Alsea School Board Meeting

Thursday, November 10, 2022 6:00 PM
Alsea School Library, 301 South 3rd Street, Alsea, OR 97324

1. **Executive Session 6:00pm**
   To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
2. **Call to Order**
3. **Flag Salute**
4. **Approval of the Agenda**
5. **District Recognition:**
   a. Brick and Mortar
      i. Student:
      ii. Employee
      iii. Volleyball Team and Coaches Honored for Fall Achievements - Bart Rothenberger
6. **Superintendent Report:**
   Sean Gallagher
   a. Safety and Security Inspection
   b. Bond Update:
      Sean Gallagher

Willamette EDUCATION SERVICE DISTRICT
Success, Achievement, Together...For All Students

SAFETY & SECURITY ASSESSMENT
Alsea School District

Date of Assessment: 10/11/22 Assessed By: Kenan Elbers-Facilities Mgr, Supt Sean Gallagher & David Solomon-WESD

Directions: Evaluate site for each question by placing an √ in the columns labeled OK or NOT OK. If N/A, write that in COMMENTS box.

NEIGHBORHOOD & SURROUNDING AREA	OK	NOT OK	COMMENTS
1. Adequate school zone & speed signage in surrounding area.	√		
2. Neighborhood watch or partnership has been established.			N/A
3. Vehicles drive appropriately in school zone.	√		
4. Sidewalks & crosswalks are available for pedestrians.	√		
BUILDING EXTERIOR	**OK**	**NOT OK**	**COMMENTS**
1. Roofs are accessible only by a ladder.	√		
2. "Drug-Free School Zone" & "Weapon-Free School Zone" signs are posted.	√		
3. "Visitors Must Report To Office" signs are posted at all exterior entrances.	√		
4. Visitor entrance is clearly identified.	√		
5. "Supervision Hours" signs are posted in prominent locations.			N/A
6. Adequate lighting at all exterior entrances.	√		
7. Adequate lighting around building and in parking areas.	√		
8. School grounds are free of graffiti & trash.	√		
9. Shrubs/foliage trimmed to prevent "hiding"– good line of vision.	√		
10. Exterior doors & locks are in good condition.	√		
11. Exterior doors & windows are locked before & after school.	√		
12. Exterior windows & locks are in good condition.	√		
13. Basement windows are protected – grills, etc.			N/A
14. Blinds/curtains closed in rooms containing computers & valuable equipment.	√		
15. Outside entrances are numbered to direct emergency vehicles.			N/A
16. School grounds are fenced to prevent unauthorized vehicles & public access.			N/A
17. Dangerous equipment & utilities are protected & secured.	√		N/A
18. Exterior door to kitchen is kept locked, has peephole & adequate doorbell.	√		
20. Good visibility of bike racks from building.			N/A
21. Intercom/PA Notification System works adequately in exterior gathering areas.	√		

ARRIVAL & DISMISSAL	OK	NOT OK	COMMENTS
1. Supervision is in place before students arrive. (note time of first student arrivals)	√		
2. Bus zones & parent drop-off/pick-up zones are separate.	√		
3. Bus loading zones have restricted access & are clearly marked.	√		
4. Bus area is supervised when students are present. (note time of first supervisor)	√		
5. Parent drop-off/pick-up area is clearly marked.	√		
6. Parent drop-off/pick-up area is supervised when students are present.	√		
7. Sidewalks are provided for student walkers.	√		
8. Crossing guards are provided to assist elementary children.	√		
9. Vehicles drive within appropriate speed limit.	√		
10. Adequate lighting in parking lots.	√		
11. Adequate number of parking spaces for staff & visitors.	√		
12. Student access to parking lots is restricted to arrival/dismissal for high school.			N/A
13. Student parking is available by permit only.			N/A
14. Parking lot is supervised during arrival & dismissal.	√		
HALLS & COMMON AREAS	**OK**	**NOT OK**	**COMMENTS**
1. School rules are posted and clearly visible throughout school.	√		
2. Students interviewed know school rules.			N/A
3. Students wear visible hall passes when not in class (during class-time).			N/A
4. Halls are supervised during passing time.	√		
5. Common areas are supervised when students are present.	√		
6. Unused entrances are locked during school day.		√	At least one classroom door propped open
7. Halls & common areas are free of graffiti & trash.	√		
8. Students adhere to school dress code.			N/A
9. Students adhere to hands-off policy.			N/A
10. Students interviewed know emergency procedures.			N/A
11. Fire extinguishers are checked annually by fire-inspection company.	√		Fire extinguisher training needed
12. Fire extinguishers are checked monthly by school staff: (pin in place, gauge in green zone, properly labeled.)		√	Monthly checks needed
13. Fire extinguishers that are not visible have visible signage.	√		
14. Combustible decorations/student work is within safety limits: (does not exceed 20% of wall or door surfaces.)			N/A
15. Fire exits, doors, corridors & stairways are free of obstructions & at least 22 inches wide.	√		
16. Exit doors open & close easily & exit signs are well lit.	√		
17. Doors with panic hardware are free of locks/latches/chains.	√		

CUSTODIAL ROOMS & PROCEDURES	OK	NOT OK	COMMENTS
1. Mechanical rooms & custodial rooms are secured at all times.	√		
2. Custodians carry two-way radio for communication with office & administration.	√		
3. Custodians have been trained on building emergency procedures & participate in all drills.	√		
4. Damage caused by graffiti, broken glass, and other vandalism are immediately repaired (before school opens).	√		
5. Combustible waste materials are stored in non-combustible containers and emptied regularly.	√		
6. Fire protection equipment is free of obstructions (alarm panels, fire extinguishers, sprinkler control valves.)	√		
7. There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)	√		
8. Attic access is secured.	√		
9. Breakers in electrical panels are labeled; spares are in off position.	√		
10. Electrical panels have 36 inches of clearance.	√		
11. All containers including spray bottles are properly labeled.			N/A
12. MSDS notebook location is known & notebook is easily accessible.		√	No chemical inventory or accessible SDS
13. Procedures in place for unlocking/locking doors before, during & after school.	√		
14. High-risk areas (main office, cafeteria, store, computers, etc) are secured after hours.	√		
15. Unused portions of building are secured after hours.	√		
PLAY GROUNDS & SOCIAL AREAS	**OK**	**NOT OK**	**COMMENTS**
1. Play areas are fenced for the safety of students. (vehicular access restricted)	√		
2. Play equipment is in good condition.	√		
3. Surface of play area is in good condition.	√		
4. Play areas are free of hazards.	√		
5. Good visibility in play areas (look for barriers to line of sight)	√		
6. Interaction between students is generally positive.	√		
7. Play/Social areas are adequately supervised when students are present. (supervisor – student ratios, size of areas, barriers, etc)	√		
8. Active Supervision principles are applied consistently: (movement, scanning, positive interactions with students, pre-corrections, consequating rule infractions.)			N/A

KITCHEN & EATING AREAS	OK	NOT OK	COMMENTS
1. Access to kitchen by students is restricted and/or with adult supervision only.	√		
2. Eating areas are supervised when students are present.	√		
3. Adequate seating in eating areas.	√		
4. Eating areas are clean and free of trash.	√		
5. Traffic flow of students is organized and time waiting in line is minimal.			N/A
6. Cleaning supplies are properly marked and stored away from food.	√		
7. Interior entrance to kitchen is locked when staff is not present.	√		
8. Knives & dangerous objects are stored in a secured place.	√		
9. Kitchen hood serviced every 6 months/fusible links replaced yearly.	√		
10. All kitchen staff have been trained in emergency procedures & participate in drills.			N/A
11. Walk in refrigeration units have easy escape doors.	√		
RESTROOMS	OK	NOT OK	COMMENTS
1. Restroom stalls are equipped with doors or fire resistant curtains.	√		
2. Restrooms/locker rooms have adequate lighting.	√		
3. Restrooms are clean, odor free, and free of trash.	√		
4. Restroom walls, mirrors, & interior stall doors are free of graffiti.	√		
CLASSROOMS	OK	NOT OK	COMMENTS
1. Classroom doors are locked & lights are turned off when room is vacant.	√		
2. Emergency Plan is posted in all rooms.		√	
3. Evacuation route map posted in all rooms.		√	
4. Intercom system and phone work in all rooms.	√		
5. Cover plates are on all electrical junction boxes (outlets/switches).	√		
6. Electrical outlets within 6 feet of water are GFCI protected.	√		
7. Power strips are used in place of extension cords.	√		
8. Cords are properly secured to avoid tripping.	√		
9. A system is in place to track student exit & return. Hall passes are used consistently.	√		
10. Staff wears visible ID.	√		
11. Classroom rules are posted and consistent with school-wide rules.			N/A
12. New staff has been trained on building emergency procedures during current school year.	√		

OFFICE & ADMINISTRATION	OK	NOT OK	COMMENTS
1. Lobby entrance is visible from front office, (or cameras are used to accomplish this.)	√		
2. Visitors, parents & volunteers are required to sign in at office & wear visible ID.	√		
3. Student sign-out log is required.	√		
4. Adults not listed on student registration form are required to have written permission to pick up students.	√		
5. Local fire & police departments have current school maps, contact lists and keys to school buildings.	?		SRO 1 day/wk from Benton Co Sheriff's Dept
6. Two-way radios are assigned to & carried by staff (administrators, custodians, front office, outside classes)	√		
7. Portables have front office communication & receive fire alarm notification.	√		
8. Intercom/two-way notification system works, and can be heard in all areas of campus.	√		
9. A key-control system is in place.	√		
10. Supervision Schedule is current. (Attach copy to this form.)			N/A
11. Safety committee meets monthly & minutes are posted in a prominent location for staff to view.	√		
12. OR-OSHA poster *Job Safety & Health* is displayed in prominent area.	√		
13. Medications for students are properly stored & secured. (Review log to verify.)	√		
14. A system is in place for staff, students & parents to anonymously report problems (hotline, designated staff, tip box, etc)	√		
15. District drill schedule is followed. Drill Evaluation Forms are utilized & given to District Safety Officer.	√		
16. A SAFE Team has been established & trained. (Attach copy of roles & responsibilities.)			N/A
17. All classified staff has been trained on emergency procedures during current school year.	√		
18. A system is in place to train substitute staff on emergency procedures.	√		
19. First aid kits are properly stocked and readily accessible.	√		
20. Crisis Response Team Kit fully stocked?	√		Locations:

Additional Comments:

Overall appearance of entire campus is excellent. No glaring deficiencies in physical environment or emergency program. Existing plan needs a refresh, updated staff training and outreach to/coordination with local partners (Fire Dept, EMS) and designated family reunification center.

Areas of Recognition Record commendable areas of safe school conditions and staff members who are involved with these efforts.	Who Needs Recognition
Buildings and campus grounds are very clean, orderly and well maintained.	Facilities staff
Leadership is engaged with safety/security systems and staff display commitment to ensure safe conditions.	Superintendent, Managers
Outdoor evacuation area has demarcation/signage. Clearly designated evacuation assembly areas and signs—very good.	Facilities Director

Areas of Concern Record areas that need attention…		
Area of Concern	Recommendation	Completed
Programmatic: • Well developed emergency procedures in place, but need updating and training/orientation for staff and regularly scheduled drills	• Update procedures • Provide training/orientation for staff • Drill per planned schedule	Completed ☐ Yes ☐ No Completed Date _____/_____/_____
Physical environment: • AEDs out of service • Fire extinguishers installed, but staff not trained. • Radios available, but lack standardized protocols for use. Training?	• Replace with new AEDs and ensure staff are trained on their use. • Staff can use "EZ Web" to access student info on phones, but if possible a hard copy for reception staff would be preferred. • Provide fire extinguisher training to staff. Develop radio procedures and train applicable staff.	Completed ☐ Yes ☐ No Completed Date _____/_____/_____

Willamette
EDUCATION SERVICE DISTRICT
Success, Achievement, Together...For All Students

Site Safety

Assessment Report

Prepared for

ALSEA SCHOOL DISTRICT

Submitted by the Site Assessment Team:

Sean Gallagher, Superintendent

Kenan Elbers, Facilities Director

David Solomon, WESD Emergency Preparedness Consultant

October 2022

Executive Summary

A multi-disciplinary team of staff from Alsea School District and Willamette Education Service District (WESD) conducted a site safety assessment of the Alsea schools on October 11, 2022.

The site assessment covered the buildings and grounds of the Alsea schools campus, located within the community of Alsea OR. The assessment team included representatives from school leadership and facilities maintenance. The assessment was facilitated by the WESD Emergency Preparedness Consultant, who is experienced in disaster mitigation planning.

After a brief orientation to the objectives of the site assessment and how to gather the information, the team completed a walk around inspection of the facilities of the district's single campus. Data was collected using a standardized checklist developed for school site safety assessments. Photos were also taken. After the walk around, the team reconvened to compare notes and findings.

Key findings:

1. The buildings and grounds are in excellent condition, neat, clean and well maintained. The overall impression is that the campus is orderly and well secured.

2. A comprehensive Emergency Operations Plan has not been completed within at least the last 10 years. Staff know what to do in most situations, but there's no process in place for training staff on emergency procedures.

3. Procedures are well developed for fire evacuation, but drills for other emergency scenarios are not as robust. Evacuation assembly areas are clearly defined and properly signed. There is no designated family reunification center should the need arise to evacuate the campus to an off-site location.

4. There is an adequate communication system (intercom/PA) that reaches classrooms, out-lying buildings and key personnel. Hand-held radios are available, but staff are not trained in their use.

5. Fire extinguishers are maintained properly, but there is lack of policy guidance regarding their use. Staff are not trained in fire extinguisher use.

6. Staff receive training on 1st Aid/CPR/AED, but AEDs are out of service and are being replaced.

Recommendations:

1. Develop Emergency Operations Plan. Develop plan for evacuation to off-site location and a family reunification plan.

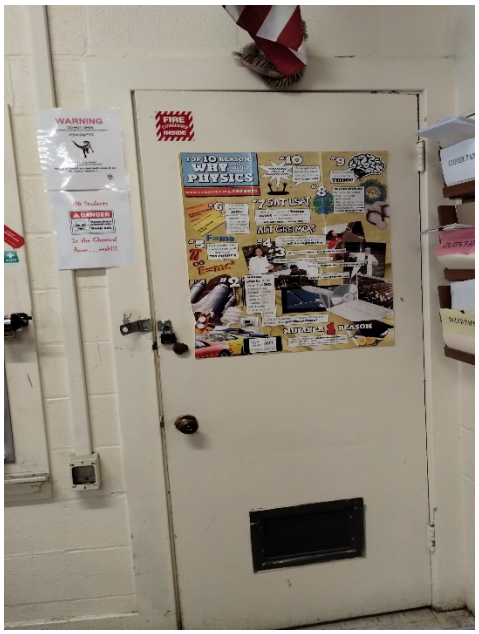
2. Refine evacuation drill procedures and drill on earthquake, medical emergencies and acts of violence scenarios, in addition to existing fire drills.

3. Ensure school staff are properly oriented to emergency procedures, including use of fire extinguishers. Train staff accordingly. Collaborate with community partners as needed for fire and EMS response.

4. Define emergency communication procedures and use of hand-held radios or PA.

Specific call outs:

Chemical storage in chemistry lab. ***Ensure hazardous materials are properly stored according to hazard level and have SDS.***



Chemical storage in chem lab. ***Ensure chemical storage area is prominently signed and secured at all times.***

Facilities storage. ***Ensure minimum 33in of clear space around electrical panels.***

Student drop off and pick up area. ***Improve demarcation of pedestrian and vehicular pathways. Install barriers to protect pedestrian areas from vehicles.***

Best practices for hazard mitigation:

Prominent video security system. ***Cameras are a significant deterrent to unwanted behavior and vital for law enforcement.***

Industrial arts shop.
Nice to see a Saw Stop table saw.

School rules posted. ***Good messaging regarding expected behavior.***

Evacuation assembly area. ***Well designated and clearly signed.***

General Narrative

Alsea School District is housed on a single campus located within the City of Alsea, Oregon. Total district population is about 260 students. The district includes an elementary school and a middle/senior high school, parking lots, athletic fields and several outbuildings. The campus is open and unfenced, reflecting the small, rural community setting.

The buildings and grounds are well maintained, clean and orderly. The areas in and around the school campus are free from trash, graffiti or any visual signs of neglect. Access to the buildings is well controlled and visitors are required to be escorted in. Staff and visitors are expected to display ID, but given the small population, people know each other and can readily tell whether someone belongs in the buildings or not.

The area around the outside of the buildings is kept clear of foliage or other obstructions. This eliminates areas of concealment for unauthorized persons and creates adequate defensive space against the spread of fire. Parking lots and walkways are striped and labeled to facilitate safe pedestrian and bicycle access along with vehicle traffic. However, the student drop off-pick up area is not well demarcated and safety in this area would be improved by use of barriers to separate vehicles and pedestrians.

There is adequate space for emergency evacuation and assembly and the assembly areas are well marked and clearly defined. There is a system in place to account for students during evacuation drills.

The elementary school grounds are immaculate and the playground area is in excellent condition. Facilities staff have not been trained in playground safety inspection procedures, but conditions of the play equipment is excellent.

Inside the schools, walkways are well lighted and clear of slip/trip/fall hazards. Areas are kept free of combustible materials. Most classrooms have an exit door to the exterior of the building, although the reception/office area of the middle/high school does not. Exit doors are properly signed and accessible, with no stored items or other obstacles which could impede emergency egress.

The kitchen is immaculate and has modern fire suppression system in good condition. Staff are allowed to use fire extinguishers, but have not been trained in their use. Other emergency equipment (first aid kits, BBP kits) are available and staff training on them is current. AEDs have been pulled from service and need to be replaced. Once replacement AEDs are installed, staff must be trained in their use.

The schools have a central PA system to use for campus-wide communication. Hand held radios are used by some key staff, but procedures for their use and training on them has not been fully implemented.

In the event of an incident forcing the schools to evacuate students to an off-campus location, there are no good locations within walking distance. Students would have to be bused to a location yet to be determined. No emergency plans or written agreements for a family reunification center are in place.

Summary and Conclusions

The overall safety and security conditions are excellent. There is an obvious commitment by district staff to maintain clean, orderly and safe facilities. While minor improvements are indicated, there are no glaring deficiencies that warrant urgent, immediate action.

The consensus among the assessment participants is that the primary need is to complete an emergency plan, train staff and drill on the plan. This would include:

- Alternate locations off campus to be used as family reunification centers in the event of an all-campus evacuation.
- Any formal agreements needed with community partners, such as the with family reunification center locations or agencies using campus facilities as staging for incident response.

7. **Reports**
   a. **Booster Club Report**

Alsea Wolverines Booster Club Request for Funds

Please complete the following:

Date of request: _____

Date funds/items are needed by: _____

Name of Teacher/Coach/Staff making request: _____

Phone number and e-mail: _____

Amount requested: _____

Item(s) requested: _____

_____

_____

Web Site where item(s) can be viewed and/or ordered, if possible:

_____

How will it be used & who will benefit from it?

_____

_____

Have you requested funds for this project from another source? If so, who? Funded Yes___No___

_____

_____

Any other information you would like to tell us about the request:

_____

_____

_____

Please restrict all request for events or funds to only those that are not provided by the school. This excludes normal supplies. Please e-mail completed form to info@alseaboosters.org. Thank you for taking the time to fill this out. Your request will be reviewed, and you will hear back from us after our next board meeting or prior to your need date as possible. Thank you for helping us help you!

Review to Board & Community Nov 10, 2022

The Alsea Wolverine Booster Club was set up to support programs and projects for Alsea School and to help facilitate goals and ideas for the school and community. For the school this involves supporting students, athletes, teachers, and staff. We all know that a lot of booster clubs are geared toward sports. Sports are a large part of our support. It happens to be an area where there is a lot of need, because most school funds go toward academics, naturally. Also, supporting electives and CTE programs falls sometimes to this area. Support for the community can be anything from bringing everyone together to helping enhance a project or an idea.

The AWBC has just had our one-year anniversary and would like to give a review of this past year and looking forward.

- **Applied and received grants in 2021/2022, for a total of $16,732.00**
- **Booster Fundraisers for 2021/2022:**
  - Spirit gear sales, Hope Grange Holiday Bazaar pie & merch sale, Donkey Basketball, Alumni Reunion participation, football & volleyball Jamboree, Donation Campaign to local area businesses and Alumni.
  - **Some New Future Fundraisers Ideas for 2023**
    Continued Spirit Gear and Accessories – expanding into non-apparel items as well
    Bingo Fundraiser/Spaghetti Feed
    Silent Auction and Dinner

- **School & Community Events & Purchases Sponsored with Funds from AWBC**
  - Diagnostic Tool & Engine stand for Auto Program
  - Donation of $500 toward Senior Baskets 2022
  - Ice Cream Social co-sponsored with Alsea Community Effort & Alsea Fire Dept,
  - Request for 2 new Crosscut saws w/handles and shipping for Forestry class was granted and then sponsored anonymously in the name of Dan Lashley.

  We are developing a long list of ideas to sponsor for students and the community as well as fundraisers. An example of this would be to raise funds to upgrade the lockers rooms; to help with an approved program for athletics like elementary sports, or academics like STEM, CTE, or to upgrade needed areas. These are just examples.

  Our hope is this upcoming year we can do even more with your help. Ideas will be discussed and solidified at our planning meeting in the beginning of next year, date TBA. Please let us know if you have an idea you would like considered.

- **AWBC Operational Accomplishments & Expenses**
  - **Startup Cost such as:**
    Merchandise, office electronics, insurance, 501c3 organization fees, etc
  - **Program & Project Cost:**
    Purchase 6x10 Cargo Trailer for storing our inventory and supplies
    Supplies & hardware for inside the trailer
    Purchase 10x15 Tent Canopy with logo & graphics
    General Supplies
  - **Ongoing Organizational Operating Cost such as:**
    Office Supplies, insurance, memberships fees, etc.

Our current community fundraiser is a Quilt Raffle. This “Lil Alsea Town” wall hanging was made by Verla Ritchey. We are selling raffle tickets for $10 each or 3 for $25.00. You can purchase them from John Boys Merch, Deb’s Café and the Library as well as from any Booster Board member and at most upcoming basketball sporting events at the school. Winner will be drawn on Dec 15 at the home Basketball game.

Our upcoming fundraiser is at the Hope Grange Bazaar on Dec 3. We will have Pie Sales and a Spirit Gear table. We were there last year, and it was a wonderful event with many great vendors. This year we are adding some new merchandise, which includes smaller items for Christmas.

Conclusion

Please remember we are a board of five with a special advisor. We have had an increase of volunteers this fall but still the list is short. We have moved very quickly in just our one year of existence. We understand there are many needs out there, and we would love to say yes to all of them. We would love to implement all the great ideas for items or fundraisers. Unfortunately, this will take time, much effort and some will not be accomplished, at least not soon. We are asking for your understanding and to implore you to help when you can. If you would like to help in the future please **email or contact** anyone of us or the school, they can point you in the right direction. We are also asking those of you that have needs to use the **new request form and email us.**

So, going forward we are announcing a new procedure. All request for funds or events will need to be emailed to info@alseaboosters.org using our new request form that will be available at the school in both offices or via email for anyone to use. You may submit this form to our email address. Soon we will have a link on the school website where you can get the form. For school program and project requests, the need must be one not filled by the school. We received a small amount of grant funds to be used for this purpose, which cannot be used for normal classroom supplies. But we understand that many times, teachers reach into their own pockets to pay for classroom supplies. We have some general funds available for these requests.

Remember that this form is not just for funds, it is also for events or specific fundraisers needed to fulfill a goal. The board will review request as they come in and relay our decisions. Examples could be, field trips, athletics, adding an extra CTE need, helping with an event, etc. Help us help you!

Alsea Wolverine Booster Club is dedicated to improving and promoting parent, school and community member participation and appreciates your continued support. Thank you!

8. **Financials**

a. Accounts

b. Three Year Budget Plan

Linn Benton Lincoln Education Service District • 905 4th Avenue SE • Albany, Oregon 97321 • Phone: 541-812-2600 • Fax: 541-926-6047 • www.lblesd.k12.or.us

MEMORANDUM

November 10th, 2022

TO: Alsea School District Board of Directors
FROM: LaRae Sullivan, LBL-ESD Assistant Business Manager
RE: October 31st, 2022 Financial Statements

Board Members,

Attached you will find the 2022-23 financial statements through October 31st, 2022. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2022 through October 31st, 2022. The estimated General Fund Ending Fund Balance is $1,346,085. This is projected with expenditure appropriation used at 84% of budget. Unappropriated Ending Fund Balance make up $1,341,734 of the Fund Balance total.

At this time there are still no additional funds being released to the State School fund for next fiscal year.

All of Alsea School District 7J investments are held in the Local Government Investment Pool. Investments total $3,559,869.45 and are yielding an annualized interest rate of 2.10% through October 31st, 2022.

Enrollment: **Please remember enrollment could change on a daily basis. These numbers are as of: 11/01/2022**

Grade	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**Total**
In Building														
As of 11/01/22	20	17	16	23	22	18	18	17	25	13	16	21	22	248
Learn at Home Oregon														
As of 11/01/22	40	47	25	31	25	18	31	42	28	0	0	0	0	278

Total Enrollment for all schools equals 522 for the month of October 2022.

