

Regular School Board Meeting

Wednesday, May 13, 2026 7:00 PM

District Office , 150 SW Evergreen, Mill City, OR 97360

1. Call to Order

2. Flag Salute

3. Approval of / or Changes to the Agenda Action

4. Public Comment

Thank you for being at the Santiam Canyon School District 129J board meeting tonight. Hearing from our families and community is important to us. During this section, the board's role is to listen. While we may ask clarifying questions from time to time, we will not be engaging in dialogue with people making comments. When follow-up is warranted, that will usually be done through our superintendent. In accordance with policy BDDH, speakers may offer objective criticism of district operations and programs, but the board will not hear comments regarding any individual district staff member. Those comments can be submitted to the district in accordance with district policy. The board requests commenters be respectful and to please keep all comments to 3 minutes per person. As you begin, please state and spell your name for the record, and if you are representing an organization, please state the organization. Thank you.

5. Consent Agenda

5.1. March 19, 2026 Work Session Minutes

5.2. April 13, 2026 Board Minutes

5.3. Resignations:

a. Crystal Johnson - SJSHS Instructional Assistant

b. Don Taylor - SJSHS CTE Construction Teacher

5.4. Retirements

a. Shelly Moberg - Cafeteria Aid

b. Nancy Cole - SJSHS Instructional Assistant

5.5. Hires

a. Justin Sanderson - SES Head Custodian

b. Christian Yung - SJSHS Night Janitor

c. Kayla Budlong - SES Kindergarten Teacher

6. Staff Reports

6.1. Educational Spotlight - Charlene Burgess - SES Robotics

6.2. ORCA - Steve Nielson

6.3. SES - Alisha Hansen

6.4. SJSHS - Blane Lazar

6.5. SJSHS Student Representative - Kylee O'Brien
and Madison O'Brien

6.6. Financial Report - Nichole Cooper

6.7. Superintendent Report - Krista Nieraeth

6.8. Enrollment Report - Krista Nieraeth

6.9. Regular Attenders Report - Krista Nieraeth

7. **Action Items**

7.1. Second Read of Policies

7.1.1. DJ - District Purchasing

7.1.2. EBBB - Injury or Illness Report

7.1.3. EFA - Local Wellness

7.1.4. GBEB - Communicable Diseases in Schools

7.1.5. GBEB - Staff - HIV, AIDS, and HBV -
DELETE

7.1.6. GCBG/GDBD - Sick Leave - Personal Illness
and Injury Leave*

7.1.7. GCDA/GDDA - Criminal Records Checks and
Fingerprinting*

7.2. Social Studies Curriculum Grades 6 - 12
Adoption

7.3. Employee Handbook

8. **Informational Items**

8.1. First Reads of Policies

8.1.1. BBAA - Board Member's Authority and
Responsibilities

8.1.2. BDDC - Board Meeting Agenda

8.1.3. BDDG - Recordings and Minutes of Board
Meetings

8.1.4. EBB - Integrated Pest Management

8.1.5. GBA - Equal Employment Opportunity

8.1.6. GBNAB/JHFE - Suspected Abuse of a Child
Reporting Requirements**

8.1.7. JHFE/GBNAB - Suspected Abuse of a Child
Reporting Requirements**

8.1.8. JECA - Admission of Resident Students**

8.1.9. KBCAA - News/Media - HIV, AIDS or HBV** -
DELETE

8.1.10. KL - Public Complaints

8.2. Administrative Regulations

8.2.1. GBA - AR - Veteran and State
Servicemember Preference

8.2.2. GBNAB/JHFE-AR(1) - Reporting the
Suspected Abuse of a Child

8.2.3. GBNAB/JHFE-AR(2) - Abuse of Child
Investigations Conducted on District Premises

8.2.4. JHFE/GBNAB-AR(1) - Reporting of Suspected
Abuse of a Child

8.2.5. JHFE/GBNAB-AR(2) - Abuse of a Child
Investigations Conducted on District Premises

8.2.6. KL - AR - Public Complaints

8.2.7. DLB - AR - Salary Deductions - DELETE

8.2.8. GCDA/GDDA-AR - Criminal Records Checks
and Fingerprinting - DELETE

8.3. Strategic Plan Work Session Date and Time
Discussion

8.4. OSBA Summer Session

9. **Items for Next Meeting**

10. **Important Dates:**

**May 20th - Budget Committee Meeting - Second
Meeting (if needed), District Office, 6pm**

**May 25th - NO SCHOOL in observance of Memorial
Day**

June 5th - SJSHS Graduation, 6pm

**June 10th - Public Hearing on Budget, District
Office, 6pm**

**June 10th - Regular School Board Meeting,
District Office, 6:15pm**

June 11th - Last Day of School for Students

June 12th - Last Day for Certified Staff

11. **Items for the Next Meeting / Board Comments**

12. **Motion to Adjourn**

Santiam Canyon School District Board of Directors
Work Session
March 19th, 2026 6:00 pm
Santiam Canyon School District Office Conference Room

Board Members Present:

Elizabeth Reeser, Melissa Allison, Lynda Harrington, Carl Anderson

Board Members Absent:

Doug Cole

Staff Present:

Krista Nieraeth, Lisa Follis

OSBA Facilitator:

Janet Avila-Medina

1.0 Call to Order

Board Chair Elizabeth Reeser called the work session to order at 6:08 p.m.

2.0 Flag Salute

The Pledge of Allegiance was led by Mrs. Reeser.

3.0 Approval of Agenda

Motion: Mrs. Harrington moved to approve the agenda as presented.

Second: Mrs. Allison

Discussion: None

Vote: Motion passed 4–0

4.0 Board Governance Essentials

The Board participated in governance training facilitated by Janet Avila-Medina of the Oregon School Boards Association (OSBA). The training provided an overview of board responsibilities, public meeting law, and the distinction between governance and management roles.

Key topics included:

- **Public Meeting Law:** Requirements for PACE training, transparency, public records requests, and avoidance of serial communications. The OSBA portal was identified as a resource for required and optional training.
- **Communication Practices:** Board-related emails and text messages may be subject to public records requests. Serial communications may violate public meeting law. Board members were advised to limit “reply all” responses and avoid deliberation outside of public meetings.
- **Governance vs. Management:** The Board is responsible for hiring, evaluating, and overseeing the Superintendent, while the Superintendent manages daily operations. The Board approves the budget but does not manage line-item expenditures.
- **Community Engagement and Complaints:** Board members should listen respectfully, avoid validating complaints, and refer concerns to established policies (including Policy BBAA). Members should not independently investigate issues. Recusal may be necessary in certain situations.
- **Personnel Matters:** Board members are not involved in staff evaluations or confidential personnel issues. The Superintendent manages these responsibilities.
- **Meeting Protocols:** Emphasis on adhering to posted agendas and avoiding discussion of non-agenda items. During public comment, board members listen without responding; factual clarification may be provided by the Superintendent.
- **Board Operations:** Introduction of a Board Operating Agreement to support effective governance and decision-making.

Ms. Avila-Medina reminded the Board to complete the Superintendent evaluation process and noted upcoming executive session dates.

Superintendent Nieraeth thanked the Board for their participation and emphasized the importance of ongoing training.

5.0 Adjournment

Mrs. Reeser adjourned the work session at 7:53 p.m.

Santiam Canyon School Board of Directors
Regular School Board Meeting
April 13th, 2025 6:00 pm
Santiam Canyon District Office

Board Members Present: Elizabeth Reeser, Melissa Allison, Carl Anderson, Doug Cole, Lynda Harrington

Staff Present: Krista Nieraeth, Blane Lazar, Alisha Hansen, Sam Proctor, Lisa Follis, Nichole Cooper, Jess Rist, Angela Moreno, Tobias Burroughs, Amber Jungwirth

Student: Payte Hansen

Visitors: Melody Rossitier, Peter Stauffer

1.0 Call to Order:

Mrs. Reeser called the board meeting to order at 6:05 pm.

Flag Salute:

Mrs. Reeser led the Pledge of Allegiance

2.0 Approval of/or Changes to the Agenda:

Mr. Anderson motioned to accept the agenda as presented.

Mr. Cole second.

No Discussion. Motion passed 5-0

3.0 Public Comment

None

4.0 Consent Agenda

Mrs. Harrington motioned to accept the consent agenda.

Mr. Anderson seconded.

No Discussion. Motion passed 5-0

5.0 Staff Reports

5.1 Educational Spotlight- Tobias Burroughs SJSHS Music Program, Mr. Burroughs showcased the music class before the board. He provided the board with a presentation showing all the different events the music classes had attended. Mr. Burroughs also gave the board the different levels of music he offers the students such as School of Rock and first time band classes for 9th graders.

Mr. Anderson said he enjoyed seeing the band at the football games. Mrs. Harrington asked if Mr. Burroughs had thought about being in the 4th of July parade. He said he had not but would talk with Mrs. Harrington later about it. Mrs. Harrington asked what brought Mr. Burroughs to our district, Mr. Burroughs said limited options for music teachers. Mrs. Harrington stated that Mr. Burroughs brings a lot of energy and enthusiasm to his classroom. The full report can be found online.

5.2. ORCA - Mrs. Galvin was not present to give her report to the board. Ms. Nieraeth advised the board Mrs. Galvin can not do Monday night meetings and the report is in their information which can also be found online. Ms. Nieraeth did say that ORCA is beginning their budget for next year and they have been working closely together on funds the district receives and how they pass through them. Ms. Nieraeth also said ORCA's enrollment continues to increase.

5.3. SES - Mrs. Hansen – Mrs. Hansen presented her report to the board, which can be found online. Mrs. Reeser asked for clarification on the difference between tier 1 one and two with the behavior incentives? Mrs. Hansen gave an explanation of the different levels and expectations.

5.4 SJHHS - Mr. Lazar - Mr. Lazar presented his report to the board, which can be found online. Mr. Lazar said the total donation to Doernbecher Hospital was \$13, 500. Mrs. Allison asked whose idea the sabotage basketball was? Mr. Lazar said it was Desiree Dunagan that did all the research and put it together. Mrs. Harrington said she loves the enthusiasm of everyone involved.

5.5 SJSHS Student Report – Payte Hansen- Mr. Lazar introduced Payte and gave a brief overview of what all Payte has been involved in such as football, baseball, some basketball, and is on track to graduate. Payte is also involved in CTE class, volunteers for campaigners and is involved in the National Honor Society and volunteers for his church and is the definition of consistency. Mrs. Reeser asked Payte about football? Payte said there have been a lot of changes since he began. He has seen three lead coaches and the constant change makes it hard Mrs. Allison asked Payte if he had plans for the future? She thought she had heard he was joining the military. Payte said he is joining the Air Force and will train to be an aviation mechanic and plans on making a career out of it. Mrs. Harrington asked what his favorite thing about Santiam is? Payte said his favorite thing is his least favorite thing as well, and it is the small community where everyone knows everything that goes on. He said that is his least favorite thing about it but also loves that his younger siblings can walk to the store and he doesn't feel concerned. Mrs. Harrington then asked what is the one thing he would change if he could. Payte said to have more CTE like classes for the hands on learner. Mrs. Allison asked what piece of advice he would give the students changing from the elementary to the high school. Payte said he would tell them to shoot for better than you think you can do. He never would have thought he was capable of all his accomplishments but he stuck to it no matter how hard it got and he said you can struggle through it and be successful like him. Mrs. Harrington asked if he planned on going right into the military. He said he was so he could get more education while there. Mr. Lazar told the board about a grandmother who had come to the high school and told Mr. Lazar that she had seen the campaigners out volunteering and she wanted her grandson to attend Santiam so he could graduate with good people. Mr. Lazar said Payte is the example of the group.

5.6 Financial Report – Mrs. Cooper presented her report to the board, which is available online.

5.7 Superintendent Report – Ms. Nieraeth presented her report to the board, which is available online. Ms. Nieraeth advised the board due to the poverty level being lower, our Title funding has been cut by \$42,000.

5.8 Enrollment Report- Ms. Nieraeth gave the Enrollment Report for the month. The report can be found online.

5.9 Regular Attenders Report- Ms. Nieraeth gave the Regular Attenders report. The report can be found online.

6.0 Action Items

6.1 Second Read of Policies

- 6.1.a CPA - Layoff/Recall - Administrative Personnel
- 6.1.b. EBBA - Student Health Services
- 6.1.c. EBC - Emergency Plan and First Aid
- 6.1.d. EBCA - Safety Threats
- 6.1.e. EBCB - Emergency Procedure Drills and Instruction
- 6.1.f. ECAD - Security Officer
- 6.1.g. EDC/KGF - Authorized Use of District Equipment and Materials *
- 6.1.h. JHC - Student Health Services and Requirements - DELETE
- 6.1.i. KGF/EDC - Authorized Use of District Equipment and Materials *

Mr. Anderson motioned to approve policies listed under Agenda Item 6.1 as presented.
Mrs. Allison seconded.

No discussion - passed 5-0

6.2 Superintendent Evaluation

Mrs. Reeser read the Superintendent evaluation of Ms. Nieraeth, which can be found online.

Mrs. Allison made a motion to accept the Superintendent Evaluation. Mr. Anderson seconded the motion.

No discussion - passed 5-0

6.3 SCTC Lease Agreement Amendment

Ms. Nieraeth gave an overview of the request from SCTC to use the tower at the back of the district office property. The tower has been in use but has not been for a long time. The hope is to have a 5g network and they are looking at Verizon. SCTC would like an amendment to their contract. The district would be receiving four devices for the district office and so staff could take a district phone and not have to use their personal cell phone for work. Ms. Nieraeth advised there are questions on health concerns and that there will be information provided for those concerns. They will also make the tower disguised to fit into the environment around us so it does not stick out.

Mrs. Harrington motioned to approve 4/3/26 Amendment to the Wireless Site Agreement as presented

Second: Mrs. Allison

No discussion - passed 5-0

7.0 Informational Items

7.1 First Reads of Policies

7.1.a. DJ - District Purchasing

7.1.b. EBBB - Injury or Illness Report

7.1.c. EFA - Local Wellness

7.1.d. GBEB - Communicable Diseases in Schools

7.1.e. GBEBA - Staff - HIV, AIDES, and HBV

7.1.f. GCBD/GDBD - Sick Leave - Personal Illness and Injury Leave*

7.1.g. GCDA/GDDA - Criminal Records Checks and Fingerprinting*

Ms. Nieraeth talked about policy DJ - District Purchasing stating she feels there needs to be more transparency when spending money. The current policy allows the Superintendent to spend any amount as long as the money is available. Ms. Nieraeth referred the board to the information that she has provided on what other districts have set for limits. Ms. Nieraeth also advised if setting a limit to not set it below \$100,000.00 due to the total of the district's bills but to set it at \$150,000.00. After some discussion the board thought the amount recommended by Ms. Nieraeth was an appropriate amount.

7.2 Social Studies Curriculum Adoption

Amber Jungwirth gave an overview of how she, Ms. Gross and Mr. Asay chose the social studies curriculum that is available to be viewed. Ms. Jungwirth stated that the curriculum met the criteria the group set to make it a good learning experience for all students. The board was provided with a handout to show the different elements of the curriculum and the ODE check list they must follow

when choosing a new curriculum. Ms. Nieraeth also advised the board there is a QR code on boardbooks to view the curriculum. Mrs. Harrington asked how is the new curriculum is different from what we are currently using. Ms. Jungwirth stated what we are currently using is not interactive and doesn't fit into the teaching style that is currently used by most staff. Mrs. Harrington inquired if the technical information is basically the same? Mrs. Allison also asked if Ms. Jungwirth thought there would be anything that would upset parents? Ms. Jungwirth said she didn't feel it had changed or had anything that may be controversial for parents.

Curriculum will be available at the district office for staff, board members, and community members to review. The curriculum adoption will be voted on at the May meeting.

7.3 Administrative Regulations

7.3.a. CPA - AR - Layoff and Recall for Administrators

7.3.b. EBCD - AR - Emergency Closure Procedures - DELETE

7.3.c. ECAD - AR - Security Officer - DELETE

Ms. Nieraeth reminded the board AR's are not voted on and are informational only. She explained why the two would be deleted.

8.0 Important Dates

May 13th - Budget Committee Meeting - First Meeting, District Office, 6pm

May 13th - Regular School Board Meeting, District Office, 7pm

May 20th - Budget Committee Meeting - Second Meeting (if needed), District Office, 6pm

May 25th - NO SCHOOL in observance of Memorial Day

June 5th - SJSHS Graduation

June 10th - Public Hearing on Budget, District Office, 6pm

June 10th - Regular School Board Meeting, District Office, 6pm

June 11th - Last Day of School for Students

June 12th - Last Day for Certified Staff

9.0 Board Information/ Comments

9.1 2026 OSBA/ COSA Legislative Report

Ms. Nieraeth advised the board that they have the new summary of what took place during the last legislative session,

10.0 Items for the Next Meeting / Board Comments

Mrs. Harrington asked to talk about the possible open meeting veto law. Ms. Nieraeth said she will look into getting more information for the next meeting.

Mr. Cole asked to have more information on the property behind the district office and it being turned into a baseball field or some other use. Ms. Nieraeth said she would work on bringing the board an update.

11.0 Mr. Anderson motion to adjourn. Mrs. Harrington seconded it.

No discussion - passed 5-0

Meeting adjourned at 7:38 pm



- > SES ROBOTICS
- > FIRST LEGO League Challenge
- > Team #68915
- > Santiam Canyon #1
- > STATUS? ...
- > ...
- > Active & Notable



❖ Meet some of our 4th & 5th Robotics Team!



➤ **The challenge** Four categories that the team is judged on that determine team rank, awards, and advancement.



➤ **INNOVATION PROJECT:** Solving a Real-World problem with research and creativity to present to the judges.

➤ **ROBOT DESIGN:** Judged on the building and programming an autonomous robot to complete missions, with a focus on the engineering process.

➤ **CORE VALUES:** The team is evaluated throughout each event for teamwork and “Gracious Professionalism.”

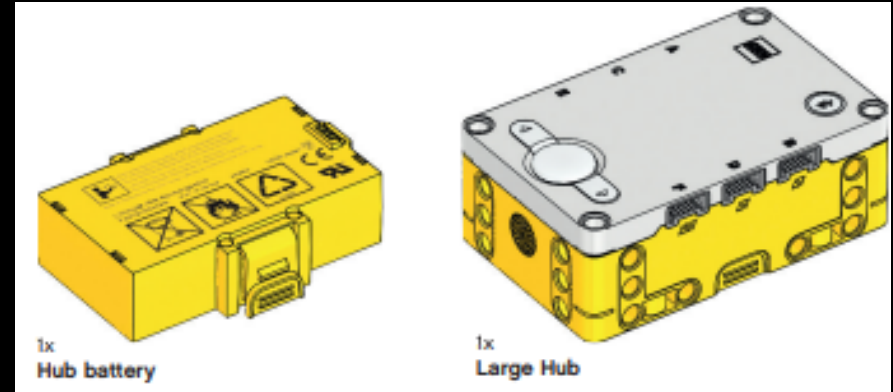
➤ **ROBOT GAME:** Three 2.5 minute matches on the competition table with their highest score for overall performance.



LEGO Robot SPIKE Prime... components

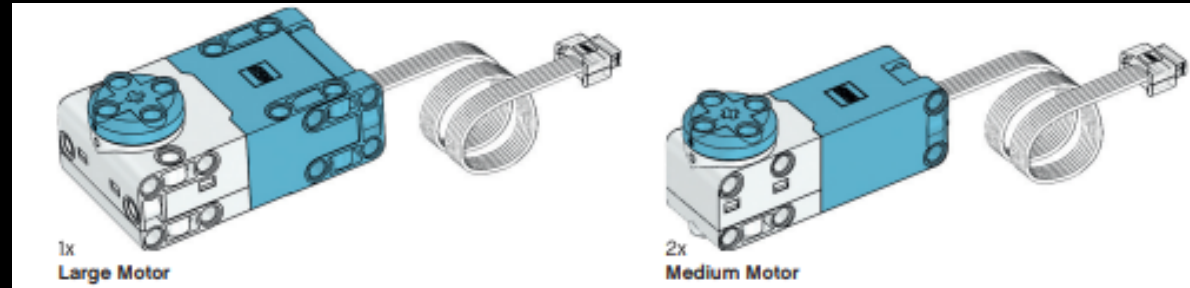
The Hub:

-has power
-connects to sensors
-runs the code for programs



Motors:

-rotations for movement

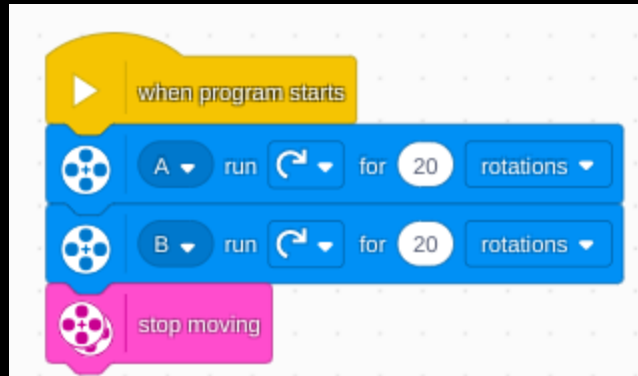
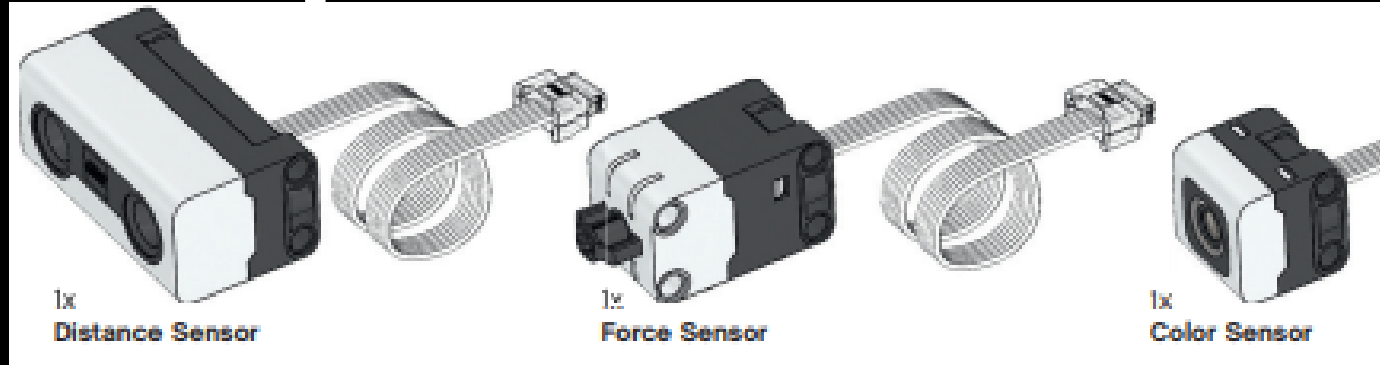


SPIKE Prime... components...

