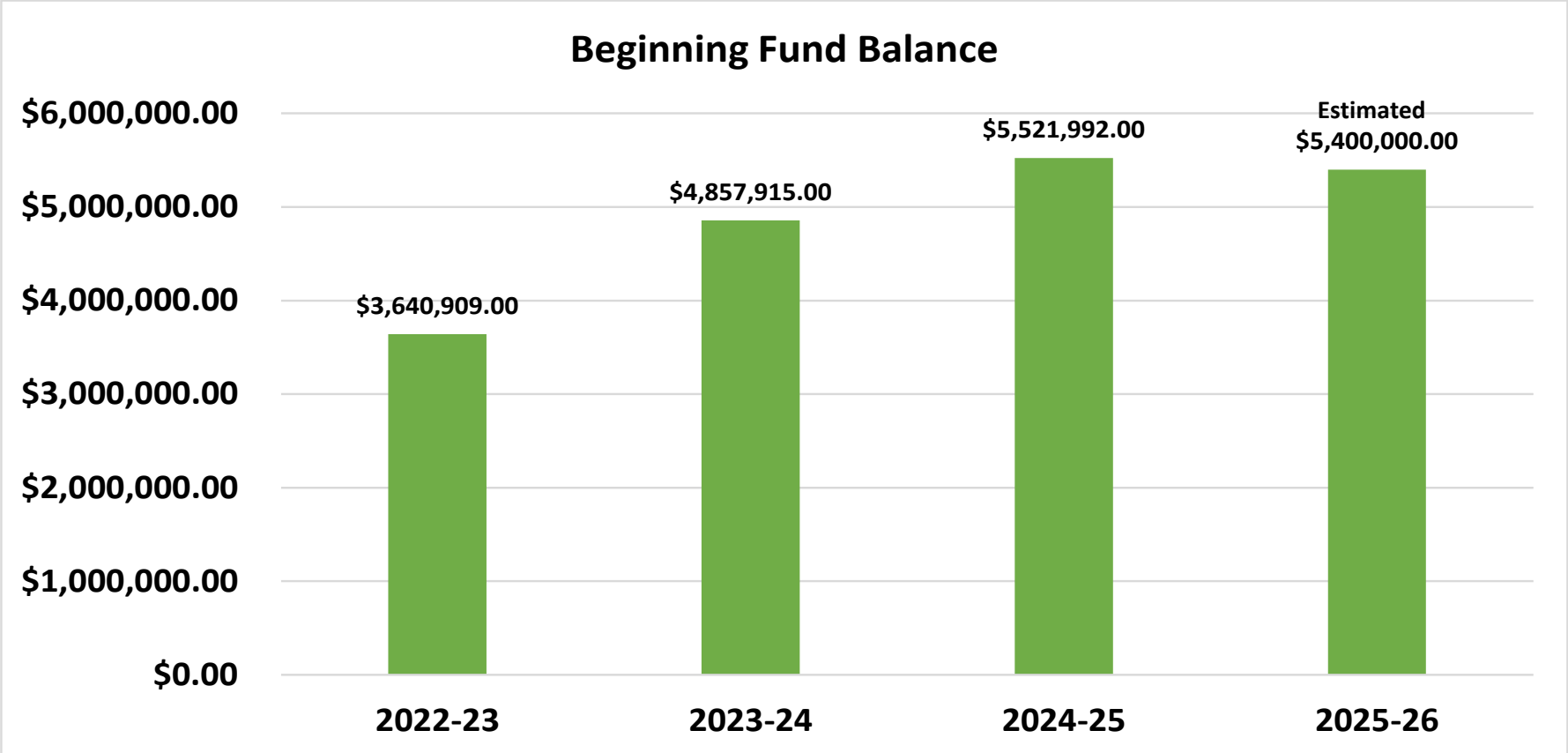
GENERAL FUND
STATEMENT OF BUDGET REVENUE VS. ACTUAL

	2025-26 Budget	Actual YTD Rev. 7/31/2025	Projected Revenue 6/30/2026	Total Estimated 2025-26
1000 Revenue From Local Sources				
1111 Current Year's Taxes	7,908,600	-	8,066,772	8,066,772
1112 Prior Year's Taxes	141,225	-	138,401	138,401
1114 Payments in Lieu of Property Taxes	20,175	-	-	-
1510 Interest on Investments	500,000	57,513	567,487	625,000
1700 Fees	23,500	-	22,325	22,325
1910 Rentals	8,000	-	8,000	8,000
1960 Recovery of Prior Year Funds	-	69	-	69
1980 Fees Charged to Grants	140,000	-	140,000	140,000
1990 Miscellaneous	5,000	1,401	8,599	10,000
Total Revenue From Local Sources	**$ 8,746,500**	**58,983**	**8,951,584**	**9,010,566**
2000 Revenue from Intermediate Sources				
2101 County School Funds	19,500	-	19,500	19,500
2102 General Education Service District Funds	97,000	-	97,000	97,000
Total Revenue from Intermediate Sources	**$ 116,500**	**-**	**116,500**	**116,500**
3000 Revenue From State Sources				
3101 State School Fund—General Support	19,555,653	3,269,337	16,342,760	19,612,097
3103 Common School Fund	290,645	-	289,192	289,192
3104 State Managed County Timber	100,000	-	100,000	100,000
3107 State School Fund High Cost Disability	175,000	-	175,000	175,000
Total Revenue From State Sources	**$ 20,121,298**	**3,269,337**	**16,906,952**	**20,176,289**
4000 Revenue From Federal Sources		-		
4801 Federal Forest Fees	5,000	-	5,000	5,000
Total Revenue From Federal Sources	**$ 5,000**	**-**	**5,000**	**5,000**
5000 Revenue From Other Sources		-		
5200 Interfund Transfers	105,099	-	105,099	105,099
5400 Beginning Fund Balance**	4,800,000	-	5,400,000	5,400,000
Total Revenue From Other Sources	**$ 4,905,099**	**-**	**5,505,099**	**5,505,099**
Total Resources	**$ 33,894,397**	**$ 3,328,320**	**$ 31,485,134**	**34,813,454.23**

Unaudited Numbers**

Less Estimated Requirements	**$ 29,888,162**
Estimated Ending Fund Balance	***$ 4,925,293***
Less Contingency & UEFB	***$ 1,420,716***
Estimated Ending Fund Balance	***$ 3,504,577***