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

Tonja Everest Superintendent | Frank Bricker Board Member | Miriam Cummins Board Member | David Dunsdon Board Member | Roger Irvin Board Member | Amy Vetor Board Member | Jean Wooten Board Member | Penny York Board Member

Alsea School District 7J
General Fund: Statement of Revenue Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 10/31/2022

Source	Adopted 2022-23 Budget	Actual YTD Rev. 10/31/2022	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/Under Budget	Total Actuals YTD* 6/30/2022	Adopted 2021-22 Budget
SSF Funding							
1111 Current Year Property Taxes	$ 450,000	**1,023**	462,477	$ 463,500	$ (13,500)	460,495	$ 425,000
1112 Prior Year's Property Taxes	1,500	**371**	1,354	$ 1,725	(225)	3,966	5,000
1190 Pentalties & Interest	1,000	**151**	849	$ 1,000	-	1,133	1,500
2101 County School Funds	2,500	-	5,000	$ 5,000	(2,500)	8,805	2,400
3101 State School Support Funds	10,531,799	**4,372,105**	4,707,214	$ 9,079,319	**1,452,480**	10,732,474	10,548,592
3101 SSF- High Cost Disability Payment	-	-	5,000	$ 5,000	(5,000)	4,518	-
3101 SSF- May Adjustment	-		-	$ -	-		-
3103 Common School Fund	26,000	-	49,000	$ 49,000	(23,000)	48,709	26,000
Total SSF Funding	**11,012,799**	**4,373,650**	**5,230,894**	**9,604,544**	**1,408,255**	**11,260,101**	**11,008,492**
Non State School Support Formula Sources							
Local Sources							
1412 Transportation Fees from Other Dist.	-	-	-	$ -	-	-	-
1510 Interest on Investments/Taxes	25,000	**21,349**	3,651	$ 25,000	-	26,580	20,000
1710 Admissions	-	**1,016**	(1,016)	$ -	-	-	100
1920 Donations from Private Sources	1,000	**1,100**	(100)	$ 1,000	-	800	1,000
1940 Services Provided to Other Ed.- General	35,000	-	-	$ -	35,000	-	- 50,000
1940 Services Provided to Other Ed.- KVCS		**28,250**	6,750	$ 35,000	(35,000)	28,775	- 66,000
1940 Services Provided to Other Ed.- WLA		-	35,000	$ 35,000	(35,000)	35,392	120,000
1960 Recovery of Prior Year Exp.	-	-	-	$ -	-	(2,613)	-
1980 Fees Charged to Grants	4,000	-	4,000	$ 4,000	-	6,048	-
1990 Miscellaneous Local Revenue	15,000	**6,745**	23,255	$ 30,000	(15,000)	39,421	15,000
1991 Misc. Erate	-	-	-	$ -	-	-	20,000
2102 Education Service District Resources	5,000	-	500	$ 500	4,500	-	40,000
2199 Other Intermediate Source	-	-	-	$ -	-	69	-
Total Non Formula Local Sources	**85,000**	**58,460**	**102,040**	**160,500**	**(75,500)**	**134,472**	**332,100**
State/Federal Sources							
3199 Other Grants-In-Aid	-	-	-	-	-	-	-
3203 Special Ed	5,000	-	5,000	5,000	-	8,393	-
Total State/Federal Sources	**5,000**	**-**	**5,000**	**5,000**	**-**	**8,393**	**-**
Other Sources							
5160 Lease Purchase	-	-	-	-	-	-	-
5300 Sale/Loss of Fixed Assets	5,000	-	-	-	5,000	-	5,000
5400 Beginning Fund Balance	1,800,000	-	1,093,000	1,093,000	**707,000**	1,696,388	2,100,000
Total Other Sources	**1,805,000**	**-**	**1,093,000**	**1,093,000**	**712,000**	**1,696,388**	**2,105,000**
Total Non SSF Revenue	**1,895,000**	**58,460** -	**1,200,040** -	**1,258,500**	**636,500**	**1,839,252** -	**2,437,100**
						$ -	
Total Resources	**$ 12,907,799**	**4,432,110**	**$ 6,430,934**	**$ 10,863,044**	**$ 2,044,755**	**$ 13,099,353**	**$ 13,445,592**
		Less Estimated Requirements		$ (9,516,959)			
		Estimated Ending Fund Balance		***$ 1,346,085***			
		Less UEFB		$ 1,341,734			
		Estimated Ending Fund Balance		$ 4,351			

11/9/2022

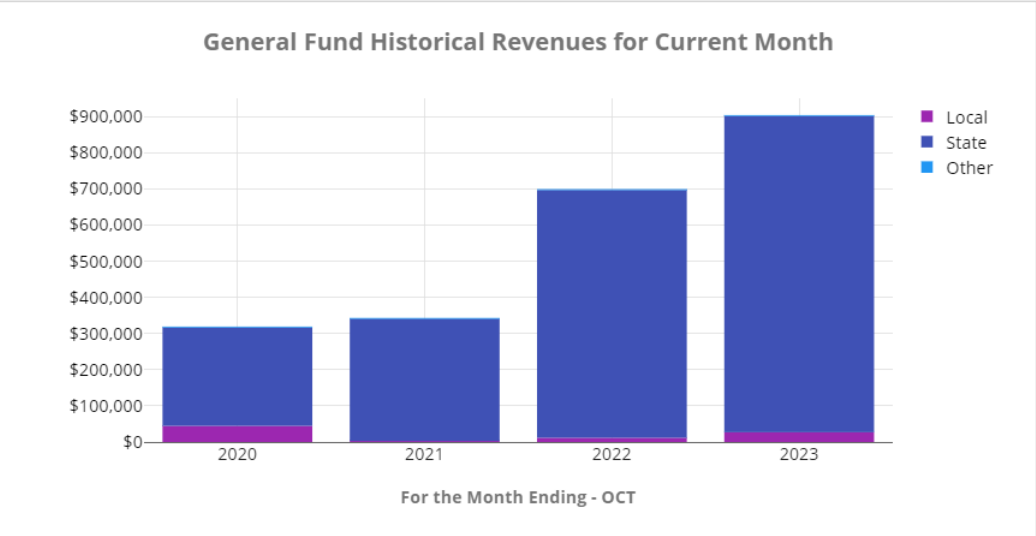
Alsea School District 7J
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 10/31/2022

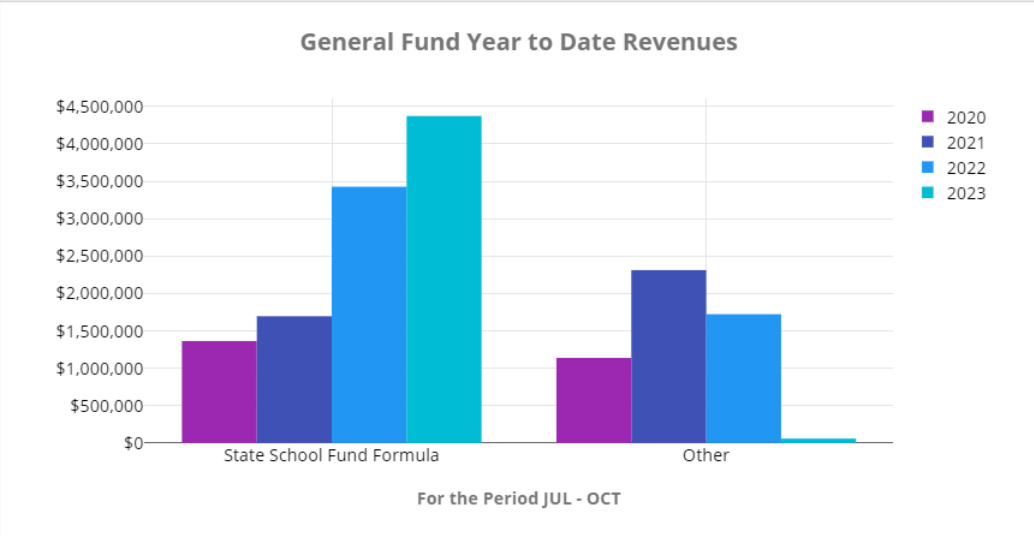
Function	Adopted 2022-23 Budget	Actual YTD Exp. 10/31/2022	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/ Under Budget	% Committed	Total Actuals YTD* 6/30/2022	Adopted 2021-22 Budget
Instruction								
1111 Elementary, K-6	1,777,633	**289,522**	1,203,690	1,493,212	284,421	84.00%	1,777,484	2,026,282
1112 Learn at Home (LAHO)	-	**-**	-	-	-	0.00%	4,079	-
1113 Elementary Extracurricular	17,443	**-**	14,652	14,652	2,791	0.00%	9,505	-
1121 Middle/Junior High Programs	734,134	**138,096**	478,576	616,673	117,461	84.00%	713,180	715,357
1122 Middle/Junior High School Extracurricular	24,371	**7,759**	12,713	20,472	3,899	84.00%	16,680	40,051
1131 High School Programs	515,653	**146,196**	286,952	433,149	82,504	84.00%	558,393	577,238
1132 High School Extracurricular	109,764	**40,349**	51,853	92,202	17,562	84.00%	123,459	114,943
1140 Pre-K	14,826	**333**	-	333	14,493	2.24%	13,403	217
1210 Programs for the Talented and Gifted	21,831	**16,851**	1,487	18,338	3,493	84.00%	12,434	109
1250 Programs for Students w/Severe Disabilities	1,457,424	**276,667**	816,401	**1,093,068**	364,356	75.00%	1,268,978	1,309,845
1280 District Alternative Programs	49,288	**799**	20,603	21,402	27,886	43.42%	62,209	101,503
1288 Charter School Payments	900,000	**351,500**	365,500	717,000	183,000	79.67%	1,621,500	1,659,200
1291 ELL	92,746	**16,258**	61,648	77,907	14,839	0.00%	54,431	-
Total Instruction	**5,715,113**	**1,284,330**	**3,314,076**	**4,598,406**	**1,116,707**		**6,235,735**	**6,544,745**
Support Services								
2113 Family Support Liaison	56,254 -	**596**	46,657	47,253	9,001	84.00%	54,323	106,925
2114 Staff Accounting Services	134,066 -	**107,029**	5,587	112,615	21,451	0.00%	279,106	275,000
2120 Guidance Services	111,172	**-**	93,384	93,384		84.00%	-	113,449
2122 Guidance Services	-	**1,781**	-	1,781		0.00%	-	-
2134 Nurse Services	-	**3,336**	(3,336)	-	-	0.00%	-	-
2142 Psychological Testing Services	40,000	**3,251**	30,349	33,600		84.00%	-	
2150 Speech Pathology and Audiology Services	-	**14,236**	-	14,236	(14,236)		-	-
2152 Speech Pathology Services	49,809	**9,995**	31,845	41,840	7,969	84.00%	161,944	204,768
2160 Other Student Treatment Services	14,000	**4,281**	7,479	11,760	2,240	0.00%	17,771	-
2190 Service Direction, Student Support Services	260,933	**27,754**	191,430	219,184		84.00%	88,807	100,128
2222 Library/Media Center	1,250	**74**	976	1,050	200	84.00%	-	39,106
2230 Assessment and Testing	-	**2,338**	(2,338)	-	-			
2240 Staff Development	1,000	**-**	840	840	160	84.00%	34,426	1,063
2310 Board of Education	180,750	**51,984**	99,846	151,830	28,920	84.00%	172,584	163,450
2321 Office of the Superintendent Services	373,103	**120,887**	192,520	313,407	59,696	84.00%	340,042	350,574
2410 Office of the Principal Services	1,046,124	**397,118**	481,626	878,744	167,380	84.00%	1,234,165	1,269,651
2520 Fiscal Services	484,103	**139,335**	267,312	406,647	77,456	84.00%	440,450	394,773
2540 Operation & Maintenance of Plant	647,012	**251,348**	292,142	543,490	103,522	84.00%	679,074	697,202
2543 Care and Upkeep of Grounds	-	**538**	-	538	(538)	0.00%	-	
2544 Maintenance	-	**-**	-	-	-	0.00%	12,654	6,553
2550 Student Transportation Services- Alsea	683,498	**194,058**	380,080	574,138	109,360	84.00%	682,712	636,820
2550 Student Transportation Services- KV	365,650	**83,254**	223,892	307,146	58,504	84.00%	299,815	371,241
2550 Student Transportation Services- WLA	410,215	**100,061**	244,519	344,580		84.00%	353,841	319,550
2558 Special Ed Transportation Services	54,103	**4,271**	41,176	45,447	8,656	84.00%	15,304	11,267
2572 Purchasing Services	-	**-**	-	-	-	0.00%	-	17,109
2660 Technology	267,915	**35,956**	189,093	225,049	42,866	84.00%	420,892	295,464
Total Support Services	5,180,957	1,553,481	2,815,078	4,368,559	682,608		5,287,909	5,374,093
						-		
Other Requirements								
5110 Long-Term Debt Service	19,995	**19,995**	-	19,995	0	100.00%	141,278	151,499
5200 Transfers of Funds	530,000	**0**	530,000	530,000	-	100.00%	281,500	281,500
6000 Contingency	120,000	**0**	-	-	120,000	0.00%	-	93,755
Total Other Requirements	**669,995**	**19,995**	**530,000**	**549,995**	**120,000**		**422,778**	**526,754**
		-					-	
Total Requirements	**$ 11,566,065**	**$ 2,857,805**	**$ 6,659,154**	**$ 9,516,959**	**$ 1,919,315**		**11,946,422**	**$ 12,445,592**

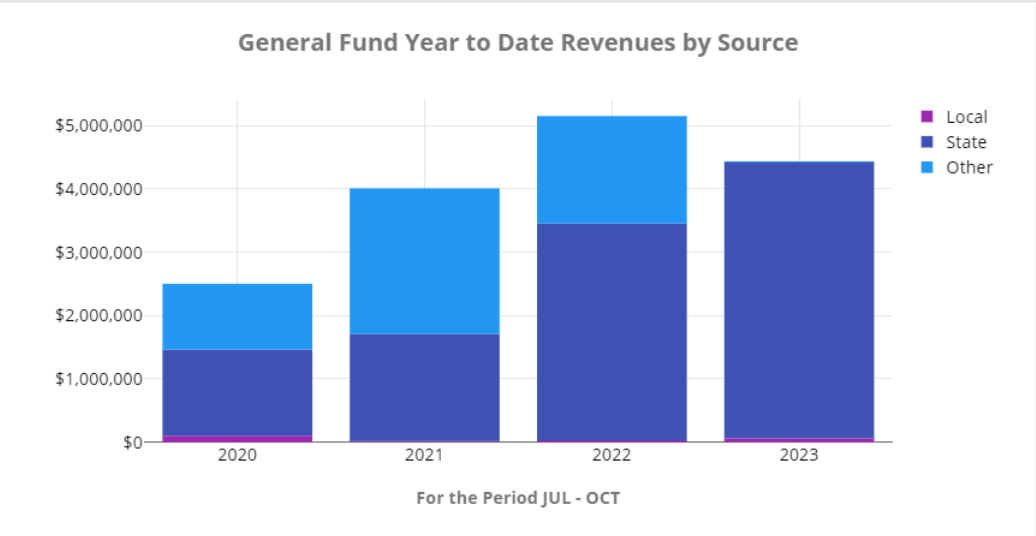
Alsea School District 7J
YTD Appropriations - General Fund
For the Fiscal Year 2022-2023
As of 10/31/2022

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	$ 5,715,113	$ -	$ 1,284,330	$ 3,314,076	$ 4,598,406	$ 1,116,707
2000 Support Services	$ 5,180,957	$ -	$ 1,553,481	$ 2,815,078	$ 4,368,559	$ 812,398
5100 Debt Service	$ 19,995	$ -	$ 19,995	$ -	$ 19,995	$ 0
5200 Transfers	$ 530,000	$ -	$ -	$ 530,000	$ 530,000	$ -
6000 Contigency	$ 120,000	$ -	$ -	$ -	$ -	$ 120,000
Sub Totals	**$ 11,566,065**	**$ -**	**$ 2,857,805**	**$ 6,659,154**	**$ 9,516,959**	**$ 2,049,105**
Totals	**$ 11,566,065**	**$ -**	**$ 2,857,805**	**$ 6,659,154**	**$ 9,516,959**	**$ 2,049,105**

2022-2023 Alsea SD 7J | General Fund Monthly Revenue Overview

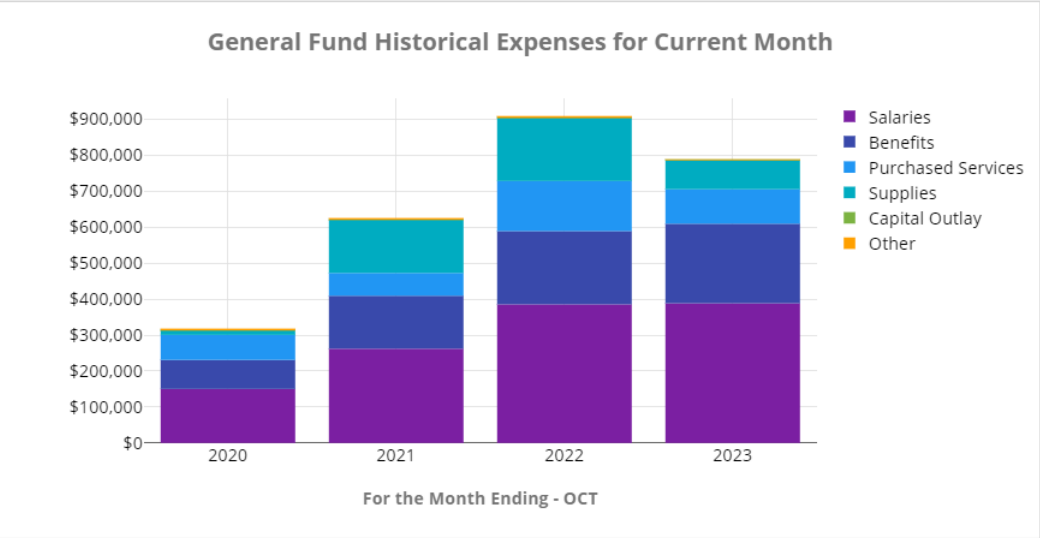


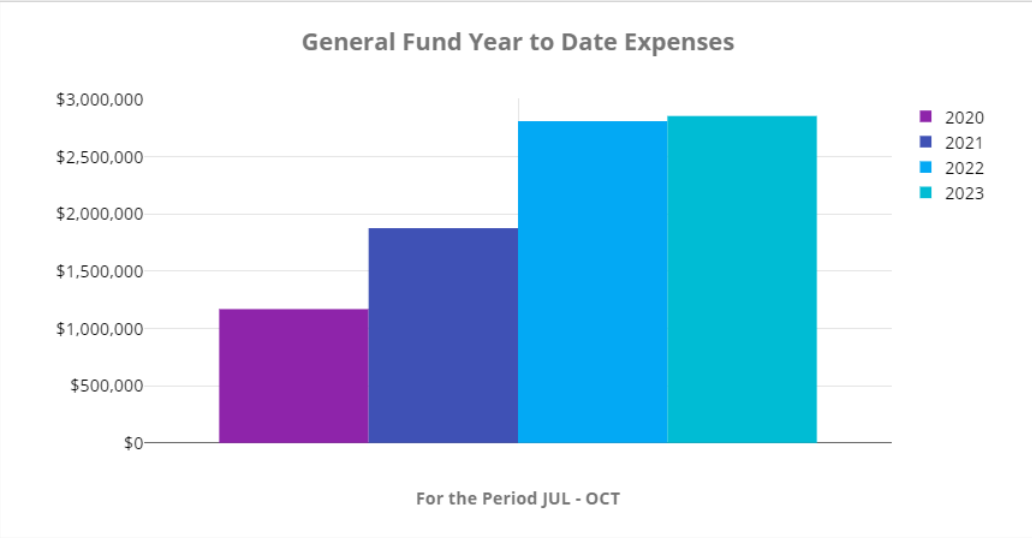


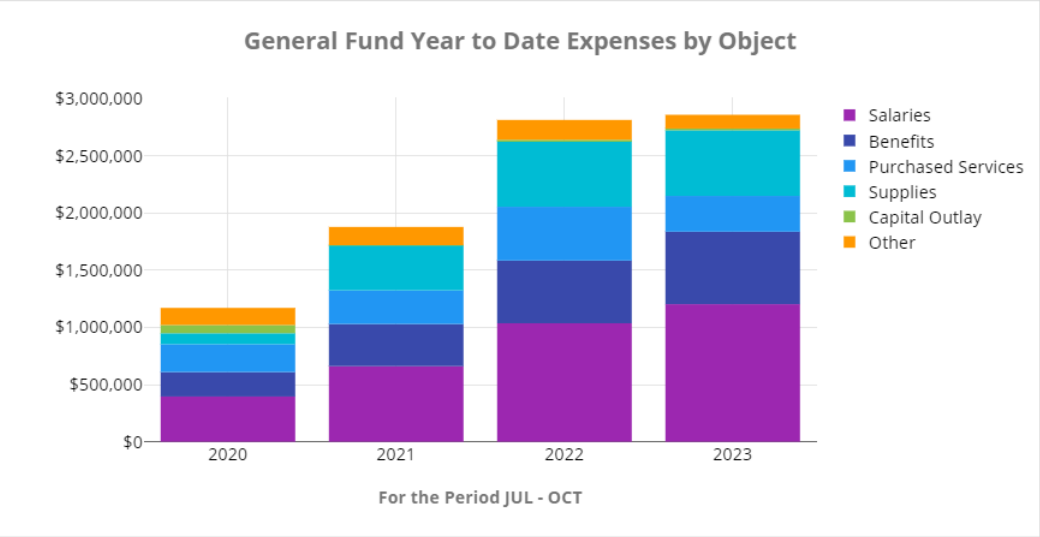


Source Level 1	For the Period JUL - OCT			
	2020	2021	2022	2023
	YTD Amount	YTD Amount	YTD Amount	YTD Amount
1000-1999 Local Sources	$100,651	$15,094	$27,579	$60,005
2000-2999 Intermediate Sources	$0	$0	$2,034	$0
3000-3999 State Sources	$1,360,872	$1,692,512	$3,424,256	$4,372,105
5000-5999 Other Sources	$1,039,793	$2,300,055	$1,696,388	$0

2022-2023 Alsea SD 7J | General Fund Monthly Expenditure Overview



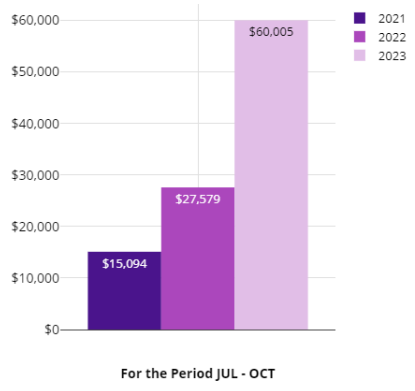


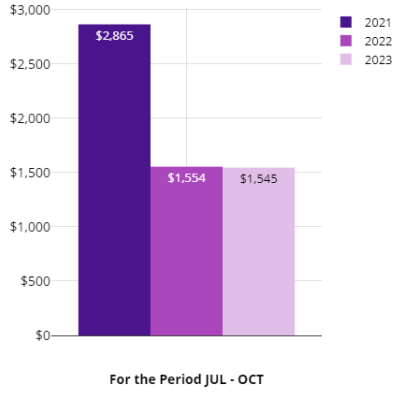


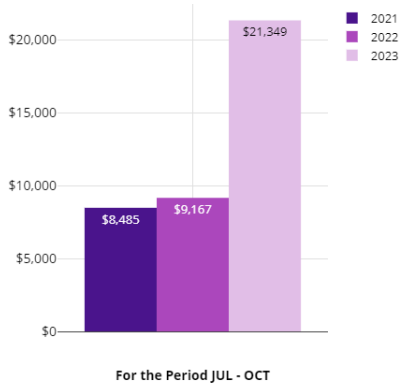
Object Level 1	For the Period JUL - OCT			
	2020	2021	2022	2023
	YTD Amount	YTD Amount	YTD Amount	YTD Amount
Salaries	$395,517	$660,560	$1,035,842	$1,202,800
Benefits	$213,713	$368,726	$547,949	$633,111
Purchased Services	$243,728	$294,195	$470,125	$312,741
Supplies	$95,648	$394,358	$574,751	$574,303
Capital Outlay	$71,848	$0	$11,070	$14,810
Other	$149,506	$159,894	$173,040	$120,041

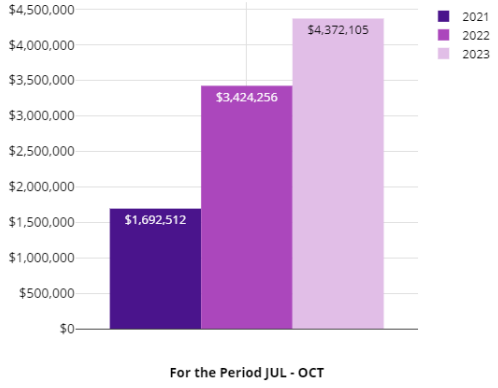
2022-2023 Alsea SD 7J | General Fund Overview - Revenue

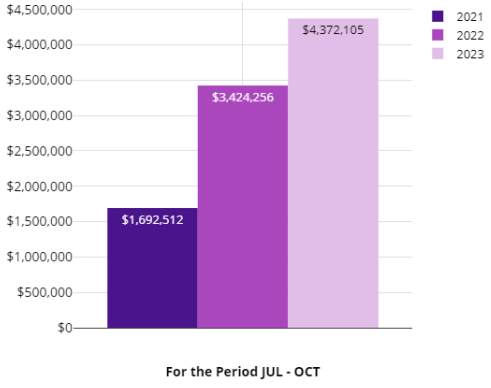
YTD Local Sources	YTD State Sources	YTD All Sources (except 5400s)
11.27% of Budget	41.39% of Budget	39.90% of Budget
Prior Year YTD: 4.60% of Actuals	Prior Year YTD: 31.72% of Actuals	Prior Year YTD: 30.29% of Actuals







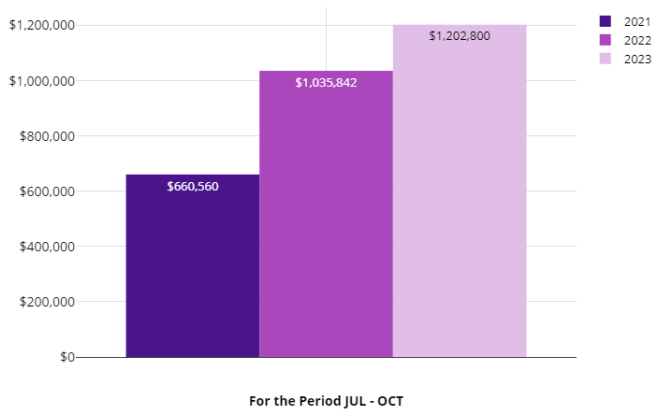




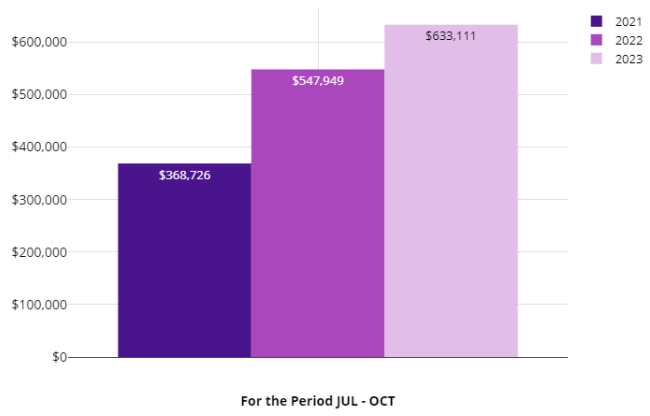
2022-2023 Alsea SD 7J | General Fund Overview - Expense

YTD Salary and Benefits	YTD Purchased Services	YTD Other Expenses
21.84% of Budget	33.65% of Budget	33.60% of Budget
Prior Year YTD: 20.80% of Actuals	Prior Year YTD: 22.44% of Actuals	Prior Year YTD: 33.94% of Actuals

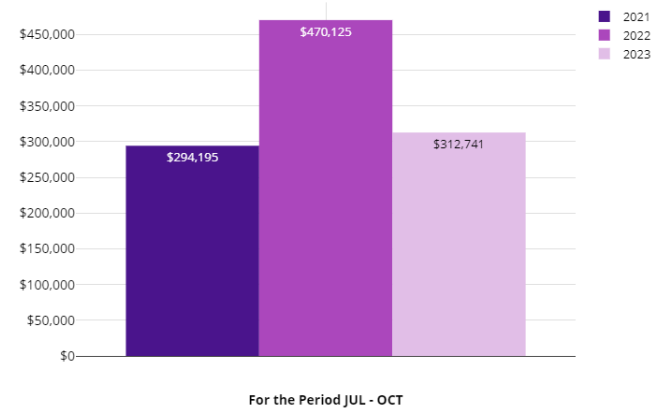
Salaries (100s)