Sensors:

-receives
commands
for tasks

The Coding: -
computer
programming
to complete a
task



ENGINEER A THRIVING PLANET

New Season Challenge Coming Soon

In BIOGLOW™, releasing August 4, 2026, *FIRST*® LEGO® League teams will experience the vibrancy of the world's ecosystems, with two editions of the Challenge: Founders Edition and Future Edition. BIOGLOW is part of the *FIRST*® CANOPY™ season.

[Get the Details on *FIRST* CANOPY](#)



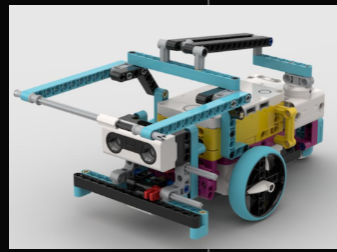
BIOGLOW™



> Click [HERE](#) to see the **Future Edition** for the next generation of *FIRST* LEGO League!

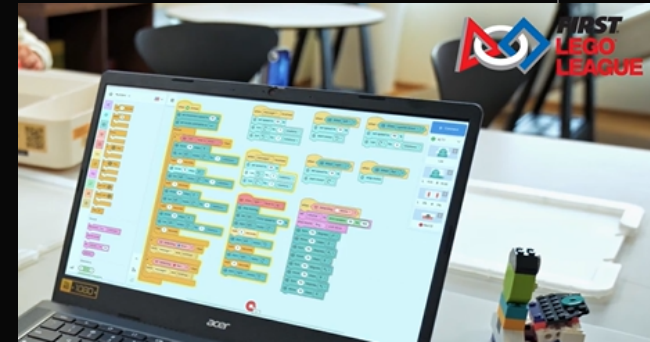
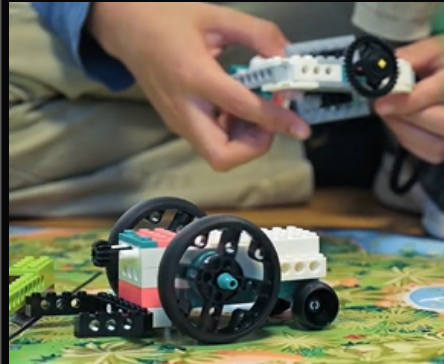
BIOGLOW Future Edition for *FIRST*® LEGO® League (Grades 3-8), based on LEGO® Education Computer Science & AI hardware.

<https://www.firstinspires.org/programs/fll/>



FIRST LEGO League Challenge currently uses the SPIKE Prime Robot which is programmed for autonomous tasks.

Next school year, the “Founders Edition” will allow us to use our SPIKE Prime Robot. Then, we will transition to the new “LEGO Education Computer Science & AI” hardware.



THANK YOU for all of your support!



**School Leader Report
May 13, 2026**

Enrollment

May 5, 2026	April 1, 2026	May 2, 2025	April 25, 2024
3,186	3,084	3,085	2,642

Student Intent to Return

	Yes	No	Undecided	Blank
May 4, 2026	2,081 - 73%	143 - 5%	152 - 5.3%	478 - 17%
May 6, 2025	1,929 - 69%	131 - 4.7%	154 - 5.5%	581 - 20.8%
April 25, 2024	1,601 - 68.2%	75 - 3.2%	127 - 5.4%	546 - 23.2%

2026-27 Oregon Charter Academy Budget

The Oregon Charter Academy 2026-27 budget has been approved by the board of directors. Below is the narrative outlining what is shown in the attached budget. We are proud of the work we have done to maintain a positive end-of-year fund balance. With growing enrollment, this budget reflects positive increases and support for staff while continuing to provide comprehensive programs for students.

Overall Comments

1. The budget reflects an average funded enrollment of 2,820 students, generating over \$40.6 million in revenue.
2. Estimated expenses total just more than \$38.8 million, which would result in a net increase of nearly \$1.8 million to the ending fund balance. There is also \$1,000,000 in planned reserves built into this budget, which is reflected in the expense total above.
3. The Boone Building budget reflects a \$20,000 loss, net of depreciation. This is due to a decrease in rental revenue and an increase in depreciation costs. Tenant turnover occurred in Suite 203 last August. The new lease is \$2,000 less per month, which reflects current market conditions. Increased depreciation costs are due to the Suite 101 and 201 remodels, which were essential to better serve ORCA's operational needs.

Enrollment

1. The 2,820 projected enrollment reflects a non-returning graduating class of 359, and an entering kindergarten class of 80, with other grade levels remaining more or less



School Leader Report May 13, 2026

constant. The details behind this approach were included in the January 2026 board packet.

Revenue

1. The budget reflects \$11,733 per pupil funding in the 2026-27 budget, up 4.7% from the current \$11,208 figure. The estimated 2026-27 amount was published by the state on March 2nd. As in previous years, this rate is before district participation and management fees are deducted, which is reflected in the expense section.
2. In addition to the per-pupil funding for base enrollment, ORCA receives additional monies on a weighted average basis for students on IEPs, students in poverty, English Language Learners, and other special population groups. The total budgeted weighted ADM for 2026-27 is based on 3,252 students.
3. High School Success monies were budgeted at \$950,000 for the year, which is based on current funding.
4. IDEA funding was relatively flat from current year levels, as it is allocated based on previous year enrollment, and enrollment has stabilized. Future federal funding of this program is unknown at this time.
5. Interest income of \$725,000 is forecast - \$385,000 from LGIP and \$340,000 through existing annuity contracts.
6. Other revenue includes \$25,000 in rental income at the Mill City office and from other miscellaneous sources.

Staffing

1. The 2026-27 personnel budget was increased by 15 licensed and one administrative FTE over current staffing levels due to increased enrollment. There are 192 paid positions in the proposed budget, totaling 191.5 FTE.
2. Salaries for continuing staff are based on salary schedules presented and approved at the January board meeting and represent a 3% cost of living increase (5% for Classified staff), plus a 3% step increase for all staff members. A new step has been added to all salary schedules, so everyone is eligible this year.

Fringe Rate

1. Health benefits have been projected at 20% of salaries. This includes the \$500/month to employees who opted out of insurance and the \$200/month HSA contributions to employees who elected low-cost plans. The monthly employer contribution increases from \$1,500 to \$1,600 for all full-time employees. There are currently 174 insurance-eligible employees, of whom 59 opt out.



School Leader Report May 13, 2026

2. The PERS employer rate remains level at 29% of salaries.
3. Payroll taxes are estimated at 9% of salaries.

Non-Payroll Related Expenses

1. ORCA expects to pay a 1% district participation fee and a 3.5% management fee to Santiam Canyon.
2. The relationship with SYS Education is ongoing, and they will continue to manage the learning platform, website, student supplies logistics, as well as certain school operations (designated by MOU). The SYS fee structure is based on student enrollment, and fees are expected to be \$5.14 million (at the 2,820 student target).
3. ORCA will continue to utilize outside vendors to provide curriculum and enhancements to the instructional services offered to our students. Of the roughly thirty providers, the largest are Accelerate Education, Curriculum Associates, eDynamics, and IXL, combining for an approximate amount of \$425,000.
4. Advertising contracts are expected to continue with BMedia Partners, iHeart Media, and broadcast television commercials. Funds were also set aside for social media and print campaigns. The total outreach budget remains unchanged at \$525,000.
5. Similar to 2025-26, Special Education Related Services will come from third parties engaged for direct student services needed to comply with each student's IEP requirements (OT, PT, speech and language, psychological services, etc). The budget is just under \$1,300,000 for the year.
6. To encourage participation by Board members in School Activities, including attendance at state and national charter school conferences, \$5,000 has been included in the budget.
7. ORCA will continue to partner with ADP for payroll and HR services (\$125,000) and utilize PowerSchool's/SIS suite of student management platforms (\$83,000). Legal and audit expenses are budgeted at \$25,000 each, as well as \$54,000 for a lobbyist.
8. ORCA has set aside \$500,000 for capital improvement expenditures, although nothing specific is planned at this time.

**Oregon Charter Academy
2026-2027 Proposed Budget**

	2026-27 Proposed Budget	2025-26 Adopted Budget	2024-25 Actuals
Funded Enrollment (ADMr)	2,820	2,650	TBD
Per Pupil (ADMw) Funding	\$11,733	\$11,208	\$10,583
State School Funding	38,152,196	34,330,104	33,409,124
Other Revenue	2,450,000	2,424,031	1,282,140
Total Revenue	40,602,196	36,754,135	34,691,264
Compensation Expense			
Salaries - Teaching	11,654,092	9,955,496	9,074,892
Salaries - Classified Staff	1,309,110	1,206,754	1,172,572
Salaries - Administration	1,460,950	1,298,110	1,150,701
Salaries - Prof/Management	816,973	717,294	800,491
Other Salaries (Extra Duty/Subs/Tutors/Summer)	450,000	425,000	287,454
<i>Subtotal Salaries</i>	15,691,125	13,602,652	12,486,110
OPE - PERS (29%)	4,550,426	3,944,769	3,209,855
OPE - Payroll Taxes (9%)	1,412,201	1,224,239	1,120,926
OPE - Benefits - Health (20%)	3,048,225	2,635,530	1,879,106
OPE - Benefits - 403B	525,653	475,000	499,306
OPE - Benefits - Tuition Reimb	85,000	80,000	54,000
<i>Subtotal General Education</i>	9,621,505	8,359,538	6,763,193
Total Compensation Expense	25,312,631	21,962,190	19,249,303
<i>Comp Exp as % of Revenue</i>	62.3%	59.8%	59.2%
Student or Revenue Based Services			
SYS Contract (\$1,795/student up to 3,999)	5,136,900	4,831,750	4,696,253
Santiam Canyon Sponsor Fee	381,522	343,301	334,091
Santiam Canyon Mgmt Fee	1,321,974	1,189,538	1,084,084
Total District/ESD Fees	6,840,396	6,364,589	6,114,428
Purchased Services			
Instructional, Professional, Technical	2,262,847	2,181,211	1,756,716
Property Services	122,400	118,100	88,543
Travel - Staff Mtgs, Prof Dev, Board	150,000	150,000	120,943
Communications - Phone, Mail, Internet	325,000	322,200	233,454
Communications/Marketing	525,000	486,000	469,057
Non Instructional Professional & Technical	728,250	774,783	668,315
Other Purchased Services	20,000	20,000	6,306
PLACEHOLDER	150,000	150,000	
Total Purchased Services	4,283,497	4,202,294	3,343,334

**Oregon Charter Academy
2026-2027 Proposed Budget**

	2026-27 Proposed Budget	2025-26 Adopted Budget	2024-25 Actuals
Supplies & Materials			
Consumable Supplies	50,000	50,000	32,095
Textbooks	392,500	270,000	306,869
Non Consumable Supplies	50,000	50,000	18,157
Computer Software	21,000	5,000	16,914
Computer Hardware	5,000	0	0
PLACEHOLDER	100,000	130,000	0
Total Supplies & Materials	618,500	505,000	374,035
Other Objects			
Dues and Fees	38,000	24,000	35,980
Insurance	152,000	146,000	110,210
Building Capital Improvements/Maintenance	500,000	1,000,000	290,788
Depreciation & Amort (not incl Boone)	82,000	81,000	74,327
Taxes and Licenses	7,000	7,000	4,811
Planned Reserve	1,000,000	1,000,000	0
PLACEHOLDER	0	0	0
Total Other Objects	1,779,000	2,258,000	516,116
Total Program Expenses	38,834,023	35,292,073	29,597,216
Net Asset Balance			
Net Increase (Decrease)	1,768,173	1,462,062	5,094,048

REVENUE DETAIL
2026-2027 Budget

Charter School Rate (2026-27 ODE est#1_3.2.26)
Estimated ADMr

\$11,733
2,820

	ORCA	Weight	ORCA ADMw	SSF Allocation
ADMr	2,820.00	1.00	2,820.00	33,087,060
ELL Students	71.00	0.50	35.50	416,522
Pregnant and Parenting	6.00	1.00	6.00	70,398
IEP Students (capped at 1	310.20	1.00	310.20	3,639,577
IEP Waiver Students	55.00	1.00	55.00	645,315
Poverty	100.00	0.25	25.00	293,325
Foster/N&D	-	0.25	-	-
Small High School Correctio	-	1.00	-	-
TOTAL STATE SCHOOL FUND ALLOCATION			3,251.70	38,152,196
Tier II funding from LBL ESD via SCSD				300,000
IDEA Grant (Federal)				450,000
Measure 98/High School Success (State)				950,000
Tier III funding for ELL				-
Interest Income (LGIP & Other investments)				725,000
Misc Income (Leases - Billboard, Coffee Stand; Other)				25,000
TOTAL OTHER REVENUES				2,450,000
TOTAL ALL FUNDING				40,602,196

From:	2026-27 Enrollment Plan	(presented at 1.28.2026 board meeting)
Average Daily Membership (ADM)		
Grade	Distributed ADM	Grade Mix
K	80	2.84%
1	92	3.26%
2	93	3.30%
3	123	4.36%
4	151	5.35%
5	149	5.28%
6	179	6.35%
7	255	9.04%
8	320	11.35%
9	285	10.11%
10	354	12.55%
11	380	13.48%
12	359	12.73%
Total	2,820	100.0%

K-5	688
MS	754
HS	1,378

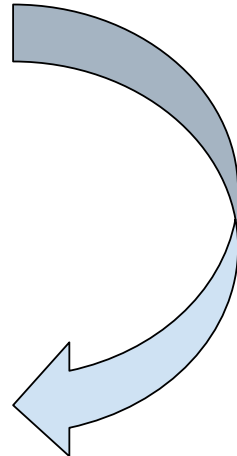
EXPENDITURE DETAIL COMPENSATION
2026-2027 Budget

FOR BUDGET SUMMARY

<i>Category of Staff</i>	# Positions	SUM of NEW 26-27 ANNUAL SALARY
1 - Contracted	1	\$0
Administrator Sal	11	\$1,460,950
Classified Salary	21	\$1,309,110
Licensed Salary	153	\$11,654,092
Prof/Management Salary	7	\$816,973
Grand Total	193	\$15,241,125

LICENSED SALARY DETAIL

<i>Job Title</i>	Sum of FTE	SUM of NEW 26-27 ANNUAL SALARY
School Counselor	9.0	\$659,990
Teacher - Advisory	17.0	\$1,369,227
Teacher - EL	3.0	\$233,126
Teacher - Elementary	22.0	\$1,606,868
Teacher - High School	49.5	\$3,838,843
Teacher - Middle School	23.0	\$1,831,673
Teacher - Secondary	4.0	\$272,158
Teacher - Special Education	25.0	\$1,842,207
Grand Total	152.5	\$11,654,092



Notes:

Licensed Average Salary (2026-27): \$73,688
 Licensed Average Salary (2025-26): \$71,366
 Licensed Average Salary (2024-25): \$66,456

Positions in 2026-27 Proposed Budget

Administrators: 11
 Classified: 21
 Licensed: 153 (152.5 FTE)
 Prof/Management: 7

Positions in 2025-26 Approved Budget

Administrators: 11 (10.5 FTE)
 Classified: 21
 Licensed: 141 (139.5 FTE)
 Prof/Management: 8 (7.5 FTE)

Positions in 2024-25 Approved Budget

Administrators: 11
 Classified: 19
 Licensed: 121
 Prof/Management: 8

EXPENDITURE DETAIL PURCHASED SERVICES
2026-2027 Budget

300 Purchased Services

blue text were paid on pcard

310 - Instructional Professional & Technical Services	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
ABCYA	\$1,999	\$300	\$1,999	\$1,999
Accelerate (credit recovery)	\$25,070	\$22,563	\$19,620	\$22,563
Accelerate (K-5)	\$120,743	\$125,020	\$161,516	\$97,713
AVID	\$7,500	\$12,149	\$5,224	\$6,000
BrainPOP	\$5,025	\$5,025	\$4,892	\$4,892
Cengage (HSS)	\$20,970	\$23,789	\$17,115	\$17,115
Carone Fitness Learning	\$8,670	\$7,488	\$7,248	\$7,248
DiffIT (AI)				\$4,500
Discovery Ed (learning resource)	\$24,427	\$14,570	\$12,629	\$12,629
eDynamics (electives)	\$100,280	\$97,032	\$95,510	\$92,330
EBSCO	\$5,058	\$4,817	\$4,588	\$4,588
EdPuzzle	\$14,851	\$12,622	\$5,702	\$3,000
Education.com	\$2,000	\$2,000	\$2,000	\$2,000
Encyclopedia Britannica	\$7,125	\$3,930	\$3,740	\$3,600
Essential Ed	\$900	\$870	\$1,185	\$1,185
Explore Learning Gizmos (learning resource)	\$9,238	\$8,469	\$7,323	\$7,323
Flexpoint-Florida Virtual (6-12)	\$46,896	\$69,206	\$69,206	\$69,206
Generation Genius	\$1,495	\$1,495	\$1,495	\$1,495
Goodheart-Wilcox (paid thru 6.30.27)		\$10,237		\$0
iCEV	\$6,126			\$4,000
Magic School Student (AI)	\$16,695	\$15,900	\$11,750	\$11,750
iReady (Curric Associates)	\$86,588	\$81,961	\$67,171	\$64,560
iXL	\$91,674	\$90,057	\$52,450	\$47,125
Kahoot	\$6,900	\$5,350	\$5,000	\$6,584
Learning A-Z (Raz Kids)	\$1,800	\$1,350		\$1,584
Learning at the Primary Pod (Sounds to Spelling)	\$840	\$1,419	\$615	\$1,852
Math Seeds (3P Learning)	\$4,000	\$3,800	\$756	\$900
Mote	\$300		\$98	\$295
Mystery Science	\$1,299	\$999	\$1,395	\$1,495
N2Y* (SPED life skills)	\$3,375	\$3,375	\$5,367	\$3,375
NearPod (Renaissance)	\$19,830		\$17,499	\$18,330
Newsela	\$21,729	\$20,308	\$17,391	\$18,608
Overdrive/Sora (digital library)	\$12,500	\$15,000		\$11,500
NW Textbook		\$0	\$8,343	\$10,000
Padlet	\$13,800	\$6,500	\$2,500	\$6,800
Pixton	\$4,320	\$3,024	\$3,024	\$3,000
Scholastic (all in materials section)				
Rosetta Stone	\$450	\$800	\$2,400	\$5,000
Screencastify	\$10,645	\$8,064	\$3,600	\$7,680
Soundtrap/Spotify	\$1,554	\$1,438		
Starfall	\$355	\$355	\$355	\$355
Stemfuse	\$5,000	\$5,000	\$4,000	\$4,000
Stukent	\$13,400	\$6,835		
Teach Upbeat			\$3,480	

EXPENDITURE DETAIL PURCHASED SERVICES
2026-2027 Budget

300 Purchased Services

blue text were paid on pcard

TestOut (CompTIA)	\$4,000		\$6,100	\$6,100
Turn it In	\$10,000	\$7,846	\$6,622	\$6,932
Typing.com	\$3,420			
Chemeketa (dual credit)				
Willamette ESD (Dual Credit & Willamette Promise)	\$20,000	\$6,341	\$14,246	\$20,000
Student Testing & Assessment	\$5,000			\$5,000
SPED Related Services:				
School Psychologist - eLuma	\$180,000	\$56,222	\$0	\$90,000
Community Therapy Services	\$825,000	\$301,233	\$679,545	\$765,000
E-Therapy	\$90,000	\$65,298	\$208,945	\$85,000
Jenelle Stone	\$185,000	\$68,743	\$204,104	\$190,000
Speak Read Write (no longer a provider)		\$0	\$5,200	\$0
Other	\$15,000	\$2,370	\$3,768	\$225,000
Curriculum expansion related to enrollment growth	\$200,000			\$200,000
Total 310 - Instructional Professional & Technical Service	\$2,262,847	\$1,201,170	\$1,756,716	\$2,181,211

320 - Property Services	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Utilities - Pacific Power	\$5,500	\$2,459	\$4,442	\$4,500
Utilities - NW Natural	\$5,500	\$1,419	\$4,059	\$5,000
Utilities - City of Mill City	\$2,300	\$959	\$1,853	\$1,700
Utilities - Portland General Electric	\$9,000	\$6,611	\$6,255	\$9,000
Garbage/Recycling-Pacific Sanitation (Kathie's P-Card)	\$2,000	\$1,060	\$1,425	\$2,000
Garbage/Recycling-Salem Shred/Shred it	\$3,000	\$995	\$2,357	\$2,800
Pest - Orkin (P-Card)	\$2,600	\$1,769	\$2,187	\$2,600
Landscaping - Mill City (Mid-Valley Yard Care)	\$6,000	\$2,075	\$3,712	\$6,000
Janitorial - BFast	\$27,500	\$17,195	\$25,310	\$26,000
Ultrex Business Solutions (IT)	\$11,500	\$7,778	\$10,898	\$11,500
Security - Sentry, Securitas	\$3,000	\$2,134	\$1,838	\$2,500
Other Security (Pye-Barker, Guardian, Cyde's)	\$2,000	\$501	\$638	\$2,000
Maintenance & Repairs (Misc vendors)	\$25,000	\$17,164	\$13,476	\$25,000
Room Rentals (Graduation, Prom, Testing Sites etc)	\$15,000	\$630	\$8,378	\$15,000
Concur and other Misc	\$2,500	\$346	\$1,715	\$2,500
Total 320 - Property Services	\$122,400	\$63,095	\$88,543	\$118,100

