

Alsea School Board Meeting  
Monday, November 10, 2025  
6:00 PM  
Staff Room  
301 S 3rd St  
Alsea, OR 97324



Alsea School District 7J  
301 South 3<sup>rd</sup> Street  
Alsea, OR 97324  
541.487.4305

1. **Call to Order**
  - a. Flag Salute
  - b. Approval of Agenda
2. **Consent Agenda**
  - a. Approval of Minutes - October 13, 2025

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6:00 PM  
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Alsea School District 7J  
301 South 3<sup>rd</sup> Street  
Alsea, OR 97324  
541.487.4305

Board Members Present: Risteen Follett, Jamie Olsen, Soren Rounds, Russ Ceperich, George Laiblin

Board Members Absent: None

Staff and Community: Stacy Knudson, Don Staehely and Lora Nickle attended in person. Other staff and community members were present online.

**1. Call to Order - 6:00 PM**

- a. Flag Salute
- b. Approval of Agenda  
Agenda approved as presented.

**2. Move to Executive Session - 6:03 PM**

**Executive Session -**

- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing., (ORS 192.660(2)(k))

**3. Adjourn Executive Session - 6:58 PM**

**4. Return to Regular Session - 6:58 PM**

**5. Consent Agenda**

- a. Approval of Minutes - September 8, 2025
- b. Monthly Financial Checklist - September 2025  
Jamie Olsen motioned to approve the Consent Agenda as presented. Russ Ceperich seconded the motion. The Board did not have any questions, Motion carried 5-0.

**6. Patron Comments: None**

**7. Reports**

- a. Title III / ELD Annual Report  
Heather Shunk presented the report for Sandra Pinion. The documents are available online. The Board asked questions.
- b. Superintendent and K-12 Principal Reports
  - i. Enrollment Report
  - ii. Regular Attenders  
Stacy Knudson presented her report to the Board. The documents are available online. The Board asked questions.
- c. K-5 LaHO Principal Report  
Heather Shunk presented her report to the Board. The document is available online. The Board did not have any questions.

- d. Athletics and Activities  
Joe Harris was not available to present his report to the Board. Risteen Follett read the highlights to the Board. The document is available online.
- e. Business Manager Report  
Don Staehely presented his report to the Board. The documents are available online. The Board asked questions.
- f. Safety Committee Report  
Lora Nickle presented her report to the Board. The document is available online. The Board asked questions.

8. **New Business**

- a. 2024-25 Integrated Programs Annual Report  
Stacy Knudson presented her report to the Board. The document is available online. Stacy Knudson read the highlights for the Board, explaining what each section entails. Jamie Olsen motioned to accept the 2024-25 Integrated Programs Annual Report as presented. Russ Ceperich seconded the motion. The Board did not have any questions. Motion carried 5-0.
- b. Superintendent Hiring Process  
Risteen Follett spoke to the Board about the options available. Jamie Olsen motioned to end the Interim Superintendent contract, rolling it into a full time Superintendent by beginning contract negotiations. Soren Rounds seconded the motion. The Board discussed at length. Motion carried 5-0.  
Risteen Follett let the Board know that the next step is to determine who will do the contract negotiations. Russ Ceperich nominated Jamie Olsen to start the contract negotiation process. Risteen Follett seconded the motion. The Board discussed. Motion carried 5-0.  
Risteen Follett let the Board know the final step is to set the compensation parameters. She reminded the Board of the current rates set in the Interim Superintendent contract. Russ Ceperich made a motion to set the overall package not to exceed \$185k for the Superintendent position. George Laiblin seconded the motion. The Board discussed at length. Motion carried 5-0.
- c. Division 22 Report  
Stacy Knudson presented her report to the Board. The document is available online. Stacy Knudson spoke about the areas that Alsea School District is out of compliance with. She let the Board know the plan of action to bring us back into compliance. Russ Ceperich motioned to approve the 2024-25 Compliance Report for Oregon Public School Standards. Soren seconded the motion. The Board did not have any questions. Motion carried 5-0.
- d. Senior Trip Proposal - June 8-11  
Russ Ceperich motioned to approve the rental of the Air B & B in Sunriver. Jamie Olsen seconded the motion. The Board discussed. Motion carried 5-0.

9. **Old Business**

10. **First Reading \*(Shaded words are new/strikethroughs are deleted)**

- a. DBEA - Budget Committee, Version 1
- b. DID - Property Inventories
- c. IF - Curriculum Development (version 2) - DELETE
- d. IGBAB/JO-AR - Education Records/Records of Students with Disabilities

- e. IKF - Graduation Requirements\*\* - Jamie Olsen asked about dropping back down to 24 credits required to graduate. Stacy Knudson let the Board know that the credits for Personal Finance and Career Exploration would fall under the subject of Social Sciences and the 3 credits required.
- f. JFCEB - Personal Electronic Devices and Social Media\*\* (version 1) - DELETE
- g. JFCEB-AR - Personal Electronic Devices and Social Media - DELETE
- h. JO/IGBAB-AR - Education Records/Records of Students with Disabilities - the Board discussed at length. The Board determined that they would like to remove this policy for now and revisit at a later date.
- i. JOA - Directory Information\*\*
- j. LBEA - Denial for Virtual Public Charter School Student Enrollment\*\* - The Board discussed at length. Jamie Olsen motioned to remove this policy LEBA from adoption. Russ Ceperich seconded the motion. The Board did not have any further questions. Motion carried 5-0.

**11. Second Reading**

- a. JFCEB - Personal Electronic Devices\*/\*\*
- b. JFCEB-AR - Request for Personal Electronic Devices Exception  
Jamie Olsen motioned to accept the policies listed in 11 a. and 11 b. Russ Ceperich seconded the motion. The Board did not have any questions. Motion carried 5-0.

**12. Board Comments**

Jamie Olsen reminded the Board about posting on Social Media. She recommended that the Board read the recent email from OSBA. She let the Board and the public know they can reference the following policies: BBAA, BBF, BDDH, ACB, IB, IIBG/AR, JBA/GBN/AR, JFCF, JFC, JFI. Policies can be found on the district website under the "Board" tab.

**13. Future Agenda Items**

**14. Key Dates**

- October 16, Great ShakeOut Earthquake Drill
- October 24, Grading Day - No School
- October 30, P/T Conferences - Early Release
- November 7, Make-Up Day - School in Session
- November 10, Regular School Board Meeting, 6:00 PM
- November 11, Veteran's Day - No School

**15. Adjournment - 9:01 PM**

b. Month End Reconciliation & Financial Report

MONTH END RECONCILIATIONS AND FINANCIAL REVIEW REPORT

Month: **October 2025**

1. Payroll Processing – Reviewed and approved by Human Resources


- Payroll reconciliation reports reviewed prior to processing.
- Federal and state deposits have been made, as well if quarterly, federal and state reports have been reviewed and submitted
- DEBB invoice been reconciled to payroll
- Workers Compensation reconciled to payroll
- Deduction payment reconciliation reviewed to ensure all liabilities have been processed

  
\_\_\_\_\_  
Roxie Smallwood, Human Resource

11-05-2025  
Date

2. Deposits, Checks, Vouchers

- All transactions have been entered into the financial accounting system and processed for the month.
- All vouchers for checks and direct deposits have been reviewed and approved by the Superintendent.

  
\_\_\_\_\_  
Brynn Campbell, Accounts Payable/Receivable

11/4/25  
Date

3. Bank Reconciliations – Completed and approved by Superintendent

- Citizens bank account
- Local Government Investment Pool

4. Federal and State reimbursement requests made during the month

- Monthly claims made and approved by Superintendent
- If applicable, quarterly claims and reports made and approved by Superintendent

5. Financial Statements

- Prepared after all reconciliations have been completed
- Any manipulation of general ledger transactions in preparing statements
  - None
  - Yes, list below:
    1. Accrued substitute payroll based on average cost per month by account code

6. Business Office Internal Controls – Any changes to current procedures?

- Yes – submitted to Board for review
- None

7. Other

- Business Office Internal Controls – Any changes to current procedures?
  - Yes
  - None

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Any new pronouncements that will impact financial statements or budget for 25-26 fiscal year.

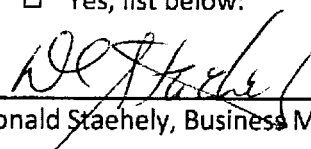
Yes, list below:

NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other items that may have an impact on the financial statements of the district?

None

Yes, list below:

  
Donald Staehely, Business Manager

11/4/25  
Date

Deposits, Checks, Vouchers


Created by Accounts Payable/Receivable and submitted to Superintendent for distribution

The reports have been submitted to Board for review

Has the Board of Directors responded to any items?

Yes, and were all Board Members provided with the response

None

  
Stacy Knuden, Superintendent

11/5/25  
Date

- c. Hire:
  - Stephanie Lewis - Business Manager
  - Randy Chilcote - Bus Monitor

3. **Patron Comments:**

The Alsea School Board of Directors values the opinions and input of students, staff, parents, and community members. Although board meetings are held in public, they are not meetings of the public. Please keep your comments to 3 minutes or less. If you intend to speak to the board this evening, you will need to fill out one of the blue comment cards and hand it to the Board Secretary, Lora Nickle. Public comments may also be made via Zoom. If you intend to speak via Zoom, please put your name in the comments so that the board chair can call on you. Before you begin your comments, please state your name and if you are speaking for an organization, please state that organization. For more information about public comments at a board meeting, please see Alsea School District Policy BDDH.

4. **Reports**

- a. LBLESD Fall Check In
- b. Superintendent and K-12 Principal Reports  
**Speaker(s):** Krista Nieraeth

**Alesea School District**  
**November 2025 Board Meeting Board Report**  
*Stacy Knudson, Interim Superintendent + K-12 Principal,*  
*Food Service Director + Special Education Director*

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**1. Facilities - Seismic**

In conferencing with Integrity Solutions and ZCS Engineering, Alesea will move forward with two applications for the next seismic grant application round. The two applications include seismic work on the elementary school + Library section as well as the high school section. These are submitted now and awards will be granted in early 2026. If awarded, work begins the following year, 2027.

Plans for upgrading and enhancing the weightroom/fitness room are underway through planning the physical move, coordinating resources and applying for grants.

Horticulture/Greenhouse construction is also in the planning phases. The greenhouse has been awarded and plans for delivery are in place.

**2. Schedules and Systems**

- PLC team meetings and Intervention team meetings are in session on a routine basis. HSS grant evaluation will be held with ODE this week. We present and report on our processes, programs and areas for growth according to their new scoring rubric. Feedback will follow and I will report on the findings next month.
- Our first Book Study - Ch. 1- was held last week where all staff (certified, classified and confidential) work together to enhance their craft in working with students at ASD. Ch. 2 collaboration will be held at the end of this month.
- The Intervention team meets the first Tuesday of each month as there was a shift in our Behavior consultant's contract with ASD. Adding elements of our new SST process will fall under this umbrella.
- October awards celebration for 11/7.
- I attended the SpEd Director's workshop on the 16th and 17th in Eugene. SpEd reporting is updated and in compliance with ODE requirements. Team meetings with our SpEd team at LBL have assisted in the construction of a streamlined SST process. Each of the 4 steps have QR code access and notes which ease the process for staff in supporting our students.
- HDT is underway each afternoon. Students in tier 3 receive 10 minutes each day in small groups with our LaHo teachers, cycling through 5 groups a day. As student achievement increases, groupings adjust for effective intervention.
- Instructional Rounds are beginning next week with the focus on student talk v. teacher talk. Teams will meet to review criteria, observe 6 rooms and debrief on findings as well as develop a plan of action.
- Observations for our probationary teachers are well underway!
- Instructional Rounds with a focus on student talk v. teacher talk have taken place, with excellent findings, conversation and action steps.

- Safety Drills practice schedule is on track. ODE safety team findings and review from the site visit will be discussed in a zoom meeting this week.
- Strategic planning with the community will be scheduled for a date in December. Through an ODE grant, Inflexion will be providing coaching to our administrators and facilitating a work session with the community on ASD identification and maxims. More details will follow once we have a date set.
- The Superintendent's Advisory Team will review student survey data this month and create actions steps to serve the needs discovered in this process.
- Grants reporting for Qtr. 1 IP, Title and SpEd are current. Huge shout out to the assistance from Lora and Heather in completing TITL reporting with me.
- MAC training with the staff is taking place this week with our coordinator from LBLESD. I am working on developing the cost pool for ASD and showcasing/collaborating with team members on goals for these funds.
- Lead in Water testing and reporting is current. We are waiting on new data to update on our website and share with the community.
- Business Manager, Stephanie Lewis, has been on site in her first week learning from Don and support from OASBO to successfully settle in. We are excited to have her join our team!
- Leave forms, Requisition forms and flex time forms have been created to streamline these protocols for all staff.
- I have been working with OSBA to set up a community training on Board roles and processes for January 13th, per direction from the Board. The Board plans to serve the community dinner for this amazing learning opportunity.
- We hired OASBO to conduct an audit of our business department and DO. We are working hard to streamline, increase efficiencies and best align our needs to our reduced budget while maintaining an excellent service level to our students and staff. This was conducted this week and findings will be discussed in a meeting this month.
- Academic advising year-long road map is being developed to enhance student and parent guidance to our HS students.
- Meetings with Edmentum, our online partner for B+M, met this week to discuss all the options of Courseware, Online Academy and FT student options for K-12. Admin and Academic Advisor are meeting to restructure what online courses we offer and the facilitation process, moving forward.

