

# Lowell School District

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45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

## **Board of Director's Meeting**

September 28, 2015

Professional Development Center

6:00 pm - Executive Session

7:00 pm - Public Session

### **AGENDA**

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

#### **1.0 OPENING BUSINESS—Professional Development Center 6:00 pm**

- 1.1 Call to Order
- 1.2 Public Comment on Executive Session Topics
- 1.3 Convene to Executive Session

#### **2.0 EXECUTIVE SESSION—Superintendent's Office Conference Room**

- 2.1 Pursuant to ORS 192.660(2)(i)
  - 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.
    - 2.1.1 Discussion of Superintendent's Annual Objectives and Evaluation Process
- 2.2 Pursuant to ORS 192.660 (2) (d).
  - To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- 2.3 Pursuant to ORS 192.660 (2)(f)
  - To consider records exempt by law from public inspection.
- 2.4 Pursuant to ORS 192.660 (2)(j)
  - To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- 2.5 Return to Public Session

#### **3.0 OPENING OF PUBLIC SESSION—Professional Development Center 7:00 pm**

- 3.1 Public Session Call to Order
- 3.2 Pledge of Allegiance
- 3.3 Attendance:
  - \_\_\_ Dennis McCallum, Chair
  - \_\_\_ Suzanne Kintzley, Vice-Chair

- \_\_\_ Mike Galvin
- \_\_\_ Joyce Donnell
- \_\_\_ Jim Chapman
- \_\_\_ Walt Hanline, Ed. D., Superintendent
- \_\_\_ Kay Graham, Principal
- \_\_\_ Marisa Owsley, Student Body Representative
- \_\_\_ Michelle Stephens, Assistant to the Superintendent

3.4 Recommended Action: Approval of Agenda – September 28, 2015

Recommended Action: Approval of Agenda

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

4.0 **COMMUNITY/SCHOOL PRESENTATIONS**

*\*\*Those that have received commendations or made presentations will have an opportunity to be excused at this time.*

5.0 **PUBLIC COMMENT**

*\*\*Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.*

6.0 **CONSENT AGENDA—consolidated motion**

*\*\*The purpose of the Consent Agenda is to expedite action on routine agenda items. These items will be acted upon with one motion, second and approval of the Board, unless a member of the board or public wishes to pull the item for individual discussion and action. All matters listed under Consent Agenda are those on which the board has previously deliberated or can be classified as routine items of business. **There will be no separate discussion of these items prior to the vote by the Board unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Agenda.** Members of the public who wish to speak on an item must first fill out a public comment card.*

6.1 Board Minutes from July 7, 2015 Board Meeting (Attachment)

6.2 Board Minutes from August 24, 2015 Board Meeting (Attachment)

6.3 Ratification of Employment (Attachment)

6.4 Check Register: 27349-29466 (Attachment)

6.5 Adopt policies: AC, AC-AR, GBK/JFCG/KGC, JEA-AR, JECB-AR, JECB-AR, JECB-AR(4), JEDA, JFC, JFCG-AR, JFCG/JFCH/JFCI, JG, JGD, JGE, JHCD/JHCDA-AR, JHCDA, KGB, KGC/GBK/JFCG, KL, KL-AR, LBE-AR

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

7.0 **ACTION DISCUSSION**

7.1 Recommended Action: Approve the contract between Lowell School District and Amber Hansen

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Explanatory Statement: Board action is required before Lowell SD enters into a binding contract. This contract includes the changes to Ms. Hansen’s employment status--Presented by Dr. Hanline (Attachment)

7.2 Recommended Action: Approve policy JECB

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Explanatory Statement: Policy JECB must include a date, set by the board, in which they will determine the number of students allowed for inter-district transfers. —Presented by Dr. Hanline (Attachment)

7.3 Recommended Action: Approve to provide to MVA \$175 for every out of district student who attends MVA, a one-time allotment of \$5000 to update classrooms, subject to Dr. Hanline’s approval and a contribution to the MVA marketing budget to \$2,500, subject to Dr. Hanline’s approval.

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Explanatory Statement: Due to the changes in boundary waivers, MVA is asking for some benefit to their program for bringing in students to the district, which financially benefits Lowell School District—Presented by Dr. Hanline (Attachment)

7.4 Recommended Action: Approve Dr. Hanline to sign all documents related to the Seismic Grant Application Process

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Explanatory Statement: The Seismic Grant would has great potential for Lowell SD and allowing Dr. Hanline to sign documentation would allow for a quicker response to the application of this grant—Presented by Dr. Hanline (Attachment)

7.5 Recommended Action: Nominate and Approve a candidate for the OSBA Board, position 6 or the Legislative Policy Committee, position 6

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

Explanatory Statement: Board members interested in running for a position on the OSBA Board or LPC need to be nominated by a member board within their region. Nominations require official board action—Presented by Dr. Hanline (Attachment)

**8.0 INFORMATION AND STUDY**

8.1 Policy KI-KJ and KI-KJ-AR regarding Advertisement—Presented by Dr. Hanline (Attachment)

8.2 Smarter Balance Test Results—Presented by Ms. Graham

8.3 Renovations Projects—Dr. Hanline

8.4 Home School Charter Report—Presented by Mr. Matthews

8.5 Utility Report—Referred by Ms. Weathers (Attachment)

8.6 Mountain View Academy Report—Referred by Ms. Weathers (Attachment)

8.7 Financial Report—Referred by Mr. Standridge (Attachment)

8.8 Student Body Representative Report—Presented by Ms. Owsley

8.9 Principals Report—Presented by Ms. Graham

8.10 Superintendent’s Report—Presented by Dr. Hanline

8.11 Board Members’ Report

## 9.0 **ADJOURNMENT**

Any documents that are public records and are provided attachments to public session items on this agenda are accessible to the public on the District's Website, with the exception of documents provided at the time of the meeting. Documents that are public records, and are provided at the time of the meeting to a majority of the Board regarding a public session item, will be made available for public inspection upon request to the Superintendent's Assistant.

# Lowell School District

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45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

## Board of Director's Meeting

July 7, 2015

Professional Development Center

8:15 AM

### Minutes

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

## 1.0 OPENING OF PUBLIC SESSION—Professional Development Center

1.1 Call to Order—8:26 am

1.2 Pledge of Allegiance

1.3 Swearing in of newly elected Board Members by Mr. Chapman

1.3.1 Suzanne Kintzley

1.3.2 Mike Galvin

1.3.3 Dennis McCallum

1.4 Attendance:

\_\_\_ Dennis McCallum

\_\_\_ Suzanne Kintzley

\_\_\_ Mike Galvin

\_\_\_ Joyce Donnell

\_\_\_ Jim Chapman

\_\_\_ Walt Hanline, Ed. D., Superintendent

AB Kay Graham, Principal

AB Marisa Owsley, Student Body Representative

\_\_\_ Michelle Stephens, Assistant to the Superintendent

1.5 Approval of Agenda – July 7, 2015

Recommended Action: Approval of Agenda

MOTION: Suzanne Kintley 2<sup>nd</sup>: Joyce Donnell AYES: 5 NOES: 0 ABSTAIN: 0

## 2.0 PUBLIC COMMENT

*\*\*Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are*

*limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.*

### 3.0 **ACTION DISCUSSION**

3.1 Approve the Lowell School Board Chair

Chair: Dennis McCallum

MOTION to nominate Dennis McCallum: Suzanne Kintzley 2<sup>nd</sup>: Mike Galvin AYES: 5

NOES: 0 ABSTAIN: 0

3.2 Approve the election of the Lowell School Board Vice-Chair

Vice-Chair: Suzanne Kintzley

MOTION to nominate Suzanne Kintzley: Jim Chapman 2<sup>nd</sup>: Mike Galvin AYES: 5 NOES: 0

ABSTAIN: 0

3.3 Approve the 2015-16 Board Calendar— (Attachment)

3.4 Designate the location of 2015-16 of Lowell School Board Meetings: Professional Development Center, Lundy Elementary

3.5 Designate the Lowell School District Chief Administrative Officer: Walt Hanline

3.6 Designate the Lowell School District Business Manager/Chief Financial Officer: Dave Standridge

3.7 Designate the Lowell School District Budget Officer(s): Walt Hanline, Dave Standridge

3.8 Designate the Custodian(s) of district funds: Walt Hanline, Kay Graham, Board Chair

3.9 Designate fidelity bond amounts and employees to be bonded : \$250,000 and all employees are bonded

3.10 Designate bank or banks as the depository of district funds: Banner Bank, Oregon State Treasury (Local Government Investment Pool)

3.11 Designate the Auditor for Lowell School District: Accuity, LLC

3.12 Designate the Legal counsel for Lowell School District: Hungerford Law Firm

3.13 Designate the Insurance Agent and Agency of record for the Lowell School District: WHA Insurance Agency Inc. – Tammy Fitch and Jake Stone

3.14 Designate the Newspaper of Record for official district notices: The Register Guard

3.15 Appoint the members of the Budget Committee

Budget Committee Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. Warren Weathers -- Term expires June 30, 2016

5. Kathy Hern – Term expires June 30, 2016

This item was held over for the next meeting. There were no potential candidates at the time.