340 - Travel	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
TRAV/Prof Dev - Internal (ORCA hosted mtgs, team building)	\$145,000	\$41,894		\$145,000
TRAV/Prof Dev - External (Staff to conferences, purchased trainings i.e. Red Cross)		\$11,205		\$0
Board Travel	\$5,000	\$0		\$5,000

EXPENDITURE DETAIL PURCHASED SERVICES

2026-2027 Budget

300 Purchased Services

blue text were paid on pcard

Pcard - Hotels		\$11,019		
Pcard - Hosted Meals (not LT)		\$13,802		
Pcard - Conference/others (Linn Co. Expo)				
Pcard - Associations (some are student/CTE)				
Pcard - Travel				
Pcard - Other		\$571		
Total 340 - Travel	\$150,000	\$78,491	\$120,943	\$150,000

350 - Communication - PHONE, MAIL, INTERNET, COPIERS	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Internet - Mill City (Wave)	\$5,500	\$2,688	\$4,608	\$5,300
Internet - Wilsonville (Comcast)	\$4,500	\$2,275	\$3,587	\$4,400
Google Voice	\$95,000	\$37,470	\$91,842	\$90,000
Pitney Bowes - postage (everything except rental)	\$22,000	\$9,194	\$17,039	\$22,000
Other Shipping/Mailing (generally hits Pcard)		\$174	\$741	
Ultrex (Copier Leases/Supplies; formerly POA)	\$50,000	\$7,530	\$17,909	\$50,000
Telelanguage/Propio	\$500	\$50	\$90	\$500
SYS Ed/UPS pass through	\$125,000	\$88,814	\$77,643	\$125,000
Concur Software	\$12,500	\$6,324	\$12,478	
Pcard - Pacific Office				
Pcard - Pitney Bowes Rental		\$3,147	\$5,574	
Miscellaneous	\$10,000	\$2,741	\$1,943	\$25,000
Total 350 - Communication - PHONE, MAIL, INTERNET, COPIERS	\$325,000	\$160,407	\$233,454	\$322,200

359 - Communication - MARKETING & OUTREACH	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Alligator & Factory 40 (and other printing/giveaways)	\$20,000	\$19,861	\$9,429	\$10,000
iHeart Media	\$210,000	\$80,390	\$194,068	\$200,000
B Media Partners	\$50,000	\$31,525	\$11,677	\$0
Sprout Social	\$4,000	\$4,381	\$4,094	\$4,000
PLACEHOLDER	\$50,000			\$50,000
EffecTV (Comcast)	\$50,000	\$24,908	\$73,813	\$70,000
KATU (Sinclair)	\$30,000	\$12,662	\$30,605	\$30,000
KGW	\$30,000	\$10,554	\$26,660	\$36,000
KOIN	\$35,000	\$26,350	\$53,060	\$40,000
Fox 12 (Gray Media)	\$36,000	\$30,388	\$27,845	\$36,000
Print (NW Kids, Portland Monthly Willamette Week, SJ)		\$1,746	\$2,576	
Signage (Fastsigns, etc)	\$5,000	\$3,074	\$309	\$5,000
Onboarding/Smart Starts/Fairs/Festivals	\$5,000	\$2,415		\$5,000
Pioneer Productions (All Access w/ Andy Garcia)		\$950	\$29,300	
Concur and other Misc		\$663	\$5,621	
Total 359 - Communication - MARKETING & OUTREACH	\$525,000	\$249,867	\$469,057	\$486,000

380 - NonInstructional Professional & Technical Services	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
ADP Contract	\$125,000	\$74,710	\$110,942	\$120,000
Care Solace	\$10,000	\$9,200	\$7,500	\$9,200
PenServ (403B compliance; formerly CCC)	\$6,000			\$6,000

EXPENDITURE DETAIL PURCHASED SERVICES
2026-2027 Budget

300 Purchased Services

blue text were paid on pcard

DebtBook (GASB 87 & 96 Compliance)	\$11,500	\$11,500	\$9,000	\$9,000
Eversign (now Xodo sign) - now coded to 470				\$1,000
E-Rate Advantage	\$4,000	\$2,500	\$3,500	\$3,500
Audit & IRS Filing Services (Pauly, Rogers)	\$25,000	\$18,950	\$19,400	\$25,000
Kajeet - Hotspots	\$220,000	\$164,453	\$196,777	\$220,000
Accounting Software (Infinite Visions thru LBL ESD)	\$20,000	\$0	\$11,007	\$10,000
Legal Services (Jordan Ramis)	\$25,000	\$3,270	\$24,413	\$25,000
Lobbyist (Summit Strategies)	\$54,000	\$24,000	\$46,000	\$54,000
Teach Upbeat	\$8,000		\$3,584	\$8,000
Mandatory HR annual trainings - Vector Solutions	\$3,500	\$2,155	\$1,863	\$3,500
Marcia Brenner	\$10,000	\$5,350	\$5,288	\$10,000
Other Consultants (Cognia)	\$5,000	\$1,200	\$1,200	\$5,000
Powerschool - Enrollment	\$15,000	\$12,100	\$11,640	\$14,300
PowerSchool-SIS	\$30,000	\$29,777	\$22,967	\$26,438
PowerSchool-Special Programs	\$13,500	\$11,932	\$10,453	\$12,100
PowerSchool-Document Tracker	\$5,000	\$3,314		
Grade Guardian (formerly Hoonuit) - thru Aspire	\$14,500	\$13,649	\$22,222	\$13,000
PowerSchool-SchoolSpring	\$3,000	\$2,176	\$1,908	\$2,397
PowerSchool-BrightArrow	\$5,500	\$4,396	\$4,719	\$5,300
PowerSchool-Naviance	\$10,250	\$9,109	\$7,949	\$9,548
Instructure	\$20,000	\$19,146	\$18,234	\$18,500
Santiam Canyon Truancy Officer	\$0	\$0		\$25,000
SYS - MOU	\$0	\$0	\$66,000	\$66,000
SYS - Kajeet Device Management & Zoom	\$60,000	\$34,169	\$42,633	\$50,000
OSBA policies	\$4,500		\$3,552	\$3,000
Concur and other misc; HR reference check program	\$20,000		\$15,564	\$20,000
Total 380 - NonInstructional Professional & Technical Ser	\$728,250	\$457,056	\$668,315	\$774,783

390 - Other General Professional & Technical Services	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Placeholder for Prom, Spring Celebration and other Student Activites	\$20,000	\$0	\$6,306	\$20,000
Total 390 - Other General Professional & Technical Servic	\$20,000	\$0	\$6,306	\$20,000

Grand Total	\$4,133,497	\$2,210,086	\$3,343,334	\$4,052,294
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EXPENDITURE DETAIL SUPPLIES & MATERIALS
2026-2027 Budget

400 Supplies & Materials

410 Consumable Supplies & Materials	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Amazon (various supplies)		\$5,216	\$3,616	
Office Supplies		\$641	\$419	
Computer Peripherals <\$250			\$219	
Grad Supplies (Covers & Cords)			\$2,925	
LT Misc Meals				
Sierra Springs		\$1,383	\$1,862	
Misc Other	\$50,000	\$5,846	\$23,054	\$50,000
Total 410 Consumable Supplies & Materials	\$50,000	\$13,086	\$32,095	\$50,000

420 - Textbooks	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Elem, MS, HS Supplies		\$3,741		
Accelerate Education	\$25,800	\$16,644	\$20,518	\$10,000
Amazon	\$216,993	\$174,346	\$178,904	\$125,000
Bulk Bookstore				
Carolina Biological Supply	\$3,745	\$2,402	\$3,541	\$2,000
Cengage Learning				
Discovery Ed (via pcard)				
Encyclopedia Britannia (see InstucServices)				
Firia Labs	\$3,210			
Florida Virtual School				
Learning A-Z (via pcard)				
McGraw Hill				\$3,000
N2Y (some on pcard)				
NW Textbook Depository				\$5,000
Impressions in Ink (formerly Rhino Digital)	\$86,290	\$80,641	\$86,584	\$60,000
Scholastic				\$15,000
Zaner Bloser		\$4,539	\$3,539	
Science Take-Out	\$1,605	\$0		
CTE, SPED and Other (Nepris, CDV, Speechify)				
Test Out (Estimate \$4,000)				
Zaner Bloser	\$4,857			
Misc Other, HSS materials		\$11,913		
Placeholder	\$50,000		\$13,783	\$50,000
Total 420 - Textbooks	\$392,500	\$294,226	\$306,869	\$270,000

430 - Library	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Total 430 - Library	\$0	\$0	\$0	\$0

440 Periodicals	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Total 440 Periodicals	\$0	\$0	\$0	\$0

460 - Non-consumable Supplies	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Minor Equipment		\$4,834	\$1,400	
Tables, Chairs, Desks, etc			\$11,016	
Phone - Google Voice equipment				
Concur and other Misc	\$50,000	\$5,007	\$5,741	\$50,000
Total 460 - Non-consumable Supplies	\$50,000	\$9,841	\$18,157	\$50,000

470 - Computer Software	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Adobe Licenses	\$2,500	\$2,147	\$2,136	
HSS Courseware (HSS Grant)	\$12,500	\$1,170	\$9,769	
Xodo Sign (formerly Eversign)	\$1,000	\$960	\$965	
Concur and other Misc	\$5,000	\$402	\$4,044	\$5,000
Total 470 - Computer Software	\$21,000	\$4,679	\$16,914	\$5,000

480 - Computer Hardware	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
SYS Pass-thru hardware	\$5,000	\$2,682		\$0
Concur and other Misc & Placeholder				\$0
Total 480 - Computer Hardware	\$5,000	\$2,682	\$0	\$0

Grand Total	\$518,500	\$324,514	\$374,035	\$375,000
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EXPENDITURE DETAIL - OTHER
2026-2027 Budget

600 Other Objects

640 - Dues and Fees	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
COSA	\$10,000	\$9,185	\$9,185	\$10,000
Other Misc Prof Orgs	\$10,000	\$4,966	\$7,656	\$10,000
Cognia (see obj 380)	\$2,000	\$1,400	\$1,200	\$1,500
Filing fees - CT12, SOS, OGEC, etc	\$2,500	\$450	\$2,890	\$2,500
OSBA Evaluation Fee	\$3,000	\$2,650	\$1,950	
OSAA Fees - by district participation	\$7,500	\$2,570	\$6,032	
Other (incl MC water connect fee 24	\$3,000		\$7,067	
Total 640 - Dues and Fees	\$38,000	\$21,221	\$35,980	\$24,000

650 - Insurance and Judgements	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Worker's Comp - SAIF	\$35,000	\$23,000	\$21,000	\$40,000
Gen Liab/MC Bldg (Scottsdale)	\$78,000	\$71,655	\$61,840	\$65,000
D&O policy (Lexington)	\$16,000	\$13,614	\$13,614	\$15,000
Cyber (Houston Casualty)	\$12,000	\$6,887	\$6,887	\$15,000
Boone Bldg (Liberty Mutual)	\$11,000	\$9,830	\$6,869	\$11,000
Total 650 - Insurance and Judgements	\$152,000	\$124,986	\$110,210	\$146,000

500 - Depreciation	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Dep - Equip & Furniture	\$52,000	\$25,000	\$50,000	\$51,000
Dep - Leasehold Improve	\$0			\$0
Dep - Building (MC)	\$30,000	\$15,000	\$24,327	\$30,000
Dep - Building (Wilsonville) \$140k on Boone Budget				
Total 500 - Depreciation	\$82,000	\$40,000	\$74,327	\$81,000

670 - Taxes and Licences	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
Property Tax-Mill City	\$7,000	\$4,905	\$4,811	\$7,000
Property Tax - Wilsonville (\$90k on Boone Budget)				
Total 670 - Taxes and Licences	\$7,000	\$4,905	\$4,811	\$7,000

810 - Planned Reserves	FY27 Budget	Thru Jan 2026	2024-25	FY26 Budget
New Building	\$0			\$0
Rainy Day	\$1,000,000			\$1,000,000
Total 810 - Planned Reserves	\$1,000,000	\$0	\$0	\$1,000,000

Grand Total	\$1,279,000	\$191,112	\$225,328	\$1,258,000
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SANTIAM ELEMENTARY SCHOOL

STAND TOGETHER • FIND YOUR PATH • NEVER GIVE UP

Alisha Hansen, Principal
Savannah Bradd, Office Manager/Registrar
450 SW Evergreen St.
P.O. Box 198
Mill City, OR 97360

alisha.hansen@santiam.k12.or.us
savannah.bradd@santiam.k12.or.us
503-897-4034 Fax
503-897-2368 Ph.

Board Report - May, 2026

Events

- Our students made great behavior improvement since March and earned a Fanta soda at recess for having Fanta-stic behavior!
- June 2nd: k-3rd Star Cinema rewards trip
- June 3rd: Book-It Carnival
- June 4th: Seniors walk SES halls
- June 9th: 4th-5th Northgate Bowl rewards trip
- June 10th: Field Day and BBQ
- June 11th: Step Up Assembly & PBIS bike drawing



Attendance

We are making progress in our schoolwide attendance. This month 154 (out of 233) students earned their first attendance button to celebrate that they had 90% or better attendance for the month of April.

Students can miss 1.5 days of school per month and still earn a monthly button.

Students (91 total) who fall into our yellow zone (85%–89%) for attendance also showed growth. Last month, they demonstrated 16.5% growth.

Star Data

Reading:

SES Star Reading School Wide

Risk level	Fall 2025	Winter 2026	Spring 2026
High Risk	3.9%	3.1%	4.7%
Some Risk	19.5%	13.7%	12.9%
Low Risk	16.9%	18%	16.5%
No Risk	59.7	65.2%	65.9%

Math:

SES School Wide

Risk level	Fall 2025	Winter 2026	Spring 2026
High Risk	5%	3%	4%
Some Risk	17%	10%	10%
Low Risk	19%	18%	21%
No Risk	59%	69%	65%



Blane Lazar, Principal
Amber Jungwirth, Vice Principal
Jessica Benavidez, Office Manager

300 SW Cedar St, PO Box 199
Mill City, OR 97360
503-897-2311 Ph. 503-897-3154 Fax

MAY 2026 BOARD NOTES

STUDENT GUESTS-

Kylee & Madison O'Brien - Seniors, Cousins, Awesome!

Kylee O'Brien played volleyball and softball

She kept the Varsity Girls Basketball books for the last 3 years

She helps run the middle school softball scoreboard

Madison O'Brien transferred to SJSHS during high school

She kept the Varsity Girls Softball books last year

She helps run the middle school softball scoreboard

Both young ladies took College Writing and Anatomy & Physiology

Both Kylee and Madison are very kind and nice. They are quick to help out when needed and they always have a smile on their faces. Without a doubt, SJSHS is a better place because of Kylee and Madison!

WOLVERINE EMPLOYEE FOCUS-

Kristen Meeker is an outstanding middle school resource teacher who cares deeply about the success and well-being of her students. She consistently pushes her students toward academic growth and helps prepare them for the challenges and rigor of high school. Kristen is also a strong advocate for her students, always willing to "go to bat" for them to ensure they are supported, cared for, and given every opportunity to succeed. Her dedication, compassion, and commitment make a lasting impact on the students and families she serves.

WOLVERINE HIGHLIGHTS-

You are invited - Graduation!

Graduation is June 5th, 6:00 pm in the main gym

Let me know if you are attending and we will save you a seat

North Santiam Chamber of Commerce Awards

School of Rock performed 2 songs, awesome!

Student of the Year - Haylie Cole

Students, band program, and MS softball awarded with scholarships

Teacher Appreciation Week - May 4th to May 7th

Our teaching staff is amazing and cares so much about our students!

Thank you to our amazing, awesome, fabulous teachers!

SANTIAM WOLVERINES

STAND TOGETHER • FIND YOUR PATH • NEVER GIVE UP

Blane Lazar, Principal
Amber Jungwirth, Vice Principal
Jessica Benavidez, Office Manager

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Prom Update - May 22nd
Rio, Brazil theme
Hosted at Vanderbeck Valley Farm

Wolverine Election Day - May 14th
Students give speeches and vote for class officers

WOLVERINE ATHLETIC CORNER-

Boys Baseball

- Boys are ranked 19th in the state
- 10-10 record, 8-7 in league
- On track to qualify for league playoffs

Girls Softball

- Girls are ranked 37th in the state
- 3-12 record
- We made it

Track

- Middle and High school track teams are going strong
- Multiple athletes are on track to qualify for state meet

UPCOMING EVENTS-

Spring Concert
May 19th - 6:00 pm

SJSHS Awards Night
May 27th - 6:00 pm

OAKS Park Senior Trip
May 29th - All Day

Senior Scholarship Night
June 1st - 6:30 pm

Graduation Night
June 5th - 6:00 pm

8th Grade Promotion
8th Grade Bullwinkles Trip
June 9th - 6:00 pm



Santiam Canyon School District 129J

Post Office Box 197
150 SW Evergreen St.
Mill City, Oregon 97360
Office (503) 897-2321

Krista Nieraeth, Superintendent
Nichole Cooper, Business Manager
Lindsay Sloan, AP & Payroll
Lisa Follis, District Secretary

May 11, 2026

TO: Santiam Canyon Board
FROM: Nichole Cooper, Business Manager
RE: Financial Statements for fiscal year 2025-26

Board Members,

Attached are the financial statements through April 30, 2026. The reports include:

- General Fund Statement of Revenues – Budget vs. Actual
- General Fund Statement of Expenditures – Budget vs. Actual
- Total Appropriations for the year

Fiscal Year 2025-26

For July 1 through April 30, actual revenues and expenditures show an estimated Ending Fund Balance of \$5,698,350. Of this total, \$1,881,338 is set aside as Contingency and Unappropriated Ending Fund Balance.

Updates

The proposed 2026–2027 budget will be presented this month, and prep work on the interim audit has begun. The May adjustment information has also been released, reflecting a positive payment, the majority of which will flow through to ORCA.

There is a possibility that a supplemental budget will be required in June. As noted on the appropriations sheet, expenditures in the General Fund 1000 (Instruction) function are projected to exceed budget appropriations, primarily due to the additional pass-through funds to ORCA resulting from the May adjustment.

Additional information will be provided if a supplemental budget becomes necessary.

Investments

As of April 30, 2026, Santiam Canyon's investments total \$13,748,109.67 in the Local Government Investment Pool, earning an annualized interest rate of 4.00%.

Please don't hesitate to reach out with any questions or concerns about these statements.

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues: Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 150 SW Evergreen St./PO Box 197, Mill City, OR 97360, (503) 897-2321

Santiam Canyon School District 129J
 General Fund: Statement of Revenues Budget Vs. Actual
 For the Fiscal Year 2025-2026

Source	Budget 2025-2026	Actual YTD Rev. 4/30/2026	Projected through 6/30/2025	Total Estimated 2025-26	(Over)/Under Budget	Budget 2024-25	Actual YTD Rev. 6/30/2025
SSF Funding							
1111 Current Year Property Taxes	2,583,621	2,679,310	7,656	2,686,966	(103,345)	2,442,678	2,581,560
1112 Prior Year's Property Taxes	29,286	42,254	3,139	45,393	(16,107)	30,417	51,960
1114 Payment in Lieu of Property Taxes	13,370	13,070	-	13,070	-	12,523	11,772
1190 Penalties & Interest on Investments	13,567	-	2,035	2,035	-	10,112	4,794
2101 County School Funds	2,500	-	2,500	2,500	-	2,500	3,384
3101 State School Support Funds	39,521,666	36,841,171	2,981,811	39,822,982	(301,316)	34,313,011	35,047,829
3101 SSF - Due from ODE FY24/25		-	2,401,427	2,401,427	(2,401,427)		1,559,988
3101 SSF - Small HS Grant		-	-	-	-		30,566
3101 SSF - Small HS/HC disability FY24/25		-	-	-	-		49,564
3103 Common School Fund	465,672	77,393	77,393	154,786	310,886	415,262	140,220
3104 State Timber	300,000	340,097	19,903	360,000	(60,000)	300,000	455,858
Total SSF Funding	42,929,682	39,993,294	5,495,865	45,489,159	(2,571,309)	37,526,503	39,937,495
Total SSF Revenue	\$ 42,929,682	\$ 39,993,294	\$ 5,495,865	\$ 45,489,159	\$ (2,571,309)	\$ 37,526,503	\$ 39,937,495
Non State School Support Formula Sources							
Local Sources							
1510 Earnings on Investments	450,000	496,664	88,336	585,000	(135,000)	300,000	550,732
1710 Admissions/Fees	10,000	10,454	-	10,454	(454)	10,000	5,803
1910 Rentals	1,000	3	47	50	950	5,000	300
1920 Donations from Private Sources	18,000	-	-	-	18,000	25,000	21,841
1943 Serv Provided to Charter School	1,535,796	1,563,170	246,422	1,809,592	(273,796)	1,314,999	1,418,175
1960 Recovery of Prior Year Expenditures		7,325	-	7,325	(7,325)	-	303
1980 Indirect Fees		-	-	-	-	-	54,054
1990 Miscellaneous Local Revenue	38,388	16,215	1,060	17,275	21,113	40,000	34,724
1991 Miscellaneous ERATE	6,500	6,221	279	6,500	-	6,500	11,757
Total Non Formula Local Sources	2,059,684	2,100,052	336,144	2,436,196		1,701,499	2,097,689
Intermediate Sources							
2102 ESD Apportionment	288,000	32,020	255,980	288,000	-	200,000	372,575
2199 - Other Inter. Sources (HERT)	500	932	-	932	(432)	-	985
2800 Revenue in Lieu of Taxes	500	-	-	-	500	500	-
Total Intermediate Sources	289,000	32,952	255,980	288,000	500	200,500	373,560
State/Federal Sources							
3299 Other Restricted Grants-In-Aid- YTP		-	-	-	-	-	9,979
4201 Foster Care Transportation	5,000	-	-	-	-	-	2,450
4703 Carl Perkins	2,500	6,755	-	6,755	-	-	-
4801 Federal Forest		-	-	-	-	-	10,253
Total State/Federal Sources	7,500	6,755	-	6,755	-	-	22,682
Other Sources							
5400 Beginning Fund Balance*	5,226,881	5,862,904	-	5,862,904	(636,023)	5,100,000	5,109,577
Total Other Sources	5,226,881	5,862,904	-	5,862,904	(636,023)	5,100,000	5,109,577
Total Non SSF Revenue	\$ 7,583,065	\$ 2,139,759	\$ 6,094,732	\$ 8,593,855	\$ (635,523)	\$ 7,001,999	\$ 7,603,508
Total Resources	\$ 50,512,747	\$ 47,995,957	\$ 11,590,597	\$ 54,083,014	\$ (3,206,832)	\$ 44,558,502	\$ 47,541,003
				\$ 48,384,664			
				\$ 5,698,350			
				\$ 1,881,338			
				\$ 3,817,012			

