



LINCOLN COUNTY SCHOOL DISTRICT

Dr. Majalise Tolan
Superintendent

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LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors – Lincoln County School District Business Meeting of the
Board
Tuesday, September 10, 2024 - 6:30 PM
Taft 7-12
3780 SE Spy Glass Ridge Dr
Lincoln City, OR 97367

Agenda

1. Call to Order & Reading of Land Acknowledgment
2. Roll Call- Establishment of a quorum
3. Recess into Public Hearing
 - a. Opening by OSBA Consultant, Kristen Miles
 - b. Career Tech Charter School Public Comment
 - c. Career Tech/LCSD Board Q
 - d. Closing by OSBA Consultant, Kristen Miles
4. Adjourn Public Hearing, Resume Business Meeting
5. Introductions
6. Communications
 - a. Written
 - b. From the Audience (This time is reserved for public comment on topics published on the Board's agenda)
 - c. Recognition
 - d. LCEA Report
7. Consultant Reports/Staff Reports/Student Reports
 - a. Area Report
 - b. Student Report
 - c. Financial Report
 1. Monthly Financial Report - June at 8/31/24

General Fund Revenue & Expenditure Summary (Unaudited)
Fiscal Year 2023-24

Year To Date Transactions as of June 30, 2024 at 8-31-24

| | Period 1 Actual July '23 | Period 2 Actual Aug '23 | Period 3 Actual Sept '23 | Period 4 Actual Oct '23 | Period 5 Actual Nov '23 | Period 6 Actual Dec '23 | Period 7 Actual Jan '24 | Period 8 Actual Feb '24 | Period 9 Actual March '24 | Period 10 Actual April '24 | Period 11 Actual May '24 | Period 12 Actual June '24 | Period 13 Projected July '24 | Projected 2023-24 Totals | Adopted 2023-24 BUDGET | Year-To-Date 2023-24 Actuals | YTD Diff Budget vs. Projected | % of Budget |
|-------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------|----------------------------------|--------------------------------|---------------------------------|------------------------------------|--------------------------------|------------------------------|------------------------------------|-------------------------------------|----------------|
| REVENUES | | | | | | | | | | | | | | | | | | |
| LOCAL SOURCES: | | | | | | | | | | | | | | | | | | |
| Current year's levy | | 267 | | | 36,739,329 | 2,882,454 | 663,036 | 241,402 | 1,106,455 | 119,899 | 114,306 | 1,204,803 | | 43,071,949 * | 41,878,114 | 43,071,949 | 1,193,835 | 103% |
| Prior years' taxes | | 168,049 | 150,279 | 81,596 | 53,737 | 115,026 | 55,707 | 42,482 | 45,719 | 33,114 | 74,668 | 115,361 | | 935,738 * | 805,000 | 935,738 | 130,738 | 116% |
| Interest on Investments | 73,925 | 79,375 | 66,752 | 55,673 | 91,554 | 213,264 | 183,587 | 177,267 | 146,992 | 129,540 | 108,538 | 232,622 | | 1,559,088 | 400,000 | 1,559,088 | 1,159,088 | 390% |
| Fees Charged to Grants | | 2,702 | 39 | 9,974 | 9,447 | 1,143 | 14,734 | - | 78,780 | 18,850 | 64,865 | 175,712 | | 376,245 | 550,000 | 376,245 | (173,755) | 68% |
| Rentals | | | | | | | | | | | | | | 0 | 10,000 | - | (10,000) | 0% |
| Contributions | | | | 591 | | | | | | | | | | 591 | 0 | 591 | 591 | #DIV/0! |
| Other Local Income | 17,819 | 623 | 6,990 | 28,673 | 58,512 | 156,717 | 16,673 | 38,395 | 104,693 | 102,729 | 66,514 | 100,107 | | 698,445 | 1,334,218 | 698,445 | (635,773) | 52% |
| INTERMEDIATE SOURCES: | | | | | | | | | | | | | | | | | | |
| ESD - Severe Disab Support | | | | | | 38,235 | - | | | 38,235 | | | | 76,470 | 195,000 | 76,470 | (118,530) | 39% |
| County School Fund | | | | | 5,409 | | | 128,361 | | 206,985 | | 143,538 | | 484,292 * | 300,000 | 484,292 | 184,292 | 161% |
| Other, Hvy Eq Rent Tax, etc | | 65 | 1,192 | | 92 | | | | | 82 | | 906 | | 2,336 | | 2,336 | 2,336 | #DIV/0! |
| STATE SOURCES: | | | | | | | | | | | | | | | | | | |
| SSF- Current Year | 3,958,011 | 1,977,818 | 1,977,818 | 1,977,818 | 1,977,818 | 1,977,818 | 1,933,139 | 1,933,139 | 1,933,139 | 1,433,521 | 1,724,166 | | | 22,804,205 | 23,130,549 | 22,804,205 | (326,344) | 99% |
| SSF- Prior Year | | | | | | | | | | | 174,051 | | | 174,051 | | 174,051 | 174,051 | #DIV/0! |
| Common School Fund | | | | | | | - | 348,207 | | | | 348,207 | | 696,414 * | 701,538 | 696,414 | (5,124) | 99% |
| State Timber | | | | | 8,796 | | | 208,767 | | | 336,642 | 233,452 | | 787,657 * | 500,000 | 787,657 | 287,657 | 158% |
| Unrstd Grants, HCD, Wildfire | | | | 1,392,659 | | | | | | | | | | 1,392,659 | 910,136 | 1,392,659 | 482,523 | 153% |
| FEDERAL SOURCES: | | | | | | | | | | | | | | | | | | |
| Federal Forest Fees | | | | | | | | | | | 325,069 | | | 325,069 | | 325,069 | 325,069 | #DIV/0! |
| Foster Care Transp Reimb | | | | | | | | | | | | 131,596 | | 131,596 | 74,000 | 131,596 | 57,596 | 178% |
| OTHER RESOURCES: | | | | | | | | | | | | | | | | | | |
| Interfund Transfer | | | | | | | | | | | | | | 0 | 10 | - | (10) | 0% |
| Sale of Assets/Ins Proceeds | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Beginning Fund Balance | 16,037,138 | | | | | | | | | | | | | 16,037,138 | 14,115,000 | 16,037,138 | 1,922,138 | 114% |
| Total Monthly Revenues | 20,086,893 | 2,228,899 | 2,203,069 | 3,546,984 | 38,944,693 | 5,384,657 | 2,866,876 | 3,118,019 | 3,415,777 | 1,837,652 | 3,234,119 | 2,686,303 | 0 | 89,553,941 | 84,903,565 | 89,553,941 | 4,650,376 | 105% |
| CUMULATIVE RESOURCES | 20,086,893 | 22,315,791 | 24,518,860 | 28,065,845 | 67,010,537 | 72,395,194 | 75,262,070 | 78,380,089 | 81,795,867 | 83,633,519 | 86,867,638 | 89,553,941 | 89,553,941 | | | | | |

| | | | | | | | | | | | | | | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| EXPENDITURES | | | | | | | | | | | | | | | | | | |
| Salaries (100) | 602,384 | 792,888 | 2,630,859 | 2,655,067 | 2,821,310 | 2,672,906 | 2,602,285 | 2,757,136 | 2,639,046 | 2,666,666 | 2,835,938 | 6,320,822 | | 31,997,309 | 31,281,886 | 31,997,309 | 715,423 | 102% |
| Employee benefits (200) | 268,030 | 357,840 | 1,341,922 | 1,366,953 | 1,372,110 | 1,348,599 | 1,334,564 | 1,340,444 | 1,342,971 | 1,376,107 | 1,385,463 | 3,396,468 | | 16,231,472 | 18,374,837 | 16,231,472 | (2,143,365) | 88% |
| Purchased services (300) | 984,252 | 996,968 | 986,922 | 1,117,151 | 928,422 | 2,247,048 | 1,472,675 | 1,232,873 | 1,438,228 | 1,546,852 | 2,462,595 | 1,256,836 | | 16,670,822 | 18,356,147 | 16,670,822 | (1,685,325) | 91% |
| Supplies (400) | 97,690 | 185,678 | 215,890 | 172,562 | 181,208 | 149,932 | 84,123 | 93,554 | 89,671 | 129,587 | 195,717 | 98,720 | | 1,694,332 | 2,750,414 | 1,694,332 | (1,056,082) | 62% |
| Capital outlay (500) | 11,704 | | | | 7,713 | | | | | | | | | 81,417 | 143,000 | 81,417 | (61,583) | 57% |
| Insurance/Other (600) | 818,473 | 85,776 | 34,880 | 17,341 | 26,610 | 7,503 | 12,383 | 2,523 | 4,178 | 6,419 | 6,358 | 20,915 | | 1,043,358 | 1,002,281 | 1,043,358 | 41,077 | 104% |
| Interfund Transfers (700) | | | | | | | | | 4,305,000 | | | | | 4,305,000 | 4,305,000 | 4,305,000 | - | 100% |
| Contingency (800) | | | | | | | | | | | | | | 0 | 3,750,000 | - | - | 0% |
| Unappropriated Funds (800) | | | | | | | | | | | | | | 0 | 4,940,000 | - | - | 0% |
| Total Monthly Expenditures | 2,782,533 | 2,419,150 | 5,210,473 | 5,329,074 | 5,337,373 | 6,425,987 | 5,506,030 | 5,426,531 | 9,819,095 | 5,725,631 | 6,948,071 | 11,093,762 | 0 | 72,023,710 | 84,903,565 | 72,023,710 | (4,189,855) | 85% |
| CUMULATIVE EXPENDITURES | 2,782,533 | 5,201,684 | 10,412,157 | 15,741,231 | 21,078,604 | 27,504,591 | 33,010,622 | 38,437,152 | 48,256,247 | 53,981,878 | 60,929,949 | 72,023,710 | 72,023,710 | | | | | |
| Month-end Fund Balance | 17,304,360 | 17,114,108 | 14,106,704 | 12,324,614 | 45,931,933 | 44,890,603 | 42,251,449 | 39,942,937 | 33,539,620 | 29,651,641 | 25,937,689 | 17,530,231 | 17,530,231 | 17,530,231 | | | | 17,530,231 |

Revenue Assumptions:

Projection amounts based on Adopted Budget and avg % received during same time period over past 8 years
 Beginning Fund Balance is estimated as of 9-7-23 & subject to change. It represents the bulk of current Excess Ending Fund Balance.
 June ADM is final at 5,072.2, it has been adjusted down from 5,086.2
 Local Revenue no longer includes Federal Forest Fees per OR legislation.
 Updated BFB to Audited
 Updated to reflect estimated remaining payment per 5/3/24 SSF Estimate
 May SSF \$1,208,393, Food Svc State Match (\$23,918), 22/23 ODE SSF Reconciliation \$539,690
 HCD 23/24 Prelim \$799,614 less 22/23 Final (625,563), Net \$174,051
 End Fund Bal est of \$16,828,192 at 8-30-24 subject to change. Increase of \$514,181 reflects exp moved to grants.

| | |
|---------------------------------------------------------------------|-------------------|
| * Local Revenue - Projected | 46,301,119 |
| Local Revenue included in 5/3/24 SSF Estimate | 45,599,079 |
| Estimated 2023/24 SSF Adjustment (May 2025) | (702,040) |
| Anticipated Ending Fund Balance | 16,828,191 |
| Less Unappropriated Ending Fund Balance (7% Required) & Contingency | (8,690,000) |
| Excess Ending Fund Balance | 8,138,191 |

Depends on Actual Local Revenue at Yr End

Includes Approx \$956,000 Building Carrover

Expenditure Assumptions:

Projection amounts based on Adopted Budget and avg % expended during same time period over past 8 years

| | Monthly ADM - Prior Years | | | | | | Monthly | Monthly ADM | YTD ADM | |
|-----------|---------------------------|---------|---------------|---------|---------|---------|-----------------|-------------|---------|------------------|
| | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | ADMr Comparison | 2023-24 | 2023-24 | |
| September | 5,489.2 | 5,523.3 | 5,567.9 | 4,892.4 | 5,163.5 | 5,095.5 | September | 4,959.1 | 4,959.1 | |
| October | 5,487.6 | 5,549.3 | 5,586.5 | 4,945.8 | 5,189.8 | 5,111.6 | October | 4,984.2 | 4,988.3 | |
| November | 5,477.9 | 5,541.6 | 5,596.7 | 4,968.0 | 5,191.8 | 5,109.0 | November | 4,974.9 | 4,976.6 | |
| December | 5,480.6 | 5,538.8 | 5,585.9 | 5,089.1 | 5,192.9 | 5,098.5 | December | 4,961.0 | 4,972.2 | |
| January | 5,480.8 | 5,512.2 | 5,577.6 | 5,054.0 | 5,184.1 | 5,095.4 | January | 4,945.4 | 4,962.6 | |
| February | 5,470.6 | 5,491.0 | 5,569.1 | 5,052.3 | 5,180.8 | 5,103.0 | February | 4,935.4 | 4,956.2 | |
| March | 5,438.7 | 5,476.0 | COVID-19 | 5,048.6 | 5,170.4 | 5,101.0 | March | 4,911.4 | 4,949.6 | |
| April | 5,411.8 | 5,447.3 | ADM Frozen | 5,048.6 | 5,167.2 | 5,097.6 | April | 4,872.3 | 4,936.5 | |
| May | 5,378.6 | 5,401.7 | 2nd Qtr (Dec) | 5,049.0 | 5,157.0 | 5,093.8 | May | 4,859.1 | 4,927.3 | (174.3) Diff YTD |
| June | 5,332.9 | 5,482.5 | | 5,090.2 | 5,122.6 | 5,007.0 | June | | | |
| June YTD | 5,443.2 | 5,482.5 | | 5090.2 | 5122.6 | 5072.2 | June YTD | | | |

Lincoln County School District
2023-24 General Fund - Purchased Services Monthly Comparison
June 2024 at 8-31-24 Unaudited

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | YTD Total |
|-----------------------|----------------|----------------|----------------|------------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Prof Instruction Svcs | D 8,780 | 10,351 | 12,120 | D 31,714 | 16,350 | E 132,553 | 51,883 | 51,341 | 53,975 | 69,900 | 123,275 | 131,422 | 693,663 |
| Cleaning Services | | 343,923 | 18,300 | B 361,981 | 180,991 | 181,290 | 183,636 | 186,202 | 183,548 | 183,458 | 183,404 | 186,751 | 2,193,484 |
| Repairs & Maint | 5,104 | 48,291 | 18,620 | 9,196 | 30,808 | 25,620 | 27,458 | 13,390 | 30,961 | 23,901 | 8,540 | 10,362 | 252,251 |
| Rentals | 602 | 13,860 | 13,900 | 24,880 | 8 | 2,193 | | 2,000 | 484 | 2,020 | 2,753 | 1,959 | 64,659 |
| Utilities | 7,603 | 37,963 | 97,251 | 117,301 | 127,555 | 147,492 | 185,786 | 133,963 | 164,747 | 178,358 | 146,840 | 336,622 | 1,681,479 |
| Transportation | 778 | 6,319 | 298,354 | C 51,512 | 39,409 | C 1,225,517 | 468,409 | 322,921 | 488,966 | 523,976 | F 856,226 | 421,011 | 4,703,397 |
| Travel | 1,405 | 10,739 | 5,712 | 7,615 | 18,705 | 10,378 | 3,154 | 5,326 | 9,292 | 4,264 | 7,359 | 22,247 | 106,196 |
| Telephone | | 8,000 | 8,761 | 9,106 | 9,390 | 9,487 | 9,469 | 9,343 | 4,754 | 14,623 | 9,394 | 19,805 | 112,131 |
| Postage | 559 | 1,893 | 3,555 | 2,290 | 2,602 | 3,538 | 3,119 | 4,160 | 3,462 | 2,881 | 6,054 | 8,271 | 42,384 |
| Advertising | | 70 | 150 | | 197 | | | | | | 60 | 425 | 902 |
| Printing & Binding | | 9,813 | 16,867 | 10,988 | 5,831 | 15,131 | 7,137 | 9,332 | 12,337 | 9,037 | 13,493 | 12,676 | 122,642 |
| Data Lines | | 60 | 177 | 177 | 177 | 157 | 127 | 127 | 127 | 127 | 127 | 322 | 1,705 |
| Charter School Pmts | 914,194 | 457,783 | 457,783 | 457,783 | 457,783 | 457,783 | 457,783 | 457,783 | 457,783 | 457,783 | G 1,035,524 | | 6,069,765 |
| Tuition | | 28,396 | 28,396 | 27,480 | 28,396 | 27,480 | 28,396 | 28,396 | 25,648 | 28,396 | 27,480 | 60,826 | 339,290 |
| Audit Services | | | | | | | 25,225 | | | | 14,680 | | 39,905 |
| Legal Services | | | 917 | 1,485 | | 887 | | 1,659 | | 1,108 | 75 | 29,579 | 35,710 |
| Architect/Engr Svcs | | | 2,620 | | 855 | 360 | 490 | 1,378 | | | 4,640 | | 10,343 |
| Neg/Labor Consltg | | | | | | | | | | | | | - |
| Managemnt Svcs | | | | | | | | | | | | | - |
| Data/Tech Svcs | | 3,000 | 1,500 | | 6,000 | 1,500 | 18,865 | 1,500 | 1,500 | | 6,267 | 1,500 | 41,632 |
| Election Services | | | | 23 | | | | | | | | | 23 |
| Other Gen Prof Svcs | D 45,228 | 16,508 | 1,940 | 3,620 | 3,366 | 5,682 | 4,429 | 4,052 | 645 | 47,019 | 13,714 | 13,059 | 159,261 |
| Total | 984,252 | 996,968 | 986,922 | 1,117,151 | 928,422 | 2,247,048 | 1,475,365 | 1,232,873 | 1,438,228 | 1,546,852 | 2,459,905 | 1,256,836 | 16,670,822 |
| | D (1,900) | | | D (24,780) | | | | | | | | | |

For Reference Only:

| | | | | | | | | | | | | | |
|---------------------|-----------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|-------------|-----------|--|
| Less Transportation | (778) | (6,319) | (298,354) | (51,512) | (39,409) | (1,225,517) | (468,409) | (322,921) | (488,966) | (523,976) | (856,226) | (421,011) | |
| Charter Sch Pmts | (914,194) | (457,783) | (457,783) | (457,783) | (457,783) | (457,783) | (457,783) | (457,783) | (457,783) | (457,783) | (1,035,524) | - | |

| | | | | | | | | | | | | | |
|--------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| Balance of Purchased Services | 67,380 | 532,866 | 230,785 | 583,076 | 431,230 | 563,748 | 549,173 | 452,169 | 491,480 | 565,092 | 568,156 | 835,825 | A |
|--------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|

Notes:

- A: Removing Transportation & Charter Payments with their irregular payment patterns from the totals smooths the monthly totals for comparison purposes. For Reference Only.
- B: September & October Custodial Bills paid in October due to billing errors.
- C: Waiting on corrected invoices to reflect contract amendment to increase driver wages. Pd Dec 1.
- D: Figures updated after audit - items moved to grant funds, Special Education
- E: Special Education contracted SLP's
- F: April & May Transportation Invoices
- G: Charter School SSF Payments, May & Final 22/23

LINCOLN COUNTY SCHOOL DISTRICT

2023-24 SPECIAL REVENUE FUNDS FINANCIAL STATEMENTS as of June 30, 2024 at 8-31-24 UNAUDITED

| | Budget | Encumb'd | YTD Actual | Remaining |
|--------------------------------------------------------------|-------------------|----------|-------------------|------------------|
| Special Revenues & Grants (200-285 & 900-994) | | | | |
| Revenues: | | | | |
| Local | 754,099 | | 1,593,854 | (839,755) |
| Intermediate | | | 2,800 | |
| State | 2,851,010 | | 3,212,406 | (361,397) |
| Federal | 12,641,146 | | 7,701,716 | 4,939,430 |
| Fund Tfrs/Asset Sales | | | | |
| Beg. Fund Balance * | 1,384,117 | | 1,532,744 | (148,627) |
| Total Revenues | 17,630,372 | | 14,043,520 | 3,586,851 |
| Expenditures: | | | | |
| Instruction | 7,367,347 | | 4,296,117 | 3,071,230 |
| Support Services | 5,058,198 | | 4,411,414 | 646,783 |
| Enterprise | 679,900 | | 260,726 | 419,174 |
| Facilities Acq & Const | 3,425,272 | | 2,881,198 | 544,074 |
| End Fund Bal/Tfrs | 1,099,655 | | 1,099,655 | |
| Total Expenditures | 17,630,372 | 0 | 11,849,455 | 5,780,916 |
| Fund Balance | | | 2,194,065 | *** |

| | | | | |
|----------------------------------|----------------|----------|----------------|---------------|
| Indigenous Peoples (286) | | | | |
| Revenues: | | | | |
| Local | | | | |
| Fund Tfrs/Asset Sales | | | | 0 |
| Beg. Fund Balance* | 103,050 | | 103,049 | 1 |
| Total Revenues | 103,050 | 0 | 103,049 | 1 |
| Expenditures: | | | | |
| Instruction | 81,050 | | 7,895 | 73,155 |
| Support Services | 22,000 | | | 22,000 |
| End Fund Balance | | | | 0 |
| Total Expenditures | 103,050 | 0 | 7,895 | 95,155 |
| Fund Balance | | | 95,154 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 95,154 | |

| | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|
| Musical Instruments (287) | | | | |
| Revenues: | | | | |
| Transfers | | | 200,000 | |
| Beg. Fund Balance* | 505,000 | | 306,835 | 198,165 |
| Total Revenues | 505,000 | | 506,835 | (1,835) |
| Expenditures: | | | | |
| Instruction | 295,000 | | 67,550 | 227,450 |
| Support Services | 110,000 | | 4,464 | 105,536 |
| End Fund Balance | 100,000 | 100,000 | | 0 |
| Total Expenditures | 505,000 | 100,000 | 72,013 | 332,987 |
| Fund Balance | | | 434,822 | |
| Less Encumbered | | | 100,000 | |
| Available for Expenditure | | | 334,822 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|---------------------------------|----------------|----------|----------------|---------------|
| Pre-School Promise (288) | | | | |
| Revenues: | | | | |
| State | 603,000 | | 582,376 | 20,624 |
| Beg. Fund Balance* | | | 0 | 0 |
| Total Revenues | 603,000 | | 582,376 | 20,624 |
| Expenditures: | | | | |
| Instruction | 542,099 | | 544,094 | (1,996) |
| Support Services | 59,901 | | 38,282 | 21,619 |
| Enterprise | 1,000 | | | 1,000 |
| Facilities Acq & Const | | | | |
| End Fund Balance | | | | |
| Total Expenditures | 603,000 | 0 | 582,376 | 20,624 |
| Fund Balance | | | (0) | *** |

| | | | | |
|---------------------------------------------|------------------|----------|------------------|----------------|
| Student Investment Account (289/989) | | | | |
| Revenues: | | | | |
| State | 5,408,022 | | 5,408,022 | 0 |
| Beg. Fund Balance* | | | | 0 |
| Total Revenues | 5,408,022 | | 5,408,022 | 0 |
| Expenditures: | | | | |
| Instruction | 2,375,190 | | 2,168,290 | 206,900 |
| Support Services | 2,961,454 | | 2,698,088 | 263,367 |
| Enterprise | 50,000 | | 173,177 | (123,177) |
| Facilities Acq & Const | 21,378 | | 24,478 | (3,100) |
| End Fund Balance | | | | |
| Total Expenditures | 5,408,022 | 0 | 5,064,032 | 343,990 |
| Fund Balance | | | 343,990 | *** |

| | | | | |
|----------------------------------|------------------|----------|------------------|------------------|
| Curriculum (290) | | | | |
| Revenues: | | | | |
| Local | | | 108,155 | (108,155) |
| Transfers | 1,600,000 | | 1,600,000 | 0 |
| Beg. Fund Balance* | 1,900,000 | | 1,900,000 | 0 |
| Total Revenues | 3,500,000 | | 3,608,155 | (108,155) |
| Expenditures: | | | | |
| Instruction | 360,000 | | 7,810 | 352,190 |
| Contingency | 3,140,000 | | | 3,140,000 |
| End Fund Balance | | | | |
| Total Expenditures | 3,500,000 | 0 | 7,810 | 3,492,190 |
| Fund Balance | | | 3,600,345 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 3,600,345 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|--------------------------------------------------------|----------------|---------------|----------------|---------------|
| Small Schools Grant (291) WHS & Toledo 7-12 | | | | |
| Revenues: | | | | |
| Local | | | 5,369 | |
| State | 67,000 | | 74,067 | (7,067) |
| Beg. Fund Balance * | 143,000 | | 129,187 | 13,813 |
| Total Revenues | 210,000 | | 208,623 | 1,377 |
| Expenditures: | | | | |
| Instruction | 123,483 | | 46,652 | 76,831 |
| Support Services | 19,517 | | 10,533 | 8,984 |
| Enterprise | | | | 0 |
| Facilities Acq & Const | | | | |
| End Fund Balance | 67,000 | 67,000 | | 0 |
| Total Expenditures | 210,000 | 67,000 | 57,185 | 85,815 |
| Fund Balance | | | 151,438 | |
| Less Encumbered | | | 67,000 | |
| Available for Expenditure | | | 84,438 | |

| | | | | |
|----------------------------------|------------------|----------|------------------|----------------|
| High School Success (292) | | | | |
| Revenues: | | | | |
| State | 1,538,380 | | 1,371,758 | 166,622 |
| Beg. Fund Balance * | | | 0 | 0 |
| Total Revenues | 1,538,380 | | 1,371,758 | 166,622 |
| Expenditures: | | | | |
| Instruction | 607,942 | | 619,035 | (11,093) |
| Support Services | 930,438 | | 750,887 | 179,551 |
| End Fund Balance | | | | |
| Total Expenditures | 1,538,380 | 0 | 1,369,922 | 168,458 |
| Fund Balance | | | 1,836 | *** |

| | | | | |
|-----------------------------------|------------------|----------|------------------|--------------------|
| Building Maintenance (293) | | | | |
| Revenues: | | | | |
| Local | 25,000 | | 175,085 | (150,085) |
| State | | | | |
| Federal | | | | |
| Fund Tfrs/Asset Sales | 905,000 | | 905,000 | 0 |
| Beg. Fund Balance * | 1,373,000 | | 2,269,009 | (896,009) |
| Total Revenues | 2,303,000 | | 3,349,094 | (1,046,094) |
| Expenditures: | | | | |
| Support Services | 681,587 | | 528,539 | 153,048 |
| Enterprise | | | | |
| Facilities Acq & Const | 1,621,413 | | 746,257 | 875,156 |
| End Fund Bal/Tfrs | | | | |
| Total Expenditures | 2,303,000 | 0 | 1,274,796 | 1,028,204 |
| Fund Balance | | | 2,074,298 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 2,074,298 | |