## Community Engagement

- a. We are partnering with the Alsea Public Library to showcase our Art creations in October, November and December. K-12 art and industrial arts work will be on display. We are planning to host an art show in early December where families can view pieces, enjoy snacks and connect.
- b. Missoula Children's Theater is coming to town this week! Red Riding Hood will be the production and up to 50 students can be part of this week-long production in mid-November. Art classes will also assist in the production of backdrops and props. Students are auditioning Monday, practicing 4 hours per day and performing at 1:00 on Saturday, Nov. 15th in the Alsea Gym. We are excited to see what our students can do!

- c. Fall Conferences were highly attended. Many classrooms in the elementary school had 100% attendance, while others still had an overwhelming turnout. Thanks for all who make this partnership successful. We served Pizza to our staff that evening as a small treat!

i. Enrollment Report





ii. Regular Attenders - Cumulative

# REGULAR ATTENDERS

>90% Positive Attendance

2025-26 SY

Grade Level	Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #	
	01-Oct	01-Nov	01-Dec	01-Jan	01-Feb	01-Mar	01-Apr	01-May	01-Jun					
KG	12	83.30%	13	77.00%										
1st	9	78.00%	9	56.00%										
2nd	10	80.00%	9	67.00%										
3rd	26	84.62%	26	73.00%										
4th	32	78.13%	31	84.00%										
5th	24	87.50%	24	71.00%										
6th	25	72.00%	25	84.00%										
7th	14	86.00%	14	79.00%										
8th	13	84.61%	13	77.00%										
9th	15	93.00%	15	93.00%										
10th	13	92.31%	12	50.00%										
11th	18	66.67%	17	65.00%										
12th	11	36.36%	10	40.00%										
Schoolwide	222	78.65%	218	70.46%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!

iii. ASD Gym Seismic Retrofit Additional Benefit

From: **Nancy Giggy** <[nancy@imsoregon.com](mailto:nancy@imsoregon.com)>  
Date: Wed, Oct 22, 2025 at 10:53 AM  
Subject: ASD Gym Seismic Retrofit Additional Benefit  
To: [stacy.knudson@alsea.k12.or.us](mailto:stacy.knudson@alsea.k12.or.us) <[stacy.knudson@alsea.k12.or.us](mailto:stacy.knudson@alsea.k12.or.us)>  
Cc: Chris Giggy <[chris@imsoregon.com](mailto:chris@imsoregon.com)>

Good morning, Stacy,

When we met the other day I promised to give you a list of benefits the school received that were in addition to the seismic upgrade. Here's the list of improvements the seismic project included beyond the improved structure and safety in the gym, stage, admin offices and locker rooms. While there were some project overruns, due mostly to opening walls and having fun surprises, a large portion of the additional funds the school board committed to the project were used for these items:

- New interior finishes in locker rooms: wall coatings, paint, etc.
- New toilets, faucets and showers in the locker rooms
- New partitions in toilet and showers in the locker rooms
- New flooring on the stage, including demolition and rebuild of the ramp to the library
- New concessions room
- New roof for gym, stage and admin offices
- New north exterior wall of gym with updated paint schedule
- New north gym doors
- New locker rooms doors from hallways and back entrance
- Staff room remodel, including new staff room toilet fixtures
- New washer/dryer connections in staff room
- New flooring in admin office

I think that sums up the extras, and I think the school board would be pleased to know that the additional funds not only saw the project completed, but the school also got some nice maintenance refreshes and upgrades.

Thanks for your patience and grace while this all gets wrapped up! We hope to close everything out by the end of November, including the final change order to Todd and release of their retention. Let me know if you have any questions.

**Nancy Giggy**  
**Owner, Business Manager**  
**Integrity Management Solutions, LLC**  
**541-452-1919**

- c. K-5 LaHO Principal Report  
**Speaker(s):** Heather Shunk

# ALSEA SCHOOL DISTRICT BOARD REPORT

Name: Heather Shunk Position: Principal

BOARD MEETING DATE: November 10, 2025



**October Assembly-** Celebrations for birthdays, attendance, welcoming new students, celebrating our farm meet-up, silly dances, all the great learning happening in classes, etc. We played games throughout the assembly and students and staff dressed up in creative and spooky costumes. It was a lot of fun!



[Link for October Assembly Slides](#)

[Link for November School-Wide Newsletter](#)

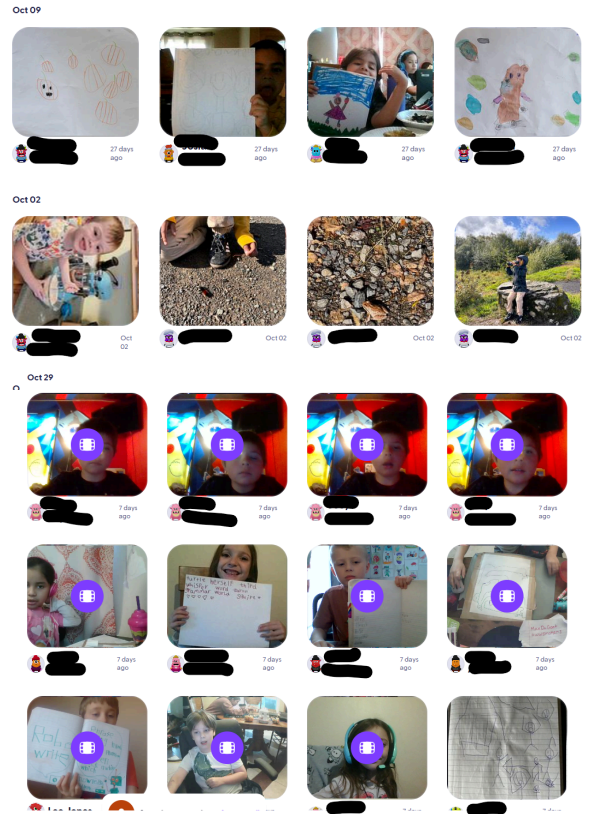


## Spirit Days and School Connection

Our recent spirit days have continued to strengthen the sense of belonging and joy within our learning community. These events remind students that school is not only a place for learning but also a place where they are seen, valued, and connected. Ensuring that each day fosters engagement and connection is crucial for building student confidence, motivation, attendance, and academic success.



**Parent-Student-Teacher Conferences -** Our fall parent-teacher-student conferences were highly successful, with strong participation (90%+) and meaningful conversations focused on student growth. These conferences provided valuable opportunities for families, students, and teachers to celebrate progress, identify goals, and strengthen communication. A highlight of these meetings was the use of ClassDojo digital portfolios, where students showcase their learning and growth through work samples, reflections, and photos. This ongoing digital portfolio offers families a meaningful window into their child's progress and accomplishments throughout the year.

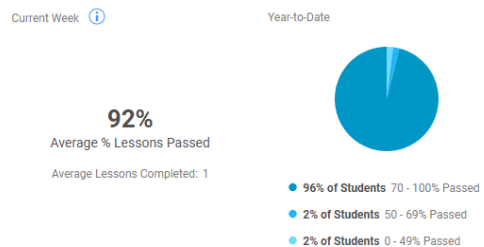
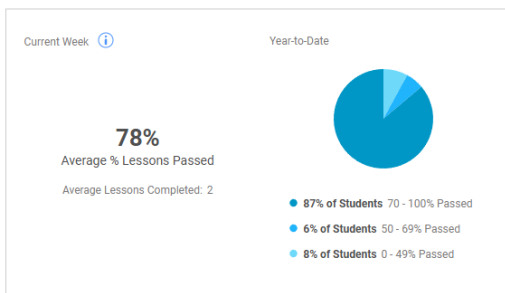


### Fall Meet-Up at the Farm

Our recent meet-up at the farm in Albany, Oregon was a wonderful success. It was such a joy to see students and families in person, connecting beyond the virtual classroom. Students had a great time playing together, exploring the farm, and picking pumpkins to take home. Events like these strengthen our sense of community and remind us how important it is for students to build friendships and share joyful experiences together. We look forward to planning another gathering soon.



### I-Ready - Reading and Math- Current Data for Whole School - Successful Completion of Lessons



### Looking Ahead:

- WestEd Walkthrough and PLC at B&M and LaHO - Literacy Focus #2 - November 18
- November Assembly 11/25
- Genius Hour Passion Project Presentations!

- d. Athletics and Activities  
**Speaker(s):** Joe Harris

## Athletics and Activities Board Report

Board Report – 11/10/25

Summary:

Fall sports award night will take place this Friday at 5:30pm. We will have Subway for everyone.

MS Basketball has begun. First contest will be on the 12<sup>th</sup> at home against Siletz.

HS Basketball will begin practices on November 17 and the first contests will begin on Dec. 3

Coaches will be sending out practice schedules soon. We will be having early and late practices.

Both HS teams will start their seasons on 12/5 with a weekend trip to Grants Pass to play in the New Hope Showdown Tournament. This will be an overnight trip.

Winter sports pictures will be on the 18<sup>th</sup> starting at 3:30pm. Picture packets will be coming home next week.

OSAA approved 6 quarters a night for 1A classification. This means our players get an extra quarter for playing in both JV and Varsity contests.

Baseball co-op: Monroe

Softball co-op: Monroe

Wrestling co-op: Philomath

- e. Business Manager Report  
**Speaker(s):** Don Staehely

## Financial Summary – October 31, 2025

All staff agreements, extra duty positions, and benefits have been encumbered for the fiscal year, as well as all payroll liabilities have been encumbered and reconciled.

### General Fund Resources

- State School Support –
  - 24-25 – Estimate based on the final figures for attendance and actual transportation expenditures. The final figure will not be known until April 2026 after the ODE reconciles all school district information and makes the final allocation
  - 25-26 – Amount per the ODE as of September 29, which reflects a loss of \$226,978 compared to budget. However, if the 24-25 figures are accurate, the district will be a declining attendance district again for 25-26 and the 24-25 ADMw figure will be used to compute the 25-26 allocation. Again, this will not be known until April 2026 once the 24-25 figures are final, which may be an additional \$240,000.
  - Property Taxes – No current taxes have been received as of October 31. These will be distributed to the district starting in November.
- 1510 - Earnings on investments – The district is still receiving approximately \$28K, with the interest rate, 4.57%. These funds are distributed among the other funds, which have positive balances. The general fund is earning around \$28K per month.
- The unaudited beginning fund balance is approximately \$6.47 million, which is due to the loss of SSF funds.
- All other revenues are estimated on the amount the district received in 24-25.

### General Fund Expenditures

- As shared earlier, all salaries and associated costs have been encumbered.

### Special Revenue

- All claims have been made for grants ending on September 30. The statements reflect the available balances in all grants.
- Pre-Employment Transition Program (207) – the grant goes through September 30. The final invoice has been received from DHS. This grant is not available in the upcoming fiscal year.

- Food Service – the financial statements are a projection strictly based on participation through October. The participation for breakfast and lunch is like last fiscal year. Currently, based on the expenditures to date and annualizing them, the General Fund will need to transfer around \$73,000 to the Food Service Program.

#### Debt Service

- No change in the Debt Service – Projected ending balance is estimated at approximately \$34,000.

#### Capital Projects

- 400 – Capital Projects - reflects interest received on monies at the LGIP and a beginning cash balance of \$375k. Expenditures represent an upgrade to the fire alarm system. Available funds are approximately \$232 K. The General Fund has an appropriation to transfer \$200,000 to this fund after the Board’s approval and resolution.
- 410 - Bond 2021 and OSCIM Grant – All funds have been expended and the fund closed.
- 430 – Seismic Rehabilitation – The beginning cash is approximately \$514 K. Presently, the district is showing a \$31K available balance. However, any funds remaining after all encumbrances have been paid and the final funds received on the grant, expenditures that qualify for this fund will be transferred from the Capital Projects Fund (400) to close this fund.

#### Unemployment Reserve

- The reserve will have sufficient funds to cover claims during the 25-26 fiscal year. No payroll costs will be charged during the 25-26 fiscal year for this cost. The district has received the 3rd quarter billing, which was \$10,255. Based on this figure, the district will have sufficient funds to cover unemployment claims for several years.

#### PERS Reserve

- No change.