Keep EFB around 5.8 r
 Can move 03-06 Objects from Wildfire late

Santiam Canyon School District 129J
 General Fund: Statement of Expenditures Budget Vs. Actual
 For the Fiscal Year 2025-2026

Function	Budget 2025-2026	Actual YTD EXP 4/30/2026	Projected through 6/30/2025	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	Budget 2024-25	Actual YTD Exp. 6/30/2025
Instruction								
1111 Elementary, K-5 or K-6	1,853,942	1,056,852	518,999	1,575,851	278,091	85.00%	1,656,791	1,441,777
1121 Middle/Junior High Programs	858,829	515,717	257,229	772,946	85,883	90.00%	806,930	666,743
1122 Middle/Junior High School Extracurricular	101,947	38,360	12,613	50,974	50,974	50.00%	103,118	53,716
1131 High School Programs	1,405,712	866,977	398,163	1,265,141	140,571	90.00%	1,251,124	1,151,209
1132 High School Extracurricular	395,609	200,933	56,213	257,146	138,463	65.00%	338,941	310,250
1140 Pre-Kindergarten Program	35,000	-	-	-	35,000	0.00%	35,000	25,188
1210 Programs for the Talented and Gifted	6,729	2,632	1,069	3,701	3,028	55.00%	6,388	3,236
1220 Restrictive Pgms for Students w/Disabilities	750,378	419,929	217,892	637,821	112,557	85.00%	579,380	569,209
1223 Community Transition Centers	-	-	-	-	-	0.00%	12,233	-
1250 Programs for Students w/Severe Disabilities	529,991	342,858	150,034	492,892	37,099	93.00%	400,919	378,363
1271 Remediation	21,304	166	-	166	21,138	0.78%	29,133	20,583
1283 District Alternative Programs	30,800	9,649	4,211	13,860	16,940	45.00%	22,800	10,760
1288 Charter School Payments	36,325,251	31,755,340	3,056,252	34,811,592	1,513,659	95.83%	31,951,262	30,274,302
1288 Charter School Payments - May FY2425 ADJ	-	-	2,863,991	2,863,991	(2,863,991)	0.00%	-	1,804,085
1291 English Second Language Programs	25,948	68	16,178	16,246	9,702	62.61%	13,499	8,452
Total Instruction	\$ 42,341,440	\$ 35,209,481	\$ 7,552,845	\$ 42,762,325	\$ (420,885)		\$ 37,207,518	\$ 36,717,874
Support Services								
2112 Attendance Services	-	0.00	-	-	-		32,144	0.00
2120 Guidance Services	252,735	23,475	52,345	75,821	176,915	30.00%	230,218	120,103.22
2139 Health Services	3,100	23,371	499	23,870	(20,770)	770.00%	3,100	29,647
2143 Psychological Services	1,500	-	-	-	1,500	0.00%	1,500	-
2150 Speech Pathology and Audiology Services	36,800	-	-	-	36,800	0.00%	26,836	-
2190 Service Directions, Student Support Svcs	201,460	151,987	39,400	191,387	10,073	95.00%	107,110	120,659
2222 Library/Media Center	111,191	37,015	24,140	61,155	50,036	55.00%	106,073	96,406
2230 Assessment and Testing	9,100	-	-	-	9,100	0.00%	9,100	-
2240 Staff Development	63,447	26,510	18,989	45,499	17,948	71.71%	56,893	40,799
2310 Board of Education	101,500	59,628	16,497	76,125	25,375	75.00%	97,000	85,164
2321 Office of the Superintendent Services	486,416	371,001	81,366	452,367	34,049	93.00%	436,732	420,131
2410 Office of the Principal Services	607,208	603,994	155,016	759,010	(151,802)	125.00%	551,882	546,328
2520 Fiscal Services	274,045	205,095	36,065	241,160	32,885	88.00%	221,986	223,855
2542 Care and Upkeep of Building Services	1,532,994	1,118,194	184,851	1,303,045	229,949	85.00%	1,458,502	1,173,186
2543 Care and Upkeep of Grounds Services	196,061	106,524	16,994	123,518	72,543	63.00%	161,582	112,413
2544 Maintenance	-	-	-	-	-	0.00%	9,786	-
2550 Student Transportation Services	805,845	486,681	198,287	684,968	120,877	0.00%	781,867	525,333
2574 Printing, Publishing and Duplicating Services	48,250	40,188	3,719	43,908	4,343	91.00%	46,250	40,260
2649 Other Staff Services	5,200	2,491	629	3,120	2,080	60.00%	5,200	1,240
2669 Other Support Services-Central	330,707	261,419	69,288	330,707	-	100.00%	282,678	306,904
Total Support Services	\$ 5,067,559	\$ 3,517,573	\$ 898,087	\$ 4,415,660	\$ 651,899		\$ 4,626,439	\$ 3,842,427
Community Services								
3100 Food Service	55,110	25,705	13,975	39,679	-		53,240	23,986
Total Community Services	\$ 55,110	\$ 25,705	\$ 13,975	\$ 39,679	\$ -	\$ -	\$ 53,240	\$ 23,986
Other Requirements								
4150 Building Acquisition, Construction, and Improvem	-	-	-	-	-	0.00%	5,000	-
5200 Transfers of Funds	1,167,000	-	1,167,000	1,167,000	-	100.00%	817,000	1,105,856
6000 Contingency	1,281,338	-	-	-	1,281,338	100.00%	1,299,305	-
7000 Unappropriated Ending Fund Balance	600,000	-	-	-	600,000	100.00%	550,000	-
Total Other Requirements	\$ 3,048,338	\$ -	\$ 1,167,000	\$ 1,167,000	\$ 1,881,338		\$ 2,671,305	\$ 1,105,856
Total Requirements	\$ 50,512,447	\$ 38,752,758	\$ 9,631,906	\$ 48,384,664	\$ 2,112,352		\$ 44,558,502	\$ 41,690,143

Santiam Canyon School District 129J

Appropriations: Budget Vs. Actual

For the Fiscal Year 2025-2026

General Fund (100)	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
1000 Instruction	\$ 42,341,440	\$ 35,336,858	\$ 7,552,845	\$ 42,889,702		\$ (548,262)
2000 Support Services	\$ 5,067,559	\$ 3,517,573	\$ 898,087	\$ 4,415,660		\$ 651,899
3000 Community Services	\$ 55,110	\$ 25,705	\$ 13,975	\$ 39,679		\$ 15,431
5200 Transfers	\$ 1,167,000	\$ -	\$ 1,167,000	\$ 1,167,000		\$ -
6000 Contingency	\$ 1,281,338	\$ -	\$ -	\$ -		\$ 1,281,338
Sub Total	\$ 49,912,447	\$ 38,880,135	\$ 9,684,252	\$ 48,564,386		\$ 1,348,061
Special Revenue Funds						
1000 Instruction	\$ 3,349,972	\$ 1,398,579	\$ 521,094	\$ 1,919,673		\$ 1,430,299
2000 Support Services	\$ 1,455,488	\$ 541,925	\$ 105,998	\$ 647,923		\$ 807,565
3000 Community Services	\$ 753,427	\$ 368,112	\$ 109,449	\$ 477,561		\$ 275,866
4000 Facility Acquisition	\$ 250,000	\$ -	\$ 12,598	\$ 12,598		\$ 237,402
5100 Debt Service	\$ 34,487	\$ 13,710	\$ 1,450	\$ 15,160		\$ 19,327
6000 Contingency	\$ 750,000	\$ -	\$ -	\$ -		\$ 750,000
Sub Total	\$ 6,593,374	\$ 2,322,327	\$ 750,589	\$ 3,072,916		\$ 3,520,458
PERS Bond Debt Service (302, 303, 304)						
2000 Support Services	\$ 20	\$ 1	\$ -	\$ 1		\$ 19
5100 Debt Service	\$ 1,685,267	\$ 450,132	\$ -	\$ 450,132		\$ 1,235,135
6000 Contingency	\$ 339,386	\$ -	\$ -	\$ -		\$ 339,386
Sub Total	\$ 2,024,673	\$ 450,133	\$ -	\$ 450,133		\$ 1,574,540
Facilities (400)						
4000 Facilities Acquisition	\$ 2,500,000	\$ 11,842	\$ -	\$ 11,842		\$ 2,488,158
6000 Contingency	\$ 250,000	\$ -	\$ -	\$ -		\$ 250,000
Sub Total	\$ 2,750,000	\$ 11,842	\$ -	\$ 11,842		\$ 2,738,158
Total Appropriations	\$ 61,280,494	\$ 41,664,437	\$ 10,434,841	\$ 52,099,277		\$ 9,181,217
Total Unappropriated	\$ 1,559,124	\$ -	\$ -	\$ -		\$ 1,559,124
TOTAL	\$ 62,839,618	\$ 41,664,437	\$ 10,434,841	\$ 52,099,277		\$ 10,740,341



Santiam Canyon School District 129J

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Santiam Canyon School District Board Report May 2026

1. STAND TOGETHER- We celebrate our strengths and differences

a. SPRING ACTIVITIES

As we head into spring, I am really looking forward to continuing to work with our admin team to wrap up interim and state testing, and dig into the data to help plan for next year. It is always a busy time, but also an important one. There are also a lot of fun activities and field trips coming up, and I am excited to be able to join in and be part of those experiences with our students. Spring is such a great time of year because you can really see how much students have grown. It is rewarding to look back and see the progress they have made and how far they have come.

b. TEACHER APPRECIATION WEEK

The first week of May is Teacher Appreciation Week. This week is a meaningful opportunity to recognize and thank our educators for the impact they have on students each day. Beyond instruction, teachers serve as mentors, role models, and consistent, caring adults who support students both academically and personally. This work is deeply important and often demanding. Our teachers regularly go above and beyond, taking extra time, building relationships, and believing in students, even when it isn't always visible or recognized. Their efforts make a lasting difference in the lives of our students. We are grateful for the dedication, care, and commitment our teachers bring to their work every day. They are a key reason our schools are places where students feel supported, valued, and encouraged to grow. Thank you to our teachers, and really all of our staff, for the work they do day in and day out.

2. FIND YOUR PATH- We prepare for the future

a. BUDGET FOR FY 26-27

I am very proud of our staff for completing a balanced budget for the budget. As I stated in my budget message, Santiam Canyon is currently on solid financial footing. As we developed the budget, we not only are looking at maintaining services for the present, but also planning for the future.

Again, the big issue for all districts in the state is the rising costs of PERS. It's important for us to recognize the impact of PERS on our budget. The SSF provides approximately \$11,733 per student; however, PERS costs account for 20.35% of that amount, approximately \$2,387 per student, reducing available funding to roughly \$9,346 per student to cover all other operational expenses, including salaries and benefits, utilities, maintenance, technology and instructional materials. I think that is important for us to know

Again, I appreciate the work that Nichole Cooper, our business manager and Michelle Glover from OASBO have contributed throughout this process. It is not an easy process to put together a budget but they did it well.

b. EL/ML DISTRICT PLAN – TITLE III

The district is in the process of completing its EL/ML District Plan, a requirement under the Title III program. This plan is designed to support our English Learners and Multilingual Learners while ensuring the district remains in compliance with state and federal requirements. As part of this work, this district is reviewing student data to better understand how EL/ML students are participating across programs and services, with a focus on ensuring equitable access and opportunities. The plan also outlines instructional strategies and supports to help teachers effectively meet the needs of EL/ML students in the classroom. This plan will serve as a guide for strengthening systems, improving access, and continuing to support the success of our multilingual learners across the district.

c. PROFESSIONAL DEVELOPMENT

In April, Lindsay Sloan and I attended PACE Day in Sunriver, Oregon. This annual event brings together districts from across the state to focus on risk management, injury prevention, and understanding legal responsibilities in schools. The day included a variety of sessions such as Bullying in Sports, Supervision Best Practices, Crisis Communications, Leave Laws, and others. Each session provided practical guidance and real-world examples that are directly applicable to our work. Overall, the conference offered valuable insights into how we can continue to strengthen our practices, better understand how laws impact our district, and support staff through training to help minimize risk and maintain safe, supportive environments for students and staff. This day happens each year and it is my hope that all of administrators can attend each year and bring back this important information.

Our district continues to participate in leadership coaching through Inflexion, the organization that supported Santiam Canyon in 2022–2023 with the development of district maxims and the Strategic Plan. This ongoing work connects us with other districts across Oregon, as we meet quarterly to build leadership skills, strengthen the use of data, and develop systems that support student success. In addition to these quarterly sessions, each administrator meets individually with a leadership coach one to two times per month. These meetings provide an opportunity to reflect on leadership practices and apply strategies directly to our day-to-day work.

A key focus of Inflexion's work is student connection, belonging, and engagement. At SJSHS, students complete a survey three times per year to help us better understand these areas. Staff review this data collaboratively to identify strengths and areas for growth. As we continue to refine our

Strategic Plan, the goal is to use multiple data measures—including student feedback—to establish clear, measurable indicators of student success and guide our ongoing improvement efforts.

Administrators recently attended a workshop led by Oregon education attorney Nancy Hungerford focused on teacher evaluation and best practices. The session provided guidance on laws related to probationary and contract teachers, evaluation systems, feedback cycles, and processes for renewals and nonrenewals. It also included practical strategies for implementing effective evaluation systems. As a follow-up, the admin will be reviewing our current evaluation handbook to ensure that we are following best practices and that we support staff growth and continuous improvement.

d. HB 4177 VETO UPDATE

There was a request to provide additional information regarding Governor Kotek’s veto of HB 4177 and its impact on board communication.

Current Oregon law prohibits “serial communications,” which occur when members of a governing body communicate in a chain (for example, one member contacts another, who then contacts another) in a way that effectively results in private group discussion about public business outside of a public meeting. HB 4177 proposed allowing an exemption for these types of communications if they were for the purpose of gathering information related to a decision that would later come before the board. However, the bill faced opposition from groups including the Oregon Government Ethics Commission (OGEC) and media organizations, who raised concerns that the change could reduce transparency and open the door to backchannel decision-making.

Governor Kotek ultimately vetoed the bill. As a result, the current restrictions remain in place. Board members should continue to avoid serial communications and ensure that discussions of district business occur in compliance with public meetings law.

3. NEVER GIVE UP- We push through to reach our goals

a. DISTRICT AND SCHOOL FACILITIES

The district is preparing for a number of summer projects across our campuses, with a focus on maintenance, safety, and improving student and staff spaces.

Grounds:

Chuck Follis has been working hard to maintain our fields and lawns, ensuring they are mowed on a weekly rotation. During baseball and softball season, this increases to twice per week, which requires careful scheduling and coordination. Recently, both of our mowers have needed repairs. One of our mowers was sent out for service, while parts were replaced in house on the other to keep operations moving. To improve efficiency moving forward, the district purchased a tractor attachment to better manage larger areas, including the lot behind the district office, as well as a riding mower to access smaller or tighter spaces around campus. In addition, we are working with Hart Landscaping to map out and repair our irrigation systems. With this work completed, we now have a clearer understanding of our system layout and can better maintain it, helping to prevent leaks and ensure proper operation, as well as more consistent watering of our grounds throughout the spring, summer, and fall.

Santiam Elementary School:

Several improvements are planned in the cafeteria this summer. In June, acoustical tiles will be installed to help reduce noise levels and create a more comfortable environment for students and staff. In July, a new water fountain with a bottle filler will be added. This update is intended to improve the flow of students through the serving line while also helping reduce spills and congestion in the space. In addition, work is underway to develop a comprehensive summer project list for custodial staff, focused on deep cleaning and preparing classrooms and common areas for the upcoming school year.

Santiam Jr./Sr. High School:

At SJSHS, HVAC and fire suppression system work is scheduled for May and June to ensure systems are functioning efficiently and meeting safety standards. In addition, work is underway to develop a comprehensive summer project list for custodial staff, focused on deep cleaning and preparing classrooms and common areas for the upcoming school year.

Additional Projects:

Several larger maintenance projects are also scheduled districtwide. Gym floors will be refinished at the end of July, and bleachers and backboards will be inspected and serviced in August to ensure they meet all safety requirements. The Q-Hut roof replacement is scheduled to begin at the end of June, with completion expected by mid-July. Work is also in progress to ensure all necessary permits are secured prior to the start of the project. The district is also working to convert any remaining main exterior doors at both schools to card reader access. This will allow entry using key badges, helping us better manage and monitor access to our buildings. The system also allows us to quickly adjust or revoke access as needed, supporting overall safety and security.

Finally, the district is in the process of gathering bids for clearing, leveling, and grading vacant land, with current estimates around \$80,000. Once all bids are received, the project will be reviewed with Nichole Cooper and Chuck Follis to determine which bid best fits our vision, with the goal of completing the work later this fall. Following that work, we will partner with MCGRA and the community to plan next steps for developing the area into a usable space that benefits both our students and the broader community.

Overall, these projects reflect ongoing efforts to maintain our facilities, improve functionality, and ensure safe, well-maintained environments for students and staff.

District Enrollment

Grade Level	2025-2026 SY										2024-2025 SY									
	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1
KG	82	100	103	106	107	108	108	108	105	0	90	105	112	116	115	115	112	115	116	115
1st	116	121	123	125	127	133	134	136	139	0	104	109	111	112	113	122	122	125	123	123
2nd	120	126	125	130	132	135	138	142	140	0	133	135	140	143	140	139	138	141	142	141
3rd	146	151	153	154	152	157	158	161	167	0	150	163	168	165	161	166	176	180	187	188
4th	185	189	191	199	202	197	200	200	205	0	145	157	166	167	170	170	169	167	177	178
5th	164	170	177	191	194	197	206	214	214	0	178	190	195	197	196	208	209	216	227	226
6th	199	203	214	220	225	236	241	255	259	0	190	209	219	235	240	262	265	274	290	290
7th	267	266	284	303	307	316	336	350	368	0	244	267	277	294	302	327	338	355	366	370
8th	328	336	355	359	361	366	388	397	408	0	268	299	314	327	330	349	367	381	386	385
9th	290	305	313	323	328	349	372	394	411	0	252	277	296	313	325	345	360	371	381	375
10th	333	361	371	379	383	403	413	434	443	0	295	323	356	369	375	393	411	424	430	426
11th	380	389	406	419	422	437	450	454	472	0	331	346	364	382	383	409	425	440	444	438
12th	383	389	392	398	399	376	376	374	374	0	320	333	341	353	353	344	346	347	345	342
Total ADM	2993	3106	3207	3306	3339	3410	3520	3619	3705	0	2700	2913	3059	3173	3203	3349	3438	3536	3614	3597

ENROLLMENT

Grade	In building/ORCA	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
As of 9/1/24	In building	37	37	37	48	41	48	53	51	46	44	41	40	42	565
As of 9/1/24	ORCA	53	67	96	102	104	130	137	193	222	208	254	291	278	2135
As of 9/1/24	TOTAL	90	104	133	150	145	178	190	244	268	252	295	331	320	2700
As of 10/1/24	In building	36	37	37	49	42	48	52	49	46	44	39	37	41	557
As of 10/1/24	ORCA	69	72	98	114	115	142	157	218	253	233	284	309	292	2356
As of 10/1/24	TOTAL	105	109	135	163	157	190	209	267	299	277	323	346	333	2913
As of 11/1/24	In building	37	38	36	51	43	49	52	49	46	44	38	37	41	561
As of 11/1/24	ORCA	75	73	104	117	123	146	167	228	268	252	318	327	300	2498
As of 11/1/24	TOTAL	112	111	140	168	166	195	219	277	314	296	356	364	341	3059
As of 12/1/24	In building	38	38	36	52	43	48	52	49	46	47	39	37	41	566
As of 12/1/24	ORCA	78	74	107	113	124	149	183	245	281	266	330	345	312	2607
As of 12/1/24	TOTAL	116	112	143	165	167	197	235	294	327	313	369	382	353	3173
As of 1/1/25	In building	39	38	36	52	44	46	51	49	47	48	36	36	40	562
As of 1/1/25	ORCA	76	75	104	109	126	150	189	253	283	277	339	347	313	2641
As of 1/1/25	TOTAL	115	113	140	161	170	196	240	302	330	325	375	383	353	3203
As of 2/1/25	In building	38	39	35	51	45	48	53	49	48	40	35	38	40	559
As of 2/1/25	ORCA	77	83	104	115	125	160	209	278	301	305	358	371	304	2790
As of 2/1/25	TOTAL	115	122	139	166	170	208	262	327	349	345	393	409	344	3349
As of 3/1/25	In building	35	37	34	50	43	51	53	49	48	40	37	39	40	556
As of 3/1/25	ORCA	77	85	104	126	126	158	212	289	319	320	374	386	306	2882
As of 3/1/25	TOTAL	112	122	138	176	169	209	265	338	367	360	411	425	346	3438
As of 4/1/25	In building	35	38	33	51	42	51	53	52	49	38	38	39	40	559
As of 4/1/25	ORCA	80	87	108	129	125	165	221	303	332	333	386	401	307	2977
As of 4/1/25	TOTAL	115	125	141	180	167	216	274	355	381	371	424	440	347	3536
As of 5/1/25	In building	34	38	33	51	41	49	51	51	48	39	38	38	40	551
As of 5/1/25	ORCA	82	85	109	136	136	178	239	315	338	342	392	406	305	3063
As of 5/1/25	TOTAL	116	123	142	187	177	227	290	366	386	381	430	444	345	3614
As of 6/1/25	In building	34	38	33	51	41	49	50	51	48	39	38	38	40	550
As of 6/1/25	ORCA	81	85	108	137	137	177	240	319	337	336	388	400	302	3047
As of 6/1/25	TOTAL	115	123	141	188	178	226	290	370	385	375	426	438	342	3597

REGULAR ATTENDERS - 2025 - 26

>90% Positive Attendance

Grade Level	Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #	
	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun									
KG	28	82.2%	28	71.4%	27	63.0%	27	74.1%	27	74.0%	27	66.7%	27	48.5%	27	59.2%		
1st	34	64.7%	36	66.7%	36	55.6%	37	67.6%	37	64.8%	37	37.8%	37	51.4%	37	62.2%		
2nd	42	83.7%	40	77.5%	39	71.8%	39	79.5%	39	59.0%	39	66.7%	38	47.4%	38	60.6%		
3rd	34	73.5%	33	66.7%	32	71.8%	32	71.9%	32	62.5%	31	46.9%	31	54.9%	31	51.7%		
4th	52	75.0%	52	75.0%	52	71.2%	52	71.2%	51	64.7%	52	59.6%	51	62.8%	52	50.0%		
5th	46	63.0%	46	71.4%	46	73.9%	46	73.9%	47	57.5%	47	61.7%	48	54.2%	46	63.9%		
6th	49	63.2%	47	68.1%	47	60.0%	47	59.6%	51	66.7%	50	57.2%	50	58.0%	50	45.1%		
7th	55	65.5%	55	65.5%	53	62.3%	53	54.9%	51	64.7%	50	49.0%	48	60.4%	49	55.1%		
8th	55	61.8%	52	50.0%	50	52.0%	47	61.7%	47	63.8%	47	53.2%	45	49.0%	44	63.7%		
9th	51	70.6%	51	68.6%	49	73.5%	49	63.3%	50	56.0%	51	58.9%	50	64.0%	49	69.4%		
10th	40	75.0%	39	51.3%	38	55.3%	36	50.0%	37	48.6%	35	57.2%	36	72.2%	36	59.4%		
11th	41	43.9%	41	68.3%	41	56.1%	39	53.8%	40	67.5%	41	41.5%	40	45.0%	41	44.0%		
12th	39	78.9%	38	68.4%	40	67.5%	41	65.0%	42	75.6%	40	40.0%	40	57.5%	41	51.2%		
Schoolwide	566	69.3%	558	66.8%	550	64.2%	545	65.1%	551	63.5%	547	53.6%	541	55.8%	541	56.58%	0	#DIV/0!