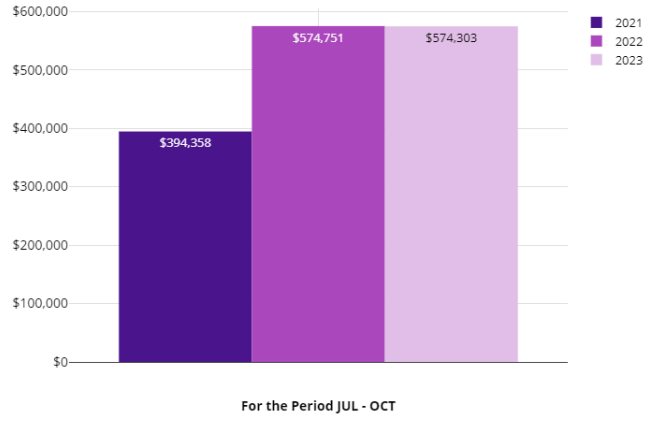
Benefits (200s)



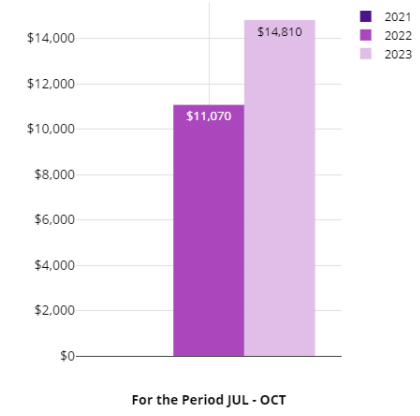
Purchased Services (300s)



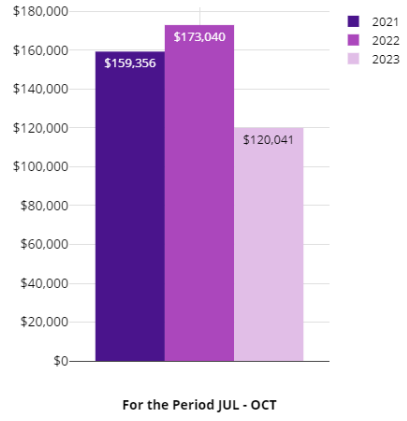
Supplies (400s)



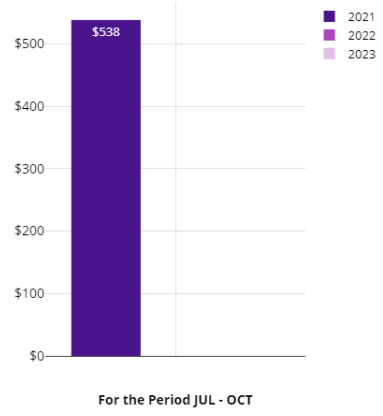
Capital Outlay (500s)



Other Objects (600s)



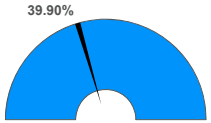
Transfers (700s)



100 General Fund Revenue Dashboad Summary

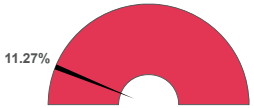
For the Period Ending October 31, 2022

Actual YTD Revenues



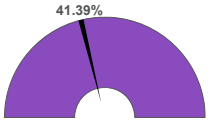
Projected YTD Revenues
34.75%

Actual YTD Local Sources



Projected YTD Local Sources
4.15%

Actual YTD State Sources

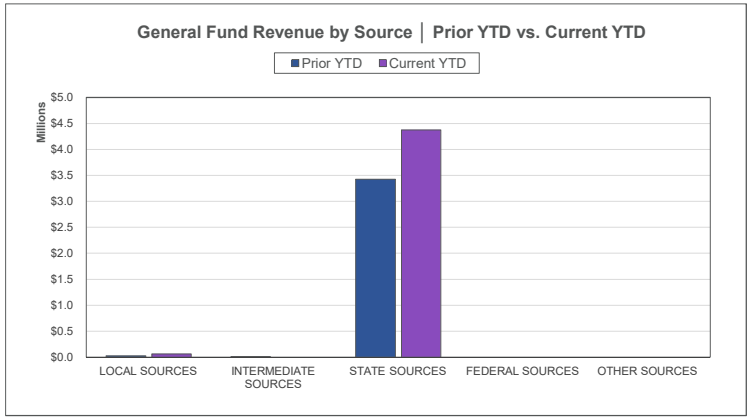


Projected YTD State Sources
36.33%

General Fund Revenues

Top 10 General Fund Sources of Revenue (Year-to-Date)

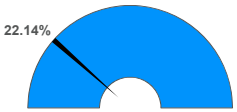
Unrestricted Grants-In-Aid	$4,372,105
Services Provided Other Local Education Agencies	$28,250
Interest On Investments	$21,349
Miscellaneous	$6,745
Ad Valorem Taxes Levied By District	$1,394
Contributions And Donations From Private Sources	$1,100
Admissions	$1,016
Penalties And Interest On Taxes	$151
Fees Charged To Grants	$0
Percent of Total Revenues Year-to-Date	**100.00%**



100 General Fund Expense Dashboad Summary

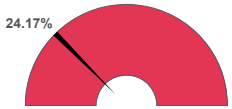
For the Period Ending October 31, 2022

Actual YTD Expenditures



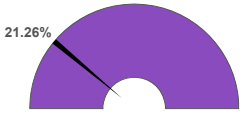
Projected YTD Expenditures
19.72%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
20.17%

Actual YTD Other Objects



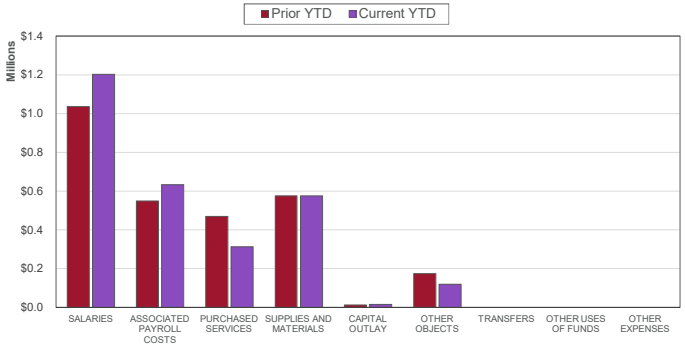
Projected YTD Other Objects
19.53%

General Fund Expenditures

Top 10 General Fund Expenditures by Program (Year-to-Date)

Computer Software	$388,790
Classified Salaries	$350,576
Licensed Salaries	$322,116
Administrators	$281,303
Employer Contrib Pers	$278,366
Managerial - Classified	$209,005
Group Health Insurance	$179,292
Advertising	$140,756
Property Insurance Premiums	$90,259
Social Sec/Medicare	$89,580
Percent of Total Expenditures Year-to-Date	**81.53%**

General Fund Expenditures by Object | Prior YTD vs. Current YTD



LaRae Sullivan, Business Manager – LBL ESD
301 S 3rd St
PO BOX B
Alsea, OR 97324
Office: 541 487-5643
Fax: 541 487-4089
Email: larae.sullivan@lblesd.k12.or.us

MEMO

Date: 11/10/2022

To: Sean Gallagher

From: LaRae Sullivan

Re: 157 Day Classified Employees to get 5 Paid Holidays

157 Day Classified employees do not currently get 5 paid holidays.

This change would be to reflect 5 Paid Holidays, and increase the calendar to (162) days for FY22-23 to affect around 35 employees.

This would be prorated by the employee Full Time Equivalent (FTE)

Listed below are the 5 Paid Holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year Day
5. Memorial Day

The estimated cost of this change would:

- Wages and associated payroll costs (APC) - $43,000

STUDENT BODY ACCOUNTS

Account Code	Program	Balance
259.1113.xxxx.006.000.301	5th/6th Grade	$ 82.74
259.xxxx.xxxx.00x.000.297	AIM	$ 500.00
259.1132.xxxx.007.000.401	Annual	$ (935.99)
259.1132.xxxx.007.000.464	Class of 2021	$ 1.10
259.1132.xxxx.007.000.465	Class of 2022	$ 41.90
259.1132.xxxx.007.000.466	Class of 2023	$ 363.22
259.1132.xxxx.007.000.467	Class of 2024	$ 674.60
259.1132.xxxx.007.000.469	Class of 2025	$ -
259.1132.xxxx.007.000.416	District	$ 2,003.14
259.1113.xxxx.006.000.305	Elementary PE	$ 618.87
259.1113.xxxx.006.000.310	Elementary Reading (Jog-a-Thon)	$ 7,287.49
259.1113.xxxx.006.000.315	Elementary Field Trip Fund	$ (265.87)
259.1132.xxxx.007.000.316	HS Field Trip Fund	$ -
259.1132.xxxx.007.000.402	Art	$ 434.21
259.1132.xxxx.007.000.404	Culinary Arts	$ 147.18
259.1113.xxxx.006.000.320	Forest Camp	$ 20.78
259.1132.xxxx.007.000.422	Gate Receipts	$ -
259.1132.xxxx.007.000.406	Honor Society	$ 23.18
259.1132.xxxx.007.000.407	Horticulture	$ 1,125.10
259.1132.xxxx.007.000.423	HS Baseball	$ 1,225.87
259.1132.xxxx.007.000.424	HS B BKB	$ 256.02
259.1132.xxxx.007.000.425	HS Cheer	$ (168.39)
259.1132.xxxx.007.000.426	HS Football	$ 3,221.26
259.1132.xxxx.007.000.427	MS & HS G BKB	$ 2,488.65
259.1132.xxxx.007.000.428	HS Track	$ 305.90
259.1132.xxxx.007.000.429	HS Volleyball	$ 2,950.25
259.1132.xxxx.007.000.430	HS Wrestling	$ 1,170.05
259.1113.xxxx.006.000.325	KG	$ 181.02
259.1132.xxxx.007.000.468	Kingfisher	$ 202.00
259.1132.xxxx.007.000.403	Leadership	$ (5,127.62)
259.1113.xxxx.006.000.330	Library	$ 991.25
259.1132.xxxx.007.000.450	Memorial Mr. Nick	$ 573.00
259.1132.xxxx.007.000.451	Memorial Sport	$ 339.50
259.1132.xxxx.007.000.452	Memorial Tyson Schreiber	$ 5,065.55
259.1132.xxxx.007.000.453	Memorial Samantha Hendrix	$ -
259.1132.xxxx.007.000.454	Alsea Education Association Scholarship	$ (500.00)
259.1122.xxxx.005.000.501	Middle School	$ 441.21
259.1132.xxxx.007.000.408	Music/Drama	$ 183.88
259.1113.xxxx.006.000.298	PBIS/PTO	$ 35.61
259.1132.xxxx.007.000.409	Shop	$ 809.50
259.1132.xxxx.007.000.410	Forestry	$ 281.27
259.1132.xxxx.007.000.415	Student Council	$ 1,436.82
259.1113.xxxx.006.000.335	TAG	$ 240.00
259.1113.xxxx.006.000.340	Technology for a Cause	$ 166.08
259.1132.xxxx.007.000.431	Wolverine Athletic Fund	$ 4,644.29
	TOTAL	**$ 33,534.62**

As of 11/1/2022

Alsea School District 7J

Code: **GCBE/GDBE**
Adopted: 1/31/96
Readopted: 7/12/10; 1/13/16; 6/08/16
Orig. Code(s): GDBE

Vacations and Holidays

All classified employees hired on an annual or twelve month basis shall be granted a paid vacation.

Vacations shall normally be taken during summer recess. All vacations shall be approved by the superintendent.

Vacation time shall be nonaccumulative. Any vacation not taken by the end of the summer recess shall be forfeited, except that for the convenience of the district, an extension may be granted by the Board. Payments in lieu of vacation will not be made.

Salaried employees shall receive a paid vacation equivalent to two normal work weeks for a full year of employment. Upon completion of 10 years continuous employment, one additional vacation day is granted per year, up to 5 years, with a maximum of 15 days vacation. Vacation time for periods of less than a full year shall be computed at the rate of 9/10ths of a day for each month or major fraction thereof of employment, computed to the nearest full day, provided that such an employee shall have worked to the start of the summer recess.

Classified employees hired on an annual or twelve months basis shall be granted the following paid holidays:

1. Independence Day;

2. Labor Day;

3. Thanksgiving day and the day after;

4. Memorial Day;

5. Veterans Day;

6. Presidents' Day;

7. Christmas day, plus one and one-half days during Christmas vacation;

8. New Year's Day;

9. Spring break (one day during regular spring vacation – not more than two employees off on any one day).

Licenced staff will follow collective bargaining agreement.

END OF POLICY

Legal Reference(s):

ORS 187.010
ORS 336.010

9. **Payment of Bills for October**

Alsea School District 7J

Disbursement Detail Listing

Fiscal Year: 2022-2023

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Voucher Range: -

Sort By: Vendor

Dollar Limit: $0.00

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Bank Name: Citizens Bank - Checking

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10444	10/13/2022	1092	Adobe, Inc	2280630506	100.1131.0470.007.220.000	Computer Software	$499.20
10444	10/13/2022	1092	Adobe, Inc	2280630506	100.1131.0470.007.260.000	Computer Software	$499.20
10444	10/13/2022	1092	Adobe, Inc	2280630506	100.2660.0470.000.000.000	Computer Software	$1,497.60
						Check Total:	$2,496.00
10406	10/06/2022	1090	AFPLANSERV	22083193777	100.2520.0640.000.000.000	403(b) Plan Fee Billing	$15.00
						Check Total:	$15.00
10407	10/06/2022	1090	Aimee Hart	AH Reimb 10/4/22	259.1132.0410.007.000.467	Concessions Food	$637.31
						Check Total:	$637.31
10459	10/20/2022	1094	All Stages Marketing	2209027	100.2660.0389.000.000.612	Google Ads Support	$396.25
10459	10/20/2022	1094	All Stages Marketing	2209027	100.2660.0389.000.000.612	Website Support - Alsea	$12.50
10459	10/20/2022	1094	All Stages Marketing	2209027	100.2660.0389.000.000.612	Website Support - Colton	$41.25
10459	10/20/2022	1094	All Stages Marketing	2209027	100.2660.0389.000.000.612	Domain Renewal (LearnatHomeOregon.com)	$19.99
10459	10/20/2022	1094	All Stages Marketing	2209027	100.2660.0389.000.000.612	Domain Renewal (LearnatHomeOR.com)	$19.99
						Check Total:	$489.98
10408	10/06/2022	1090	ARMORZONE	5401	100.1122.0324.005.230.000	Pad Lease - MS	$400.00
10408	10/06/2022	1090	ARMORZONE	5401	100.1122.0324.005.230.000	Helmet Lease - MS	$1,260.00
						Check Total:	$1,660.00
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1122.0342.005.230.000	Mileage to OSAA Meeting - Creswell	$14.50
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1122.0342.005.230.000	Mileage to Football Game - Dufer	$99.00
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1122.0342.005.230.000	Mileage to OSAA/OADA Meeting - Wilsonville	$42.00
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1122.0342.005.230.000	Mileage to AD Meeting - Brownsville	$24.00

Alsea School District 7J

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1122.0342.005.230.000	Mileage to IKEA & Valley Athletics - Portland	$56.50
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1132.0342.007.230.000	Mileage to IKEA & Valley Athletics - Portland	$84.75
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1132.0342.007.230.000	Mileage to AD Meeting - Brownsville	$36.00
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1132.0342.007.230.000	Mileage to OSAA/OADA Meeting - Wilsonville	$63.00
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1132.0342.007.230.000	Mileage to Football Game - Dufer	$148.50
10409	10/06/2022	1090	Bart Rothenberger	BR Mileage 10/3/22	100.1132.0342.007.230.000	Mileage to OSAA Meeting - Creswell	$21.75
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1122.0342.005.230.000	Meals for Travel - Portland	$5.40
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1122.0342.005.230.000	Meals for Travel - Dufer	$20.70
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1122.0342.005.230.000	Meals for Travel - Creswell	$4.80
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1132.0342.007.230.000	Meals for Travel - Creswell	$7.20
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1132.0342.007.230.000	Meals for Travel - Dufer	$31.05
10409	10/06/2022	1090	Bart Rothenberger	BR Reimb 10/3/22	100.1132.0342.007.230.000	Meals for Travel - Portland	$8.10
						Check Total:	$667.25
10460	10/20/2022	1094	BEGGS TIRE CENTER	103835	100.2550.0410.000.000.000	Bus 3 Front Tires/Balance	$995.56
						Check Total:	$995.56
10461	10/20/2022	1094	Benton County	4687	100.2540.0389.000.000.000	Sign Installation/Repair	$1,766.24
						Check Total:	$1,766.24
10445	10/13/2022	1092	BENTON COUNTY PUBLIC WORKS	0370 - 9/30/22	100.2540.0327.000.000.000	Water & Sewer Services	$200.80
10445	10/13/2022	1092	BENTON COUNTY PUBLIC WORKS	0390 - 9/30/22	100.2540.0327.000.000.000	Water & Sewer Services	$63.00

Alsea School District 7J

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10445	10/13/2022	1092	BENTON COUNTY PUBLIC WORKS	0400 - 9/30/22	100.2540.0327.000.000.000	Water & Sewer Services	$34.00
						Check Total:	$297.80
10411	10/06/2022	1090	BEST POTS, INC.	482348	100.2540.0324.000.000.000	Blue Room Rental - Bus Barn	$112.80
						Check Total:	$112.80
10412	10/06/2022	1090	Betsy Brooks	5	100.2134.0389.000.000.000	September Hours Worked	$1,578.13
						Check Total:	$1,578.13
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230042	100.2550.0310.000.000.000	Transportation Office All-in-One Printer	$179.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230071	100.2550.0470.000.000.000	Software for ABS troubleshooting on buses	$399.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230101-2	100.1250.0410.000.320.612	GFTA-3 Q-Global Digital Kit	$352.75
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230101-2	100.1250.0410.000.320.612	CELF-5 Q-Global Digital Kit	$808.29
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230101-3	100.1250.0410.000.320.612	Test of Pragmatic Lang-2nd Ed.	$320.10
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-1	100.1111.0410.006.200.000	PE Field Marking Equipment	$103.18
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-1	100.1121.0410.005.200.000	PE Field Marking Equipment	$51.59
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-1	100.1131.0410.007.200.000	PE Field Marking Equipment	$103.18
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-2	100.1111.0410.006.200.000	Consumable Supplies/ PE	$26.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-2	100.1121.0410.005.200.000	Consumable Supplies/PE	$13.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230105-2	100.1131.0410.007.200.000	Consumable Supplies/PE	$26.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230110-1	100.1121.0410.005.220.000	GlowForge Replacement Parts -MS	$98.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230110-1	100.1131.0410.007.220.000	GlowForge Replacement Parts -HS	$147.00

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230110-2	100.1121.0410.005.220.000	GlowForge Replacement Parts -MS	$60.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230110-2	100.1131.0410.007.220.000	GlowForge Replacement Parts -HS	$90.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230111-1	100.1131.0410.007.120.000	Sous Vide for Science Class	$59.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230111-2	100.1131.0410.007.120.000	Sous Vide for Science Class	($59.99)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230112	100.1111.0410.006.050.000	Front Office Desk	$314.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230112-2	100.1111.0410.006.050.000	Front Office Desk	$131.43
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230112R	100.1111.0410.006.050.000	Refund - Front Office Desk Return	($314.39)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230113	100.2550.0410.000.000.604	New Bus special Coolant	$68.44
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230114-1	100.2113.0410.000.000.000	Foot Measurer	$13.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230114-1	100.2113.0410.000.000.000	Paper Shredder	$168.29
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230114-1	100.2113.0410.000.000.000	Wieght Scale	$19.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230114-2	100.2113.0410.000.000.000	Height Measurer	$9.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230114-3	100.2113.0410.000.000.000	Guest Chair for Office	$189.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230115-1	100.2540.0417.000.000.000	Maintenance Supplies - Home Depot	$140.64
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230115-2	100.2540.0417.000.000.000	Maintenance Supplies - Home Depot	$8.88
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230116-1	100.2550.0410.000.000.000	Decals, Press Switch, Red/Amber Lights	$206.89
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230116-2	100.2550.0410.000.000.000	(2) Brake Drums	$1,268.09
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230117	100.1121.0410.005.050.000	Doc Cameras	$98.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-1	100.2550.0410.000.000.000	Air Brake Couplings	$58.88
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-10	100.2550.0410.000.000.000	(2) Brake Drum Refund	($492.90)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-11	100.2550.0410.000.000.000	(2) Brake Drum Refund	($631.10)

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-12	100.2550.0410.000.000.000	Shop Towels, Socket Vacuum	$102.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-13	100.2550.0410.000.000.000	Battery Tester	$76.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-2	100.2550.0410.000.000.000	Push Nuts, Tire Valve, Bulbs	$34.86
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-3	100.2550.0410.000.000.000	Val Caps	$6.84
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-4	100.2550.0410.000.000.000	Oil Seals	$56.82
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-5	100.2550.0410.000.000.000	Core Deposit Refunds	($98.00)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-6	100.2550.0410.000.000.000	(22) Disc Wheel Lug Nuts	$157.08
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-7	100.2550.0410.000.000.000	(10) Boxed Miniatures	$17.30
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-8	100.2550.0410.000.000.000	(2) Brake Drums + Shipping	$692.90
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230118-9	100.2550.0410.000.000.000	Reman Valve + Shipping	$52.68
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-1	100.2410.0353.000.000.612	LAHO Postage - FedEx	$1,145.78
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-10	100.2410.0353.000.000.612	LAHO Postage - FedEx	$22.76
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-2	100.2410.0353.000.000.612	LAHO Postage - FedEx	$112.56
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-3	100.2410.0353.000.000.612	LAHO Postage - FedEx	$489.60
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-4	100.2410.0353.000.000.612	LAHO Postage - FedEx	$316.55
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-5	100.2410.0353.000.000.612	LAHO Postage - FedEx	$330.26
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-6	100.2410.0353.000.000.612	LAHO Postage - FedEx	$284.13
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-7	100.2410.0353.000.000.612	LAHO Postage - FedEx	$740.59
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-8	100.2410.0353.000.000.612	LAHO Postage - FedEx	$282.80
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230119-9	100.2410.0353.000.000.612	LAHO Postage - FedEx	$442.89
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-1	100.2410.0353.000.000.612	LAHO Postage - USPS	$391.47
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-2	100.2410.0353.000.000.612	LAHO Postage - USPS	$95.82
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-3	100.2410.0353.000.000.612	LAHO Postage - USPS	$330.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-4	100.2410.0353.000.000.612	LAHO Postage - USPS	$73.55
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-5	100.2410.0353.000.000.612	LAHO Postage - USPS	$116.37
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-6	100.2410.0353.000.000.612	LAHO Postage - USPS	$260.54
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-7	100.2410.0353.000.000.612	LAHO Postage - USPS	$166.30

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230120-8	100.2410.0353.000.000.612	LAHO Postage - USPS	$23.69
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230121	259.1132.0410.007.000.403	Homecoming Tiara	$25.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122	100.1111.0410.006.200.000	Elementary PE Pennies	$117.57
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122	100.1121.0410.005.200.000	MS PE Pennies	$58.79
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122	100.1131.0410.007.200.000	HS PE Pennies	$117.57
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-2	100.1111.0410.006.200.000	Elementary PE Pennies split	($33.59)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-2	100.1121.0410.005.200.000	MS PE Pennies split	($16.80)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-2	100.1131.0410.007.200.000	HS PE Pennies split	($33.59)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-3	100.1111.0410.006.200.000	Elementary PE Pennies split	($67.19)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-3	100.1121.0410.005.200.000	MS PE Pennies split	($33.59)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-3	100.1131.0410.007.200.000	HS PE Pennies split	($67.18)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-4	100.1111.0410.006.200.000	Elementary PE Pennies split	$128.77
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-4	100.1121.0410.005.200.000	MS PE Pennies split	$64.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230122-4	100.1131.0410.007.200.000	HS PE Pennies split	$128.77
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230123-1	100.1121.0410.005.220.000	MS Split for Ear/Clothing protection	$29.74
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230123-1	100.1131.0410.007.220.000	HS Split for Ear/Clothing Protection	$44.61
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230123-2	100.1121.0410.005.220.000	MS Split for Ear/Clothing protection	$33.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230123-2	100.1131.0410.007.220.000	HS Split for Ear/Clothing Protection	$50.97
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230124	100.1250.0410.000.320.612	Seats for Typing program	$90.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230125	100.2550.0542.000.000.000	Handheld radio replacement battery	$112.75
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230126-1	100.1250.0410.000.320.612	Docu- camera	$59.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230126-2	100.1250.0410.000.320.612	Docu- camera	$59.99

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230151	100.2550.0410.000.000.000	Bus RH headlight	$174.66
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230151	100.2550.0410.000.000.000	Bus LH headlight	$237.21
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230151	100.2550.0410.000.000.000	freight	$32.85
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230152	100.2550.0410.000.000.601	Slider Lock/Window Latch Kits	$55.13
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230153	100.2550.0410.000.000.601	KV bus 59 water pump	$78.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230154	100.1121.0410.005.050.000	LEGO for LEGO Robotics Class - Quote	$2,288.70
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230156	100.1111.0470.006.050.612	MAP Growth K-12	$1,300.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230161	100.2550.0353.000.000.000	Air Filter return shipping	$106.21
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-1	100.1131.0410.007.290.000	Sanitizing Buckets	$35.62
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-1	299.3100.0410.000.000.000	Pot Holders	$19.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-2	299.3100.0410.000.000.000	Bag Dispenser	$23.46
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-3	299.3100.0410.000.000.000	Cleaning Buckets	$13.68
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-3	299.3100.0410.000.000.000	Cut Resistant Gloves	$39.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230162-3	299.3100.0410.000.000.000	(12) Freezer Thermometers	$19.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230163	100.1132.0410.007.230.000	(2) 100Ft MicroPhone Cabels for Grandstands (For	$42.37
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230163	100.2540.0417.000.000.000	(2) 100Ft MicroPhone Cabels for Grandstands (For	$42.36
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230164-1	100.1131.0410.007.050.000	HS Office Supplies - Replacement/Restocking	$75.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230164-2	100.1131.0410.007.050.000	HS Office Supplies - Replacement/Restocking	$294.13
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230164-3	100.1131.0410.007.050.000	HS Office Supplies - Replacement/Restocking	$50.11
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230165-1	100.1121.0410.005.220.000	MS Shop Project - Shelves	$90.31
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230165-1	100.1131.0410.007.220.000	HS Shop Project - Shelves	$135.47
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230165-2	100.1121.0410.005.220.000	MS Shop Project - Shelves	$2.40

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ Print Employee Vendor Names ☐ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230165-2	100.1131.0410.007.220.000	HS Shop Project – Shelves	$3.59
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230166-1	100.1111.0410.006.058.000	Elem inspiration boards for Wolverine Character traits	$15.46
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230166-2	100.1111.0410.006.058.000	Elem inspiration boards for Wolverine Character traits	$52.26
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230167	100.2550.0351.000.000.000	Admin radio batteries	$206.23
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230168-1	100.1250.0410.000.320.612	Pop Bracelet	$3.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230168-2	100.1250.0410.000.320.612	Chair Bands	$5.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230168-3	100.1250.0410.000.320.612	Weighted Stuffed Animal	$21.95
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230168-3	100.1250.0410.000.320.612	Chew Necklace	$11.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Lock plate	$8.28
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Flange head bolt	$10.84
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Exhaust manifold gasket	$56.04
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Gasket	$3.76
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	O'ring seal	$4.60
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Exhaust connection gasket	$9.54
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230169	100.2550.0410.000.000.000	Sealing washer	$16.76
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230170	100.2550.0410.000.000.601	KV59 red clearance light	$39.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230170	100.2550.0410.000.000.601	KV59 yellow clearance light	$27.96
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230180	100.2550.0410.000.000.000	KV59 Air T Fittings	$59.56
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230181	100.2550.0389.000.000.000	bus broom	$12.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230181	100.2550.0389.000.000.000	bus trash can	$14.79
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230181	100.2550.0389.000.000.000	bus trash can velcro (ode required)	$6.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230182	100.2550.0410.000.000.000	Bus #1 Spring Brake Relay Valve	$250.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230183	259.1132.0410.007.000.467	Junior Concession Food Trays	$50.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230184-1	100.1121.0410.005.220.000	Corded Sander – Split	$40.00