**GENERAL FUND  
STATEMENT OF RESOURCES  
FOR THE FISCAL YEAR 2025-26  
As of October 31, 2025**

<u>LINE</u>	<u>SOURCE</u>	<u>BUDGET</u>	<u>Y-T-D 10/31/2025</u>	<u>PROJECTED</u>	<u>TOTAL 10/31/2025</u>	<u>BALANCE OVER/(UNDER)</u>	
<b>STATE SCHOOL SUPPORT FORMULA</b>							
1	1111	CURRENT YEAR'S TAXES	\$ 540,000.00	\$ -	540,000.00	\$ 540,000.00	\$ -
2	1112	PRIOR YEAR'S TAXES	4,000.00	1,720.61	2,279.39	4,000.00	-
3	1114	OTHER TAXES	-	6.26	-	6.26	6.26
4	1190	INTEREST ON TAX COLLECTIONS	1,000.00	16.80	983.20	1,000.00	-
5	2101	COUNTY SCHOOL FUND	-	-	-	-	-
6	3103	COMMON SCHOOL FUND	32,225.00	-	32,223.00	32,223.00	(2.00)
7	3101	STATE SCHOOL SUPPORT FUND	4,306,158.00	1,699,906.00	2,379,274.00	4,079,180.00	(226,978.00)
8	4801	FEDERAL FOREST FEES	-	-	-	-	-
9	<b>TOTAL 2024-25 SSSF SOURCES (Line 1 - Line 8)</b>		<b>4,883,383.00</b>	<b>1,701,649.67</b>	<b>2,954,759.59</b>	<b>4,656,409.26</b>	<b>(226,973.74)</b>
<b>STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)</b>							
10	STATE SCHOOL SUPPORT FUND 24-25				53,186.00	53,186.00	53,186.00
11	HIGH COST GRANT				-	-	-
12	<b>TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)</b>		<b>-</b>	<b>-</b>	<b>53,186.00</b>	<b>53,186.00</b>	<b>53,186.00</b>
13	<b>TOTAL SSSF SOURCES (Line 9 + Line 12)</b>		<b>4,883,383.00</b>	<b>1,701,649.67</b>	<b>3,007,945.59</b>	<b>4,709,595.26</b>	<b>(173,787.74)</b>
<b>NON STATE SCHOOL SUPPORT FORMULA SOURCES</b>							
<b>LOCAL SOURCES</b>							
14	1312	TUITION FROM OTHER DISTRICTS	-	-	23,152.95	23,152.95	23,152.95
15	1510	EARNINGS ON INVESTMENTS	250,000.00	106,805.49	173,194.51	280,000.00	30,000.00
16	1710	ADMISSIONS - GATE FEES	7,500.00	696.50	2,503.50	3,200.00	(4,300.00)
17	1760	FUND RAISING	-	-	-	-	-
18	1910	RENTAL INCOME	5,484.00	1,900.00	3,584.00	5,484.00	-
19	1943	SERVICES PROVIDED CHARTER SCHOOLS	76,128.00	5,788.37	62,211.63	68,000.00	(8,128.00)
20	1960	RECOVER PRIOR YEAR'S EXPENDITURES	-	-	-	-	-
21	1920	DONATIONS	-	-	-	-	-
22	1980	FEES CHARGED OTHER GRANTS	-	-	-	-	-
23	1990	MISCELLANEOUS REVENUE	24,800.00	2,411.53	22,388.47	24,800.00	-
24	<b>TOTAL LOCAL SOURCES (Line 14 - Line 23)</b>		<b>363,912.00</b>	<b>117,601.89</b>	<b>287,035.06</b>	<b>404,636.95</b>	<b>40,724.95</b>
<b>OTHER SOURCES</b>							
25	2102	REVENUE THROUGH ESD	7,100.00	-	7,100.00	7,100.00	-
26	2199	OTHER INTERMEDIATE SOURCES	-	-	-	-	-
27	3203	SPECIAL EDUCATION PROGRAMS	-	-	-	-	-
28	5300	INSURANCE REIMBURSEMENT	-	-	-	-	-
29	5400	BEGINNING CASH	6,700,000.00	6,465,780.69		6,465,780.69	(234,219.31)
30	<b>TOTAL OTHER SOURCES (Line 25 - Line 29)</b>		<b>6,707,100.00</b>	<b>6,465,780.69</b>	<b>7,100.00</b>	<b>6,472,880.69</b>	<b>(234,219.31)</b>
31	<b>TOTAL NON SSSF SOURCES (Line 24 + Line 30)</b>		<b>7,071,012.00</b>	<b>6,583,382.58</b>	<b>294,135.06</b>	<b>6,877,517.64</b>	<b>(193,494.36)</b>
32	<b>TOTAL RESOURCES (Line 13 + Line 31)</b>		<b>\$ 11,954,395.00</b>	<b>\$ 8,285,032.25</b>	<b>\$ 3,302,080.65</b>	<b>\$ 11,587,112.90</b>	<b>\$ (367,282.10)</b>

**Alsea School District 7J**  
**Change in State School Support Formula Estimates**

	24-25				25-26				
	Budget	6/16/2025	6/30/2025	Unaudited	Budget	9/29/2025	Based on Oct Attendance	Proj ADMw	
Weight	Total	ADMw	ODE ADMw	Unaudited	Total	ADMw	ODE ADMw	Proj ADMw	
ADMw	1.00	295.00	295.00	222.13	233.07	222.00	222.00	222.00	222.00
ESL	0.50	8.00	4.00	1.69	1.69	6.00	3.00	3.00	3.00
Pregnant and Parenting	1.00	-	-	-	-	-	-	-	-
IEP	1.00	42.00	32.45	24.43	25.64	24.42	24.42	24.42	24.42
IEPs above 11%	1.00	2.30	2.30	3.80	2.59	25.40	25.40	3.80	3.80
Students in Poverty	0.25	29.00	7.25	6.50	6.50	26.00	6.50	6.50	6.50
Foster Care	0.25	1.00	0.25	-	-	-	-	-	-
Remote Elementary	1.00	-	-	38.82	55.14	38.82	38.82	38.82	64.59
Small High School	1.00	-	-	50.46	50.46	50.46	50.46	50.46	50.46
Total ADMw		431.16	395.11	347.83	375.09		370.60	349.00	374.77
Prior Yrs ADMw				398.68	398.68			347.83	375.09
Greater ADMw Amt between Yrs			<b>395.11</b>	<b>397.18</b>	<b>397.18</b>		<b>370.60</b>	<b>349.00</b>	<b>375.09</b>
Base Amount		\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Teacher Experience Base Amount		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Experience		(2.30)	(5.14)	(5.14)	(5.14)	(5.14)	(5.14)	(5.14)	(5.14)
Teacher Experience Amount		(57.50)	(128.50)	(128.50)	(128.50)	(128.50)	(128.50)	(128.50)	(128.50)
Total Base Amount		\$ 4,442.50	\$ 4,371.50	\$ 4,371.50	\$ 4,371.50	\$ 4,371.50	\$ 4,371.50	\$ 4,371.50	\$ 4,371.50
Ratio		2.34088952892	2.33731801238	2.33731801238	2.47542604256	2.48044480798	2.48044480798	2.48044480798	2.48044480798
State School Funding Per ADMw		\$ 10,399.40	\$ 10,217.59	\$ 10,217.59	\$ 10,821.32	\$ 10,843.00	\$ 10,843.00	\$ 10,843.00	\$ 10,843.00
General Purpose Grant		\$ 4,108,907	\$ 4,073,576	\$ 4,073,576	\$ 4,010,383	\$ 3,784,299	\$ 3,784,299	\$ 4,067,144	\$ 4,067,144
<b>Transportation</b>		1,100,000.00	900,000.00						
Expenses									
Depreciation				876,199				876,199	
Non reimbursed miles				143,786				112,601	
Capacity 20 or less				(35,766)				(35,766)	
Capacity 21 or more				(22,036)				(22,036)	
				962,183		970,000	970,000	930,998	
Percent		90%	90%	90%	90%	90%	90%	90%	
Transportation Grant		\$ 990,000.00	\$ 810,000.00	\$ 865,964.00	\$ 873,000.00	\$ 873,000.00	\$ 873,000.00	\$ 837,898.00	
Rounding									
Total Formula Revenue		\$ 5,098,907	\$ 4,883,576	\$ 4,939,540	\$ 4,883,383	\$ 4,657,299	\$ 4,657,299	\$ 4,905,042	
<b>Less Local Collections</b>									
Property Taxes		530,000	530,000	527,286	545,000	545,000	545,000	545,000	
Common School		41,205	40,053	40,053	32,225	32,223	32,223	32,225	
County School		-	-	7,284	-	-	-	-	
Federal Forest Fees		-	-	-	-	-	-	-	
Total Local Offsets		<b>571,205</b>	<b>570,053</b>	<b>574,623</b>	<b>577,225</b>	<b>577,223</b>	<b>577,223</b>	<b>577,225</b>	
State School Support Formula		\$ 4,527,702	\$ 4,313,523	\$ 4,364,917	\$ 4,306,158	\$ 4,080,076	\$ 4,080,076	\$ 4,327,817	
Food Service Match			\$ (896)	\$ (896)		\$ (896)	\$ (896)	\$ (896)	
State School Support			\$ 4,312,627	\$ 4,365,813	\$ 4,306,158	\$ 4,079,180	\$ 4,079,180	\$ 4,326,921	
May 2026 Projected Adjustment				\$ 53,186		\$ (226,978)	\$ (226,978)	\$ 20,763	

24-25 Transportation Figures  
876,199  
112,601  
(35,766)  
(22,036)

**GENERAL FUND  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2025-26  
As of October 31, 2025**

		<u>BUDGET</u>	<u>ACTUAL Y-T-D</u>		<u>TOTAL 10/31/2025</u>	<u>BALANCE FAVORABLE/ (UNFAVORABLE)</u>	<u>--%-- COMMITTED</u>
			<u>10/31/2025</u>	<u>ENCUMBERED</u>			
<b>INSTRUCTION</b>							
1111	Elementary, K-5	\$ 1,325,301.00	\$ 172,691.97	\$ 875,348.38	\$ 1,048,040.35	\$ 277,260.65	
1113	Elementary Extra-curricular	3,808.00	-	-	-	3,808.00	
1121	Middle/Junior High Programs	298,438.00	61,354.35	282,851.70	344,206.05	(45,768.05)	
1122	Middle/Junior High School Extra-curricular	51,539.00	10,833.31	18,223.37	29,056.68	22,482.32	
1131	High School Programs	477,973.00	63,191.33	287,945.97	351,137.30	126,835.70	
1132	High School Extra-curricular	141,006.00	39,477.71	50,749.27	90,226.98	50,779.02	
1250	Less Restrictive Programs: Students w/ Disability	452,386.00	66,137.59	297,921.93	364,059.52	88,326.48	
1291	English Second Language Programs	4,679.00	281.55	1,114.04	1,395.59	3,283.41	
<b>TOTAL INSTRUCTION</b>		<b>2,755,130.00</b>	<b>413,967.81</b>	<b>1,814,154.66</b>	<b>2,228,122.47</b>	<b>527,007.53</b>	<b>80.87%</b>
<b>SUPPORT SERVICES</b>							
2113	Social Work Services	4,963.00	940.71	4,261.54	5,202.25	(239.25)	
2114	Student Accounting Services	28,784.00	9,387.57	18,967.31	28,354.88	429.12	
2134	Nurse Services	12,000.00	5,119.40	4,800.00	9,919.40	2,080.60	
2142	Psychological Testing Services	50,200.00	-	2,109.00	2,109.00	48,091.00	
2152	Speech Pathology Services	50,450.00	-	-	-	50,450.00	
2160	Other Student Treatment Services	45,500.00	-	-	-	45,500.00	
2190	Service Direction, Student Support Services	83,946.00	19,383.76	57,012.39	76,396.15	7,549.85	
2210	Improvement of Instruction Services	-	-	-	-	-	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	4,288.00	1,044.36	3,132.97	4,177.33	110.67	
2240	Instructional Staff Development	26,000.00	333.36	-	333.36	25,666.64	
2310	Board of Education Services	159,731.00	20,436.55	9,490.05	29,926.60	129,804.40	