* Beginning Fund Balances are Audited
 ** Fund Balances do NOT include encumbered expenditures
 *** Reimbursement Basis Grants, revenue received after funds expended, negative or low fund balance is normal

LINCOLN COUNTY SCHOOL DISTRICT

2023-24 SPECIAL REVENUE FUNDS FINANCIAL STATEMENTS as of June 30, 2024 at 8-31-24 UNAUDITED

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------|------------------|-----------------|--------------------|------------------|
| Food Services (294) | | | | |
| Revenues: | | | | |
| Local | 190,100 | | 159,162 | 30,938 |
| State | 35,000 | | 389,110 | (354,110) |
| Federal | 3,663,253 | | 2,304,187 | 1,359,066 |
| Beg. Fund Balance * | 900,000 | | 1,238,958 | (338,958) |
| Total Revenues | 4,788,353 | | 4,091,416 | 696,937 |
| Expenditures: | | | | |
| Instruction | 115,160 | | 97,207 | 17,954 |
| Support Services | 33,482 | | 34,929 | (1,447) |
| Enterprise | 4,089,711 | 571,152 | 3,283,277 | 235,281 |
| Facilities Acq & Const | 300,000 | | 23,106 | 276,894 |
| End Fund Balance | 250,000 | 250,000 | | 0 |
| Total Expenditures | 4,788,353 | 821,152 | 3,438,518 | 528,682 |
| Fund Balance | | | 652,898 *** | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|------------------|-----------------|-------------------|------------------|
| Student Activities (295) | | | | |
| Revenues: | | | | |
| Local | 1,300,000 | | 1,131,997 | 168,003 |
| Beg. Fund Balance * | 1,325,000 | | 1,243,391 | 81,609 |
| Total Revenues | 2,625,000 | | 2,375,387 | 249,613 |
| Expenditures: | | | | |
| Instruction | 1,315,000 | | 1,063,899 | 251,101 |
| Support Services | 95,000 | | 20,681 | 74,319 |
| Enterprise | 45,000 | | 87,723 | (42,723) |
| Contingency | 1,170,000 | | | 1,170,000 |
| Total Expenditures | 2,625,000 | - | 1,172,303 | 1,452,697 |
| Fund Balance | | | 1,203,085 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 1,203,085 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-------------------------------------|----------------|-----------------|-------------------|------------------|
| Outdoor School for All (296) | | | | |
| Revenues: | | | | |
| State | 149,098 | | 131,968 | 17,130 |
| Total Revenues | 149,098 | | 131,968 | 17,130 |
| Expenditures: | | | | |
| Instruction | 142,398 | | 121,514 | 20,884 |
| Support Services | 6,700 | | 8,744 | (2,044) |
| Total Expenditures | 149,098 | 0 | 130,258 | 18,840 |
| Fund Balance | | | 1,709 *** | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|------------------------------------|---------------|-----------------|-------------------|------------------|
| ODE Facilities Grants (297) | | | | |
| Revenues: | | | | |
| State Sources | 10,000 | | | 10,000 |
| Total Revenues | 10,000 | 0 | 0 | 10,000 |
| Expenditures: | | | | |
| Support Services | 10,000 | | | 10,000 |
| Total Expenditures | 10,000 | 0 | 0 | 10,000 |
| Fund Balance | | | | |

* Beginning Fund Balances are Audited

** Fund Balances do NOT include encumbered expenditures

*** Reimbursement Basis Grants, revenue received after funds expended, negative or low fund balance is normal

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|------------------|-----------------|-------------------|------------------|
| Technology (298) | | | | |
| Revenues: | | | | |
| Local | 136,015 | | 136,955 | (940) |
| Local - Tech Fees | 45,900 | | 54,338 | (8,438) |
| Federal | | | 53,358 | (53,358) |
| Transfers | 1,600,000 | | 1,600,000 | 0 |
| Beg. Fund Balance* | 1,446,893 | | 1,750,475 | (303,582) |
| Total Revenues | 3,228,808 | | 3,595,126 | (366,318) |
| Expenditures: | | | | |
| Instruction | 37,500 | | | 37,500 |
| Support Services | 729,739 | 2,265 | 224,579 | 502,895 |
| Contingency | 2,461,569 | | | 2,461,569 |
| End Fund Balance | | | | 0 |
| Total Expenditures | 3,228,808 | 2,265 | 224,579 | 3,001,964 |
| Fund Balance | | | 3,370,546 | |
| Less Encumbered | | | 2,265 | |
| Available for Expenditure | | | 3,368,282 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|---------------|-----------------|-------------------|------------------|
| Vehicle Replacement (299) | | | | |
| Revenues: | | | | |
| Local | 29,500 | | 62,123 | (32,623) |
| Sale of Assets | | | | 0 |
| Beg. Fund Balance * | 51,900 | | 40,410 | 11,490 |
| Total Revenues | 81,400 | | 102,533 | (21,133) |
| Expenditures: | | | | |
| Support Services | 81,400 | | 48,842 | 32,558 |
| End Fund Balance | | | | |
| Total Expenditures | 81,400 | 0 | 48,842 | 32,558 |
| Fund Balance | | | 53,692 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 53,692 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|--------------------------------------|-------------------|------------------|-------------------|------------------|
| PERS Bonds Debt Service (320) | | | | |
| Revenues: | | | | |
| Local | 5,082,765 | | 5,427,300 | (344,535) |
| Beg. Fund Balance * | 10,563,450 | | 10,709,267 | (145,817) |
| Total Revenues | 15,646,215 | | 16,136,567 | (490,352) |
| Expenditures: | | | | |
| Debt Service | 6,116,208 | | 6,116,208 | 1 |
| End Fund Balance | 9,530,007 | 9,530,007 | | 0 |
| Total Expenditures | 15,646,215 | 9,530,007 | 6,116,208 | 1 |
| Fund Balance | | | 10,020,360 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------------------|------------------|------------------|-------------------|------------------|
| GO Bonds Debt Service (330 & 331) | | | | |
| Revenues: | | | | |
| Local | 6,104,995 | | 6,420,327 | (315,332) |
| Transfers | 1,431,655 | | 1,431,650 | 5 |
| Beg. Fund Balance * | 1,354,500 | | 1,331,821 | 22,679 |
| Total Revenues | 8,891,150 | | 9,183,798 | (292,648) |
| Expenditures: | | | | |
| Debt Service | 5,290,500 | | 5,287,576 | 2,924 |
| Transfers | 1,431,650 | | 1,431,650 | 0 |
| End Fund Balance | 2,169,000 | 2,169,000 | | 0 |
| Total Expenditures | 8,891,150 | 2,169,000 | 6,719,226 | 2,924 |
| Fund Balance | | | 2,464,572 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------------|------------------|-----------------|-------------------|------------------|
| Capital Construction Fund (405) | | | | |
| Revenues: | | | | |
| Local | 1,095,672 | | 822,493 | 273,179 |
| Beg. Fund Balance * | 1,563,700 | | 1,785,693 | (221,993) |
| Total Revenues | 2,659,372 | | 2,608,186 | 51,186 |
| Expenditures: | | | | |
| Support Services | 459,372 | | | |
| Facilities Acq & Const | 2,200,000 | | 814,674 | 1,385,326 |
| End Fund Balance | | | | |
| Total Expenditures | 2,659,372 | 0 | 814,674 | 1,844,698 |
| Fund Balance | | | 1,793,512 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 1,793,512 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|------------------------------------------------|------------------|-----------------|-------------------|------------------|
| Future Property Purchases Reserve (420) | | | | |
| Revenues: | | | | |
| Local | 15,000 | | 49,152 | (34,152) |
| Fund Tfrs/Asset Sales | | | | |
| Beg. Fund Balance * | 1,061,018 | | 1,072,295 | (11,277) |
| Total Revenues | 1,076,018 | | 1,121,447 | (45,429) |
| Expenditures: | | | | |
| Facilities Acq & Const | 1,076,018 | | | 1,076,018 |
| Total Expenditures | 1,076,018 | | | 1,076,018 |
| Fund Balance | | | 1,121,447 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-------------------------------------------|------------------|-----------------|-------------------|------------------|
| Dental/Vision Self Insurance (610) | | | | |
| Revenues: | | | | |
| Local | 963,000 | | 963,341 | (341) |
| Beg. Fund Balance * | 1,215,000 | | 1,178,070 | 36,930 |
| Total Revenues | 2,178,000 | | 2,141,411 | 36,589 |
| Expenditures: | | | | |
| Support Services | 870,000 | | 810,370 | 59,630 |
| Contingency | 1,308,000 | | | 1,308,000 |
| Total Expenditures | 2,178,000 | | 810,370 | 1,367,630 |
| Fund Balance | | | 1,331,041 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 1,331,041 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-----------------------------------------|------------------|-----------------|-------------------|------------------|
| District Medical Group HRA (620) | | | | |
| Revenues: | | | | |
| Local | 874,600 | | 1,122,377 | (247,777) |
| Beg. Fund Balance | 2,120,000 | | 2,129,863 | (9,863) |
| Total Revenues | 2,994,600 | | 3,252,239 | (257,639) |
| Expenditures: | | | | |
| Support Services | 440,000 | 2,544 | 396,486 | 40,970 |
| End Fund Balance | 2,554,600 | | | 2,554,600 |
| Total Expenditures | 2,994,600 | 2,544 | 396,486 | 2,595,570 |
| Fund Balance | | | 2,855,754 | |
| Less Encumbered | | | 2,544 | |
| Available for Expenditure | | | 2,853,210 | |

LINCOLN COUNTY SCHOOL DISTRICT
Bills & Claims Over \$10,000 - All Funds

2023-24 Fiscal Year

August 2024

| Date | Payee | Description | Amount |
|----------|---------------------------------|-------------|-----------|
| 8/2/2024 | INTERNATIONAL BACCALAUREATE ORG | ANNUAL FEE | 12,660.00 |

2. Monthly Financial Report - August

General Fund Revenue & Expenditure Summary (Unaudited)

Fiscal Year 2024-25

Year To Date Transactions as of August 31, 2024

| | Period 1 Actual July '24 | Period 2 Projected Aug '24 | Period 3 Projected Sept '24 | Period 4 Projected Oct '24 | Period 5 Projected Nov '24 | Period 6 Projected Dec '24 | Period 7 Projected Jan '25 | Period 8 Projected Feb '25 | Period 9 Projected March '25 | Period 10 Projected April '25 | Period 11 Projected May '25 | Period 12 Projected June '25 | Period 13 Projected July '25 | Projected 2024-25 Totals | Adopted 2024-25 BUDGET | Year-To-Date 2024-25 Actuals | YTD Diff Budget vs. Projected | % of Budget |
|-------------------------------|--------------------------------|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|------------------------------------|--------------------------------|------------------------------|------------------------------------|-------------------------------------|----------------|
| REVENUES | | | | | | | | | | | | | | | | | | |
| LOCAL SOURCES: | | | | | | | | | | | | | | | | | | |
| Current year's levy | 244 | | | | 33,642,293 | 7,463,035 | 570,477 | 299,821 | 1,086,289 | 163,111 | 176,225 | 1,130,139 | 445,522 | 44,977,157 * | 44,976,913 | 244 | 244 | 0% |
| Prior years' taxes | 85 | 167,592 | 107,400 | 110,335 | 58,092 | 103,433 | 33,905 | 38,113 | 30,039 | 30,451 | 40,830 | 80,680 | 40,361 | 841,315 * | 805,000 | 85 | 36,315 | 0% |
| Interest on Investments | 207,984 | 205,657 | 43,787 | 36,594 | 58,246 | 152,433 | 138,833 | 124,016 | 119,206 | 86,989 | 92,903 | 116,247 | 29,403 | 1,412,296 | 1,090,000 | 207,984 | 322,296 | 19% |
| Fees Charged to Grants | | | 13,196 | 30,806 | 31,358 | 36,179 | 53,222 | 40,714 | 64,330 | 72,394 | 40,891 | 174,516 | 89,036 | 646,642 | 650,000 | - | (3,358) | 0% |
| Rentals | | | 1,648 | 1,738 | 1,801 | | 1,750 | | | 1,459 | | 1,604 | | 10,000 | 10,000 | - | - | 0% |
| Contributions | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Other Local Income | 4,691 | 2,492 | 49,882 | 97,135 | 87,717 | 115,770 | 84,227 | 64,996 | 101,886 | 107,045 | 124,412 | 99,170 | 313,033 | 1,252,455 | 1,283,546 | 4,691 | (31,091) | 0% |
| INTERMEDIATE SOURCES: | | | | | | | | | | | | | | | | | | |
| ESD - Severe Disab Support | | | | | | 90,000 | | | | | 90,000 | | | 180,000 | 180,000 | - | - | 0% |
| County School Fund | | | | | | 150,000 | | | | | 150,000 | | | 300,000 * | 300,000 | - | - | 0% |
| Other, Hvy Eq Rent Tax, etc | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| STATE SOURCES: | | | | | | | | | | | | | | | | | | |
| SSF- Current Year | 3,766,492 | 1,882,116 | 1,895,458 | 1,895,458 | 1,916,805 | 1,919,135 | 1,913,151 | 1,927,549 | 1,915,707 | 1,834,602 | 1,856,947 | | | 22,723,419 | 22,763,459 | 3,766,492 | (40,040) | 17% |
| SSF- Prior Year | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Common School Fund | | | | | | | 331,620 | | | | | | 331,620 | 663,240 * | 663,240 | - | - | 0% |
| State Timber | | | | | 226,341 | | | 70,022 | | | | 203,637 | | 500,000 * | 500,000 | - | - | 0% |
| Unrstd Grants, HCD, Wildfire | | | | 648,019 | | | | | | | 536,277 | | | 1,184,296 | 1,184,296 | - | - | 0% |
| FEDERAL SOURCES: | | | | | | | | | | | | | | | | | | |
| Federal Forest Fees | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Foster Care Transp Reimb | | | | | | | | 22,046 | | | | 27,954 | | 50,000 | 50,000 | - | - | 0% |
| OTHER RESOURCES: | | | | | | | | | | | | | | | | | | |
| Interfund Transfer | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Sale of Assets/Ins Proceeds | | | | | | | | | | | | | | 0 | | - | - | #DIV/0! |
| Beginning Fund Balance | 16,828,192 | | | | | | | | | | | | | 16,828,192 | 15,281,164 | 16,828,192 | 1,547,028 | 110% |
| Total Monthly Revenues | 20,807,687 | 2,257,857 | 2,111,371 | 2,820,084 | 36,022,653 | 10,029,984 | 3,127,186 | 2,565,230 | 3,339,502 | 2,296,051 | 3,108,485 | 1,833,947 | 1,248,974 | 91,569,012 | 89,737,618 | 20,807,687 | 1,831,394 | 23% |
| CUMULATIVE RESOURCES | 20,807,687 | 23,065,544 | 25,176,915 | 27,996,999 | 64,019,652 | 74,049,636 | 77,176,822 | 79,742,052 | 83,081,554 | 85,377,605 | 88,486,091 | 90,320,038 | 91,569,012 | | | | | |

| | | | | | | | | | | | | | | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| EXPENDITURES | | | | | | | | | | | | | | | | | | |
| Salaries (100) | 640,032 | 921,545 | 2,756,341 | 2,806,856 | 2,950,831 | 2,837,129 | 2,787,254 | 2,907,975 | 2,809,452 | 2,782,946 | 2,929,087 | 6,916,651 | | 34,046,098 | 33,893,322 | 640,032 | 152,776 | 2% |
| Employee benefits (200) | 276,432 | 391,588 | 1,518,498 | 1,532,882 | 1,583,391 | 1,536,091 | 1,528,640 | 1,557,911 | 1,565,104 | 1,560,853 | 1,596,523 | 4,019,626 | 11,556 | 18,679,095 | 18,721,528 | 276,432 | (42,433) | 1% |
| Purchased services (300) | 1,254,143 | 794,565 | 1,098,923 | 1,498,472 | 1,481,450 | 2,028,904 | 1,642,815 | 1,613,749 | 1,703,185 | 1,697,157 | 2,064,567 | 1,698,857 | 452,504 | 19,029,292 | 19,521,069 | 1,254,143 | (491,777) | 6% |
| Supplies (400) | 97,577 | 175,245 | 206,785 | 195,595 | 167,031 | 144,425 | 124,552 | 121,653 | 122,009 | 160,232 | 210,654 | 300,201 | 208,959 | 2,234,918 | 2,365,569 | 97,577 | (130,651) | 4% |
| Capital outlay (500) | | 19,480 | 6,986 | 10,277 | 11,338 | 7,723 | 4,451 | 2,686 | 8,647 | 16,810 | | | 10,493 | 98,891 | 146,000 | - | (47,109) | 0% |
| Insurance/Other (600) | 957,114 | 27,588 | 24,844 | 21,439 | 23,768 | 13,510 | 12,994 | 8,484 | 6,554 | 11,020 | 38,977 | 17,506 | 18,647 | 1,182,445 | 1,186,285 | 957,114 | (3,840) | 81% |
| Interfund Transfers (700) | | | | | | | 4,800,005 | | | | | | | 4,800,005 | 4,800,005 | - | - | 0% |
| Contingency (800) | | | | | | | | | | | | | | 0 | 3,750,000 | - | - | 0% |
| Unappropriated Funds (800) | | | | | | | | | | | | | | 0 | 5,353,840 | - | - | 0% |
| Total Monthly Expenditures | 3,225,299 | 2,330,011 | 5,612,377 | 6,065,520 | 6,217,808 | 6,567,783 | 10,896,261 | 6,214,223 | 6,208,991 | 6,220,855 | 6,856,619 | 12,952,841 | 702,159 | 80,070,745 | 89,737,618 | 3,225,299 | (563,033) | 4% |
| CUMULATIVE EXPENDITURES | 3,225,299 | 5,555,310 | 11,167,687 | 17,233,207 | 23,451,014 | 30,018,797 | 40,915,058 | 47,129,281 | 53,338,272 | 59,559,126 | 66,415,745 | 79,368,586 | 80,070,745 | | | | | |
| Month-end Fund Balance | 17,582,388 | 17,510,235 | 14,009,228 | 10,763,793 | 40,568,638 | 44,030,839 | 36,261,764 | 32,612,771 | 29,743,283 | 25,818,479 | 22,070,345 | 10,951,452 | 11,498,268 | 11,498,268 | | | | 17,582,388 |

Revenue Assumptions:

Projection amounts based on Adopted Budget and avg % received during same time period over past 8 years

Beginning Fund Balance of \$16,314,011 is estimated as of 8-7-24 & subject to change as the year is closed out.

Beg Fund Bal est of \$16,828,192 at 8-31-24 subject to change. Increase of \$514,181 partially reflects expenses moved to grant funds.