3.16 Establish daily rate of pay for substitute teachers: \$173.76 per day

3.17 Establish rent/lease payments for district owned property: \$750.00 per month

3.18 Establish mileage rate for travel in private vehicles on approved district business: Board Policy BHD, DLC, DLC-AR/IRS Established rate (Attachment)

3.19 Designate district fees:

3.19.1 Use of facilities: Board Policy KG and KG-AR (Attachment)

3.19.1.1 Review/Adopt Board Policy KG-AR

3.19.2 Activity/sports participation: \$0.00

MOTION to eliminate sports fees for the 2015-16 school year: Jim Chapman 2<sup>nd</sup>:

Dennis McCallum AYES: 4\* NOES: 0 ABSTAIN: 0

\*Ms. Donnell had to leave the meeting before the vote due to a conflicting work schedule

3.19.3 Meals: Adults: \$3.75; Lundy students: Free; Mt. View Academy, Lowell Jr & Sr. High: \$2.75

MOTION TO APPROVE ITEMS 3.3 THROUGH 3.14 and items 3.16, 3.17, 3.18, 3.19.1,3.19.3:

Dennis McCallum 2<sup>nd</sup>: Suzanne Kintzley AYES: 5 NOES: 0 ABSTAIN: 0

#### 4.0 **ADJOURNMENT**

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# Lowell School District

45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

## **Board of Director's Meeting**

August 24, 2015

Professional Development Center

5:45 pm – Walking tour and review of renovation projects Executive Session

7:00 pm - Public Session

### **Minutes**

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

#### **1.0 5:45 PM OPENING BUSINESS—Professional Development Center**

- 1.1 Call to Order
- 1.2 Public Comment on Executive Session Topics
- 1.3 Walking tour and review of renovation projects
- 1.4 Convene to Executive Session

#### **2.0 EXECUTIVE SESSION—Superintendent's Office Conference Room**

##### **2.1 Pursuant to ORS 192.660(2)(i)**

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.

##### **2.1.1 Discussion of Superintendent's Annual Objectives and Evaluation Process**

##### **2.2 Pursuant to ORS 192.660 (2) (d).**

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

##### **2.3 Pursuant to ORS 192.660 (2)(f)**

To consider records exempt by law from public inspection.

##### **2.4 Pursuant to ORS 192.660 (2)(j)**

To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

- The Lowell School Board considered the items reflected on the Executive Session Agenda and no action was taken.

##### **2.5 Return to Public Session**

#### **3.0 7:00 PM OPENING OF PUBLIC SESSION—Professional Development Center**



### 3.1 Public Session Call to Order

### 3.2 Pledge of Allegiance

### 3.3 Attendance:

\_\_\_ Dennis McCallum, Chair

\_\_\_ Suzanne Kintzley, Vice-Chair

\_\_\_ Mike Galvin

\_\_\_ Joyce Donnell

\_\_\_ Jim Chapman

\_\_\_ Walt Hanline, Ed. D., Superintendent

AB\_ Kay Graham, Principal

AB\_ Marisa Owsley, Student Body Representative

\_\_\_ Michelle Stephens, Assistant to the Superintendent

Also present were LD Ellison, Gary Riberal, Ben Selibi, and Nathan Bowers

### 3.4 Approval of Agenda – August 24, 2015

Motion : Approval of Agenda with changes to the order in which items were heard to allow report presenters to leave, as well as the addition of 7.8 and 6.4 moved to 7.9, and a date change on item 7.7.

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Jim Chapman AYES: 5 NOES: 0 ABSTAIN: 0

## 4.0 COMMUNITY/SCHOOL PRESENTATIONS

4.1 Appreciation of Gary Riberal and Larry Garratt for their service to the Lowell School District by serving on the Budget Committee

Larry Garratt was unable to attend so he will be presented with his token of appreciation at a later date.

4.2 Shift Happens!—Presented by Dr. Hanline

*\*\*Those that have received commendations or made presentations will have an opportunity to be excused at this time.*

## 5.0 PUBLIC COMMENT

*\*\*Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.*

## 6.0 CONSENT AGENDA—consolidated motion

*\*\*The purpose of the Consent Agenda is to expedite action on routine agenda items. These items will be acted upon with one motion, second and approval of the Board, unless a member of the board or public wishes to pull the item for individual discussion and action. All matters listed under Consent Agenda are those on which the board has previously deliberated or can be classified as routine items of business. **There will be no separate discussion of these items prior to the vote by the Board unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Agenda.** Members of the public who wish to speak on an item must first fill out a public comment card.*

Motion: Approval of Consent Agenda

6.1 Board Minutes from June 22, 2015 Board Meeting (Attachment)

6.2 Ratification of Employment (Attachment)

6.3 Check Register: 27228-27347 (Attachment)

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Jim Chapman AYES: 5 NOES: 0 ABSTAIN: 0

## 7.0 ACTION DISCUSSION

7.1 Motion : Approve the appointment of the following persons to the Budget Committee—  
Presented by Dr. Hanline

- Heather Jalof
- Jim Martini
- Jerry Bjornstad (re-appointment)

Per OSBA, as part of the organizational process, each year, the School Board shall appoint the standing members of the Budget Committee

MOTION: Mike Galvin 2<sup>nd</sup>: Joyce Donnel AYES: 5 NOES: 0 ABSTAIN: 0

7.2 Motion : Approve the Superintendent’s Evaluation Form—Presented by Dr. Hanline  
(Attachment)

To standardize the annual process of evaluation of the Superintendent.

MOTION: Jim Chapman 2<sup>nd</sup>: Joyce Donnell AYES: 5 NOES: 0 ABSTAIN: 0

7.3 Motion : Approve the action of the Superintendent to apply the 2% salary increase to classified, management, and confidential employees as was directed by the Board at the April 22, 2015, when the approval of the LEA contract took place.

The board previously directed this action to be taken, however, this was not reflected in the minutes of the meeting.

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 5 NOES: 0 ABSTAIN: 0

7.4 Motion : Waive 1<sup>st</sup> and 2<sup>nd</sup> reading, and approve Board Policy CCA—Presented by Dr. Hanline  
(Attachment)

There is not currently a policy CCA which outlines the organizational chart for Lowell SD.

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 5 NOES: 0 ABSTAIN: 0

7.5 Motion : Approve the modification of the charter language—Presented by Dr. Hanline  
(Attachment)

Mountain View Academy has requested a change in the charter language.

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Joyce Donnell AYES: 5 NOES: 0 ABSTAIN: 0

7.6 Motion : Approve Dennis McCallum and Johnie Matthews as additional custodians of district funds—Referred by Ms. McNamara

Previously, the wording stated that the Board Chair be a custodian of funds and the banking institution needs the wording clarified to designate Mr. McCallum by name. It is also appropriate for Mr. Matthews to have the ability to sign checks and authorize funding in his role of Vice-Principal.

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Mike Galvin AYES: 0 NOES: 0 ABSTAIN: 0

7.7 Motion : Approve the change in the board calendar which moves the April 11<sup>th</sup> budget meeting to April 18<sup>th</sup> and to also change the August 22<sup>nd</sup> Board Study Session to December 12<sup>th</sup>, 2015--  
Presented by Dr. Hanline (Attachment)

There is a scheduling conflict with the April 11<sup>th</sup> date.

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Mike Galvin AYES: 0 NOES: 0 ABSTAIN: 0

7.8 Motion : To approve the Student/Parent and Coaches handbooks—Presented by Mr. Matthews  
Previously these handbooks were not aligned to policy and were redundant. Mr. Matthews will be adding titles to the documents.

MOTION: Joyce Donnell 2<sup>nd</sup>: Suzanne Kintzley AYES: 5 NOES: 0 ABSTAIN: 0

7.9 Approval of the cooperative agreement (with an edit to the form) with Pleasant Hill for girls' soccer —Presented by Mr. Matthews (Attachment)

One student would like to play soccer and we currently do not have enough students to field a team.

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 5 NOES: 0 ABSTAIN: 0

## **8.0 INFORMATION AND STUDY**

8.1 Technology report—Presented by Mr. Bowers

- We are upgrading our network and wireless connection with increased access points; once fully implemented there will be continuous connection
- Chrome Books:
  - 157 for the high school—1:1 for computers to students and that doesn't even include the computer lab in the library
  - 70 at Lundy—1:2 for computers to students
  - Carts will be shared between classrooms and the Kindergarteners have iPads
- A suggestion for a future project is the documentation of technology
  - What we have
  - How it's serviced
  - How to update
  - Physical layout
  - Accounts and passwords
  - Instructions
- All staff will be moving to laptops

8.2 Report on the Bond Matching Process—Presented by Mr. Matthews

- Mr. Matthews reported the progress of the bond matching process including a cap of \$8 million, with \$4 million match. There will be a total of \$175 million awarded in total for the entire process.