**GENERAL FUND  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2025-26  
As of October 31, 2025**

			<u>ACTUAL</u>			BALANCE	
			Y-T-D		TOTAL	FAVORABLE/	--%--
		<u>BUDGET</u>	<u>10/31/2025</u>	<u>ENCUMBERED</u>	<u>10/31/2025</u>	<u>(UNFAVORABLE)</u>	<u>COMMITTED</u>
2321	Office of the Superintendent Services	246,266.00	78,140.99	135,625.45	213,766.44	32,499.56	
2410	Office of the Principal Services	544,864.00	134,414.11	345,060.79	479,474.90	65,389.10	
2520	Fiscal Services	334,305.00	78,791.27	169,938.18	248,729.45	85,575.55	
2540	Operation and Maintenance of Plant Services	615,454.00	176,604.03	241,761.03	418,365.06	197,088.94	
2550	Student Transportation Services	1,017,695.00	213,284.99	514,744.93	728,029.92	289,665.08	
2660	Technology Services	93,751.00	36,521.56	28,536.47	65,058.03	28,692.97	
	<b>TOTAL SUPPORT SERVICES</b>	<b>3,319,447.00</b>	<b>774,402.66</b>	<b>1,535,440.11</b>	<b>2,309,842.77</b>	<b>1,009,604.23</b>	<b>69.59%</b>
<b>OTHER REQUIREMENTS</b>							
5200	Transfers of Funds						
5200 790	Food Service	100,000.00	-	73,639.97	73,639.97	26,360.03	
5200 792	Bus Fund	112,601.00	-	112,601.00	112,601.00	-	
5200 794	Capital Projects	200,000.00	-	-	-	200,000.00	
6110	Operating Contingency	500,000.00	-	-	-	500,000.00	
7000	Unappropriated Ending Fund Balance	4,967,217.00	-	-	-	4,967,217.00	
	<b>TOTAL OTHER REQUIREMENTS</b>	<b>5,879,818.00</b>	<b>-</b>	<b>186,240.97</b>	<b>186,240.97</b>	<b>5,693,577.03</b>	<b>3.17%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 11,954,395.00</b>	<b>\$ 1,188,370.47</b>	<b>\$ 3,535,835.74</b>	<b>\$ 4,724,206.21</b>	<b>\$ 7,230,188.79</b>	<b>39.52%</b>

**SPECIAL REVENUE FUNDS**  
**STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS**

#	Fund Title	End Date	Grant Amount	REVENUE					EXPENDITURES			
				Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
200	Donations			\$ 2,730.15	\$ -	1,219.85		\$ 3,950.00	\$ -	\$ 3,950.00	\$ 3,950.00	\$ -
203	Title I-A	9/30/2025	6,265.62	-	6,265.62	-		6,265.62	6,265.62		6,265.62	-
203	Title I-A	9/30/2026	50,057.00		-	50,057.00		50,057.00	580.15	3,400.00	3,980.15	46,657.00
203	<b>Total Title I</b>		<b>56,322.62</b>		<b>6,265.62</b>	<b>50,057.00</b>		<b>56,322.62</b>	<b>6,845.77</b>	<b>3,400.00</b>	<b>10,245.77</b>	<b>46,076.85</b>
205	Small Rural School Achievement (SRSA)	9/30/2026	31,898.00	-	-	31,898.00		31,898.00	591.62	5,915.92	6,507.54	25,390.46
207	Preemployment Transition Program	9/30/2025	20,217.93		20,217.93			20,217.93	20,217.93	-	20,217.93	-
206	Title III-A Immigrant Grant		-	-	-	-		-	-	-	-	-
208	E-Rate Funds			150.31	-			150.31	-	-	-	150.31
210	IDEA Part B 611	9/30/2026	3,322.18	-	3,322.18			3,322.18	3,322.18		3,322.18	-
210	IDEA Part B 611	9/30/2027	61,244.12		-	61,244.12		61,244.12	5,055.10	41,879.48	46,934.58	14,309.54
210	<b>Total IDEA Part B 611</b>		<b>64,566.30</b>		<b>3,322.18</b>	<b>61,244.12</b>		<b>64,566.30</b>	<b>8,377.28</b>	<b>41,879.48</b>	<b>50,256.76</b>	<b>14,309.54</b>
216	IDEA Part B 619 FFY24	9/30/2026	401.15		-	401.15		401.15	-	-	-	401.15
220	Title II-A - Teacher Quality 24-25	9/30/2025	6,082.89	-	6,082.89	-		6,082.89	6,082.89	-	6,082.89	-
220	Title II-A - Teacher Quality 25-26	9/30/2026	6,191.00	-		6,191.00		6,191.00	120.34		120.34	6,070.66
220	Title IV-A - Student Support and Academic Enrichment 24-25	9/30/2025	10,981.00	-	10,981.00	-		10,981.00	10,981.00		10,981.00	-
220	Title IV-A - Student Support and Academic Enrichment 25-26	9/30/2026	10,000.00		-	10,000.00		10,000.00		-	-	10,000.00
220	<b>Title V- B REAP</b>		<b>33,254.89</b>		<b>17,063.89</b>	<b>16,191.00</b>		<b>33,254.89</b>	<b>17,184.23</b>	<b>-</b>	<b>17,184.23</b>	<b>16,070.66</b>
227	Early Literacy Grant	3/31/2026	61,481.10	-	27,159.82	34,321.28		61,481.10	11,850.56	49,630.54	61,481.10	-
228	After School Programs	6/30/2025		-	-	-		-	-	-	-	-
226	<b>Integrated Guidance</b>											
226	Early Indicator Intervention	6/30/2026	\$ 699.00	\$ -	\$ -	\$ 699.00		\$ 699.00	\$ -	\$ -	\$ -	699.00
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	9/30/2026	36,263.75	-	-	36,263.75		36,263.75	6,537.59	29,726.16	36,263.75	-
251	Student Investment Account - Y1	6/30/2026	329,307.09	-	131,948.03	197,359.06		329,307.09	58,846.14	220,818.83	279,664.97	49,642.12
252	High School Success M98 - Y1	6/30/2026	71,199.76		35,599.88	35,599.88		71,199.76	14,912.97	56,286.79	71,199.76	-
	<b>Total Integrated Guidance</b>		<b>437,469.60</b>		<b>167,547.91</b>	<b>269,921.69</b>		<b>437,469.60</b>	<b>80,296.70</b>	<b>306,831.78</b>	<b>387,128.48</b>	<b>50,341.12</b>
257	Baseball/Softball Program		-	3,706.92	-			3,706.92	-	-	-	3,706.92
256	Carl Perkins		3,979.47	-	-	3,979.47		3,979.47	3,979.47	-	3,979.47	-
259	Student Activity Funds		-	52,184.49	6,300.49			58,484.98	10,275.52	40.00	10,315.52	48,169.46
263	Outdoor School	6/30/2026	13,626.30	-	-	13,626.30		13,626.30	557.11	13,069.19	13,626.30	-

**SPECIAL REVENUE FUNDS**  
**STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS**

#	Fund Title	End Date	Grant Amount	REVENUE				EXPENDITURES				
				Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
290	Bus Replacement Fund		-	162,159.31	39,133.29		112,601.00	313,893.60	91,228.00	-	91,228.00	222,665.60
298	Nutrition Services Grants											
127	Fresh Fruit and Vegetable Program	9/30/2026	7,265.00	-	-	7,265.00		7,265.00	-	-	-	7,265.00
	Farm to CNP	6/30/2026	3,500.00			3,500.00		3,500.00	-	-	-	3,500.00
299	Nutrition Services		-	-	11,055.63	117,592.51	73,639.97	202,288.11	27,151.05	175,137.06	202,288.11	-
TOTAL				220,931.18	298,066.76	607,717.37	186,240.97	1,312,956.28	278,555.24	599,853.97	878,409.21	434,547.07

Participation

<u>Month</u>	<u>Days Service</u>	<u>Eligible Students</u>	<u>Participation</u>		<u>Avg per Day</u>		<u>Participation Percentage</u>	
			<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Lunch</u>
Aug								
Sept	15	169	1520	1486	101.33	99.07	60.0%	58.6%
Oct	18	172	1857	1913	103.17	106.28	60.0%	61.8%
Nov	13				0	-		
Dec	16				0	-		
Jan	16				0	-		
Feb	16				0	-		
Mar	14				0	-		
April	18				0	-		
May	12				0	-		
June	11				0	-		
Total/Average	33	170.5	3,377	3,399	102.33	103	60.0%	60.4%

**25-26 Financial Projection - Food Service Program**  
**As of October 31, 2025**

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>Total</u>
<b>Revenue</b>					
299.0000.1610.000.000.000	Daily Sales -Adult Sales	\$ 1,900.00	\$ 189.15	\$ 670.62	\$ 859.77
299.0000.3102.000.000.000	State School Fund - School Lunch Match	-	-	895.00	\$ 895.00
299.0000.3299.000.000.121	State: Breakfast	2,700.00	-	2,331.85	2,331.85
299.0000.3299.000.000.122	State: Lunch	3,700.00	-	3,845.60	3,845.60
299.0000.4500.000.000.000	NSLP USDA Entitlement	9,700.00	-		\$ -
299.0000.4500.000.000.123	SNP: Breakfast	52,000.00	4,237.66	38,559.62	42,797.28
299.0000.4500.000.000.124	SNP: Lunch	73,201.00	6,628.82	62,289.82	68,918.64
299.0000.4500.000.000.124	Supply Chain				-
299.0000.4910.000.000.000	Federal Commodities	10,000.00	-	9,000.00	9,000.00
	<b>Total Revenue</b>	\$ 153,201.00	\$ 11,055.63	\$ 117,592.51	\$ 128,648.14
<b>Expenditures</b>					
		<b>Budget</b>	<b>YTD</b>	<b>Encumbered</b>	<b>Total</b>
299.3100.0112.000.000.000	Classified Salaries	\$ 51,038.00	\$ 5,484.76	\$ 28,768.16	\$ 34,252.92
299.3100.0122.000.000.000	Substitutes - Classified	-	120.72	-	120.72
299.3100.0132.000.000.000	Additional Salary - Classified	1,200.00	37.54	-	37.54
299.3100.0211.000.000.000	Employer Contrib PERS	13,853.00	1,065.06	6,339.07	7,404.13
299.3100.0212.000.000.000	Employee Contribution Pick-Up	3,134.00	257.26	1,531.17	1,788.43
299.3100.0220.000.000.000	Social Sec/Medicare	3,997.00	431.69	2,200.80	2,632.49
299.3100.0231.000.000.000	Worker's Compensation	1,207.00	136.99	689.64	826.63
299.3100.0232.000.000.000	Unemployment Compensation	2,576.00	-	-	-
299.3100.0233.000.000.000	PFMLI	209.00	22.58	115.10	137.68
299.3100.0242.000.000.000	Group Health Insurance	33,600.00	2,150.86	17,793.10	19,943.96
299.3100.0342.000.000.000	Travel, Out of District	-	1,486.43	-	1,486.43
299.3100.0380.000.000.000	Non-instructional Professional and Technical Servi	2,000.00	288.00	-	288.00
299.3100.0410.000.000.000	Consumable Supplies and Materials	1,000.00	134.89	-	134.89
299.3100.0413.000.000.000	Freight for Commodities	-	562.50	-	562.50
299.3100.0450.000.000.000	FOOD	83,387.00	7,250.78	65,257.02	72,507.80
299.3100.0451.000.000.000	Federal Commodities	10,000.00	-	9,000.00	9,000.00
299.3100.0460.000.000.000	Non-consumable Items	1,000.00	1,701.99	-	1,701.99
299.3100.0470.000.000.000	Computer Software (Meal Time)	-	1,192.00	-	1,192.00
299.3100.0541.000.000.000	Initial and Additional Equipment Purchase	5,000.00	-	-	-
299.3100.0640.000.000.000	Dues and Fees (Corvallis/MealTime)	40,000.00	4,827.00	43,443.00	48,270.00
	<b>Total Expenses</b>	253,201.00	27,151.05	175,137.06	202,288.11
	<b>Net Profit/Loss</b>	(100,000.00)	(16,095.42)	(57,544.55)	(73,639.97)
<b>Other Income</b>					
299.0000.5200.000.000.000	Interfund Transfers	100,000.00	-	73,639.97	73,639.97
299.0000.5400.000.000.000	Resources - Beginning Fund Balance	-	-	-	-
	<b>Total Other Uses</b>	100,000.00	-	73,639.97	73,639.97
	<b>Ending Fund Balance</b>	\$ -	\$ (16,095.42)	\$ 16,095.42	\$ -

**299 - Food Service Program**

Analysis per Meal

	<b>Meals Served</b>	<b>Total</b>	<b>Costs per Meal</b>	<b>%</b>
<u>State Reimb per meal</u>				
Adult Sales	202	\$ 859.77	\$ 4.26	
Breakfast	15,350	45,129.13	\$ 2.94	
Lunch	15,450	72,764.24	4.71	
Other Sources		\$ 895.00		
Federal Commodities		9,000.00		
<b>Total Revenue</b>	<b>31,002</b>	<b>\$ 128,648.14</b>	<b>\$ 4.15</b>	
Payroll Costs		\$ 67,144.50	\$ 2.17	33.2%
Food Costs		72,507.80	2.34	35.8%
Federal Commodities		9,000.00	0.29	4.4%
Fees		48,270.00	1.56	23.9%
Other		5,365.81	0.17	2.6%
<b>Total Costs</b>		<b>\$ 202,288.11</b>	<b>\$ 6.53</b>	<b>100%</b>
<b>Net Loss</b>		<b>\$ (73,639.97)</b>	<b>\$ (2.38)</b>	