Santiam Canyon School District 129J

Post Office Box 197
150 SW Evergreen St.
Mill City, Oregon 97360
Office (503) 897-2321

Krista Nieraeth, Superintendent
Nichole Cooper, Business Manager
Lindsay Sloan, AP & Payroll
Lisa Follis, District Secretary

Board Recommendation Form

To: Santiam Canyon School District 129J Board of Directors

Prepared By: Krista Nieraeth, Superintendent

Date: May 13, 2026

Background: At the April 13th, 2026, board meeting, I presented to the board 7 polices as a 1st read for the board to consider either for adoption or deletion. The board was able to review policies prior to the April meeting, had time to comment and ask clarifying questions during that meeting, as well as the public has had time to read and comment. At the May board meeting, I am presenting the 9 policies for a 2nd read, which leads to adoption or deletion of the policies.

Action Requested: To approve all policies as presented.

Motion Requested: “I motion to approve policies listed under Agenda Item 7.1 as presented.”

OSBA Model Sample Policy

Code: DJ
Adopted:

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent. They will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payroll, a requisition and purchase order system must be used.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made with an approved purchase order.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The business manager will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use their official position to obtain financial gain or for avoidance of financial detriment for themselves, a relative or a member of their household, or for any business with which the Board member, relative or member of household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer or employee of the district is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 to -328.470](#)

[ORS 332.075](#)

[OAR 125-055-0040](#)

OSBA Model Sample Policy

Code: EBBB
Adopted:

Injury or Illness Reports

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 in-patient hospitalization, loss of an eye, amputation or avulsion⁴, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁵ shall be reported⁶ 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 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 on injuries, illnesses, and accidents involving district property, employees, students or visiting public.

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.

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 injury or illness. (OAR 437-001-0700(6))

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

⁵ "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))

⁶ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2225](#)

2nd Read

OSBA Model Sample Policy

Code: EFA
Adopted:

Local Wellness

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

The Board designates the superintendent to be responsible for ensuring each school meets the goals outlined and complies with this policy.

Record Keeping

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy^{1}; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

¹ {Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

Community Involvement, Outreach and Communications (Review of, and Updating Policy) ^{2}

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities in community news, on the district's website, on school websites, and/or in district or school communications. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
2. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
3. Families and community organizations are involved, to the extent practicable, in nutrition education.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed.

²USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).

School Meals

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE). The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab ‘n’ Go Breakfast.

The district’s available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards³.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. This information will be conveyed to staff and parents.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the principal] for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

³ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades ~~pre-~~K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least an average of 150 minutes during each school week, as calculated over the duration of a school year;
6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices, which promote local wellness:

1. Safe Routes to Schools Program;
2. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
3. Nonfood-related fund raisers;
4. Physical activity energizers during transitions from one subject to another;
5. Use of alternates to food as rewards in the classroom;
6. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
7. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework.

DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing”⁴ is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”⁵ means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day[, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.

⁴ This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.]

⁵ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

Legal Reference(s):

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

[House Bill 3199](#) (2023).

OSBA Model Sample Policy

Code: GBEB

Adopted:

Communicable Diseases in Schools

The district shall provide reasonable protection against the risk of exposure to communicable disease for students and employees while engaged in the performance of their duties. 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 for Schools* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

A student or employee may not attend school or work, respectively, while in a communicable stage of a restrictable disease or when an administrator has reason to suspect the student or employee has or has been exposed to any disease for which exclusion is required in accordance with law. The district may provide an educational program in an alternative setting. Services will be provided to students as required by law.

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division and the local health department.

The district shall protect the confidentiality of each student's and employee's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator may inform employees with a legitimate educational interest.

The district will include, as part of its general emergency plans, a description of the actions to be taken by district staff in buildings and by the district in response to medical emergencies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 431.150 - 431.157](#)

[ORS 433.001 - 433.004](#)

[ORS 433.010](#)

[ORS 433.110](#)

[ORS 433.235 - 433.284](#)

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools*. Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023). Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (2023).

OSBA Model Sample Policy

Code: **GBEBA**
Adopted:

Staff - HIV, AIDS, and HBV

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220 which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)

The district will strictly adhere in its policies and procedures, to Oregon law and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS, or HBV¹.

The district recognizes a staff member has no obligation under any circumstance to report a condition to the district, and the staff member has a right to continue working. If the staff member reports a condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed. These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon law.

Accommodations for a staff member infected with HIV, AIDS, or HBV shall be the same as with any other illness.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 342.850\(8\)](#)
[ORS 433.008](#)
[ORS 433.045](#)
[ORS 433.260](#)

[OAR 333-017-0000](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-2220](#)

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

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OSBA Sample Policy

Code: GCBD/GDBD
Adopted:

Sick Leave - Personal Illness and Injury Leave *

Sick leave is allowed to accrue at the rate of 10 days each school year for each “school employee¹” for personal illness or injury or one day per month employed, whichever is greater, as provided by Oregon law. Twelve-month employees will accrue 1 day per month or 12 days each year.

In accordance with state law, this leave will accumulate without limit.

Sick leave in excess of five consecutive work days shall require a certificate from the employee’s attending physician, naturopathic physician or practitioner that the employee’s illness or injury prevents the employee from working. Any employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

Other paid and unpaid leaves will be determined by the district’s collective bargaining agreements.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will place the teacher on unpaid leave for the remainder of the regular school year or until the teacher’s disability is removed and they are able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher’s employment, subject to state and federal laws regarding family and medical leave.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal law. The staff member will be informed of their rights to remain a part of the district benefit plan at personal expense.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)
[ORS 342.610](#)
[ORS 659A.043](#)
[ORS 659A.046](#)
[OAR 581-022-2405](#)

¹ “School employee” includes all employees of the district.

Knapp v. North Bend, 304 Or. 34 (1987).

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2024).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2024).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

2nd Read

OSBA Model Sample Policy

Code: GCDA/GDDA

Adopted:

Criminal Records Checks and Fingerprinting *

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

All newly hired employees¹ not identified under Oregon Revised Statutes (ORS) 342.223² 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 district³ or private school, and has not resided outside the state between the two periods of employment^{4}.

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 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 shall not begin the employment of an individual before the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁵ 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 crime, the individual may be employed by the district, or if employed by the district may 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 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.

¹ 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).

² 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.

³ 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.

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

⁵ See OAR 581-021-0511(8).

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 Contractors⁶

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁷ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

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

⁶ The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.

⁷ “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)

2. Notification⁸ 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 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

⁹The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Any coaching position;
2. Overnight chaperone;
3. Volunteers transporting students, other than their own, in a district owned or private vehicle off district property for a district-sponsored activity;

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

¹⁰Volunteers 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.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin 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 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 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 district.] Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the [district].

⁸ 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.

⁹ If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy.

¹⁰ 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.

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, 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, ODE forms (written or electronic) may 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 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 result in immediate termination from the ability to volunteer in the district.

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, 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).



Santiam Canyon School District 129J

Post Office Box 197
150 SW Evergreen St.
Mill City, Oregon 97360
Office (503) 897-2321

Krista Nieraeth, Superintendent
Nichole Cooper, Business Manager
Lindsay Sloan, AP & Payroll
Lisa Follis, District Secretary

Board Recommendation Form

To: Santiam Canyon School District 129J Board of Directors

Prepared By: Krista Nieraeth, Superintendent

Date: May 13, 2026

Background: At the April 13th, 2026, board meeting, Mrs. Jungwirth presented the proposed Social Studies curriculum for grades 6 - 12 to the board for review. The curriculum has been available for community, school, and board review at the District Office since that meeting.

Action Requested: To approve the TCI Social Studies Curriculum for grades 6 – 12.

Motion Requested: “I motion to approve the TCI Social Studies Curriculum for grades 6 – 12.”

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues: Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 150 SW Evergreen St./PO Box 197, Mill City, OR 97360, (503) 897-2321

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Elementary Social Studies



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Our Community and Beyond

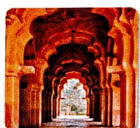


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Regions of Our Country (OR Edition)



Social Studies Alive!
America's Past

Middle School Programs : Chronological or Hemispheric



History Alive!
The Ancient World

Grade 6:
Chronological



History Alive!
The Medieval World and Beyond

Grade 7:
Chronological



Social Studies Alive!
The Western Hemisphere

Grade 6:
Hemispheric



History Alive!
The World Through 1750

Grade 7:
Hemispheric



History Alive!
The United States Through Industrialism

Grade 8:
Chronological or Hemispheric

High School Programs



Geography Alive!
Regions and People



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Pursuing American Ideals



Government Alive!
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Santiam Canyon School District 129J

Post Office Box 197
150 SW Evergreen St.
Mill City, Oregon 97360
Office (503) 897-2321

Krista Nieraeth, Superintendent
Nichole Cooper, Business Manager
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Lisa Follis, District Secretary

Board Recommendation Form

To: Santiam Canyon School District 129J Board of Directors

Prepared By: Krista Nieraeth, Superintendent

Date: May 13, 2026

Background: The Santiam Canyon School District Staff Handbook was developed in collaboration with the Santiam Education Association and the Association of Classified Employees to provide a clear, comprehensive overview of District procedures and expectations for staff. This handbook will serve as a valuable resource for staff, helping to answer questions and ensure consistent understanding of District practices. In addition, the adoption of the handbook supports compliance with applicable laws and regulations, District policies, and the collective bargaining agreement (CBA), while reducing organizational risk and reinforcing a safe, professional, and respectful work environment.

SCSD District Policy CHCA states “The Board will review and approve district personnel handbooks in order that the contents may be accorded the legal status of Board-approved policy and regulation.”

For these reasons, I recommend the Board approve the Santiam Canyon School District Employee Handbook as presented.

Action Requested: To approve the Santiam Canyon School District Employee Handbook as presented.

Motion Requested: “I motion to approve the Santiam Canyon School District Employee Handbook as presented.”

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues; Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, 150 SW Evergreen St./PO Box 197, Mill City, OR 97360, (503) 897-2321

**Santiam Canyon
School District 129**

Code: **CHCA**
Adopted: 9/02/99
Readopted: 3/11/15
Orig. Code(s): CHCA

Approval of Handbooks and Directives

In order that pertinent Board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with districtwide policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The Board expects all handbooks to be approved by the Board and/or superintendent or designee before publication.

The Board will review and approve district personnel handbooks in order that the contents may be accorded the legal status of Board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Santiam Canyon School District 129J



Employee Handbook 2026 - 2027

Santiam Canyon School District
PO Box 197
Mill City, OR 97360
(503) 897-2321

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WELCOME TO SANTIAM CANYON

Dear Colleagues,

Welcome, and thank you for being part of our school community.

Whether you are new to our District or continuing your work with us, you play an important role in supporting our students and families. The work you do each day makes a meaningful difference, and we are grateful for your commitment and dedication.

This employee handbook is designed to provide guidance on our policies, procedures, and expectations. It serves as a resource to support you in your role and to help maintain a safe, respectful, and effective environment for all.

Our work is guided by our District mantra: **Stand Together, Find Your Path, and Never Give Up.** We believe in strength of collaboration, the importance of individual growth, and the power of perseverance. These values shape how we support our students and how we work with one another.

As members of this District, we are committed to professionalism, respect, and continuous improvement. By working together and staying focused on our purpose, we can create positive outcomes for every student we serve.

Thank you for your dedication and service. I look forward to the work we will accomplish together.

Sincerely,

Krista Nieraeth, M.Ed.
Superintendent



Introduction

The Santiam Canyon School District staff handbook was created to provide a general overview of District procedures and expectations. The handbook will serve as a useful resource for staff to answer questions concerning District practices. The language for each section is intentionally broad enough to cover all employees, regardless of job position or union affiliation.

The handbook is not intended to replace a thorough and frequent review of board policies. All staff are expected to abide by all board policies. Santiam Canyon Board Policies can be found at the following link: <https://policy.osba.org/santiamc/index.asp>.

All District policies and procedures, as well as any applicable state or federal laws and the collective bargaining agreement, shall supersede any provision of this handbook.

The District reserves the right, in accordance with applicable laws and collective bargaining agreements, to amend, modify, or eliminate any provision of this handbook at any time, with written notice provided to employees.

This document is broken into three sections: Employment Policies and Procedures, Pay Information, and Benefits, Time Off, & Leaves of Absence, with an Appendix. This document is a searchable PDF document to assist in prompt location of specific information.

Employment Policies & Procedures

Accident/Injuries Reports

All accidents and injuries occurring on District property or during the course of school-sponsored activities, including field trips and other off-campus events, must be reported to the immediate supervisor. Reports must include both property damage and personal injury.

Staff are required to complete a District Injury Report Form within 24 working hours of any injury involving a student, staff member, or volunteer that occurs during a District-sponsored event. Completed forms must be submitted to the building office manager, who will ensure the building administrator receives the report. After review by the building administrator, the report will be promptly forwarded to the District Nurse and the Superintendent or designee.

A completed accident report must be filed prior to receiving medical attention unless the severity of the injury prevents completion of the form. Failure to file the report before seeking medical attention may result in denial of the accident claim and/or employee disciplinary action.

All accidents and incidents will be investigated, and appropriate corrective measures will be implemented. The report form is available in each building office.

Anti-Harassment & Anti-Discrimination Policy [GBNA, GBNA – AR, GBMA, GBEA, GBEA – AR, JBA/GBN, GBN/JBA, GBN/JBA-AR, and JBA/GBN-AR]

Santiam Canyon School District prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is Santiam Canyon School District’s policy to provide a work environment free from unlawful discrimination or harassment on the basis of age, race, religion, sex, national origin, marital status, sexual orientation, gender identity, gender expression, veteran status, disability, or any other status protected by local, state, or federal law.

It is our policy that all employees, students, contractors, and visitors to the school are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on School premises, at a School-sponsored off-site event, traveling on behalf of Santiam Canyon School District, or conducting Santiam Canyon School District business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, marital status or expunged juvenile record. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating, or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with work.

Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults.

Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.

Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person.

Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the perception of the other's race, color, religion, national origin, disability, sexual orientation or gender identity.

Bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.

Cyberbullying means the use of any electronic device to harass, intimidate or menace. In addition, any communication of this form, which substantially disrupts or prevents a safe and positive working environment, may also be considered cyberbullying, harassment, intimidation, or bullying. Staff will refrain from using personal electronic devices or District equipment to harass or stalk another person or people.

Penalties

Santiam Canyon School District will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct will face disciplinary action up to, and including, dismissal. Santiam Canyon School District may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action— disciplinary action, including potential dismissal.

Retaliation Protections

Santiam Canyon School District prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Santiam Canyon School District will not tolerate retaliation against any

employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to the Superintendent or the Building Administrator. Employees may report to any of the people listed above, regardless of any chain of command. If the complaint is against the principal, the employee may report the complaint to the Superintendent. If the complaint is against the superintendent, the employee may report the complaint to the Board Chair of the District's Board of Directors. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Upon receiving an allegation of harassment, discrimination, or retaliation, Santiam Canyon School District will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process as per District policies and state and federal laws, and the District will reach reasonable conclusions based on the evidence collected. The confidentiality and privacy of employees will be respected during the investigation to the extent allowed by law. Employees should understand that absolute confidentiality is not possible in all circumstances.

Nondisclosure or Nondisparagement Agreements (GBEA)

Under District policy GBEA, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the business.

As per District policy GBEA, Santiam Canyon School District will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Anti-Violence Policy

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violence of any sort. Violation of this policy may be grounds for immediate disciplinary action, up to and including termination.

This list of behaviors, while not inclusive, provides examples of employee conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person.
- Intentionally damaging Santiam Canyon School District property, student property, or property of another employee.
- Possession of a firearm anywhere on District property.

Employees are not expected to work in a hostile or threatening environment and should report any threatening or dangerous situation to their supervisor immediately.

Assemblies / Special Events

Staff and students are required to attend all assemblies and special events unless excused by administration. All staff are assigned to specific supervision duties during assemblies or special events and are expected to be in assigned areas.

Students may be removed from an assembly or special events as deemed necessary by a staff member. Generally, students should be dealt with and/or referred to the office in accordance with established discipline procedures.

Attendance Procedure

Our schools and students depend on employee reliability. Employees are expected to report to work on time and ready to perform their duties for all scheduled shifts and required school meetings. Dependability, punctuality, regular attendance, and a professional attitude are expected at all times.

Leave Requests – General Requirements

All leave requests must be submitted through the Frontline system. Employee usernames, passwords, and instructions are provided at the beginning of each school year. Employees may also obtain this information by contacting Lindsay Sloan at lindsay.sloan@santiam.k12.or.us.

It is the employee's responsibility to:

- Submit leave requests in Frontline prior to the leave date
- Ensure leave is entered correctly
- Monitor available leave balances
- Modify leave requests before the leave date if circumstances change

Modifications after the approved leave date may not be made without notifying building administration and/or immediate supervisor.

Frontline does not allow employees to enter an absence after 6:00 a.m. on the day of the absence. If an absence must be reported after 6:00 a.m., the employee must contact their building Office Manager directly.

If an employee exceeds their available leave balance, the overage will first be deducted from other available leave balances. If no leave balances remain, the overage will be deducted from wages. Absences without pre-approved leave (paid or unpaid) may result in disciplinary action, up to and including termination.

Employees must provide advance notice whenever possible if they expect to be late or absent. Failure to provide appropriate notice may result in disciplinary action.

Personal Leave

The employee shall give two (2) days advance notice when leave is desired unless circumstances beyond his/her control prevents such advance notice.

Leave requests must be submitted through Frontline and are approved through Frontline by the employee's immediate supervisor. Personal leave may be denied due to school needs or staffing demands. Providing as much advance notice as possible increases the likelihood of approval.

Unpaid Leave

All unpaid leave requests must be submitted by email to the Superintendent at least three (3) days prior to the requested leave date, unless circumstances beyond the employee's control prevent advance notice.

If advance notice is not possible, the employee must still email the Superintendent prior to the day the unpaid leave is taken.

Employees must include the reason for the unpaid leave request. Requests submitted without a reason will not be approved. Unapproved unpaid leave may result in disciplinary action, up to and including dismissal.

Unpaid leave will not be approved until all applicable paid leave has been exhausted. If an employee schedules future time off using accrued leave and later has an unexpected absence, accrued leave will be applied to the earlier absence first.

Unexpected Absences

When advance notice is not possible (for example, due to illness), employees must notify their building Office Manager by phone, email, or text. If the Office Manager cannot be reached, the employee must contact their immediate supervisor.

When providing notification, employees must state the reason for the absence.

The District reserves the right, consistent with ORS 653.616 and the Collective Bargaining Agreement, to require medical verification after four consecutive days of absence due to illness or injury of the employee or a qualifying family member.

Confidentiality & Non-Disclosure [IGBAB/JO and IGBAB/JO-AR]

Employees are not to disclose, except as part of employment, any confidential information pertaining to the business of Santiam Canyon School District or its students. This includes any proprietary information including

financial information, business strategy, marketing, vendor agreements, business development plans, and/or all information regarding Santiam Canyon School District students not available to the public. Employees should take care to ensure that any information regarding students gained as part of workplace activities is kept in utmost confidence. Employees are to keep all such information confidential during and after employment with Santiam Canyon School District.

When in the community or on social media, employees are encouraged to remember that they are often seen as representatives of the School District and information they share or discuss may be perceived as the District's official perspective, even when it is simply the sharing of a personal opinion or observation.