8.3 Report on STN Conference—Presented by Mr. Selibi and Mr. Ellison

- Mr. Ellison spoke about the ongoing issue that when busses leave the school, then they are without communication to the school. Drivers have cell phones, but reception is spotty and they are not allowed to use them, by law, while driving.

- The proposed solution is to acquire radio service on the busses along with a mobile unit for other vehicles.
- 8 yellow busses and 3 vans will be hard wired with radio units, school offices and transportation office will have handheld devices.
- Another issue was the lack of disaster response plan
  - No plan for Lowell SD is written down.
  - Mr. Ellison will work with the fire chief to develop a plan.
  - An identifiable response team is needed.
- Mr. Selibi spoke on multiple topics:
  - There is an “all new” custodial crew. They work well with minimal direction.
  - Mr. Selibi is now trained to train and update the bus drivers.
  - He also has his pesticide training and applicators license. More to come.
  - The office has been cleaned and painted in the bus barn.
  - Mr. Selibi will work toward becoming a certified CPR instructor.
  - He is working with Mr. Matthews to implement a PBIS reward based program using “bus bucks.”

#### 8.4 1<sup>st</sup> reading of OSBA policies (Attachment)

#### 8.5 Report on OSBA Summer Conference—Board of Directors

- Attendees all felt that it was a good conference and learned a great deal.

#### 8.6 Utility Report—Referred by Ms. Weathers (Attachment)

#### 8.7 Mountain View Academy Report—Referred by Ms. Weathers (Attachment)

#### 8.8 Financial Report—Referred by Mr. Standridge (Attachment)

#### 8.9 Student Body Representative Report—Presented by Ms. Owsley

- Ms. Owsley was not present at the meeting.

#### 8.10 Principals Report—Presented by Ms. Graham

- Summer Science was a success
- Teacher professional development focus is:
  - Google docs
  - Project based learning
  - Odyssey-ware training for student credit recovery.
- Implementing ACT prep classes and AP classes.
- We now have a Spanish teacher for 2 periods and a PE teacher for Lundy.
- 7<sup>th</sup> and 9<sup>th</sup> grade leadership and mentoring is in place.

#### 8.11 Superintendent’s Report—Presented by Dr. Hanline

- Dr. Hanline would like to thank Mr. McCallum for all of his work on the projects at Lowell
- A workshop will be held in September for the DISC evaluation and “How to be a Functional Team”.

#### 8.12 Board Members’ Report

- Ms. Kintzley reported the 100 Yard Club brought in between \$1000-\$1200. Bridgetown Market purchased 6 lines.

- The summer food program had disappointing numbers but it broke even. They will implement ways to boost numbers with coordination of programs.

## 9.0 **ADJOURNMENT**

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<b>6.3</b>	<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>Action</b>	<b>Salary</b>	<b>Effective</b>
<b>6.3a</b>	Amber Hansen	Lowell SD	Licensed Teacher/Administrator	Change to Licensed Management/Confidential Director of Student Support Programs with decreased FTE and contract days	Range 6; Step 11 .57 FTE 110.5 days	8/31/15
<b>6.3b</b>	Aaron Manfrede	Lowell SD	Part-time Secretary I	Change to Part-time Secretary I (3.25 hours) & After School Assistant (3 hours)	Range 1; Step 1 .78 FTE 185 days	9/9/15
<b>6.3c</b>	Antonio Rius	Lowell HS	Spanish Teacher	New Hire	Range 6; Step 8 .33 FTE	9/1/15
<b>6.3d</b>	Danny Smith	Lowell SD	Custodian	Changed from .75 to 1.0 FTE	Range 1; Step1 1.0 FTE	9/1/15

\_\_\_\_\_  
Board Secretary Signature  
Approved: September 28, 2015

SUNGARD PENTAMATION  
 DATE: 09/11/2015  
 TIME: 17:29:02

LOWELL SCHOOL DISTRICT #71  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
 ACCTPA21

SELECTION CRITERIA: transact.ck\_date between '20150801 00:00:00.000' and '20150831 00:00:00.000'  
 ACCOUNTING PERIOD: 3/16

FUND - 100 - GENERAL FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27349	08/06/15	2499	ATKINSON ANDERSON L	1002321000000000	410	TRAINING HANDBOOKS	0.00	292.00
A101	27350	08/06/15	1083	LANE COUNTY ELECTIO	1002310000000000	388	MAY SPECIAL ELECTIO	0.00	453.35
A101	27351	08/06/15	1247	SPRINGFIELD PUBLIC	1001281000320000	371	14-15 TUITION POLCK	0.00	850.00
A101	27353	08/06/15	2263	ANTHONY NOLAN	1002543000000000	410	GROUNDS MAINT.	0.00	125.07
A101	27353	08/06/15	2263	ANTHONY NOLAN	1002543000000000	460	FERTILIZER SPREADER	0.00	213.19
TOTAL CHECK								0.00	338.26
A101	27354	08/06/15	2016	BENJAMIN SILEBI	1002554000000000	340	SILEBI CONF TRAVEL	0.00	644.57
A101	27356	08/06/15	1613	BRIDGEWAY HOUSE	1001250000320000	371	BARKER JUL TUITION	0.00	2,750.00
A101	27357	08/06/15	2329	CDW GOVERNMENT	1002661000000000	480	COMPUTER SUPPLIES	0.00	120.46
A101	27357	08/06/15	2329	CDW GOVERNMENT	1002661000000000	480	MONITOR/DOCKING STA	0.00	690.87
A101	27357	08/06/15	2329	CDW GOVERNMENT	1002661000000000	480	COMPUTER	0.00	1,499.99
TOTAL CHECK								0.00	2,311.32
A101	27358	08/06/15	2038	CHEMSEARCH	1002542000000000	410	BLDG MAINTENANCE	0.00	90.31
A101	27359	08/06/15	1040	CITY OF LOWELL	1002554000000000	327	JUL WATER/SEWER	0.00	343.15
A101	27359	08/06/15	1040	CITY OF LOWELL	1002542000000000	327	JUL WATER/SEWER	0.00	1,044.99
TOTAL CHECK								0.00	1,388.14
A101	27360	08/06/15	1565	COLETTE ULLRICH	1002410000000000	410	OFFICE SUPPLIES	0.00	14.58
A101	27360	08/06/15	1565	COLETTE ULLRICH	1002410000000000	410	OFFICE SUPPLIES	0.00	20.98
TOTAL CHECK								0.00	35.56
A101	27361	08/06/15	1138	COSA	1002240000000000	340	MATTHEWS CONFERENCE	0.00	179.00
A101	27362	08/06/15	2127	DEBI MCNAMARA	1002520000000000	340	MCNAMARA TRAVEL	0.00	56.35
A101	27363	08/06/15	1778	E & S HARDWARE AND	1002542000000000	410	BLDG MAINTENANCE	0.00	76.00
A101	27365	08/06/15	1070	JERRY BROWN COMPANY	1002554000000000	411	VEHICLE FUEL	0.00	1,249.43
A101	27365	08/06/15	1070	JERRY BROWN COMPANY	1002554000000000	411	VEHICLE FUEL	0.00	1,119.43
TOTAL CHECK								0.00	2,368.86
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	13.54
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	13.78
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002543000000000	410	GROUNDS MAINT.	0.00	21.96
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	460	MAINT. TOOLS	0.00	199.98
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	22.01
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	58.22
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	1002542000000000	460	WATER HEATER	0.00	229.99
TOTAL CHECK								0.00	559.48
A101	27367	08/06/15	1334	LANE COMMUNITY COLL	1002574000000000	355	PRINT 'THE BRIDGE'	0.00	266.60
A101	27368	08/06/15	2312	LANE COUNTY SCHOOL	1002554000000000	322	VEH #4 INSPECTION	0.00	736.17
A101	27368	08/06/15	2312	LANE COUNTY SCHOOL	1002554000000000	322	VEH #13 INSPECTION	0.00	231.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	967.17
A101	27369	08/06/15	1644	LANE ELECTRIC COOPE	1002542000000000	325	JUN/JUL ELECTRICITY	0.00	1,480.10
A101	27369	08/06/15	1644	LANE ELECTRIC COOPE	1002554000000000	325	JUN/JUL ELECTRICITY	0.00	98.44
TOTAL CHECK								0.00	1,578.54
A101	27370	08/06/15	1626	LOWELL SCHOOL DISTR	100	A103	HS OFFICE PETTY CAS	0.00	950.00
A101	27372	08/06/15	2500	MCKENZIE SCAFFOLDIN	1002542000000000	324	SCAFFOLDING RENTAL	0.00	120.00
A101	27373	08/06/15	2483	NATIONAL PHOTOCOPY	1002574000000000	355	COPIES	0.00	72.62
A101	27374	08/06/15	1789	OREGON DEPARTMENT O	1002321000000000	640	CRIMINAL HIST CHECK	0.00	10.00
A101	27375	08/06/15	1211	OSBA	1002310000000000	340	OSBA BOARD CONF.	0.00	370.00
A101	27375	08/06/15	1211	OSBA	1002321000000000	340	OSBA BOARD CONF.	0.00	185.00
A101	27375	08/06/15	1211	OSBA	1002410000000000	340	OSBA BOARD CONF.	0.00	185.00
TOTAL CHECK								0.00	740.00
A101	27377	08/06/15	1222	PLATT ELECTRIC SUPP	1002542000000000	410	BLDG MAINTENANCE	0.00	541.03
A101	27377	08/06/15	1222	PLATT ELECTRIC SUPP	1002542000000000	410	BOILER FEEDER	0.00	492.83
TOTAL CHECK								0.00	1,033.86
A101	27378	08/06/15	2466	S.E. CARTER COMPANI	1002542000000000	322	BOILER ROOM POWER	0.00	675.00
A101	27378	08/06/15	2466	S.E. CARTER COMPANI	1002542000000000	322	INSTALL ELECT CIRCU	0.00	300.00
TOTAL CHECK								0.00	975.00
A101	27379	08/06/15	1239	SECURITY ALARM CORP	1002542000000000	329	ELEM ALARM SERVICE	0.00	49.75
A101	27379	08/06/15	1239	SECURITY ALARM CORP	1002542000000000	329	HS ALARM SERVICE	0.00	60.75
TOTAL CHECK								0.00	110.50
A101	27381	08/06/15	1022	U S BANK	1002542000000000	640	PESTICIDE LICENSE	0.00	50.00
A101	27381	08/06/15	1022	U S BANK	1002520000000000	640	BANK FEES	0.00	111.96
A101	27381	08/06/15	1022	U S BANK	1002525000000000	640	JUL PAYROLL FEE	0.00	28.00
TOTAL CHECK								0.00	189.96
A101	27383	08/06/15	2301	WALT HANLINE	1002321000000000	410	JERRY'S SUPPLIES	0.00	9.83
A101	27383	08/06/15	2301	WALT HANLINE	1002321000000000	410	AMAZON BOOKS	0.00	67.30
A101	27383	08/06/15	2301	WALT HANLINE	1002321000000000	340	OSBA CONF TRAVEL	0.00	184.00
TOTAL CHECK								0.00	261.13
A101	27384	08/06/15	2475	WELLS FARGO	1002574000000000	355	AUG COPIER LEASE	0.00	585.50
A101	27385	08/06/15	2112	WORKS INTERNATIONAL	1002321000000000	640	ONLINE STAFF TRAINI	0.00	41.00
A101	27386	08/06/15	1206	OREGON DEPARTMENT O	100	L472.099	DED:0099 OR.DEPT.RV	0.00	238.11
A101	27387	08/06/15	1002	AFLAC	100	L472.125	DED:8106 AFLAC P/A	0.00	33.00
A101	27387	08/06/15	1002	AFLAC	100	L472.125	DED:8010 AFLAC ACDN	0.00	23.69
A101	27387 V	08/06/15	1002	AFLAC	100	L472.125	DED:8106 AFLAC P/A	0.00	-33.00
A101	27387 V	08/06/15	1002	AFLAC	100	L472.125	DED:8010 AFLAC ACDN	0.00	-23.69
TOTAL CHECK								0.00	0.00