*** Local Revenue - Projected** 47,281,711

Local Revenue included in 6/20/24 SSF Estimate 47,246,946

Estimated 2024/25 SSF Adjustment (May 2026) (34,766) Depends on Actual Local Revenue at Yr End

Anticipated Ending Fund Balance 11,463,502

Less Unappropriated Ending Fund Balance (7% Required) & Contingency (9,103,840)

Excess Ending Fund Balance 2,359,662 Primarily from Beg Fund Balance Estimate

Expenditure Assumptions:

Projection amounts based on Adopted Budget and avg % expended during same time period over past 8 years

| Monthly ADM - Prior Years | | | | | | Monthly | Monthly ADM | YTD ADM |
|---------------------------|----------------|---------|---------|---------|---------|-----------------|-------------|---------|
| 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | ADMr Comparison | 2023-24 | 2023-24 |
| 5,523.3 | 5,567.9 | 4,892.4 | 5,163.5 | 5,095.5 | 4,959.1 | September | | |
| 5,549.3 | 5,586.5 | 4,945.8 | 5,189.8 | 5,111.6 | 4,984.2 | October | | |
| 5,541.6 | 5,596.7 | 4,968.0 | 5,191.8 | 5,109.0 | 4,974.9 | November | | |
| 5,538.8 | 5,585.9 | 5,089.1 | 5,192.9 | 5,098.5 | 4,961.0 | December | | |
| 5,512.2 | 5,577.6 | 5,054.0 | 5,184.1 | 5,095.4 | 4,945.4 | January | | |
| 5,491.0 | 5,569.1 | 5,052.3 | 5,180.8 | 5,103.0 | 4,935.4 | February | | |
| 5,476.0 | COVID-19 | 5,048.6 | 5,170.4 | 5,101.0 | 4,911.4 | March | | |
| 5,447.3 | ADM Frozen | 5,048.6 | 5,167.2 | 5,097.6 | 4,872.3 | April | | |
| 5,401.7 | 2nd Qtr (Dec) | 5,049.0 | 5,157.0 | 5,093.8 | 4,859.1 | May | | |
| 5,482.5 | | 5,090.2 | 5,122.6 | 5,007.0 | | June | | |
| 5,482.5 | | 5090.2 | 5122.6 | 5072.2 | | June YTD | | |

Lincoln County School District
2024-25 Monthly Comparison - General Fund Projected to Actual
August 2024

| REVENUES | Projected** | Actual | Actual Compared to Projected | Comments |
|-----------------------------------|-------------------|-------------------|------------------------------------|------------------------------------------------------------|
| LOCAL SOURCES: | | | | |
| Current year's levy | | | - | * |
| Prior years' taxes | 126,775 | 167,592 | 40,817 | * |
| Interest on Investments | 48,518 | 205,657 | 157,139 | Not Segregated to Sp Funds Varies Monthly by Exp Levels |
| Fees Charged to Grants | 3,358 | | (3,358) | |
| Rentals | | | - | |
| Contributions | | | - | |
| Other Local Income | 22,052 | 2,492 | (19,560) | |
| INTERMEDIATE SOURCES: | | | | |
| ESD - Severe Disability Support | | | - | |
| County School Fund | | | - | * |
| Other, Hvy Eq Rent Tax, etc | | | - | |
| STATE SOURCES: | | | | |
| SSF- Current Year | 1,895,458 | 1,882,116 | (13,342) | * |
| SSF- Prior Year | | | - | * |
| Common School Fund | | | - | * |
| State Timber | | | - | * |
| Unrestricted Grants | | | - | * |
| FEDERAL SOURCES: | | | | |
| Federal Forest Fees | | | - | |
| Foster Care Transport Reimb | | | - | |
| OTHER RESOURCES: | | | | |
| Interfund Transfer | | | - | |
| Sale of Assets/Ins Proceeds | | | - | |
| Beginning Fund Balance | 15,281,164 | 16,828,192 | 1,547,028 | Estimate-will change |
| Total Monthly Revenue | 17,377,324 | 19,086,049 | 1,708,725 | Primarily BFB Increase |
| EXPENDITURES | | | | |
| Salaries (100) | 775,013 | 921,545 | 146,532 | |
| Employee benefits (200) | 381,720 | 391,588 | 9,868 | |
| Purchased services (300) | 1,451,367 | 794,565 | (656,801) | |
| Supplies (400) | 253,652 | 175,245 | (78,407) | |
| Capital outlay (500) | 51,597 | 19,480 | (32,117) | |
| Insurance/Other (600) | 126,436 | 27,588 | (98,848) | |
| Interfund Transfers (700) | | | - | |
| Contingency (800) | | | | |
| Unappropriated Funds (800) | | | | |
| Total Monthly Expenditures | 3,039,785 | 2,330,011 | (709,774) | |

*Indicates SSF formula revenue -- excesses are returned to the State

** Projections based on budget and average % received/expended during same time period over past 8 years

Lincoln County School District
2024-25 General Fund - Purchased Services Monthly Comparison
August 2024

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | YTD Total |
|-----------------------|------------------|----------------|------|-----|-----|-----|-----|-----|-------|-------|-----|------|------------------|
| Prof Instruction Svcs | 1,413 | 6,627 | | | | | | | | | | | 8,041 |
| Cleaning Services | 190,642 | 191,984 | | | | | | | | | | | 382,626 |
| Repairs & Maint | 4,554 | 4,456 | | | | | | | | | | | 9,010 |
| Rentals | 4,846 | 20,039 | | | | | | | | | | | 24,885 |
| Utilities | 30,042 | 15,424 | | | | | | | | | | | 45,466 |
| Transportation | 1,297 | 11,543 | | | | | | | | | | | 12,839 |
| Travel | 20 | 6,761 | | | | | | | | | | | 6,781 |
| Telephone | | 8,210 | | | | | | | | | | | 8,210 |
| Postage | 1,695 | 2,245 | | | | | | | | | | | 3,940 |
| Advertising | | 20 | | | | | | | | | | | 20 |
| Printing & Binding | | 9,055 | | | | | | | | | | | 9,055 |
| Data Lines | | 60 | | | | | | | | | | | 60 |
| Charter School Pmts | 972,459 | 486,971 | | | | | | | | | | | 1,459,430 |
| Tuition | | 29,728 | | | | | | | | | | | 29,728 |
| Audit Services | | | | | | | | | | | | | - |
| Legal Services | | 165 | | | | | | | | | | | 165 |
| Architect/Engr Svcs | | | | | | | | | | | | | - |
| Neg/Labor Consltg | | | | | | | | | | | | | - |
| Managemnt Svcs | | | | | | | | | | | | | - |
| Data/Tech Svcs | | 75 | | | | | | | | | | | 75 |
| Election Services | | | | | | | | | | | | | - |
| Other Gen Prof Svcs | 47,176 | 1,203 | | | | | | | | | | | 48,379 |
| Total | 1,254,143 | 794,565 | - | - | - | - | - | - | - | - | - | - | 2,048,709 |

For Reference Only:

| | | | | | | | | | | | | | |
|--------------------------------------|----------------|----------------|---|---|---|---|---|---|---|---|---|---|----------|
| Less Transportation | (1,297) | (11,543) | - | - | - | - | - | - | - | - | - | - | - |
| Charter Sch Pmts | (972,459) | (486,971) | - | - | - | - | - | - | - | - | - | - | - |
| Balance of Purchased Services | 280,387 | 296,052 | - | - | - | - | - | - | - | - | - | - | A |

Notes:

A: Removing Transportation & Charter Payments with their irregular payment patterns from the totals smooths the monthly totals for comparison purposes. For Reference Only.

LINCOLN COUNTY SCHOOL DISTRICT

2024-25 SPECIAL REVENUE FUNDS FINANCIAL STATEMENTS as of August 31, 2024 UNAUDITED

| | Budget | Encumb'd | YTD Actual | Remaining |
|--------------------------------------------------------------|-------------------|------------------|------------------|-------------------|
| Special Revenues & Grants (200-285 & 900-994) | | | | |
| Revenues: | | | | |
| Local | 1,120,618 | | 294,232 | 826,386 |
| Intermediate | | | | |
| State | 3,660,104 | | | 3,660,104 |
| Federal | 8,052,219 | | | 8,052,219 |
| Fund Tfrs/Asset Sales | | | | |
| Beg. Fund Balance * | 2,058,244 | | 2,194,065 | (135,821) |
| Total Revenues | 14,891,185 | | 2,488,297 | 12,402,888 |
| Expenditures: | | | | |
| Instruction | 6,033,926 | 3,242,391 | 696,479 | 2,095,056 |
| Support Services | 6,608,041 | 1,730,921 | 426,070 | 4,451,050 |
| Enterprise | 631,578 | 168,489 | 818 | 462,271 |
| Facilities Acq & Const | 1,384,860 | 478,599 | 205,091 | 701,170 |
| End Fund Bal/Tfrs | 232,780 | | | 232,780 |
| Total Expenditures | 14,891,185 | 5,620,400 | 1,328,458 | 7,942,327 |
| Fund Balance | | | 1,159,839 | *** |

| | Budget | Encumb'd | YTD Actual | Remaining |
|----------------------------------|----------------|----------|---------------|----------------|
| Indigenous Peoples (286) | | | | |
| Revenues: | | | | |
| Local | | | | |
| Fund Tfrs/Asset Sales | 100,000 | | | 100,000 |
| Beg. Fund Balance * | 94,975 | | 95,154 | (179) |
| Total Revenues | 194,975 | 0 | 95,154 | 99,821 |
| Expenditures: | | | | |
| Instruction | 94,975 | | | 94,975 |
| Support Services | | | | 0 |
| End Fund Balance | 100,000 | | | 100,000 |
| Total Expenditures | 194,975 | 0 | 0 | 194,975 |
| Fund Balance | | | 95,154 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 95,154 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|----------------------------------|----------------|----------------|----------------|----------------|
| Musical Instruments (287) | | | | |
| Revenues: | | | | |
| Transfers | 100,000 | | | |
| Beg. Fund Balance * | 495,640 | | 434,822 | 60,818 |
| Total Revenues | 595,640 | | 434,822 | 160,818 |
| Expenditures: | | | | |
| Instruction | 355,000 | | | 355,000 |
| Support Services | 40,640 | | | 40,640 |
| End Fund Balance | 200,000 | 200,000 | | 0 |
| Total Expenditures | 595,640 | 200,000 | 0 | 395,640 |
| Fund Balance | | | 434,822 | |
| Less Encumbered | | | 200,000 | |
| Available for Expenditure | | | 234,822 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|---------------------------------|----------------|----------------|----------------|----------------|
| Pre-School Promise (288) | | | | |
| Revenues: | | | | |
| State | 563,400 | | | 563,400 |
| Beg. Fund Balance * | | | 0 | 0 |
| Total Revenues | 563,400 | | 0 | 563,400 |
| Expenditures: | | | | |
| Instruction | 512,010 | 461,785 | 1,538 | 48,687 |
| Support Services | 37,069 | 11,676 | 3,787 | 21,606 |
| Enterprise | 14,321 | 7,930 | | 6,391 |
| Facilities Acq & Const | | | | |
| End Fund Balance | | | | |
| Total Expenditures | 563,400 | 481,391 | 5,324 | 76,684 |
| Fund Balance | | | (5,324) | *** |

| | Budget | Encumb'd | YTD Actual | Remaining |
|---------------------------------------------|------------------|------------------|----------------|------------------|
| Student Investment Account (289/989) | | | | |
| Revenues: | | | | |
| State | 5,345,320 | | | 5,345,320 |
| Beg. Fund Balance * | | | 343,990 | (343,990) |
| Total Revenues | 5,345,320 | | 343,990 | 5,001,330 |
| Expenditures: | | | | |
| Instruction | 2,401,025 | 1,670,000 | 102,320 | 628,705 |
| Support Services | 2,767,074 | 2,284,794 | 19,641 | 462,639 |
| Enterprise | 177,221 | | | 177,221 |
| Facilities Acq & Const | | | | 0 |
| End Fund Balance | | | | |
| Total Expenditures | 5,345,320 | 3,954,794 | 121,961 | 1,268,566 |
| Fund Balance | | | 222,029 | *** |

| | Budget | Encumb'd | YTD Actual | Remaining |
|----------------------------------|------------------|----------------|------------------|------------------|
| Curriculum (290) | | | | |
| Revenues: | | | | |
| Local | | | | 0 |
| Transfers | 2,000,000 | | | 2,000,000 |
| Beg. Fund Balance * | 3,624,186 | | 3,600,345 | 23,841 |
| Total Revenues | 5,624,186 | | 3,600,345 | 2,023,841 |
| Expenditures: | | | | |
| Instruction | 281,460 | 210,190 | 95,250 | (23,980) |
| Contingency | 5,342,726 | | | 5,342,726 |
| End Fund Balance | | | | |
| Total Expenditures | 5,624,186 | 210,190 | 95,250 | 5,318,746 |
| Fund Balance | | | 3,505,095 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 3,505,095 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|--------------------------------------------------------|----------------|---------------|----------------|---------------|
| Small Schools Grant (291) WHS & Toledo 7-12 | | | | |
| Revenues: | | | | |
| Local | | | | |
| State | 74,300 | | | 74,300 |
| Beg. Fund Balance * | 88,052 | | 151,438 | (63,386) |
| Total Revenues | 162,352 | | 151,438 | 10,914 |
| Expenditures: | | | | |
| Instruction | 65,691 | | 171 | 65,521 |
| Support Services | 22,361 | | | 22,361 |
| Enterprise | | | | 0 |
| Facilities Acq & Const | | | | |
| End Fund Balance | 74,300 | 74,300 | | 0 |
| Total Expenditures | 162,352 | 74,300 | 171 | 87,882 |
| Fund Balance | | | 151,268 | |
| Less Encumbered | | | 74,300 | |
| Available for Expenditure | | | 76,968 | |

| | Budget | Encumb'd | YTD Actual | Remaining |
|----------------------------------|------------------|----------------|-----------------|------------------|
| High School Success (292) | | | | |
| Revenues: | | | | |
| State | 1,498,394 | | | 1,498,394 |
| Beg. Fund Balance * | | | 1,836 | (1,836) |
| Total Revenues | 1,498,394 | | 1,836 | 1,496,558 |
| Expenditures: | | | | |
| Instruction | 724,443 | 417,845 | 10,559 | 296,039 |
| Support Services | 773,951 | 273,754 | 69,407 | 430,790 |
| End Fund Balance | | | | |
| Total Expenditures | 1,498,394 | 691,599 | 79,966 | 726,829 |
| Fund Balance | | | (78,130) | *** |

| | Budget | Encumb'd | YTD Actual | Remaining |
|-----------------------------------|------------------|---------------|------------------|------------------|
| Building Maintenance (293) | | | | |
| Revenues: | | | | |
| Local | 71,022 | | 213 | 70,809 |
| State | | | | |
| Federal | | | | |
| Fund Tfrs/Asset Sales | 1,300,000 | | | 1,300,000 |
| Beg. Fund Balance * | 2,225,881 | | 2,074,298 | 151,583 |
| Total Revenues | 3,596,903 | | 2,074,511 | 1,522,392 |
| Expenditures: | | | | |
| Instruction | 300,000 | | | 300,000 |
| Support Services | 1,216,500 | 5,178 | 71,217 | 1,140,104 |
| Enterprise | | | | |
| Facilities Acq & Const | 2,080,403 | 34,505 | 682,139 | 1,363,759 |
| End Fund Bal/Tfrs | | | | |
| Total Expenditures | 3,596,903 | 39,683 | 753,357 | 2,803,863 |
| Fund Balance | | | 1,321,155 | |
| Less Encumbered | | | 39,683 | |
| Available for Expenditure | | | 1,281,472 | |

* Beginning Fund Balances are Unaudited Estimates
 ** Fund Balances do NOT include encumbered expenditures
 *** Reimbursement Basis Grants, revenue received after funds expended, negative or low fund balance is normal

LINCOLN COUNTY SCHOOL DISTRICT

2024-25 SPECIAL REVENUE FUNDS FINANCIAL STATEMENTS as of August 31, 2024 UNAUDITED

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------|------------------|-----------------|--------------------|------------------|
| Food Services (294) | | | | |
| Revenues: | | | | |
| Local | 239,500 | | | 239,500 |
| State | 35,000 | | | 35,000 |
| Federal | 3,299,661 | | | 3,299,661 |
| Beg. Fund Balance * | 400,000 | | 652,898 | (252,898) |
| Total Revenues | 3,974,161 | | 652,898 | 3,321,263 |
| Expenditures: | | | | |
| Instruction | 116,323 | 77,003 | 15,584 | 23,736 |
| Support Services | 34,870 | 29,781 | 5,992 | (904) |
| Enterprise | 3,822,968 | 112,844 | 262,968 | 3,447,156 |
| Facilities Acq & Const | | 6,258 | 103,283 | (109,540) |
| End Fund Balance | | | | 0 |
| Total Expenditures | 3,974,161 | 225,886 | 387,827 | 3,360,448 |
| Fund Balance | | | 265,071 *** | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|------------------|-----------------|-------------------|------------------|
| Student Activities (295) | | | | |
| Revenues: | | | | |
| Local | 1,300,000 | | 98,421 | 1,201,579 |
| Beg. Fund Balance * | 1,500,000 | | 1,203,085 | 296,915 |
| Total Revenues | 2,800,000 | | 1,301,506 | 1,498,494 |
| Expenditures: | | | | |
| Instruction | 1,470,000 | 53,343 | 88,458 | 1,328,199 |
| Support Services | 110,000 | | 754 | 109,246 |
| Enterprise | 50,000 | | 2,000 | 48,000 |
| Contingency | 1,170,000 | | | 1,170,000 |
| Total Expenditures | 2,800,000 | 53,343 | 91,211 | 2,655,445 |
| Fund Balance | | | 1,210,294 | |
| Less Encumbered | | | 53,343 | |
| Available for Expenditure | | | 1,156,951 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-------------------------------------|----------------|-----------------|-------------------|------------------|
| Outdoor School for All (296) | | | | |
| Revenues: | | | | |
| State | 169,958 | | | 169,958 |
| Total Revenues | 169,958 | | 0 | 169,958 |
| Expenditures: | | | | |
| Instruction | 158,677 | 28,968 | | 129,709 |
| Support Services | 11,281 | | | 11,281 |
| Total Expenditures | 169,958 | 28,968 | 0 | 140,990 |
| Fund Balance | | | 0 *** | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|------------------------------------|---------------|-----------------|-------------------|------------------|
| ODE Facilities Grants (297) | | | | |
| Revenues: | | | | |
| State Sources | | | | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |
| Expenditures: | | | | |
| Support Services | 10,000 | | | 10,000 |
| Total Expenditures | 10,000 | 0 | 0 | 10,000 |
| Fund Balance | | | | |

* Beginning Fund Balances are Unaudited Estimates
 ** Fund Balances do NOT include encumbered expenditures
 *** Reimbursement Basis Grants, revenue received after funds expended, negative or low fund balance is normal

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|------------------|-----------------|-------------------|------------------|
| Technology (298) | | | | |
| Revenues: | | | | |
| Local | 38,015 | | | 38,015 |
| Local - Tech Fees | | | 4,905 | (4,905) |
| Federal | | | | |
| Transfers | 1,300,000 | | | 1,300,000 |
| Beg. Fund Balance* | 3,310,915 | | 3,368,282 | (57,367) |
| Total Revenues | 4,648,930 | | 3,373,187 | 1,275,743 |
| Expenditures: | | | | |
| Instruction | | | | 0 |
| Support Services | 539,915 | 57,184 | 33,566 | 449,165 |
| Contingency | 500,000 | | | 500,000 |
| End Fund Balance | 3,609,015 | | | 3,609,015 |
| Total Expenditures | 4,648,930 | 57,184 | 33,566 | 4,558,180 |
| Fund Balance | | | 3,339,621 | |
| Less Encumbered | | | 57,184 | |
| Available for Expenditure | | | 3,282,437 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------|---------------|-----------------|-------------------|------------------|
| Vehicle Replacement (299) | | | | |
| Revenues: | | | | |
| Local | 52,050 | | 1,396 | 50,654 |
| Sale of Assets | | | | 0 |
| Beg. Fund Balance * | 35,455 | | 53,692 | (18,237) |
| Total Revenues | 87,505 | | 55,088 | 32,417 |
| Expenditures: | | | | |
| Support Services | 87,505 | | | 87,505 |
| End Fund Balance | | | | |
| Total Expenditures | 87,505 | 0 | 0 | 87,505 |
| Fund Balance | | | 55,088 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 55,088 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|--------------------------------------|-------------------|------------------|-------------------|------------------|
| PERS Bonds Debt Service (320) | | | | |
| Revenues: | | | | |
| Local | 4,963,418 | | 219,509 | 4,743,909 |
| Beg. Fund Balance * | 10,190,020 | | 10,020,360 | 169,660 |
| Total Revenues | 15,153,438 | | 10,239,869 | 4,913,569 |
| Expenditures: | | | | |
| Debt Service | 6,410,917 | | | 6,410,917 |
| End Fund Balance | 8,742,521 | 8,742,521 | | 0 |
| Total Expenditures | 15,153,438 | 8,742,521 | 0 | 6,410,917 |
| Fund Balance | | | 10,239,869 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------------------|-------------------|-----------------|-------------------|-------------------|
| GO Bonds Debt Service (330 & 331) | | | | |
| Revenues: | | | | |
| Local | 6,489,976 | | 24,803 | 6,465,173 |
| Transfers | 6,515,005 | | | 6,515,005 |
| Beg. Fund Balance * | 1,350,977 | | 2,464,572 | (1,113,595) |
| Total Revenues | 14,355,958 | | 2,489,375 | 11,866,583 |
| Expenditures: | | | | |
| Debt Service | 378,776 | | | 378,776 |
| Transfers | 6,515,000 | | | 6,515,000 |
| End Fund Balance | 7,462,182 | | | 7,462,182 |
| Total Expenditures | 14,355,958 | 0 | 0 | 14,355,958 |
| Fund Balance | | | 2,489,375 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|----------------------------------------|------------------|-----------------|-------------------|------------------|
| Capital Construction Fund (405) | | | | |
| Revenues: | | | | |
| Local | 588,020 | | 16,636 | 571,384 |
| Beg. Fund Balance * | 1,659,350 | | 1,793,512 | (134,162) |
| Total Revenues | 2,247,370 | | 1,810,148 | 437,222 |
| Expenditures: | | | | |
| Support Services | 282,370 | | | |
| Facilities Acq & Const | 1,965,000 | 41,544 | 97,290 | 1,826,166 |
| End Fund Balance | | | | |
| Total Expenditures | 2,247,370 | 41,544 | 97,290 | 2,108,536 |
| Fund Balance | | | 1,712,858 | |
| Less Encumbered | | | 41,544 | |
| Available for Expenditure | | | 1,671,314 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|------------------------------------------------|------------------|-----------------|-------------------|------------------|
| Future Property Purchases Reserve (420) | | | | |
| Revenues: | | | | |
| Local | | | | 0 |
| Fund Tfrs/Asset Sales | | | | |
| Beg. Fund Balance * | 1,125,265 | | 1,121,447 | 3,818 |
| Total Revenues | 1,125,265 | | 1,121,447 | 3,818 |
| Expenditures: | | | | |
| Facilities Acq & Const | 1,125,265 | | | 1,125,265 |
| Total Expenditures | 1,125,265 | | | 1,125,265 |
| Fund Balance | | | 1,121,447 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-------------------------------------------|------------------|-----------------|-------------------|------------------|
| Dental/Vision Self Insurance (610) | | | | |
| Revenues: | | | | |
| Local | 983,456 | | 30,453 | 953,003 |
| Beg. Fund Balance * | 1,212,504 | | 1,331,041 | (118,537) |
| Total Revenues | 2,195,960 | | 1,361,494 | 834,466 |
| Expenditures: | | | | |
| Support Services | 860,518 | | 144,087 | 716,431 |
| Contingency | 1,335,442 | | | 1,335,442 |
| Total Expenditures | 2,195,960 | | 144,087 | 2,051,873 |
| Fund Balance | | | 1,217,407 | |
| Less Encumbered | | | 0 | |
| Available for Expenditure | | | 1,217,407 | |

| | <u>Budget</u> | <u>Encumb'd</u> | <u>YTD Actual</u> | <u>Remaining</u> |
|-----------------------------------------|------------------|-----------------|-------------------|------------------|
| District Medical Group HRA (620) | | | | |
| Revenues: | | | | |
| Local | 904,573 | | 12,539 | 892,034 |
| Beg. Fund Balance | 2,664,117 | | 2,853,210 | (189,093) |
| Total Revenues | 3,568,690 | | 2,865,749 | 702,941 |
| Expenditures: | | | | |
| Support Services | 440,000 | 20,430 | 81,685 | 337,885 |
| End Fund Balance | 3,128,690 | | | 3,128,690 |
| Total Expenditures | 3,568,690 | 20,430 | 81,685 | 3,466,575 |
| Fund Balance | | | 2,784,064 | |
| Less Encumbered | | | 20,430 | |
| Available for Expenditure | | | 2,763,634 | |