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230184-1	100.1131.0410.007.220.000	Corded Sander - Split	$59.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230184-2	100.1121.0410.005.220.000	(2) Corded Sanders - Split	$79.20
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230184-2	100.1131.0410.007.220.000	(2) Corded Sanders - Split	$118.80
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230192	100.1121.0410.005.220.000	Consumable Supplies and Materials	$50.36
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230192	100.1131.0410.007.220.000	Consumable Supplies/Woodshop	$75.55
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230194	100.1111.0410.006.050.000	Elem Audio Equipment	$115.10
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230194	100.1121.0410.005.050.000	MS Audio Equipment	$51.16
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230194	100.1131.0410.007.050.000	HS Audio Equipment	$76.73
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230194	100.1250.0410.000.320.000	SPED Audio Equipment	$12.79
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230195	100.1121.0410.005.120.000	Botany Class Project	$705.97
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230196	299.3100.0410.000.000.000	Knife Sharpening Stones	$23.82
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230196	299.3100.0410.000.000.000	Knife Sharpening Kit with Glove	$10.39
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230197	100.1131.0410.007.221.000	Aluminum Hard Hat	$82.70
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230198	100.2550.0322.000.000.000	Bus 1 CheckEngine Light NOX1 Sensor	$664.25
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230198	100.2550.0322.000.000.000	Refundable Core Charge	$229.50
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230200-1	100.1111.0410.006.000.612	Manila envelopes	$27.64
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230200-2	100.1111.0410.006.000.612	Avery 5160 labels	$20.40
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230201	100.2660.0410.000.000.612	Ipevo V4K 8MP Doc camera	$109.26
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-1	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-2	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-3	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-4	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-5	100.2410.0354.000.000.612	Advertisement for LAHO	$5,736.12
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-6	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking
Date Range: 10/01/2022 - 10/31/2022
Sort By: Vendor
Voucher Range: -
Dollar Limit: $0.00
Fiscal Year: 2022-2023

☐ Print Employee Vendor Names ☐ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-7	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-8	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	22230213-9	100.2410.0354.000.000.612	Advertisement for LAHO	$5,000.00
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223053-2	100.2230.0318.000.000.000	Professional Development - District Data Assessments -	$100.50
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223053-2	100.2230.0318.000.000.612	Professional Development - District Data Assessments -	$49.50
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223067	100.2321.0410.000.000.000	Food purchased for Open House Night for staff.	$182.59
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223076	100.2223.0410.000.000.000	055 Toner MF743cdw Toner - Compatible 055H Toner	$73.99
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223085	100.2520.0410.000.000.000	Check Stock for AP & Payroll (500 checks)	$77.98
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223086	100.2321.0410.000.000.000	(4) Draft Stamps, Swiffer/Cleaning Pads	$92.38
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2223091	100.2520.0410.000.000.000	Business Office Printer Toner - 2-Pack	$37.16
NCB	10/27/2022	1109	BMO - Credit Card Purchases	2230116-3	100.2550.0410.000.000.000	Seals, Clamps	$207.18
NCB	10/27/2022	1109	BMO - Credit Card Purchases	23220122-1	100.1111.0410.006.200.000	Elementary PE Pennies split	($16.79)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	23220122-1	100.1121.0410.005.200.000	MS PE Pennies split	($8.40)
NCB	10/27/2022	1109	BMO - Credit Card Purchases	23220122-1	100.1131.0410.007.200.000	HS PE Pennies split	($16.80)
						Check Total:	$66,756.00
10446	10/13/2022	1092	CARMEN MARTIN	CM Reimb 10/11/22	100.2550.0322.000.000.000	Alsea Bus 4 Window Crack Repair	$55.00
						Check Total:	$55.00
10413	10/06/2022	1090	CARSON OIL CO., INC./MSC 63052	0766647	100.2550.0418.000.000.000	Biodiesel	$236.80
10413	10/06/2022	1090	CARSON OIL CO., INC./MSC 63052	0768196	100.2550.0418.000.000.000	Unleaded Fuel 219.8 Gal @ $4.9236	$1,082.22
						Check Total:	$1,319.02

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10447	10/13/2022	1092	CARSON OIL CO., INC./MSC 63052	0770852	100.2550.0418.000.000.000	Biodiesel 701.5 Gal @ $4.5840	$3,215.73
						Check Total:	$3,215.73
10448	10/13/2022	1092	Chelsey White	CW Reimb 10/11/22	100.2410.0640.000.000.612	C.White Substitute License Fee - LAHO	$258.00
						Check Total:	$258.00
10414	10/06/2022	1090	Cintas Corporation - 172	4133209774	100.2540.0416.000.000.000	Custodial Supplies for 22/23 school year	$1,194.52
						Check Total:	$1,194.52
10449	10/13/2022	1092	Cintas Corporation - 172	4133898505	100.2540.0416.000.000.000	Custodial Supplies for 22/23 school year	$796.81
						Check Total:	$796.81
10415	10/06/2022	1090	CONSUMERS POWER INC.	14280200 - 10/3/22	100.2540.0325.000.000.000	Electric Services	$48.54
10415	10/06/2022	1090	CONSUMERS POWER INC.	486400 - 10/3/22	100.2540.0325.000.000.000	Electric Services	$1,486.56
10415	10/06/2022	1090	CONSUMERS POWER INC.	486401 - 10/3/22	100.2540.0325.000.000.000	Electric Services	$118.71
10415	10/06/2022	1090	CONSUMERS POWER INC.	486402 - 10/3/22	100.2540.0325.000.000.000	Electric Services	$170.72
10415	10/06/2022	1090	CONSUMERS POWER INC.	486403 - 10/3/22	100.2540.0325.000.000.000	Electric Services	$173.54
						Check Total:	$1,998.07
10450	10/13/2022	1092	CONSUMERS POWER INC.	486404 - 10/11/22	100.2540.0325.000.000.000	Electric Services	$79.99
						Check Total:	$79.99
10462	10/20/2022	1094	Criminal Information Services, Inc.	108165	100.2310.0640.000.000.000	Staff/Volunteer Background Checks	$242.00
						Check Total:	$242.00
10416	10/06/2022	1090	CTX-Xerox	IN2958198	100.1111.0355.006.050.000	Elementary Copies on Xerox Copiers - 30%	$139.28
10416	10/06/2022	1090	CTX-Xerox	IN2958198	100.1121.0355.005.050.000	Middle School Copies on Xerox Copiers - 15%	$61.90
10416	10/06/2022	1090	CTX-Xerox	IN2958198	100.1131.0355.007.050.000	High School Copies on Xerox Copiers - 30%	$92.86
10416	10/06/2022	1090	CTX-Xerox	IN2958198	100.1250.0355.000.320.000	SPED Copies on Xerox Copiers - 10%	$15.48
						Check Total:	$309.52

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking
Date Range: 10/01/2022 - 10/31/2022
Sort By: Vendor
Voucher Range: -
Dollar Limit: $0.00
Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10463	10/20/2022	1094	David Phillips	10142022	100.2550.0389.000.000.000	Driver Training 10/14/22	$116.90
10463	10/20/2022	1094	David Phillips	10142022	100.2550.0389.000.000.601	Driver Training 10/14/22	$39.66
10463	10/20/2022	1094	David Phillips	10142022	100.2550.0389.000.000.604	Driver Training 10/14/22	$52.19
						Check Total:	$208.75
10418	10/06/2022	1090	Erick Taylor	ET Mileage 9/29/22	100.2321.0342.000.000.000	Mileage for Shopping for Staff Dinner - Back to	$26.25
						Check Total:	$26.25
10419	10/06/2022	1090	Forrest Miller	FM Mileage 9/29/22	100.1291.0342.000.000.612	Mileage for ELPA Student Screenings - Portland	$61.25
10419	10/06/2022	1090	Forrest Miller	FM Mileage 9/29/22	100.1291.0342.000.000.612	Mileage for ELPA Student Screenings - Bend	$169.38
10419	10/06/2022	1090	Forrest Miller	FM Mileage 9/29/22	100.1291.0342.000.000.612	Mileage for ELPA Student Screenings - Ontario	$531.25
10419	10/06/2022	1090	Forrest Miller	FM Reimb 9/29/22	100.1291.0342.000.000.612	Lodging for ELPA Student Screenings - Ontario	$118.83
10419	10/06/2022	1090	Forrest Miller	FM Reimb 9/29/22	100.1291.0342.000.000.612	Meals for ELPA Student Screenings - Ontario	$36.40
						Check Total:	$917.11
10420	10/06/2022	1090	Industrial Welding Supply, Inc.	00276957	259.1132.0324.007.000.403	Helium Tank Rental	$5.00
						Check Total:	$5.00
10451	10/13/2022	1092	Intrado Interactive Services Corporation	305618	100.2660.0359.000.000.000	School Messenger Content Management System (CMS)	$2,500.00
						Check Total:	$2,500.00
10464	10/20/2022	1094	JOHN BOY'S ALSEA MERCANTILE	5118	100.2540.0417.000.000.000	Maintenance Supplies	$18.93
10464	10/20/2022	1094	JOHN BOY'S ALSEA MERCANTILE	5118	100.2550.0410.000.000.000	Bus Supplies: Hose Nozzle	$11.99
10464	10/20/2022	1094	JOHN BOY'S ALSEA MERCANTILE	5118	259.1113.0410.006.000.310	3rd Grade Popcorn	$11.97
10464	10/20/2022	1094	JOHN BOY'S ALSEA MERCANTILE	5118	259.1132.0410.007.000.403	Homecoming - Ice, Zip Ties	$17.99
						Check Total:	$60.88

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10452	10/13/2022	1092	Kajeet Inc.	INV24819	100.2660.0480.000.000.612	Kajeet Hotspot for LaHO student	$315.89
						Check Total:	$315.89
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0329.000.000.601	Fleetness Digital Service, License Fee	$564.30
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Diesel for Bus Reimbursement	$25.00
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jun 2022 - Biodiesel 322.71 gal @	$2,005.39
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jun 2022 - Unleaded 15.61 gal @	$81.89
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jun 2022 - Biodiesel 87.05 gal @	$558.46
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jul 2022 - Biodiesel 67.4 gal @	$417.84
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jul 2022 - Unleaded 14.80 gal @	$68.57
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Jul 2022 - Biodiesel 15 gal @ $6.2340	$93.51
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Aug 2022 - Biodiesel 42.03 gal @	$218.86
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Aug 2022 - Unleaded 38.22 gal @	$157.35
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Aug 2022 - Biodiesel 112.06 gal @	$528.49
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Sept 2022 - Biodiesel 377.57 gal @	$1,883.70
10421	10/06/2022	1090	KINGS VALLEY CHARTER SCHOOL	264	100.2550.0418.000.000.601	Fuel Card for Sept 2022 - Unleaded 16.23 gal @	$66.82
						Check Total:	$6,670.18

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking
Date Range: 10/01/2022 - 10/31/2022
Sort By: Vendor
Voucher Range: -
Dollar Limit: $0.00
Fiscal Year: 2022-2023

☐ Print Employee Vendor Names ☐ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10422	10/06/2022	1090	LAWRENCE COMPANY	15237	100.2310.0389.000.000.000	Unemployment Services 7/1/22 - 6/30/23	$50.00
						Check Total:	$50.00
10423	10/06/2022	1090	Employee Vendor	RL Reimb 10/3/22	259.1132.0410.007.000.467	Concessions Food	$218.34
						Check Total:	$218.34
10424	10/06/2022	1090	Miller Nash LLP	2194211	100.2310.0382.000.000.000	Legal Services Regarding Staff Investigations	$7,702.50
						Check Total:	$7,702.50
10425	10/06/2022	1090	Modern Building Systems, Inc.	0137148	100.2540.0324.000.000.000	Modular Building Rental	$780.42
						Check Total:	$780.42
10426	10/06/2022	1090	Nicole Davis	ND Reimb 9/28/22	100.2321.0410.000.000.000	Food for Board Retreat 9/24/22	$70.85
						Check Total:	$70.85
10427	10/06/2022	1090	OREGON SCHOOL BOARDS ASSOCIATION	ALSEA-SG220921	100.2310.0410.000.000.000	2022 Summer Board Keynote Book	$60.00
						Check Total:	$60.00
10428	10/06/2022	1090	OREGON SMALL SCHOOLS ASSOCIATION	502	100.2310.0640.000.000.000	Membership Fee for Small Schools Association	$226.00
						Check Total:	$226.00
10429	10/06/2022	1090	Oregon State University	PC co 2022 TSchr Sch	259.1132.0370.007.000.452	Tyson Schreiber Memorial Scholarship - Preston Crowe	$1,500.00
						Check Total:	$1,500.00
10465	10/20/2022	1094	Oregon State University	WG co 2022 TSchSHen	259.1132.0370.007.000.452	Tyson Schrieber Memorial Scholarship - Whitney	$1,500.00
10465	10/20/2022	1094	Oregon State University	WG co 2022 TSchSHen	259.1132.0370.007.000.453	Samantha Hendrix Memorial Scholarship - Whitney	$500.00
						Check Total:	$2,000.00
10458	10/13/2022	1093	Paradigm Learning Systems	31R Software	100.1288.0470.000.000.612	Learn at Home Oregon	$40,000.00
						Check Total:	$40,000.00
10430	10/06/2022	1090	PEAK INTERNET	176352 - 10/1/22	100.2660.0351.000.000.000	Monthly 1GB (2) and 500 Mb (1) Ethernet Transport	$339.50
						Check Total:	$339.50

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10453	10/13/2022	1092	Pioneer Valley Books	I240583	100.1111.0420.006.000.612	Literacy Footprints Digital Reader teacher access	$323.00
10453	10/13/2022	1092	Pioneer Valley Books	I240583	100.1111.0420.006.000.612	Literacy Footprints Digital Reader student access	$2,213.50
						Check Total:	$2,536.50
10431	10/06/2022	1090	PresenceLearning, Inc.	INV53185	100.2152.0389.000.320.000	Online Speech Language Pathology	$275.47
10431	10/06/2022	1090	PresenceLearning, Inc.	INV53185	100.2152.0389.000.320.612	Online Speech Language Pathology	$559.29
10431	10/06/2022	1090	PresenceLearning, Inc.	INV53185	100.2160.0389.000.320.000	OT Evaluation and Services	$211.23
10431	10/06/2022	1090	PresenceLearning, Inc.	INV53185	100.2160.0389.000.320.612	OT Evaluation and Services	$428.85
						Check Total:	$1,474.84
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2152.0389.000.320.000	Online Speech Language Pathology	$734.31
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2152.0389.000.320.000	SP Evaluation - Pre-Referral & Record Review	$156.42
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2152.0389.000.320.612	SP Evaluation - Pre-Referral & Record Review	$317.58
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2152.0389.000.320.612	Online Speech Language Pathology	$1,490.86
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2160.0389.000.320.000	OT Evaluation and Services	$421.90
10466	10/20/2022	1094	PresenceLearning, Inc.	INV54205	100.2160.0389.000.320.612	OT Evaluation and Services	$856.59
						Check Total:	$3,977.66
10432	10/06/2022	1090	Rage & Sail Screen Printing Company	1150	100.2410.0410.000.000.000	Staff Shirts	$1,128.00
						Check Total:	$1,128.00
10433	10/06/2022	1090	REPUBLIC SERVICES #452	0452-004851642	100.2540.0328.000.000.000	Garbage Service	$1,158.91

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking
Date Range: 10/01/2022 - 10/31/2022
Sort By: Vendor
Voucher Range: -
Dollar Limit: $0.00
Fiscal Year: 2022-2023

☐ Print Employee Vendor Names ☐ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	$1,158.91
10434	10/06/2022	1090	SALEM FIRE ALARM	81931	100.2540.0322.000.000.000	Alarm Monitoring Service	$90.00
						Check Total:	$90.00
10467	10/20/2022	1094	Santander Leasing LLC	2844680	290.5110.0610.000.000.000	Payment 2022 Alsea Bus #7 - 2nd Payment	$20,780.99
10467	10/20/2022	1094	Santander Leasing LLC	2844680	290.5110.0622.000.000.000	Interest 2022 Alsea Bus #7 - 2nd Payment	$1,465.01
						Check Total:	$22,246.00
10454	10/13/2022	1092	Sara Cash	3	100.2310.0389.000.000.000	PIO Contract Hours - August	$1,181.25
						Check Total:	$1,181.25
10435	10/06/2022	1090	SCHOLASTIC CLASSROOM MAGAZINES	M7331488	100.1111.0440.006.057.000	Scholastic News - Kindergarten	$149.75
10435	10/06/2022	1090	SCHOLASTIC CLASSROOM MAGAZINES	M7331488	100.1111.0440.006.057.000	Shipping and Handling - Kindergarten	$14.98
						Check Total:	$164.73
10436	10/06/2022	1090	SCHOOL SPECIALTY INC	208131057960	100.1111.0410.006.050.612	LAHO Student School Supplies	$255.14
10436	10/06/2022	1090	SCHOOL SPECIALTY INC	208131057960	100.1121.0410.005.050.612	LAHO Student School Supplies	$125.66
						Check Total:	$380.80
10455	10/13/2022	1092	SCHOOL SPECIALTY INC	208131109916	100.1111.0410.006.050.612	LAHO Student School Supplies	$63.36
10455	10/13/2022	1092	SCHOOL SPECIALTY INC	208131109916	100.1121.0410.005.050.612	LAHO Student School Supplies	$31.21
						Check Total:	$94.57
10456	10/13/2022	1092	Sean Gallagher	SG Reimb 10/6/22	100.2321.0342.000.000.000	Mileage for Off-Site Meetings in September	$228.13
						Check Total:	$228.13
10457	10/13/2022	1092	SILKE COMMUNICATIONS INC.	129520	100.2550.0351.000.000.000	Air Time Per Radio	$333.06

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10457	10/13/2022	1092	SILKE COMMUNICATIONS INC.	129520	100.2550.0351.000.000.000	FCC License User Surcharge Fee	$35.49
						Check Total:	$368.55
10437	10/06/2022	1090	Smile Photo Booth	92289	259.1132.0324.007.000.403	HoCo DJ/Photo Booth 10/1/22	$400.00
						Check Total:	$400.00
10438	10/06/2022	1090	Special Occasions	152400	259.1132.0324.007.000.403	HoCo Pipe & Drape Rental	$48.27
						Check Total:	$48.27
10439	10/06/2022	1090	Straightline, PLLC	1669	410.4150.0383.000.000.000	Bond Project - Architecture	$19,600.00
						Check Total:	$19,600.00
10468	10/20/2022	1094	T-Mobile	97878 - 10/12/22	258.2660.0351.000.000.612	LAHO Student Internet Hotspots	$2,546.00
						Check Total:	$2,546.00
10440	10/06/2022	1090	The Hungerford Law Firm, LLP	11013	100.2310.0382.000.000.000	Legal Services for Student 1st Amd Research	$707.60
						Check Total:	$707.60
10441	10/06/2022	1090	Timber Supply Co., INC	617441	100.1131.0410.007.220.000	Uniforms for Forestry Class/Competition	$450.00
10441	10/06/2022	1090	Timber Supply Co., INC	617512	100.1131.0410.007.221.000	975 Spenser Measuring Tapes	$295.00
						Check Total:	$745.00
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1111.0324.006.050.000	Lease for 4K134 Color Copy Machine Copy Machine	$71.43
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1111.0324.006.050.000	Lease for 4K133 Copy Machine	$158.73
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1121.0324.005.050.000	Lease for 4K132 Copy Machine	$63.49
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1121.0324.005.050.000	Lease for 4K134 Color Copy Machine Copy Machine	$31.75

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1131.0324.007.050.000	Lease for 4K134 Color Copy Machine Copy Machine	$47.62
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1131.0324.007.050.000	Lease for 4K132 Copy Machine	$95.24
10442	10/06/2022	1090	US Bank Equipment Finance	483119285	100.1250.0324.000.320.000	Lease for 4K134 Color Copy Machine Copy Machine	$7.93
						Check Total:	$476.19
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0324.000.000.604	Annual Bus Storage-7 Buses & Van	$3,840.00
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Fleetnet Digital Service	$210.16
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Transportation Phones	$59.92
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Fleetnet Digital Service	$210.16
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Transportation Phones	$59.92
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Fleetnet Digital Service	$213.22
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0351.000.000.604	Transportation Phones	$59.92
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0389.000.000.604	Bus Drug Test Queries	$12.50
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0389.000.000.604	Bus #10 Annual - Full Service	$1,408.68
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0389.000.000.604	Bus #17 Annual - Full Service	$1,320.92
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0389.000.000.604	Van Annual - Full Service	$420.56
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0389.000.000.604	Bus #15 Annual - Full Service	$1,393.12
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0410.000.000.604	PO 2023-30 Bus Supplies	$44.49
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0410.000.000.604	Print Job-Bus Memo	$57.96

Disbursement Detail Listing

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Sort By: Vendor

Voucher Range: -

Dollar Limit: $0.00

Fiscal Year: 2022-2023

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0410.000.000.604	Print Job-Bus Schedules	$18.72
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0410.000.000.604	Fire Extinguishers for Buses	$183.86
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0418.000.000.604	Fuel for Buses - Bio 72.20 Gal @ $5.0819	$366.91
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0418.000.000.604	Fuel for Buses - Bio 927.22 Gal @ $4.3134	$4,000.02
10469	10/20/2022	1094	WILLAMETTE LEADERSHIP ACADEMY	823	100.2550.0418.000.000.604	Fuel for Buses - Unlead 54.52 Gal @ $4.2238	$230.28
						Check Total:	$14,111.32
						Bank Total:	$224,256.72

Voided Checks

10410	10/06/2022	1090	BEGGS TIRE CENTER	VOID	100.0000.9421.000.000.000	VOID: Per Vendor - this was paid	$865.00
						Check Total:	$865.00
10417	10/06/2022	1090	EMPLOYMENT TAX	VOID	100.0000.9421.000.000.000	VOID: Per LaRae, already paid	$906.29
						Check Total:	$906.29
						Voided Checks Total:	$1,771.29

Disbursement Detail Listing

Fiscal Year: 2022-2023

Bank Name: Citizens Bank - Checking

Date Range: 10/01/2022 - 10/31/2022

Voucher Range: -

Sort By: Vendor

Dollar Limit: $0.00

☐ **Print Employee Vendor Names** ☐ **Exclude Voided Checks** ☐ **Exclude Manual Checks** ☑ **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount

Fund	Amount
100	$174,797.57
258	$2,546.00
259	$4,915.85
290	$22,246.00
299	$151.30
410	$19,600.00
Fund Totals:	$224,256.72

End of Report

Disbursements Grand Total: $224,256.72

10. **Patron Comments:**
11. **Board Comments**
12. **Approval of Minutes: October 27, 2022**

Alsea School Board Meeting
Thursday, October 27, 2022 We will be having a working session and then going right into Regular Board Session at 7:00pm

Alsea School Library
301 South 3rd Street
Alsea, OR 97324

1. Call to Order: 6:00pm

2. Work Session
   a. HR Reset Discussion
   b. Discuss Possible Members for the Superintendent Search Committee
   c. Independent Financial Audit Discussion

a. HR Reset Discussion: Sean Gallagher: Hoping to bring salary adjustments to the board tonight, but it just hasn't been able to come together completely yet. The only changes thus far are with the collective bargaining agreement. He has a few more meetings with employees to do. Needs to complete a cost analysis so the board can justify where people are placed. Job descriptions are done and are being rolled out. Still working on staff handbook final steps. Athletics handbook is getting put together along with the student handbook.
Rob Webb is worried about just cutting for this year or looking into the future years and staying on budget. Sean Gallagher said we are cutting 16% so far and we are trimming more for the upcoming year.

-moving to work item c before b-

c. Discussion on possible members for the Superintendent Search: Deb Lindberg: There has been some information compiled and was interesting as to what community members were looking for. Vincent Adams:103 responses in total. That's pretty good. There are some very strong qualities. We are still in the first steps identifying the qualities we are looking for. Looking for approval for the first steps, need to nail down a date for screening committee training, don't need all the members found yet. Deb Lindberg: Should we be looking for people yet to be on the committee? Vincent Adams: Need to have names and contact information for prospective members so they can get trained. Identify that list of individuals now. Risteen Follett: Talked about who we would like? Vincent Adams: said if you have people willing, you're ahead of the game. Listing names: Chris Cantrell-Community, George Foster-Community, Jamie Olsen-Community, Soren Rounds-Community, Cherly Doe-Admin, Heather Shunk-Admin, Tim France-Admin, Eric Clendenin-Admin, Catherine Ellis-Teacher, David Fricke-Teacher, Skip (Rodger) Lynch-Teacher, Mary O'Brien-Teacher, Anna Dubord-Classified, Keenan Elbers-Classified, Nicole Davis-Classified.

Risteen Follett: What are next steps? Vote on the group moving forward? Jan 12th set the date for the Committee Training. Sean Gallagher: Are there any edits to the list? Training date-set. Talk about salary range? Risteen Follett: Qualities vs Qualifications. It seems like it has more qualities in the list. Are we ahead or behind? Vincent Adams: You are closing before the new year, most don't start till after.

b. Independent Financial Audit Discussion: Sean Gallagher spoke concerning ODE audit, Colt Gill putting together a risk assessment team, Secretary of State pulled out so we had to find another. There will be a recommendation to a third party audit team from them. Should we get our own financial audit? Sean Gallagher would like to recommend we wait for ODE first to see what they find. The answers would directly affect how we move forward in our budget. If the Board would like to see bids from third parties if they choose. Risteen Follett: where does the ODE "payment" for this come from? Do we front it or does ODE...something in between? Deb Lindberg: we need to wait for ODE, but we've been waiting for a long time. It feels like we should go out for a third party and get the waiting over. It can be spendy. RIsteen Follett: TIme frame? Sean Gallagher: Nothing yet. Risteen Follett: if we do this we keep rehashing the past and we've moved forward quite well. Sean Gallagher: they say it's a slow process and to be patient. Linda Montanez: if we do a third party, ODE would still have to do it anyway. Deb Lindberg: reach out and see what it would cost? Vincent Adams: It's a random look at what they have a pool from. A forensic audit would be better served if we have areas specifically of concern. Deb Lindberg go out for an RFP? Sean Gallagher: depends on how many years we want them to look through. What is the outlook, what's the end result we want? Deb Lindberg: hold people accountable. Risteen Follett: would like to see ODE first and then move forward with more if it's necessary. Do we need an action item? Deb Lindberg: would still like an RFP to see what it would cost. No other discussion.

Adjournment @ 6:41pm

3. Call Regular Board Meeting to Order: 7:00pm

4. Flag Salute

5. Approval of the Agenda October 27, 2022

Deb Lindberg Motioned to Approve Agenda with changes Add for superintendent committee members and training for January 12th(12h), vote on qualities and qualifications(12g), superintendent salary schedule(12i). Seconded, Linda Montanez, All in Favor. This motion, made by Deb Lindberg and seconded by Linda Montanez, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

Changes: Add for superintendent committee members and training for January 12th(12h), Risteen vote on qualities and qualifications(12g), superintendent salary schedule(12i).