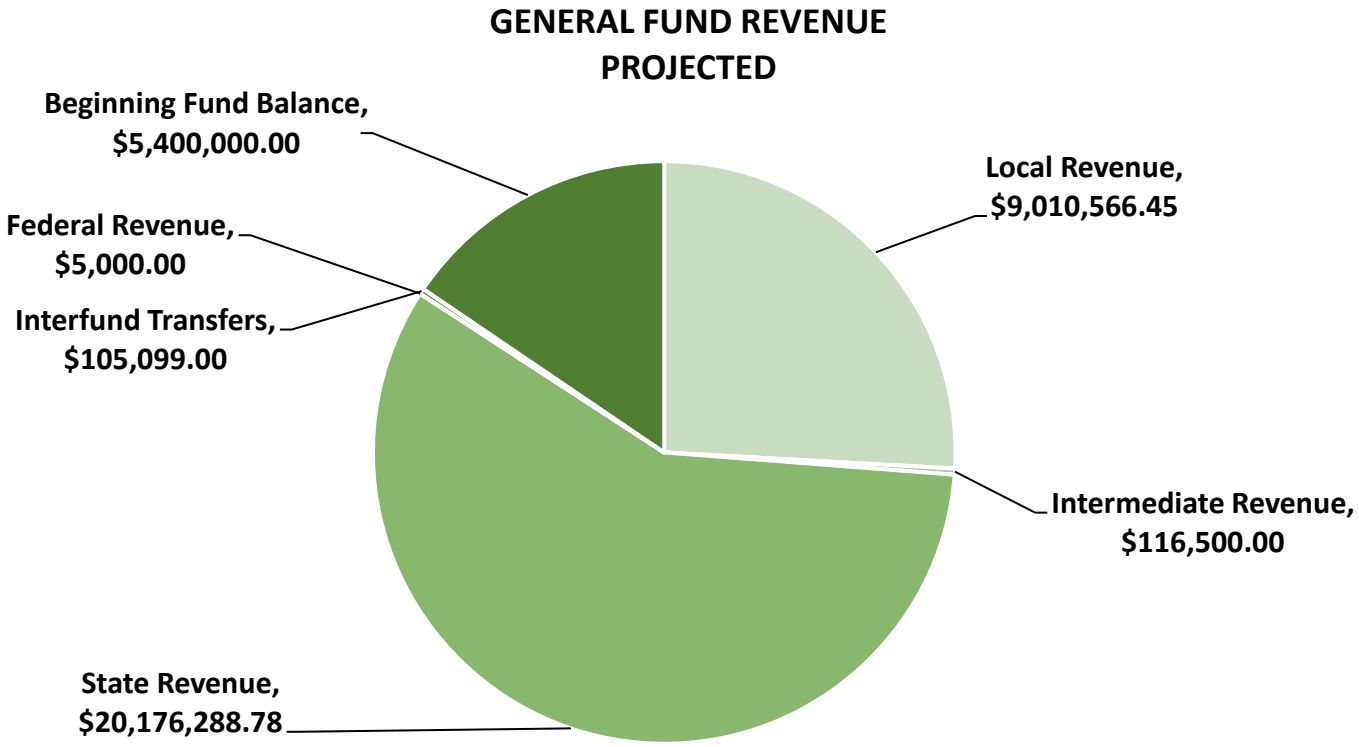
GENERAL FUND
BEGINNING FUND BALANCE



NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2025-26, AS OF 7/31/2025

GENERAL FUND
REVENUE PROJECTIONS

Funding Source	Budget	Actuals	Projected	Total Estimated
Local Revenue	$8,746,500.00	$58,982.83	$8,951,583.62	$9,010,566.45
Intermediate Revenue	$116,500.00	$0.00	$116,500.00	$116,500.00
State Revenue	$20,121,298.00	$3,269,337.00	$16,906,951.78	$20,176,288.78
Federal Revenue	$5,000.00	$0.00	$5,000.00	$5,000.00
Interfund Transfers	$105,099.00	$0.00	$105,099.00	$105,099.00
Beginning Fund Balance	$4,800,000.00	$0.00	$5,400,000.00	$5,400,000.00



NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2025-26, AS OF 7/31/2025

GENERAL FUND
STATEMENT OF BUDGET EXPENDITURES VS. ACTUAL

Expenditure Functions	2025-26 Budget	Actual YTD EXP 7/31/2025	Projected Expenditures 6/30/2025	Total Estimated 2025-26	(Over)/ Under Budget
1000 Instruction					
1111 Elementary, K-5 or K-6	5,909,356	2,593	5,236,346	5,238,940	670,416
1120 AVID Instruction	5,900	-	2,726	2,726	3,174
1121 Middle/Junior High Programs	3,074,165	3,433	2,805,269	2,808,702	265,463
1122 Middle/Junior High School Extracurricular	171,715	-	179,219	179,219	(7,504)
1131 High School Programs	3,500,371	2,970	3,150,343	3,153,313	347,058
1132 High School Extracurricular	798,147	22,530	735,491	758,022	40,125
1220 Restrictive Pgms for Students w/Disabilities	2,291,917	-	2,111,625	2,111,625	180,292
1223 Transitions	500	-	500		
1250 Programs for Students w/Severe Disabilities	1,271,860	391	1,379,159	1,379,550	(107,690)
1271 Remediation	604,205	-	592,121	592,121	12,084
1272 Title I-A	104,547	-	109,774	109,774	(5,227)
1281 Alternative Education High School	124,000	839	127,591	128,430	(4,430)
1285 District Options Academy	535,089	405	534,684	535,089	-
1291 English Second Language Programs	766,430	106	616,662	616,768	149,662
1292 Teen Parent Program	6,100	-	-	-	6,100
1460 Summer School, Middle/Jr High	800	-	-	-	800
Total Instruction	**$ 19,165,102**	**$ 33,268**	**$ 17,581,511**	**$ 17,614,279**	**$ 1,550,323**
2000 Support Services					
2115 Student Safety	109,807	8,098	74,259	82,356	27,451
2120 Guidance Services	222,291	-	201,062	201,062	21,229
2134 Nurse Services	229,112	20,595	229,163	249,757	(20,645)
2139 Other Health Services	4,800	-	4,013	4,013	787
2142 Psychological Testing Services	3,000	-	3,000	3,000	-
2143 Behavior Specialists	-	-			
2152 Speech Pathology Services	134,852	-	134,674	134,674	178
2190 Service Direction, Student Support Services	352,021	29,048	367,218	396,266	(44,245)
2211 Teaching and Learning Service Area Direction	305,219	35,927	463,544	499,471	(194,252)
2213 Curriculum Development	132,150	8,692	23,974	32,665	99,485
2219 Other Improvement of Insturction Svcs	139,746	695	72,019	72,714	67,032
2220 Educational Media Services	315,092	-	333,933	333,933	(18,841)