LINCOLN COUNTY SCHOOL DISTRICT
Bills & Claims Over \$10,000 - All Funds
2024-25 Fiscal Year
August 2024

| Date | Payee | Description | Amount |
|-------------|----------------------------------|-----------------------------------------------------|---------------|
| 8/2/2024 | WILLAMETTE ESD | BEHAVIOR PROGRAMS SOFTWARE - DESSA | 16,393.00 |
| 8/2/2024 | STILE EDUCATION | MIDDLE SCHOOL SCIENCE CURRICULUM | 88,350.00 |
| 8/2/2024 | CURTIS RESTAURANT EQUIPMENT | HOT FOOD COUNTER - TOES | 13,250.00 |
| 8/2/2024 | COPELAND LUMBER YARDS, INC | SUPPLIES - VARIOUS PROJECTS | 12,888.93 |
| 8/2/2024 | BUILDERS FIRST SOURCE | ROOFING MATERIAL - CVH | 14,786.32 |
| 8/2/2024 | BROWN & BROWN NORTHWEST | AIG EXCESS CYBER INSURANCE POLICY | 24,562.00 |
| 8/2/2024 | APPLE INC. | LEARNING LAB IPADS - TOHS, NMS, NHS | 35,640.00 |
| 8/2/2024 | ROAD & DRIVEWAY CO | PLAYGROUND & PARKING SPEED BUMPS - YVE | 11,586.45 |
| 8/8/2024 | NORTHWEST SPORTS TURF SOLUTIONS | FOOTBALL TURF FIELD - TAHS | 227,950.00 |
| 8/8/2024 | NEIGHBORS FOR KIDS | SUMMER LEARNING PROGRAM CONTRACTED SVCS | 45,440.83 |
| 8/9/2024 | CREATIVE LEADERSHIP SOLUTIONS | PROFESSIONAL LEARNING - SECONDARY MATH | 26,250.00 |
| 8/9/2024 | SODEXO, INC & AFFILIATES (CUST) | 2024-25 CUSTODIAL CONTRACT | 192,332.49 |
| 8/16/2024 | WOOZ FLOORING | FLOOR INSTALLATION -TAES AND OLE | 26,729.32 |
| 8/16/2024 | WAXIE | CUSTODIAL SUPPLIES - VARIOUS LOCATIONS | 26,239.25 |
| 8/16/2024 | OREGON COAST COMM. COLLEGE | SUMMER TERM TUITION | 11,307.00 |
| 8/16/2024 | LATHAM CENTERS, INC. | MONTHLY TUITION - OUT OF STATE SPECIAL ED PLACEMENT | 29,727.76 |
| 8/16/2024 | COASTAL CONTRACTING, INC. | SIDING AND SOFFITS - ARCADIA FEMA WILDFIRE GRANT | 55,000.00 |
| 8/16/2024 | BTW FLOORING LLC | FLOOR INSTALLATION - TAES AND OLE | 14,681.00 |
| 8/16/2024 | ARMORZONE | FOOTBALL HELMET LEASE - NHS | 13,845.00 |
| 8/23/2024 | SEESAW LEARNING, INC | ELEMENTARY SOFTWARE | 18,450.00 |
| 8/23/2024 | SCENARIO LEARNING LLC | SAFE SCHOOLS EMPLOYEE TRAINING | 16,300.00 |
| 8/23/2024 | OREGON SCHOOL ACTIVITIES ASSN | MEMBERSHIPS & FEES -TAHS, TOHS, NHS, WHS | 14,765.00 |
| 8/23/2024 | OETC | ADOBE CREATIVE CLOUD SOFTWARE | 12,125.00 |
| 8/23/2024 | NOTABLE, INC - KAMI | VIRTUAL LEARNING SOFTWARE | 14,250.00 |
| 8/23/2024 | NORTHWEST PLAYGROUND EQUIP INC. | PLAYGROUND EQUIPMENT - YVE (ESSER III) | 75,451.29 |
| 8/23/2024 | MID-WESTERN FOOTBALL OFFICIALS | FEES - TAHS, NHS, WHS | 14,880.00 |
| 8/23/2024 | JERRY PRATER CONSTRUCTION, INC | ROOFING - CVH, SCE, TAES, NMS | 114,510.00 |
| 8/23/2024 | HUDL | SPORTS VIDEO SOFTWARE - NHS, TAHS | 18,900.00 |
| 8/23/2024 | GUEST COMMUNICATIONS CORP | EMERGENCY PLAN BOOKLETS - ESSER III | 49,821.62 |
| 8/23/2024 | DEMCO, INC. | LEARNING LAB MEDIA TABLES - NHS, NMS, TOHS, TAHS | 33,402.74 |
| 8/23/2024 | CREATIVE LEADERSHIP SOLUTIONS | PROFESSIONAL LEARNING - SECONDARY PLCS & LANG ACQ | 15,000.00 |
| 8/23/2024 | COPELAND LUMBER YARDS, INC | BUILDING SUPPLIES - VARIOUS LOCATIONS | 12,743.57 |
| 8/23/2024 | EDDYVILLE CHARTER SCHOOL | 2024-25 SSF PAYMENT | 256,787.48 |
| 8/23/2024 | SILETZ VALLEY CHARTER SCHOOL | 2024-25 SSF PAYMENT | 229,697.00 |
| 8/30/2024 | YACHATS YOUTH & FAM. ACTIV. PROG | SUMMER LEARNING GRANT CONTRACTED SERVICES | 21,069.55 |
| 8/30/2024 | VARSITY SPIRIT FASHIONS | CHEER UNIFORMS - NHS | 11,389.56 |
| 8/30/2024 | OVERHEAD DOOR COMP. OF SALEM | STEEL FIRE DOOR - SCE KITCHEN REMODEL | 17,310.00 |
| 8/30/2024 | OREGON ABATEMENT LLC | ASBESTOS TILE REMOVAL - TAES | 16,375.00 |
| 8/30/2024 | OETC | MS OFFICE 365 SOFTWARE, LAPTOP CASES | 24,716.00 |
| 8/30/2024 | NORTHSIDE FORD TRUCK SALES | 2 FOOD SERVICES VEHICLES | 125,867.32 |
| 8/30/2024 | BUILDERS FIRST SOURCE | SUPPLIES - ARCADIA FEMA WILDFIRE MITIGATION GRANT | 16,330.87 |
| 8/30/2024 | B&H PHOTO-VIDEO, INC | NETWORK SERVER | 20,066.94 |
| 8/30/2024 | PACIFIC COAST SIGN SUPPLY | 3D PRINTER & ART SUPPLIES - GEAR UP & SB FUNDS WHS | 18,197.48 |

**LINCOLN COUNTY SCHOOL DISTRICT
INVESTMENT REPORT
August 31, 2024**

| | |
|-----------------------------------------------------------------|----------------------|
| Oregon State Treasury - Local Government Investment Pool | |
| Beginning Balance | \$ 33,735,978 |
| Additions | 1,875,798 |
| Reductions | 3,000,000 |
| Ending Balance | \$ 32,611,776 |

| | |
|-----------------------------------------------------------------------------------|-------------------|
| Oregon State Treasury - Local Government Investment Pool - 2002 PERS Bonds | |
| Beginning Balance | \$ 497,210 |
| Additions | 254,690 |
| Reductions | (0) |
| Ending Balance | \$ 751,900 |

| | |
|-----------------------------------------------------------------------------------|---------------------|
| Oregon State Treasury - Local Government Investment Pool - 2003 PERS Bonds | |
| Beginning Balance | \$ 664,697 |
| Additions | 337,544 |
| Reductions | (0) |
| Ending Balance | \$ 1,002,240 |

| | |
|-------------------------------------------------|----------------------|
| Oregon Coast Bank - Money Market Account | |
| Beginning Balance | \$ 12,019,196 |
| Additions | 3,050,079 |
| Reductions | 1,900,000 |
| Ending Balance | \$ 13,169,275 |

| | |
|--------------------------------------------------------------------------|---------------------|
| Oregon Coast Bank - 13 Month Time CD (Fund 331 QSCB Sinking Fund) | |
| 3.8% | |
| Beginning Balance | \$ 1,812,277 |
| Additions | - |
| Reductions | - |
| Ending Balance | \$ 1,812,277 |

| | |
|-----------------------|----------------------|
| Monthly Totals | |
| Beginning Balance | \$ 48,729,358 |
| Additions | \$ 5,518,110 |
| Reductions | \$ 4,900,000 |
| Ending Balance | \$ 49,347,469 |

| | | | |
|------------------------------|--------------------|--------------------|----------------------|
| <u>Interest Rates</u> | <u>June</u> | <u>July</u> | <u>August</u> |
| LGIP | 5.20% | 5.27% | 5.30% |
| Oregon Coast Bank | 5.12% | 5.12% | 5.12% |

d. First Student Report (Written)

Talking Points-Please contact me at Darleen.vanriper@firstgroup.com with any comments or questions.

1. Back-to-School Huddle & Bustle

Day one of the 2024-2025 school year was a busy one in the bussing world. Our days are once again starting at 5:00AM to get the first route on the road and end at 7:00PM with the last After-School Program bus rolling back in. On Tuesday morning, all routes ran relatively smoothly while the office was very busy with parent calls. The afternoon was a little more hectic, as a few students were registered late which meant that their transportation requests had not yet been fulfilled. Overall, it was a busy and productive day with a few delays due to first-day jitters throughout the county.

2. Diversity & Inclusion

Every month, First Student’s Diversity & Inclusion Council shares a D&I Moment topic, focused on the elements of Adopting an Inclusive Mindset. As leaders, we are given the opportunity to share these Moment and encourage D&I at our locations. The intention is to encourage employees to take time to think about diversity and inclusion at the workplace and as a part of their daily lives. This month’s Moment revolves around Respect.



3. From Registration onto the Bus

Many parents express frustration over delays in routing their students, especially when they register after the cutoff date. At that point, transportation requests must be submitted by schools via the R2X routing tool, which can lengthen the process. Parents are often surprised by the complexity of routing. To avoid delays, we recommend registering students before the cutoff date. Early registrations are processed by schools and automatically uploaded into our routing system (Versatrans) nightly. We then route students based on daily transportation reports.

For late registrations, after routes are built, requests are handled on a "first come, first served" basis through R2X. Families are informed of pick-up and drop-off times once routing is complete.

4. Driver/Candidate Comparison Report (as of 9/5/2024)

| | 8/9/2024 | | 9/10/2024 | |
|---------------------------------------------------|----------|-----------------|-----------|-----------------|
| Lincoln County Bus Routes | 73 | Driver Shortage | 73 | Driver Shortage |
| Drivers on hand (LOA excluded)-Expected to Return | 52 | 21 | 49 | 24 |
| Out of Town Drivers | 0 | 21 | 7 | 17 |
| Routes not currently serviced (combos) | 16 | 5 | 16 | 1 |
| Other Considerations: | | | | |
| Cover Drivers positions not staffed | 5 | 26 | 5 | 29 |
| Route Monitor positions not staffed | 3 | | 15 | |
| Drivers on LOA/FMLA/WC (Regular & Casual) | 0 | | 3 | |
| Casual Drivers with limited availability | 8 | | 6 | |
| LCSD & FS Staff Able to Drive | 7 | | 7 | |

Data is subject to frequent changes.

As we came closer to the beginning of the school year, we had a few folks who decided that this may not be the right job for them. Most of our candidates are still in training, and we continue to receive applications. To successfully begin the school year, seven OOT drivers were sent our way, and they will remain with us as long as we can keep them. Unfortunately, we faced two open routes on Tuesday that needed to be covered by staff.

5. Upcoming Events

We are starting a committee that will be responsible for organizing and facilitating employee events. We are looking forward to cook-offs, themed dress-up days,¹⁶ and other fun events.

Management is reintroducing Weekly Townhall meetings. “Town Hall” meetings are an extension of First Student’s Open-Door Policy. These meetings are designed to give employees a chance to meet, as a group, with their management team to discuss work related topics that affect more than one employee.

- e. Food Services Report (Written)
 - 1. Nutrition Services Report

THE MONTHLY FEED-SEPTEMBER 2024

jamie.nicholson@lincoln.k12.or.us
sara.gibson@lincoln.k12.or.us
patty.graves@lincoln.k12.or.us

NUTRITION SERVICES

Lincoln County School District
School Meals Gardens Food Pantry



Meet our school teams!



Waldport
High/Middle
School



Toledo
Elementary
School



Sam Case
Elementary
School



Newport
Middle School





Welcome back to another great year !

WHAT'S GROWING ON? -LCSD SCHOOL GARDENS-

Summer School was Pretty SWEET!

K-6 Summer School students got daily doses of garden lessons. They explored topics like creating spaces for our pollinator friends, how water moves through the environment, how to use compasses to help plants grow, the flavors and fragrances of plants, mini-microgreen nutrition powerhouse farms, and creating wearable art with plant pigments. It was a joy to see all the hands-on learning and exploration that was taking place in the classrooms and gardens.



Toledo High summer school students had a lesson on honey bees and their importance in Oregon agriculture. The students learned how to harvest and process comb honey.



Want to be part of an amazing team?
Go to us.sodexo.com or call (541) 336-2156.



@lcsdschoolgardens



@Lincoln County Oregon School Gardens

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)



The Fresh Fruit and Vegetable Program (FFVP) is an important tool in our effort to combat childhood obesity. The program has been successful in introducing elementary school children (K-8) to a variety of produce that they otherwise might not have the opportunity to try.

This month's offerings include: Kiwi, Pears, Star Fruit, Avocado, Pineapple, Blackberries, Tangerines, and Orange Cauliflower.

DID YOU KNOW?

The Star Fruit gets its name from its star-like shape when sliced crosswise.



166 pounds



The weight above represents school garden harvests from 7/1/24 to the end of the prior month that have been put back into school meals.

8. Board Reports
9. Superintendent's Report
 - a. First Read - Policy Batch 3

OSBA Model Sample Policy

Code: EBBB
Adopted:

Injury/ or Illness Reports

{This policy was originally released with the April 2024 Policy Update. Following that release, OSBA determined that a correction was necessary. This correction was made in May 2024 and this policy was re-released. This version includes the correction. Required policy. ORS 339.309 requires a district school board establish policy for reporting incidents, e.g., injury.}

All injuries/ or illnesses¹, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. [Staff members will report self-administered first-aid² treatment to an immediate supervisor.] All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related³ illness or injury to an employee resulting in overnight in-patient hospitalization for medical treatment⁴ other than first aid, loss of an eye, amputation or avulsion⁵, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁶ shall be reported⁷ to OSHA within eight hours.

ALL injuries or /illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students

¹ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

³ An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting condition injury or illness. (OAR 437-001-0700(6))

⁴ "Medical treatment" includes managing or caring for the management or care of a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor physician or other licensed health care professional solely for observation or counseling; diagnostic procedures, such as x rays and blood tests, including administering prescription medications used solely for diagnostic purposes; and or any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

⁵ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁶ A "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁷ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records ~~and reports on serious~~ on injuries, illnesses, ~~including~~ and accidents involving district property, ~~or~~ employees, students or visiting publics, ~~and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

~~The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually.~~ These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the [superintendent] [Board] ~~for review [annually⁸].~~

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0700](#)

[OAR 437-002-0360](#)

[OAR 437-001-0704](#)

[OAR 437-002-0377](#)

[OAR 437-001-0015](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

⁸~~[Annual reporting is required, but may occur more often.]~~

OSBA Model Sample Policy

Code: GBNAB/JHFE
Adopted:

Suspected Abuse of a Child Reporting Requirements**

{Required policy. ORS 339.372 requires school boards to adopt policy on reporting of suspected child abuse.}

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system^[2] or to ~~the~~ a law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner described above ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known,~~ The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ a designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {⁷} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {⁸} licensed administrator position title] who shall also report to the Board chair.

*Asst Sup
or HRE
Director*

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~and~~ or the ~~local~~ centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 -

⁷ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

⁸ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. [A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.]

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~[[strongly] [discouraged] [prohibited]].~~

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

~~Senate Bill 51 (2021).~~

R10/05/214/04/24 | LF

Suspected Abuse of a Child Reporting Requirements** – GBNAB/JHFE

OSBA Model Sample Policy

Code: GBNAB/JHFE-AR(1)
Revised/Reviewed:

Reporting of Suspected Abuse of a Child

{Required administrative regulation. ORS 339.372 requires school boards to have procedures for reporting on, and responding to reports of, suspected abuse of a child.}

Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse¹ shall ~~orally~~ make a report ~~or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of the~~ to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system^[2] or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the~~ DHS ~~or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015,~~ and to ~~the~~ a designated licensed administrator or alternate licensed administrator for their school building.

~~If known,~~ The report ~~shall~~ must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the [insert {⁴} licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include adult, student or other child.

⁴ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

*Asst Super
or
HR Director*

report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of district administrator who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave⁵ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor⁶, agent or volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services.] [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁷ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.]

yes to both brackets

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

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

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

⁵ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁶ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁷ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS ~~or its designee~~ or law enforcement pursuant to law.

district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Definitions

1. Oregon law ~~recognizes these and other types of abuse~~ defines “abuse” in ORS 419B.005(1):
 - a. ~~Physical;~~
 - b. ~~Neglect;~~
 - c. ~~Mental injury;~~
 - d. ~~Threat of harm;~~
 - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ a child in care, as defined in ORS 418.257.
3. [A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.]

Confidentiality of Records

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

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by ~~this~~ policy or this administrative regulation, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator unless the school administrator is the subject of the investigation. [When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form.] If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or

designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

OSBA Model Sample Policy

Code: GCDA/GDDA
Adopted:

Criminal Records Checks and Fingerprinting *

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees ^{1} not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees² not identified under Oregon Revised Statutes (ORS) 342.223³ are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district⁴ or private school, and has not resided outside the state between the two periods of employment^{5}.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the [district.] [individual. An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.]

The district [may⁶] [shall not] begin the employment of an individual [on a probationary basis pending] [before] the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁷ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any

¹ {If the district wants to include the larger section on TSPC-licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC-licensed individuals, omit this bracketed language.}

² Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

³ ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

⁴ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁵ {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

⁶ Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

⁷ See OAR 581-021-0511(8).

crime, the individual [may] [will not] be employed by the district, or if employed by the district [may] [will] be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law [may] [will not] be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

yes [Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.]

OR

this section not needed bc of above line
[Requirements for TSPC Licensed, Certified or Registered Individuals

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.]

Requirements for Contractors^{8}

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁹ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

⁸ {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

⁹ "Direct, unsupervised contact with students" means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

The superintendent [or designee] will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification¹⁰ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual [may] [will] be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

{¹¹} The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. List of other positions subject to this fingerprinting, if any.

*No to this section.
Volunteers ≠ fingerprints
paid coaches = fingerprints*

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a state and national criminal records check based on fingerprints.]

OK {¹²} Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

¹⁰ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

¹¹ {If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}

¹² {If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}

Keep w/ yellow

[The service of a volunteer allowed to have direct, unsupervised contact with students [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a criminal records check.]

[A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, [will] [will not] be required to submit to an in-state criminal records check.]

[A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number [may] [will] result in immediate termination from the ability to volunteer in the district.]

[Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [district].] Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the [individual] [district].

[A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.]

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or [volunteer] forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;
3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment[,] [or] contract status[or the ability to volunteer in the district];
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;

5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts[,] [or] ODE forms [(written or electronic)] [may] [will] result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status[;] [.]
7. [A volunteer candidate ^{veep} who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number [may] [will] result in immediate termination from the ability to volunteer in the district.] [The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.]

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment[,] [or] contract[or volunteering].

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

OSBA Model Sample Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or

¹ {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).}

³ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without ~~the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats~~ consent^{4,5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ⁶physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

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

| Name | Position | Phone | Email |
|---------|----------|-------|-------|
| _____ | _____ | _____ | _____ |
| [_____] | | | |

[This] [These] individual[s] [is] [are] responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX coordinator.⁷] See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

⁴ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

⁷ {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.^{8}]

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.]

⁸ {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

When a student or staff member is harassed by a third party, the district will consider the following:

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.]

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

⁹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include¹⁰:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

[Oregon Department of Education (ODE) Support

¹⁰ Remember confidentiality laws when providing any information.

The ODE will provide technical assistance and training upon request.]

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹¹;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

¹¹ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.^{12}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹³ The district shall treat complainants and respondents equitably by providing supportive measures¹⁴ to the complainant and by following a grievance procedure¹⁵ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁶

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

¹² {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹³ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁴ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹⁴ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁵ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁶ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁷ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary¹⁸, or both.]

No Retaliation

Neither the district or any person may retaliate¹⁹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [district] student handbook and on the [school] [district] website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or district staff member, or third party] [person] upon request.

END OF POLICY

Legal Reference(s):

| | | |
|------------------------------------|-------------------------------------|-----------------------------------------|
| <u>ORS 243.706</u> | <u>ORS 342.850</u> | <u>ORS 659A.030</u> |
| <u>ORS 332.107</u> | <u>ORS 342.865</u> | |
| <u>ORS 342.700</u> | <u>ORS 659.850</u> | <u>OAR 581-021-0038</u> |
| <u>ORS 342.704</u> | <u>ORS 659A.006</u> | <u>OAR 584-020-0040</u> |
| <u>ORS 342.708</u> | <u>ORS 659A.029</u> | <u>OAR 584-020-0041</u> |

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

¹⁸ Of the United States Department of Education.

¹⁹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

OSBA Model Sample Policy

Code: JHFE/GBNAB
Adopted:

Suspected Abuse of a Child Reporting Requirements**

{Required policy. ORS 339.372 requires school boards to adopt policy on reporting of suspected child abuse.}

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report immediately by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system^[2] or to ~~the~~ a law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner described above ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known,~~ The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency pursuant to ORS 419B.015, and to ~~the~~ a designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {⁷} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

*Asst Sup
or
HR Director*

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {⁸} licensed administrator position title] who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~and~~ or the ~~local~~ centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 -

⁷ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

⁸ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. [A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.]

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~[[strongly] [discouraged] [prohibited]].~~

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).
~~Senate Bill 51 (2021).~~

R10/05/214/04/24 | LF

Suspected Abuse of a Child Reporting Requirements** – JHFE/GBNAB

OSBA Model Sample Policy

Code: JHFE/GBNAB-AR(1)
Revised/Reviewed:

Reporting of Suspected Abuse of a Child

{Required administrative regulation. ORS 339.372 requires school boards to have procedures for reporting on, and responding to reports of, suspected abuse of a child.}

Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse¹ shall ~~orally~~ make a report ~~or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of the~~ to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system^[2] or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the DHS or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015,~~ and to ~~the~~ a designated licensed administrator or alternate licensed administrator for their school building.

~~If known,~~ The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the [insert {⁴} licensed administrator position title] who shall refer the report to the Board chair.

*Asst Sup
or
Dir
Director*

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include adult, student or other child.

⁴ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of district administrator who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave⁵ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor^{6}, agent or volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services.] [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁷ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.]

yes to both brackets

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

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

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

⁵ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁶ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁷ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS ~~or its designee~~ or law enforcement pursuant to law.

district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Definitions

1. Oregon law ~~recognizes these and other types of abuse~~ defines “abuse” in ORS 419B.005(1):
 - a. ~~Physical;~~
 - b. ~~Neglect;~~
 - c. ~~Mental injury;~~
 - d. ~~Threat of harm;~~
 - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child caring agency~~ a child in care, as defined in ORS 418.257.
3. [A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.]