Risteen would like to have the vote for the OSBA on the next Board Agenda. She would like to stress that it please not be forgotten.

6. School District Recognition
    a. Staff
    b. Students

Tim France: awarded Chelsey White, Instructional Aide with a certificate of appreciation for her continuing professional growth plan, she is going to school to be a teacher and has started subbing for our district. She is an amazing addition to our district and a wonderful person.

7. Superintendent Report
  a. State Assessment Update
  b. Legislative Report

a. CTE Regional Presentation

a. State Assessment update: More schools for the board to see as a comparison. One of the other schools was Butte Falls...very similar to us. Mapleton was even worse than us. Prairie City had almost 100% participation, very similar to ours.

b. Legislative Report: wants to prepare the board for what is coming at us. There is a lot of change coming. Political leadership, new governor, house, senate...when was the last time one of them stepped foot in a school?

SEE SLIDE SHOW

State School Fund: increase of about $342/student for us...is it enough? Need about 1B more to cover just normal increases. Students needs, Staff needs, safety, facilities...they all come with a cost. We have to address the equity issues between the different districts. Environmental qualities are important to our district. Revenue Forecast: Nov 16th, Legislative Task Forces Form: Dec 6-9, Procession Bill: Dec 21st, Release of Gov Budget: Feb 1st, Tentative Start Date: Feb 1st. Maybe invite our local representatives to come spend time with our district.

c. CTE Regional Presentation: David Crowe: went to the Regional CTE conference. It has a direct impact on our new CTE building/program. CTE Principals meeting at LBCC, roughly once a month (Dale Moon) is the regional CTE coordinator for Linn.Benton county schools. *SEE POWERPOINT PRESENTATION* Very intense job market analysis presented with breakdowns, 6 career clusters. Breaks down the careers in areas of study that they would fall under. We are not currently offering these types of programs that are accredited, but we would like to change that. The largest area is in Healthcare, second being the industrial/engineering. Risteen Follett asked: Did they ever find an equilibrium of having the amount of programs to meet the demand? David Crowe: they have some areas that crossover into multiple areas of study, but it's tricky about seeing exactly if that does fill the need. Breaks down the needs even more for the individual areas. The salary medium breakdown is very eye opening. However, the group that's paid the most is an associate's degree (64k). Students can come out of HS with a good paying job. Setting our kids up for success. Last slide shows the highest demanded skills they want from their employees. Sean Gallagher: As we embark on our Vocational Center (forestry

being the biggest), we want to have these other options as well. Not all that burden will be on the school districts back; there are federal grants and other pools of money. Risteen Follett: are there other programs we could mimic? David Crowe: Yes, there are a lot of programs that we could utilize and there are industry leaders who want to help us. Risteen Follett: using Ag in there as well. David Crowe: CTSO/CDE programs are what they are called. It's all encompassing to address all the soft skills to get the jobs filled.

8. Board Discussion
Vincent Adams
a. Supt. Survey Data Report
b. Supt. Salary Report
c. Supt Search Update
d. LBL ESD At-Large Budget Committee, Nov.15 - Dec. 15, 2022
e. The board will be voting on OSBA Board of Directors Representatives, and one resolution
f. Meeting Frequency
g. Girls Basketball CO-OP with Monroe
Presented by: Bart Rothenberger, Riki Hendrix
h. Policies First Reading
Board Discussions
a.. Policies Second Reading/Approval
i. AC, Nondiscrimination
ii. AC-AR , Discrimination Complaint Procedure
iii. ACB, Every Student Belongs
iv. ACB-AR, Bias Incident Complaint Procedure
v. BB, Board Legal Status
vi. BBA, Board Powers and Duties
vii. BBAA, Individual Board Member's Authority and Responsibilities
viii. BBB, Board Elections
ix. BBBA, Board Member Qualifications
x. BBBB, Board Member Oath of Office
xi. BBC, Board Member Resignation
xii. BBD, Board Member Removal from Office
xiii. BBE, Vacancies on the Board
xiv. BBF, Board Member Standards of Conduct
xv. BBFA, Board Member Ethics and Conflicts of Interest
xvi, BBFB, Board Member Ethics and Nepotism
xvii. BBFC, Reporting of Suspected Abuse of a Child
xviii, BC/BCA, Board Organization/Board Organizational Meeting
xix. BCB, Board Officers
xx. BCD, Board-Superintendent Relationship
xxi. BCF, Advisory Committees to the Board
xxii. BD/BDA, Board Meetings
xxiii. BDB, Special and Emergency Board Meetings
xxiv. BDC, Executive Sessions
xxv, BDD, Board meeting Procedures
xxvi. BDDC, Board Meeting Agenda

xxvii. BDDH, Public Participation in Board Meetings
xxviii. BDDH, Public Comment at Board Meetings
xxix. BDDH-AR, Public Participation in Board Meetings
xxx. BF, Policy Development
xxxi. BFC, Adoption and Revision of Policies
xxxii. BFCA, Administrative Regulations
xxxiii. BFD, Board Policy Implementation
xxxiv. BFE, Administration in the Absence of Policy
xxxv. BFF, Suspension of Policies
xxxvi. BG, Board Staff Communications
xxxvii. BH/BHA, Orientation of New Board Members
xxxviii. BHB, Board Member Development
xxxix. BHD, Board Member Compensation and Expense Reimbursement
xl. BHE, Board Member Liability Insurance
xli. BI, Board Legislative Program
xlii. BJ, Board Membership
xliii. BK, Evaluation of Board Operational Procedures
xliv. CB, Superintendent
xlv. CBA, Qualifications and Duties of the Superintendent
xlvi. CBB, Recruitment and Appointment of the Superintendent
xlvii. CBC, Superintendent's Contract
xlviii. CBG, Evaluation of the Superintendent
xlix. CCB, Line and Staff Relations
xlx. CCG, Licensed Evaluation - Administrators
xlxi. CHCA, Approval of Handbooks and Directives

Presentation Vincent Adams

a. Superintendent Survey Data Report: there were 103 responses, listed in priority *see the list that was provided to the board* Vincent is happy to make any changes needed, and the Board is happy with the current list. Needs approval for this, will be voted on during action items.

b. Superintendent Salary Report: Salary range data: $114,000 - $126,000. 6% inflation rate is built into those numbers. This is a very important set of numbers to pay attention to. The low number is the most important...you can't go below this while negotiating. The board hasn't ever been given any sort of numbers as a range in the past. Ryan VanLeuven doesn't want it to go below the current per day for the Principals. Linda Montanez: We also need to take into consideration the cost of living in the surrounding areas. Deb Lindberg: would like to see the new Superintendent live in the community. Rob Webb you can always negotiate higher. You can't go lower, it's a fair range. Risteen Follett doesn't want to go higher than $120,000. Ryan VanLeuven: if we don't like the pool, could we repost and change the salary range? Vincent Adams: Yes you could, but you have to reconvene a committee and vote. The board would like to set their range as $120,000 - $135,000
Break @ 8:05PM - Back in session @ 8:12PM

c. Superintendent Search Update:See above

d. LBL ESD At-large Budget Committee, Nov 15th - Dec 15th, 2022: Sean: ESD reached out to let us know they had the opening, have a current position and recommended that a current board member apply to see how it all works, comes with training. Risteen would be interested in doing it.

e. The Board will be voting on OSBA Board of Directors Rep and one resolution: ballet to elect, OSBA asked to include two candidates. Risteen: when do we need to have this in

f. Meeting Frequency: This will be the last bi-monthly meeting, with the holidays coming. This could be brought back up for discussion in January. Deb Lindberg agrees. Linda Montanez would like to vote on relooking at frequency in Dec. Rob Webb: If something special popped up we could always an extra meeting. Ryan VanLeuven would like to have first and second readings not strung out so far. Sean reminded the board that they can do a first and second reading in the same meeting. Risteen Follett stated that they would need them further in advance.

g. Girls Basketball Co-OP with Monroe.
Presented by Bart Rothenberger and Ricki Hendrix: It has been a few week where they have tried to drum up interest in basketball. We don't want to get rid of our team for next year, we just need to grow our current pool. We need to have more girls to make it through the 3 months of session. Monroe has a multi-level program (Varsity and JV) Deb Lindberg: we co-op with Philomath typically, Monroe is similar to our size and Philomath has a cut option. Risteen Follett: will our girls get cut from the team. Bart Rothenberger said he's pretty sure they don't. They don't cut players. Linda Montanez: Is there a charge for playing? Bart Rothenberger said he would ask, but we would/should pay for it. They don't charge for sports. Ricki Hendrix hasn't heard from Tony yet, but she'll reach out again. Risteen Follett: can we pull out of the co-op? Yes we could if we have a huge influx of girls come out. Bart Rothenberger, we want the program always here. We need to build it back up.

h. Policies: First reading: *see complete list in the original agenda* Sean recommends that between now and the next meeting sit down and read them, make notes or if you would like changes made. Keep in mind that this is the language given to us by the lawyers. Board members are mandatory reporters for all child abuse 24/7, 365 now. All this has been vetted through the OSBA legal department prior to these recommendations.

9. Patron Comments
None

10. Board Comments
None

11. Approval of Minutes, October 13,2022
Deb Lindberg motioned to accept the October 13th minutes as written; Seconded, Linda Montanez, All in Favor. This motion, made by Deb Lindberg and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

Minutes were approved for October 13th, 2022

12. Action Items
    a. LBL ESD Budget Committee Appointment
    b. Approve Superintendent Recruitment Committee
    c. AEA MOU Approval
    d. Meeting Frequency
    e. Girls Basketball CO-OP with Monroe
    f. Capital Bond Project Support

Risteen Follett Motioned to appoint herself to be on the LBL ESD Budget Committee; Seconded, Deb Lindberg, All in Favor. This motion, made by Risteen Follett and seconded by Deb Lindberg, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Deb Lindberg Motioned to approve the MOU for the AEA; Seconded, Robert Webb, All in Favor. This motion, made by Robert Webb and seconded by Deb Lindberg, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Deb Lindberg Motioned to approve; CO-OP with Monroe; Seconded Ryan VanLeuven, Linda Montanez felts like more needed to be said she Abstained. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Linda Montanez: Abstain (Without Conflict), Risteen Follett: Yea, Deb Lindberg: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 4, Nay: 0, Abstain (Without Conflict): 1
Deb Lindberg Motioned to get Capital Bond Project Support; Seconded, Linda Montanez . All in Favor. This motion, made by Deb Lindberg and seconded by Linda Montanez, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Deb Lindberg Motion to accept the qualities and qualifications of a superintendent, Seconded, Ryan VanLeuven , All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

Deb Lindberg Motioned to approve that superintendent committee members have committee training. training on Jan 12th @ 6pm; Seconded, Ryan VanLeuven, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Deb Lindberg Motioned to approve a salary range for the new superintendent from $120,000 - $135,000, Seconded by Ryan VanLeuven., All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

a. LBL ESD Budget Committee Appointment: Risteen Fmotions to appoint herself, Deb seconds. No discussion. All in favor

b. Approve Superintendent Recruitment Committee: Scratched - does not need to be voted on

c. AEA MOU Approval: Sean Gallagher: this is a memorandum of agreement with the teachers union for the 22-23 school year, bringing the language up to date to be current with state law. Only applies to one current teacher for us.

d. Meeting Frequency: Scratch this, no vote needed

e. Girls Basketball Co-op with Monroe. Deb motions to co-op with Monroe, Ryan seconds, Discussion: Linda feels there is more that needs to be said, Linda obtained. Motion passes 4:1

f. Capital Bond Project Support: Sean Gallagher we need to establish an agreement with this contact. Risteen Follett: said a budget should be established at $7500, can it go more. Sean Gallagher said no. Deb Lindberg motions to approve a capital bonds project, Linda Montanez seconded. Discussion: Ryan Vanleaven if we go out for a project manager, where does David McKay fall, would he stay on as a consultant? If we do hire a project manager, he will stay hourly until he hits $7500.

g. Qualities and Qualifications were brought forth from community/staff survey. Deb Lindberg motions to approve the qualities and qualifications of a superintendent, Ryan VanLeuven. Seconded no discussion. All in favor

h. Vote to approve superintendent committee members and committee training. Deb motions for the aforementioned training on Jan 12th @ 6pm, Ryan seconds, no discussion. All in favor.

i. Superintendent Salary Schedule. Deb Lindberg motions $120,00 - $135,000. Ryan VanLeuven seconded. Discussion: Deb Lindberg struggles with the $135,000 because she's seeing the cut backs and doesn't want to add to that burden. We need to make sure we are financially solvent. Would need to know that there are cuts that are going to absorb that

cost. Ryan VanLeuven: We have to have a range, so why is $135,000 a problem? Deb Linberg wants them to know that if they want the larger salary they may have to do more. Rob Webb it is what it is, we can't go any lower. Risteen Follett we decide what the lowest is that they will offer, but it still has to be brought back to the board for the actual contract approval. The number isn't final till they all approve it. Can always be renegotiated. All in favor.

13. Resignation:
   a. Tim France, LaHO, Principal
   b. Jennifer Lookabaugh, LaHO, 6th Grade Teacher

   Linda Montanez Motioned to accept Tim France and Jennifer Lookabaugh resignations, Seconded, Risteen Follett, All In Favor. This motion, made by Linda Montanez and seconded by Risteen Follett, Carried.
   Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
   Yea: 5, Nay: 0

Tim France and Jennifer Lookabaugh have turned in their resignations and the board has accepted. Disappointed but wished both employees the best in the future.

14. Executive Session:
   a. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
   b. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

Moved into Executive Session at 8:54pm.

15. Return to Open Session
Returned to Open session at 9:33pm.

16. Adjourn
Adjourned at 9:33pm

17. Key Dates and Calendar Updates:
Thursday, November 10, 7:00pm, Regular Board Meeting
Tuesday, November 15, 12:00pm – 6:00pm, Blood Drive, GYM
Tuesday, November 15, 6:00pm, Fireside Chat
Monday 21 -25, All Week Thanksgiving Vacation

Alsea School Board Meeting
Thursday, October 13, 2022 7:00 PM Pacific

Alsea School Library
301 South 3rd Street
Alsea, OR 97324

1. Call to Order

2. Flag Salute

3. Approval of the Agenda
The agenda was approved with no corrections or changes.

4. District Recognition:
    a. Brick and Mortar
        i. Student:
        ii. Employee

Brick & Mortar:

i. Listed the students of the month for each grade K-12

ii. Employee: October National Custodian and Coaches day. Please tell them they are appreciated.

5. Superintendent Report:
    Sean Gallagher
    a. Fireside Chat Schedule Report
    b. State Assessment Scores Report
    c. Role of a Project Manager
    d. Bond Update: Sean Gallagher
        a. GMP
        b. Budget
    e. Safety Assessment for our District

1. **Fireside chats scheduled, calendar posted, will be held in the gym or on the stage, depending on events scheduled.**

2. **State Assessments: Anna DuBord: presentation to board, purpose of the tests, goes over what is needed or areas that need to be focused on (math, language arts, ect). Participation rates: 95% MUST HAVE, district needs to be greater than 80% participation to validate the scores. Opt Out ORS 329.479 states can opt out for English language arts and math, not including science 3,4,5,6,7,8 &11. Science can only be opted out for religious or medical reasons. Risteen would like to have something given to the parents to see what exactly their student will be tested on. Data Presented: bar graph, Alsea students did not have a large number of children participate. We need the community to help change the culture that these are needed for us to get access to funding.**

Anna will be conducting and training individuals for this next batch of tests. She goes through all the training. Risteen would like to see some comparisons with other local districts. Sean said she could bring that information back.

3. **Role of a Project Manager: Sean Gallagher memo: just an overview, they provide a service that is very important, they make sure the customers' interests are adhered to, keep the project on budget and timelines, organize the different moving pieces. Often, they will look at the engineer's plan and help cut costs where they don't always need certain things added. Safety regulations adhered to. Construction market place knowledge.**

4. **Bond Update:**

    1. **GMP: K-12 HVAC update: we wanted to bring 3 GMP's to the board, however time crunch didn't allow. They are trying to get a comprehensive budget made for the board. Want to get the GMP hard numbers done.**

    2. **Budget: was included with Bond.**

5. **Safety Assessment: establish a rural grant for our small district to get help with our safety plans. The inspector walked around to evaluate our building to make recommendations for both the short and long term. New safety requirements will be addressed. Willamette ESD will get us recommendations (safety assessment), current intercom system and then also add one push door lock. More drills this year for the students, get them prepared, not meant to scare.**

6. Financials
    a. Accounts

1. **LaRae Sullivan: A new AP report that breaks down the BMO better, highlights that we are at 84% or less on our budget. Enrollment on 10/1: 244 B&M, 278 LaHO. General Fund Revenue: 13.4M (includes the supplemental from last year). Expenditures went over the "over/under budget" to show where we can save money, SPED Purchases lower, Charter payments lower. Still need to talk to the state school fund representative. Appropriations: done by fund and function piece. Risteen: your recommendation is to be at 84% of the budget, are we hitting that? LaRea: We can do it, but will need to look at it line by line when we have more hard numbers. Get a realistic look. Sean Gallagher said we have been looking at it closely and we are concerned about LaHO enrollment numbers and will meet as administrators to see how we can increase that. What's the breaking point for LaHO? We will need to tighten our belts this year to see when our finances will take a hit. The ships are not sinking, but we need to be strategic.**

7. Payment of Bills for October

    Motion to approve the bills for October; Seconded, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

7. Payment of bills:

1. **Deb Lindberg would like to discuss this. Going through last night, everything looks wonderful. Check written on page 7/17, the total is the combined for all the purchases BMO (credit card). Predominantly LaHO postage and advertising. Risteen Folllett and Ryan Van Leauven, now we see more transparency in credit cards. LaRea: we get credit back the more we use it. Curtis Restaurant, CNP grant for the dishwasher. The grant terms changed so it wasn't 100% covered. Ryan Van Leaven asked what's the modular long-term office plan? We need to think of something for offices. Sean Gallagher we will see where we can add offices if there is any money left over. Maybe use the Firehouse? Risteen Follett, should we have the Preschool pay for the building they get to use now for free? Sean Gallagher, we can look into this in the future. Buses: what's the plan there? LaRea lump sum then pay over time. LaHO so far spent $95,000 on advertising and they still need to do more. Looking into a more cost effective option for the LaHO advertising (social media). Deb motioned for approval, Ryan second. All in Favor**

8. Patron Comments:

1. **Binky Hendrix asked Sean Gallagher and Anna Dubord about RTI/MTSS: Testing yearly MAP's for benchmark/growth testing. English, Math, and Science (6-8)(MAP's K-8). ACT/PSAT/SAT for HS kids. Reading fluency K-2 (Dyslexia screening built in) Dibels K-2 monitoring for reading fluency, catching trouble spots in real time. MTSS (Multi Tier Support Systems). Heather Schunk is going to be providing more training during the teacher's work day. If parents have concerns or would like to know what test results are for their child, reach out to the teacher and they are more than happy to sit down and discuss. The goal is to make the students stronger in areas they are struggling with.**

9. Board Comments
   a. Superintendent Search and Survey
   b. Upcoming Open Board Member Seats
   c. Communication with State Legislators

1. **Vince Adams is collecting data from the survey, Deb Lindberg said the data will be to the board by October 27th. Begin to identify who the Board would want in the community. Risteen Follett asked if Vince Adams had advice on how we should be going about starting to talk to people.. Sean Gallagher the survey is on the home page. Also is he getting a superintendent's salary report.**

2. **3 seats will be open in the next election cycle; Robert Webb and Ryan VanLeaven, and Linda Montanez.**

3. **The board encourages the community to reach out to local OSBA and board members.**

10. Approval of Minutes: September 22, 2022, September 24, 2022
    Motion to approve the minutes for September 22, and September 24th: Seconded, All in Favor. This motion, made by Robert Webb and seconded by Ryan VanLeuven, Carried.
    Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
    Yea: 5, Nay: 0

Approval of minutes for September 22nd and September 27th: Rob motioned, Ryan second.

All in favor

11. First Reading of FMLA
    i. GCBDA/GDBDA - Family Medical Leave

Sean had planned on bringing more to the board, but just didn't have enough time. The policy that they are looking at is what they will be adopting once the administrative rules are brought to the board. Their policy revamp started this week, So more policy will be coming soon.

12. Seconded Reading and approval of Policies:
    i. JHCCF Pediculosis (Head Lice)
    ii. JHCC/GBEB-AR Communicable Diseases
    iii. JHCCF-AR Pediculosis (Head Lice)
    Motion to approve JHCCF Pediculosis (Head Lice): Deb motioned to approve Version 3, Rob second. All in favor. This motion, made by Deb Lindberg and seconded by Robert Webb, Carried.
    Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
    Yea: 5, Nay: 0
    JHCCF-AR Pediculosis (Head Lice): Risteen Follett would like to make notification to parents part of the AR. Risteen Follett motioned to approve Version 2, Deb Lindberg seconded. All in favor. This motion, made by Risteen Follett and seconded by Deb Lindberg, Carried.
    Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
    Yea: 5, Nay: 0

12. Second Reading and approval of policies:

1. **JHCCF Pediculosis (Head Lice): Deb motioned to approve Version 3, Rob second. All in favor.**

2. **JHCC/GBEB-AR Communicable Diseases: Not loaded in Boardbooks, did not go over during the last meeting. Will table for next time. All agree.**

3. **JHCCF-AR Pediculosis (Head Lice): Risteen would like to make notification to parents part of the AR. Risteen motioned to approve Version 2, Deb second. All in favor.**

13. Action Items:
    a. Approval for RFP to get a Project Manager
    b. Alsea School Board Operating Agreement
    c. Approval of Grant 23178, Stay on track to Graduate
    d. Approval of Weather Station Grant Request
    e. Surplus, Math Books
    f. Surplus Equipment
    g. Approval of Division 22 Standards
    h. Approve GMP for the Bond

Motion to approve a RFP to get a Project Manager; Seconded; All in Favor. This motion, made by Ryan VanLeuven and seconded by Linda Montanez, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Motion to approve the Alsea School Board Operating Agreement; Seconded, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Motion to approve the Grant 2378, Stay on Track to Graduate: Seconded, All in Favor. This motion, made by Robert Webb and seconded by Deb Lindberg, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Motion to approval of Weather Station Grant Request; Seconded, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Motion to approve Surplus of Math Books; Seconded, All in Favor. This motion, made by Ryan VanLeuven and seconded by Robert Webb, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0
Motion to Approve Division 22 Standards; Seconded, All in Favor. This motion, made by Robert Webb and seconded by Risteen Follett, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

1. **Sean fully explored options and recommends going out for an RFP (192,000 roughly the cost), they will save that and then some. Motion for approval: Ryan Vanleaven, 2nd: Linda Montanez. Discussion: Ryan VanLeaven clarifies that this is just to get things moving forward, Linda Montanez thinks it's important to just move forward with something at this time. An outside party could help us. All in favor.**

2. **Alsea School Board Operating Deb Lindberg moved to approve, Ryan VanLeaven seconded. Discussion: Deb Lindberg likes it and recommends that the community read it. Deb Lindberg wants to remind patrons that if there is a complaint made to her that it will potentially take her voice out of voting. Risteen Follett asked to get it uploaded to our Board portion on the website. All in favor.**

3. **Approval of Grant 23178: Sean Gallagher: $2675- for keeping kids on track to graduate. A counselor hired and she will be focusing on this. Rob Webb motioned, Deb Lindberg Seconded, All in Favor**

4. **Approval of Weather Station: Sean Gallagher: started by Mr David Crowe, wants to find a correlation between old and new forest growth for small forests. Recommend the approval. Deb Lindberg motioned, Ryan VanLeaven seconded, All in favor**

5. **Surplus of Math books: Sean Gallagher: Lori Greenfield has gone through old books that were not adopted, would like to sell to another district who does use it. Ryan VanLeaven motioned, Rob Webb seconded, All in favor**

6. **Surplus Equipment: Move to October 27th Board Meeting, there was nothing loaded into Boardbooks.**

7. **Division 22 standards (2021/2022): Sean Gallagher: every Superintendent has to go over this report and evaluate the different areas. This report is about half full, there are 22 non compliance areas in this report and we are already fixing and making plans to fix the areas that we are out of compliance in. It goes over almost every area in the school. In 2013, the ODE changed evaluations for teachers. Student assessments were included in that to make sure they are growing their students. In this example we are now utilizing all the different aspects to grow our employees through meaningful feedback. In the areas we are non compliant with, we have already created game plans to get our district in compliance. It will also align the Board goals to our school policies as well. Get kids focused on goals and start early to get them where they need to be...more prepared. Graduation requirements, we were out of compliance and we have taken out the areas that were not aligned with any longer. There are many staff that are adding to get our School into compliance. Board policies were another area. That's why we are doing the OSBA Policy revamp for this year. Next year's report will look much better since we are fixing all the areas we were lacking. Our athletics are in complete compliance. Student Success we are working on getting into compliance with, we will create a District improvement plan. LBLESD assigned to us that will help in this area. We are doing the heavy lifting to get ourselves back into compliance.**

Deb Lindberg motioned to approve, Rob Webb seconded, Risteen Follett: Question: rather than revisit in October, is there a way to see where we are at the end of the year to make sure we are staying on track. Sean will create an exit document to keep the next Superintendent up to date. It has been posted on the Superintendent page on our website. All in favor.

8. **Approve GMP for the Bond: Move to October 27th Board Meeting with the option to call a special session if the numbers come in sooner, no objections.**

14. Adjourn

At 8:44pm by Risteen Follett.

15. Key Dates and Calendar Updates:
    October 10 - 14, National School Lunch Week
    October 13, 7:00pm Regular Board Meeting
    October 14, Teacher Work Day
    October 17, OSBA Legislative Road Show
    October 21, In-service/Grading
    October 26, 8:00am Picture Retakes
    October 27, 7:00pm Regular Board Meeting
    October 27, Early Release/Student Conferences
    October 28, Student Conferences
    October 29, Haunted House, 6 - 10
    October 30, Haunted House, 6 - 9
    October 31 Haunted House, 6 - 10
    November 11 - 13, 76th OSBA Annual Convention

The Haunted House was canceled due to the potential for disruption of normal operations and the school day.