**DEBT SERVICE  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2025-26  
As of October 31, 2025**

		<u>ACTUAL</u>		TOTAL	BALANCE	--%--	
		Y-T-D			FAVORABLE/		
		<u>BUDGET</u>	<u>10/31/2025</u>	<u>ENCUMBERED</u>	<u>10/31/2025</u>	<u>(UNFAVORABLE)</u>	<u>COMMITTED</u>
<b>RESOURCES</b>							
1111	CURRENT YEAR'S TAXES	\$ 97,760.00	\$ -	97,760.00	97,760.00	-	
1112	PRIOR YEAR'S TAXES	500.00	325.22	174.78	500.00	-	
1114	OTHER TAXES	-	1.16	-	1.16	1.16	
1190	INTEREST ON TAX COLLECTIONS	100.00	3.30	96.70	100.00	-	
1510	INTEREST EARNINGS	1,000.00	541.55		541.55	(458.45)	
5400	BEGINNING FUND BALANCE	30,261.00	34,838.36		34,838.36	4,577.36	
	<b>TOTAL INSTRUCTION</b>	<b>129,621.00</b>	<b>35,709.59</b>	<b>98,031.48</b>	<b>133,741.07</b>	<b>4,120.07</b>	
<b>EXPENDITURES</b>							
5110	Long-Term Debt Service						
5110 610	Redemption of Principal	40,000.00	-	40,000.00	40,000.00	-	
5110 621	Regular Interest	60,000.00	-	60,000.00	60,000.00	-	
7000	Unappropriated Ending Fund Balance	29,621.00	-	-	-	29,621.00	
	<b>TOTAL EXPENDITURES</b>	<b>129,621.00</b>	<b>-</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>29,621.00</b>	<b>77.15%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 35,709.59</b>	<b>\$ (1,968.52)</b>	<b>\$ 33,741.07</b>	<b>\$ 33,741.07</b>	

**CAPITAL PROJECTS (400)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2025-26**  
**As of October 31, 2025**

		<u>ACTUAL</u> Y-T-D		TOTAL	BALANCE FAVORABLE/ <u>(UNFAVORABLE)</u>	--%-- <u>COMMITTED</u>
		<u>BUDGET</u>	<u>10/31/2025</u>	<u>ENCUMBERED</u>	<u>10/31/2025</u>	<u>COMMITTED</u>
<b>RESOURCES</b>						
1510	Interest Earnings	\$ -	\$ 5,018.15		5,018.15	
5200	Transfer from General Fund	200,000.00	-		-	200,000.00
5400	Beginning Fund Balance	780,000.00	376,601.00		376,601.00	403,399.00
	<b>TOTAL INSTRUCTION</b>	<b>980,000.00</b>	<b>381,619.15</b>	-	<b>381,619.15</b>	<b>598,380.85</b>
<b>EXPENDITURES</b>						
4150	Building Improvement	980,000.00	149,792.98	-	149,792.98	830,207.02
7000	Unappropriated Ending Fund Balance	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>980,000.00</b>	<b>149,792.98</b>	-	<b>149,792.98</b>	<b>830,207.02</b> <b>15.28%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 231,826.17</b>	<b>\$ -</b>	<b>\$ 231,826.17</b>	<b>\$ 231,826.17</b>



**SEISMIC REHABILITATION GRANT (430)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2025-26**  
**As of October 31, 2025**

		<u>BUDGET</u>	<u>ACTUAL Y-T-D</u>	<u>ENCUMBERED</u>	<u>TOTAL 10/31/2025</u>	<u>BALANCE FAVORABLE/ (UNFAVORABLE)</u>	<u>--%-- COMMITTED</u>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ -	\$ -		-	-	
3299	State Grant	2,000,000.00	887,049.00	964,896.00	1,851,945.00	(148,055.00)	
5400	Beginning Fund Balance	-	514,425.32		514,425.32	514,425.32	
	<b>TOTAL INSTRUCTION</b>	<b>2,000,000.00</b>	<b>1,401,474.32</b>	<b>964,896.00</b>	<b>2,366,370.32</b>	<b>366,370.32</b>	
<b>EXPENDITURES</b>							
4150	Building Improvement	2,000,000.00	2,225,512.98	109,732.52	2,335,245.50	(335,245.50)	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>2,000,000.00</b>	<b>2,225,512.98</b>	<b>109,732.52</b>	<b>2,335,245.50</b>	<b>(335,245.50)</b>	<b>116.76%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ (824,038.66)</b>	<b>\$ 855,163.48</b>	<b>\$ 31,124.82</b>	<b>\$ 31,124.82</b>	

**INTERNAL SERVICES  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2025-26  
As of October 31, 2025**

**UNEMPLOYMENT RESERVE**

<b><u>UNEMPLOYMENT RESERVE</u></b>		<b>BUDGET</b>	<b>ACTUAL 10/31/2025</b>	<b>ENCUMBERED</b>	<b>TOTAL</b>	<b>FAVORABLE/ (UNFAVORABLE)</b>	<b>--%-- COMMITTED</b>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ 3,000.00	\$ 2,780.13		2,780.13	(219.87)	
1970	Services Provided Other Funds	87,192.00	-		-	(87,192.00)	
5400	Beginning Fund Balance	150,000.00	181,160.52		181,160.52	31,160.52	
	<b>TOTAL INSTRUCTION</b>	<b>240,192.00</b>	<b>183,940.65</b>	-	<b>183,940.65</b>	<b>(56,251.35)</b>	
<b>EXPENDITURES</b>							
2640	Unemployment	240,192.00	10,255.15	-	10,255.15	229,936.85	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>240,192.00</b>	<b>10,255.15</b>	-	<b>10,255.15</b>	<b>229,936.85</b>	
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 173,685.50</b>	<b>\$ -</b>	<b>\$ 173,685.50</b>	<b>\$ 173,685.50</b>	

**PERS RESERVE**

<b><u>PERS RESERVE</u></b>		<b>BUDGET</b>	<b>ACTUAL 10/31/2025</b>	<b>ENCUMBERED</b>	<b>TOTAL</b>	<b>FAVORABLE/ (UNFAVORABLE)</b>	<b>--%-- COMMITTED</b>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ 500.00	\$ 513.37		513.37	13.37	
1970	Services Provided Other Funds	-	-		-	-	
5400	Beginning Fund Balance	31,500.00	32,980.53		32,980.53	1,480.53	
	<b>TOTAL INSTRUCTION</b>	<b>32,000.00</b>	<b>33,493.90</b>	-	<b>33,493.90</b>	<b>1,493.90</b>	
<b>EXPENDITURES</b>							
2640	PERS	-	-	-	-	-	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ 32,000.00</b>	<b>\$ 33,493.90</b>	<b>\$ -</b>	<b>\$ 33,493.90</b>	<b>\$ 1,493.90</b>	

f. Safety Committee Report



**FIRE & LIFE SAFETY: Notice and Order of Corrections**

**Inspection Type:** Re-Inspection

**Inspection Number:** NKL-102825-0930

**Inspection Date:** 10/28/2025

**Inspection Passed:** Yes

**Building Name:** Alsea Elementary School

**Location Name:** Alsea School District

**Occupancy Use:** Educational - E

**Mailing Address:** 301 South 3rd Street  
Alsea, OR 97324

**Location Address:** 301 South 3rd Street  
Alsea, OR 97324

**County:** Benton

**Property Contact:** Keenan Elbers  
(541) 609-8498  
keenan.elbers@alsea.k12.or.us

The Oregon Department of State Fire Marshal is authorized to enforce laws and rules pertaining to fire and life safety in accordance with Oregon Revised Statutes, Chapters 476, 479, and 480. Entry and inspection of the building(s) or premises was made in accordance with ORS 476.070/150. Failure to correct the following fire and life safety violations may result in legal action as defined under ORS 479.170.

You have the right to appeal this order (ORS 479.180). To initiate an appeal contact the individual who issued this order.

**Inspection and Compliance Orders**

**Deficiencies Requiring Correction and / or Action as ordered under ORS 479.170**

**VIOLATION CODE/DESCRIPTION**

**INSPECTOR COMMENTS**

No Violations Noted at Time of Inspection or all violations have been corrected.

**OPEN VIOLATION LIABILITY INFORMATION**

If any open violations exist above you are also in violation of section 112.2 of the Oregon Fire Code stating that the correction and abatement of violations of the Oregon Fire Code shall be the responsibility of the owner or the owner's authorized agent. Where an occupant creates, or allows to be created, hazardous conditions in violation of the Oregon Fire Code, the occupant shall be held responsible for the abatement of such hazardous conditions.

ORS 479.190 - You may be responsible for any damages to person or property by any fire originating in the building for non-compliance with this order.

ORS 479.170(3) - Upon failure to comply with this order, the State Fire Marshal may close the building or premises for use or occupancy until compliance has been made.

The full text of codes cited above is available through the Oregon State Fire Marshal's website:  
<https://www.oregon.gov/osfm/fire-service-partners/pages/oregon-fire-code.aspx>

**Deputy State Fire Marshal Name & Contact Information:** Nick Launius | nick.launius@osfm.oregon.gov | 971-368-9935

5. **New Business**

- a. Annual Organizational Resolution 26-01 - Revised

### Annual Organizational Resolution

Be it resolved that the Alsea School District Board of Directors authorized the following appointments, identifications, and designations for the **2025-2026** school year as per state statute as follows:

- |  |   |             |
|--|---|-------------|
| 1. Chief Administrative Officer          | Stacy Knudson   | ORS 332.515 |
| 2. District School Clerk                 | Stacy Knudson   | ORS 332.515 |
| 3. Deputy Clerk/Business Manager         | Stephanie Lewis   | ORS 332.515 |
| 4. Budget Officer                        | Stacy Knudson   | ORS 294.331 |
| 5. Custodian of Funds                    | Stacy Knudson / Stephanie Lewis   | ORS 328.441 |
| 6. Depository of Funds                   | Citizens Bank and LGIP  | ORS 328.441 |
| 7. Signors on Accounts                   | Stacy Knudson/Joe Harris  |             |
| 8. Auditor Designation                   | Pauly Rogers and Co., P.C.  | ORS 297.405 |
| 9. Contract Review Board                 | Alsea School Board  | ORS 279.055 |
| 10. Federal and State Grant Officer      | Stacy Knudson   |             |
| <del>11.</del> Insurance Agent of Record | WHA Insurance   |             |
| 12. Borrowing Limit                      | \$300,000 plus \$100,000 option   |             |
| 13. Posting Assignment                   | Albany Democrat-Herald and Corvallis Gazette Times                        |             |
| 14. Substitute Licensed Teacher Pay Rate | \$248.65 per day/\$28.42 hourly (8.75 day)                                |             |
| OAR 581-005-0001                         | 1/190 base teacher pay per day after 8th consecutive day for same teacher |             |
| 15. Board Meeting Schedule               | Second Monday at 6:00 PM  |             |
| 16. Set District Calendar                | As per adopted District Calendar  |             |
| 17. Attorney of Record                   | Nancy Hungerford, The Hungerford Law Firm, LLC                            |             |
| 19. Athletic Participation Fees          | None  |             |
| 20. Food Service Rates                   | Lunch   | Breakfast   |
|  | K-5 Free  | Free        |
|  | 6-12 Free   | Free        |
|  | Adult \$5.10  | \$2.95      |
|  | Milk Rate = \$.65   |             |

\_\_\_\_\_  
Risteen Follett, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stacy Knudson, Superintendent

\_\_\_\_\_  
Date

b. Distance Learning Grant Resolution 26-02

# Alsea School District 7J

## RESOLUTION 26-02

### RESOLUTION TO INCREASE APPROPRIATIONS FY25-26

**WHEREAS**, Oregon Revised Statute 294.338(2) allows for the recognition of revenue from a donation, grant, gift or bequest and the related appropriations by resolution; and

**WHEREAS**, the District was awarded a Distance Learning and Telemedicine Grant for 25-26 in the amount of \$118,987 to furnish and improve distance learning and telemedicine services in rural areas; and

**WHEREAS**, if the District receives non-tax funds, Oregon Revised Statute 294.338(3) and was not known at the time of the preparation of the 2025-26 annual budget, the Board of Directors may increase appropriations by adopting a resolution for a specific purpose; and

**WHEREAS**, as part of the grant agreement, the District is required to provide match funds totaling \$15,520.07 that was not appropriated in the General Fund which requires a transfer from the Contingency Fund.