Confidentiality of Records

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

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by ~~this policy or this administrative regulation~~, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator unless the school administrator is the subject of the investigation. [When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form.] If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or

designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

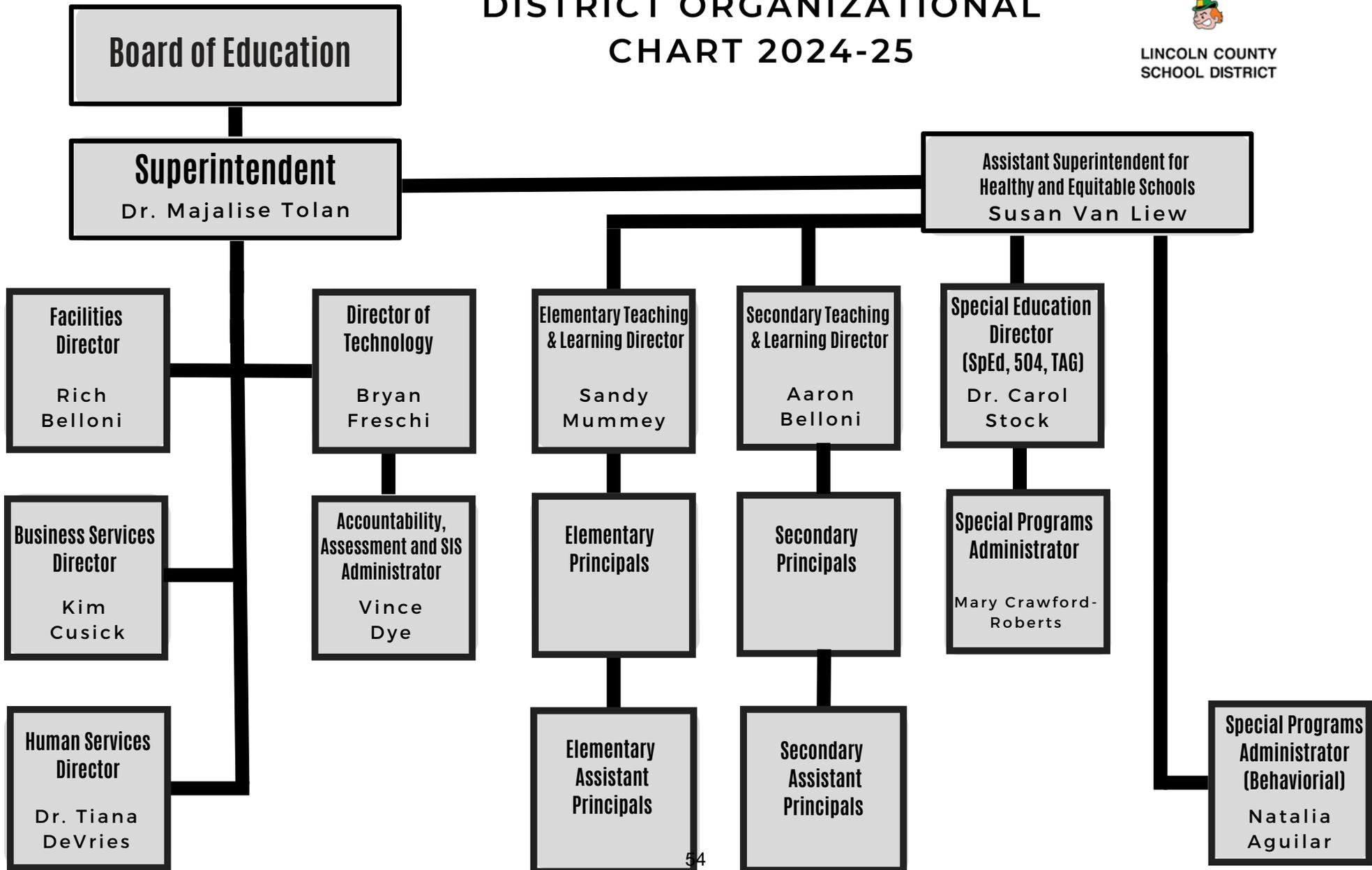
Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

b. Organizational Chart & Directors of Programs Chart

LINCOLN COUNTY SCHOOL DISTRICT ORGANIZATIONAL CHART 2024-25





LINCOLN COUNTY
SCHOOL DISTRICT

LCSD Directors of Programs 2024-25

Superintendent Dr. Majalise Tolan

**Superintendent:
Majalise Tolan**

- School Board
- Policy
- District Clerk & Budget Officer
- Charter Schools
- Communication
- Community Partnerships

**Assistant Superintendent of
Healthy and Equitable Schools:
Susan Van Liew**

- Title IX Coordinator - students
- Emergency Management/SROS
- Integrated Guidance
- Continuous Improvement Plan
- Building complaints
- Athletics and Activities
- Crisis support
- Litigation/subpoenas
- Community Partnerships
 - DHS
 - LCPH/LCBH
- Legal Document (Custody) support
- Homeless Education and Literacy Project (H.E.L.P.)
- 21st Century Afterschool Program
- Tribal Attendance Promising Practices (TAPP)

(continued below)

**Business Services Director:
Kim Cusick**

- Business Services
 - Budget & financial reports
 - Audits
 - Banking & investments
 - Contracts, grants & fundraisers
 - Student body funds
- Deputy Clerk
 - Sign contracts, grants & other legal documents
 - Borrow up to \$5 million
 - Dispose of surplus equipment & supplies up to \$25,000
- District insurance
 - Renewals & claims
 - Certificates of Insurance
 - Risk management
 - Student accident reports
- Nutrition Services Director

**Human Resources Director:
Dr. Tiana DeVries**

- Grow Your Own
- Level Q - alternating years
- Title IX Coordinator - staff
- Litigation: employees
- Labor Management and contract negotiations
- Employee supervision and evaluation
- Employee performance and conduct
- Employee orientation and onboarding
- Payroll and benefits
- Substitute management
- Volunteer management

**Facilities Director:
Rich Belloni**

- Direct Facilities & Maintenance
 - Manage & Maintain all District facilities - schools, all buildings and vacant property
- Asbestos Manager
- District Courier
- First Student Transportation
- Sodexo Food - facilities side
- Sodexo Custodial
- Deputy Clerk
 - Sign contracts, grants & other legal documents
 - Borrow up to \$5 million
 - Dispose of surplus equipment & supplies up to \$25,000

**Director of Special Education (SpEd,
504, TAG): Dr. Carol Stock**

- Special Education
 - LCSD special education services and programs
 - Special education services at Charter Schools & Olalla Day Treatment Program
 - YTP [Youth Transition Program]
 - SWEET [Summer Work Experience] Program
 - Special Education Coordinator
 - Adaptive PE
- Talented & Gifted Program [TAG]
- Section 504
- Nursing Department

**Coordinator of Special Education:
Mary Crawford-Roberts**

- Special Education policy & procedure
- School Psychologists
- Synergy SE Trainer & Liaison
- Special Education records

**Assistant Superintendent of
Healthy and Equitable Schools:
Susan Van Liew**

(continued from above)

- Supports for meeting student wellness needs in the community
 - PAADA Leadership Academy
 - School Based Health Clinics
 - Student Health Survey
 - Menstrual Dignity Act
 - Communicable Disease Management Plan

**Special Programs Admin (Behaviorial):
Natalia Aguilar**

- Positive Behavior Intervention and Support (PBIS)
- Restorative practices
- Synergy/MTSS (Multi-Tiered Systems of Support)
 - Student Support Facilitators (SSFs)
- Devereux Student Strengths Assessment (DESSA)
- Attendance intervention and support
 - Attendance Advisor
- Disciplinary Policy & Procedure
- Comprehensive School Counseling - Elementary (CSCP)
- Health Services Advocates H.S.A.s
- Service Coordinators
- LCBH Co-Facilitated Tier 2 small groups

Elementary Director: Sandy Mummey

- Elementary curriculum and instruction
- Early learning
- English Language Development/ Language Acquisition
- Title I Intervention Programs
- Enhanced Core Reading instruction
- Dyslexia Coordinator
- Federal programs
- New teacher mentoring

Secondary Director: Aaron Belloni

- Career and Technical Education
- AVID District Director
- Post Secondary programs and college partnerships
- Secondary curriculum and instruction
- Comprehensive School Counseling - Secondary (CSCP)
- Secondary new teacher mentoring
- Title IV: Indian Education

**Technology Director:
Bryan Freschi**

- Network Infrastructure
- Communication systems (Google, etc.)
- Cyber security
- Student data privacy
- Teacher/Student device management
- Educational Technology
- Computer Science Lead
- Media program

**Accountability, Assessment and
SIS Admin: Vince Dye**

- State reporting
- State assessment
- District Data Coordinator
- Student Information Systems Administration/training
- Student records - physical

10. Adoption of the Consent Calendar
 - a. Minutes of the Board
 - b. Human Resources
 1. Board Personnel Action

Board Agenda — September 10, 2024 — Personnel Action

Licensed Hire (s):

| | |
|------------------|------------------------------------------------|
| Tara White | ESOL Teacher/Crestview Heights & Waldport High |
| Olivia Schroeder | Music Teacher/Oceanlake |
| Sandra Jouglard | Math & Science Teacher/Compass Online |
| Marsted Hall | Math Teacher/Taft 7-12 |

Classified Hire (s):

| | |
|-------------------|----------------------------------------------------|
| Dylan Eder | Student Support Facilitator/Newport Middle |
| John Taylor | Graduation Coach/Taft 7-12 |
| Churvonne Garrett | Graduation Coach/Newport Middle |
| Nikki Cleveland | Special Education Teaching Asst II/Taft Elementary |
| Mary Goodhue | Special Education Teaching Asst II/Taft 7-12 |
| Vernon Pierce | Special Education Teaching Asst II/Taft 7-12 |
| Andrea Gonzalez | Hispanic Family Community Liaison/Newport High |
| Kathleen Hackett | Student Support Facilitator/Taft 7-12 |
| Dawn Price | Special Education Teaching Asst II/Taft 7-12 |
| Jeff Borton | Special Education Teaching Asst II/Taft 7-12 |
| Shelby Woods | Special Education Teaching Asst I//Waldport High |
| Joe Nino | Special Education Teaching Asst II/Taft 7-12 |
| Magaly Huerta | Special Education Teaching Asst II/Oceanlake |
| Kenia Fonseca | Bilingual Customer Service Coordinator/Oceanlake |
| Lexi Tice | Early Childhood Teaching Asst/Newport High |
| Alissa Mobley | Early Childhood Teaching Asst/Toledo Jr-Sr High |

Coach Hire (s):

Meggie Chapman Boys Soccer Coach/Taft 7-12

Resignation(s):

Mary Hartman Music Teacher Resignation
Oceanlake 8/27/2021 – 6/30/2024

Andrew Tipken Special Education Teaching Asst Resignation
Waldport High 8/31/2023 – 6/30/2024

Jacob Presley Special Education Teaching Asst II Resignation
Newport Middle 1/10/2024 – 6/30/2024

Rose Hollingsworth Licensed Teacher Resignation
2023-2024 Leave of Absence 9/1/2020 – 6/30/2024

c. Board

1. Second Read/Adoption - Policy Batch 2

OSBA Model Sample Policy

Code: AC

Adopted:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

[The Board designates the [insert position title(s)] as the district's civil rights coordinator.] [The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. {²}]

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² {For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}

Legal Reference(s):

| | | |
|---------------------------------------|-----------------------------------------|---------------------------------------------|
| ORS 174.100 | ORS 659A.003 | ORS 659A.321 |
| ORS 192.630 | ORS 659A.006 | ORS 659A.409 |
| ORS 326.051(1)(e) | ORS 659A.009 | OAR 581-002-0001 – 002-0005 |
| ORS 332.505 | ORS 659A.029 | OAR 581-021-0045 |
| ORS 408.230 | ORS 659A.030 | OAR 581-021-0046 |
| ORS 659.805 | ORS 659A.040 | OAR 581-021-0047 |
| ORS 659.815 | ORS 659A.103 - 659A.145 | OAR 581-022-2310 |
| ORS 659.850 - 659.860 | ORS 659A.230 - 659A.233 | OAR 581-022-2370 |
| ORS 659.865 | ORS 659A.236 | OAR 839-003 |
| ORS 659A.001 | ORS 659A.309 | |

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

~~House Bill 2935 (2021).~~

~~House Bill 3041 (2021).~~

OSBA Model Sample Policy

Code: CBC

Adopted:

Superintendent's Contract

{Optional policy. Contract provisions come from a variety of sources, including ORS 332.505, 342.549, 342.815.}

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district³, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

[The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.]

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

~~³ Also includes taking any action that conflicts with law that applies to education services districts.~~

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)

OSBA Model Sample Policy

Code: CBG
Adopted:

Evaluation of the Superintendent

{Required policy. OAR 581-022-2405 requires districts to “adopt and implement personnel policies which address...evaluation procedures.” **Review the superintendent contract** before adopting **to ensure there is no conflicting language**; modify policy as needed.}

The Board will formally evaluate the superintendent’s job performance [at least once each year]. The evaluation will be based on the superintendent’s ~~administrative~~ job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent’s personnel file.

At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

~~[ORS 342.513](#)~~
~~[ORS 342.815](#)~~

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

OSBA Model Sample Policy

Code: CCG

Adopted:

Evaluation of Administrators

{Required Policy. OAR 581-022-2405 requires districts to “adopt and implement personnel policies which address...evaluation procedures.” Review any employment contracts before adopting to ensure there is no conflicting language. Many of the legal requirements in this policy apply only to those who meet the definition of administrator in ORS 342.815, but the district may have administrators that do not meet that definition (e.g., business manager, transportation supervisor).}

The superintendent will implement and supervise an evaluation system for administrators. The purpose of administrator evaluations is to assist an administrator with developing and strengthening professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

[Evaluation and support systems established by the district must evaluate administrators on a regular cycle.] [A formal evaluation will be conducted [regularly] [at least once each year].]

The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator’s evaluation shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other teachers and administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\),\(8\)](#)
[ORS 332.505](#)
[ORS 342.120](#)

[ORS 342.815](#)
[ORS 342.850](#)
[ORS 342.856](#)
[OAR 581-022-2405](#)

[OAR 581-022-2410](#)
[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Lincoln County School District

Code: **DJA**
Adopted: 1/14/14
Revised/Readopted: 1/11/22
Orig. Code(s): DJA

District Procurement

Proposed Updates
on pages 3+5 only.
1st Read in August.

(KW)

1. Contract Review Board

Pursuant to ORS 279A.060, the Board of the Lincoln County School District (the "Board") designates the Board as the Local Contract Review Board for the Lincoln County School District. The Board shall have all of the powers granted for contracts concerning the Lincoln County School District (the "district").

- a. The Board, acting as the Local Contract Review Board, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

2. Pursuant to ORS 279A.065(5)(a), the model rules adopted by the Attorney General under ORS 279A.065 do not apply to the district, except where specifically noted. Articles I through XV are adopted pursuant to the authority granted to the Board by ORS 279A.065 and ORS 279A.070 for the purpose of establishing standard procedures for awarding and entering into contract by the district. This resolution and its provisions, as may later be amended, shall constitute the means of carrying out the powers and duties of the Board under ORS Chapters 279A, 279B and 279C.

3. Definitions

- a. "Affected person" or "affected offeror" means a person whose ability to participate in a procurement is adversely affected by a decision of the district.
- b. "Competitive bidding" means the solicitation by the Board or public contracting officer of competitive offers which follow the formal process for advertising, bid and bid opening required of districts by Title 30 of the ORS and ORS Chapters 279A, 279B and 279C (and this policy).
- c. "Competitive quotes" means the solicitation of offers from competing vendors or providers of services. The solicitation may be made by advertisement or a request to vendors to make an offer. The solicitation and the offer may be in writing or oral.
- d. "Competitive range" means the proposers with whom the district will conduct discussions or negotiations if the contracting agency intends to conduct discussions or negotiations pursuant to ORS 279B.060 or ORS 279C.410.
- e. "Contract review authority" means the Board or the public contracting officer.
- f. "Goods and services" has the meaning set out in ORS 279B.005.
- g. "Offer" means a written offer to provide goods or services in response to a solicitation document.
- h. "Offeror" means a person who submits an offer.
- i. "Project" means the specific task or undertaking of constructing, reconstructing, renovating, maintaining or repairing real property and/or improvements thereon, which is customarily contracted or subcontracted as a single task or undertaking.
- j. "Public contracting officer" means the superintendent or designee and shall have general supervision of all public contracts for the district.

- k. “Public contract” means a sale or other disposal, or a purchase, lease, rental or other acquisition by the district of personal property, services, including personal services, public improvements, public works, minor alterations or ordinary repair or maintenance necessary to preserve a public improvement. “Public contract” does not include grants.
- l. “Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district. “Public improvement” does not include:
 - (1) Projects for which no funds of a contracting agency are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
 - (2) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.
- m. “Public improvement contract” means a public contract for a public improvement. “Public improvement contract” does not include a public contract for emergency work, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement.
- n. “Solicitation document” means an Invitation to Bid, Request for Proposals, Request for Quotes or other similar document issued to invite offers from prospective contractors pursuant to ORS Chapter 279B or 279C. The following are not solicitation documents unless they invite offers from prospective contractors: a Request for Qualifications, a prequalification of bidders, a request for information or a request for product prequalification. A project-specific selection document under a price agreement that has resulted from a previous solicitation document is not itself a solicitation document.
- o. “Writing” means letters, characters and symbols inscribed on paper by hand, print, type or other method of impression, intended to represent or convey particular ideas or meanings. “Writing,” when required or permitted by law, or required or permitted in a solicitation document, also means letters, characters and symbols made in electronic form and intended to represent or convey particular ideas or meanings.
- p. “Written” means existing in writing.

4. **Competitive Bids; Exemptions**

All Public Contracts shall be based upon formal competitive bids except:

- a. Contracts made with other public agencies or the federal government.
- b. Contracts which are for personal services. Prior to awarding a personal service contract the Board, the public contracting officer, or an agent of the Board or public contracting officer shall review the qualifications of the persons seeking to perform personal services to determine whether such persons are qualified and able to provide the services desired by the Board or the public contracting officer.
 - (1) The following are personal service contracts:
 - (a) Contracts for services performed as an independent contractor in a professional capacity, including but not limited to the services of an accountant; attorney; architectural or land use planning consultant; physician or dentist; registered professional engineer; appraiser or surveyor; passenger aircraft pilot; aerial photographer; timber cruiser; or broadcaster.

- (b) Contracts for services as an artist in the performing or fine arts, including but not limited to photographer, film maker, painter, weaver, sculptor.
 - (c) Contracts for services of a specialized, creative and research oriented, noncommercial nature.
 - (d) Contract for services as a consultant.
 - (e) Contracts for educational and human custodial care services.
- (2) The following are not personal service contracts:
- (a) Contracts, even though in a professional capacity, if predominately for a product, e.g., a contract with a landscape architect to design a garden is for personal services, but a contract to design a garden and supply all shrubs and trees is predominately for a tangible product.
 - (b) A contract to supply labor which is of a type that can generally be done by any competent worker, e.g., janitorial, security guard, laundry, and landscape maintenance service contract.
 - (c) Contracts for trade-related activities considered to be labor and material contracts.
 - (d) Contracts for services of a trade-related activity, even though a specific license is required to engage in the activity. Examples are repair and/or maintenance of all types of equipment or structures.
- c. Public contracts for the purchase of goods and services if the public contracting officer has determined that the awarding of the contract without formal competitive bidding will result in cost savings.
- \$ 25,000
- (1) When the amount of the contract does not exceed ~~\$10,000~~ the contract may be awarded without competitive bidding. \$ 25,000 \$ 250,000
 - (2) When the amount of the contract is more than ~~\$10,000~~ but less than ~~\$150,000~~, the public contracting officer must obtain a minimum of three competitive quotes. The public contracting officer shall keep a written record of the source and amount of the quotes received. If three quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.
- d. Public improvement contracts, if the public contracting officer has determined that the awarding of the contract without competitive bidding will result in cost savings:
- \$ 25,000
- (1) When the amount of the contract does not exceed ~~\$10,000~~ the contract may be awarded without competitive bidding. \$ 25,000
 - (2) When the amount of the contract is more than ~~\$10,000~~ but less than \$100,000 the public contracting officer must obtain a minimum of three competitive quotes.
 - (a) The public contracting officer shall keep a written record of the source and amount of the quotes received. If three quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes.
 - (b) The public contracting officer shall award the contract to the prospective contractor whose quote will best serve the interests of the contracting agency, taking into account price as well as any other applicable factors such as, but not

limited to, experience, specific expertise, availability, project understanding, contractor capacity and responsibility. If an award is not made to the prospective contractor offering the lowest price quote, the contracting agency shall make a written record of the basis for award.

- e. Contracts for the purchase of goods or services if the rate or price for the goods or services being purchased is established by federal, state or local regulatory authority.
- f. Contracts for the purchase of copyrighted materials if there is only one supplier available for such goods.
- g. Contracts for the sale or purchase of advertising, including that intended for the purpose of giving public notice.
- h. Contracts for the purpose of investment of public funds or the borrowing of funds.
- i. When the price of goods and services had been established by a requirements contract pursuant to this section, the public contracting officer may purchase the goods and services from the supplier without subsequent competitive bidding.
 - (1) The public contracting officer or Board, as applicable, may enter into requirements contracts (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase requirements or an anticipated need at a predetermined price providing the following conditions are complied with:
 - (a) The contract must be let by competitive bidding pursuant to the requirements of this policy.
 - (b) The term of the contract, including renewals, does not exceed three years.
 - (c) The contract is subject to no less than 30 days cancellation by the supplier or district.
- j. The public contracting officer may purchase goods or services available from only one source without competitive bidding:
 - (1) Upon a written determination:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.
 - (2) To the extent reasonably practical, the public contracting officer shall negotiate with the sole source to obtain contract terms advantageous to the district.
- k. Any contract amendment, including change orders, extra work, field orders, or other change in the original specifications which changes the original contract price or alters the work to be performed, may be made with the contract or subject to the following conditions:

- (1) The original contract was let by competitive bidding, unit prices or bid alternates were provided that established the cost for additional work, and a binding obligation exists on the parties covering the terms and conditions of the additional work; or
 - (2) The amount of the aggregate cost increase resulting from all amendments shall not exceed 10 percent of the initial contract, or 20 percent of the initial contract when the initial contract is for a face amount not exceeding \$100,000. Amendments made pursuant to section 12 (a) of this Article are not included in computing the aggregate amount.
- l. Contracts for the purchase of services, equipment or supplies for the maintenance, repair or conversion of existing equipment are exempt if required for the efficient utilization of the equipment. If practicable, competitive quotes shall be obtained.
 - m. Contracts for equipment repair or overhaul may be let without formal competitive bidding, subject to the following conditions:
 - (1) Service and/or parts required are unknown, and the cost cannot be determined without extensive preliminary dismantling or testing;
 - (2) Service and/or parts required are for sophisticated equipment for which specially trained personnel are required, and such personnel are available from only one source; or
 - (3) If the contract exceeds ~~\$10,000~~ ^{\$25,000}, the public contracting officer shall document in its procurement file the reasons why competitive bids or quotes were deemed to be impractical.
 - n. Personal property may be disposed of without competitive bidding under any of the following conditions:
 - (1) There are specific statutory procedures for the sale of the type of property involved, and the property is disposed of according to those procedures; ^{\$25,000}
 - (2) The property has a current market value of less than ~~\$10,000~~ ^{\$25,000}; or
 - (3) Except as provided in section (4) below, if the current market value of the property exceeds ~~\$10,000~~ ^{\$25,000}, the property must be offered for competitive written bid and be advertised in accordance with ORS 279B.055, or be offered for sale at public auction. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected, and the public contracting officer may negotiate a sale directly; or ^{\$25,000}
 - (4) If the current market value of the property exceeds ~~\$10,000~~ ^{\$25,000} and the Public Contracting Officer has made a recommendation to the Board, based on findings consistent with sound public contracting practices, and the Board approves such recommendation and adopts said findings, the superintendent or designee may negotiate the sale directly.
 - o. Cooperative procurements pursuant to ORS 279A.200 to ORS 279A.225.

5. Exemptions for Additional Contracts

- a. For contracts other than public improvement contracts, the Board or the public contracting officer may request that the Local Contract Review Board exempt particular goods and services or particular classes of goods and services from competitive bidding. The request

shall be in writing, and shall set forth the proposed contracting procedure, the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth.

- b. The Board may approve the special procurement if it finds that the written request demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the director or board, will:
 - (1) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
 - (2) Either:
 - (a) Result in substantial cost savings to the contracting agency or to the public; or
 - (b) Otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable for competitive sealed bids under ORS 279B.055, competitive sealed proposals under ORS 279B.060, small procurements under ORS 279B.065 or intermediate procurements under 279B.070 or under any rules adopted thereunder.
- c. Notice of the contracting procedure proposed under section 5.a. and shall be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed, or published electronically instead of in a newspaper of general circulation if the Board determines that electronically providing public notice of bids or proposals is likely to be cost-effective.
- d. For public improvement contracts the Board may exempt contracts from competitive bidding as provided in ORS 279C.335.
- e. The Board may designate goods, services, or classes of goods or services as sole source procurements and authorize the award of contracts regarding such goods, services, or classes of goods or services without competition for any or all of the following reasons:
 - (1) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - (2) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - (3) That the goods or services are for use in a pilot or an experimental project;
 - (4) There is an emergency condition which makes solicitation of or procurement from additional sources impractical;
 - (5) There is only one source that meets the quality or specifications required of the goods or services;
 - (6) Sole source procurement will result in substantial cost savings to the district; or
 - (7) Other findings that support the conclusion that the goods or services are available from only one source.

6. **Emergency Contracts**

A contract may also be exempted from competitive bidding if the Board determines that emergency conditions require prompt execution of the contract. A determination of such an emergency shall be

entered into the record of the meeting at which the determination is made along with a description of the procurement method to be used in selecting a contractor.

7. **Brand Name Specification in Contracts**

- a. Specifications for contracts shall not require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt from this requirement under the provisions of items 8., 9. and 10 below.
- b. If there is no other practical method of specification, public contracting agencies may designate a particular brand, make or product "or equal."