Conflicts of Interest [GBC]

Employees are to divulge to the Superintendent any outside work, employment or association which is in conflict with Santiam Canyon School District interests or could be perceived to be in conflict with School goals and activities. Outside work or association that is a perceived or actual conflict of interest with Santiam Canyon School District interests is prohibited, unless preapproved by the Superintendent.

Employees may hold other outside jobs if they meet the performance standards of their job with Santiam Canyon School District. Employees will be held to the same performance standards and scheduling demands, regardless of any existing outside work requirements. It is expected that Santiam Canyon School District employees will be available for all scheduled shifts and other workplace commitments irrespective of outside work commitments. Santiam Canyon School District may not be able to accommodate schedule changes due to outside work.

During employment, employees are not to solicit or encourage any student, vendor, or business partner to reduce or terminate their services or business association with Santiam Canyon School District.

District Computers & Communications Systems

Santiam Canyon School District treats all information transmitted through or stored in its computer system or other communications systems, including e-mails, voicemail, and internet transactions, as Santiam Canyon School District's business information and as the sole property of the District. All email accounts maintained on the District email systems are the property of Santiam Canyon School District. This policy extends to all use of Santiam Canyon School District email addresses, web domain, and cloud-based accounts. School email addresses may not be used to sign up for personal online accounts.

Santiam Canyon School District reserves the right to access, review, copy, modify, and delete any information transmitted or stored in its computer and communications systems and to disclose it to any party the District deems appropriate. Any individual who is given access to the system is hereby given notice that Santiam Canyon School District will exercise this right periodically, without prior notice and without the prior consent of the employee. No individual should have any expectation of privacy in any communication over this system or with respect to any information disseminated through or stored in the computer network or other communications systems.

The District supplies an email address for business use by employees. Staff shall not use personal email for business purposes. Employees using District sponsored email are expected to comply with professional

conduct expectations and represent the District appropriately. When employment with the District ends, employee access to the email system will be disabled. The District maintains the rights to monitor, disable, and/or restrict access to District email systems at any time. Username and password records for District owned email accounts may be changed by the District as necessary.

Limited and reasonable personal use of District computers is allowed. However, use of the communications systems for personal reasons will be treated no differently from any other files. An employee should not use the communications systems to send, receive, or store any information that they wish to be kept private. Determination of excessive or inappropriate personal use of computers and communications systems is at the discretion of the Superintendent.

At no time are employees to use Santiam Canyon School District computers or communications systems for commercial purposes unrelated to District or school business, or to transmit offensive, harassing, or defamatory messages.

Santiam Canyon School District requires all employees to comply with applicable software license agreements or copyrights, and employees are prohibited from copying or installing licensed software for their own use. Copying or installing such software for use on other School machines or on personal machines, without appropriate authorization, is prohibited. Unauthorized installation of personal software on School equipment is prohibited. In addition, employees are not to disable or delete any School software or applications, without appropriate permission.

District and School Equipment, Tools, and Supplies [GBC and GBC - AR]

All Santiam Canyon School District office equipment including, but not limited to scanners, printers, photocopiers, and other office machines are to be used primarily for District and school business. Limited and reasonable personal use of District and school office equipment is allowed.

Santiam Canyon School District reserves the right to determine whether such personal use is “limited” or “reasonable,” and the District may require an employee to cease using Santiam Canyon School District equipment for personal use or reimburse Santiam Canyon School District for expenses incurred by excessive personal use of office equipment. School equipment and computers may not be used for commercial purposes unrelated to school activities.

All District equipment, tools, and supplies must be used safely and in the manner for which they are intended. Do not use any equipment, tools, or supplies that cannot be used safely and notify the office immediately if any item requires repair, replacement, or maintenance.

No School office equipment, tools, or supplies may be removed from the District facilities without the express prior permission from the building administration.

In the course of employment, you may be issued equipment, tools, or property as seen fit by Santiam Canyon School District for business use outside of school facilities, such as laptop computers, cell phones, or credit cards. Limited and reasonable personal use of issued laptops and cell phones is allowed. Determination of inappropriate or excessive personal use of this equipment is at the sole discretion of the District. **No personal use of school credit cards is allowed at any time.**

All District issued keys and badge cards are to be kept safe at all times, and employees should take measures to ensure these items are not lost or left for others to find. Employees are not to make copies of school keys or give keys or badges to others without the District Office's express permission. Employees may not use keys or badges to enter school facilities for purposes unrelated to school activities, unless with prior administrative approval.

Employees are responsible for the safekeeping of their keys and badges at all times. School and District keys and badges are not to be given to any student or non-employee to access the building at any time. Staff found in violation of this policy may be subject to discipline.

Notify the immediate supervisor promptly if any issued keys, badges, or equipment are lost or require maintenance. Employees are responsible for the safeguarding of all issued equipment, tools, and property and may be held responsible for the replacement cost of misplaced items, or for damage incurred by inappropriate use. Issued equipment, tools, and property may never be left unattended in an unlocked vehicle or left unattended in public. All School issued equipment, tools, and property must be returned to Santiam Canyon School District upon request, or at time of termination.

Driving on School Business

Employees driving on District business (in their own cars or in District vehicles) are required to obey all traffic laws and operate vehicles in a safe and cautious manner. Employees are responsible for payment of any tickets issued for moving violations, careless or negligent driving, or parking violations incurred while driving on Santiam Canyon School District business.

Only employees authorized by Santiam Canyon School District are allowed to drive District vehicles. A current and valid driver's license as well as a driving record that meets District insurance standards are required for authorization. Santiam Canyon School District reserves the right to request and review a Driver's Motor Vehicle Record (MVR) periodically, to ensure driving record meets insurance standards. Employees in authorized driving positions must promptly notify the Transportation Supervisor if their driver's license is revoked, limited, or not renewed, or if there are any incidents, violations, or citations that may compromise the employee's ability to meet District insurance standards.

Employees driving District vehicles are required to keep the vehicles neat and clean at all times. District vehicles must be kept locked at all times when not in use. Work related materials (papers, records, files, etc.) and District issued tools and equipment may never be left in an unlocked and unattended vehicle. Smoking is not allowed in District vehicles at any time. Employees may not use cell phones or other communication devices while operating District vehicles, unless an appropriate "hands-free" device is utilized. Any issues involving District vehicle maintenance or any accidents involving District vehicles must be reported to the Transportation Supervisor immediately, who will report it to District administration. Non-employees are not allowed as drivers or passengers in District vehicles at any time. District vehicles may only be used for approved Santiam Canyon School District related activities. At no time are District vehicles to be used for unapproved personal use. Determination of inappropriate use is at the discretion of the Superintendent.

Employees in certain positions may be required to drive their own cars to conduct District business. Employees in these roles are required to have a valid driver's license and appropriate insurance for the vehicle. These

employees will be reimbursed for approved mileage expenses incurred in their personal vehicles. Accurate mileage reports are to be approved by the immediate supervisor and submitted monthly to the District Office.

Mileage reports are District documents and must accurately reflect actual approved work mileage. Employees are required to use District vehicles if conducting District business while on their work day, unless otherwise approved by the Superintendent.

District vehicles are provided to support operational efficiency and represent the professionalism of our organization. Employees assigned to operate District vehicles are responsible for maintaining their cleanliness and basic upkeep.

Expectations:

1. Employees must remove all personal items and trash from the vehicle at the end of each use.
2. Vehicles must be kept free of garbage, food waste, and debris at all times.
3. Any spills must be cleaned promptly.
4. Employees must report any maintenance issues, damage, or excessive wear to their supervisor immediately.

Failure to maintain District vehicles in clean and serviceable condition may result in the employee not being able to use a District vehicle

Employees should also report any gas tank less than ¼ of a tank to their supervisor. Failure to do so may result in District vehicles being unable to be used as needed.

Santiam Canyon School District shall not be responsible for costs associated with operating personal vehicles for business use outside of approved mileage expenses.

Drug & Alcohol Policy [GBEC]

Santiam Canyon School District prohibits the use, influence, possession, sale, purchase, or distribution of controlled substances or drugs, including marijuana and alcohol, by any employee during work hours.

When the District has a reasonable suspicion that an employee is under the influence of alcohol or drugs during work hours, the employee will be immediately escorted from the work premises and may be subject to disciplinary action up to and including termination. Reasonable suspicion is defined as specific observations concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee.

If prescription or over-the-counter drugs must be taken, they must not affect your ability to perform your work. If you need to take medication, and it may affect your ability to perform your job or present a safety risk to you, students, or co-workers, you are asked to notify your supervisor before beginning work.

Equal Employment Opportunity Statement

Santiam Canyon School District is an equal employment opportunity employer. We comply with all applicable local, state, and federal laws in providing our employees and applicants with equal employment opportunities. Our decisions and criteria governing the employment relationship with all employees are non-discriminatory

and are based on job requirements and an individual's skills and experience without regard to race (including traits historically associated with race), color, religion, national origin, sex, marital status, pregnancy or childbirth, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship or immigration status (subject to work authorization and other legal requirements) or any other status protected by local, state, or federal law. Santiam Canyon School District complies with all applicable local, state, and federal laws, as well as collective bargaining agreements, pertaining to employment, hiring, promotion, discipline, or termination of employees.

This statement reaffirms our dedication to the principles of equal employment opportunity and our expectation that all employees will lend their full support to furthering Santiam Canyon School District's success through implementation of those principles.

Field Trips and Special Events [IIAC]

Field trips and other student activities involving travel may be authorized by the building principal when such trips or activities contribute to the achievement of desirable educational goals.

A Field Trip Request Packet should be submitted to the building principal at minimum fourteen (14) days in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Field trip requests must be approved by the building principal prior to any fundraising activities or grant applications for the field trip.

Written parental permission must be obtained for each approved trip at least three (3) days prior to the field trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Forms not submitted within the allotted time frame may result in the field trip not occurring. It is imperative that staff members plan ahead for field trips and/or special activities.

Grading

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the District and the home. As a close working relationship between the District and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers shall use a variety of communication devices including telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students are to be informed regarding the basis of the grades and the methods to be used in determining grades.

All teachers will use the Synergy gradebook system to record official grades. All teachers will use a digital

system to record assignments. All gradebooks are considered legal documents and can be requested for inspections by the District at any time.

For grades 6 – 12, weekly grades shall be submitted into Synergy by the end of the workday each Monday to allow parents to view up-to-date grading progress. Late work and work from absences will be graded at teacher discretion.

For SJSHS, final grading will be on a semester system, except for 6th grade, which is quarterly. For SES, grading will be done quarterly.

No grade of “F” or “Incomplete” shall be issued at progress report or report card time without documented communication with the student and their parents of academic deficiencies.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons, as per District policy IKAD. Reasons for the student’s absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student’s disability or an excused absence as per District policy JED. Such notice is to be included in each teacher’s syllabus and distributed to students at the beginning of the grading period.

When determining final course grades, teachers must ensure that special education students receive all required accommodations and modifications. Special Education Case Managers may request work samples from teachers to support documentation of progress toward IEP goals.

Grant and Outside Funding Requests [DD]

The District appreciates the efforts of staff to secure outside funding for school projects. To ensure compliance with state and federal laws and prevent conflicting grant requests, staff members interested in seeking outside funds and/or grants must receive prior approval from the Superintendent and/or School Board. Grant funds above \$500 shall be accounted for at the District Office.

The Board shall, before an acceptance of such funds, consider the District’s obligations, expectations or encumbrances when the grant ceases.

Inclement Weather

There may be times when we will delay opening and on rare occasions we may have to close. Santiam Canyon School District will follow the delay and closure schedule determined by our Bus Company and the Superintendent. Use common sense and your best judgment, however, when traveling to work in inclement weather. Notify your building’s office manager promptly if you are unable to attend work as scheduled or will be delayed due to inclement weather. If school is open, but employees are unable to report to work, they will be required to take accrued leave or take the day unpaid.

Classified Employees

It is recognized that classified employee workdays may from time to time be canceled or curtailed due to inclement weather or for other cause. If an employee is not notified of the school closure or other cancellation of work prior to his or her arrival at work due to inclement weather or for other reason,

the employee shall receive a minimum of two (2) hours of pay.

Licensed Employees

When schools are closed due to inclement weather or emergency conditions, licensed employees are not required to report to work, and such closures will not be charged against paid leave. The District may adjust the school calendar to make up missed instructional days at the end of the school year or at another mutually agreed-upon time. Such make-up days will be completed without additional compensation.

Administrative and Confidential Employees

When schools are closed or operating on a delayed schedule due to inclement weather, emergency conditions, or other circumstances, the Superintendent will determine whether confidential and administrative employees are required to report to work. Employees who are unable to report as directed must use accrued leave in accordance with District policy.

In the event of disruptions to transportation services due to weather, Santiam Canyon School District will notify the public and local media of school closings and/or delays. Specific bus routes affected would be specified in the announcements.

In the event of a school delay or closure, due to inclement weather or other emergency, Santiam Canyon School District will communicate to the following places:

- ParentSquare;
- Santiam Canyon School District website (www.santiam.k12.or.us);
- Facebook page for Santiam Canyon School District;
- FlashAlert, which will be sent out to newspapers, TV and Radio stations.

License Requirements (GCA)

Teachers or other staff who require a license for their job offered employment in the District must present their professional license to the District office. Applicants not presenting their license prior to the beginning of school or the first day employment is to begin will not be paid until such license has been submitted.

Licensed staff are required to submit copies of all applicable license endorsements to the District office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Licensed staff are cautioned that failure to maintain license and endorsements may invalidate their contract with the District.

If a certified employee allows their license to lapse, they may be removed from employment and/or duty immediately.

Performance Evaluations

Performance evaluations are conducted for all staff on an annual basis. The purpose of the evaluation is to give employees honest feedback on their job performance so that they can better themselves and their opportunities at Santiam Canyon School District.

Personal Appearance/Dress Code [GBCA]

All employees are expected to be clean, neat, and well-groomed during all work activities. Employees are required to wear modest, laundered clothing suitable for their scheduled work activities for the day, and level of interaction with students, business partners, and members of the public. All attire must be safe for the type of work being performed. Attire must not display workplace inappropriate or offensive messages or logos, including any messages, logos, or images which promote or glorify drug or alcohol use.

If an employee is determined not to be wearing appropriate clothing, they will be asked to return home to change and come back to work.

Personal Electronic Devices and Social Media [GCAB]

Santiam Canyon School District encourages and respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation. However, it is the right and duty of the school to protect itself from unauthorized disclosure of information. Employees are expected to follow these guidelines and policies to provide a clear line between you as the individual and you as the employee.

Unless specifically instructed, employees are not authorized to speak on behalf of Santiam Canyon School District or any of the schools within the District. Employees may not publicly discuss students, projects, or planned activities outside of Santiam Canyon School District-authorized communications, unless they have prior written approval from persons with authority to grant such a release.

Employees are expected to protect the privacy of the District, schools and its students and are prohibited from disclosing proprietary and nonpublic information to which employees may have access.

Employees shall silence their personal electronic devices during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on District property or while a staff member is on duty at District sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties.

Employees, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or District business. Employees may not post images of District facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Employees, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school.

Any images of Santiam Canyon School District facilities, activities, or students must have prior written approval from persons with authority to grant such a release prior to an employee posting such images on any personal social media platform.

As expressed throughout this Handbook, employees are strictly forbidden from engaging in harassment, discrimination, and retaliation. These prohibitions apply to social media, and employees cannot use blogs or social networking sites to harass, threaten, discriminate, retaliate, or disparage Santiam Canyon School District

employees, students, business partners, or anyone associated with or doing business with Santiam Canyon School District.

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems [JFCG/GBK/KGC]

The use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on District premises, in any building or facility, on District grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the District, school or public charter school and at all school-sponsored activities.

This policy includes the use of chewing tobacco and of any “inhalant delivery systems.” Inhalant delivery systems are devices that can be used to deliver nicotine, cannabinoids, and other substances, in the form of a vapor or aerosol. These include e-cigarettes, vape pens, and other devices.

Staff found in violation of this policy may be subject to discipline.

Safety [JHF]

All employees are expected to heed safety rules, and to perform all work in a safe and cautious manner. Employees must adhere to District and School safety rules and OSHA safety standards at all times. All equipment and tools must be used safely and professionally, and in the manner for which it is intended. Do not use any equipment that cannot be operated safely and notify the Building’s Front Office immediately if any equipment requires maintenance.

Employees must notify the Building’s Front Office immediately if they become aware of an unsafe work condition or if a student or staff member are injured on Santiam Canyon School District property. Any work-related injury or illness, no matter how minor, must be reported to the Building’s Front Office immediately.

Safety Committee [EBAC and EBAC-AR]

A District/building safety committee has been established to help implement the District’s safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on District property.

The District/building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the District Office via the District’s Safety Concern Form, which can be found on the District’s website at <https://www.santiam.k12.or.us/staff-resources>.

Standards of Conduct & Disciplinary Action

Employees at Santiam Canyon School District are expected to comply with all District and school rules and policies. Disciplinary action may include, but is not limited to, verbal warnings, written warnings, performance improvement plans, suspension, or termination of employment.

The nature of the disciplinary action depends on the circumstances of the incident and Santiam Canyon School District retains the right to determine the appropriate disciplinary action warranted.

The following are examples of conduct that violates Santiam Canyon School District standards of conduct for employees. This is not a complete list of conduct that may be considered a violation of District policies:

- Violation of confidentiality & non-disclosure policy; Violation of conflicts of interest policy.
- Dishonesty or insubordination.
- Theft, unauthorized or inappropriate use, removal or destruction of School property, student property, or the property of other employees.
- Excessive tardiness or absences, or failing to follow call in procedures, threatening or abusive language or actions.
- Discrimination, harassment, or retaliation.
- Falsification of School or student records.
- Inappropriate or unprofessional behavior towards any employee, student, vendor, or business partner.
- Inability or unwillingness to work professionally and cooperatively with other employees, students, vendors, or business partners.
- Violations of FEPPA
- Use of personal electronic devices during work hours
- Violation of Teacher Standards and Practices Commission Standards for Competent and Ethical Performance and/or the Mental Health and Addiction Certification Board of Oregon Ethics Agreement.
- Failure to follow instructions or District policies, Violation of Drug & Alcohol policies.
- Unsafe work activities or violation of any safety rule

If you have any questions concerning rules and policies, please contact the Superintendent.

Supervision of Students

All staff members are responsible for the supervision of students while they are on school grounds or participating in school-sponsored activities.

Classrooms or other areas where students are assigned to staff supervision must not be left unattended while students are present. If an emergency requires a staff member to temporarily leave their assigned duties, the staff member must first contact the building office to arrange appropriate coverage. Staff may leave their assigned group only after supervision has been arranged to address the emergency.

Staff are expected to maintain effective supervision at all times, with line of sight considered best practice. Building administrators will communicate supervision expectations and provide guidance as needed. All school employees are expected to exercise professional judgment in supervising and managing students in accordance with Board Policy GCAA – Standards for Competent and Ethical Performance of Oregon Educators. Failure to provide appropriate supervision may result in disciplinary action for the staff member responsible. During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents/guardians or other individuals authorized by the school.

Video Surveillance

Santiam Canyon School District reserves the right to conduct and monitor video surveillance of school properties, such as common spaces and outdoor areas, in accordance with applicable laws. Such surveillance may be used in determining whether disciplinary action is warranted, or the nature of any disciplinary action, and any video surveillance revealing illegal activities may be turned over to law enforcement.

Classroom cameras can be added or removed at the discretion of the teacher by request to the Technology Director or building administrator. Teachers with a camera in their classroom can request a screenshot of the camera's view at any time and ask for the camera to be adjusted if needed. The purpose of the classroom cameras is to support and enhance student and staff safety. Cameras will not be used as a tool for teacher evaluation, nor will they be used to observe or monitor union activity.

Workplace Accommodations (ACA, GCBDB/GDBDB, GBDA, GBCA, GBCA-AR)

Santiam Canyon School District complies with all applicable federal and state laws providing for nondiscrimination in employment, and this includes providing reasonable accommodations to qualified individuals in accordance with these laws, except where such an accommodation is unreasonable or would create an undue hardship.

This includes accommodations for:

- Employees who have a physical, mental, or sensory disability that affects their ability to perform any of the functions of their job.
- Employees with limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, that may interfere with any job-related tasks or requirements; and
- Where a work-related requirement may interfere with a religious observance or an employee's sincerely held religious belief.

Employees who wish to request accommodation for any of these reasons should contact the Superintendent. As permitted by law and depending on the nature of the accommodation requested, Santiam Canyon School District may request medical opinions to verify the need for such accommodations, identify potential alternative accommodations, or to determine whether continued work would pose a safety or health risk where appropriate. We will treat such information as confidential, except to the extent that others need to know to evaluate the request or to implement any approved accommodations.

Santiam Canyon School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship.

Santiam Canyon School District will make decisions about reasonable accommodations on a case by case basis considering various factors and based on an individualized assessment in each situation. While we encourage employees to suggest the specific accommodations that they believe may be ideal, be aware that Santiam Canyon School District is not required to make the specific accommodation requested and may provide an alternative effective and reasonable accommodation, to the extent it does not pose an undue hardship to the agency.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Santiam Canyon School District **will not** condone or allow any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting accommodations under this policy in good faith. This includes:

- Denial of employment opportunities based on a need for reasonable accommodation.
- Taking an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested, or used reasonable accommodations.
- Requiring an applicant or an employee to accept an accommodation that is unnecessary.
- Requiring an employee to take family leave or any other leave if the employer can provide a reasonable accommodation instead.

To request accommodation or to discuss concerns or questions about this policy, or to report potential retaliation, contact the Superintendent.

Workplace Communications

All employees are expected to ensure that all communication with co-workers of all levels, students, vendors, and business partners is at all times courteous and professional. A positive attitude and a focus on cooperative problem solving is key to our culture and expected from all employees at Santiam Canyon School District. This policy extends to both verbal and written communications.

All employees are expected to return any communication that deals with their job duties and/or school business within thirty six (36) work hours of receipt of the email.