**NOW THEREFORE**, be it resolved that the Board of Directors adopted additional General Revenue resources and appropriations, and a transfer from the Contingency Fund as follows:

<b>General Fund</b>	<b>228 After School Enrichment Program</b>
<b>Resources</b>	
Federal Sources	\$103,467
Total Resources	<b>\$103,467</b>
<b>Appropriations</b>	
Support Services	\$118,987
Contingency	(15,520)
Total Appropriations	<b>103,467</b>

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Alsea School District 7J on the 10<sup>th</sup> day of **November** 2025 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Risteen Follett, Chair Board of Directors

\_\_\_\_\_  
Stacy Knudson, Superintendent

ATTEST:

\_\_\_\_\_  
Lora Nickle, Executive Secretary

c. Transfer to Capital Projects Fund Resolution 26-03

# Alea School District 7J

## RESOLUTION 26-03

### RESOLUTION TO TRANSFER FUNDS TO THE CAPITAL PROJECTS FUND FY25-26

**WHEREAS**, the Board of Directors adopted the 25-26 General Fund budget that included \$200,000 interfund transfer appropriations to the Capital Projects Fund;

**WHEREAS**, as part of the budget development process, the Board of Directors were informed that the actual transfer would be based on their approval; and

**WHEREAS**, such funds are required for the completion of various projects, e.g. fire system upgrade, seismic upgrade, roof repair;

**NOW THEREFORE**, be it resolved that the Board of Directors approve the transfer of \$200,000 to the Capital Projects Fund

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Alea School District 7J on the 10<sup>th</sup> day of **November** 2025 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Risteen Follett, Chair Board of Directors

\_\_\_\_\_  
Stacy Knudson, Superintendent

ATTEST:

\_\_\_\_\_  
Lora Nickle, Executive Secretary

d. Special Revenue Modification Resolution 26-04

**Alsea School District 7J  
Resolution 26-04**

**RESOLUTION TO MODIFY THE SPECIAL REVENUE APPROPRIATIONS  
FY25-26**

**WHEREAS**, Oregon Revised Statute 294.338(2) allows for the recognition of revenue from a donation, grant, gift or bequest and the related appropriations by resolution; and

**WHEREAS**, the District has received final award amounts for 25-26 grants listed below; and

**NOW THEREFORE**, be it resolved that the Board of Directors approve the receipt of grants and adjust the appropriation for those grants listed below as follows:

**Adopted Appropriations**

Special Revenue Fund	Function	226 - Early Literacy Grant	248 - Federal School Improvement Funds (CSI & TSI)	251 - Student Investment Account	252 - High School Success	Total
<b>Appropriations</b>						
Instructional Services	1000	\$ 53,148.00	\$ -	\$ 273,171.00	\$ 85,722.00	\$ 412,041.00
Support Services	2000	6,000.00	36,264.00	77,106.00		119,370.00
Enterprise & Community Services	3000					-
Facility Acquisition Services	4000					-
Debt Service	5100					
Transfers	5200					
Contingency	6100					
<b>Total Appropriations</b>		<b>\$ 59,148.00</b>	<b>\$ 36,264.00</b>	<b>\$ 350,277.00</b>	<b>\$ 85,722.00</b>	<b>\$ 531,411.00</b>

**Revised Adopted Appropriations**

Special Revenue Fund	Function	226 - Early Literacy Grant	248 - Federal School Improvement Funds (CSI & TSI)	251 - Student Investment Account	252 - High School Success	Total	Change
<b>Appropriations</b>							
Instructional Services	1000	\$ 49,894.50	\$ -	\$ 254,300.45	\$ 71,199.76	\$ 375,394.71	\$ (36,646.29)
Support Services	2000	11,586.60	36,263.75	74,006.64		121,856.99	2,486.99
Enterprise & Community Services	3000			1,000.00		1,000.00	1,000.00
Facility Acquisition Services	4000					-	-
Debt Service	5100						
Transfers	5200						
Contingency	6100						-
<b>Total Appropriations</b>		<b>\$ 61,481.10</b>	<b>\$ 36,263.75</b>	<b>\$ 329,307.09</b>	<b>\$ 71,199.76</b>	<b>\$ 498,251.70</b>	<b>\$ (33,159.30)</b>

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Alsea School District 7J on the 10th day November 2025 the following vote:

AYES: \_\_\_\_\_                      NAYS: \_\_\_\_\_                      ABSENT: \_\_\_\_\_                      ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Risteen Follet, Chair Board of Directors                      Date

\_\_\_\_\_  
Stacy Knudson, Superintendent                      Date

ATTEST:

\_\_\_\_\_  
Lora Nickle, Executive Secretary                      Date

e. Athletic Extra Duty Pay - Classified Staff

**Alsea Athletics – Extra Duty Pay (Classified as of Nov. 2025)**

**2025-26**

---

<b>Job</b>	<b>Flat Rate per Event Date</b>
Book	\$50.00
Clock	\$50.00
Lines or Chains	\$50.00
Gate	\$25.00

- f. OSBA Elections
  - i. Board of Directors Candidate Information
    - a. Clyde Rood

# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

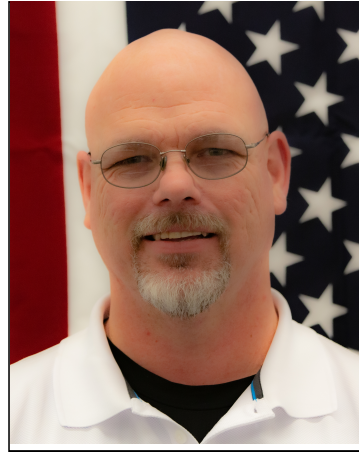
E-mail: \_\_\_\_\_

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 Board of Directors. 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. Describe in your own words the mission and goals of OSBA.
  
  
  
  
  
  
  
  
  
  
2. What do you want to accomplish by serving on the OSBA board of directors?
  
  
  
  
  
  
  
  
  
  
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.



# OSBA Board of Directors

## 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:**

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301  
Deadline: September 29, 2023, 5 p.m.

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

b. Luhui Whitebear

# OSBA Board of Directors 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 Board of Directors. 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. Describe in your own words the mission and goals of OSBA.
  
  
  
  
  
  
  
  
  
  
2. What do you want to accomplish by serving on the OSBA board of directors?
  
  
  
  
  
  
  
  
  
  
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.



# OSBA Board of Directors

## 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:**

- ii. Legislative Policy Committee Candidate Information
  - a. Jason Curtis

## OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Jason E. Curtis Date: 9/25/25

Address: 809 Washburn St.

City/Zip: Brownsville/97327

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: (541) 619-5340

E-mail: jason.curtis@centrallinn.k12.or.us

District/ESD/CC: Central Linn School District

Term expires: 6/27 Years on board: 3

Region: 10 Position #: 5

Insert your high-resolution digital photo (head shot):

- 1) Open this doc in Adobe
- 2) Click on Tools tab
- 3) Click Edit PDF
- 4) Click on Add Image
- 5) Navigate to where photo is
- 6) Position photo in this frame

*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.*

 9/25/25  
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)?  
I am currently on the LPC and would like to continue forward with the experience I have gained in the last year. My initial goal was to gain insight into the process to see where I can best serve our region. Now that I have experienced the full range of the past Legislative Session, I want to engage our region in discussions of the positive outcomes and what areas can have a stronger voice in Salem.
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.  
I strive to bring all voices into the conversation and create an environment of collaboration. I don't shy away from difficult conversations if that is what it takes to achieve positive results. I hosted the last Round Table discussion for our Region at the OSBA summer convention and I believe the outcome to be very positive while addressing some challenging issues our region is facing.
3. What do you see as the two most challenging legislative issues faced by OSBA?  
The first is creating avenues whereby regions can have a voice in the legislative process prior to the legislative session. Many of the "bad bills" could be avoided if we can redirect the efforts of our legislators by giving first hand insight into the true needs of our region. The second is truly engaging our region in the overall process. The OSBA does a great job in Salem, but it's difficult to share all information.
4. What do you see as the two most challenging legislative issues faced by your region?  
Our region is primarily smaller rural districts and our larger districts still encompass a lot of rural area. Legislation isn't always a "one size fits all" scenario and that is one challenge when larger, more metropolitan regions, seem to have a louder voice in Salem. The second is truly engaging our region in the process. OSBA needs to regain the trust of many smaller districts in our region.
5. What is your plan for communicating with boards in your region about legislative issues?  
This past year was difficult to determine what was already being communicated by OSBA in the regular email vs. what I should be sending in addition to that. I plan to use the OSBA portal more and visit districts more often. I have visited several and plan to do more.

Email to [OSBAelections@osba.org](mailto: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):

Current LPC committee member

**Other education board positions held/dates:**

Current Central Linn School District Board Chair Zone Five-7/22-Present

**Occupation** (Include at least the past five years):

Employers:

Sand Ridge Charter School-Teacher

Curtis Excavation-Business Owner

Dates:

8/01-7/03

7/03-Present

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

High school: Lebanon Union High School, Lebanon OR, 1994-97

College: Oregon State University, Corvallis OR, 1997-2001

Degrees earned: BS Elementary Education

**Education honors and/or awards:**

National Honor Society Member

**Other applicable training or education:**

N/A

**Activities, other state and local community services:**

Brownsville Rural Fire Dept. Volunteer (Current), Brownsville Recreation Center Volunteer Coach (Current), AYSO Soccer Volunteer Coach/Ref. (Past)

**Hobbies/special interests:**

Attending my children's sporting events, Motocross Racing, Reading Non-Fiction (My daughters say that isn't reading, but I greatly enjoy learning new things), Community Events

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

Sharing Hands; Board Member 2014-2018

Brownsville Fire Association; Secretary, VP, President 2013-Present

Brownsville Chamber of Commerce; Member 2015-Present

**Additional comments:**

Thank you for your consideration. It's been an honor serving you this past year and I look forward to taking what I've learned and making big strides for our region this next season if I am re-elected.

Email to [OSBAelections@osba.org](mailto: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.

g. Superintendent Contract

EMPLOYMENT CONTRACT  
BETWEEN  
STACY B. KNUDSON  
AND THE  
BOARD OF DIRECTORS OF THE  
ALSEA SCHOOL DISTRICT NO. 7J

This Employment Contract was made and entered into this 10<sup>th</sup> day of November, 2025, by and between the Board of Directors of the Alsea School District No. 7J, hereinafter referred to as DISTRICT, and Stacy B. Knudson, hereinafter referred to as SUPERINTENDENT.

WHEREAS DISTRICT and SUPERINTENDENT believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools,

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

**1. TERM**

DISTRICT, in consideration of the promises, herein contained, of SUPERINTENDENT, hereby employs, and SUPERINTENDENT hereby accepts employment, as Superintendent of Schools for a term commencing November 1, 2025, and ending June 30, 2029.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of DISTRICT or SUPERINTENDENT to terminate this Agreement at any time subject only to the provisions herein relating to termination. This contract is only for the time specified above, however, by March 1, 2029, SUPERINTENDENT and DISTRICT shall enter discussions about a possible extension of this contract. This paragraph satisfies the requirement for notice of nonrenewal required by ORS 342.513.

**2. DUTIES AND RESPONSIBILITIES**

The Superintendent shall be the chief executive officer of the school district. In that capacity the Superintendent shall have the primary responsibility for:

- Execution of Board policy.
- Organizing and assigning the administrative and supervisory staff as best serves the district.
- Selecting all personnel subject to final approval by the board for licensed staff.
- Recommending policies, regulations, rules and procedures deemed necessary and appropriate for managing the district and implementing its responsibilities;
- Performing all duties reasonably incident to the office of Superintendent and such other duties as may be specified and/or delegated by the Board.

- Superintendent will serve as the District's Clerk and Budget Officer of the District, as well as custodian of school funds.
- Superintendent shall approve and direct all purchases and expenditures within the limits of the budget approved by the Board.
- Performing all duties reasonably incident to the office of Superintendent and such other duties as may be specified and/or delegated by the Board; including, but not limited to Food Service Director and Special Education Administrator.
- Superintendent shall plan, develop, and implement means to keep the community informed about school matters and shall serve as a representative of the schools before the public.
- Attending all board meetings, except executive sessions held under ORS 192.660 (2) (a) unless asked to attend by the Board;
- Serve as ex-officio member of all board committees and may provide administrative recommendations on matters considered by those committees and aligned with board policy.
- Superintendent must hold an administrative license, including a Superintendent's endorsement, as required by the Teacher Standards and Practices Commission of Oregon.

The Board shall:

- Retain the primary responsibility for formulating and adopting policies for the district.
- Uphold and maintain a safe workspace including all Board meetings in the public.
- Adopt the annual budget after engaging in the appropriate process
- Collectively and individually, promptly refer criticism, complaints and suggestions called to its attention to the Superintendent, through appropriate procedures.

### 3. COMPENSATION

The DISTRICT agrees to an annual salary of \$150,000 or \$12,500 per month for the 2025-26 Fiscal Year. No pay will be retroactive, and the monthly amount will begin on November 1, 2025 and will be paid through June 30, 2025 for a total of \$100,000. A cost-of-living adjustment (COLA) will be provided annually in accordance with the District's Administrative pay schedule, as approved by the Board of Directors

Additional duties as K-12 Principal will be compensated at an annual salary of \$26,000 or \$2167 per month. As with the annual salary, no pay will be retroactive, and the monthly amount will begin on November 1, 2025 and be paid through June 30, 2025 for a total of \$17,336. A cost-of-living adjustment (COLA) will be provided annually in accordance with the District's Administrative pay schedule as approved by the Board of Directors

The District will pay on behalf of the Superintendent the employees' contribution to the Oregon Public Employees Retirement System (PERS).