2240 Instructional Staff Development	50,045	895	36,628	37,523	12,522
2310 Board of Educatin Services	130,575	15,182	99,625	114,807	15,768
2320 Executive Administration Services	575,400	36,797	557,804	594,601	(19,201)
2410 Office of the Principal Services	3,188,190	127,675	2,756,547	2,884,222	303,968
2510 Direction of Business Support Services	232,284	18,897	205,396	224,293	7,991
2520 Fiscal Services	427,127	47,239	372,484	419,723	7,404
2528 Risk Management Services	394,178	380,956	13,222	394,178	-
2541 Maintenance & Facilities Service Area Direction	278,399	23,271	260,445	283,716	(5,317)
2542 Care and Upkeep of Buildings Services	2,781,655	218,781	2,127,838	2,346,619	435,036
2543 Care and Upkeep of Grounds Services	171,414	13,009	127,551	140,560	30,854
2549 Other Operation and Maintenace Services	11,168	-	11,403	11,403	(235)
2550 Student Transportation Services	1,405,777	-	1,217,151	1,217,151	188,626

GENERAL FUND
STATEMENT OF BUDGET EXPENDITURES VS. ACTUAL

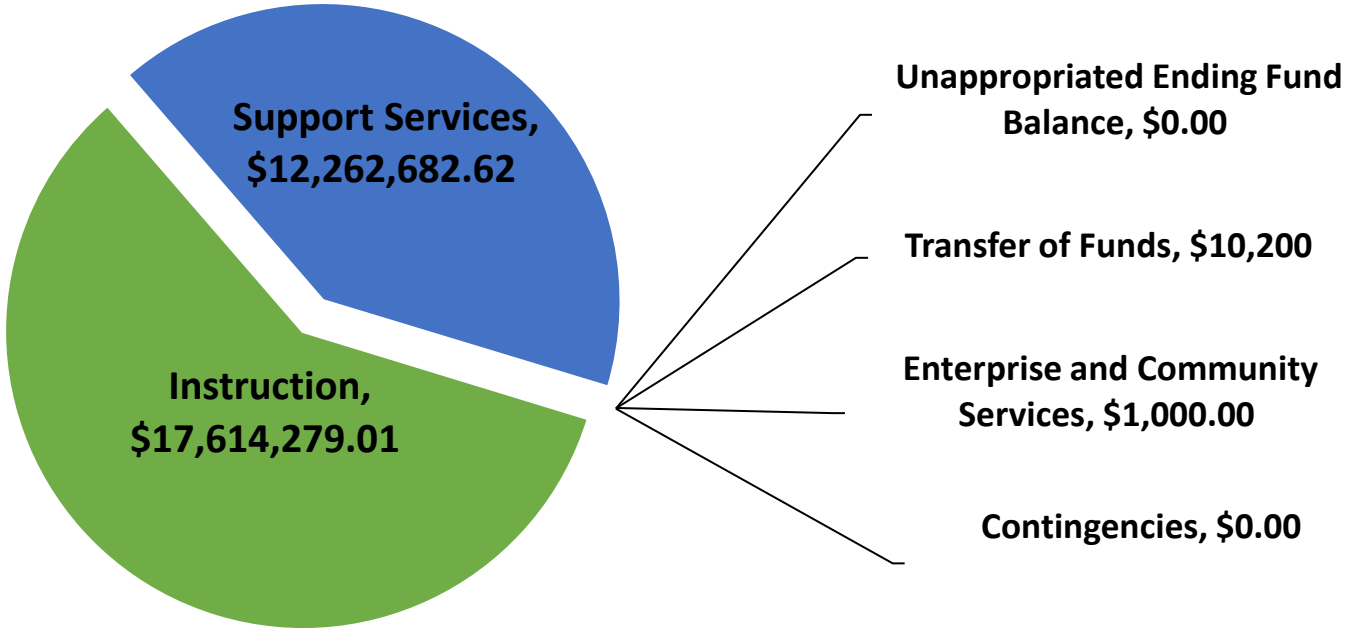
Expenditure Functions	2025-26 Budget	Actual YTD EXP 7/31/2025	Projected Expenditures 6/30/2025	Total Estimated 2025-26	(Over)/ Under Budget
2558 Special Education Transportation Services	250,000	-	384,467	384,467	(134,467)
2630 Information Services	79,381	-	81,905	81,905	(2,524)
2640 Staff Services	261,032	24,750	223,915	248,665	12,367
2641 Human Resources Service Area Direction	234,436	21,649	217,310	238,959	(4,523)
2660 Technology Services	878,228	115,131	514,848	629,979	248,249
Total Support Services	**$ 13,297,379**	**$ 1,147,287**	**$ 11,115,396**	**$ 12,262,683**	**$ 1,034,696**
3000 Enterprise and Community Services					
3360 Welfare Activities Services	1,000	1,000	-	1,000	-
Total Enterprise and Community Services	**$ 1,000**	$ 1,000	**$ -**	**$ 1,000**	**$ -**
5000 Other Uses					
5110 Long Term Debt Service	-	-		-	-
5200 Transfers of Funds	10,200	-	10,200	10,200	-
Total Other Uses	**$ 10,200**	$ -	**$ 10,200**	**$ 10,200**	**$ -**
6000 Contingencies					
6110 Operating Contingency	490,716	-	-		490,716
Total Contingencies	**$ 490,716**	**$ -**	**$ -**	**$ -**	**$ 490,716**
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	**$ 33,894,397**	**$ 1,181,555**	**$ 28,707,107**	**$ 29,888,162**	**$ 4,005,735**

NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2025-26, AS OF 7/31/2025

GENERAL FUND
EXPENDITURE PROJECTIONS

Expenditure Program	Budget	Actuals	Projected	Total Estimated
Instruction	$19,165,102.00	$33,268.08	$17,581,510.93	$17,614,279.01
Support Services	$13,297,379.00	$1,147,286.53	$11,115,396.09	$12,262,682.62
Enterprise and Community Services	$1,000.00	$1,000.00	$0.00	$1,000.00
Transfer of Funds	$10,200.00	$0.00	$10,200.00	$10,200.00
Contingencies	$490,716.00	$0.00	$0.00	$0.00
Unappropriated Ending Fund Balance	$930,000.00	$0.00	$0.00	$0.00

GENERAL FUND EXPENDITURES PROJECTED



FOOD SERVICE
STATEMENT OF BUDGET REVENUE AND EXPENDITURES VS. ACTUAL

	2025-26 Budget	Actual as of 7/31/2025	Encumbered as of 7/31/2025	Total Estimated 2025-26	(Over)/Under Budget
REVENUE					
1610/1620 Daily Sales	70,350	484	41,873	42,357	27,993
1940 Services Provided Other LEA's	5,000	-	12,141	12,141	(7,141)
1990 Miscellaneous Revenue	1,000	-	260	260	740
3299 State Breakfast/Lunch SSA	243,150	-	243,150	243,150	-
4513 NSLP Breakfast	330,000	-	330,000	330,000	-
4515 NSLP Lunch	770,000	-	770,000	770,000	-
4519 Farm to School	15,000	-	-	-	15,000
4525 Summer Lunch	10,000	-	3,797	3,797	6,203
4910 USDA Commodities	90,000	-	90,977	90,977	(977)
5200 Interfund Transfers	10,200	-	10,200	10,200	-
5400 Beginning Fund Balance	270,000	-	36,045	36,045	233,955
TOTAL REVENUE	**$ 1,814,700**	**$ 484**	**$ 1,538,442**	**$ 1,538,926**	**$ 275,774**
EXPENDITURES					
Enterprise and Community Services					
3100-100 Salaries	449,998	10,643	443,353	453,995	(3,997)
3100-200 Payroll Costs	422,457	5,686	335,079	340,765	81,692
3100-300 Contracted Services	21,500	-	4,400	4,400	17,100
3100-410 Supplies and Materials	78,500	742	43,775	44,517	33,983
3100-411 Fuel	1,000	26	974	1,000	-
3100-415 USDA Commodities	90,000	-	90,977	90,977	(977)
3100-450 Food	693,310	2,276	529,200	531,476	161,834
3100-460 Non-Consumable	30,240	7	1,593	1,600	28,640
3100-470 Computer Software	8,365	8,030	-	8,030	335
3100-480 Computer Hardware	1,500	-	-	-	1,500
3100-540 Equipment Replacement	12,000	-	-	-	12,000
3100-640 Dues and Fees	5,830	4,170	-	4,170	1,660
TOTAL EXPENDITURES	**1,814,700**	**$ 31,579**	**$ 1,449,350**	**$ 1,480,929**	**$ 333,771**
			FOOD SERVICE EST EFB	**$ 57,997**	

NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2025-26, AS OF 7/31/2025

APPROPRIATIONS
BUDGET VS. ACTUAL