Board Chair Date

Superintendent 12/2/22 Date

13. **Board Discussion**

a. **Superintendent Search**

b. **Second Reading of Policies:**

i. **AC, Nondiscrimination**

ii. **AC-AR , Discrimination Complaint Procedure**

iii. **ACB, Every Student Belongs**

iv. **ACB-AR, Bias Incident Complaint Procedure**

v. **BB, Board Legal Status**

vi. **BBA, Board Powers and Duties**

vii. **BBAA, Individual Board Member's Authority and Responsibilities**

viii. **BBB, Board Elections**

ix. **BBBA, Board Member Qualifications**

x. **BBBB, Board Member Oath of Office**

xi. **BBC, Board Member Resignation**

xii. **BBD, Board Member Removal from Office**

xiii. **BBE, Vacancies on the Board**

xiv. **BBF, Board Member Standards of Conduct**

xv. **BBFA, Board Member Ethics and Conflicts of Interest**

xvi, **BBFB, Board Member Ethics and Nepotism**

xvii. **BBFC, Reporting of Suspected Abuse of a Child**

xviii, **BC/BCA, Board Organization/Board Organizational Meeting**

xix. **BCB, Board Officers**

xx. **BCD, Board-Superintendent Relationship**

xxi. **BCF, Advisory Committees to the Board**

xxii. **BD/BDA, Board Meetings**

xxiii. **BDB, Special and Emergency Board Meetings**

xxiv. **BDC, Executive Sessions**

xxv, **BDD, Board meeting Procedures**

xxvi. **BDDC, Board Meeting Agenda**

xxvii. **BDDH, Public Participation in Board Meetings**

xxviii. **BDDH, Public Comment at Board Meetings**

xxix. **BDDH-AR, Public Participation in Board Meetings**

xxx. **BF, Policy Development**

xxxi. **BFC, Adoption and Revision of Policies**

xxxii. **BFCA, Administrative Regulations**

xxxiii. **BFD, Board Policy Implementation**

xxxiv. **BFE, Administration in the Absence of Policy**

xxxv. **BFF, Suspension of Policies**

xxxvi. **BG, Board Staff Communications**

xxxvii. **BH/BHA, Orientation of New Board Members**

xxxviii. **BHB, Board Member Development**

xxxix. **BHD, Board Member Compensation and Expense Reimbursement**

xl. **BHE, Board Member Liability Insurance**

xli. **BI, Board Legislative Program**

xlii. **BJ, Board Membership**

xliii. **BK, Evaluation of Board Operational Procedures**

xliv. **CB, Superintendent**

xlv. **CBA, Qualifications and Duties of the Superintendent**

xlvi. **CBB, Recruitment and Appointment of the Superintendent**

xlvii. CBC, Superintendent's Contract
xlviii. CBG, Evaluation of the Superintendent
xlix. CCB, Line and Staff Relations
xlx. CCG, Licensed Evaluation - Administrators
xlxi. CHCA, Approval of Handbooks and Directives

Alsea School District 7J

Code: **AC**
Adopted: 5/11/16
Orig. Code: AC

Nondiscrimination

The district prohibits discrimination ~~shall promote nondiscrimination~~ and ~~an environment free of~~ harassment ~~based~~ on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], color, religion, sex, sexual orientation, gender identity[2], national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The ~~In keeping with requirements of federal and state law, the~~ district prohibits~~strives to remove any vestige of~~ discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; ~~in~~ educational opportunities and services offered students; ~~in~~ student assignment to schools and classes; ~~in~~ student discipline; ~~in~~ location and use of facilities; ~~in~~ educational offerings and materials; and ~~in~~ accommodating the public at public meetings.

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

The superintendent shall appoint ~~and make known the~~ individuals at the district to contact on issues concerning the Americans with Disabilities Act and~~of 1990, the~~ Americans with Disabilities Act Amendments Act (ADA),~~of 2008,~~ Section 504 of the Rehabilitation Act, Titles ~~, Title~~ VI and~~, Title~~ VII of the Civil Rights Act, Title IX of the Education Amendments , and ~~and~~ other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers.[3]~~.~~ The district~~Board~~ will ~~adopt and the district will~~ publish complaint~~grievance~~ procedures providing for prompt and equitable resolution of ~~student and employee~~ complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and~~Federal civil rights laws prohibit~~ discrimination against an individual who~~because he/she~~ has opposed any discrimination act or practice; ~~or~~ because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and~~. The ADA~~ further

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

~~[2] "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individuals's gender identity, appearance, expression or behavior differs from that traditionally associated with the individuals's sex at birth.~~

~~[3] Districts are reminded that the district is required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.~~

prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any~~the~~ rights guaranteed under state and federal law~~the Act~~.

END OF POLICY

Legal Reference(s):

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

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).
House Bill 2935 (2021).
House Bill 3041 (2021~~21~~).

Alsea School District 7J

Code: **AC-AR**
Adopted:

PROPOSED

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.

The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90

days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal[1] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Charter Schools of which the District Board is a Sponsor

The district Board, also serving as the charter school board, through this administrative regulation, will be the final appeal board in Step 3 above on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). 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.

PROPOSED

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

DISCRIMINATION COMPLAINT FORM

PROPOSED

_____

Name of Person Filing Complaint Date School or Activity

Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ _____

Type of discrimination:

- ☐ Race
- ☐ Color
- ☐ Religion
- ☐ Sex
- ☐ National or ethnic origin
- ☐ Gender identity
- ☐ Mental or physical disability
- ☐ Marital status
- ☐ Familial status
- ☐ Economic status
- ☐ Veterans' status
- ☐ Age
- ☐ Sexual orientation
- ☐ Pregnancy
- ☐ Discriminatory use of a Native American mascot
- ☐ Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

Suggested solution/resolution/outcome: _____

_____

_____

_____

_____

_____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Alsea School District 7J

Code: ACB
Adopted: 3/11/21
Orig. Code(s): ACB

~~All Students Belong~~ Every Student Belongs

All staff and students of the Alsea School District are valued participants of our school community. All Wolverines are bestowed with the right of equal access to all school programs, staff and educational opportunities. In Alsea ALL means EVERYONE who graces our school doors. Equity is best expressed in-action through caring, service and recognition that all people are imbued with the full rights of human dignity that endowed in all human beings. Equity in action means that all students can expect to be met where they are at and be supported based on individual need in pursuit of meaningful and relevant learning in an accepting and welcoming environment.

All students ~~can expect~~ are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled~~can expect~~ to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin .

All visitors are entitled~~welcome~~ to participate in a school or educational~~an~~ environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin .

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior~~. directed at or about any of the preceding demographic groups.~~

"Symbol of hate" means nooses[1], symbols of neo-Nazi ideology or the battle flag of the Confederacy ~~a symbol, image,~~ or ~~object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate~~ flag[2]~~, and whose display:~~

1. ~~Is reasonably likely to cause a substantial disruption of or material interference with school activities; or~~

~~2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.~~

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[1] The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).

~~[2] While commonly referred to as the "confederate flag," the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.~~

~~The district prohibits the use or display of any symbols of hate on district grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards. Because the appropriate use of these symbols in the context of the academic teaching of history is necessary for the erudition of student learning and awareness, so as to understand the stains of our past and value of our progress in the pursuit of a more perfect union. The symbol ban is qualified to the "inappropriate use" of these symbols outside of a supervised or approved academic purpose.~~ The district prohibits the use or display of any symbols of hate{[3]} on school property[4] or in an education program[5] except where used in teaching curriculum that is aligned with state standards of education for public schools.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual[6] because that ~~person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an~~ individual has in good faith reported information that the individual believes is evidence of a violation of a state or~~for exercising any rights guaranteed under state and~~ federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 339.347
ORS 659.850
ORS 659.852
OAR 581-002-0005
OAR 581-022-2312
OAR 581-022-2370

[3] {Prior to adopting the symbols of hate prohibition, or adding other symbols to the list, we recommend that the district document why the district feels that the presence of these symbols will cause a "material and substantial interference with schoolwork or discipline" or collide "with the rights of other students to be secure and be let alone." These reasons may include previous incidents, current conditions in the schools and other factors.}

[4] "School property" means any property under the control of the district.

[5] "Education program" includes any program, service, school or activity sponsored by the district.

[6] ORS 659.852 prohibits retaliation only against students. Other statutes (and other complaint procedures) prohibit retaliation against staff and others for reporting or providing information regarding a complaint or investigation.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

Alsea School District 7J

Code: **ACB-AR**
Adopted:

Bias Incident Complaint Procedure

The terms "bias incident" and "symbols of hate" are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include persons directly targeted by an act, as well as the community of students as a whole who are likely to be impacted by the act.[1]

Step 1{[2]}: When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and immediately report the incident to the principal.

Step 2: The principal shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Principal will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and commit to preventing further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will:

- Address the history and impact of bias and hate;
- Advance the safety and healing of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.{[3]}

The principal must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly[4].

The principal will make a decision within 10 days of receiving the complaint.

All persons impacted by the act will be provided with information[5] relating to the investigation and outcome of the investigation, including:

- Notice that an investigation has been initiated;
- Notice when an investigation has been completed;

PROPOSED

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[1] The term "complainant" in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term "complaint" includes any report, information or complaint.

[2] {These specific steps and procedures are not required.The procedures must include all of the requirements listed in House Bill 2697 § 1(3)(e) (2021) and OAR 581-022-2312(4)(e). If making changes, we recommend working closely with legal counsel.}

[3] {Additional guidance from ODE can be found here.}

[4] The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual's right to appeal to the Oregon Department of Education or the U.S. Department of Education.

[5] For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

- Findings of the investigation and the final determination based on those findings;
- Actions taken to remedy a person's behavior and prevent reoccurrence; and
- When applicable, the legal citation of any law prohibiting disclosure of any information described above, and an explanation of how that law applies to the current situation.

Step 3: If complainant or a respondent wishes to appeal the decision of the principal the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the principal, in which case Step 1 will be skipped. Complaints against the principal can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal[6] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.[7]

PROPOSED

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

[7] Complaints must meet criteria as established by law. For more information, visit http://www.ed.gov/about/offices/list/ocr/complaintintro.html

Principal will develop and implement instructional materials to ensure that all school employees, staff and students are made aware of the policy, this administrative regulation and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

PROPOSED

Alsea School District 7J

Code: **BB**
Adopted: 2/11/15
Orig. Code: BB

Board Legal Status

The Constitution of the state~~State~~ of Oregon charges the Legislature with providing – by statute – for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected boards of directors~~Boards~~; thus, the Board is the governing body of the Alsea School District.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district schools and educate the children~~students~~ residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the districts. The Board's duty is to carry out those statutes and rules~~regulations~~ that are mandatory, e.g., "The Board shall...;" where the laws are permissive, e.g., "The Board may...," the Board is empowered to exercise judgment and discretion.

This district will be known as the Alsea School District.

The regular term of office for Board members will be four years. The terms of office will commence on the first day of July following regular district elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members elected to fill a vacancy will be the time remaining in the vacated Board position.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.018(1)
ORS 332.030(4)
ORS 332.072
ORS 332.075
ORS 332.105
ORS 332.107
ORS 335.505

OR. CONST., art. VIII, § 3.

Alsea School District 7J

Code: **BBA**
Adopted: 2/11/15
Orig. Code: BBA

Board Powers and Duties

The Legislature of the ~~S~~state of Oregon delegates to the Board responsibility for the conduct and governance of programs and services in the district.~~schools.~~ The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

   In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

   The Board shall establish policies~~rules~~ for governing the programs~~school~~ and services of the district~~students~~ consistent with State Board of Education rules and with local, state and federal laws.

   The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public~~,~~ and for keeping local community patrons~~citizens~~ informed about the schools.

2. Judicial Authority

   As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

3. Executive/Administrative Authority

   The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

   The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

   The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

   The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 243.656
ORS Chapters 279A, 279B and 279C
ORS 294.305 to -294.565
ORS 328.205 to -328.304
ORS 332.072
ORS 332.075
ORS 332.105
ORS 332.107
ORS Chapter 339
ORS 342.805 to -342.937
ORS Chapter 343

Alsea School District 7J

Code: **BBAA**
Adopted: 5/13/21
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their~~his/her~~ position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board 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~~without~~ subsequent approval by the Board.

When expressing ~~A Board member has the right to express~~ personal opinions~~. When expressing such opinions~~ in public, the Board member should~~must~~ clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

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

1. Request for Information

   Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

   Requests~~A request~~ for ~~a~~ legal advice or opinions~~opinion~~ 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. ~~If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the~~ 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 Board Members

   When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL - Public Complaints. Such information will~~is to~~ be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit the school or other facilities to gain information and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its school.

5. Contracts or Agreements

All contracts of the district 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.

END OF POLICY

Legal Reference(s):

ORS 332.045	ORS 332.057	
ORS 332.055	ORS 332.075	

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Alsea School District 7J

Code: **BBB**
Adopted: 2/11/15
Orig. Code: BBB

Board Elections

1. Number of Directors

   The Board will consist of five members elected at large and will be known as the district school board.

2. Designation of Board Positions

   Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4 and No. 5~~.~~ In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

   Re-elections for Board positions will occur as follows:

   Position No. 1: Spring ~~2017~~2025, and every four years thereafter
   Position No. 2: Spring ~~2017~~2025, and every four years thereafter
   Position No. 3: Spring ~~2019~~2023, and every four years thereafter
   Position No. 4: Spring ~~2019~~2023, and every four years thereafter
   Position No. 5: Spring ~~2019~~2023, and every four years thereafter

END OF POLICY

Legal Reference(s):

ORS 249.013
ORS 255.235
ORS 255.245
ORS 332.011
ORS 332.018
ORS 332.118 to -332.138

Alsea School District 7J

Code: **BBBA**
Adopted: 2/11/15
Orig. Code: BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if the person~~he/she~~ is a qualified~~an~~ elector[1] of the district~~. An "elector" means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law~~ and has~~must have~~ been a resident within the district for one year immediately preceding the election or appointment. If the district and the position sought is one elected or nominated by zone, the person must also reside in the zone from which the person is nominated except as authorized by law.

~~No~~A person who is an employee of the district is not eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

All candidates for election to the position of Board member should fully inform themselves of the duties and responsibilities of that office. Oregon Revised Statutes provides for certain penalties for failure to perform those duties according to law. The oath of office must be taken. Any person unwilling to abide by those conditions of office should not become a candidate.

END OF POLICY

Legal Reference(s):

ORS 247.002
ORS 247.035
ORS 249.013
ORS 332.016
ORS 332.018
ORS 332.030
ORS 332.124
ORS 332.126

[1] "Elector" means an individual qualified to vote under Article II, section 2, Oregon Constitution.

Alsea School District 7J

Code: **BBBB**
Adopted: 2/11/15
Orig. Code: BBBB

Board Member Oath of Office

Any elected or appointed Board member ~~New directors~~ must qualify by taking an~~the~~ oath of office before assuming the duties of office.

The chair, or acting chair, of the Board meeting at which the new director presents ~~himself/herself~~ themselves for the purpose of taking the oath of office shall administer the oath in the following manner: the chair shall read, and the candidate with his/her right hand raised, shall repeat after him/her, using their respective names in the blank space, the following oath:

> I, _____, do solemnly swear (or affirm) that I, ~~_____, being first duly sworn,~~ will support the Constitution ~~and the laws,~~ of the United States~~, of America, and of~~ the Constitution of the state~~State~~ of Oregon and the laws thereof, and~~,~~ the policies of the Alsea School District. During my term, I ~~and~~ will faithfully and impartially discharge the responsibilities of the Office of School Board Member ~~duties of school board member~~ to the best of my ability. ~~(so help me God).~~

END OF POLICY

Legal Reference(s):

ORS 332.005

Alsea School District 7J

Code: **BBC**
Adopted: 6/13/17
Orig. Code: BBC

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so ~~that~~ the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

ORS 236.320 ORS 236.325 ORS 332.030

Alsea School District 7J

Code: **BBD**
Adopted: 2/11/15
Orig. Code: BBD

Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;

2. When an incumbent ceases to be a resident of the district;

3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;

4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;

5. When an incumbent is removed from office by judgment ~~or decree~~ of any ~~competent~~ court;

6. When an incumbent has been recalled from office by district voters.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Linn Benton Lincoln Education Service District.

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877 ORS 332.030 ORS 408.240

Alsea School District 7J

Code: **BBE**
Adopted: 2/11/15
Orig. Code: BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment~~.~~

~~Board elections are held every odd-numbered year which for purposes of this policy are termed "election" years. The appointee:~~

~~1. Will serve until June 30 following the next "election," at which time the individual elected in March of that year will fill the remaining portion of an unexpired term or serve a full four year term; or~~

~~2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.~~

~~A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.~~

In the event of multiple vacancies, the position vacated~~of the Board member who resigned~~ first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of ~~district~~ Board members are vacant at the same time, the ~~D~~directors of the Linn-Benton-Lincoln Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

~~3.~~1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or

~~4.~~2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877	ORS 255.335	ORS 332.122
ORS 255.245	ORS 332.030	ORS 332.124

Alsea School District 7J

Code: **BBF**
Adopted: 2/11/15
Orig. Code: BBF

Board Member Standards of Conduct

(Version 1)

(note: see version 2 which has a bit more)

The Board adopts the following basic code of ethics for the conduct of its members. A Board member should:

1. Understand that his/her basic functions are "legislative" and "judicial" rather than "administrative" and learn to intelligently differentiate between them;

2. Recognize that authority rests only with the Board in official meetings and that he/she has no legal status to act for the Board without specific Board authorization;

3. Not compromise his/her later decisions by making prior commitments on matters that may come before the Board as a whole and make decisions only after all available facts on a question have been presented and discussed;

4. Urge all persons having problems and complaints to take them up with the proper administrative personnel;

5. Present personal criticism of any district operations to the superintendent, rather than to other district personnel;

6. Insist that all district business transacted be on an ethical and above-board basis;

7. Refuse to use his/her position on the Board for personal gain or prestige;

8. Respect the opinions of others and graciously accept the principle of majority rule in Board decisions;

9. Comply with the ethics laws for public officials provided in state law;

10. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;

11. Respect the right of the public to attend and observe Board meetings;

12. Remember that content discussed in executive session is confidential;

13. Use social media websites judiciously in a manner that does not violate Oregon's Public Meetings Laws;

14. Treat and refer to other Board members, staff, students and the public with respect, when using social media websites;

15. Never post confidential information about students, staff or district business on any websites.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 192.610 - 192.710
ORS 244.040
ORS Chapter 244
ORS 332.055
ORS 419B.005
ORS 419B.010
ORS 419B.015

DELETE

Alsea School District 7J

Code: BBF
Adopted:

Board Member Standards of Conduct
(Version 2)

A Board member should:

1. Comply with ethics laws for public officials;

2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;

3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;

4. Respect the right of other Board members to have opinions and ideas which differ;

5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;

6. Make decisions only after the facts are presented and discussed;

7. Understand the chain of command and refer problems or complaints to the proper administrative office;

8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;

9. Insist that all Board and district business is ethical and honest;

10. Be open, fair and honest — no hidden agendas;

11. Understand that Board members will receive information that is confidential and cannot be shared;

12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;

13. Take action only after hearing the superintendent's recommendations;

14. Refuse to bring personal or family problems into Board considerations;

15. Give district staff the respect and consideration due to skilled, professional employees;

16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;

18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;

19. Remember that content discussed in executive session is confidential;

20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon's Public Meetings Laws;

21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;

22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 192.610 - 192.710
ORS Chapter 244
ORS 332.055
ORS 419B.005
ORS 419B.010
ORS 419B.015

PROPOSED

Alsea School District 7J

Code: **BBFA**
Adopted: 5/11/16
Orig. Code: BBF

Board Member Ethics and Conflicts of Interest

No Board member will use their~~his/her~~ official position or office to obtain personal financial benefit or to avoid financial detriment for themself~~him or herself~~, relatives or~~,~~ household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual $50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

"Business" means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

"Business with which a Board member or relative is associated" means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth $1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned $100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

"Relative" means the~~: 1) the Board member's or candidate's~~ spouse[1], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law~~; 2) the spouse~~ of the Board member;~~member's~~ or the~~candidate's~~ parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits[2] to the Board member, or who receives any benefit from the Board member's public position.

"Member of the household" means any person who resides with the public official.

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[1] The term spouse includes domestic partner.

[2] Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through their~~his/her~~ official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring a~~his/her~~ potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential

for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The $50 gift limit applies separately to the Board member~~,~~ and to the Board member's relatives or members of household, meaning that the Board member, ~~and~~ each member of their household and relative can accept up to $50 each from the same source/gift giver.

1. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

2. "Relative" means: the spouse[3]~~a) the Board member's or candidate's spouse1~~, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law~~; b) the spouse~~ of the Board member;~~member's~~ or the~~candidate's~~ parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits[4] to the Board member, or who receives any benefit from the Board member's public position.

3. "Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or ~~/~~administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

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[3] Ibid. p. 1

[4] Ibid. p. 1

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

   For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.

3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value~~value~~

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50), unless the personalized item is made from gold or some other valuable material that would have value over $25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over $50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e.,~~.~~ a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

   Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:~~.~~

1. Campaign contributions are not considered gifts under the ethics rules;~~.~~

2. Gifts from "relatives" and "members of the household" to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;~~.~~

3. Informational or program material, publications, or subscriptions related to the recipient's performance of official duties;~~.~~

4. Contributions made to a legal expense trust fund if certain requirements are met;~~.~~

5. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative or ~~/~~administrative interest, with the following exceptions:

   a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member's official capacity, for certain limited purposes:

      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

         (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

            (i) The giver is a unit of a:

               1) Federal, state, or local government;
               2) An Oregon or federally recognized Native American Tribe; OR
               3) Nonprofit corporation.

         (b) The Board member is representing the district:

            (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
            (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*

(2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

   "Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;~~.~~

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7~~6~~)(b)(I)(i);~~).~~

8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;~~.~~

9. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 244.010 - 244.400
ORS 332.055
OAR 199-005-0001 - 199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)
OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Alsea School District 7J

Code: **BBFB**
Adopted: 5/11/16
Orig. Code: BBF

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or ~~a~~ member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.~~;~~

2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e.~~.,~~ a Board committee position).~~);~~

3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or ~~a~~ member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy~~, a "member of the household" means any person who resides with the Board member and "relative" means~~:

"Member of the household" means any person who resides with the Board member.

~~1.~~ "Relative" means: the ~~The Board member's~~ spouse[1], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law~~;~~

~~2.~~4. ~~The spouse~~ of the Board member; or the~~member's~~ parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits[2] to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is

[1] The term spouse includes domestic partner.

[2] Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400 ORS 659A.309 OAR 199-005-0001 to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Alsea School District 7J

Code: BBFC
Adopted:

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

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

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 419B.005
ORS 419B.010
ORS 419B.015

PROPOSED

Alsea School District 7J

Code: **BC/BCA**
Adopted: 2/11/15
Orig. Code: BC/BCA

Board Organization/Board Organizational Meeting

No later than~~At~~ the next~~first~~ regular meeting following~~after~~ July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31st.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;

2. Election of a vice chair;

3. Provision for a time and place for regular meetings;

4. Other organizational actions prescribed by law or by Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

ORS 255.335 ORS 332.040 to -332.045 ORS 332.057

Alsea School District 7J

Code: **BCB**
Adopted: 2/11/15
Orig. Code: BCB

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;

2. Call special meetings when required;

3. Preside at all meetings of the Board and enforce the rules of order;

4. Sign the minutes and other official documents that require the signature of the chair;

5. Represent the district and the Board at official functions, unless this duty is delegated by the ~~chair of the~~ Board chair to another Board member;

6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;

7. Have the right to discuss and vote on any issue.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;

2. Prepare, review ~~check~~ and distribute minutes in advance for approval at the next Board meeting;

3. Maintain properly authenticated official copies of the minutes;

4. Maintain the official record of Board policies;~~.~~

5. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of a majority of the ~~entire~~ Board.

END OF POLICY

Legal Reference(s):

ORS 255.335	ORS 332.045	OAR 166-400-0010(9)
ORS 332.040	ORS 332.057	

Alsea School District 7J

Code: **BCD**
Adopted: 2/11/15
Orig. Code: BCD

Board-Superintendent Relationship

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as ~~he/she~~ they consider~~s~~ necessary to ensure efficient operation of the district~~school~~.

The Board expects that the superintendent is professionally able and possesses outstanding qualities of leadership, vision and administrative skill~~,~~ and ~~that the superintendent~~ will implement all Board policies in good faith.

The superintendent can expect ~~that~~ the Board will respect the superintendent's professional competence and extend to ~~him/her~~ them full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations~~operation~~.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 332.505 ORS 332.515

Alsea School District 7J

Code: **BCF**
Adopted: 3/11/15
Orig. Code: BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community~~citizen~~ involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. The Board shall have no permanent or standing advisory committees other than those required by statute.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law~~be considered open meetings~~. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment~~Appointment~~ of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited~~task, setting forth the service the Board wishes the committee~~ to, a statement of purpose~~ render~~ and responsibility~~the extent and limitations of its responsibilities~~;

2. The resources the Board will provide;

3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, ~~citizen~~ advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.~~ or cease to be relevant.~~

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

{This following section is recommended for immediate adoption for districts with more than 10,000 ADM. For districts with an ADM of 10,000 or less, this is recommended for adoption prior to September 15, 2025.}

Educational Equity Advisory Committee{[12]}

The duties of the district's educational equity advisory committee shall include:

1. Advising the Board about the educational equity impacts of policy decisions;

2. Advising the superintendent about the educational equity impacts of policy decisions; and

3. Informing the Board and superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the Board and superintendent on how best to handle that situation.

The educational equity advisory committee may prepare an annual report that:

4. Contains the following information:

    a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
    b. Recommendations the committee made to the Board and superintendent, and the actions that were taken in response to those recommendation; and
    c. Any other information required by the State Board of Education.

5. Is made available by being:

    a. Distributed to parents of district students;
    b. Posted on the district's website;
    c. Presented to the Board in at a board meeting with adequate opportunity for public comment; and
    d. Sent to the State Board of Education.

The educational equity advisory committee shall be appointed by the Board and superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the Board and superintendent:

1. Shall solicit name of possible members from the community;

2. Must ensure that membership is primarily representative of underserved student groups;

3. May not exclude members based on immigration status; and

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[1] {District with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025.}

[2] Additional information on the formation, membership and responsibility of the committee can be found in OAR 581-022-2307.

4. Must comply with any other requirements established by the State Board of Education.

A member of the educational equity advisory committee will also serve on the school district budget committee.[3]

END OF POLICY

Legal Reference(s):

ORS 192.610
ORS 192.630
ORS 294.414
ORS 329.704
ORS 329.711
ORS 332.107

[3] The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-school board member vacancy on the budget committee.

Alsea School District 7J

Code: **BD/BDA**
Adopted: 6/13/17
Orig. Code: BD/BDA

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening of a quorum of the Board as the district's governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings[1] and/or posted on the district's website.

All Board meetings, including Board retreats and work sessions, will be held within ~~the~~ district boundaries, except as allowed by law[2]. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.[3] No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity[4], age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects

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[1] When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting[, at the designated portion of the agenda,] by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

[2] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

~~[3] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.~~

~~[4] As defined in ORS 174.100.~~

to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing -impaired persons. Other~~Such other~~ appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. ~~Communications with all qualified individuals with disabilities shall be as effective as communications with others.~~

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.{[5]}

All meetings held in public shall comply with the Oregon Indoor Clean Air Act~~ and the smoking provisions contained in the Public Meetings Law~~.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

~~No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings (in Board election years (odd numbered years), the first meeting will be held no later than July 31).~~ Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

~~Regular meetings will adjourn by 11 p.m. Extension of this deadline requires a majority vote of Board members present.~~

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

{[5] Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or ~~the~~ gathering of information on which to deliberate.

Electronic communications may contain:

a. Agenda item suggestions;
b. Reminders regarding meeting times, dates and places;
c. Board meeting agendas or information concerning agenda items;
d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~) so long as that information is also being made available to the public;~~
e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.~~Public Records and Meetings Law.~~

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.~~the Public Meetings Law.~~

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with ~~the~~ state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law (~~s~~See Board policy BDC - Executive Sessions).

END OF POLICY

Legal Reference(s):

ORS 174.100 ORS 174.104 ORS Chapter 192	ORS Chapter 193 ORS 255.335 ORS 332.040 - 332.061	ORS 433.835 - 433.875

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
OR. ATTY. GEN. Public Records and Meetings Manual.
Oregon House Bill 2560 (2021).
Oregon House Bill 3041 (2021).