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A101	27388	08/06/15	1701	AMERICAN FIDELITY A	100	L472.734	DED:7310 A/F ACCIDE	0.00	33.40
A101	27388	08/06/15	1701	AMERICAN FIDELITY A	100	L472.731	DED:7309 A/F CANCER	0.00	53.90
TOTAL CHECK									87.30
A101	27389	08/06/15	1795	AMERICAN FIDELITY A	100	L472.076	DED:7111 TSA AM/FID	0.00	582.08
A101	27390	08/06/15	2321	AMERICAN FIDELITY H	100	L472.735	DED:7298 AM/FID HSA	0.00	795.83
A101	27391	08/06/15	1052	OREGON SCHOOL EMPLO	100	L472.013	DED:8202 OSEA	0.00	106.66
A101	27392	08/06/15	1939	OSEA CHAPTER 118	100	L472.118	DED:8118 OSEA 118	0.00	2.00
A101	27393	08/06/15	2183	LEGAL SHIELD	100	L472.740	DED:7350 PP LEGAL	0.00	25.90
A101	27394	08/06/15	2342	TEXAS LIFE	100	L472.736	DED:7606 TEXAS LIFE	0.00	48.00
A101	27394	08/06/15	2342	TEXAS LIFE	100	L472.736	DED:7607 TEXAS LIFE	0.00	13.75
TOTAL CHECK									61.75
A101	27397	08/14/15	2279	OFFICEMAX	1002310000000000	410	BOARD SUPPLIES	0.00	89.39
A101	27424	08/19/15	2466	S.E. CARTER COMPANI	1002542000000000	322	WIRE CAFETERIA OVEN	0.00	900.00
A101	27425	08/19/15	2149	CENTURY LINK-LONG D	1002542000000000	351	LONG DIST. PHONE SV	0.00	10.53
A101	27426	08/19/15	2506	ASTRO TECH INC.	1002542000000000	322	OPTIC FIBER REPAIR	0.00	434.00
A101	27427	08/19/15	2102	CAMFIL USA, INC	1002542000000000	410	BLDG AIR FILTERS	0.00	314.41
A101	27429	08/19/15	2146	CASCADE HEALTH SOLU	1002552000000000	640	DRIVER EXAM	0.00	109.00
A101	27430	08/19/15	1138	COSA	1002410000000000	340	COSA CONF. GRAHAM	0.00	179.00
A101	27431	08/19/15	2141	GRAINGER	1002554000000000	410	VEHICLE PARTS	0.00	31.96
A101	27432	08/19/15	1070	JERRY BROWN COMPANY	1002554000000000	411	VEHICLE FUEL	0.00	1,883.16
A101	27433	08/19/15	2085	KAREN CARDWELL	1002222000000000	460	USED CHAIR	0.00	63.99
A101	27434	08/19/15	2324	L D ELLISON	1002554000000000	410	TRANSPORT. SUPPLIES	0.00	14.99
A101	27434	08/19/15	2324	L D ELLISON	1002554000000000	340	ELLISON CONF. EXP.	0.00	751.23
TOTAL CHECK									766.22
A101	27435	08/19/15	2063	LANE COUNTY WASTE M	1002542000000000	640	CARD RENEWAL	0.00	4.00
A101	27436	08/19/15	2311	MICHELLE STEPHENS	1002310000000000	410	BGT COMM. GIFTS	0.00	112.00
A101	27437	08/19/15	1211	OSBA	1002310000000000	640	AUG POLICY PLUS FEE	0.00	50.00
A101	27438	08/19/15	1847	PACE	1002310000000000	651	CRIME COVERAGE	0.00	710.00
A101	27438	08/19/15	1847	PACE	1002310000000000	651	EXCESS LIABILITY	0.00	1,813.00
A101	27438	08/19/15	1847	PACE	1002310000000000	651	PUBLIC ENTITY LIAB.	0.00	6,387.00