	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
General Fund (100)						
1000 Instruction	19,165,102	33,268	16,175,174	16,208,442		2,956,660
2000 Support Services	13,297,379	1,147,287	9,055,470	10,202,756		3,094,623
3000 Community Services	1,000	1,000	-	1,000		-
5200 Transfers	10,200	-	-	-		10,200
6000 Contigency	490,716	-	-	-		490,716
Sub Total	**$ 32,964,397**	**$ 1,181,555**	**$ 25,230,644**	**$ 26,412,199**	**$ -**	**$ 6,552,198**
Special Revenue Funds (200)						
1000 Instruction	2,970,708	50,361	1,630,298	1,680,659		1,290,049
2000 Support Services	3,897,957	53,906	1,584,171	1,638,077		2,259,880
3000 Community Services	129,399	-	71,287	71,287		58,112
4000 Facilities Acquisition	200,000	-	-	-		200,000
5200 Transfers	294,542	-	-	-		294,542
6000 Contigency	2,183,142	-	-	-		2,183,142
Sub Total	**$ 9,675,748**	**$ 104,267**	**$ 3,285,755**	**$ 3,390,022**	**$ -**	**$ 6,285,726**
Food Service Funds (299)						
3000 Community Services	1,814,700	31,579	1,358,373	1,389,952	-	424,748
Sub Total	**$ 1,814,700**	**$ 31,579**	**$ 1,358,373**	**$ 1,389,952**	**$ -**	**$ 424,748**
PERS Bond Debt Service (310.321.375)						
5100 Debt Service	5,401,000	-	5,374,537	5,374,537	-	26,463
6000 Contigency	1,261,754	-	-	-	-	1,261,754
Sub Total	**$ 6,662,754**	**$ -**	**$ 5,374,537**	**$ 5,374,537**	**$ -**	**$ 1,288,217**
Facilities (400,401,420,425,426,430,448)						
1000 Instruction Services	60,000	-	-	-		60,000
2000 Support Services	473,461	25,783	-	25,783		447,678
4000 Facilities Acquisition	2,510,579	6,565	149,503	156,068		2,354,511
5110 Debt Service	40,800	20,266	20,126	40,391		409
6000 Contingency	965,298	-	-	-		965,298
Sub Total	**$ 4,050,138**	**$ 52,614**	**$ 169,628**	**$ 222,242**	**$ -**	**$ 3,827,896**
Internal Service Funds (600)						
2000 Support Services	351,200	6,294	630	6,924		344,276
6000 Contingency	773,886	-	-	-		773,886
Sub Total	**$ 1,125,086**	**$ 6,294**	**$ 630**	**$ 6,924**	**$ -**	**$ 1,118,162**
Trust and Agency Fund (700)						
2000 Support Services	9,848	2,000	812	2,812	-	7,036
6000 Contingency	37,050	-	-			37,050
Sub Total	**$ 46,898**	**$ 2,000**	**$ 812**	**$ 2,812**	**$ -**	**$ 44,086**
Total Appropriations	56,339,721	1,378,309	35,420,380	36,798,688	-	19,541,033
Total Unappropriated	930,000	-	-	-	-	930,000
APPROPRIATION TOTAL	**$ 57,269,721**	**$ 1,378,308.54**	**$ 35,420,379.90**	**$ 36,798,688.44**	**$ -**	**$ 20,471,033**