Alsea School District 7J

Code: **BDB**
Adopted: 3/11/15
Orig. Code: BDB

Special and Emergency Board Meetings

(Moved into BD/BDA)
Special meetings may be convened by order of the chair, upon request of three Board members or by common consent of the Board members. The district clerk will post notice at least 24 hours before such a meeting is to be convened.

The Board may schedule special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced publicly. Work sessions will be conducted in accordance with the state law on public meetings.

Local news media will receive written notice of the meeting at least 24 hours in advance.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal Reference(s):

ORS 192.640 ORS 332.045

OACE v. Salem Keizer Sch. Dist., 95 Or. App. 28 (1989).

DELETE

Alsea School District 7J

Code: **BDC**
Adopted: 6/13/17
Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student~~s~~ and matters pertaining to or examination of the confidential ~~medical~~ records of the~~a~~ student~~, including that student's educational program~~.

An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

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

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential ~~medical~~ records of a student~~, including that student's educational program~~. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student~~s~~ or examination of the confidential ~~medical~~ records of a student~~ including that student's educational program~~; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential ~~medical~~ records~~ and educational program~~; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

ORS 192.660 ORS 332.045 ORS 332.061

Alsea School District 7J

Code: **BDD**
Adopted: 3/11/15
Orig. Code: BDD

Board Meeting Procedures

1. **Quorum**

   A quorum will consist of the majority of the Board members.

2. **Vote Needed for Exercise of Powers**

   The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. **Board Member Voting**

   Each member's vote on all motions will be recorded in the minutes.

4. **Abstaining** from~~From~~ **Vote**

   If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. **Parliamentary Procedure**

   Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

   Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert's Rules of Order~~,~~ Newly Revised, "*Procedures for Small Boards*" as modified by the Board~~,"~~ will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

   The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Alsea School District 7J

Code: **BDDC**
Adopted: 3/11/15
Orig. Code: BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or patron~~citizen~~ of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may~~will~~ be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the district website in each district facility on the day of the meeting. Members of the public may request a copy of the agenda through~~at~~ the superintendent's office. ~~All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available in the deputy clerk's office.~~

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited~~available~~ to, ~~ensure equally effective communications with~~ qualified interpreters, assistive listening systems, note takers,~~persons with disabilities may include~~ large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request~~requests~~ of the person with a disability in the selection of the appropriate auxiliary aid~~aids~~ and/or service. ~~services.~~

Should the Board demonstrate such a request~~requests~~ would result in a fundamental alteration in the service, program or activity or an~~in~~ undue financial and administrative burden, an ~~burdens,~~ alternate, equally effective communication~~communications~~ will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

ORS 192.630 ORS 192.640

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).
Americans with Disabilities Act Amendments Act of 2008.

Alsea School District 7J

Code: **BDDH**
Adopted: 3/11/15
Orig. Code: BDDH

Public Participation in Board Meetings

(Version 1)

(note: see proposed version)

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the school. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary[1] aids and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present concerns during the designated portion of the agenda. At the discretion of the chair, further public participation may be allowed.

Request for an Item on the Agenda

A member of the public may request the superintendent place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least five working days prior to the scheduled meeting.

Procedures for Public Participation in Meetings

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

[1] Auxiliary aids include, but are not limited to such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.

A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.

Any person who is invited by the chair to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

Statements by members of the public should be brief and concise. The chair may use discretion to establish a time limit on discussion or oral presentation by visitors.

Questions asked by the public, when possible, will be answered immediately by the chair or referred to staff members for reply. Questions requiring investigation may, at the discretion of the chair, be referred to the superintendent for response at a later time.

At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

ORS 165.535
ORS 165.540
ORS 192.610 - 192.690
ORS 332.057
ORS 332.107

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).
Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).
Oregon House Bill 2560 (2021).

Alsea School District 7J

Code: BDDH
Adopted:

Public Comment at Board Meetings
(Version 2)

{HB 2560 (2021) goes into effect on January 1, 2022, and requires that districts provide the same opportunity for public comment to those attending virtually as is provided to those attending in person. We recommend that districts review current public comment practices and adopt policy language that meets the law and the desired district practice.}

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.

2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will sign in on the public comment sheet provided, submit their name electronically prior to the Board meeting.[1] A request to give public comment in-person or electronically does not guarantee time will be available.

3. A person speaking during the public comment portion of the meeting may comment only on agenda items.

4. A person speaking during the public comment portion of the meeting should state their name and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner.

[1] When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

Time limits will be determined based on the number of commenters and the amount of time available for public comment. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting, but will not be read at the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

ORS 165.535
ORS 165.540
ORS 192.610 - 192.690
ORS 332.057
ORS 332.107

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).
Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).
Oregon House Bill 2560 (2021).

PROPOSED

Alsea School District 7J

Code: **BDDH-AR**
Revised/Reviewed: 3/11/15
Orig. Code(s): BDDH-AR

Public Participation in Board Meetings

This form must be completed and returned to the Board secretary at least 48 hours before the date of the meeting at which you want to speak. Your request will be referred to the Board's committee on communication. After a review of the request the committee will make one of four recommendations of which you will be advised. They are:

1. Appearance before the Board at a regular Board meeting;

2. Appearance before the Committee-of-the-Whole in executive session;

3. Referral of request to an appropriate Board committee;

4. Referral of request to the appropriate administrator.

Permission to appear before a meeting of the Board is subject to the following rules:

1. Time limit of presentation will not exceed 10 minutes;

2. Subject matter, other than that of policy, will be referred to the administration for proper handling;

3. Subject matter must be limited to issues, without reference to individuals;

4. Presentation will be in consonance with good taste and decorum befitting the occasion and dignity of the Board meeting;

5. Typed copy or outline of the presentation must be included with this request form.

Name_____

Address _____ Telephone _____

Individual or organization (if any) you represent_____
_____
_____

Address_____

Signature _____ Date _____

DELETE

Alsea School District 7J

Code: **BF**
Adopted: 3/11/15
Orig. Code: BF

Policy Development

The Board has the authority and responsibility to establish policy. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and ~~his/her~~ their staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules~~,~~ and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New~~; however, new~~ policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other member of the community to the superintendent for the Board to consider.~~.~~ The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The superintendent will furnish necessary background information to the Board.

The final authority~~superintendent will furnish necessary information~~ and responsibility for Board~~make recommendations on new policies and on~~ policy lies with the Board~~changes~~.

END OF POLICY

Legal Reference(s):

ORS 332.107	ORS 339.240	OAR 581-022-2305
ORS 332.505		OAR 581-022-2405

Alsea School District 7J

Code: **BFC**
Adopted: 6/13/17
Orig. Code: BFC

Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy or policies:

   This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.

2. Second reading/~~a~~Adoption of a proposed policy (or policies):

   This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interest~~s~~ of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
OAR 581-022-2305
OAR 581-022-2405

Alsea School District 7J

Code: **BFCA**
Adopted: 3/11/15
Orig. Code: BFCA

Administrative Regulations

Administrative regulations are detailed directions governing the operation of the district~~school~~.

The superintendent is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

When approved by the superintendent, administrative regulations shall be distributed to the Board and the staff as appropriate.~~policy book holders.~~

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such administrative regulation is not consistent with adopted board policies.

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-022-2305 OAR 581-022-2405

Alsea School District 7J

Code: **BFD**
Adopted: 3/11/15
Orig. Code: BFD

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement ~~B~~board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be informed how to access the~~provided with a~~ current board policy manual.

~~The district shall make available for inspection to the public and district employees, copies of the Board's policy manual.~~ Each district employee will be ~~specifically~~ notified of the existence and availability of personnel policies.

The district shall make a copy of the Board's policy manual available to the public and district employees. The Board's policy manual will be considered a public record and will be open for inspection at the district~~superintendent's~~ office during regular working hours.

~~The superintendent will provide channels for disseminating appropriate policies to the community.~~

END OF POLICY

Legal Reference(s):

ORS 332.107	OAR 581-022-2305	
ORS 332.505	OAR 581-022-2405	

Alsea School District 7J

Code: **BFE**
Adopted: 3/11/15
Orig. Code: BFE

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent will have the power to act~~, but his/her~~ Their decision~~s~~ will be subject to Board review at the next regular meeting. It will be the superintendent's responsibility to promptly inform the Board of such action.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-022-2305

Alsea School District 7J

Code: **BFF**
Adopted: 3/11/15
Orig. Code: BFF

Suspension of Policies

In the event of emergency or special circumstances, the operation of any individual policy, section or sections of Board policy, including those governing its own operational procedures, may be temporarily suspended[1] by a majority of the Board members at any regular, ~~or~~ special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law, collective bargaining agreement or other contract.

END OF POLICY

Legal Reference(s):

ORS 332.107
OAR 581-022-2305

[1] Be sure to establish a time limit for the suspension, e.g., This policy is suspended for [.....].

Alsea School District 7J

Code: **BG**
Adopted: 3/11/15
Orig. Code: BG

Board Staff Communications

The Board desires to maintain open channels of communication between itself and the district staff. The basic line of communication will~~, however,~~ be through the superintendent.

Staff Communications to the Board

All formal communications or reports to the Board, or any Board committee, from ~~the principal, teachers or other~~ staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of district operation~~staff concern~~.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's policies, priorities~~, concerns~~ and actions.

Visits to the School

Visits by Board members will be conducted only under Board authorization and with full knowledge of staff, including the superintendent, principals and other supervisors.

School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. ~~Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principal and other supervisors.~~

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-022-2405

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).
Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Alsea School District 7J

Code: **BH/BHA**
Adopted: 3/11/15
Orig. Code: BH/BHA

Orientation of New Board Members

A new member is to be given the Board's and staff's fullest measure of courtesy and cooperation. Board and staff will make every effort to assist the new member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member~~(s)~~ will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to~~on~~ the role of a Board member;

2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board until they assume office~~but will not be a voting member~~;

3. The newly elected or appointed Board member will be given a copy of Board policies, Board priorities, any long -range plans and the adopted district ~~adopted~~ budget;

4. The superintendent will supply material pertinent to meetings and will explain its content;

5. The newly elected or appointed Board~~The incoming~~ member will be invited to meet with the superintendent and other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district;

6. The newly elected or appointed Board member will be encouraged to attend the Summer Board Conference and the Board training conferences planned~~sponsored~~ by the Oregon School Boards Association;

7. The newly~~Newly~~ elected or appointed Board member~~s~~ will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):

ORS 332.107

Alsea School District 7J

Code: **BHB**
Adopted: 3/11/15
Orig. Code: BHB

Board Member Development

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of professional development~~in-service education~~ for its members.

In order to develop leadership capabilities, become informed about current issues in education~~,~~ and improve their skills as members of a policy-making body, Board members will participate in opportunities for professional development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;

2. Participation in conferences, workshops, ~~and~~ conventions and training held by state and national school board~~s~~ associations and other educational organizations;

3. Subscriptions to publications addressing Board member related topics~~concerns~~.

Recognizing the need for continuing training and development of its members, the Board encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent will inform Board members~~, in a timely manner,~~ of upcoming conferences, conventions, ~~and~~ workshops and training.~~.~~ The Board will decide which ~~meetings~~ appear to ~~be most likely to~~ produce the greatest benefit to the Board and the district.~~;~~

2. Funds for participation at such professional development~~meetings~~ will be included in the district budget~~ed~~. When funds are limited, the Board will designate which members will ~~would be most appropriate to~~ participate at a given meeting or training.~~;~~

3. If authorized ~~to attend and reimbursement is approved~~ by the ~~entire~~ Board to attend, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred.~~;~~

4. When a conference, convention or workshop is not attended by the full Board, those who ~~do~~ participate will ~~be requested to~~ share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

END OF POLICY

Legal Reference(s):

ORS 332.018(3) ORS 332.107

Alsea School District 7J

Code: **BHD**
Adopted: 3/11/15
Orig. Code: BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

When ~~Board members may be reimbursed, when~~ paid admission is required of the ~~general~~ public, Board members may be reimbursed for attending district ~~athletic~~ events and other activities when~~as part of~~ their attendance is consistent with board responsibilities and~~of being informed about~~ district operations. (*See* Board policy DFEA - Admission to District Events) The district will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS 244.020 ORS 244.040 ORS 332.018(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Alsea School District 7J

Code: **BHE**
Adopted: 3/11/15
Orig. Code: BHE

Board Member Liability Insurance

The district~~Board~~ will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

END OF POLICY

Legal Reference(s):

ORS 30.260 to -30.300 ORS 332.072 ORS 332.435

Alsea School District 7J

Code: **BI**
Adopted: 3/11/15
Orig. Code: BI

Board Legislative Program

The Board will represent the district's interests in legislative action to promote the welfare of public education in the state of Oregon or will direct those interests to be represented through ~~it's~~ the superintendent or designee.

The Board will periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

Legal Reference(s):

ORS 332.107

Alsea School District 7J

Code: **BJ**
Adopted: 3/11/15
Orig. Code: BJ

Board Memberships

The Board will maintain memberships in the national and state school board~~s~~ associations and may take an active part in the activities of these groups~~this group~~.

It may also maintain ~~institutional~~ memberships in other educational organizations that the superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of ~~institutional~~ memberships will be distributed and used to the best advantage of the Board and the staff.

END OF POLICY

Legal Reference(s):

ORS 332.105(2) ORS 332.107

Alsea School District 7J

Code: **BK**
Adopted: 3/11/15
Orig. Code: BK

Evaluation of Board Operational Procedures

The Board will plan an annual evaluation of its function as a Board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and an ad hoc Board committee appointed by the chair may develop the evaluation plan. Upon Board approval, an outside consultant may develop and lead the appraisal session(s).

END OF POLICY

Legal Reference(s):

ORS 332.107

Alsea School District 7J

Code: **CBC**
Adopted: 5/12/15
Orig. Code: CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent[1] to take any action that conflicts with a local, state or federal law[2] that applies to the district[3], or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration~~at a time~~. The contract shall automatically expire at the end of its term. The Board may~~, however,~~ elect to issue a subsequent contract at any time for up to~~not more than an additional~~ three years~~ at any time~~.

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

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

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

1. Reaches 65 years of age; or

2. Finds new employment that provides health benefits.

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

1. Purchase property or surplus property owned by the district or public charter school; or

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[1] The term "superintendent" includes an interim superintendent.

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

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

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

END OF POLICY

Legal Reference(s):

ORS 332.432
ORS 332.505
ORS 342.549
ORS 342.815
OAR 584-005-0005(51)

Senate Bill 1521 (2022)

Alsea School District 7J

Code: **CBG**
Adopted: 6/13/17
Orig. Code: CBG

Evaluation of the Superintendent

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 332.107
ORS 332.505
ORS 342.513
ORS 342.815
OAR 581-022-2405

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

Alsea School District 7J

Code: **CCB**
Adopted: 5/12/15
Orig. Code: CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff~~personnel~~.

Lines of direct authority will be those approved by the Board and shown on the district organization charts.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report.~~are responsible.~~ That administrator will refer such matters to the next higher administrative authority, when necessary. All~~Additionally, all~~ staff will inform their immediate supervisor~~are expected to keep the person to whom they are immediately responsible informed~~ of their activities by whatever means the supervisor considers~~person in charge deems~~ appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district~~school~~ programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff work~~is working~~ together, the lines represent ~~avenues for~~ a two-way flow of ideas to improve the programs and operations in~~of~~ the district~~school system~~.

END OF POLICY

Legal Reference(s):

ORS 332.505 OAR 581-022-2405

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Alsea School District 7J

Code: **CCG**
Adopted: 9/09/15
Orig. Code(s): CCG

Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening professional abilities, to improve the instructional program and management of the school system, and for supervisors to~~He/She will report to the Board annually on the performance of all administrators and~~ make recommendations regarding their employment and/or salary status.

A formal evaluation~~Formal evaluations~~ will be conducted~~made~~ at least ~~annually~~once a year. The~~y~~ evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;

2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;

3. Evaluations will be in writing and discussed with the administrator by the person who conducts~~makes~~ the evaluation; and

4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An ~~'A~~administrator's~~'~~ evaluations shall use the following~~be customized based on collaborative efforts and include the~~ educational leadership-administrator standards[1] adopted by the State Board of Education.

~~The standards include:~~

1. Visionary leadership;

2. Instructional improvement;

3. Effective management;

4. Inclusive practice;

5. Ethical leadership; and

6. Socio-political context.

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

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

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

1. Four performance level ratings of effectiveness;

2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:

    a. Classroom-based assessments including observations, lesson plans and assignments;
    b. Portfolios of evidence:
    c. Supervisor reports; and
    d. Self-reflections and assessments.

3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;

4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;

5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards

~~Evaluations~~ must attempt to:

6. Strengthen the knowledge, skills, disposition and administrative practices of the administrator~~s~~;

7. Refine the support, assistance and professional growth opportunities offered to the~~an~~ administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;

8. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;~~;~~

9. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;~~ and~~

10. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and~~.~~

11. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle.

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

END OF POLICY

Legal Reference(s):

ORS 192.660(2),(8)
ORS 332.505
ORS 342.513
ORS 342.815
ORS 342.850
ORS 342.856
OAR 581-022-2405
OAR 581-022-2410
OAR 581-022-2420

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

Alsea School District 7J

Code: **CHCA**
Adopted: 5/12/15
Orig. Code: CHCA

Approval of Handbooks and Directives

In order that pertinent Board policies, administrative 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.

The ~~It is essential that the~~ contents of all handbooks must conform with districtwide board policies and administrative regulations. The publication shall bear~~It is also important that all handbooks bearing~~ the name of the district and be of a quality that reflects favorably on the district. The Board~~, therefore,~~ expects all handbooks to be approved by the ~~Board and/or~~ superintendent or designee before publication.

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

ORS 332.107

14. **Action Items:**

a. **OSBA Elections, November 15 - December 15, 2022, https://www.surveymonkey.com/r/TBWH8JC**

b. **Certified Extra Duty Contracts and MOU**

c. **Student Investment Account (SIA)**

Patron Comments

d. **Approve Policies i. - xlxi.**

e. **HR Reset Salaries Approval**

f. **Forestry Students Overnight Stay, Rockaway Beach**

g. **Alsea Varsity Basketball Overnight trip to Elgin**

Resolution to adopt the OSBA 2021-2022 Legislative Priorities and Principles as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Principles, and

WHEREAS, the OSBA Legislative Policy Committee met in January, May and June to develop the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Principles for 2021-22 out to the membership of OSBA for comment and suggested changes, and

WHEREAS, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Principles for 2021-22 developed by the OSBA Legislative Policy Committee, and

WHEREAS, the OSBA Legislative Policy Committee met via Zoom video conference call in August to review the feedback received by the membership, and

WHEREAS, the OSBA Legislative Policy Committee discussed the feedback from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Principles for 2021-22 at its August meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Principles for 2021-22 and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Principles for 2021-22 be placed before the membership for consideration during the 2020 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Principles for 2021-22 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

2021-2022 Legislative Priorities and Principles

Proposed: August 25, 2020

Preamble

The Oregon School Boards Association (OSBA) remains fiercely committed to advocating on behalf of equity for Oregon's students. Equity is the driving force behind the Student Success Act (HB 3427), and OSBA will remain dedicated to advancing legislation that makes significant impacts for equity across the education spectrum, including investments targeting increased academic achievement for students and legislation to reduce academic disparities for historically underserved students.

OSBA is committed to social justice and assuring Oregon's education system is free of institutional bias through such means as culturally relevant teaching and professional development that promotes cultural competence, and discipline that is free of bias.

OSBA believes funding a strong public education system is the best investment Oregonians can make to strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian.

To accomplish these goals, OSBA will introduce and support legislation to:

Priorities

Promote Adequate, Predictable, and Stable Funding

The State School Fund rises and falls every two years because Oregon's revenue-raising and funding systems have substantial variance. Stable and adequate funding is crucial to providing a quality education to all students across the education continuum. To ensure stable and adequate funding, OSBA will actively promote legislation that accurately calculates current service level funding for school districts.

Protect the 2019 Student Success Act

The Student Success Act provides local school districts and education service districts unprecedented opportunities to target new funding toward educational programs. OSBA will actively promote legislation to protect the funding allocated for the Student Success Act in order to deliver equitable outcomes for all K-12 students.

Close the Opportunity Gap

In every community a disparity in academic achievement exists between student groups. OSBA will support legislation aimed at closing achievement and opportunity gaps that exist across Oregon's public schools.

Contain Cost Drivers

The costs associated with health care and retirement benefits are eating into funding available for instructional opportunities for students. OSBA will promote legislation that provides relief for districts related to benefit costs controlled by the State.

Support Local Governance and Oppose Mandates

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students.

Support Capital Improvements

Students need schools that are safe, comfortable, and appropriate for a modern and/or digital learning environment. OSBA will actively promote the allocation of state-level resources to help pay for construction and capital improvement. OSBA will promote legislation aimed at diversifying the funding methods available to school districts.

Ensure Access to Post-Secondary Credits

All students should have access to post-secondary credit opportunities. OSBA will advocate for a seamless transfer of credits throughout Oregon's higher education system.

Address Education Workforce Shortages

OSBA will promote efforts both state and at the local level to preserve and improve initiatives that combat the workforce shortage. OSBA will advocate for programs that will help districts recruit and retain a diverse and well-prepared workforce.

Principles

Finance

OSBA supports the allocation of state resources to ensure school districts and education service districts have the necessary resources to equitably and fully support all students' instructional, behavioral, and programmatic needs. OSBA supports appropriate financial tax policy to make Oregon schools competitive, nationally, and globally, including the preservation of other funding options for local district consideration.

Student Programs

OSBA supports high-quality programs that equitably serve all students in obtaining a comprehensive and well-rounded education. OSBA supports new and continued partnerships with education stakeholders to increase educational and career opportunities for students.

Student Safety and Wellness

OSBA supports safe and secure school environments, the physical health and overall well-being of all students, and services that promote social, emotional, and behavioral health.

Personnel

OSBA supports attracting and retaining effective employees to create a healthy, diverse, culturally responsible, safe, and sustainable workforce. OSBA supports local management, local contract negotiations, and continued conversations regarding professional development, licensure, and career advancement for personnel.

Governance and Operations

OSBA believes locally elected school district, ESD, and community college boards are best equipped to make decisions in the best interest of students and communities. OSBA supports cross-system collaboration, alignment, and accountability among education stakeholders and partners.

Federal Education Issues

OSBA will advocate for the federal government to prioritize, streamline, and fully fund programs that support students.

The Oregon School Boards Association is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards.

1201 Court St. NE, Ste. 400, Salem, OR 97301
503-588-2800 | 800-578-OSBA
info@osba.org | www.osba.org

MEMORANDUM OF AGREEMENT

The Alsea School District (District), the Alsea Education Association (Association), and David Fricke (Teacher) hereby enter into the following Memorandum of Agreement (Agreement) for the purposes of memorializing a variance in compensation for the 2022-23 school year. The District, the Association, and the Teacher agree to the following:

1. Some practices implemented by the District to determine bargaining unit member compensation in the 2021-22 school year were not in compliance with the District and the Association's collective bargaining agreement and consequently cannot be replicated for the 2022-23 work year. The Teacher is a bargaining unit member who was impacted by these practices.

2. The District, the Association, and the Teacher acknowledge that the Teacher's correct placement on the Association salary schedule is Column BA+90/MA, Step 14 with annual salary of $64,006.

3. The salary identified in #2 above is considerably less than the salary the Teacher received in the 2021-22 school year since the teacher was not compensated on the negotiated salary schedule. The District and the Association agree that the salary identified in #2 above is no representative of the total work the District needs the Teacher to perform in the 2022-23 school year.

4. The District and the Association agree that the Teacher will be receive the amounts specified in the attached Extra Duty Contracts (Elementary SpEd Prep Time, YTP Planning, Credit Recovery) in additional compensation for the 2022-23 school year. This sum is addition to their regular salary on the salary schedule and is expressly for the purpose of additional work that will be performed by the Teacher.

5. The Teacher's additional work shall specifically include the following:

- Stipend for Elementary SpEd Prep time
- Stipend for YTP Planning
- Stipend for Credit Recovery

6. The Teacher's regular work year shall be 173 workdays. This additional compensation shall require working additional days as indicated in the extra duty contracts.

7. The District and the Association will enter into successor negotiations with the intent of addressing potential updates to stipends, differentials, or additional workdays needed to meet the ongoing needs of the District. The District and the Association intend to seek a successor agreement that will be in compliance with the law and future bargaining expectations and not require any future exceptions such as this Agreement.

8. The District agrees to work collaboratively with the Association to address compensation practices that are identified to meet District obligations and are not in compliance with the parties' collective bargaining agreement, state law, or this Agreement.

9. This Agreement is contractual and enforceable under the terms of the 2021-23 collective bargaining agreement.

10. This Agreement expires on June 30, 2023.

For the District	Date
For the Association	Date
The Teacher	Date

ALSEA SCHOOL DISTRICT 7J
2022-2023 SCHOOL YEAR
EXTRA DUTY CONTRACT

It is hereby agreed between the District School Board of Alsea School District 7J in Benton County, State of Oregon, and the undersigned employee that:

1. The employee shall perform the duty as the __YTP & Summer Programs Planning time up to 50 hours_
2. For such services lawfully and properly performed, the school district shall pay said employee the sum of: __$2,299_____

   Method of payment:

   _____ Equal Monthly payments

   _____ During the sport season

   Equal payments in: _____

   _____ At completion of performance

   _xx____ Other: ____Monthly Time Card Submission__

Name and Address of Employee:

David Fricke, 274 East Alder, Alsea, OR 97324

_____ 10/27/2022
Employee Signature Date

_____ 10/27/22
Superintendent Date

_____ _____
Board Chairman Date

In the event that the District is required to end the program, extra duty, or school year, for ANY reason before all scheduled events have been completed, the salary will be prorated to include the actual completion of work, not the entire stipend.

ALSEA SCHOOL DISTRICT 7J
2022-2023 SCHOOL YEAR
EXTRA DUTY CONTRACT

It is hereby agreed between the District School Board of Alsea School District 7J in Benton County, State of Oregon, and the undersigned employee that:

1. The employee shall perform the duty as the __Credit Recovery Teacher June 19-30, 2023_
2. For such services lawfully and properly performed, the school district shall pay said employee the sum of: __$3,678.40_____

   Method of payment:

   __xx___ Equal Monthly payments

   _____ During the sport season

   Equal payments in: _____

   _____ At completion of performance

   _____ Other: _____

Name and Address of Employee:

David Fricke, 274 East Alder, Alsea, OR 97324

_____ 10/27/2022
Employee Signature Date

_____ 10/27/22
Superintendent Date

_____ _____
Board Chairman Date

In the event that the District is required to end the program, extra duty, or school year, for ANY reason before all scheduled events have been completed, the salary will be prorated to include the actual completion of work, not the entire stipend.