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A101	27438	08/19/15	1847	PACE	1002552000000000	651	AUTO LIABILITY INS.	0.00	15,109.00
A101	27438	08/19/15	1847	PACE	1002542000000000	653	PROPERTY INSURANCE	0.00	34,153.00
TOTAL CHECK								0.00	58,172.00
A101	27439	08/19/15	2386	SCHOOL NURSE SUPPLY	1002130000000000	410	HEALTH SUPPLIES	0.00	311.48
A101	27440	08/19/15	2370	SHERWIN-WILLIAMS	1002542000000000	410	PAINTING SUPPLIES	0.00	627.95
A101	27440	08/19/15	2370	SHERWIN-WILLIAMS	1002542000000000	410	PAINTING SUPPLIES	0.00	9.87
TOTAL CHECK								0.00	637.82
A101	27441	08/19/15	2507	SMC CURRICULUM	1001111000000000	420	ELEM MATH TEXTBOOKS	0.00	2,146.86
A101	27445	08/19/15	1166	VERIZON	1002554000000000	351	BUS CELL PHONES	0.00	48.05
A101	27446	08/20/15	1755	JUDY HAMPTON	1002120000000000	319	JUL GUIDANCE SVCS	0.00	180.00
A101	27447	08/20/15	2317	LANE FOREST PRODUCT	1002542000000000	410	SOIL & BARK	0.00	528.68
A101	27448	08/20/15	2398	MOUNTAIN VIEW ACADE	1001288000000000	360	MVA AUG SSF PMT	0.00	102,703.00
A101	27450	08/26/15	1032	CARQUEST AUTO PARTS	1002554000000000	410	VEHICLE PARTS	0.00	7.49
A101	27450	08/26/15	1032	CARQUEST AUTO PARTS	1002554000000000	410	VEHICLE PARTS	0.00	243.33
TOTAL CHECK								0.00	250.82
A101	27451	08/26/15	2329	CDW GOVERNMENT	1002554000000000	410	PRINTER CARTRIDGES	0.00	325.89
A101	27452	08/26/15	2509	CLAIR WILES	1002321000000000	410	OFFICE PLAQUE	0.00	150.00
A101	27452	08/26/15	2509	CLAIR WILES	1002321000000000	410	OFFICE PLAQUE	0.00	-150.00
TOTAL CHECK								0.00	0.00
A101	27453	08/26/15	2353	FUELEDUCATION	1001131000120000	319	ONLINE INSTRUCTION	0.00	299.00
A101	27454	08/26/15	2042	JEFF WEST	1002130000000000	640	CPR/FIRST AID TRAIN	0.00	450.00
A101	27455	08/26/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	27.68
A101	27455	08/26/15	1071	JERRY'S BUILDING MA	1002554000000000	410	BUS BARN SUPPLIES	0.00	28.94
A101	27455	08/26/15	1071	JERRY'S BUILDING MA	1002661000000000	410	TECH ELECT. PARTS	0.00	34.39
A101	27455	08/26/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	45.98
TOTAL CHECK								0.00	136.99
A101	27456	08/26/15	2508	LOWELL, FALL CK ED.	100	R1990	TRSFER ALUMNI PROCEE	0.00	300.00
A101	27457	08/26/15	1202	OETC	1002661000000000	480	DOCUMENT CAMERA	0.00	579.00
A101	27458	08/26/15	2279	OFFICEMAX	1002410000000000	410	OFFICE SUPPLIES	0.00	28.52
A101	27458	08/26/15	2279	OFFICEMAX	1002410000000000	410	OFFICE SUPPLIES	0.00	53.10
A101	27458	08/26/15	2279	OFFICEMAX	1002410000000000	410	OFFICE SUPPLIES	0.00	214.84
TOTAL CHECK								0.00	296.46
A101	27459	08/26/15	1222	PLATT ELECTRIC SUPP	1002542000000000	410	BLDG MAINTENANCE	0.00	60.63
A101	27460	08/26/15	1225	POSTMASTER	1002574000000000	353	'THE BRIDGE' POSTAG	0.00	183.96

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A101	27461	08/26/15	2370	SHERWIN-WILLIAMS	1002542000000000	410	PAINTING SUPPLIES	0.00	87.46
A101	27465	08/26/15	2301	WALT HANLINE	1002321000000000	340	WORK PARTY SUPPLIES	0.00	53.73
A101	27466	08/26/15	1199	OAKRIDGE SCHOOL DIS	1001281000320000	371	ALT SCHOOL TUITION	0.00	10,149.55
A101	27466	08/26/15	1199	OAKRIDGE SCHOOL DIS	1001281000000000	371	ALT SCHOOL TUITION	0.00	10,195.71
TOTAL CHECK									20,345.26
A101	29398	08/14/15	1230	CENTURY LINK	1002542000000000	351	AUG TELEPHONE SERVI	0.00	307.73
A101	29399 V	08/14/15	2263	ANTHONY NOLAN	1002543000000000	640	PESTICIDE LICENSE	0.00	-50.00
A101	29399	08/14/15	2263	ANTHONY NOLAN	1002543000000000	640	PESTICIDE LICENSE	0.00	50.00
TOTAL CHECK									0.00
A101	29400	08/14/15	2016	BENJAMIN SILEBI	1002543000000000	410	GROUNDS MAINT.	0.00	46.39
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002520000000000	410	OFFICE SUPPLIES	0.00	3.99
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002661000000000	640	TECHNOLOGY DUES	0.00	26.97
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002543000000000	410	GROUNDS MAINT.	0.00	50.00
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002661000000000	410	TECHNOLOGY SUPPLIES	0.00	166.24
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002410000000000	410	OFFICE CHAIRS	0.00	199.98
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002542000000000	410	BLDG MAINTENANCE	0.00	528.79
A101	29401	08/14/15	2451	CARD SERVICE CENTER	1002321000000000	340	SUPT MTG/CONF MEALS	0.00	1,166.15
A101	29401	08/14/15	2451	CARD SERVICE CENTER	100	L473.004	WORKERS' COMP PMT	0.00	2,036.71
TOTAL CHECK									4,178.83
A101	29402	08/14/15	1032	CARQUEST AUTO PARTS	1002554000000000	410	VEHICLE SUPPLIES	0.00	34.97
A101	29407	08/14/15	1066	HUNGERFORD LAW FIRM	1002310000000000	382	JULY LEGAL SERVICES	0.00	632.92
A101	29408	08/14/15	1901	JEFF CARDWELL	1002542000000000	322	WRESTLING ROOF REPA	0.00	1,814.17
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	RETURN CREDIT	0.00	-29.99
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	5.45
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	15.96
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002661000000000	410	TECHNOLOGY SUPPLIES	0.00	49.68
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	460	MAINT DREMEL TOOL	0.00	99.99
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	100.96
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	231.93
A101	29409	08/14/15	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINTENANCE	0.00	316.13
TOTAL CHECK									790.11
A101	29410	08/14/15	2105	JOHNNIE MATTHEWS	1002410000000000	340	CONF TRAVEL MATTHEW	0.00	45.33
A101	29411	08/14/15	1202	OETC	1002661000000000	470	COMPUTER SOFTWARE	0.00	572.08
A101	29412	08/14/15	2505	OFFICE OF ADMISSION	1002120000000000	640	NACAC DUES RIUS	0.00	105.00
A101	29413	08/14/15	1789	OREGON DEPARTMENT O	1002321000000000	640	CRIMINAL HISTORY CK	0.00	5.00
A101	29413	08/14/15	1789	OREGON DEPARTMENT O	1002554000000000	410	DRIVER MANUALS	0.00	25.00
TOTAL CHECK									30.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	29414	08/14/15	2345	PAULSEN ENVIRONMENT	10023210000000000	640	ENVIRONMENTAL AUDIT	0.00	2,000.00
A101	29414	08/14/15	2345	PAULSEN ENVIRONMENT	10025420000000000	640	ASBESTOS TRNG/INSPE	0.00	3,790.00
TOTAL CHECK									5,790.00
A101	29415	08/14/15	2167	SANIPAC	10025420000000000	328	HS GARBAGE SERVICE	0.00	220.70
A101	29415	08/14/15	2167	SANIPAC	10025420000000000	328	ELEM GARBAGE SERVIC	0.00	259.30
TOTAL CHECK									480.00
A101	29417	08/14/15	2370	SHERWIN-WILLIAMS	10025420000000000	410	PAINTING SUPPLIES	0.00	386.34
A101	29421	08/14/15	1623	WILLAMETTE ESD	10025200000000000	640	15/16 MAINT FEE	0.00	40.33
A101	29421	08/14/15	1623	WILLAMETTE ESD	10023210000000000	470	15/16 E-LEARNING FE	0.00	216.00
A101	29421	08/14/15	1623	WILLAMETTE ESD	10023210000000000	470	PENTAMATION AUG	0.00	826.59
TOTAL CHECK									1,082.92
TOTAL CASH ACCOUNT								0.00	231,536.25
TOTAL FUND								0.00	231,536.25

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LOWELL SCHOOL DISTRICT #71  
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FUND - 208 - GEAR UP

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27428	08/19/15	2451	CARD SERVICE CENTER	2082120000000000	340	AP TRAINING CRAMER	0.00	544.52
A101	27451	08/26/15	2329	CDW GOVERNMENT	2082120000000000	480	CHROMEBOOK COMPUTER	0.00	1,752.00
A101	27452 V	08/26/15	2509	CLAIR WILES	2082120000000000	310	GOOGLE DOCS TRAININ	0.00	-560.00
A101	27452	08/26/15	2509	CLAIR WILES	2082120000000000	310	GOOGLE DOCS TRAININ	0.00	560.00
TOTAL CHECK								0.00	0.00
A101	29406	08/14/15	2504	HEIDI SAWITZKE	2082120000000000	340	AP GOVT TRAINING	0.00	827.55
TOTAL CASH ACCOUNT								0.00	3,124.07
TOTAL FUND								0.00	3,124.07

SUNGARD PENTAMATION  
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SELECTION CRITERIA: transact.ck\_date between '20150801 00:00:00.000' and '20150831 00:00:00.000'  
ACCOUNTING PERIOD: 3/16

FUND - 211 - STEAMON!