North Santiam School District

Code: JFCEB (proposed replacement of current policy, see end of document for this version)
Adopted:

Personal Electronic Devices */**

Student possession or use of a personal electronic device is prohibited from the start of each school day's regular instructional hours until the end of regular instructional hours, except as provided below.

Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure. This includes headphones and earbuds that are electronically or physically attached to personal electronic devices. This does not include a district-issued laptop computer or other device required to support academic activities.

Personal electronic devices may be utilized when the usage complies with the terms of:

1. The student's medical provider's order for the care and treatment of a medical condition;[1]

2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);[2]

3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within ten (10) school days.[3]

Personal electronic devices may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student's person or in the student's clothing during regular instructional hours.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include detention, after-school detention, a change to storage requirements, etc.[4] However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.[5]

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[1] JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

[2] If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

[3] JFCEB-AR must be submitted to the building administrator.

[4] Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.

[5] For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices[6] that support academic activities and independent communications[7], except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed with the superintendent.

The taking, disseminating, transferring, or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

END OF POLICY

Legal Reference(s):
ORS 332.107

ORS 336.840

Oregon Executive Order 25-09

[6] The use of "personal electronic device" in this paragraph comes from ORS 336.840, which does not define the term.

[7] "Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

Code: **JFCEB – Recommend Delete/Replace with Above**
Adopted: 10/18/12
Revised/Readopted: 11/20/14; 10/19/17
Orig. Code(s): JFCEB

Personal Electronic Devices and Social Media

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.[8]

As used in this policy, a "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

Students may not use district equipment to access social media websites unless the access is approved by a district representative. The district will not be liable for personal electronic devices brought onto district property or the information or comments posted by students on social media websites.

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy.[9] A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities, consequences for violations; a process for responding to a student's request to use a personal electronic device, including an appeal process if the request is denied;

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[8]The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

[9]The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 336.840

Copyrights, 17 U.S.C. §§ 101- 1332;
19 C.F.R. Part 133 (2006).

North Santiam School District

Code: JFCEB-AR (proposed replacement of current AR, see end of document for this version)
Revised/Reviewed:

Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of Student _____ Date _____

School _____

This form is not required if the reason for the request is included in the student's individualized education program (IEP), as defined in ORS 343.025, or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.

This request is:
[ ] in compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
[ ] to accommodate the individual circumstances of the student;
[ ] to further specific educational outcomes for the student.

Exemption Requested - describe the requested possession and/or use of a personal electronic device to be allowed and the reason for the requested exemption: (Use the back of this form or attach a document if more space is needed.)

_____

_____

_____

Duration for Requested Exemption[1]: _____

Signed_____ Date_____

Parent of Guardian Name_____

Parent or Guardian Phone_____ Email_____

[1] The maximum duration of an exemption is the end of the current school year

FOR COMPLETION BY SCHOOL ADMINISTRATION

Request [ ] Granted Expiration of Exemption _____
[ ] Denied Reason for Denial_____
[ ] More information needed. Please submit by _____(date) for reconsideration.

_____

_____

Signed_____ Date_____

School administration decisions will be issued and communicated to the parent or guardian within ten (10) school days of receipt and can be appealed with the superintendent within ten (10) school days of issuance. The superintendent's decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. Exemptions should only be approved for clearly documented academic or physical health needs of students and their families, not mere convenience;

2. Exemptions should be consistently granted in a non-discriminatory manner;

3. Exemptions should be limited to address the specific need, with any limitations communicated to the student regarding other possession and use;

4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;

5. Exemptions should be communicated to necessary staff in a way that protects student privacy;

6. Exemptions should minimize disruption to other students, staff, and the educational environment.

Code: JFCEB-AR - Recommend Delete/Replace with Above
Revised/Reviewed: 10/18/12; 5/15/14; 10/16/14; 10/19/17
Orig. Code(s): JFCEB-AR

Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices such as cell phones, smart phones, tablets, laptops, netbooks, wearable computer or music players on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;

2. Personal electronic devices must be turned off at school except under the following circumstances:

    a. Students may use their device before and after the regular school day;

    b. Students may use their device when the teacher or administrator allows the use as part of a class project or school activity;

    c. High school students may use their devices for research and homework in the library as approved by the supervisor in charge;

    d. High school students may use their devices during lunch break;

    e. High school students may use their devices during passing times (between classes);

    f. Students may use their device if preauthorized by the principal or designee for health or safety reasons;

    g. Students may use their device in the event of an emergency situation that involves imminent physical danger to them and those around them.

3. Students may be required to turn off personal electronic devices during the authorized times stated above if the device in use become a disruption any class, school activity or event that may be in close proximity;

4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;

5. Personal electronic devices must not be displayed in plain view during prohibited times of use;

6. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP) or if permission is received from the student's teacher or designee in charge;

7. Personal electronic devices used in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;

8. Personal electronic devices used in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;

9. Students shall comply with any additional school or classroom rules as established and approved by the principal concerning the appropriate use of personal electronic devices;

10. Personal electronic devices used in violation of law, board policy, administrative regulation, or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate as per ORS 339.250;

11. Students may not access social media websites using district equipment unless the access is approved by a district representative.

North Santiam School District

Code: KL-AR(1)
Adopted: Unknown
Readopted: 10/19/17; 10/19/23

Public Complaint Procedure

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should use the following process in an effort to resolve the concern/complaint with the school employee involved.

Step One: The School Employee

The Board advises that the channel of communication for resolving a concern/complaint is to contact:

1. Teacher/Employee involved; then if necessary the
2. Administrator/Supervisor; then if necessary the
3. Superintendent/Designee; then if necessary the
4. Board.

Step Two: The Administrator or Supervisor[1]

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator or supervisor or complete the online complaint available on the district website at nssd29j.org/about-us/conflict-resolution. The administrator or supervisor shall evaluate the complaint and render a decision within ten (10) working days after receiving the complaint. A form is available at the end of this Administrative Regulation on page 4, but is not required.

Step Three: The Superintendent

If Step Two ~~One~~ does not resolve the complaint, within ten (10) working days of the written response from the administrator or supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing

[1] The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

or in an electronic form to the complainant within ten (10) working days after receiving the written complaint.

Step Four: The Board

If after the completion of Step Three the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within ten (10) working days of receiving the superintendent's decision. The form is available in KL-AR (2). The Board will review the findings and conclusions of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such a hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision in Step Three is final[2].

The complainant shall be informed in writing or in electronic form of the Board's decision within thirty (30)[3] days from the receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal[4] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within ten (10) working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or Special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within thirty (30) days of

[2] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

[3] In a complaint process with more than one step, a written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.

[4] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and the reasons for the district's decision.

Complaints against the superintendent should be referred to the Board Chair on behalf of the Board. The Board Chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within thirty (30) days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and the reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board Chair on behalf of the Board. The Board Chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, in open session, what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within thirty (30) days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and the reasons for the district's decision.

Complaints against the Board chair may be referred directly to the district counsel and Board Vice-Chair on behalf of the Board. The district counsel and Board Vice-Chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, in open session, what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within thirty (30) days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and the reasons for the district's decision.

NORTH SANTIAM SCHOOL DISTRICT 29J
PUBLIC COMPLAINT FORM

To: □ Administrator/Supervisor □ Superintendent □ Board chair □ Board Vice-Chair

Person Making Complaint _____

Phone #: _____ Date Form Received: _____

Nature of Complaint: _____
_____
_____
_____
_____

Who should we talk to and what evidence should we consider? _____
_____
_____
_____
_____

Your desired solution: _____
_____
_____
_____

Other pertinent information: _____
_____
_____

_____ Date: _____
Signature of Complainant

_____
Printed Name of Complainant

Office Use

Disposition of Complaint: _____
_____
_____

Signature:_____ Date: _____

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)