Any modification to duties or responsibilities shall be regarded as initiation of contract negotiations.

#### 4. BENEFITS

##### A. Insurance Benefits

The Board shall provide the Superintendent with full medical, dental, vision and long-term disability insurance, plus term life insurance and accidental death and dismemberment coverage subject to the rules and regulations of the respective insurance carriers. The district will pay up to \$2000.00 per month to cover the superintendent's benefit package of choice. Any unused amount will be contributed to an HRA VEBA as defined in the Administrative Employee's HRA VEBA plan.

##### B. Retirement Benefits

The board shall contribute annually toward a deferred 403b compensation plan. The district agrees to contribute \$450.00 monthly, a total of \$5400.00 annually.

##### C. Travel Allowance

DISTRICT shall pay SUPERINTENDENT \$2000.00 to compensate the Superintendent for use of a personal vehicle while on district business.

##### D. Technology Stipend

The expectation is that the Superintendent is accessible 24/7, therefore the Superintendent shall receive a monthly allowance of \$150 for communication related expenses including phone, data, internet connection or any other technology that will assist with communication while the Superintendent is out of the office, as much of the Superintendent's work is performed at other locations.

##### E. Vacations and Holidays

The Superintendent shall be considered a 260-day employee, which includes vacation of twenty-five (25) days annually and twelve (12) holidays (Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Day and the day after, Two (2) days at the Winter Break, New Years' Day and one day at the New Year, Martin Luther King Day and President's Day).

No unused vacation hours can be carried forward to the subsequent fiscal year or be reimbursed at any time during the contract term.

#### 5. Leave

##### a. Sick Leave

The Superintendent shall accumulate sick leave as provided by Oregon law, ORS 332.507, one (1) day per month worked up to twelve (12) days per year. The Board agrees to accept earned accumulated sick leave from the Superintendent's previous Oregon public school district consistent with the statutory requirements.

##### b. Personal Leave

The Superintendent shall be afforded three (3) personal leave days.

## 6. Performance Goals and Standards

No later than October 1<sup>st</sup> each year, the board and superintendent shall mutually agree, and put in writing, the performance goals and standards that shall be used to evaluate the Superintendent's performance. The Co-Endorsed (OSBA/COSA) Superintendent Evaluation Workbook and process shall be used in the evaluation of the Superintendent.

As part of the agreed upon process, the Board shall devote a portion of at least two (2) meetings annually, to review the Superintendent's progress on the approved goals and standards and to discussing the working relationship between Superintendent and the Board.

The Board shall meet in Executive Session (unless the Superintendent requests the evaluation be conducted in public) and evaluate and assess in writing the performance of the Superintendent by March 1<sup>st</sup> of each year during the term of this contract. The evaluation shall be made in reference to mutually agreed upon national standards for superintendents, the Superintendent's job description, and the goals and objectives mutually established by the Board and the Superintendent. The evaluation shall be conducted for the purposes of celebrating the good work of the Superintendent and the Board and identifying areas for the purposes of improving district leadership, maintaining effective and open communication between the Board and the Superintendent and enhancing this relationship. The Superintendent shall be entitled to meet with the Board to review the evaluation and to provide any pertinent information.

The Board shall devote a portion of at least two (2) meetings annually, one before January 30, to discussing the working relationship between Superintendent and the Board. The Board shall evaluate and assess in writing, using a mutually agreed upon format, the performance of Superintendent at least once a year, prior to May 1. The evaluation and assessment shall be related to the goals and objectives of the district for the year in question and Superintendent's leadership and administrative abilities.

## 7. Expense Reimbursement

The DISTRICT shall reimburse the SUPERINTENDENT for all actual reasonable and necessary expenses incurred by the Superintendent within the scope of employment and approved by the board through the current budget, in performing the duties for the district under this agreement.

## 8. Professional Development and Learning

The Board encourages the professional growth of the Superintendent. Therefore, upon the approval of the Board and within the constraints of the budget, the Board agrees to pay the cost of the Superintendent's professional memberships (i.e., Coalition of Oregon School Administrators, COSA's New Superintendent Academy, Oregon Association of School Executives, and the American Association of School Administrators), and for such other professional and/or service organizations upon approval from the board. Through the budget

process, the Board may also approve payment for professional publications and other forms of ongoing professional development, including registration, travel and related expenses for attendance at state and national conferences for the Superintendent.

Upon board approval and within the constraints of the budget, funding to pursue higher level education coursework may be reimbursed up to but not to exceed the maximum amount allowed by the IRS as untaxed reimbursement per calendar year.

## 9. Criticisms and Complaints

The Board, individually and collectively, agrees that any criticism or complaint about an employee other than Superintendent, or about a program of the District, that the Board is made aware of, shall be promptly forwarded to the Superintendent for investigation and resolution. Any complaints made individually or collectively or for which the Board is made aware of regarding the Superintendent shall be communicated (orally and written) by the Board to the Superintendent so that such matter can be addressed, corrected or clarified.

## 10. Termination

- a. By Mutual Agreement: This contract may be terminated at any time upon the mutual agreement of the parties.
- b. By the Superintendent: The Superintendent may resign upon sixty (60) days advance notice in writing to the Board.
- c. By District for Cause: The District may terminate this employment agreement for cause which means such conduct that is seriously prejudicial to and which substantially affects the fundamental mission of the District. For cause termination may include the following:
  - i. Conduct constituting grounds for dismissal of licensed public school staff under ORS 342.865 (1).
  - e Breach of the terms and conditions of this contract.
  - ii. Failure to maintain in good standing a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon.

Notice of termination for cause shall be given in writing at least thirty (30) days prior to the effective date of discharge or termination. Such notice shall include the reasons for recommending termination with sufficient particularity as to afford the Superintendent a reasonable opportunity to respond. The Superintendent shall be entitled to a due process hearing before the Board to discuss the reasons and refute, orally or in writing, such reasons. Such meeting may be conducted in executive session unless the Superintendent requests an open session. The Superintendent shall be provided the written decision regarding the results of the meeting.

## 11. License

The Superintendent shall furnish throughout the life of the contract a valid and appropriate license to act as a Superintendent in the State of Oregon.

## 12. Professional Liability

While acting within the scope of employment, the Superintendent shall be covered under the District's General Liability Policy and the School Leaders Errors and Omissions Policy. To the maximum extent provided by law, the District shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in her/his official capacity as an agent and employee of the School District, or in the Superintendent's individual capacity, provided the claim arose while the Superintendent was acting within the scope of her/his employment and excluding criminal investigation or prosecution

The Board shall provide public liability insurance for the Superintendent to cover legal expenses in defense of claims and payment of judgments resulting from her/his function as Superintendent and will reimburse her/him for any portion of such expense and judgments not covered by insurance. In no event shall the Board's obligation hereunder exceed the authority conferred upon it by the State Law, nor shall its obligation extend to any situation in which the Board and the Superintendent have adverse legal interests. In no case will the School Board members be considered personally liable for indemnifying the Superintendent against demands, claims, suits, actions and legal proceedings. This indemnification period shall extend to a period of five (5) years beyond the termination of this Contract.

## 13. Applicable Law/Savings Clause

This Agreement is to be construed in accordance with the Board policies, the administrative rules adopted by the School Board and under the laws of the State of Oregon. The venue for resolving all legal disputes under this contract is the Circuit Court of the State of Oregon, for Benton County. If any specific clause or portion thereof in this Contract is determined to be unenforceable under law, the remaining clauses of this Contract shall not be affected and shall continue to be enforceable.

## 14. Execution

In Witness Whereof, the District, pursuant to the authority of its Board of Directors, by action duly and regularly adopted on November 10, 2025 has cause two originals of this agreement to be signed in the name of the District by the Chairperson of the Board, and the Superintendent has hereunto affixed their hand and seal the day and year hereinabove mentioned.

Board Chairperson

Superintendent

Date:

Date:

- h. Community Event - Board Business 101, January 13, 2026
- i. OSAA Co-Op Approvals
  - Baseball and Softball Co-Op with Monroe
  - Wrestling Co-Op with Philomath



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Joe Harris, Athletic Director  
**Date:** November 11, 2025

**Background:** Alsea High School does not have the student interest nor the facilities to provide an opportunity for HS baseball currently. Alsea participated in a co-op with Monroe High School last year due to these circumstances as well. Based on this past relationship, we asked Monroe school district Superintendent Crowson, and Monroe Principal/athletic director Beau Sisneros if they would be interested in a co-op with us again. Both agreed the co-op would be good for both programs.

**Action Requested:** Alsea School Board approves the High School baseball co-op with Monroe School District for the 2025-2026 school year.

**Motion Requested:** I move that Alsea School Board approve the High School baseball co-op with Monroe High School for the 2025-2026 school year.



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Joe Harris, Athletic Director  
**Date:** November 11, 2025

**Background:** Alsea High School does not have the student interest nor the facilities to provide an opportunity for HS Softball currently. Alsea participated in a baseball co-op with Monroe High School last year due to these circumstances as well. Based on this past relationship, we asked Monroe school district Superintendent Crowson, and Monroe Principal/athletic director Beau Sisneros if they would be interested to enter into a co-op with us for softball. Both agreed the co-op would be good for both programs.

**Action Requested:** Alsea School Board approves the High School softball co-op with Monroe School District for the 2025-2026 school year.

**Motion Requested:** I move that Alsea School Board approve the High School baseball co-op with Monroe High School for the 2025-2026 school year.



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Joe Harris, Athletic Director  
**Date:** November 11, 2025

**Background:** Alsea High School has student interest in HS wrestling. In the past, Alsea has fielded a wrestling team. With constraints on our facility, with two HS and two MS basketball teams, we asked Philomath school Principal Henderson, and Assistant Principal/athletic director Mike Hood if they would be interested to enter a co-op with us for Wrestling. Both agreed the co-op would be good for both programs.

**Action Requested:** Alsea School Board approves the High School Wrestling co-op with Philomath School for the 2025-2026 school year.

**Motion Requested:** I move that Alsea School Board approve the High School Wrestling co-op with Philomath High School for the 2025-2026 school year.

6. **Old Business**
7. **First Reading \*(Shaded words are new/strikethroughs are deleted)**
8. **Second Reading**
  - a. DBEA - Budget Committee, Version 1

# Alsea School District 7J

Code: DBEA  
Adopted: 5/12/15  
Revised/Readopted: 2/09/23  
Orig. Code: DBEA

## Budget Committee

### Organization, Membership and Terms of Office

The district budget committee will consist of the five members of the Board and five electors appointed by the Board as required by law. The term of the appointed members of a budget committee in a district that prepares an annual budget, will each be three years, with appointments made so that, as nearly as practicable, the terms of one-third of the members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.<sup>1</sup> The Board will establish appropriate timelines and procedures for the appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action item.

### Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of the district budget.

### Meetings of the Budget Committee

The district's budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

### Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not

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<sup>1</sup> Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025. The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.

previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

**Final Action**

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.130](#)

[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)

[ORS 328.542](#)

[ORS 329.711](#)

[ORS 433.835 - 433.875](#)

[OAR 581-022-2307](#)

b. DID - Property Inventories

# Alsea School District 7J

Code: **DID**  
Adopted: 10/21/15  
Revised/Readopted: 2/09/23  
Orig. Code: DID

## Property Inventories

The district shall maintain inventory records of all fixed assets in accordance with government accounting standards. ASD's records shall be updated annually to include disposals and newly purchased property which occur during the school year.

Fixed asset records shall include all ASD-owned property such as land, buildings, improvements to property other than buildings, and equipment with a value greater than \$5000. Any other district-owned computers and related electronic information devices as identified by ASD, regardless of value, will be inventoried annually.

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END OF POLICY

**Legal Reference(s):**

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

**Cross Reference(s):**

DN - Disposal of District Property

c. IF - Curriculum Development

# Alsea School District 7J

Code: **IF**  
Adopted: 1/13/16  
Revised/Readopted: 4/13/23  
Orig. Code: IF

## Curriculum Development

The Board believes it is necessary to continually develop and modify the district’s curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. While keeping with the requirements of state law, the Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum and to advise the Board on needed curriculum changes. Decision making within the curriculum review process should also be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures[, surveys of parent perceptions] and professional staff recommendations.