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29422	08/14/15	2451	CARD SERVICE CENTER	2112210000000000	460	WOODSHOP EQUIP.	0.00	14.94
A101	29423	08/14/15	1497	LOWELL SCHOOL DISTR	2112210000000000	460	WOODSHOP SUPPLIES	0.00	85.84
TOTAL CASH ACCOUNT								0.00	100.78
TOTAL FUND								0.00	100.78

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ACCOUNTING PERIOD: 3/16

FUND - 214 - CHINTIMINI - MICROBES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	27428	08/19/15	2451	CARD SERVICE CENTER	21411111000000000	410	SUMMER SCI. CAMP	0.00	3,440.50
TOTAL CASH ACCOUNT								0.00	3,440.50
TOTAL FUND								0.00	3,440.50

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ACCOUNTING PERIOD: 3/16

FUND - 245 - PERKINS 14-15

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27352	08/06/15	1022	U S BANK	2452210000000000	460	WOODSHOP LATHE	0.00	4,279.54
TOTAL CASH ACCOUNT								0.00	4,279.54
TOTAL FUND								0.00	4,279.54



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ACCOUNTING PERIOD: 3/16

FUND - 260 - YTP

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27371	08/06/15	1820	MARK KINTZLEY	2602129000000000	340	YTD CONF TRAVEL	0.00	133.35
A101	27371	08/06/15	1820	MARK KINTZLEY	2602129000000000	410	YTP SUPPLIES	0.00	132.21
TOTAL CHECK								0.00	265.56
TOTAL CASH ACCOUNT								0.00	265.56
TOTAL FUND								0.00	265.56

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FUND - 276 - EBISS BREADTH 14-15

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27360	08/06/15	1565	COLETTE ULLRICH	2762240000000000	410	STUDENT INCENTIVES	0.00	6.48
A101	27360	08/06/15	1565	COLETTE ULLRICH	2762240000000000	410	STUDENT INCENTIVES	0.00	28.94
TOTAL CHECK								0.00	35.42
TOTAL CASH ACCOUNT								0.00	35.42
TOTAL FUND								0.00	35.42

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ACCOUNTING PERIOD: 3/16

FUND - 291 - PRESCHOOL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27376	08/06/15	2381	PHILADELPHIA INSURA	2911140000000000	651	PRESCHOOL LIAB INS.	0.00	1,260.00
TOTAL CASH ACCOUNT								0.00	1,260.00
TOTAL FUND								0.00	1,260.00

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 ACCOUNTING PERIOD: 3/16

FUND - 297 - FOOD SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27355	08/06/15	2377	BILLY REID	2973100000000000	389	REID CONSULTING AUG	0.00	2,000.00
A101	27355	08/06/15	2377	BILLY REID	2973100000000000	340	REID TRAVEL EXPENSE	0.00	-241.15
TOTAL CHECK								0.00	1,758.85
A101	27360	08/06/15	1565	COLETTE ULLRICH	2973100000000000	410	CAFETERIA FRAME	0.00	19.87
A101	27364	08/06/15	2291	EARTH20	2973100000000000	450	BOTTLED WATER	0.00	30.15
A101	27366	08/06/15	1071	JERRY'S BUILDING MA	2973100000000000	410	CAFETERIA MAINT.	0.00	58.72
A101	27380	08/06/15	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	360.21
A101	27380	08/06/15	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	332.84
TOTAL CHECK								0.00	693.05
A101	27382	08/06/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	98.60
A101	27382	08/06/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	44.05
TOTAL CHECK								0.00	142.65
A101	27428	08/19/15	2451	CARD SERVICE CENTER	2973100000000000	340	REID TRAVEL	0.00	254.11
A101	27443	08/19/15	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	418.60
A101	27444	08/19/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	22.60
A101	27455	08/26/15	1071	JERRY'S BUILDING MA	2973100000000000	410	CAFE. MAINTENANCE	0.00	15.54
A101	27459	08/26/15	1222	PLATT ELECTRIC SUPP	2973100000000000	410	CAFE. ELECTRICAL	0.00	302.94
A101	27459	08/26/15	1222	PLATT ELECTRIC SUPP	2973100000000000	410	CAFE. ELECTRICAL	0.00	91.71
TOTAL CHECK								0.00	394.65
A101	27462	08/26/15	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	412.10
A101	27464	08/26/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	45.65
A101	27464	08/26/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	125.50
A101	27464	08/26/15	2193	UMPQUA DAIRY	2973100000000000	450	RETURN CREDIT	0.00	-37.67
TOTAL CHECK								0.00	133.48
A101	29404	08/14/15	2503	CLARKE WASTE SOLUTI	2973100000000000	322	INSTALL COMPOSTER	0.00	402.50
A101	29405	08/14/15	2291	EARTH20	2973100000000000	450	WATER COOLER RENTAL	0.00	5.00
A101	29405	08/14/15	2291	EARTH20	2973100000000000	450	WATER COOLER RENTAL	0.00	5.00
TOTAL CHECK								0.00	10.00
A101	29419	08/14/15	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	544.36
A101	29420	08/14/15	2193	UMPQUA DAIRY	2973100000000000	450	FOOD SUPPLIES	0.00	99.05
TOTAL CASH ACCOUNT								0.00	5,410.28
TOTAL FUND								0.00	5,410.28

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 ACCOUNTING PERIOD: 3/16

FUND - 400 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	27357	08/06/15	2329	CDW GOVERNMENT	4002660000000000	550	CHROMEBOOK COMPUTER	0.00	19,710.00
A101	27357	08/06/15	2329	CDW GOVERNMENT	4002660000000000	550	COMPUTER LICENSES	0.00	2,430.00
A101	27357	08/06/15	2329	CDW GOVERNMENT	4002660000000000	460	COMPUTER CARTS	0.00	4,473.12
TOTAL CHECK								0.00	26,613.12
A101	27395	08/07/15	2501	EUGENE REBAR	4002540000000650	590	ANNOUNCER BOOTH REB	0.00	125.00
A101	27396	08/07/15	2421	PAINT THE TOWN, LLC	4002540002000602	590	LHS GYM PAINTING	0.00	7,450.00
A101	27442	08/19/15	2242	SQUARE DEAL LUMBER	4002540000000650	590	ANN. BOOTH PIPE	0.00	10.68
A101	27449	08/25/15	2411	AGGREGATE RESOURCE	4002540000000650	590	ANN. BOOTH ROCK	0.00	4,455.91
A101	27451	08/26/15	2329	CDW GOVERNMENT	4002660000000000	480	PC LICENSES	0.00	810.00
A101	27459	08/26/15	1222	PLATT ELECTRIC SUPP	4002540000000650	590	ANN. BOOTH ELECTRIC	0.00	207.58
A101	27463	08/26/15	2464	TAYLOR RESTAURANT E	4003100000000000	460	CAFE. SHELVING/RACK	0.00	2,145.00
A101	29403	08/14/15	2502	CASCADE INSULATION	4002540001000606	590	ASBESTOS REMOVAL	0.00	13,320.02
A101	29416	08/14/15	2441	SCHELKY'S LANDSCAP	4002540000000650	590	ANN. BOOTH EXCAVATI	0.00	2,000.00
A101	29418	08/14/15	2242	SQUARE DEAL LUMBER	4002540000000650	590	ANN. BOOTH LUMBER	0.00	3,035.48
A101	29418	08/14/15	2242	SQUARE DEAL LUMBER	4002540000000650	590	ANN. BOOTH SUPPLIES	0.00	276.69
TOTAL CHECK								0.00	3,312.17
TOTAL CASH ACCOUNT								0.00	60,449.48
TOTAL FUND								0.00	60,449.48
TOTAL REPORT								0.00	309,901.88

# Oregon School Boards Association Selected Sample Policy

Code: AC  
Adopted:

## Nondiscrimination

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

In keeping with requirements of federal and state law, the district strives to remove any vestige of prohibits discrimination and harassment, including but not limited to, in 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 the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues<sup>2</sup>. The district will publish grievance complaint procedures providing for prompt and equitable resolution of complaints from students, and employees and the public complaints.

Federal civil rights laws The district prohibits retaliation and discrimination against an individual because he/she who 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 ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the any rights guaranteed under the Act state and federal law.

END OF POLICY

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### Legal Reference(s):

[ORS 174.100](#)  
[ORS 192.630](#)

[ORS 326.051\(1\)\(e\)](#)  
[ORS 342.934\(3\)](#)

[ORS 659.805](#)  
[ORS 659.815](#)

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

<sup>2</sup>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.

[ORS 659.850 to -860](#)  
[ORS 659.865](#)  
[ORS 659.870](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)  
[ORS 659A.04340](#)

[ORS 659A.103100 to -145](#)  
[ORS 659A.109](#)  
[ORS 659A.112 to 659A.139](#)  
[ORS 659A.142](#)  
[ORS 659A.145](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.321](#)

[ORS 659A.409](#)  
[OAR 581-015-0054](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-021-0049](#)  
[OAR 581-022-1140](#)  
[OAR 839-003-0000](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).  
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).  
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).  
Americans with Disabilities Act Amendments Act of 2008.  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.