Administrative and certified staff are expected to return any communications (phone calls, emails, etc.) from parents/guardians within thirty six (36) work hours of receipt.

“Work hours” refer to the time during which an employee is actively performing assigned duties. Approved leave, including, but not limited to, sick leave, personal leave, or vacation, does not count toward this requirement. However, employees placed on District administrative leave must comply with all communication directives issued by their supervisor.

Nothing in this section is intended to conflict with applicable laws or collective bargaining agreements.

If there are issues that arise in which the communications to and from are not professional, please contact the supervisor.

Pay Information

Employee Classifications

Non-Exempt Employees (Hourly)

Non-Exempt (hourly) employees are qualified to receive overtime pay for hours worked over 40 in the work week (Sunday through Saturday). Overtime pay is calculated at 1.5 times the regular hourly wage. Paid time off does not count towards the calculation of overtime. **All overtime hours worked must be pre-approved by the employee’s supervisor. Failure to get pre-approval for overtime may result in disciplinary action.**

Exempt Employees (Salaried)

Exempt (salaried) employees who meet FLSA Exempt classification criteria are not qualified to receive overtime pay. Generally, an exempt employee receives a set salary for each workweek. Pay deductions may occur in certain circumstances, in accordance with Federal and State exempt pay rules.

Regular Employees

Regular employees are those hired for a regular set schedule for the school year.

Temporary/Substitute

Temporary and Substitute employees are hired for short term assignments.

Oregon Pay Statement & Wage Disclosure

Employers must provide an itemized pay statement with every payment of wages, commissions, or salary. ORS 652.610.

You can expect to receive an itemized pay statement with every payment of wages or salary. We are providing the following information to help you better understand the information shown on your pay statement.

If you have questions about your paystub, please contact Lindsay Sloan or Nichole Cooper at (503) 897-2321.

Pay Period and Payday

Pay Frequency:	Once per month
Pay Period:	Monthly, from the 6th of the month through the 5th of the following month.
Payday:	The 20th of the month. If the 20th falls on a weekend or holiday, payday will occur on the next business day.

Pay periods for the school year are also posted on the District website for reference.

Electronic Pay Statements

SCSD provides electronic pay statements via email. Employees can access pay statements via Employee Access.

Timekeeping Policy

The District uses an exception timekeeping method. All hourly employees are required to submit any leave in the Frontline Absence Management system and extra hours via a paper timecard. Employees are not to falsify time entries or use the timekeeping system for other employees. Employees must submit complete and accurate time entries monthly, by the 5th of each month.

Employees are expected to be present and ready to work by their scheduled start time and should arrive earlier if they need time to personally prepare themselves for the workday. Employees are not to clock in before they are ready to conduct work activities, nor to clock out prior to completing work activities. Hourly employees are required to record all work hours and are not allowed to work “off the clock” at any time. All

work hours that occur outside of the hourly employee's regularly scheduled shifts must be pre-approved by the employee's immediate supervisor.

Overtime

Hourly employees are eligible for overtime pay for hours worked over 40 in the work week. The District's workweek for overtime calculations is Monday at 12:00 a.m. through Sunday at 11:59 p.m. Overtime is paid at the rate of 1.5 times the regular hourly rate of pay. Paid time off does not count towards the calculation of overtime. All overtime hours worked must be pre-approved by the employee's supervisor. **Failure to get pre-approval for overtime may result in disciplinary action.**

Wage Disclosure

Types of Pay May Include:

Pay Type:

- Hourly
- Salary
- Stipend
- Extra Duty
- Insurance Opt Out
- Personal and Vacation

Payout Possible Benefit Contributions

Contribution Type

- 403b – American Express
- 403b – American Funds
- 403b – AXA
- 403b – Invesco
- 403b PenServ (Formerly Foresters)
- 403b VALIC
- 403b Vanguard Group
- 403b VOYA
- 403b VOYA – Roth
- 403b American Fidelity
- 457 – Oregon Savings Growth Plan
- 457 – OSGP – PreTax

Possible Deductions

Taxes

- Tax Deductions
- Tax – Federal Tax
- Tax – FICA – Medicare
- Tax – FICA – Social Security
- Tax - State Tax
- Statewide Transit Tax - OR
- WC – Hours Assessment
- OR Paid Leave

Benefits

Benefit Deductions

- Ben – Ins – OEGB Health
- Ben – Basic AD&D – OEGB
- Ben – Basic Life – OEGB
- Ben – Basic LTD – OEGB
- Unemployment
- WC – Employer – 7380 Bus Drivers
- WC – Employer – 8868 Professional
- WC – Employer – 9101 Custodians/Other
- WC – Employer – 9349 Cooks
- WC – Employer – TRIA
- WC – Employer – Hours Assessment
- PERS – PERS Pension
- PERS – OPSRP Pension
- PERS – Bond
- PERS – Working Retirees
- PERS Pension
- PERS IAP – EPPT
- PERS EE – Ineligible
- PERS EE - Waiting
- PERS ER - Unverified
- PERS IAP – Voluntary Contribution
- PERS - Not Reportable
- PERS - Student Workers
- PERS – OPSRP Non-Subject Payoff
- Sec125 – HSA, Am Fidelity

Other Deductions

Other Deductions

- Ded – Optional OEGB Benefits
- Ded – OACE Dues (Classified)
- Ded – Classified Local Dues
- Ded – OEA Dues (Certified)
- Ded – Certified Local Dues

- Ded American Fidelity Post Tax
- Ded (Product) Other Deductions
- Ded – Legal Shield
- Ded – AFLAC – Post Tax
- Ded – Misc. Deduction
- Ded – OR Department of Justice (Child Support)
- Ded – OSGP Loan Payment
- Ded – Pay Advance
- Ded – Pay Advance Fee
- Ded – SC Scholarship
- Ded – Texas Life Insurance
- Sec125 – Flexible Spending – Am Fidelity
- Sec125 – American Fidelity Pre-Tax Product
- Sec125 – HSA, Am Fidelity
- Sec125 – AFLAC – Pre-Tax
- Sec125 – OEGB Health Ins
- Sec125 – OEGB Double Coverage
- Roth IRA – VOYA After Tax
- Direct Deposit – Net Pay
- Direct Deposit – Addl
- Direct Deposit – Addl 2
- Garnishments

This notice is provided in accordance with Oregon Senate Bill 906 and is intended to support transparency and understanding of wage statements. This is informational only and does not change an employee’s rate of pay, benefits, or terms of employment.

Breaks & Meal Periods

Hourly employees are allowed to take breaks and meal periods in accordance with applicable state and federal regulations. Employees are permitted to take one 10 minute paid break for each four-hour work segment worked (or greater part thereof). Employees who work at least six hours in a day are also entitled to a 30-minute unpaid meal period. Santiam Canyon School District will provide additional breaks and accommodations for employees who need to express breast milk for their child.

Breaks and meal periods are to be taken towards the middle of each work segment, may not be combined (e.g., lunch immediately followed by a rest break), and are not to be used at the beginning or end of a shift. There will be occasions when unanticipated work activities may require a break to be postponed. Santiam Canyon School District will make every effort to allow all employees to take required breaks in a timely manner. Failure to take a lunch break or a break may result in disciplinary action.

Please see your immediate supervisor if you have any questions regarding breaks and meal periods.

Expense Reimbursement

Authorized and approved Santiam Canyon School District business expenses incurred by the employee will be reimbursed by the District. All expenses must be expressly pre-approved by the employee’s supervisor. Employees are to complete and submit an expense report for approved expenses and present corresponding receipts to the Office from which the expense was incurred. Reimbursement requests must be submitted to the employee’s immediate supervisor using the District’s reimbursement form. Unapproved or inappropriate expenses may not be reimbursed. Reimbursement requests submitted after June 15th may not be reimbursed.

Final Pay Rules

When employment ends at Santiam Canyon School District employees will receive their final paycheck with all wages due and owed in accordance with Oregon final pay rules:

- If you quit with less than 48 hours’ notice (not including weekends and holidays) your paycheck and any wages owed are due within five business days or on the next regular payday, whichever comes first.
- If you quit with at least 48 hours’ notice, your final check is due on your last day of employment, unless that day is a weekend or a holiday. In that case, your check is due on the next business day.
- If you are let go or fired, your final paycheck is due by the end of the next business day.

- If an employer and worker mutually agree to terminate the relationship, the check is due by the end of the following business day.
- Please contact Lindsay Sloan if you have any questions regarding final pay rules.

Benefits, Time Off, & Leaves of Absence

Personal Days

The District recognizes the language in the Santiam Canyon School District 129J and The Santiam Education Association / Association of Classified Employees Collective Bargaining Agreement (CBA) that states that the 9 month classified staff and certified staff shall be credited with three (3) days of personal leave. Twelve month classified employees shall be credited with two (2) days of personal leave.

For classified and confidential employees, the paid personal pays award will be prorated based on the number of months the employee is scheduled to work in that school year. The count of months in the school year is determined by the employee working for the majority of the month. 1.0 FTE employees are eligible for up to 24 hours of paid Personal Days. Employees scheduled for less than 1 FTE, but at least .5 FTE will receive a prorated amount of paid personal days.

The employee shall give two (2) days advance notice when leave is desired unless circumstances beyond his/her control prevents such advance notice.

Leave requests must be submitted through Frontline and are approved through Frontline by the employee's immediate supervisor. Personal leave may be denied due to school needs or staffing demands. Providing as much advance notice as possible increases the likelihood of approval.

Personal days for classified staff may only be used in one hour increments. Certified staff may only use their personal days in increments of one half ($\frac{1}{2}$) day increments when the leave is dependent upon a substitute. When a substitute is not needed to cover the leave and/or the administrator approves of a shorter leave time, increments must be by the one (1) hour.

All employees will receive paid personal days "front loaded" at the beginning of each school year.

As per the CBA, within twenty (20) days of the last teaching day of the school year, each classified employee shall be paid at their entry rate of pay for their job classification times the number of hours regularly worked each day for each day or portion of a day of personal leave time credited him/her as provided above but not taken. Each certified employee shall be paid an amount of money equal to the substitute teacher's daily rate for each day of personal leave credited to them as provided above but not taken. Employees will be allowed to cash out two (2) of their three (3) personal leave days. Employees must notify the District office by June 1st of each year if they wish to rollover days, with a maximum of one (1) day that can be rolled to the next year. These days will automatically be paid.

Sick Time

As per the CBA, classified employees shall be granted sick leave without loss of pay at the rate of one (1) day per month worked. Less than eight (8) hours per day employees shall earn sick leave based on the number of hours normally worked each day. Sick leave shall be credited on the first working day of the month for classified employees. Certified, confidential, and administrative employees will have their sick time credited from the first day of service.

A doctor's certificate may be required by the District for an absence of four (4) or more consecutive days. Employees may use sick leave days in case of an injury/illness in the employee's family or member of the household and for the purposes described in ORS 653.616.

Leave shall be taken in not less than one half (½) day increments when that leave is dependent upon a substitute. When a substitute is not needed to cover the leave and/or the administrator approves of a shorter leave time, increments must be by the one (1) hour.

Regular employees working less than .5 FTE, Substitute, and Temporary employees will receive paid Sick time in the amount of 1 hour for every 30 hours worked, up to 40 hours per School year.

The District recognizes the language in the Santiam Canyon School District Collective Bargaining Agreement (CBA) that states members of this unit shall have sick leave accrued and subjected to as prescribed by Oregon law.

Sick leave benefits shall be available for a licensed personnel's individual use or for the illness or injury of an immediate family member. "Immediate family" shall be defined as spouse, domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of domestic partner, grandparent or grandchild of the licensed personnel, or a person with whom the licensed personnel is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of a licensed personnel or the child of a licensed personnel's domestic partner.

Requests for anticipated needs to use paid sick time must be submitted in Frontline to the building principal as far in advance as reasonably possible, ideally at least two weeks prior to the requested time off.

When advanced notice is not possible, such as for an unanticipated illness, employees are to notify the school by emailing or calling/texting the building Office Manager at least one hour prior to the scheduled shift. When providing notification, employees are required to give the reason for the absence in general terms.

Paid Sick time will be computed at the employee's regular hourly rate of pay and does not include overtime or any extra payments. Unused paid Sick time will not be paid out at time of termination. Santiam Canyon School District will comply with all aspects of Oregon Paid Sick Leave regulations.

Holidays

Nine (9) month employees shall receive the following paid holidays:

- | | |
|------------------|---------------|
| Labor Day | Christmas Day |
| Presidents Day* | MLK Day |
| Veterans Day | Memorial Day |
| Thanksgiving Day | |

Twelve (12) month employees shall receive the following paid holidays:

- | | |
|------------------|------------------------|
| New Year's Day | Labor Day |
| MLK Day | Veterans Day |
| Presidents Day* | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth Day | Christmas Day |
| Independence Day | |

*Presidents Day is to be observed as a paid holiday only if the day of observance is a holiday for students

Employees regularly scheduled to work at least .5 FTE per week will receive holidays as per their work calendar or as stated in the CBA as paid, in accordance with their regularly scheduled hours.

Substitute employees are not eligible for the Paid Holiday benefit. Paid Holiday time is calculated at the employee's regular hourly rate of pay and does not include overtime or any extra payments and does not count towards the accrual of overtime.

Santiam Canyon School District will make reasonable accommodations for an employee's time off needs for religious observation when this can be done without undue hardship to the school.

Grading and Inservice Days

Please see the current academic calendar for information about scheduled Grading Days and Inservice Days. Grading and Inservice days are unpaid days off for hourly employees. Please see the building administration with any questions regarding Grading and Inservice Days.

Health Insurance

Please see Nichole Cooper, the Business Manager, for details regarding the health insurance benefits.

District Contribution:

Classified and Certified Employees

The District will pay 95 percent of OEBB's lowest cost Moda medical plan, currently described as Plan 7 (seven) or equivalent at a tiered rate.

Current plans include medical, dental, vision and orthodontia. These benefit plans are all cost on the Tiered Rate. Any change in the selection of plan/s or carrier/s during the period of the agreement shall be by the mutual agreement of the District and the Association.

The "insurance year" as used herein shall be the premium that is paid for coverage from October 1 through September 30 of the following year.

In the event the above-specified amounts do not cover the full cost of insurance, the District shall allow employees to authorize a payroll deduction to pay the difference between the actual cost and the District contribution.

Employees who opt out of District provided medical insurance and provide proof of other medical insurance coverage shall receive an amount of \$450 (four hundred and fifty dollars) per month. Such opt-out monies shall be paid directly into the employee's paycheck and/or contributed into any of the following: Tiered Dental Coverage, Vision Coverage, Health Savings Account (HSA) or other equivalent like-health service, such as, Flexible Health Spending, Long-Term Disability, Accident Insurance or Cancer Coverage, per the employee's preference. At no point, during the term of this agreement, shall the opt-out amount be less than \$450 per month.

Confidential and Administrative Employees

The District will pay up to full family medical, family dental and family vision at the tiered rate. Current plans include medical, dental, vision and orthodontia.

The District shall also pay for a \$50,000 Life, \$50,000 AD&D and a basic Long Term Disability plan for the employee only.

The "insurance year" as used herein shall be the premium that is paid for coverage from October 1 through

September 30 of the following year.

Licensed Part-Time:

Licensed staff working less than full time but at least half-time will receive a pro rata insurance contribution the relationship their regularly scheduled hours of work bear to those of a full-time employee.

Classified Part-Time:

Employees who are regularly scheduled to work seven (7) or more hours per day shall be eligible to receive the maximum monthly District contribution specified above.

Classified employees who are regularly scheduled to work four (4) or more hours per day but less the seven (7) hours per day shall be eligible to receive a prorated District contribution towards the cost of insurance that is equal to the relationship their regularly scheduled work day bears to eight (8) hours. No employee who works less than seven (7) hours shall be required to have insurance if doing so would require a payroll deduction.

Open enrollment for employees is August 15th through September 15th. Please ensure you have visited the OEGB webpage to find the description of plans and rates. All employees must have their plans picked in their OEGB account by September 15th. Any changes after September 15th must be done through Nichole Cooper.

If you have any issues accessing your OEGB account, please contact Nichole Cooper.

Additional Insurance Benefits

Please see Nichole Cooper, Business Manager, for details regarding the STD, Life & ADD benefits.

Public Employee Retirement System (PERS)

Santiam Canyon School District is a member of the Oregon Public Employee Retirement System (PERS). In general, an employee will become a member after 600 hours worked in a 6- month period. The employer will pay the six percent (6%) employee contribution/payment required by ORS 238 A.330 on a pre-tax basis from the employee's gross wages. For more information regarding membership and specific rules, please contact PERS at 888-320-7377.

Training & Education

Some employees may be asked to attend school-related training and educational courses as determined by Santiam Canyon School District. If attendance on a course is required for continued employment, the District will pay the full cost of the course, and employees will be paid for time spent in class. If the employee must travel for the training, it is expected that the employee arranges to use a District vehicle unless otherwise approved by the superintendent.

For certified employees, the District provides, as per the CBA, tuition reimbursement for coursework to help further their abilities and knowledge in teaching and allow for advancement on the salary scale. Please see the CBA for more information.

Jury Duty

If an employee is summoned to serve on a jury, the District shall grant the employee permission to serve without loss of his/her regular salary, provided the employee turns over to the District all appearance fees, less reimbursement for expenses received. As a condition of receipt of regular pay, the employee shall also return to work if released before the end of his/her regular shift if more than two (2) hours of the employee's shift remains.

Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations, and reinstatement following such a leave, in accordance with applicable law. Employees should submit a copy of their duty orders to the Superintendent as soon as practicable after receiving such.

Domestic Violence, Sexual Assault, or Stalking Leave & Accommodations [GCBDC/GDBDC]

An employee who is a victim of domestic violence, sexual assault, or stalking (DVSAS) may request a reasonable safety accommodation to allow the employee to continue more safely to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed workstation, installed lock, change in District policy, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking. It is an unlawful employment practice for any Oregon employer to discriminate against an individual in hiring or any other employment decision because the individual is a victim of DVSAS. Reasonable DVSAS safety accommodations will be granted unless it imposes an “undue hardship” on Santiam Canyon School District. The District has the right to ask the victim for certification that the employee is a victim of DVSAS. Unless otherwise required by law, any documents provided as certification of the victim’s status must be kept confidential and may not be released without the employee’s express permission.

An employee may be eligible for leave if the employee or their minor dependents are the victims of domestic violence, sexual assault, harassment, or stalking.

Leave for domestic violence, stalking, harassment, and sexual assault victims may be taken (1) to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking. (2) to seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee’s minor child or dependent; (3) to obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking; (4) to obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent; or (5) To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

The duration of the leave may be limited if the leave will pose an undue hardship on District and school activities. When seeking this type of leave, employees must provide as much advance notice as is practicable, unless giving advance notice is not feasible. Notice must be provided by submitting a request for leave in writing to the Superintendent, indicating the time needed and the reason for the leave. Santiam Canyon School District may require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized is needed, employees must give notice to the Superintendent as soon as practicable prior to the end of the authorized leave.

When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practical. When leave is unanticipated, this notice may be given by any other person on the employee’s behalf.

Unpaid leave under this section is available in addition to available paid sick time or personal days. Please see the HR Executive Assistant if you need DVSAS leave or accommodation.

Leave to Attend Criminal Proceedings

Employees may be eligible to take personal leave or an unpaid leave of absence to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim. In order to be eligible for this leave, an employee must have worked for more than 25 hours per week for the immediately prior six months. Employees must provide reasonable notice to the Superintendent of their intention to take leave under this policy and provide copies of scheduling notices from a law enforcement, judicial, or other State agency upon request.

Volunteer Civil Service Leave

Employees who are (1) a volunteer firefighter in a rural fire protection District or a firefighter employed by a city or a private firefighting service performing services authorized by the Governor of Oregon in case of emergency, or (2) are a member of an organized state militia called into active service, are eligible for a leave of absence to perform such services. If you are an official volunteer firefighter or member of an organized state militia called into active service, please alert the Superintendent that you may have to take time off for emergency duty. When taking time off for emergency duty, please inform the Superintendent as soon as possible.

Employees that are members or prospective members of the Legislative Assembly who require leave to attend any regular or special session of the legislature or to perform official duties as a member or prospective member of the legislature shall be granted a leave of absence from such regular employment position for such period of time as is reasonably necessary to permit such attendance or performance of duties.

All District policies and procedures, as well as any applicable state or federal laws and the collective bargaining agreement, shall supersede any provision of this handbook.

The District reserves the right, in accordance with applicable laws and collective bargaining agreements, to amend, modify, or eliminate any provision of this handbook at any time, with written notice provided to employees.

Please visit <https://policy.osba.org/santiamc/index.asp> to find Santiam Canyon School District policies.

Appendix – Working with Children

Mandatory Child Abuse Reporting

All employees at Santiam Canyon School District are required to participate in mandatory child abuse training each school year. Every employee has an obligation to report suspected child abuse or neglect, even if they did not discover the abuse in the course of their job. If you suspect abuse, you are required to call the child abuse hotline.

Management may not discourage or disallow reporting. The employee is not required to inform the adult who is suspected of abuse or neglect of any such reports. An employee should also feel free to discuss concerns with the building or District administration, if they are unsure about whether to file a report. Employees must cooperate with investigations into possible child abuse or neglect conducted by DHS or law enforcement. Please see the building or District administration with any questions regarding mandatory reporting expectations or procedures.

Background Checks/Fingerprinting

Santiam Canyon School District School District requires all employees who will be working with minor children to submit to fingerprinting and criminal background check process.

Working with Youth

Prohibited Conduct:

- Employees are prohibited from boundary violations and/or any sexual conduct with youths (under 18 years of age). Employees are prohibited from encouraging or engaging in an inappropriate emotional and/or sexual relationship with a minor who is in any way affiliated with Santiam Canyon School District School District and its programs. The consent of the minor is irrelevant. Any employee engaging in such activities may be disciplined up to and including termination.
- Santiam Canyon School District School District employees must be conscious of their conversation when in the presence of minors. Foul and/or abusive language, inappropriate content, and language promoting or glorifying drug or alcohol use are explicitly prohibited.