8. **Emergency Specifications**

- a. The Board or the public contracting officer may specify the use of products of a particular brand or make in a contract when the Board has determined that emergency conditions exist pursuant to item 6. and the Board or the public contracting officer determines that such specifications are necessary to ensure prompt execution of the contract.
 - (1) The public contracting officer will prepare for Board review a single source qualification document outlining the emergency, cost of material, equipment, supplies and the vendor, and/or contractor purchased or contracted.

9. **Product Prequalification**

- a. The Board or the public contracting officer may, for purchases of goods and services, prepare a list of approved products by reference to particular manufacturers or sellers may be specified in accordance with the following product prequalification procedure:
 - (1) Reasonable efforts shall be made to notify all known manufacturers or vendors of competitive products of the intention to accept applications for inclusion in the list of prequalified products. Notice shall be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed. Notification shall include advertisement in a trade journal of statewide distribution when possible. The Board or the public contracting officer may authorize public notice of bids or proposals to be published electronically instead of in a newspaper of general circulation if the Board or the public contracting officer determines that electronically providing public notice of bids or proposals is likely to be cost-effective.
 - (2) Applications for prequalification of similar products are permitted up to 15 days prior to advertisement for bids on the product.
 - (3) The merits of an application for inclusion shall be determined through tests and/or examinations. The Board or the public contracting officer may make the test or examination results public in such a manner that protects the identity of the potential contractor, seller or supplier that offered the goods for testing or examination, including by using only numerical designations, and may keep confidential trade secrets, test data and similar information provided by a potential contractor, seller or supplier if so requested in writing by the potential contractor, seller or supplier.

- (4) If an application for inclusion in a list of prequalified products is denied, or an existing prequalification revoked, the applicant shall be notified in writing. The applicant may, within three days after receipt of the notice, appeal the denial or revocation to the Board.

10. Request for Proposal

The Board or public contracting officer may, at their discretion, use request-for-proposal competitive procurement methods subject to the following conditions:

- a. Contractual requirements are stated clearly in the solicitation document.
- b. Evaluation criteria to be applied in awarding the contract and the role of an evaluation committee are stated clearly in the solicitation document.
- c. Criteria used to identify the proposal that best meets the public contracting needs may include, but are not limited to, cost, quality, service, compatibility, product reliability, operating efficiency and expansion potential.
- d. Solicitation clearly states all complaint processes and remedies available.
- e. Solicitation document states the provisions made for vendors to comment on any specifications, which they feel, limit competition.

11. Bidder Disqualification

- a. The public contracting officer may disqualify any person as a bidder on a contract if:
 - (1) The person does not have sufficient financial ability to perform the contract. Evidence that the person can acquire a surety bond in the amount and type required shall be sufficient to establish financial ability. If no performance bond is required, the public contracting officer may require such information, as he deems necessary to determine the bidder's financial ability;
 - (2) The person does not have equipment available to perform the contract;
 - (3) The person does not have personnel or sufficient experience to perform the contract; or
 - (4) The person has repeatedly breached contractual obligations to public and private contracting agencies.
- b. If the public contracting officer does not qualify the bidder, he shall notify the bidder in writing and state therein the reasons for disqualification.
- c. A bidder may appeal a notice of disqualification to the Board. The appeal must be filed with the public contracting officer in writing. The person appealing disqualification under subsections(1) through(4) above must notify the public contracting officer within three days after receipt of the notice referred to above of the person's intent to appeal. The notice of intent to appeal need not be in any particular form so long as it is in writing addressed to the public contracting officer and received within three business days after the contractor or bidder has received notice of Board disqualification.
- d. Upon receipt of the notice of appeal, the public contracting officer shall forward to the Board the notice of disqualification and the record of investigation by the public contracting officer upon which the public contracting officer based its disqualification, together with the notice of appeal. The burden of sustaining the disqualification is upon the public contracting officer. For purpose of appeals, three members of the Board shall constitute a quorum. Meetings for

appeal purposed may be held on five days' notice to members. At any time prior to the meeting of the Board, a public contracting agency may reconsider its revocation or disqualification.

12. **Bid Rejection**

The public contracting officer or Board may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject all bids if it is in the public interest. The public contracting officer or Board may withdraw any solicitation for good cause when it is in the public interest to do so. The reasons for cancellation shall be kept as a public record.

13. **Retainage on Public Contracts**

a. The approved securities which shall be acceptable in lieu of retainage fees are as follows:

- (1) Bills, certificates, notes or bonds of the United States;
- (2) Other obligations of the United States or its agencies;
- (3) Obligations of any corporation wholly owned by the federal government;
- (4) Indebtedness of the Federal National Mortgage Association;
- (5) General obligation bonds of the state of Oregon or any political subdivision thereof;
- (6) Time certificates of deposit or savings account passbooks issued by a commercial bank, savings and loan association or mutual savings bank duly authorized to do business in Oregon;
- (7) Corporate bonds rated "A" or better by a recognized rating service.

b. Deposits in lieu of retainage fees on public contracts shall be allowed as follows:

- (1) If a contractor elects to deposit securities with a bank or trust company in lieu of retainage on public contracts, the securities shall be held by the custodian in fully transferable form and under the control of the public contracting officer.
- (2) Nonnegotiable securities so deposited shall have proper instruments attached to enable the public contracting officer to effect transfer of title should the contractor be unable to fulfill the contract obligations.
- (3) The custodian bank or trust company shall issue a safekeeping receipt for the securities to the public contracting officer. The receipt shall describe the securities, the par value, the name of the contractor and project number or other proper identification.
- (4) Unless otherwise mutually agreed, the value placed upon said securities shall be market value.
- (5) Securities deposited in the manner described above shall be released by the bank or trust company only upon the written instructions and authorization of the public contracting officer.
- (6) in lieu of the above, an escrow agreement mutually acceptable to the contractor and the public contracting officer and the bank or trust company may be used.

14. **Award of Contracts**

The Board or public contracting officer shall award contracts to the lowest bidder except in any of the following circumstances:

- a. The bidder has failed to substantially comply with either the specifications or any statutory requirements relating to the public contracting.
- b. The bidder is disqualified by the Board or public contracting officer pursuant to item 12. of this board policy.
- c. All Bids are rejected to further the public interest.

15. **Protests and Review**

- a. An affected person may protest the approval of a special procurement. Before seeking judicial review of the approval of a special procurement, an affected person must file a written protest with the Board and exhaust all administrative remedies.
 - (1) The protest must be delivered to the Board within seven days after the first date of public notice of the approval of a special procurement, unless a different protest period is provided in the public notice of the approval of a special procurement.
 - (2) The written protest must include:
 - (a) A detailed statement of the legal and factual grounds for the protest;
 - (b) A description of the resulting harm to the affected person, and
 - (c) The relief requested.
 - (3) The Contract Review Authority shall not consider an affected person's protest of the approval of a special procurement submitted after the timeline established for submitting such protests under this rule. The Contract Review Authority shall issue a written disposition of the protest in a timely manner. If the Contract Review Authority upholds the protest, in whole or in part, it may in its sole discretion implement the sustained protest in the approval of the special procurement, or revoke the approval of the special procurement.
- b. Protests of determinations by the Board that goods and services or classes of goods and services are sole-source procurements under item 5.e. of these rules shall be made to the Board within 30 days of the date of the board's determination. The protest must be in writing and must include a detailed statement of the factual and legal grounds of the protest, a description of the resulting harm to the petitioner, and a statement of relief requested. The Board shall issue a written disposition of the protest in a timely manner and make all appropriate dispositions as necessary.
- c. Protests of multi-Tiered and multistep solicitations (as defined in the Oregon Public Contracting Code) shall be made in the following manner:
 - (1) An affected offeror may protest exclusion from the competitive range or from subsequent tiers or steps of a solicitation in accordance with this rule, except where modified by the applicable solicitation document. An affected offeror must file a written

protest with the Board and exhaust all administrative remedies before seeking judicial review.

- (2) An affected offeror may protest the offeror's exclusion from a tier or step of competition only if:
 - (a) The offeror is responsible and submitted a responsive offer; and
 - (b) But for a mistake by the district in evaluating the offeror's or other offerors' offers, the protesting offeror would have been eligible to participate in the next tier or step of competition. (For example, the protesting offeror must claim it is eligible for inclusion in the competitive range if all ineligible higher-scoring offerors are removed from consideration, and that those ineligible offerors are ineligible for inclusion in the competitive range because: their proposals were not responsive, or the district committed a substantial violation of a provision in the solicitation document or of an applicable procurement statute or administrative rule, and the protesting offeror was unfairly evaluated and would have, but for such substantial violation, been included in the competitive range.)
 - (3) Unless otherwise specified in the solicitation document, an affected offeror must deliver a written protest to the Board within seven days after issuance of the notice of the competitive range or notice of subsequent tiers or steps.
 - (4) The affected offeror's protest shall be in writing and must specify the grounds upon which the protest is based.
 - (5) The Contract Review Authority shall not consider an affected offeror's multi-tiered or multistep solicitation protest submitted after the timeline established for submitting such protest under this rule, or such different time period as may be provided in the solicitation document.
 - (6) The Contract Review Authority shall issue a written disposition of the protest in a timely manner. If the Contract Review Authority upholds the protest, in whole or in part, the Contract Review Authority may in its sole discretion either issue an addendum reflecting its disposition or cancel the procurement or solicitation.
- d. A prospective offeror may protest the procurement process or the solicitation document for a contract solicited under ORS 279B.055, 279B.060 and 279B.085 as set forth in ORS 279B.405(2). Unless otherwise specified in the solicitation document, a prospective offeror must deliver a written protest to the Board not less than 10 days prior to closing.
- (1) In addition to the information required by ORS 279B.405(4), a prospective offeror's written protest shall include a statement of the desired changes to the procurement process or the solicitation documents that the prospective offeror believes will remedy the conditions upon which the protesting person offered the protest.
 - (2) No protest shall be considered unless it has been timely filed and meets the conditions set forth in ORS 279B.405(4). The Contract Review Authority shall issue a written disposition of the protest in accordance with the timeline set forth in ORS 279B.405(6). If the Contract Review Authority upholds the protest, in whole or in part, the Contract Review Authority may in its sole discretion either issue an addendum reflecting its disposition or cancel the procurement or solicitation.

- (3) If the Board receives a protest from a prospective offeror in accordance with this rule the Contract Review Authority may extend the date of closing if the Board or designee determines an extension is necessary to consider and respond to the protest.
 - (4) Prior to the deadline for submitting a protest a prospective offeror may request that the Board clarify any provision of the solicitation document. Any clarification issued by the Contract Review Authority to an offeror, whether orally or in writing, does not change the solicitation document and is not binding on the district unless the district amends the solicitation document by addendum. Unless otherwise provided in the solicitation documents the submission of a request for clarification shall not affect the deadline for submitting a protest under this rule.
- e. Protests pursuant to ORS 279B.410 shall be in writing and must be filed with the Board within seven days after the award of a contract, or issuance of the notice of intent to award the contract, whichever occurs first.
- (1) The written protest shall specify the grounds of the protest to be considered by the Board.
 - (2) The Contract Review Authority shall issue a written disposition of the protest in a timely manner. If the Contract Review Board upholds the protest, in whole or in part, the Contract Review Authority may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.
- f. An affected person may protest a decision to exclude a product from a qualified products list in accordance with the procedure provided in item 9. An affected person must file a written protest and exhaust all administrative remedies before seeking judicial review of the qualified products list decision.
- g. An affected person may protest a solicitation for a public improvement contract by filing a written protest with the Board not less than 10 days prior to closing.
- (1) The written protest must be marked "Contract Provision Protest" and must reference the solicitation document number or other identification as specified in the solicitation document.
 - (2) The written protest shall include a detailed statement of the legal and factual grounds for the protest; a description of the resulting prejudice to the protesting person; and a statement of the desired changes to the contract terms and conditions, including any specifications.
 - (3) The Contract Review Authority shall provide notice to the applicable person if it entirely rejects a protest. If the Contract Review Authority agrees with the person's request or protest, in whole or in part, the Contract Review Authority shall either issue an addendum reflecting the determination or cancel the solicitation.
- h. An adversely affected person may protest an award by the district of a Public Improvement Contract. The protest must be made within seven days of the date that the district sends by first class mail or otherwise issues a written Notice of Intent to Award to the adversely affected person, or within such other protest period as is provided under the solicitation document. If no other protest period is provided under the solicitation document and Notice of Intent to Award is issued to the adversely affected person the protest must be made within 14 days of the date of the contract award. An adversely affected person must exhaust all avenues of

administrative review and relief before seeking judicial review of the district's contractor selection or contract award decision.

- (1) A person is adversely affected under this section only if the person is eligible for award of the contract as the responsible bidder submitting the lowest responsive Bid or the Responsible Proposer submitting the best Responsive Proposal and is next in line for award, i.e., the protesting person must claim that all lower bidders or higher-scored proposers are ineligible for award because:
 - (a) Their offers were nonresponsive; or
 - (b) The district committed a substantial violation of a provision in the solicitation document or of an applicable procurement statute or administrative rule, and the protesting person was unfairly evaluated and would have, but for such substantial violation, been the responsible bidder offering the lowest bid or the responsible proposer offering the highest-ranked proposal.
- (2) A protest must be in writing and must specify the grounds upon which the protest is based.
- (3) The Contract Review Authority shall issue a written disposition of the protest in a timely manner.

i. An adversely affected person may submit to the district a written protest of the district's decision to exclude the person from the competitive range pursuant to ORS 279C.410. Such protest must be made within seven days after issuance of the notice of the competitive range, unless a different protest period is provided under the solicitation document. An adversely affected person must exhaust all avenues of administrative review and relief before seeking judicial review of the decision to exclude the person from the competitive range.

- (1) A person is adversely affected under this section only if the person is responsible and submitted a Responsive Proposal and is eligible for inclusion in the competitive range, i.e., the protesting proposer must claim it is eligible for inclusion in the competitive range if all ineligible higher-scoring proposers are removed from consideration, and that those ineligible proposers are ineligible for inclusion in the competitive range because:
 - (a) Their proposals were not responsive; or
 - (b) The district committed a substantial violation of a provision in the RFP or of an applicable procurement statute or administrative rule, and the protesting proposer was unfairly evaluated and would have, but for such substantial violation, been included in the competitive range.
- (2) The protest must be in writing and must specify the grounds upon which the protest is based.
- (3) The Contract Review Authority shall issue a written disposition of the protest in a timely manner.

16. Analysis in Procurements

For procurements estimated to cost in excess of \$250,000 that are not for public improvements, the district shall, when required, comply with ORS 279B.030 to ORS 279B.036.

Findings of Fact for Adopting of Board Policy DJA

The Board of the district, acting as the Local Contract Review Board pursuant to 279A.050 and ORSA 279A.060, makes the following findings of fact in support of the class special procurements adopted in Sections f., g., i., l. and m. of item 4. of Board policy DJA - District Procurement regarding public contracting.

Generally, ORS 279B.085 empowers the Board acting as the Local Contract Review Board, to adopt rules exempting certain classes of contracts and class special procurements from competitive procurement upon approval of the following findings:

- a. It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
- b. The awarding of public contracts pursuant to the exemption is reasonably expected to result in substantial cost savings to the district or otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055 (Competitive sealed bidding), 279B.060 (Competitive sealed proposals), 279B.065 (Small procurements) or 279B.070 (Intermediate procurements) or under any rules adopted thereunder.

Heading numbers found in this exhibit refer to the section number of item 4. of district Policy DJA Specific Findings – Class Special Procurements.

Item 4. a. – Copyrighted Material

Copyrighted materials are, by definition, ultimately available from only one source. The district typically purchases the bulk of its textbooks and other copyrighted material through various collective purchasing achieving substantial savings in both purchase and freight costs.

Accordingly the district finds that this exemption is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of public contracts pursuant to this exemption is expected to result in substantial cost savings to the district.

Item 4. f. – Advertising

Advertising media are generally, by their nature, unique and each variety of media and particular medium for advertising reaches a specific audience. There is limited competition for the sale of advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district. Where the sources are unique, cost savings or differences are difficult and potentially expensive to quantify. Depending on the nature of the advertisement to be placed, different media

will be appropriate in different circumstances. Often advertising will need to be purchased on a time frame that would not allow competitive bidding.

The sale of advertising is not a procedure that lends itself to competitive bidding for the districts purposes. Such sales are generally accomplished for student activities and solicited by students – for example the sale of advertising in school newspapers and yearbooks. These publications have extremely limited circulation and many of the business participants do so in the spirit of good will. The district would not experience any enhanced revenue by seeking competitive bids or proposals for such advertising and, in fact, would probably incur additional administrative costs associated with the competitive process at the same time as depriving students of the education experience of engaging with local businesses in soliciting advertisements. This reasoning holds true for other student activities, such as athletics, drama or music events, and the like.

Accordingly, the district finds that this exemption is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of public contracts pursuant to this exemption is reasonably expected to lead to substantial cost savings to the district as well as otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055 (Competitive sealed bidding), 279B.060 (Competitive sealed proposals), 279B.065 (Small procurements) or 279B.070 (Intermediate procurements) or under any rules adopted thereunder.

Item 4. i. – Purchases under Existing Requirements Contract

Requirements contracts are initially awarded on a competitive basis. They are entered into precisely because they allow a competitive process to establish the cost for a longer term series of purchases, thus relieving the district of the expense of engaging in the process each time it makes a purchase. Because these contracts are initially awarded competitively, they are unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of public contracts pursuant to the exemption is reasonably expected to lead to substantial cost savings to the district.

Item 4. l. – Services, Equipment, or Supplies for the Maintenance, Repair, or Conversion of Existing Equipment

Services, equipment and supplies for maintenance, repair or conversion of existing equipment are frequently specific to the particular brand or type of equipment involved. Often the need for these goods or services cannot be reasonably anticipated. The number of vendors or suppliers in the area able to supply these things is limited. Delay is frequently costly. Sophisticated equipment may require particular parts or supplies available from only one source. Often, a piece of equipment will have a warranty in place which covers some, but not necessarily all of the necessary parts or supplies – however such warranties frequently restrict the sources from which the necessary items may be acquired.

Accordingly, the district finds that contracts entered into under this exemption are unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of public contracts pursuant to the exemption is reasonably expected to lead to substantial cost savings to the district.

Item 4. m. – Equipment Repair or Overhaul

The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is not working properly, the district incurs the costs of downtime, potential rental fees for replacement equipment, as well as staff time and other inconveniences or liabilities to its programs. The number of vendors in the area who are able to perform repair or overhaul on a particular piece of equipment is limited due to the specialized knowledge generally involved. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a warranty in place which covers a part, but not all of the repairs – however such warranties frequently restrict the parties that may perform the work.

Accordingly, the district finds that contracts entered into under this exemption are unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the awarding of public contracts pursuant to the exemption is reasonably expected to lead to substantial cost savings to the district.

END OF POLICY

Legal Reference(s):

ORS 244.040

ORS Chapters 279, 279A, 279B, 279C

ORS 294.311

ORS 328.441 - 328.470

ORS 332.075

OAR 125-025-0040

Cross Reference(s):

DJ - District Purchasing

DJB - Petty Cash Accounts

DJG - Vendor Relations

DK - Payment Procedures

EH - Electronic Data Management

Internet-Based, Crowd Funding Solicitation

All district or school Internet-sourced crowdfunding, or other similar types of monetary solicitation, shall be in compliance with all district fund-raising policies **and processes**, requiring preapproval from the building **Principal and Business Director**. Without prior approval, the school or district name may not be used on the crowdfunding site to solicit donations.

The only sites authorized for crowdfunding are LCSD's website donations site and www.donorschoose.org. **Other reputable sites may be approved by the Superintendent after review and approval by the Business Director. All such approved sites shall be set up by or under the direct supervision of the Business Director in the name of the district or school.**

All district or school fund raising shall follow appropriate Internet policies and acceptable use guidelines.

All technology purchases or request for purchase will meet current district standards and **will be preapproved** by the Technology Director.

All non-monetary items obtained become property of the district and all inventory procedures apply.

All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out **except by the Business Director**. **Checks** will be requested to be mailed to the school in the name of the school and not to the individual.

A file will be maintained by the **Principal** that documents the **Principal and Business Director** approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations. After approval, the principal shall monitor the Internet-sourced crowdfunding site to ensure that no student information is disclosed improperly and no images are used without permission.

11. Action Items

a. Facilities & Maintenance/Transportation/Food Services

1. Lincoln County Animal Shelter Easement & Pump Station Process Proposal



September 6, 2024

Lincoln County School District Board

Re: Sewer pump station and alignment

Greetings Honored Board Members,

It is rare when an unintentional error turns into a great opportunity for all involved. It appears we have just such an occurrence. For reasons lost to time, somehow a no-fault violation of DEQ rules occurred during the connection of the community college's sewer line to the district's pump station. The issue was only uncovered due to the animal shelter being built; the county needed to run a line through the district's property while the city explored bringing sewer to the industrial park. After some investigation of DEQ regulations, it became clear that a pump system which connects two distinct properties must be owned by the City of Waldport public system.

This left the city needing sewer to the industrial park, the district needing to address their pump situation, and the county needing sewer by next summer to their new county animal shelter. A trifecta of opportunity!

Since regulation compliance and expense are involved with the operation of a pump station (born by the district), the city reached out to Mr. Belloni and Superintendent Tolan and proposed both a line extension from Dahl Avenue across the County's and Dahl's property ending with an easement across the LCSD property to a manhole in the lower parking lot, and the city assumption of the pump station. The County and Mr. Dahl have agreed to the line extension. As such, the city is now asking from the Lincoln County School District Board:

- 1) Agreement in principle on the line alignment as shown on the enclosure. This will allow the engineering of the line and the easement documentation to be drawn up for approval by all parties.
- 2) Agreement in principle to allow a negotiated agreement between the city and LCSD to be drafted to turn over the pump station and equipment to the city as is required by DEQ, as well as an easement from the alignment above to the pump station, and an easement for the 4" pressure main which runs from the pump station up through the school district parking area to Crestline Drive.

This would allow the city to pay for the sewer line expansion, and take over the maintenance and compliance testing for the sewer pump station at the school - relieving the burden from the district of maintaining a pressurized sewer line through their property. The Animal Shelter project could move forward, and all three parties would save money in the long run (and in no small victory, proactively address a problem with DEQ). All agreements would come back before the board - they are not trivial to draft, so we seek now the agreement only in principle allowing us to move forward with the necessary legal and engineering expenses in good faith.

Sincerely,

Dann Cutter, City Manager
The City of Waldport



Pressured 4" Sewer line

Pump Station and Existing 10" Line

**Proposed new 10" sewer line
from Industrial Park**

b. Board

1. Accept/Reject 2024-2025 Parent Student Handbook



Lincoln County School District Student & Family Handbook 2024-2025

Teaching and Learning Center
1212 NE Fogarty St, Newport, OR 97365
Lincoln County School District



Vision Statement

Empowering all students every day to realize their full potential for living the future life as they imagine.

Mission Statement

Relentlessly committed to ensuring that all students learn the critical reading and thinking skills needed to be educated, healthy, and resilient people that graduate with future options and the ability to achieve their dreams.

LCSD Board Goals

Academic Achievement and Student Success

Increase Attendance

- Each school will increase attendance of regular attenders by 5% each year or reach and maintain 90%, which will be measured by 90% of the students attending 90% of the time each year for the next three years.

Increase Graduation Rates

- Each LCSD high school will improve their four-year cohort graduation by 3% each year or reach and maintain 90% over the next three years.

-The goal will be reached when we get to 95% or greater for a four-year cohort graduation rate in all schools.

-Increase 9th grade on track at each high school by 10% per year.

-Increase Dual Credit attainment by 5% per year.

Increase implementation of Positive Behavior Interventions and Supports (PBIS) and Social/Emotional multi-tiered systems of support

- All K-8 schools will utilize the DESSA-full to plan and implement small-group interventions with approximately 5% of students, to be tracked through MTSS multi-student plans in Synergy.

-All schools will implement the Check In/Check Out (CICO) Tier 2 intervention and/or Check and Connect intervention with approximately 5-10% of students.