# Oregon School Boards Association Selected Sample Policy

Code: AC-AR  
Adopted:

## Discrimination Complaint/~~Grievance~~ Procedure

Complaints regarding ~~the interpretation or application of the district's nondiscrimination policy or harassment, on any basis protected by law,~~ shall be processed in accordance with the following procedures:

### Informal Procedure

~~Any person who feels that he/she has been discriminated against should discuss the matter with the principal, who shall in turn investigate the complaint and respond to the complainant within [five] school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.~~

~~If the principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.~~

### Formal Procedure

Step 1: ~~A written~~ Complaints may be oral or in writing and must be filed with the ~~{principal}~~ within ~~[five] school days of receipt of the response to the informal complaint.~~ The ~~{principal}~~ shall further investigate, ~~decide the merits of the complaint~~ 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.~~

~~Any staff member that receives a written or oral complaint shall report the complaint to the {principal}.~~

Step 2: If the complainant wishes to appeal the decision of the ~~{principal}~~, he/she 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}~~ ~~{may}~~ review the ~~{principal}~~'s decision and may meet with all parties involved, ~~as necessary.~~ The superintendent ~~{or designee}~~ will review the merits of the complaint and the ~~{principal}~~'s decision ~~make a decision~~ and 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. ~~In an attempt to resolve the complaint,~~ ~~{The Board shall}~~ ~~may~~ meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board's ~~final~~ decision shall be sent to the complainant in writing within ~~{10}~~ days of this meeting.



If the ~~{principal}~~ is the subject of the complaint, the individual may file a complaint with the superintendent ~~{or designee}~~. If the superintendent is the subject of the complaint, the complaint 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, should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to ~~{district counsel}~~ ~~{Board vice chair}~~.

Timelines may be extended based upon mutual consent of both parties ~~{in writing}~~.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-022-1940.

**DISCRIMINATION COMPLAINT FORM**

\_\_\_\_\_  
Name of Person Filing Complaint                      Date                      School or Activity

Student/Parent     Employee     Nonemployee  (Job applicant)    Other  \_\_\_\_\_

Type of discrimination:     Race                                       Color                                       Religion  
                                          Sex                                               National Origin                       Disability  
                                          Marital Status                       Age                                               Sexual Orientation  
                                          Other \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who should we talk to and what evidence should we consider? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy requested Suggested solution/resolution/outcome: \_\_\_\_\_

The complaint form should be mailed or taken 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.

# Oregon School Boards Association Selected Sample Policy

Code: **GBK/JFCG/KGC**  
Adopted:

## **Tobacco-Free Environment** **Prohibited Use, Possession, Distribution or Sale of Tobacco Products and** **Inhalant Delivery Systems** (Version 1)

It is the school district's obligation to protect the health, welfare and safety of students. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law and district curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on district premises, at school-sponsored activities, on or off district premises, on all district grounds, including parking lots, in district-owned, rented or leased vehicles or otherwise, or while the student is under the jurisdiction of the school district, is prohibited.

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

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff; in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include USFDA-approved nicotine replacement tobacco products or other therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Tobacco use, distribution or sale by staff and all others is also prohibited on district premises in any building, facility or vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school sponsored activities.

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a child student with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about cessation support and/or tobacco education programs and

how students can access these programs will be provided. At the discretion of the principal, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

‡Violation of this policy by nonstudents may result in the individual's removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.‡

This policy shall be enforced at all times. The superintendent will develop administrative regulations as needed to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 167.400](#)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 336.227](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.883](#)  
[ORS 431.840](#)  
[ORS 433.835 to- 433.990](#)  
  
[OAR 581-021-0050 to -0075](#)  
[OAR 581-021-0110](#)

[OAR 581-022-0413](#)  
[OAR 581-053-0230\(9\)\(s\)](#)  
[OAR 581-053-0330\(1\)\(m\)](#)  
[OAR 581-053-0430\(12\)](#)  
[OAR 581-053-0531\(11\)](#)  
[OAR 581-053-0630](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **JEA-AR**  
Revised/Reviewed:

## Compulsory Attendance Notices and Citations\*\*

Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law. All such citations shall be issued according to the following procedures:

### 1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine that the parent or guardian has either failed to enroll his/her student or to maintain the student in regular attendance. Regular attendance shall mean attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session;
- b. Verify the compulsory attendance violation through such means as matching attendance supervisor records with classroom teacher records;
- c. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of verification of the violation. If the student is a youth offender on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the absence;
- d. Serve the notification personally or by certified mail. The notification will be written in the native language of the parent or guardian;
- e. Ensure that notification includes a statement requiring the student to appear on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- f. Provide a copy of the notice and pertinent attendance records to the superintendent or designee at the time notice is given to the parent or guardian;
- g. Notify the superintendent within three days of knowledge that the parent or guardian receiving the notification has not complied with the notice.

### 2. Superintendent or Designee

The superintendent or designee will:

- a. Review the compulsory attendance noncompliance notice and pertinent student attendance records;
- b. If citation appears warranted, prior to issuing the citation, provide written notification to the parent or guardian. The notice will be written in the language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

- (1) The student is required to attend school regularly, a school full-time during the school year;

- (2) Failure to send the student to school and to maintain the student in regular attendance is a Class C violation;
- (3) A citation for violation of compulsory attendance laws may be issued by the superintendent or designee;
- (4) The parent has the right to request:
  - (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
  - (b) A review of the student's current IEP.
- (5) The parent or guardian and student are required to attend a conference with the superintendent or designee. The date, time and place of conference will be specified. This conference may not be scheduled until after an evaluation or review as described in item 4. above, if requested by the parent, has been completed;
- (6) Failure to attend the conference or failure to send the student to school following the conference may result in the issuance of a citation.

### 3. Conference

The superintendent or designee will conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee will:

- a. Review Oregon's compulsory attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a plan for student attendance improvement (contract, etc.);
- d. Refer the parent or guardian and student to other agencies as necessary (i.e., Building Support Team; Youth Services Team; Oregon Department of Human Services, Community Human Services; Juvenile Department; etc.);
- e. Discuss the potential consequences for continued compulsory attendance noncompliance, including the potential for the issuance of a citation and the consequences for violation of the Board's student conduct and truancy policies.

### 4. Citation

Compulsory attendance noncompliance citations may be issued by the superintendent or designee. The superintendent or designee shall:

- a. Determine that the parent or guardian has continued to fail to enroll his/her student in school or maintain the student in regular attendance following a conference or has refused to attend the conference as required;
- b. Contact the clerk of the court for the county and determine which court will hear the case and when;
- c. Ensure official representing the district will be available to present evidence of the violation at the time and date specified;
- d. Determine whether the local court's interpretation of Oregon Revised Statute (ORS) 339.925 requires the student be named as defendant. Complete form accordingly;
- e. Complete Uniform Compulsory Attendance Citation and Complaint form as follows:

- (1) Specify appropriate court, district, circuit, municipal or justice;
  - (2) Specify when the court will hear the case, including date, time and location of the court appearance at the bottom of the form;
  - (3) Provide all pertinent defendant information, including the name and address of the parent or guardian. Only one adult should be named as the defendant;
  - (4) Provide all pertinent offense information, including the period of time during which the absences occurred;
  - (5) Ensure the minimum number of absences constituting irregular attendance as defined in law has in fact occurred. Excused absences should not be counted for purposes of this citation;
  - (6) Provide all pertinent student information including the grade, date of birth, length of time in the district and parent(s) name(s). The Oregon Department of Education will compile this information at the end of the calendar year to determine trends in excessive absenteeism;
  - (7) Provide date superintendent's or designee's prior notification of attendance requirements, consequences including possibility of citation and conference meeting date was sent;
  - (8) Ensure that the prior notice was served to the same parent or guardian who is named as the defendant in the citation;
  - (9) Provide district name, date, superintendent's name and signature. If the superintendent has designated another district official to issue citations, such delegation will be documented and the delegated official's name and signature will appear on the form;
  - (10) Personally serve (not mail) the citation;
  - (11) Complete time and date citation was issued, name, title and signature of district official serving the citation;
  - (12) Ensure the parent or guardian is served with the goldenrod (bottom) copy;
  - (13) Ensure the white and yellow copies are sent to the appropriate court, immediately after the citation is served;
  - (14) Ensure the pink copy is retained by the district. Additional information may be maintained on the back of the pink copy, including the dates the attendance supervisor's and the superintendent's or designee's notifications were sent, dates of contact with parents or guardians and names of school staff who have been involved with the issue;
  - (15) Consult with district's attorney to assist in these procedures, as necessary.
- f. Maintain student attendance records in accordance with applicable education records laws.