Employees of Santiam Canyon School District are responsible for conducting themselves in a manner consistent with the Federal and State laws and Santiam Canyon School District policies concerning proper conduct when in the presence of minors. Any questions regarding appropriate conduct should be raised promptly with the building administration.

Child Protective Services (Non-Workplace) Investigation

Any time a Santiam Canyon School District employee has been contacted by Child Protective Services (CPS) regarding a child in their care (either a foster child, or a child that permanently resides in their care) they must notify the Superintendent within 24 hours.

If an employee becomes the subject of a CPS assessment or investigation, all direct work with Santiam Canyon School District students will be placed on hold until the assessment or investigation is complete. Employees may be placed on leave during this time, at the discretion of Santiam Canyon School District. Depending on the outcome of the assessment or investigation, it may be necessary for Santiam Canyon School District to limit the employee's work-related activities and could result in a permanent separation of employment from the school.

Child Abuse Definitions

Physical Abuse: *Abused child* means a child whose parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child, or a paramour of the child's parent:

- Inflicts, causes, or allows to be inflicted, or creates a substantial risk of physical injury, by other than accidental means, that causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Commits or allows to be committed an act or acts of torture upon the child.
- Inflicts excessive corporal punishment.
- Commits or allows to be committed the offense of female genital mutilation.
- Causes to be sold, transferred, distributed, or given to the child under 18 years of age a controlled substance, except for controlled substances that are prescribed and dispensed to the child in accordance with the law.
- Commits or allows to be committed the offense of involuntary servitude, involuntary sexual servitude of a minor, or trafficking in persons for forced labor or services.

Neglect: *Neglected child* means any child who is:

- Not receiving the proper or necessary nourishment or medically indicated treatment including food or care, not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician, or otherwise is not receiving the proper or necessary support or medical or other remedial care as necessary for a child's well-being.
- Not receiving other care necessary for his or her well-being, including adequate food, clothing, and shelter.
- A newborn infant whose blood, urine, or meconium contains any amount of a controlled substance or a metabolite thereof.

Sexual Abuse: *Abused child* also includes a child whose parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child, or a paramour of the child's parent commits or allows to be committed any sex offense against the child.

Emotional Abuse: *Abused child* also includes impairment or substantial risk of impairment to the child's emotional health.

Abandonment: *Neglected Child* also includes a child who is abandoned by his or her parents or other person responsible for the child's welfare.

OSBA Model Sample Policy

Code: BBAA
Adopted:

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law, including participating in an approved¹ training at least once during each term of office.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services² or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)

[ORS 192.610 – 192.705](#)

[ORS Chapter 244](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

[ORS 332.107](#)

[ORS 419B.010](#)

¹ Approved by the Oregon Government Ethics Commission.

² (855) 503-SAFE (7233)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

1st Read

OSBA Model Sample Policy

Code: BDDC
Adopted:

Board Meeting Agenda

{¹} The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)
[ORS 192.640](#)
[OAR 199-050-0040](#)

¹ {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

1st Read

OSBA Model Sample Policy

Code: BDDG
Adopted:

Recordings and Minutes of Board Meetings

{¹} The Board will ensure a [²video] recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district’s website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time^{⁶} after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

¹ {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

² {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

⁴ Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

⁵ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁶ {The Oregon Attorney General’s *Public Records and Meetings Manual* says, “three weeks arguably is within the reasonable time allowed by statute.”}

Recordings or minutes⁷ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁸ will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)

[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)

[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

⁷ “...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law.” ORS 192.650(2)

⁸ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student’s confidential records;
3. The discussion; and
4. The school board member’s vote on the issue.

1st Read

OSBA Model Sample Policy

Code: EBB
Adopted:

Integrated Pest Management

{ORS 634.740 requires boards to adopt policies regarding pest management.}

To ensure the health and safety concerns of student, staff and community members, the ~~district~~Board shall adopt an integrated pest management plan (IPM)^{1} which emphasizes the least possible risk to students, staff and community members and shall adopt a list² of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website³.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of district buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;

¹ {See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.}

² See ORS 634.705(5).

³ Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~district shall designate the~~ Groundskeeper is designated as the Integrated Pest Management Plan Coordinator(s) ~~give them~~ and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator(s) shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; ~~and~~
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Safety Data Sheet (SDS);
 - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
 - d. The pest condition that prompted the application;
 - e. The approximate amount and concentration of pesticide applied;
 - f. The location and description of the area where the pesticide was applied;
 - g. The type of application and whether the application was effective;
 - h. The name(s) of the person(s) applying the pesticide;

- i. The pesticide applicator’s license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - j. The dates and times for the placement and removal of warning signs; and
 - k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and
 10. Conduct outreach to district staff about the district’s IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.⁴ The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)
[ORS 634.700 - 634.750](#)

⁴ For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

1st Read

OSBA Model Sample Policy

Code: GBA

Adopted:

Equal Employment Opportunity

{OAR 581-022-2405 requires districts to have personnel policies which address affirmative action and equal employment opportunity.}

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be ~~provided~~ communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific ~~recruiting~~ recruitment, interviewing and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

Legal Reference(s):

¹ 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 ~~This unlawful employment practice~~ [Certain protections related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) ~~(added to ORS 659A)~~] applies to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).] {Remove if district has six or more employees.}

³ ~~The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.~~

⁴ ~~This unlawful employment practice~~ [Certain protections related to disability as described in ORS 659A.112] applies only to employers who employ six or more persons (ORS 659A.106).] {Remove if ESD has six or more employees.}

[ORS 174.100](#)
~~[ORS 243.317](#)~~ ~~[243.323](#)~~[05](#)
[ORS 326.051](#)
[ORS 332.505](#)
~~[ORS 342.934](#)~~
~~[ORS 408.225](#)~~ ~~[408.237](#)~~
~~[ORS 408.230](#)~~
~~[ORS 408.235](#)~~
[ORS 652.210](#) - [652.220](#)
[ORS 659.850](#)
[ORS 659A.003](#)
[ORS 659A.006](#)

[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
~~[ORS 659A.040](#)~~
[ORS 659A.082](#)
[ORS 659A.109](#)
[ORS 659A.112](#)
[ORS 659A.147](#)
~~[ORS 659A.233](#)~~
~~[ORS 659A.236](#)~~
~~[ORS 659A.309](#)~~
~~[ORS 659A.321](#)~~

~~[ORS 659A.409](#)~~
[ORS 659A.820](#)

[OAR 581-021-0045](#)
[OAR 581-022-2405](#)
~~[OAR 839-003-0000](#)~~
~~[OAR 839-006-0435](#)~~ - ~~[0480](#)~~
~~[OAR 839-006-0440](#)~~
~~[OAR 839-006-0450](#)~~
~~[OAR 839-006-0455](#)~~
~~[OAR 839-006-0460](#)~~
~~[OAR 839-006-0465](#)~~

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2018~~2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (~~2018~~2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (~~2018~~2024); 29 C.F.R. Part 1626 (~~2019~~2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2018~~2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (~~2018~~2024); 34 C.F.R. Part 104 (~~2019~~2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, ~~1701, 1703-1705, 1720~~ (~~2018~~2024);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
~~Americans with Disabilities Act of 1990~~/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (~~2018~~2024); 29 C.F.R. Part 1630 (~~2019~~2025); 28 C.F.R. Part 35 (~~2019~~2025).
~~Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).~~
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2018~~2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2018~~2024).
~~Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).~~
~~Chevron USA Inc. v. Eshazabal, 536 U.S. 736 (2002).~~
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, ~~4311~~ (~~2018~~2024).

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, t~~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.

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: 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.

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 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).~~

R10/05/21 4/04/24 | LF

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

OSBA Model Sample Policy

Code: JECA
Adopted:

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.
2. A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
3. The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the student is shown to be in need of additional education in order to receive a diploma or a modified diploma. This student may attend school without paying tuition for the remainder of the school year.
4. The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:
 - a. Has not yet received a regular high school diploma; or
 - b. Has received a modified diploma, an extended diploma or an ~~alternative~~ certificate of attendance.
5. Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.
6. Students who are military children¹ are considered resident of the district, if the district is the district of military residence² for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.
7. The Board district [will] [will not] [may, based on district criteria,] deny regular school admission to a student who has become a resident student and who is under expulsion from another district for reasons other than a weapons policy violation.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

² "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

8. The Board district shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another district for a weapons policy violation.
9. The Board district [will] [will not] [may, based on district criteria,] provide alternative programs of instruction to a student expelled who has become a resident student and who is under expulsion from another district for a weapons policy violation.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 339.115](#)

[ORS 339.133](#)
[ORS 339.134](#)
[ORS 339.139](#)

[ORS 433.26](#)

**Santiam Canyon
School District 129**

Code: **KBCAA**
Adopted: 9/02/99
Readopted: 8/12/15
Orig. Code(s): KBCAA

News/Media - HIV, AIDS or HBV**

The district shall appoint a district spokesperson who shall develop press releases or conduct press conferences regarding rumored or identified HIV, AIDS or HBV¹ cases.

The release/press conference shall stress:

1. School districts are not informed of a person infected with HIV, AIDS or HBV unless the infected person or his/her parent or guardian releases the information;
2. School districts, if informed, may not release the information unless the infected person or parent or guardian gives permission for such release;
3. School districts may not prevent a staff member from working if he/she is able to perform his/her job responsibilities. Students have a right to continue to attend school.

The district shall ask the local health department or other health authorities to assist the district spokesperson in responding to media inquiries.

END OF POLICY

Legal Reference(s):

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)
[ORS 342.850\(7\)](#)

[ORS 433.008](#)
[ORS 433.045](#)
[OAR 333-018-0000](#)

[OAR 333-018-0005](#)
[OAR 333-018-0030](#)
[OAR 581-015-0005](#)
[OAR 581-022-1440](#)

¹HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

OSBA Model Sample Policy

Code: KL
Adopted:

Public Complaints */**

{OAR 581-022-2370 requires districts to have a complaint procedure}

The district will develop and implement effective means of resolving complaints voiced by employees, students, parents of a student who attends school in the district or persons who reside in the district and will use recognized channels of communication.

The Board advises that the process for resolving a complaint as follows:

1. Teacher/Employee;
2. Principal/Supervisor;
3. Superintendent/Designee;
4. Board.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

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

1. Discrimination or harassment on a basis protected by law: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR(1), JBA/GBN-AR(2);
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. Hazing, harassment, intimidation, bullying, [menacing,] cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNA/JHFF, GBNA/JHFF-AR;
9. Sexual conduct with a student (student): Board policy JHFF/GBNA, JHFF/GBNA-AR;
10. Instructional resources or instructional materials: Board policy IIA, IIA-AR;

11. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBB, IGBB-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 who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be reported to the superintendent.

Complaints against the principal should be filed with the superintendent. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

[The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.]

~~[A complainant must file a complaint within the later of either time limit set below, in accordance with state law:~~

- ~~1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or~~
- ~~2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.]~~

The superintendent will administer the complaint process, as appropriate, established by administrative regulation KL-AR[(1)] – Public Complaint Procedure.

If a complainant, who is a parent or guardian of a student who attends school in the district, ~~[a student,]~~ [or] a person who resides in the district, alleges a violation of Oregon Administrative Rule (OAR), Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS. 659.852 (Retaliation) and the complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023.

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

Charter Schools of which the District Board is a Sponsor

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging a violation of ORS 339.285 – 339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 – 581-002-0023.]

OR

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will not review an appeal of a decision reached by the Board of the [Oregon Charter Academy] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [Oregon Charter Academy] as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 – 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

OSBA Model Sample Administrative Regulation

Code: GBA-AR
Revised/Reviewed:

Veteran and State Servicemember Preference

Oregon law requires the district to grant a preference to qualified and eligible veterans, disabled veterans, state servicemembers and former state servicemembers at each stage during the hiring or promotion process who claim a preference. To be **qualified** for preference, an applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for preference¹ an applicant must provide certification they are a veteran, disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

The district is not obligated to hire or promote a qualified and eligible veteran, disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the preference has been applied.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

Selection Procedures

- Step 1: Before the review of any applications the superintendent will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The superintendent will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 for definitions of veteran, disabled veteran, state servicemember and former state servicemember.

³ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

posting. In assessing the applicant materials of a veteran or disabled veteran the superintendent shall evaluate whether the skill experience obtained in service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.

- Step 3: Based on Step 2, the [human resources director] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the superintendent shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: The district will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The district may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

In the event the district chooses not to appoint an applicant covered by this administrative regulation, the district shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant.

Filing a Complaint

A veteran, disabled veteran, state servicemember or former state servicemember is encouraged to contact the superintendent if there are any concerns or questions concerning the application of or the process used for preference.

An applicant claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

OSBA Model Sample Policy

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

Reporting 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 make a report immediately to the Oregon Department of Human Services (DHS) 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 in the same manner.

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 DHS through its centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator or alternate licensed administrator for their school building.

The report 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 Director of Student Services 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 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.

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.

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 leave⁴ 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, agent or volunteer, the district 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 investigated⁵ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

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.

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

Definitions

1. Oregon law defines "abuse" in ORS 419B.005(1).
2. "Child" means an unmarried person who is under 18 years of age or is 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.

⁴ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁵ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or law enforcement pursuant to law.

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 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.

MEMO ONLY

OSBA Model Sample Policy

Code: GBNAB/JHFE-AR(2)
Revised/Reviewed:

Abuse of a Child Investigations Conducted on District Premises

The Department of Human Services (DHS) or a law enforcement agency has the authority to conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, school staff shall allow access to the child and provide a private space for conducting the interview. The investigator shall be advised by a school administrator or a school staff member of a child's relevant disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

Investigator Name (Printed) Name of Agency

Name of Worker's/Investigator's Supervisor Supervisor Contact Information

Investigator Position and Badge or ID Number Student Name

School

Investigator Signature Date

Investigator refused to sign. District staff should not deny entry based on refusal to sign.

FOR COMPLETION BY DISTRICT STAFF

- Student not available for interview
- Student refused to be interviewed
- Administrator participated in interview

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

This form should be placed in a separate secure file and not in the student's file.

| LF

Abuse of a Child Investigations Conducted on
District Premises – GBNAB/JHFE-AR(2)

OSBA Model Sample Policy

Code: JHFE/GBNAB-AR(1)

Revised/Reviewed:

Reporting 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 make a report immediately to the Oregon Department of Human Services (DHS) 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 in the same manner.

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 DHS through its centralized child abuse reporting system or the local to a law enforcement agency, and to a designated licensed administrator or alternate licensed administrator for their school building.

The report 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 Director of Student Services 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 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.

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.

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 leave⁴ 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, agent or volunteer, the district 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 investigated⁵ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

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.

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

Definitions

1. Oregon law defines "abuse" in ORS 419B.005(1).
2. "Child" means an unmarried person who is under 18 years of age or is 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.

⁴ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁵ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or law enforcement pursuant to law.

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 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.

MEMO ONLY

OSBA Model Sample Policy

Code: JHFE/GBNAB-AR(2)
Revised/Reviewed:

Abuse of a Child Investigations Conducted on District Premises

The Department of Human Services (DHS) or a law enforcement agency has the authority to conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, school staff shall allow access to the child and provide a private space for conducting the interview. The investigator shall be advised by a school administrator or a school staff member of a child's relevant disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

_____ Investigator Name (Printed)	_____ Name of Agency
_____ Name of Worker's/Investigator's Supervisor	_____ Supervisor Contact Information
_____ Investigator Position and Badge or ID Number	_____ Student Name
	_____ School
_____ Investigator Signature	_____ Date

Investigator refused to sign. District staff should not deny entry based on refusal to sign.

FOR COMPLETION BY DISTRICT STAFF

- Student not available for interview
- Student refused to be interviewed
- Administrator participated in interview

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

This form should be placed in a separate secure file and not in the student's file.

OSBA Model Sample Administrative Regulation

Code: KL-AR
Revised/Reviewed:

Public Complaint Procedure

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

¹The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

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

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

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

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final².

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

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

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal³ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

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

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

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

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

³ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

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

MEMO ONLY

**SANTIAM CANYON SCHOOL DISTRICT
COMPLAINT FORM
PLEASE PRINT**

To: Employee* Administrator/Supervisor* Superintendent Board chair Board vice chair
* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

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

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Salary Deductions

When a company or district employee requests that the district make individual itemized deductions the following guidelines shall apply:

1. The workload and cost involved in making such deductions will be considered. As a general rule, at least five employees or five percent participation by the qualified group will be required before the district will make deductions for a particular company or plan;
2. The agent or company must comply with all state and federal regulations.

In order to make a deduction for a given month, the company or agent must present the plan to the district by the first of the month. If the plan is approved, the company or agent must deliver the proper forms to the office by the 10th of the month. The deduction made in the employee's pay check for that month would be the premium payment to cover the first of the following month.

Tax-Sheltered Annuities

A complete list of the approved companies to be used by this district for voluntary payroll deductions is on file at the district office.

District-approved TSA companies shall be required to provide employees a maximum exclusion allowance (MEA) prior to the initial withholding or any changes in withholdings, from employees' earnings. Employees are responsible for filing a copy of the MEA with the district prior to any district withholding.

Santiam Canyon School District 129

Code: GCDA/GDDA-AR
Revised/Reviewed: 12/06/07; 6/10/15; 8/10/16;
12/13/17; 11/09/22
Orig. Code: GCDA/GDDA-AR

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee¹ whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223 as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor² whether part-time or full-time into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to criminal records check and fingerprinting.
5. The superintendent will identify contractors who are subject to such requirements.
6. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school sites during the regular school day, shall be required to undergo criminal records check and fingerprinting.
7. Any individual who is an employee of a public charter school that has direct and unsupervised contact with children and not requiring licensure under ORS 342.223, shall be required to undergo criminal records check and fingerprinting.
8. A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.

¹ Any individual hired within the last three months. A subject individual 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).

² A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

9. A volunteer that is not likely to have direct, unsupervised contact with students may not be required to undergo a in-state criminal records check.

Exceptions

A newly hired employee³ is not subject to fingerprinting if:

1. The district has evidence on file that the person successfully completed state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment; or
2. The Oregon Department of Education (ODE) determines the person:
 - a. Submitted to criminal records check for the person's immediately previous employer, the employer is a school district or private school, and the person has not lived outside this state between the two periods of employment;
 - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
3. Remained continuously licensed or registered with the TSPC.

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks completed by the ODE or the District that impact employment, contract or volunteering may be appealed as a contested case to ODE;
 - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
 - d. A refusal to consent to required criminal records check and/or fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
 - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, volunteer forms, or ODE provided forms (written or electronic) may result in immediate termination from employment or contract status;
2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

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

³ Any individual hired within the last three months.

Fingerprints may be collected by one of the following:

- a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.
2. 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 finger printer.
 3. The authorized finger printer 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, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or contract.
 4. A copy of the fingerprinting results will be kept by the district.

Fees

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors⁴, shall be paid by the individual.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. A subject individual required to submit to criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
 - a. Refusal to consent to criminal records check and/or fingerprinting; or
 - b. Notification⁵ from the Superintendent of Public Instruction that the employee 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.
2. A subject individual may be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.

⁴ A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

⁵ 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.

3. 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.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

DELETE



Strategic Plan

Santiam Canyon School District will inspire students to stand together, find their path and never give up. We will instill students with the character, skills and knowledge required to find their path of success and purpose in this ever changing world.

<p>STAND TOGETHER <i>WE CELEBRATE OUR STRENGTHS AND DIFFERENCES</i></p>	<p><u>Metrics and Reporting</u></p> <ul style="list-style-type: none">• Student attendance rates and trends (quarterly)• Student behavior tracking and response strategies• 9th grade on-track status (quarterly)• Staff satisfaction survey results (annually)• Parent survey and parent engagement statistics (annually)
<p>STUDENT OUTCOME All students will successfully progress through our pre-K to high school system.</p>	<p><u>Metrics and Reporting</u></p> <ul style="list-style-type: none">• K-5 interim reading assessment data (triannually)• State assessment results and trends (annually)• Student engagement survey (biannually)• Staffing and programming assessment (annually)• College and career visitations report (biannually)
<p>FIND YOUR PATH <i>WE PREPARE FOR THE FUTURE</i></p>	<p><u>Metrics and Reporting</u></p> <ul style="list-style-type: none">• graduation and dropout rate analysis (biannually)• Dropout rate analysis (biannually)• Post-secondary survey (annual)• District budget and forecast (monthly)• Facilities assessments and planning (annual)
<p>NEVER GIVE UP <i>WE PUSH THROUGH TO REACH OUR GOALS</i></p>	

Registration opens for Summer School Sessions on April 28

1 message

Oregon School Boards Association <info@osba.org>
Reply-To: Oregon School Boards Association <info@osba.org>
To: krista.nieraeth@santiam.k12.or.us

Mon, Apr 27, 2026 at 3:57 PM



OSBA's new
Summer School
Sessions have been
planned with your
needs in mind.

The summer sessions led by OSBA's Board Development, Policy Services and Legal Services teams offer expertise and instruction for Oregon school board members, superintendents, administrative professionals and other members of your leadership teams. The one-day regional events make it more convenient to connect with knowledgeable OSBA staff and your regional peers. A Summer School Session is designed to give new and experienced school leaders the knowledge, tools and resources to better serve students.

Same great content, pick one of the two locations nearest you:

REDMOND

Friday, July 10

9 a.m.–3:30 p.m.

Ridgeview High School
4555 SW Elkhorn Ave.
Redmond, OR 97756

EUGENE

Thursday, July 16

9 a.m.–3:30 p.m.

Lane Community College
4000 E 30th Ave., Building 19
Eugene, OR 97405

**Register here for
Redmond's Summer
School Session**

**Register here for
Eugene's Summer
School Session**

Online registration closes on June 26.

View the Summer School Session Agendas:

School Leader Agenda

Admin Pro Agenda

Lodging information:

Before you can reserve lodging, you must be registered for the conference.
Booking information will be provided in the registration confirmation email.

**OSBA Summer School will be in
session, bringing the best we have to
offer to you.**

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