The Board or a committee or administrator responsible for making a decision for regarding the use of textbooks or other instructional materials must not prohibit the use of or refuse to approve the use of textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 243.650</a>	<a href="#">ORS 659.850</a>	<a href="#">OAR 581-022-2250</a>
<a href="#">ORS 332.075(1)</a>	<a href="#">OAR 581-021-0045</a>	<a href="#">OAR 581-022-2300</a>
<a href="#">ORS 336.035</a>	<a href="#">OAR 581-021-0046</a>	<a href="#">OAR 581-022-2305</a>
<a href="#">ORS 336.067</a>	<a href="#">OAR 581-022-2000</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 337.260</a>	<a href="#">OAR 581-022-2030</a>	<a href="#">OAR 581-022-2315</a>

Senate Bill 1098 (2025)

d. IGBAB/JO-AR - Education Records/Records of Students with Disabilities

# Alesea School District 7J

Code: IGBAB/JO-AR  
Adopted: 7/12/16  
Revised/Readopted: 4/13/23

## Education Records/Records of Students with Disabilities Management

### 1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of status as a student, are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
  - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
  - (2) Made, maintained or used only in connection with treatment of the student; and
  - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after the individual is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date;
- d. Name of parents/guardians;
- e. Date of entry into the school;

- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance; and
- k. Date of withdrawal from school. The district may request the social security number of the student. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

## 2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

## 3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or an eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of post-secondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

#### 4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing<sup>1</sup>;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or an eligible student shall comply with the following procedure to inspect and review a student's education record:

- a. Provide a written, dated request to inspect a student's education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible

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<sup>1</sup> Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

student or student's parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The administrator or designee shall be the person responsible for maintaining and releasing the education records.

#### 5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill their professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
  - (2) Determine the amount of the aid;
  - (3) Determine the conditions for the aid; or
  - (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
  - (2) Administer student aid programs; or
  - (3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies, and independent organizations.

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;
- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
- (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;

- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
  - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
  - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
  - h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
  - i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
  - j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
  - k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency;

- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of post-secondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061;

- p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

## 6. Record-Keeping Requirements

- a. The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:
  - b. The party or parties who have requested or received personally identifiable information from the education records; and
  - c. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

- d. The parent(s) or an eligible student;
- e. The school official or assistants who are responsible for the custody of the records;
- f. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

## 7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, the student or parent(s) may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of a right to appeal the decision by requesting a hearing.

## 8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at own expense, choose one or more individuals to assist or represent them, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why there is disagreement with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

- d. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the district; and
- e. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

- f. Amend the record accordingly; and
- g. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency or detention facility or youth care center in which the student was formerly enrolled, and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

## **Disclosure Statement**

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

e. IKF - Graduation Requirements\*\*

# Alsea School District 7J

Code: IKF  
Adopted: 4/13/23  
Revised/Readopted: 2/10/25

## Graduation Requirements\*\*

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and a certificate of attendance which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. In foster care<sup>1</sup>;
2. Experiencing houselessness<sup>2</sup>;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker;
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program;  
or
7. <sup>3</sup>Enrolled in an approved recovery school under ORS 336.680.

For any student identified above, the district shall accept any credits earned by the student in an educational program<sup>4</sup> in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

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<sup>1</sup> "Foster child" is defined in ORS 30.297.

<sup>2</sup> ORS 329.451(2) and OAR 581-022-use the term "homeless" See OAR 581-022-2000 for additional information.

<sup>3</sup> Applies to high school diplomas awarded on or after January 1, 2026.

<sup>4</sup> "Educational program in this state" means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long-term care or treatment facility described in ORS 343.961 or a hospital identified in ORS 343.261.

## Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of <sup>5</sup>24 credits which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts<sup>6</sup> (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (shall include 0.5 unit of US civics<sup>7</sup> credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for US and world history, geography, economics and <sup>8</sup>financial literacy);
5. <sup>9</sup>One-half credit of higher education and career path skills;
6. <sup>10</sup>One-half credit of personal financial education;
7. One credit in health education;
8. One credit in physical education; and
9. Three credits in career and technical education, the arts or world languages<sup>11</sup> (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

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<sup>5</sup> If the district has additional credit or graduation requirements beyond the state minimum of 24, the district is required to include those additional credits and graduation requirements in the following list.

<sup>6</sup> "Language arts" includes reading, writing and other communications in any language, including English.

<sup>7</sup> Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

<sup>8</sup> This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.

<sup>9</sup> Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

<sup>10</sup> Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

<sup>11</sup> "World languages" includes sign language, heritage languages and languages other than a student's primary language.

<sup>12</sup> A student completing the International Baccalaureate Organization’s (IB) Diploma Programme curriculum or the IB Career-related Programme curriculum will be considered to have completed the credit requirements listed above. The district shall ensure students in the IB programs complete .5 credit of Personal Finance Education and .5 credit of Higher Education and Career-path Skills as stand-alone courses. The district shall develop a curriculum plan that ensures students in an IB program receive inclusive instruction aligned to the adopted standards in Civics and Health.

To receive a diploma, in addition to credit requirements outlined above, a student must:

1. <sup>13</sup>Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and
4. Participate in career-related learning experiences.

### **Modified Diploma**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. The student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. The student has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 13 of those credits to include:

1. Three credits in language arts;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. <sup>14</sup>One-half credit in personal financial education;

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<sup>12</sup> Adopt this language only if the district offers an International Baccalaureate program for high school students. Waivers for the Personal Finance and Higher Education and Career-path Skills can be requested by the district.

<sup>13</sup> The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

<sup>14</sup>This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

6. <sup>15</sup>One-half credit in higher education and career path skills;
7. One credit in health education;
8. One credit in physical education; and
9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. <sup>16</sup>Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile; and
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in the achievement level, construct, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment;
2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified statewide assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide if a student will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

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<sup>15</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>16</sup>The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

For students with a documented history as described above, the district shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### **<sup>17</sup>Essential Skills**

The district will not allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student's language of origin for a high school diploma or a modified diploma.

The district will develop procedures to provide local performance assessment options as described in the *Local Performance Assessment Manual*, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

### **Essential Skills Appeal**

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than 6 credits in a self-contained special education classroom, and will include:
  - a. Two credits in mathematics;
  - b. Two credits in language arts;
  - c. Two credits in science;
  - d. Three credits in history, geography, economics or civics;
  - e. One credit in health;
  - f. One credit in physical education; and
  - g. One credit in the arts or a world language; and
2. Have a documented history of:

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<sup>17</sup> OAR 581-022-2120(2) requires districts to have "policy whether to allow ELL students to demonstrate proficiency in all required Essential Skills in the students' language of origin." OAR 581-022-2120(4) waives this requirement through the 2027-28 school year. Therefore, these two sections, i.e., Essential Skills and Essential Skills Appeal, are not required to be in policy at this time. The district could elect to keep the language and the bracketed portion of this footnote.

- a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
- b. A medical condition that creates a barrier to achievement; or
- c. A change in the student’s ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### **Certificate of Attendance**

A <sup>18</sup>certificate of attendance<sup>19</sup> will be awarded to students who:

1. Have maintained regular full-time attendance<sup>20</sup> for at least four years beginning in grade nine;
2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
3. Have a documented history<sup>21</sup>.

For students with a documented history<sup>22</sup>, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for the diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

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<sup>18</sup> The Board shall define criteria for a certificate of attendance. OAR 581-022-2200 (3). See the Oregon Department of Education’s [Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992](#).

<sup>19</sup> A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024.

<sup>20</sup> “Regular full-time attendance” means not being absent for more than 10 percent of school days that the student is enrolled in a school year. See OAR 581-020-0631 for definition of chronic absenteeism. Excused absences are considered absences for this purpose.

<sup>21</sup> “Documented history” means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

<sup>22</sup> “Documented history” means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

## **Other District Responsibilities**

The district will ensure that all students have onsite access to the appropriate resources and courses to achieve high school diplomas, modified diplomas, and extended diplomas at each high school in the district. The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student who has the documented history listed under the modified diploma or extended diploma requirements outlined above the opportunity to pursue a diploma with more stringent requirements, for the sole reason the student has the document history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in the later of 4 years after starting grade 9, or until the student reaches the age of 21 years if the student is entitled to a public education until the age of 21 under state or federal law.

A student may complete the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or a certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma, or a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. When added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education’s Opt-out Form<sup>23</sup> and submitting the form to the district.

The district will issue a high school diploma to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

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**Legal Reference(s):**

[ORS 329.007](#)  
[ORS 329.045](#)  
[ORS 329.451](#)  
[ORS 329.479](#)  
[ORS 332.107](#)  
[ORS 332.114](#)  
[ORS 336.585](#)  
[ORS 336.590](#)  
[ORS 339.115](#)  
[ORS 339.505](#)  
[ORS 343.295](#)

[OAR 581-021-0009](#)  
[OAR 581-022-0102](#)  
[OAR 581-022-2000](#)  
[OAR 581-022-2005](#)  
[OAR 581-022-2010](#)  
[OAR 581-022-2015](#)  
[OAR 581-022-2020](#)  
[OAR 581-022-2025](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2115](#)  
[OAR 581-022-2120](#)  
[OAR 581-022-2505](#)

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<sup>23</sup> Oregon Department of Education page for: [30-day notice and opt-out form](#)

*Test Administration Manual*, published by the OREGON DEPARTMENT OF EDUCATION.

*Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992*, published by the OREGON DEPARTMENT OF EDUCATION.

f. JFCEB - Personal Electronic Devices and Social Media\*\*, Version 1 - DELETE

# Alsea School District 7J

Code: **JFCEB**  
Adopted: 6/08/16  
Revised/Readopted: 4/13/23  
Orig. Code(s): JFCEB

## **Personal Electronic Devices and Social Media\*\***

(Student may possess a personal electronic device with certain restrictions)

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

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.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

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<sup>1</sup>. 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 shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.840](#)

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<sup>1</sup> 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.

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g. JFCEB-AR - Personal Electronic Devices and Social Media - DELETE

# Alsea School District 7J

Code: JFCEB-AR  
Revised/Reviewed: 6/08/16; 4/13/23  
Orig. Code(s): JFCEB-AR

## Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices 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;<sup>1</sup>
2. Personal electronic devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee;
3. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
4. 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 program (IEP) or if permission is received from the student's teacher;
5. The use of personal electronic devices 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;
6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
8. 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;
9. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

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<sup>1</sup> 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.

h. JO/IGBAB-AR Education Records/Records of Students with Disabilities

# Alsea School District 7J

Code: **JO/IGBAB-AR**  
Adopted: 7/12/16  
Revised/Readopted: 4/13/23  
Orig. Code(s): JO/IGBAB-AR

## Education Records/Records of Students with Disabilities Management

### 1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of status as a student, are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
  - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
  - (2) Made, maintained or used only in connection with treatment of the student; and
  - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after the individual is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date;
- d. Name of parents/guardians;

- e. Date of entry into the school;
  - f. Name of school previously attended;
  - g. Courses of study and marks received;
  - h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
  - i. Credits earned;
  - j. Attendance; and
  - k. Date of withdrawal from school.
- l. The district may request the social security number of the student. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

## 2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

## 3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or an eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of post-secondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

#### 4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing<sup>1</sup>;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or an eligible student shall comply with the following procedure to inspect and review a student's education record:

- a. Provide a written, dated request to inspect a student's education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

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<sup>1</sup> Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student's education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The administrator/principal or designee shall be the person responsible for maintaining and releasing the education records.

## 5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill their professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the district;

- c. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

- (1) Determine eligibility for the aid;
- (2) Determine the amount of the aid;
- (3) Determine the conditions for the aid; or
- (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:

- (1) Develop, validate or administer predictive tests;
- (2) Administer student aid programs; or
- (3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies, and independent organizations.

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;

- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
  - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
  - (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
  - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
  - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
  - h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
  - i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
  - j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
  - k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency;

- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of post-secondary education, an education service district (ESD), state regional program or other educational

agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;

- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061;
- p. The disclosure is to a caseworker or other representative, who has the right to access the student’s case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

## 6. Record-Keeping Requirements

- a. The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:
  - b. The party or parties who have requested or received personally identifiable information from the education records; and
  - c. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student’s personally identifiable information:

- d. The parent(s) or an eligible student;
- e. The school official or assistants who are responsible for the custody of the records;
- f. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

## 7. Request for Amendment of Student’s Education Record

If an eligible student or student’s parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student’s rights of privacy or other rights, the student or parent(s) may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student’s education record shall become a permanent part of the student’s education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of a right to appeal the decision by requesting a hearing.

#### 8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at own expense, choose one or more individuals to assist or represent them, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why there is disagreement with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

- a. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the district; and
- b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

- c. Amend the record accordingly; and
- d. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency or detention facility or youth care center in which the student was formerly enrolled, and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

## **Disclosure Statement**

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

i. JOA - Directory Information\*\*

# Alsea School District 7J

Code: JOA  
Adopted: 7/12/16  
Revised/Readopted: 4/13/23  
Orig. Code: JOA

## Directory Information\*\*

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. Directory information may be released through appropriate procedures and includes:

1. Student’s name;
2. Student’s photograph;
3. Major field of study;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance; and
7. Degrees and;
8. Awards received;

## Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

## Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 180.805](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[OAR 581-021-0220 - 021-0430](#)

[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (2024).

9. **Board Comments**

10. **Future Agenda Items**

11. **Key Dates**

November 11 - Veterans Day, No School

November 14 - Make Up Day, School in Session

November 14 - Fall Sports - Awards Night, 5:30 PM

November 26-27 - Thanksgiving Break

December 8 - Regular School Board Meeting, 6:00 PM