ALSEA SCHOOL DISTRICT 7J
2022-2023 SCHOOL YEAR
EXTRA DUTY CONTRACT

It is hereby agreed between the District School Board of Alsea School District 7J in Benton County, State of Oregon, and the undersigned employee that:

1. The employee shall perform the duty as the __Elementary SpEd obligations during prep period for 2022-23 school year_
2. For such services lawfully and properly performed, the school district shall pay said employee the sum of: __$6,142.92_____

   Method of payment:

   __xx___ Equal Monthly payments

   _____ During the sport season

   Equal payments in: _____

   _____ At completion of performance

   _____ Other: _____

Name and Address of Employee:

David Fricke, 274 East Alder, Alsea, OR 97324

_____ 10/27/2022
Employee Signature Date

_____ 10/27/22
Superintendent Date

_____ _____
Board Chairman Date

In the event that the District is required to end the program, extra duty, or school year, for ANY reason before all scheduled events have been completed, the salary will be prorated to include the actual completion of work, not the entire stipend.

2021-22 Student Investment Account Annual Report Template

This Student Investment Account Annual Report Questions template aims to help districts organize narrative responses to questions prior to submitting their Annual Report via SmartSheet. **Please note that this template will not be submitted** to the Oregon Department of Education; rather it is a tool to support grantees in compiling the necessary information that will need to be cut and paste into Smartsheet.

Required Question	Responses
1. What changes in behavior, actions, policies or practices have you observed related to SIA implementation during the 2021-22 school year? How do you see these changes contributing to the goals and outcomes in your SIA plan? *(500 words or less)*	*RTI/MTSS process and procedures continue to be designed and implemented for grades K-12 *Full integration of family liaison that aligns with integration of McKinney Vento. *Full K-12 adoption of Math curriculum aligned to state standards *Enhancement of college and career opportunities through advanced placement in Science and Language Arts
2. What barriers or challenges to SIA implementation have you experienced that are helpful for your community and/or state leaders to be aware of? What adjustments, if any, did you make to your SIA plan as a result of these challenges? *(500 words or less)*	*Awareness of the importance for alignment to state standards *Training staff to align lessons to Common Core state standards *Identification of students needing RTI/MTSS services *Establishing trust with family of high risk students *Added funding for Public Information Officer (PIO)
3. SIA implementation includes ongoing engagement with all students, focal students, families, staff, and community partners. How have relationships with or between those groups changed and/or been maintained throughout this academic year? Consider the Community Engagement Toolkit and where your efforts might land on the Levels of Community Engagement spectrum as you complete your response. *(500 words or less)*	*Employment of a Public Information Officer to provide regular communication to the community *Enhancement of electronic communication tools. Electronic communication tools used are: Apps, Printed Media, School Website, and Social Media
4. As you think about what guided your choices and prioritization efforts in this year of SIA implementation, what stands out? How will what you've learned this year impact future SIA implementation efforts? *(500 words or less)*	*District preparation in alignment with "Align for Student Success Project"

David Crowe, CTE Instructor
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MEMO

Date: November 10, 2022

To: Sean Gallagher

From: David Crowe

Re: Over Night Stay Request

Ok for board approval
10/10/22

Mr. Gallagher:

I would like to request that the Forestry students, chaperones, and myself be allowed to stay overnight at Rockaway Beach on the night of November 18th, for the students to participate in the forestry events at the Neah-Kah-Nie High School.

There will be no more than 10 students going. I have Myself, Richard, and Jamie Olsen as chaperones.

We are going to compete in the CDE (career development events) at the Neah-Kah-Nie High School Forestry event just north of Rockaway Beach. This is the type of event that our Forestry Team will be attending a lot in the future. This trip is specifically meant to gain exposure to the process and procedures of the events so our students know what to expect.

We will need a bus driver and a small bus to haul our students and supplies for the CDE gathering.

We will leave Friday afternoon, arrive Friday evening, stay overnight, at the Surfside hotel which has offered us a "team" discount, we would stay Friday night there if permission is given. We will take the bus to NKN high school in the am, compete in the CDE, load up and ride the bus back to Alsea, arrive at the school about 7 pm Saturday evening.

Eric Clendenin, Principal
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MEMO

ok for board approval
11/10/22

Date: November 10, 2022

To: Sean Gallagher

From: Eric Clendenin

Re: Varsity Basketball Over Night Stay Request

Mr. Gallagher:

I would like to request that our varsity basketball team be allowed to stay overnight in Elgin Oregon for a basketball tournament on December 8 through 10th, 2022.

There will be 14 students going. We have 3 Coaches, 1 AD and 2 parent chaperones.

We are going to compete in a basketball tournament in Elgin Oregon. We will be playing three schools, Enterprise, Elgin, and Wallowa.

We will be staying at the Elgin Christian Church; they have a kitchen, and we plan on preparing most of our own meals. We plan to have type 10 drivers to transport the athletics.

We will leave early the morning of December 8th; we will be playing Enterprise that evening. On the 9th we will be playing Elgin, and on the 10th Wallowa and then heading home we should arrive back in Alsea in the evening.

Memo to: Alsea School District Board of Directors
From: Sean Gallagher, Acting Superintendent
Re: Human Resources "Reset" Proposal
Date: November 10, 2022

Background:
After taking the position as Acting Superintendent in Alsea SD, I reviewed processes, procedures, and systems in place. As a result of this review, I noted some anomalies, inconsistencies and missing systems within Human Resources (HR) that required additional review and ultimately, solutions. Subsequently, I contracted with the Coalition of Oregon School Administrators (COSA) for an HR Consultant who could perform reviews of existing systems in place, conduct salary comparisons, provide examples of missing systems, and support the development of processes, procedures, work agreements (not exhaustive) and other systems. The salary comparison work has been limited to non-represented (Classified, Confidential, Supervisory/Exempt and Administrative) Staff and the District's legal counsel has reviewed documents and procedures as needed.

Specifically:
Classified/Confidential/Supervisory/Administrative Employees

1. Salary comparisons were performed using like-sized and nearby districts that Alsea potentially would compete with as an employer. Outlier "urban" Districts that typically have established higher salaries were used when a nearby district job position comparison was not available or in an attempt to match a current Alsea salary. Comparisons are not perfect–districts are unique–larger districts may have more specific "levels" within a specific job classification and in smaller districts employees may have a broader variety of job duties. In addition, we compared classified positions to the licensed teacher salary range which ranges from approximately $26 per hour (teaching license and Bachelor's degree) to $45 per hour (teaching license and 30 graduate credits beyond Master's degree). Classified positions did not require a Bachelor's degree nor an Associate's degree though some current positions require specialized training. Some classified job descriptions have been updated to include "preferred" degrees (Bachelor's or Associate's) or equivalent. These minimum qualifications are found in comparison districts and some comparison districts require degrees.
2. Job descriptions did not exist as required by Board Policy Salary GAB. To date, 30 unique job descriptions have been developed with help from examples provided by other districts.
3. Insurance–it was noted that all employees, regardless of full time equivalent (FTE), received the full district paid insurance cap. Board policy GCBC/GDBC stipulates that an employee is eligible when "contracted for half-time or more per day". The policy only establishes eligibility and does not indicate any proration of benefits at half-time or more. Most comparison districts have similar half-time eligibility but vary in proration of the district paid insurance cap. I have made suggestions for the proration of the District cap according to FTE as follows:
    - 0.75-1.00 FTE = full benefit

- 0.50-.74 FTE= prorated benefit
- 0.00-0.49 FTE = no benefit unless employee purchases the benefit

We have also added a benefit for qualified/eligible employees who do not need insurance and opt out, the District will place 50% of their district contribution into a Health Reimbursement Account (HRA) in lieu of insurance.

4. Life Insurance–I suggest that we add this benefit for all employees. It is an affordable benefit that will provide much needed financial support in a family's time of intense need.
5. Salary schedules were not consistently in place and those in place varied by position in terms of step increases. I have provided proposed salary schedules for Classified (10 steps), Confidential/Supervisory/Administrative employees (8 steps) for 2022-2023 and 2023-2024 which provides a 4% COLA increase.
6. "Salary and Benefits"--Salary and Benefits documents have been drafted and are proposed for Board Adoption.
7. The Staff Handbook is still in the process of being completed utilizing a model provided by Oregon School Boards' Association (OSBA). As the Board is now experiencing, it required a deep dive into required Board policies which are currently being updated. It was during this process that the full understanding and weight of how outdated our Board policies were. Outdated policies puts the District at risk in that administrators and staff may not be following required processes defined in rule or statute. In turn, this puts students at increased risk.
8. We have contracted with OSBA to conduct a full scope policy review. The board will be experiencing an accelerated process with the help of the OSBA Policy Review team that utilizes a team of attorney's to monitor current state and federal laws. Their assistance is critical in helping the District come into legal compliance.

Supervisory and Confidential Employees

1. I recommend reclassification of the Transportation Supervisor and Maintenance Supervisor into a separate "Supervisor" (exempt from overtime) classification. These positions will be required to perform annual evaluations of all employees under the direction of the Supervisor.
2. I recommend reclassification of Executive (hourly, non-exempt from overtime) Administrative Assistants under the direction of a Licensed District Administrator (e.g., Superintendent, Director of Special Education, or future Director level position).

Administrative Employees

1. I recommend increasing the salary of the Director of Special Education as it is a District level position and requires an advanced (Professional) administrative licensure.
2. I recommend a slight increase in principal salaries overall; however, assistant principals will begin at a lower salary rate than was in place. This, because currently administrative salaries were the same regardless of position and had zero steps attached to reflect administrative experience.
3. I recommend adding a District paid state educational professional association dues (COSA) and professional development reimbursement for Administrators–this is in alignment with other Districts.

Classified

1. Currently the district has two Instructional Assistants (IA) classifications: Tier I and Tier II. I found the differences between Tier I and Tier II general and special education IAs to be negligible or indistinguishable. The recommendation is to collapse Tier I and Tier II into one "Instructional Assistant I" job description. Furthermore, it was found that the salaries within Tier I and Tier II were not competitive and the recommendation is to increase the hourly rate. We are adding Instructional Assistant II for those employees managing, scheduling, coordinating various intervention groups. IA II positions will also track data, pull data, train other Instructional Assistants, etc. Instructional Assistant III will be for IAs who provide support for students with moderate to severe developmental physical or behavioral challenges.
2. Transportation–*to repeat, salary comparisons were performed using nearby and like-sized districts that Alsea potentially would compete with as an employer. Outlier "urban" Districts that typically have established higher salaries were used when a nearby district job position comparison was not available or in an attempt to match a current Alsea salary.* Transportation was one such example in that many nearby comparison districts contracted for this service. It appears that Alsea SD transportation drivers, mechanic, and trainer are receiving some of the highest salaries compared to comparison districts, including larger urban outlier districts. In addition, one contracted transportation service provider starts its drivers at a lower rate of pay than what is proposed here. After a great deal of evaluation and based upon the rural location of Alsea and the large distances that drivers currently cover under sometimes inclement weather conditions, I am proposing that driver salaries remain the same. These salaries are beyond competitive, but are necessary to maintain a dedicated and engaged workforce.
3. "Specialized" positions–there were a number of specialized positions that were also paid at higher rates of pay as compared to comparison districts. I recommend adding these positions into more traditionally defined classified positions (e.g., Instructional Assistants, Office/Secretarial, and Executive Assistants to District Office).

Evaluations

Evaluations–evaluation systems have not been developed for any employee group prior to my arrival March 2022.. This was a concern for all employees but specifically for licensed teachers and administrators as these are required by Oregon Law (requirements set forth in ESSA - federal law, and SB 290 - Oregon law) and the results of such evaluations must be reported to the Oregon Department of Education on an annual basis. This requirement has been in place for more than a decade. I am thrilled to let the Board know that Alsea is currently developing and implementing a legally compliant (separate) Teacher and Administrator evaluation systems. We have purchased a subscription with TeachBoost that has taken our system and created a streamlined electronic database system that will create much efficiency and ease of use for all our licensed staff. Collaboration with Alsea Education Association (AEA) including professional development training is still in process.In addition, evaluations are being developed for classified and confidential/exempt employees.

Stipends
Each district position currently receiving a stipend will be examined and a determination will be made as to whether the stipend will continue. At this time, some stipends are not reflected in the Licensed CBA "Extra Duty" salary schedule and it is unclear why some stipends are being paid and what additional duties are being performed. All stipends paid need to align with the CBA for employees covered by the CBA. Currently Alsea Education Association (AEA) & the district have agreed to open bargaining this year to address areas such as stipends.

Certified Salaries
This is a negotiated item with AEA, the district continues to place certified staff appropriately on the salary schedule. Unfortunately, there are many certified staff members that have been inappropriately placed in accordance to their level of education and experience.

Timeline
I am recommending to the board that any salaries that are increased are retroactive to July 1, 2022. All salaries that are going to be decreased will not take effect until January 2023. I feel this is the correct way to treat people as they have made financial decisions to commit to the district either way.

Funding
I think we all wish that we could pay "business market" competitive salaries to our employees, but unfortunately the state and federal government does not fund schools at this level. After a great deal of analysis and comparisons, I am recommending that the board approve the salary schedules as presented. This was really a two year project that was able to be accomplished in less than 6 months.

Handbooks
These documents are still in development that outline HR procedures, benefits, etc… for board consideration at a later date.

District Cost
This is undetermined at this time until after the board approves the changes and I meet with all individual employees to assure placement on the adopted salary schedules. Initial estimates indicate that the adjustments recommended in the proposed salaries will actually save the district some money, although this was not the prioritized goal of the project.

Summary
A HR Reset project is important to complete to provide both the district and the employee groups with:

1. Balanced salary and compensation packages
2. Competitive compensation with other "like" and "regionally competitive" districts
3. Fair compensation packages
4. Fiscal accountability to the public tax payers

I appreciate the help I have received putting this proposal together.

Alsea School District Administrative Proposed Salary Schedule

2022-2023 Salary Schedule

Administrator/Licensed	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Comparisons
Building Principal	220	$88,771.42	$91,434.56	$94,177.60	$97,002.93	$99,913.02	$87K-$120K
Building Assistant Principal	220	$83,676.00	$86,186.28	$88,771.87	$91,435.03	$94,178.08	

District Administrator							
Special Education Director	240	$98,841.55	$101,806.80	$104,861.00	$108,006.83	$111,247.03	$88k-$126K

2023-2024 Salary Schedule

4% COLA over 2022-2023

Administrator/Licensed	Days	Step 1	Step 2	Step 3	Step 4	Step 5
Building Principal	220	$92,322.28	$95,091.95	$97,944.71	$100,883.05	$103,909.54
Building Assistant Principal	220	$87,023.04	$89,633.73	$92,322.74	$95,092.42	$97,945.19

District Administrator						
Special Education Director	240	$102,795.21	$105,879.07	$109,055.44	$112,327.10	$115,696.91

11/10/2022 Note: large comparison ranges dependent upon days, # of students, and levels

Alsea School District Exempt/Confidential Proposed Salary Schedule

Exempt/Confidential

2022-2023 Salary Schedule

Position										Comparisons
Confidential/Exempt	**Days**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	
Executive (Board/Superintendent) Assistant	260	$58,240.00	$59,987.20	$61,786.82	$63,640.42	$65,549.63	$67,516.12	$69,541.60	$71,627.85	$38k-$70k
Technology Coordinator	240	$67,276.80	$69,295.10	$71,373.95	$73,515.17	$75,720.63	$77,992.25	$80,332.02	$82,741.98	$70k-$110k
Maintenance Supervisor	260	$72,883.20	$75,069.70	$77,321.79	$79,641.44	$82,030.68	$84,491.60	$87,026.35	$89,637.14	$70k-$110k
Transportation Supervisor	240	$65,549.00	$67,515.47	$69,540.93	$71,627.16	$73,775.97	$75,989.25	$78,268.93	$80,617.00	$65k-102K
Confidential/Hourly										
Administrative Assistant to District Office	220-260	$25.50	$26.27	$27.06	$27.87	$28.71	$29.57	$30.46	$31.37	$19-$35

2023-2024 Salary Schedule

4% COLA over 2022-2023

Position									
Exempt	**Days**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**
Executive (Board/Superintendent) Assistant	260	$60,569.60	$62,386.69	$64,258.29	$66,186.04	$68,171.62	$70,216.77	$72,323.27	$74,492.97
Technology Director	240	$69,967.87	$72,066.91	$74,228.92	$76,455.79	$78,749.46	$81,111.94	$83,545.30	$86,051.66
Maintenance Supervisor	260	$75,798.53	$78,072.49	$80,414.66	$82,827.10	$85,311.91	$87,871.27	$90,507.41	$93,222.63
Transportation Supervisor	240	$68,170.96	$70,216.09	$72,322.57	$74,492.25	$76,727.02	$79,028.83	$81,399.69	$83,841.68
Confidential/hourly									
Administrative Assistant to District Office	220-260	$26.52	$27.32	$28.14	$28.98	$29.85	$30.75	$31.67	$32.62

11/10/2022

Alsea School District Classified Proposed Salary Schedule

Classified Positions

2022-23 Only

Transportation	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Comparison ranges Step 1
Bus Driver-Regular	163	$25.00	$25.75	$26.52	$27.32	$28.14	$28.98	$29.85	$30.75	$31.67	$32.62	$17-$19
Bus Monitor	163	$15.00	$15.45	$15.91	$16.39	$16.88	$17.39	$17.91	$18.45	$19.00	$19.57	$15.50-$15.83
Bus Driver Trainer	N/A	$26.00	$26.78	$27.58	$28.41	$29.26	$30.14	$31.04	$31.97	$32.93	$33.92	$18.5-$26
Mechanic	N/A	$26.00	$26.78	$27.58	$28.41	$29.26	$30.14	$31.04	$31.97	$32.93	$33.92	$21-$24
Dispatcher	163	$22.50	$23.18	$23.88	$24.60	$25.34	$26.10	$26.88	$27.69	$28.52	$29.38	$18-$21
Type 10 Driver	N/A	$16.00										
Instructional Assistants												
Instructional Asst. I	163	$15.00	$15.45	$15.91	$16.39	$16.88	$17.39	$17.91	$18.45	$19.00	$19.57	$14-$17
Instructional Assistant II - Title/Intervention	200	$16.50	$17.00	$17.51	$18.04	$18.58	$19.14	$19.71	$20.30	$20.91	$21.54	$14-$16
Instructional Assistant III	163	$17.00	$17.51	$18.04	$18.58	$19.14	$19.71	$20.30	$20.91	$21.54	$22.19	$13.60-$18.20
Transitions/School to Work*	163	$17.00	$17.51	$18.04	$18.58	$19.14	$19.71	$20.30	$20.91	$21.54	$22.19	$16-$19.44
Family/Community												
Family Outreach I*	163	$17.25	$17.77	$18.30	$18.85	$19.42	$20.00	$20.60	$21.22	$21.86	$22.52	$13.55-$20
Family Outreach II (AA or equiv in SW/HHS Related field required)*	163	$18.50	$19.06	$19.63	$20.22	$20.83	$21.45	$22.09	$22.75	$23.43	$24.13	none avail
Maintenance/Grounds												
Custodian I	260	$15.00	$15.45	$15.91	$16.39	$16.88	$17.39	$17.91	$18.45	$19.00	$19.57	$14-$20
Secretarial/Office												
Secretary I/Clerical (new)	163	$15.50	$15.97	$16.45	$16.94	$17.45	$17.97	$18.51	$19.07	$19.64	$20.23	$14-$17
Secretary II (Head Secretary)	220-240	$20.00	$20.60	$21.22	$21.86	$22.52	$23.20	$23.90	$24.62	$25.36	$26.12	$14-$22
Business												
Payroll	260	$24.00	$24.72	$25.46	$26.22	$27.01	$27.82	$28.65	$29.51	$30.40	$31.31	$21-$25
Accounts Payable	260	$20.00	$20.60	$21.22	$21.86	$22.52	$23.20	$23.90	$24.62	$25.36	$26.12	$18-$21
HR Assist/Benefits	260	$20.00	$20.60	$21.22	$21.86	$22.52	$23.20	$23.90	$24.62	$25.36	$26.12	$19-$25
Food Service												
Food Service Coordinator	174	$17.00	$17.51	$18.04	$18.58	$19.14	$19.71	$20.30	$20.91	$21.54	$22.19	$15-$27
Food Service Worker	163	$14.50	$14.94	$15.39	$15.85	$16.33	$16.82	$17.32	$17.84	$18.38	$18.93	$13.44-$15.45

Additional days may be added upon approval of the Superintendent for training, provide services, etc.

****These positions generally will have additional days during summer months with approval of the Superintendent***

11/10/2022

Alsea School District 2022-2023

Classified Positions

Proposed Substitute Rates

Transportation	Step 1
Bus Driver-Regular	$21.00
Bus Monitor	$15.00
Bus Driver Trainer	$26.00
Mechanic	$26.00
Dispatcher	$22.50
Type 10 Driver	$16.00

Instructional Assistants	
Instructional Asst. I	$15.00
Instructional Assistant II - Lead Title/Intervention	$16.00
Instructional Assistant III	$17.00
Transitions/School to Work*	$17.00

Family/Community	
Family Outreach I*	$17.25
Family Outreach II (AA or equiv in SW/HHS Related field required)*	$18.50

Maintenance/Grounds	
Custodian I	$15.00

Secretarial/Office	
Secretary I/Clerical (new)	$15.50
Secretary II (Head Secretary)	$20.00

Business	
Payroll	$24.00
Accounts Payable	$20.00
HR Assist/Benefits	$20.00

Food Service	
Food Service Coordinator	$17.00
Food Service Worker	$14.50

11/10/2022

Current

2022-2023 ~~PROPOSED~~ Classified Salary Schedule

Position/ years	1	2	3	4	5	6	7	8	9	10+
Regular Bus Route/ Athletics/Field Trips	$ 25.00	$ 26.25	$ 27.56	$ 28.67	$ 29.81	$ 31.00	$ 31.93	$ 32.89	$ 33.55	$ 34.22
Type 10 Driver	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00
Substitute Route/ Field Trip Bus Driver	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25	$ 26.25
Bus monitor	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83	$ 15.83
Bus Driver Trainer	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00

Position/ years	1	2	3	4	5	6	7	8	9	10+
Tier 1 Aide	$ 13.32	$ 13.71	$ 14.40	$ 14.97	$ 15.57	$ 16.20	$ 16.68	$ 17.18	$ 17.52	$ 17.88
Tier 2 Aide	$ 13.75	$ 14.43	$ 15.16	$ 15.91	$ 16.55	$ 17.21	$ 17.73	$ 18.26	$ 18.62	$ 19.00
Custodian	$ 13.32	$ 13.71	$ 14.40	$ 14.97	$ 15.57	$ 16.20	$ 16.68	$ 17.18	$ 17.52	$ 17.88
Substitute Aide	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71
Substitute Custodian	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71	$ 13.71
Students	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75	$ 12.75

Tier 1: Assisting classroom instruction, playground supervision, or lunch duty.

Tier 2: Delegated responsibility to manage and oversee programs, instructional setting, or account(s). (ex. Library, computer lab, online courses, office, food service coordinator)

To qualify for insurance, employees must be scheduled to work a minimum of 20 hours per week.

Qualifying classified employees earn a $1250 monthly insurance stipend - Approved 9/17/2020

Updated 06/08/2022

CERTIFIED 2021-2022
2022-2023

	BA	BA+30	BA+60	BA+90/MA	MA+30
1	$39,746.00	$40,543.00	$41,352.00	$42,181.00	$43,020.00
2	$41,044.00	$41,863.00	$42,701.00	$43,553.00	$44,426.00
3	$42,381.00	$43,229.00	$44,094.00	$44,973.00	$45,874.00
4	$43,761.00	$45,529.00	$45,529.00	$46,439.00	$47,368.00
5	$45,189.00	$46,093.00	$47,014.00	$47,954.00	$48,914.00
6	$46,662.00	$47,596.00	$48,548.00	$49,517.00	$50,508.00
7	$48,181.00	$49,146.00	$50,129.00	$51,132.00	$52,154.00
8	$48,181.00	$50,749.00	$51,764.00	$52,800.00	$53,854.00
9	$48,181.00	$52,403.00	$53,452.00	$54,520.00	$55,611.00
10	$48,181.00	$54,111.00	$55,194.00	$56,297.00	$57,424.00
11	$48,181.00	$56,119.00	$56,994.00	$58,133.00	$59,551.00
12	$48,181.00	$56,119.00	$58,851.00	$60,028.00	$61,229.00
13	$48,181.00	$56,119.00	$58,851.00	$61,943.00	$63,224.00
14	$48,181.00	$56,119.00	$58,851.00	$64,006.00	$65,287.00
15	$48,181.00	$56,119.00	$58,851.00	$64,006.00	$67,413.00
16	$48,181.00	$56,119.00	$58,851.00	$64,006.00	$69,610.00

ADMIN 2021 - 2022
2022 - 23

	2020-2021 BASE	174	180	190	200	220	240	260
Superintendent	$125,000.00	$90,471.63	$93,591.35	$98,790.87	$103,990.38	$114,389.42	$124,788.46	$135,187.50
Administrator	$95,000.00	$74,488.31	$77,056.88	$81,337.81	$85,618.75	$94,180.63	$102,742.50	$111,304.38
Coordinator	$70,000.00	$54,886.13	$56,778.75	$59,933.13	$63,087.50	$69,396.25	$75,705.00	$82,013.75
Manager	$55,000.00	$39,807.52	$41,180.19	$43,467.98	$45,755.77	$50,331.35	$54,906.92	$59,482.50
Specialist	$46,404.80	$36,385.42	$37,640.09	$39,731.21	$41,822.33	$46,004.56	$50,186.79	$54,369.02
[Year 6]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[Year 7]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[Year 8]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[Year 9]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
[Year 10]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

CERTIFIED Extra Duty 2021-2022
2022-23

	18-19	19-20	20-21
COMPUTER TECH COORDINATOR	$5,850.00	$6,142.50	$6,388.20
SPECIAL PROGRAMS COORDINATOR [case load < 30 stude	$5,850.00	$6,142.50	$6,388.02
SPECIAL PROGRAMS COORDINATOR [case load > 30 stude	$8,775.00	$9,213.75	$9,582.30
CAREER/COLLEGE COUNSELOR	$2,000.00	$2,100.00	$2,184.00
DSYLEXIA COORDINATOR	$2,000.00	$2,100.00	$2,184.00
PBIS COORDINATOR	$2,000.00	$2,100.00	$2,184.00
FOREST CAMP ADVISOR	$1,600.00	$1,680.00	$1,747.20
MAPS TEST COORDINATOR	$800.00	$840.00	$873.60
TESTING COORDINATOR	$800.00	$840.00	$873.60
CONCESSIONS ADVISOR	$1,800.00	$1,890.00	$1,965.60
KINGFISHER	$1,200.00	$1,260.00	$1,310.40
PROM/BANQUET	$1,200.00	$1,260.00	$1,310.40
SENIOR ADVISOR	$1,200.00	$1,260.00	$1,310.40
STUDENT COUNCIL ADVISOR	$1,200.00	$1,260.00	$1,310.40
YEARBOOK	$1,200.00	$1,260.00	$1,310.40

15. **Executive Session**
To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
16. **Executive Session**
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
17. **Executive Session opened at 2153 To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))**

    Ended at 2224

18. **Open Session**
19. **Adjourn**
20. **Key Dates and Calendar Updates**

Wednesday, November 9, 9:00pm, Alsea Fall Sports Banquet
Thursday, November 10, 7:00pm, Regular Board Meeting
Friday, November 11, Veterans Day
Tuesday, November 15, 12:00pm – 6:00pm, Blood Drive, GYM
Tuesday, November 15, 6:00pm, Fireside Chat
Thursday, November 17, 12:00pm Board Chair Cafe
Monday 21 -25, All Week Thanksgiving Vacation