-All schools will self-assess & receive district feedback re: fidelity of implementation of Tier 1 and Tier 2 meetings

Align K-12 Mathematics

- By June of 2023, 100% of K-6 classrooms will have the newly adopted math curriculum fully implemented in their classrooms. All teachers will have access to teacher created resources such as pacing & assessment guides, unit plans, and professional development to support implementation. Teachers will also be provided PD opportunities from both the curriculum publisher as well as the K-6 District Math TOSA.

-By June of 2023, all 7th Grade - Integrated 3 math classrooms will have fully implemented curriculum maps with a minimum of three common formative assessments that included information pertaining to mathematical computation and mathematical literacy.

Continue to Align K-12 Advancement Via Individual Determination (AVID) Implementation and Strategies

- Our classrooms will have evidence of AVID Academic Language and Literacy strategies being implemented on average between a level 2 and 3 on a 4 point scale.

- Walk through data will be used as a measure for this goal. Elementary and Secondary walkthroughs will also use literacy (reading, writing, listening/speaking) as measures.
- Data will includes 5-7 walkthroughs (by an admin) per teacher with analysis of the walkthrough generated data by elementary and secondary.

· **Increase Student Engagement**

- Increase enrollment stability across the district as measured by enrollment data collections monthly.
- Increase student academic engagement as measured by school by school and class by class observations and walkthroughs of instructional work in classrooms-measure student engagement of multiple types (AVID, etc.).
- Increase community engagement around student success as measured by community surveys two times this school year, attendance at community listening sessions/meetings during the year, participation on Site Council and other school or district based committees.
- Maximize the instructional value of the investment in “technology” via the full implementation of the Triple E Framework as measured by evidence of the use of online systems in K-12 classrooms that score at or above 13 out of 18 points on the Triple E Evaluation Rubric.

Provide Culturally Specific Outreach to our Growing Diverse Community

- 1) Monthly meetings of a Hispanic Family Advisory Group-the goal being one in LC and one based in Newport.
- 2) 4 diverse community open forum meetings - 2 in Newport and 2 in Lincoln City either in person or by zoom.
- 3) 3 Hispanic family workshops on topics such as anti-bullying, school district navigation, parenting for academic success. Topics to be generated by parent advisory groups.
- 4) Develop the “equity practices in the classroom” work of the District Equity Coordinators Marty Perez, Sandy Mummey and Tiana Tucker.
- 5) Continue to partner with the Western Regional Equity Network in projects about affinity groups and recruiting, retaining and promoting staff of diverse backgrounds.
- 6) Continue to develop LCSD equity, inclusion and diversity district policies via the district’s monthly meeting of our LCSD Equity Team.

· **Fully implement the Board’s Five Year Strategic Plan**

- GOAL ONE:** Demonstrate High Expectations For Student Achievement By Supporting an Equitable Education Framework.
- GOAL TWO:** LCSD is a Convener and Influencer of City, County and State Education and Economic Policies.
- GOAL THREE:** LCSD will provide for the Health and Welfare of our Facilities.
- GOAL FOUR:** LCSD will Identify the Need and Development of a LCSD Political Action Committee for a possible 2026 Bond election.
- GOAL FIVE:** Enhanced Communications and Community Engagement.

SCHOOLS

North Area

Oceanlake Elementary (K-2)
2420 NE 22nd St. Lincoln City, OR 97367.....Phone
541-994-5296

Taft Elementary (3-6)
4040 High School Drive. Lincoln City, OR 97367.....Phone 541-996-2136

Taft 7-12
3780 SE Spyglass Ridge Dr. Lincoln City, OR 97367.....Phone
541-996-2115

South Area

Crestview Elementary (K-6)
2750 Crestline Dr. Waldport, OR 97394.....Phone
541-563-3237

Waldport Jr/Sr High School (7-12)
3000 Crestline Dr. Waldport, OR 97394.....Phone
541-563-3243

East Area

Toledo Elementary (K-6)
600 SE Sturdevant Rd. Toledo, OR 97391.....Phone
541-336-5121

Toledo Jr/Sr High School (7-12)
1800 SE Sturdevant Rd. Toledo, OR 97391.....Phone
541-336-5104

West Area

Yaquina View Elementary (K-2)
351 SE Harney St. Newport, OR 97365.....Phone
541-265-4637

Sam Case Elementary (3-5)
459 NE 12th St. Newport, OR 97365.....Phone
541-265-8598

Newport Middle School (6-8)
 825 NE 7th St. Newport, OR 97365.....Phone
 541-265-6601

Newport High School (9-12)
 322 NE Eads St. Newport, OR 97365.....Phone
 541-265-9281

Compass School Phone 541-265-4280

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NON DISCRIMINATION POLICY

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

Students, employees and visitors are entitled to a school or educational environment that is free from discrimination or harassment. The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

For more information, please refer to LCSD Policies: [AC](#) and [ACB](#)

ACADEMICS

ALTERNATIVE INSTRUCTIONAL PROGRAMS

In addition to the regular curriculum and courses offered, it is possible for students, with prior administrative approval, to obtain credit from the following alternative instructional programs and activities:

1. Community college courses;
2. Correspondence courses;
3. Outdoor school;
4. Educational travel;
5. Challenge tests;
6. Independent study;
7. Online courses;
8. The Expanded Options Program;
9. Others approved by the Board.

For more information, please refer to LCSD Policy: [IHGA](#)

EARLY GRADUATION

A student who wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents will consult with high school guidance personnel to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent.

For more information, please refer to LCSD Policy: [IKHFA](#)

GRADUATION EXERCISES

Lincoln County District high schools shall provide commencement ceremonies for graduating senior students. All students in good standing who have successfully completed the requirements for a senior high school diploma, a modified diploma, extended diploma or alternate certificate may participate in graduation exercises. These ceremonies shall be held during the final five days of school. Graduating seniors may be dismissed during the final five school days. These days shall be determined by each school in consultations with the superintendent and shall be included on the annual school calendar.

Valedictorian/Salutatorian

Students must meet all the requirements for an honors diploma in order to be eligible for Valedictorian and Salutatorian honors. Valedictorian: the student(s) in the graduating class with the highest accumulative grade point average. Salutatorian: the student(s) in the graduating class with the second highest accumulative grade point average.

For more information, please refer to LCSD Policy: [IKFB](#)

GRADUATION REQUIREMENTS

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

- Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
- Four credits of English language arts (shall include the equivalent of one unit in written composition);
- Three credits of science; 1As defined in ORS 30.297. Graduation Requirements – IKF 2-7
- Three credits of social sciences (including history, civics, geography and economics (including personal finance));
- One credit in health education;
- One credit in physical education; and
- Three credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination).

To receive a diploma, in addition to credit requirements, outlined in OAR 581-022-2000, a student must: Demonstrate proficiency in the Essential Skills of reading, writing, and applying mathematics in a variety of settings.

For more information, please refer to LCSD Policy: [IKF](#)

HONORS DIPLOMA GRADUATE

In addition to the LCSD Standard Diploma requirements, students may earn an LCSD Honors Diploma by earning 27 credits and completing the following additional requirements:

Units of Credit

- Three mathematics credits beyond Algebra 1; Graduation Requirements – IKF 3-7
- Five fine or applied arts/world language, or CTE credits
- Four credits of AP, IB, or college credit; *Superintendent may approve an Honors Level or equally rigorous course
- Complete two years of the same World Language;
- Earn a 3.5 GPA through seven semesters;
- One additional credit of CORE/CTE/FA/FL or AVID Tutor

School/Community Services

- Students must demonstrate active involvement in both a school activity and community service in each year of high school attendance.

**All NHS students who qualify as an IB Diploma candidate qualify for the honors diploma.*

For more information, please refer to LCSD Policy: [IKF](#)

PROMOTION, RETENTION & PLACEMENT OF STUDENTS

In general, students shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade or being accelerated. Decisions to retain or accelerate will only be made after prior notification and explanation to the student's parents. The building administrator will make the final decision. Parents may appeal the administrator's decision to the superintendent or his/her designee.

For more information, please refer to LCSD Policy: [IKE](#) & [IKE-AR](#)

ATHLETICS

MISSION: We believe athletics and activities in the Lincoln County School District focus on encouraging all programs to create a positive culture and community by developing character, sportsmanship, work ethic, and pride for all participants.

CORE VALUES: Character Development, Sportsmanship, Work Ethic, Pride, Community Involvement

For more information, please refer to the LCSD Athletic Handbook ([English](#) & [Spanish](#))

For more information, please refer to LCSD Policy: [IGDJ](#)

ATTENDANCE

Attendance matters for students at all grade levels. Students who attend school regularly are more likely to read at grade level and build a strong foundation that takes them all the way through high school graduation. LCSD aligns our attendance policies and procedures with guidance provided by the Oregon Department of Education and the Every Day Matters campaign. “Chronically absent” means missing 10% or more of the school year (18 days). LCSD aims to have all students attend school regularly (greater than 90% of school days), because School + You = Success!

COMPULSORY ATTENDANCE

Except as provided in Oregon law all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term. All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Exemptions from compulsory school attendance are detailed in LCSD Policy: [JEA](#)

EXCUSED & UNEXCUSED ABSENCES

All absences, whether excused or unexcused, contribute to a student’s attendance rate and affect his/her overall educational success. Parents and guardians are urged to schedule appointments, family vacations, etc. on non-instructional days to minimize student absences.

For more information, including a list of approved reasons for excused absences, please refer to LCSD Policy: [JEA-AR](#) and Policy [JED](#)

GRADE REDUCTION & CREDIT DENIAL

Regular attendance is valuable in school and work. The district may establish grading policies that permit teachers to consider a student’s attendance in determining the student’s grade, but student attendance may not be the sole criterion.

For more information, please refer to LCSD Policy: [IKAD](#) and [IKAD-AR](#)

NOTIFICATION OF ABSENCES

Parents/Guardians are asked to contact the school to notify the attendance secretary of the reason for any student absence, regardless of the length of the absence. Pre-Arranged Absence Forms can be found in the Family Resources section of the LCSD website, or at any school office. Schools will notify parents/guardians by the end of the school day if their child has an unplanned/unexplained

absence. The notification may be in person, by telephone, email, text notification or another method.

For more information, please refer to LCSD Policy: [JED](#)

RE-ADMITTANCE AFTER ABSENCES

After an absence, parents/guardians may be asked to provide documentation or an explanation of the reason for the absence. Students who are absent for 10 consecutive days (excused or unexcused) are by OAR withdrawn from school for state accounting purposes. This does not release them from the requirement to attend school. Upon return, these students may be required to re-enroll.

For more information, please refer to LCSD Policy: [JEA-AR](#)

TRUANCY & STATE LAW

School officials will encourage regular student attendance, but compliance with Oregon laws, district, and building policy regarding attendance is the responsibility of the student and his/her parent. Failure to send a student and to maintain a student in regular attendance is a Class C violation. School teams will monitor attendance and take actions, up to and including activating truancy procedures when applicable, to encourage improved attendance.

For more information, please refer to LCSD Policy: [JEA](#) & [JEA-AR](#)

BEHAVIOR & DISCIPLINE

Our behavior management system creates and fosters healthy relationships that enable students to develop self-discipline necessary to remain in school and to function successfully in their educational and social environments.

For more information, please refer to LCSD Policy: [JG](#) and [JG-AR](#)

In order to support both students and staff, Lincoln County School District utilizes the Positive Behavior Intervention and Support (PBIS) framework to define, teach and support appropriate student behaviors to create positive school environments. Examples of PBIS actions include:

- 3-5 positively stated school-wide rules (example: Be Safe, Be Respectful, Be Responsible)
- School-wide routines and procedures are established, including visuals for grades K-3
- Students are taught the expected behaviors across all settings, multiple times per year
- Staff regularly provide feedback and positive acknowledgement to students
- Schools develop different levels of response to provide behavioral supports that help students develop skills and maintain relationships

CODE OF CONDUCT

Through the PBIS framework, students are explicitly taught expected behaviors multiple times during the year, in applicable settings.

For complete descriptions of expected behaviors, please see LCSD Policy: [JFC-AR](#) (Student Code of Conduct).

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. The following conduct will constitute grounds for disciplinary action. This list is not intended to contain all conduct that may be grounds for disciplinary action. The policies and procedures listed provide more information on specific behaviors.

- Arson/Possession of Combustibles ([JFCM](#), [JFCJ](#), [JFCJ-AR](#), [ECAB](#) & [ECAB-AR](#))
- Defiance
- Disruption
- Dress code violations ([JFCA](#))
- Gang Affiliation ([JFCEA](#))
- Hazing/Harassment, Intimidation, Bullying, Menacing/Cyberbullying, Teen Dating Violence, and Domestic Violence ([JFCF](#), [JFCF-AR\(1\)](#), [JFCF-AR\(2\)](#), [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#))
- Inappropriate display of affection/Sexual Harassment ([JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#) & [JBA/GBN-AR\(3\)](#))
- Inappropriate language, (obscene, profane, libelous, discriminatory or abusive) gestures or materials ([JFCF](#), [JFCF-AR\(1\)](#) & [JFCF-AR\(2\)](#) & [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#))
- Lying/Cheating/Plagiarism ([JFCEB](#) & [JFCEB-AR](#))
- Physical Aggression/Assault/Fighting
- Property Misuse/Damage/Vandalism ([ECAB](#) & [ECAB-AR](#))
- Technology violation ([JFCEB](#), [JFCEB-AR](#) & [IIBGA](#))
- Theft ([ECAB](#) & [ECAB-AR](#))
- Threats ([JFCM](#))
- Truancy ([JEA](#) & [JEA-AR](#))
- Use/Possession of Alcohol/Drugs, imitations, or paraphernalia ([JFCH](#), [JFCH-AR](#), [JFCI](#), [JFCI-AR](#), [JFC-AR](#))
- Use/Possession of Combustibles, imitations, or paraphernalia ([JFCM](#), [JFCJ](#), [ECAB](#))
- Use/Possession of Tobacco, imitations, or paraphernalia ([JFCG/KGC/GBK](#), [JFCG/KGC/GBK-AR](#))
- Use/Possession of Weapons ([JFCJ](#) & [JFCJ-AR](#))
- Vehicular rule violations ([JHFD](#))

For information regarding student conduct on school buses, see Policy: [EEACC](#) and [EEACC-AR](#)

DISCIPLINARY PROCEDURES

If a student violates the Student Code of Conduct, individual school rules, Board policy, or local, state, or federal law, appropriate disciplinary procedures may be taken, depending upon the student's discipline history, maturity of the student, severity of the infraction, and disability (Board policy [JGDA/JGEA](#) & [JGDA/JGEA-AR](#): Discipline of Students with Disabilities). Examples include, but are not limited to, reprimands, in-class consequences, parent contact/conferences, detention, law

enforcement contact, denial of participation in co-curricular and extracurricular activities, etc. For more information, please refer to LCSD Policy: [JFC-AR](#)

Due Process: Students have the right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights. Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. For more information, please refer to LCSD Policy: [JF/JFA](#)

Suspension: Suspension temporarily denies the student attendance at school or school activities in any district school. The principal or designee shall have the authority to suspend a student for up to 10 days. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, drug assessment, completion of expulsion proceedings or incarceration by court action. For more information, please refer to LCSD Policy: [JFC-AR](#) and [JGD-AR](#)

Expulsion: Expulsion denies the student attendance at school and school activities in any district school. Expulsion may be for any length of time up to one calendar year. The district may deny enrollment to a student who has been expelled by another district. The district shall deny enrollment to a student who has been expelled from another district because of firearm or dangerous weapons possession. For more information, please refer to LCSD Policy: [JFC-AR](#) and [JGE-AR](#)

Discipline of Students with Disabilities: When considering student disciplinary procedures that may result in removal of the student, the district follows all special education and 504 plan procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

- The student is receiving individualized education program (IEP) services;
- The student has not yet been identified as a student with a disability but the district had knowledge that the student had a disability and needed special education.

For more information, please refer to LCSD Policy: [JGDA/JGEA](#) & [JGDA/JGEA-AR](#)

Use of Physical Force/Corporal Punishment: No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others or doing harm to district property. Physical force shall not be used to discipline or punish a student. For more information, please refer to LCSD Policy: [JGA](#)

HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING & SEXUAL HARASSMENT POLICIES, COMPLAINTS & INVESTIGATIONS

Hazing, harassment (including sexual harassment), intimidation, menacing or bullying and acts of cyberbullying by students, staff, or third parties towards students is strictly prohibited. Teen dating

violence is unacceptable behavior and prohibited. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

For more information, please see the following LCSD Policies and Administrative Regulations:

- [JFCF](#), [JFCF-AR\(1\)](#) & [JFCF-AR\(2\)](#): Hazing/Harassment, Intimidation, Bullying, Menacing/Cyberbullying, Teen Dating Violence, and Domestic Violence – Student
- [JBA/GBN](#), [JBA/GBN-AR\(1\)](#), [JBA/GBN-AR\(2\)](#) & [JBA/GBN-AR\(3\)](#): Sexual Harassment
- [JB](#): Equal Educational Opportunity
- [ACB](#), [ACB-AR\(1\)](#) & [ACB-AR\(2\)](#): Every Student Belongs

Title IX and Civil Rights Coordinator:

Susan Van Llew M.S., Assistant Superintendent

Address: 1212 NE Fogarty St., Newport, OR 97365

Phone: 541-265-4404

Email: susan.vanliew@lincoln.k12.or.us

DISTRIBUTION OF MATERIALS

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

For more information, please refer to LCSD Policy: [KJA](#)

DRILLS FIRE, EVACUATION, SAFETY & OTHER

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone and safety threats.

For more information, please refer to LCSD Policy: [EBCB](#)

EMERGENCY SCHOOL CLOSURES

The Board authorizes the superintendent or designee to close schools or other facilities, or to cancel or postpone activities, in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members or school property.

Lincoln County School District will communicate with the public of all delayed openings, closures, early dismissals, or cancellation of activities.

For more information, please refer to LCSD Policy: [EBCD](#)

FIELD TRIPS

The Board recognizes that first-hand experiences are an effective and worthwhile means of learning. In planning and authorizing field trips, primary consideration shall be given to the educational values derived and the safety and welfare of students involved. Active consideration should also be given to equitable access for all students and a realistic cost/benefit ratio given limited funds of the district and the communities to support these trips. Within these contexts, it is the desire of the Board to facilitate field trips as an integral part of each school's educational and activities program.

For more information, please refer to LCSD Policy: [IICA](#) & [IICA-AR](#)

GRIEVANCES

If your complaint addresses one or more of the issues identified below, you may use the complaint process available in any of the following policies and administrative regulations (AR):

- Discrimination or harassment on any basis protected by law: Board policy [AC](#), [AC-AR](#);
- Sexual harassment: Board policy [GBN/JBA](#), [GBN/JBA-AR](#);
- Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy [GBNA](#), [GBNA-AR](#);
- Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence (student): Board policy [JFCF](#), [JFCF-AR](#);
- Sexual conduct with a student: Board policy [JHFF](#), [JHFF-AR](#);
- Instructional resources or instructional materials: Board policy [IIA](#), [IIA-AR](#).

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

A complaint of retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be reported to the administrator. Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board.

For more information, please refer to LCSD Policy: [KL](#) & [KL-AR](#)

HEALTH

Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

Related Policies:

- Prescription Medications Policy: [JHCDA](#)
- Nonprescription Medication Policy: [JHCD](#)
- Medications Policy: [JHCD/JHCDA-AR](#)

For more information, please refer to LCSD Policy: [JHC](#)

COMMUNICABLE DISEASES

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

When an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, the administrator involved shall exclude the student from school and if the disease is a reportable disease, will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

For more information, please refer to LCSD Policy: [JHCC](#) & [JHCC-AR](#)

FIRST AID

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency. Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility. Staff members shall report self-administered first-aid treatment to an immediate supervisor.

For more information, please refer to LCSD Policy: [EBBA](#)

PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS

Alternative education programs implemented by the district are to maintain learning options that are flexible with regard to environment, time, structure and pedagogy.

The superintendent or designee will develop alternative education program options in compliance with Oregon Administrative Rules and Oregon Revised Statutes:

- For students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems;
- For students who have not met or who have exceeded all of Oregon's academic content standards;
- When necessary to meet a student's educational needs and interests;
- To assist students in achieving district and state academic content standards;
- When a public or private alternative education program is not readily available or accessible.

For more information, please refer to LCSD Policy: [IGBHA](#) & [IGBHB](#)

MULTILINGUAL STUDENTS

Students whose primary language is a language other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal, or signed communication in a language they can understand.

For more information, please refer to LCSD Policy: [IGBI](#)

COUNSELING

The district’s counseling and guidance program focuses on the developmental needs of all students, K-12, based on the Oregon Department of Education’s Framework for Comprehensive Guidance and Counseling Programs for Pre-kindergarten through Twelfth Grade. Counselors or principal’s designees coordinate the school guidance program and involve all staff members in designing and implementing plans to meet four major goals:

1. Educational Development – Students will develop an education plan and portfolio that utilizes educational opportunities and alternatives consistent with academic standards and their career aspirations;
2. Personal/Social Development – Students will develop appropriate interpersonal and communication skills for a variety of social and work settings; students will develop self-advocacy and decision making skills, and confidence in their own abilities;
3. Career Development – Students in grades K-12 will develop career options consistent with their interests, abilities and values. Career development includes focus on vocation, avocation, family life, and citizenship.
4. Community involvement – Students will demonstrate the importance of making an individual contribution to the community.

For more information, please refer to LCSD Policy: [IJ](#)

EXPANDED OPTIONS PROGRAMS

The Board is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district’s Expanded Options Program (EOP) will comply with all requirements of Oregon law (ORS 340) and give priority status to “at-risk” students.

For more information, please refer to LCSD Policy: [IGBHE](#)

HOMELESS STUDENTS

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law. The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will be provided in accordance with law.

Each homeless student shall be provided with services comparable to services offered to other students, including the following:

- Transportation services; Homeless Students** - JECBD-AR 2-4

- Education services for which the student is eligible, such as:
 - Title I-A;
 - Special education;
 - Programs for English Learners;
 - Career and technical education;
 - Talented and gifted programs.
- School nutrition programs.

For more information, please refer to LCSD Policy: [JECBD](#) & [JECBD-AR](#)

ONLINE LEARNING

See Alternative Instructional Programs

For more information, please refer to LCSD Policy: [IHGA](#)

STUDENTS WITH DISABILITIES

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services (EI/ECSE). For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency is responsible for determining the eligibility of children for EI/ECSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100.

Related Policies:

- Students with Disabilities – Child Identification Procedures Policy: [IGBA](#) & [IGBA-AR](#)
- Educational Records for Students with Disabilities Policy: [IGBAB/JO](#) & [IGBAB/JO-AR](#)
- Participation in Regular Education Programs Policy: [IGBAE](#) & [IGBAE-AR](#)
- Procedural Safeguards Policy: [IGBAG](#) & [IGBAG-AR](#)
- Evaluation Procedures Policy: [IGBAH](#) & [IGBAH-AR](#)
- Free Appropriate Public Education (FAPE) Policy: [IGBAJ](#) & [IGBAJ-AR](#)

TALENTED AND GIFTED

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.

In order to serve academically talented and intellectually gifted students in grades K-12, the district directs the superintendent to establish a written identification process. This process of identification shall include as a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student’s identification team to make a determination

- about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
 4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
 5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

For more information, please refer to LCSD Policy: [IGBB](#) & IGBBA

REGISTRATION

STUDENT FEES, FINES AND CHARGES

The Board recognizes the need for student fees to fund certain school activities, which are not sufficiently funded by the district. No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

Information and notices regarding student fines, fees and charges may also be listed in detail in our registration materials.

The criteria listed below shall be used in developing budget needs for programs and activities and the fees where a maximum has not been set:

1. Schools will comply with adopted statutes, specifically Oregon Revised Statute (ORS) 339.141 and ORS 337.150
2. Schools will treat all students fairly and equally, complying with District equity policies.
3. All schools will follow this standard set of procedures for assessing student fees.

4. No fees shall be charged for required and elective courses for which grades and/or credit is earned, even if supplies may eventually become the property of the student.
 - a. Students wishing maximum freedom of creativity, self-expression and personal choice may choose to select and purchase/provide their own supplies.
 - b. Interested students who do not purchase their own supplies should enroll in these courses anyway. Supplies will be made available for them by the school to complete the course requirements.
5. No fee will be charged for required field trips.
6. No fees shall be charged for textbooks that are required in the regular full-time day program.
7. Fee schedules show the maximum fee that may be charged for the specified item/activity. Based on the activity budget and needs of a school, these fees may vary in amount but may not exceed the maximum fee.
8. Towel fees are assessed with the purpose of purchasing locker room towels, operating a washer/dryer on site, and to set aside funds for future replacement of washer/dryers. This fee can only be collected if the school makes towels available to students.
9. Yearbook/Annual fees are assessed on the basis of actual cost to produce an Annual. A budget is prepared which allows for operating costs and future replacement of equipment used in Yearbook/Annual preparation.
10. Lock/hasp and locker fees are assessed to repair and replace equipment.
11. Physical education uniform fees may be charged if the student chooses not to provide his/her own uniform and one is required. Uniforms that could damage or injure property or other students are not permitted.
12. Student Body Activity Card fees are assessed to fund student activities within the school and may not be required for participation in any school activity.
13. A family that believes that payment of school fees/fines creates a severe hardship may request to waive the payment of fees or apply for available "scholarships" when eligible.

| Fee Schedule | | |
|--------------------------------------------------------------|----------------------|--------------------|
| Item | Middle School | High School |
| Admission - Athletic Events | | |
| Adults (Includes District Staff if not working the event) | N/A | \$6.00 |
| Senior Citizens (Age 60+) | N/A | \$3.00 |
| Resident with Student Body Card | N/A | \$1.00 |
| Nonresident Students Age 11+ | N/A | \$3.00 |

| | | |
|--------------------------------------------------------------------------------------|--------------------------------|----------------------|
| Age 6-11 Age 6 and under | N/A N/A | \$1.00 Free |
| District Staff if Supervising | N/A | Free |
| Admission - Non Athletic Events | \$20.00 | \$20.00 |
| Athletic Participation First sport per season | Paid by LCSD | Paid by LCSD |
| Athletic Participation Additional sport per season \$500 Annual Family Maximum | \$100 | \$125 |
| Career/Technical Ed (CTE) Class Fee | \$5.00 | \$5.00 |
| Lock Fee | Actual Cost | Actual Cost |
| Locker Fee | \$5.00 | \$5.00 |
| Physical Education (PE) Uniforms | Actual Cost | Actual Cost |
| Planners (Fee only if not required) | Building Sets Amount | Building Sets Amount |
| School Supplies (Optional) | \$30 | \$30 |
| Student Body Activity Card | \$10.00 | \$15.00 |
| Technology Fee | \$15.00 Includes Elementary | \$15.00 |
| Towel Fee | \$5.00 | \$5.00 |
| Yearbook or Annual | Building Sets Amount | Building Sets Amount |

| Equipment & Textbook Damage Fines Schedule | | |
|-------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------|
| Item | Damage | Fee |
| Chromebook | Total loss Bent frame Missing or removed parts (not keyboard keys) | \$200 \$300 for Touch Screen Dell |
| Chromebook | Not recovered after withdrawal | \$200 \$300 for Touch Screen Dell |
| Chromebook | Multiple parts destroyed | \$200 \$300 for Touch Screen Dell |
| Chromebook | Broken screen | \$50 |

| | | |
|---------------------------------------------|--------------------------------------------|--------------------------------------|
| | Cracked LCD | |
| Chromebook | Keyboard Removed Keys | \$50 |
| Chromebook | Lost/Stolen | \$200 \$300 for Touch Screen Dell |
| Charging Cord —(1st offense) | Lost Charger Broken Charger | Replace Charger |
| Charging Cord —(2nd offense) | Lost Charger Broken Charger | \$35 |
| iPad (9th gen) | Any Damage | \$300 |
| Textbook | Writing/Marking Page | \$1 per page up to replacement cost |
| Textbook | Damaged Spine | \$15 if repairable |
| Textbook | Missing Pages | Replacement Cost |
| Textbook | Lost Book | Replacement Cost |
| Textbook | Damaged beyond repair | Replacement Cost |

For more information, please refer to LCSD Policy: [JN](#)

TRANSFER POLICY

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

- A parent will request the release of their student by completing the appropriate district form; 2. The completed form must be submitted to the district office;
- The Board chair, superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of the decision within 15 calendar days;
- If the release is granted by mutual consent of the resident and nonresident districts, the resident district will make necessary arrangements for the transfer of the student's education records;
- The superintendent's decision is final.

For more information, please refer to LCSD Policy: [JECF-AR](#)

STUDENT RIGHTS & RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students. For more information, please refer to LCSD Policy: [JF/JFA](#)

Among these student rights and responsibilities are the following:

- Civil rights — including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
- The right to privacy, which includes privacy with respect to the student’s education records.

For more information, please refer to LCSD Policy: [KAB](#) & [KAB-AR](#)

ASSEMBLY OF STUDENTS

Students in the district shall have an opportunity to meet during school hours on school property, provided such meetings do not disrupt the orderly operation of the school or violate the rights of other students or staff. Students shall request permission of the principal or designee for organized and/or scheduled meetings prior to the meeting and if approved, the time, place, and supervision shall be designated.

STUDENT DRESS CODE

Dress Code Philosophy:

Lincoln County School District’s student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our Values:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.
- Consistent expectations for the dress code and equitable enforcement of the dress code.

Dress Code Goals:

- Maintain a safe learning environment in classes where protective or supportive clothing/footwear is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), PE (athletic attire/shoes), or CTE (close toed shoes, hair net, etc.).
- Allow students to wear clothing of their choice that is comfortable and within the requirements of the dress code.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing gang-affiliated clothing or paraphernalia.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

For more information, please refer to LCSD Policy: [JFCA](#) & [JFCA-AR](#)

ELECTRONIC DEVICES (PERSONAL)

Students may possess a personal electronic device with certain restrictions. 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.

For more information, please refer to LCSD Policy: [JFCEB](#) & [JFCEB-AR](#)

ELECTRONIC DEVICES (SCHOOL)

Lincoln County School District provides an electronic communication system for the advancement and promotion of learning and teaching. LCSD students will:

- Receive education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;
- Complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations;
- Be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges for violations of policy.

For more information, please refer to LCSD Policy: [IIBGA](#), [IIBGA-AR](#) & [JFC-AR](#)

FREEDOM OF EXPRESSION

Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not

disruptive to other individuals or to the educational process. These rights include Freedom of Student Inquiry and Expression, Freedom of Association, and Student Publications, Displays and Productions.

For more information, please refer to LCSD Policy: [IB](#)

STUDENT SEARCHES

District officials may, subject to the requirements below, search a student’s person and property, including property assigned by the district for the student’s use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

- The district official shall have individualized, “reasonable suspicion” based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
- The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

For more information, please refer to LCSD Policy: [JFG](#) & [JFG-AR\(1\)](#)

USE OF RESTRAINT OR SECLUSION

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors, or volunteers of the district. Restraint may be imposed on a student in the district only under the following circumstances:

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

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

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

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

For more information, please refer to LCSD Policy: [JGAB](#) & [JGAB-AR\(1\)](#)

TRANSPORTATION

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student's school of origin as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Superintendent.

For more information, please refer to LCSD Policy: [EEA](#)

BUS SAFETY PROGRAM

Instruction in school bus safety and emergency evacuation procedures and behavioral expectations is provided yearly for all students. This instruction includes:

- Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc;
- Use of emergency exits and evacuation of the school bus in case of emergency, including participation in actual evacuation drills;
- Instruction on the bus behavioral expectations.

For more information, please refer to LCSD Policy: [EEAC](#)

BUS SCHEDULES AND ROUTES

Actual bus stops and routes will be determined in cooperation with the transportation provider and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules. The determination of safe roads for school bus travel will be made in cooperation with the transportation provider. Bus schedules and routes will be published at registration and updated as needed throughout the year.

For more information, please refer to LCSD Policy: [EEAB](#)

STUDENT CONDUCT & DISCIPLINE ON BUSES

While riding the school bus, a student's conduct will be subject to all LCSD policies and rules, including the Student Code of Conduct (See Board Policy [JFC-AR](#)) and Student Conduct on School Buses (See Board Policy [EEACC](#)). Expectations for student conduct on school buses will be posted in a conspicuous place in all buses.

Penalties and disciplinary procedures for violations of bus expectations are included in the Student Code of Conduct (See Board Policy [JFC-AR](#)) and may also include suspension and/or expulsion from

district-approved transportation services. “Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days. “Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

For more information, please refer to LCSD Policy: [EEACC-AR](#)

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

Video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities. The district will comply with provisions of state and federal law regarding education record requirements including the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act as applicable to the district’s use of video recordings.

For more information, please refer to LCSD Policy: [EEACCA](#) & [EEACCA-AR](#)

STUDENT VEHICLE USE

All students who drive vehicles to school are subject to parking and driving rules developed by the principal. Parking privileges, including driving on district property, may be revoked by the principal for violations of Board policies, administrative regulations or school rules.

Except in unusual circumstances, when transportation to an event is provided by the district, student participants shall not be transported in any other manner. If unusual circumstances do exist: Patrons and staff members may use their privately-owned vehicles to transport students to a school-sponsored event when the principal has given written permission prior to the event and all precautions have been addressed.

Students may, at times, be permitted to transport themselves in their private vehicles to co-curricular activities when the principal has given permission prior to the co-curricular activity. Participation in the co-curricular activity is voluntary and Lincoln County School District is not always directly supervising, controlling, providing the student's transportation. All applicable precautions must be addressed. Students may only provide transportation for themselves (no passengers) to any co-curricular activity within the school day. The Co-Curricular Permission Form and the Co-Curricular Activity List must be used as parent/guardian notification of co-curricular activities.

For more information, please refer to the following policies:

- a. [JFC-AR](#): Student Code of Conduct
- b. [JHFD](#): Student Vehicle Use
- c. [JFG](#) & [JFG-AR](#): Student Searches
- d. [EEAE](#) & [EEAE-AR\(1\)](#): Student Transportation in Private Owned Vehicles

VISITORS

The Board encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other employees. Such visitations should be prearranged. To ensure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

For more information, please refer to LCSD Policy: [KK](#)

VOLUNTEERS

Lincoln County School District is blessed with an abundance of volunteers who bring their enthusiasm, great ideas, and expertise into our schools each day. Parent, grandparent and community volunteers have long been important figures in our schools. Sharing their time and talents with students. Lending a helping hand to teachers and school staff. Our volunteers help in countless ways!

To volunteer in our schools, you must fill out an online application, pass a criminal background check, and successfully complete the online [SafeSchools](#) training course.

Visit or call your neighborhood school today to find out how you can become a valuable member of the LCSD Volunteer Team!

For more information, please refer to LCSD Policy: [IICC-AR](#) or [District Website](#)

- The End -

12. Items of Information & Discussion
 - a. Human Resources
 1. LCSD Volunteer Update



Volunteer Highlights

2023-2024 School Year

Overview

The 2023-24 school year saw an increase in volunteers and volunteer hours from the previous school years and the highest since 2019. Areas of focus included creating a process for staff to request volunteers, making connections with schools, attending events within LCSD and the community for recruitment, volunteer recognition and overall more attention to volunteer related functions and processes across the board.

Process for Becoming a Volunteer

Volunteers are required to complete three steps outlined on the volunteer webpage.

- I. Online Volunteer Application
- II. Online Volunteer Training
- III. Review documents on volunteer guidelines and codes of conduct.
- IV. Must pass a criminal background check

Data Points

- I. **521:** Volunteers who logged time at one or more of our schools
- II. **10,098:** Total recorded volunteer hours
- III. **17:** Volunteers recorded 100 or more hours
- IV. **402:** New volunteers (first time applicants)

School Comparison

| | Active Volunteers | Total Volunteer Hours |
|--------------|-------------------|-----------------------|
| CHES | 85 | 2185 |
| NHS | 38 | 1288 |
| NMS | 24 | 148 |
| OES | 66 | 978 |
| SCES | 115 | 1609 |
| TES | 84 | 1322 |
| THS | 21 | 331 |
| TOES | 42 | 527 |
| TJSHS | 17 | 265 |
| WHS | 17 | 249 |
| YVES | 87 | 1196 |

2024-25 Focus Areas

I. Organizational Support

Continue building relationships with schools, such as attending staff meetings and reaching out to specific staff members to identify the needs of the school and then working to recruit and pair volunteers with the appropriate school need.

II. Recognition & Retention

Last year small gifts were given to volunteers who reached 100 or more hours, a category was created at our end of year celebration for volunteers in each area and we celebrated national volunteer work. I hope to build on these things as well as continue to get volunteer feedback to help set future goals and improve the volunteer experience.

III. Policies



Review what policies out there are related to volunteers and update as needed as well as create a Volunteer Handbook that will be given to each volunteer once accepted.

OYSA Risk Management Criminal Conviction Matrix for Participation Acceptability

This form should be considered a guide, because each case may pose unique situations not covered by a standard format. When multiple convictions have occurred - the "No" on the matrix is applied separately to each conviction, but disqualification periods are concurrent. For three or more convictions in separate incidents within 5 years - apply matrix as if each conviction is for an offense one level higher (except driving status, e.g. DWS)

| Type of Conviction | Years Since Conviction | | | | | | | | | | | |
|----------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | >10 | |
| OK = Approve subject to close scrutiny Yes = OYSA presumed qualified | | | | | | | | | | | | |
| Felony | No | No | No | No | No | No | No | No | No | No | No | No |
| Class A | No | No | No | No | No | No | No | No | No | No | No | No |
| Class B | No | No | No | No | No | No | No | No | No | No | No | OK |
| Class C | No | No | No | No | No | No | OK | Yes | Yes | Yes | Yes | Yes |
| Misdemeanor | | | | | | | | | | | | |
| Class A | No | No | No | OK | Yes |
| Class B | No | No | OK | Yes |
| Class C | No | OK | Yes |
| Special Situations | | | | | | | | | | | | |
| Sexual Abuse of a Child | No | No | No | No | No | No | No | No | No | No | No | No |
| Crime against or involving a child | Treat as if conviction is one level higher | | | | | | | | | | | |
| Crime when sex is element | Treat as if conviction is one level higher | | | | | | | | | | | |
| DUII | | | | | | | | | | | | |
| Diversion | No | OK after Diversion completed and charge dismissed | | | | | | | | | | |
| 1 Conviction | No | No | No | OK | Yes |
| 2 Convictions (w/in 5 yrs) | No | No | No | No | OK | Yes |
| 3+ Convictions (w/in 5yrs) | No | No | No | No | No | No | No | No | OK | Yes | Yes | Yes |
| Drug Possession | | | | | | | | | | | | |
| 1 Conviction | No | No | No | OK | Yes |
| 2 Convictions (w/in 5 yrs) | No | No | No | No | OK | Yes |
| 3+ Convictions (w/in 5yrs) | No | No | No | No | No | No | No | No | OK | Yes | Yes | Yes |
| Drug Manufacturing & Distribution/Sales | | | | | | | | | | | | |
| 1 Conviction | No | No | No | No | No | No | No | No | No | No | No | OK |
| 2+ Convictions | No | No | No | No | No | No | No | No | No | No | No | No |
| Manufacturing Meth | No | No | No | No | No | No | No | No | No | No | No | No |
| Assault I (Class A Felony) | No | No | No | No | No | No | No | No | No | No | No | No |
| Assault II (Class B Felony) | No | No | No | No | No | No | No | No | No | No | No | No |
| Assault III (Class C Felony) | No | No | No | No | No | No | No | OK | Yes | Yes | Yes | Yes |
| Assault IV (Class C Felony) | No | No | No | No | No | No | No | OK | Yes | Yes | Yes | Yes |
| Assault IV (Class A Misdemeanor) | No | No | No | No | OK | Yes |

- b. Board
 - 1. Public Comment (This time is reserved for general public comment to the Board)
 - 2. OSBA & NSBA participation

AT-A-GLANCE AGENDA



OSBA'S 78TH ANNUAL CONVENTION *All in for Students*

NOV. 7-9, 2024 | PORTLAND MARRIOTT DOWNTOWN WATERFRONT

Overview

The OSBA Annual Convention is Oregon's premier continuing education conference delivering practical solutions to help school boards and their superintendents improve student learning and achievement. Whether you are a seasoned or new board member, a superintendent, an administrative professional or a first-time attendee, you'll leave the conference with practical ideas and a renewed commitment to help your board accomplish the critical work ahead. The convention features some of the "best practices" from school boards, OSBA partners and educational organizations across the state.

THURSDAY, NOV. 7

**PRECONFERENCE OSBA LEADERSHIP INSTITUTE
 GOLD LEVEL**

Join us for a full-day to hear about how research-based best practices impact student achievement and earn all the credits needed for your Gold-Level Leadership Institute credential!

TOPICS INCLUDE:

- Organizational Culture and Climate
- Using Data for Student Success
- Culturally Responsive Practices in Governance
- Innovative Practices and Systems Thinking in Governance

| | |
|-------------------|-----------------------------------------------|
| 7-8 a.m. | Registration |
| 8-9 a.m. | Breakfast |
| 9-10:15 a.m. | Session |
| 10:15-10:30 a.m. | Break |
| 10:30-11:45 a.m. | Session |
| 11:45 a.m.-1 p.m. | Lunch |
| 1-2:15 p.m. | Session |
| 2:15-2:30 p.m. | Break |
| 2:30-3:45 p.m. | Session |
| 3-6 p.m. | <i>Convention Registration</i> |
| 3:45-4 p.m. | Leadership Institute Gold Level Award Pick Up |
| 4-6 p.m. | Visit with Exhibitors and Welcome Social |

THURSDAY, NOV. 7

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE

| | |
|-------------------|-----------------------------------------------------------|
| 7-8 a.m. | Registration |
| 8-9 a.m. | Breakfast Program |
| 9-10:15 a.m. | Session |
| 10:15-10:30 a.m. | Break |
| 10:30-11:45 a.m. | Session |
| 11:45 a.m.-1 p.m. | Lunch Program |
| 1-2:15 p.m. | Session |
| 2:15-2:30 p.m. | Break |
| 2:30-3:45 p.m. | Session |
| 3-6 p.m. | <i>Convention Registration</i> |
| 3:45-4 p.m. | Administrative Professionals Workshop Certificate Pick Up |
| 4-6 p.m. | Visit with Exhibitors and Welcome Social |

Join us for a full-day designed for administrative professionals in board support roles. Key topics include agenda planning, managing disrupted meetings and online presence and strengthening board-clerk partnerships through clear communication and operating agreements. Whether you're a beginner or experienced, you'll gain practical tools and insights to empower your leadership and elevate your impact.



FRIDAY, NOV. 8
CONVENTION DAY 1

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 a.m.-4:30 p.m. | Registration |
| 7-8 a.m. | Networking Breakfast |
| 7-8 a.m. | Oregon Rural School Board Members Caucus Meeting and Breakfast |
| 7:30 a.m.-4:30 p.m. | Visit with Exhibitors |
| 10:30 a.m.-4:15 p.m. | Student Showcase |
| 8:30-10:30 a.m. | General Session OSBA Board President Opening Remarks • OSBA Executive Director Remarks • Board Member of the Year Remarks • Student Performance Keynote: Brandon Fleming - The Great Equalizer: Building Bridges Through Education Policy and Empathetic Communication |
| 8 a.m.-4 p.m. | Council of School Attorneys Workshop |
| 10:30-11 a.m. | Break/Keynote Book Signing |
| 11 a.m.-12:15 p.m. | Workshops |
| 12:30-1:30 p.m. | Lunch Program |
| 1:30-2:30 p.m. | Region Roundtable Discussions |
| 2:30-3 p.m. | Break |
| 3-4:15 p.m. | Workshops |
| 4:30-5:30 p.m. | Oregon School Board Members of Color Caucus Meeting |



SATURDAY, NOV. 9
CONVENTION DAY 2

| | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7-10 a.m. | Registration |
| 7 a.m.-3 p.m. | Visit with Exhibitors |
| 7:30-8:30 a.m. | Networking Breakfast |
| 7:30-8:30 a.m. | Oregon Small Schools Breakfast |
| 8:45-10:30 a.m. | General Session OSBA Board President-Elect Remarks and Capitol Watch |
| 10:30-11 a.m. | Break |
| 11 a.m.-12:15 p.m. | Workshops |
| 12:30-1:45 p.m. | Lunch Program Keynote: Eric Shener, <i>Disruptive Thinking in Our Classrooms: Preparing Learners for Their Future</i> , Regarding Artificial Intelligence (AI). |
| 1:45-2 p.m. | Break |
| 2-3:15 p.m. | Workshops |
| 3:15-3:45 p.m. | Break/Keynote Book Signing |
| 3:45-4 p.m. | OSBA Annual Membership Meeting |
| 4-5 p.m. | Hot Topics Roundtable Discussions |
| 5:15-6:15 p.m. | OSBA Legislative Policy Committee Meeting |
| 6:30-8:30 p.m. | LGBTQIA2S+ Advisory Committee Meeting |

SUNDAY, NOV. 10
OSBA BOARD OF DIRECTORS MEETING

| | |
|----------------|---------------------------------|
| 8:30-9 a.m. | Breakfast |
| 9 a.m.-12 p.m. | OSBA Board of Directors Meeting |



- c. Other
 - 1. Meeting Takeaways
 - 2. Reminders/Announcements
- d. Adjournment

Board Strategic Goals 2020-2025

GOAL ONE: High Expectations For Student Achievement By Supporting an Equitable Education Framework.

ALL LCSD students will demonstrate continuous academic and behavioral growth and achievement as demonstrated by the indicators. LCSD will strive to create equitable classrooms across the district within a framework of excellence in education.

GOAL TWO: LCSD is a Convener and Influencer of City, County and State Education and Economic Policies.

LCSD will convene at least one countywide partnership gathering per year in order to connect Lincoln County elected people, organizations, and agencies in order to create partnerships that benefit our students and families throughout the community.

GOAL THREE: LCSD will provide for the Health and Welfare of our Facilities.

LCSD will continue to assess, monitor, and enhance all of its facilities and grounds such that every school is warm, safe and welcoming to all students, families and communities and learning experiences are supported in the healthiest environments possible.

GOAL FOUR: LCSD will Identify the Need and Development of a LCSD Foundation (501 c 3).

LCSD will investigate the development of a LCSD Foundation for the purposes of creating a funding source for valued activities we currently cannot pay for through the general fund such as art, music, theater, middle school athletics, some field trips, and other items desired by our teachers and staff. Feasibility, costs and sustainability will be investigated.

GOAL FIVE: Enhanced Communications and Community Engagement.

LCSD will enhance the ways in which it communicates with community stakeholders and increase the engagement of various community groups by connecting schools, families, and partners countywide. Demonstrate

Lincoln County School District Equity Team Land Acknowledgement Statement

We ask that you take a moment to stop what you are doing, to listen to these words as we recognize the land that we currently inhabit. No matter where each of us is physically located in Lincoln County, we must understand that we are on traditional homelands and unceded territories of indigenous peoples. Where we live in Lincoln County, these are the ancestral homelands for the Confederated Tribes of Siletz Indians.

Lincoln County School District acknowledges the Confederated Tribes of Siletz Indians that consists of over 30 bands originating from Northern California to Southern Washington. The Confederated Tribes of Siletz Indians currently occupy and manage 9,310 acres located here in Lincoln County but is a mere fraction of their original 1855 1.1 million-acre Siletz coastal reservation. We must remember the people of the Confederated Tribes of Siletz Indians are and will forever be the first stewards of this land, water, and fish.

We acknowledge and recognize the continued sovereignty of the Confederated Tribes of Siletz Indians and honor their ancestral homelands. We are committed to bringing awareness to their history and the existence of the Confederated Tribes of Siletz Indians since time immemorial.