[District]  
[Address, City, State, Zip Code]  
Phone: [ ]

\*\*\*\*\* ATTENDANCE SUPERVISOR'S NONENROLLMENT NOTICE \*\*\*\*\*

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

A determination has been made that your student, \_\_\_\_\_ (Student's Name) \_\_\_\_\_, has not enrolled in school and has not been exempted from compulsory attendance in school, under provisions of ORS 339.030.

In accordance with Oregon law, you are hereby notified that you must enroll your student at [ ] School no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.

You may request an evaluation to determine if your student should have an individualized education program (IEP), or request a review of your student's current IEP.

If you have questions, please contact [name] at [number].

Sincerely,

~~{Attendance Supervisor}~~ {Principal}

{cc: Principal/Superintendent}



[District]  
[Address, City, State, Zip Code]  
Phone: [ ]

\*\*\*\*\* ATTENDANCE SUPERVISOR'S IRREGULAR ATTENDANCE NOTICE \*\*\*\*\*

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

A determination has been made that your student, \_\_\_\_\_ (Student's Name) \_\_\_\_\_, is not maintaining regular attendance as required by ORS 339.065.

Regular attendance is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

According to school attendance records, your student has had unexcused absences from school [ ] days on the following dates: [ ].

You are hereby notified that you must send your student to school no later than the next school day following receipt of this notice and maintain your student in regular attendance for the remainder of the school year.

Please be advised that failure to comply with Oregon's compulsory attendance law is a Class C violation and may result in a compulsory attendance citation and complaint issued by the superintendent and a fine by a court.

You may request an evaluation to determine if your student should have an individualized education program (IEP), or request a review of your student's current IEP.

If you have questions, please contact [name] at [number].

Sincerely,

~~{Attendance Supervisor}~~ {Principal}

{cc: Principal/Superintendent}

[District]  
[Address, City, State, Zip Code]  
Phone: [ ]

**\*\* SUPERINTENDENT'S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE \*\***

Date \_\_\_\_\_  
Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_

Dear \_\_\_\_\_,  
(Parent/Guardian)

According to district records, you were notified by the district's attendance supervisor on [date] that your student, [name], has [failed to enroll in school] [failed to maintain regular school attendance] as required by Oregon compulsory attendance laws.

Your student was required to appear in school no later than the next school day following your receipt of that notice and maintain regular attendance for the remainder of the school year. District records indicate your student continues to be absent from school.

The superintendent or designee may issue a citation for your continued violation of Oregon's compulsory attendance law.

A student is required to regularly attend a full-time school. Failure to send the student to school and to maintain the student in regular attendance is a Class C violation. A citation for such compulsory attendance violations may result in a court fine.

You [did not request an evaluation of your student's individualized education program (IEP) or a review of your student's current IEP.] [requested an evaluation to determine if your student should have an individualized education program (IEP).] [ requested a review of an existing IEP for your student] and the requested evaluation or review was completed on [date].]

In accordance with law, you and your student are required to attend a conference with [designated school official] on [date] at [time] to discuss:

1. Oregon's compulsory attendance law and your student's attendance record;
2. The reasons for your noncompliance;
3. The development of a plan for improvement;
4. Resources available to help your student be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;
5. Any questions you may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies.

Failure to attend this conference or failure to send your student to school and to maintain your student in regular school attendance following this conference will result in the issuance of a citation to you, as provided by law.

If you have questions, please contact [name] at [number].

Sincerely,

{Superintendent/Designee}

HR6/22/046/25/15 | MWPH

# Oregon School Boards Association Selected Sample Policy

Code: **JECB-AR(1)**  
Revised/Reviewed:

## Admission of Nonresident Students

By ~~{January 15}~~ of each year, the principals will establish an approximate number of nonresident students their respective buildings can accommodate for the following school year.

Nonresident students may be admitted with tuition, with the exception of students who become “resident pupils” by one of the following methods:

1. By written consent of affected school boards (interdistrict transfer);
2. By written consent of the district board with which the student has made application for admission (open enrollment);
3. A foreign exchange student attending a district school on a J-1 Visa; or
4. A court order.

The amount of tuition will be established by ~~{July 1}~~ of each year. Each admitted tuition paying student will be charged the same amount of tuition.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

~~{A written appeal for a denied request may be made to the Board whose decision, based upon review, will be final.}~~

### **Consent for Admission of a Nonresident Student by Interdistrict Transfer**

5. The application for admission must go through the ~~{principal’s office}~~, which will then submit the petition to the ~~{superintendent’s office}~~.
6. Admission ~~{and annual renewal}~~ must be approved by the superintendent.
7. Students receiving consent for admission may remain in the district ~~{for the school year {2014-2015}} {until they finish the highest grade level in the school} {until graduation}~~<sup>1</sup>. The student will not need to seek permission more than once from the same district of origin, to transfer to this district.

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<sup>1</sup>The receiving district determines the length of time granted for a student of an interdistrict transfer by mutual agreement. The length of time determined by the receiving district must be applied the same for all students receiving consent by mutual agreement. The bracketed language represents only examples the district may consider. The district may insert whatever length of time they decide.

## Consent for Admission of a Tuition Paying Student

1. The application for admission must go through the {principal's office}, which will then submit the petition to the {superintendent's office}.
2. Admission ~~{and annual renewal}~~ must be approved by the superintendent.
3. Admission of students paying tuition will result in a mutual tuition agreement between the parties and will be filed with the business office for billing and payment control.
4. The business manager shall prepare semester bills for all tuition paying students, and any student whose tuition remains unpaid {15} days after presentation of bills shall be excluded; the superintendent may grant additional time for payment should circumstances warrant it.
5. ~~{Students receiving consent may remain in the district {for the school year {2015-2016}} {until they finish the highest grade level in the school}} {until graduation}<sup>2</sup>.~~

## Consent by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment)

6. By March 1, the Board shall establish the number of students, if any, that will be given admission for the following school year under this process. Resident students will have first opportunity to request an intradistrict transfer prior to the placement of a nonresident student ~~{to a specific school}~~.
7. Nonresident students must make application no later than April 1, for admission in the following school year to the district they desire to attend. Applications must be submitted to the {district office}.
8. If the number of applications exceeds the number of admissions to be given, an equitable lottery process will be used to determine admission. This lottery process may give priority to applicants who currently have siblings enrolled in the district. Priority cannot be given to a nonresident student over an intradistrict transfer request from a resident student. If the district determines that admission will not be given to any students under this process there is no district obligation to give admission to siblings.
9. Once the student has been given admission, the student is considered a resident for all educational programs and remains a resident of the district until the student:
  - a. Graduates from high school;
  - b. Is no longer required to be admitted to the school district under ORS 339.115; or
  - c. Enrolls in a school in a different district.
10. By May 1, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.

10/23/146/25/15|PH

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<sup>2</sup>Ibid. p. 1

Oregon School Boards Association  
Selected Sample Policy

Code: JECB-AR(4)  
Revised/Reviewed:

Application Request for Nonresident Student Admission – Interdistrict Transfer

Current School Year \_\_\_\_\_

Transfer requested for School Year \_\_\_\_\_

For Office Use Only

Student ID# \_\_\_\_\_

Student Information

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ (MM/DD/YY) Student Grade Level in requested school year \_\_\_\_\_

Primary Phone of Parent/Guardian \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Parent/Guardian Name (Person in Parental Relationship) \_\_\_\_\_

Is the student currently under expulsion?  Yes  No

If yes, what was the reason? \_\_\_\_\_

Is there a sibling of this applicant currently attending in this district?  Yes  No

If yes, name of sibling and school attending: \_\_\_\_\_

~~Does the student currently have a transfer for the 2013-2014 current school year?  Yes  No~~

Has the student attended a public charter school in the district for three consecutive years; finished the highest grade possible in that school; and has not attended another school outside the district since completing that highest grade?  Yes  No

Is, or was the student a resident of this district in the current school year?  Yes<sup>1</sup>  No

If yes, please provide move/moving date: \_\_\_\_\_

~~Preferred School placement \_\_\_\_\_~~

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Final Action of Nonresident District:  Approved  Denied  Lottery number \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_

Date \_\_\_\_\_

5/14/146/25/15|PH

<sup>1</sup>If applicant chooses "Yes," the district must give consent for admission pursuant to ORS 339.127(10).

# Oregon School Boards Association Selected Sample Policy

Code: **JEDA**  
Adopted:

## Truancy (Version 2)

Truancy is defined as absence from school without permission.

The district believes irregular attendance is one of the factors associated with student failure and frustration with the school experience. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility.

With these beliefs in mind, the district will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling and appropriate consequences<sup>1</sup>.

END OF POLICY

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### Legal Reference(s):

[ORS 339.040](#) to -339.090

[ORS 339.240](#)

[ORS 339.250](#)

[OAR 581-021-0050](#) to -0075

R3/07/026/25/15 | MWPH

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<sup>1</sup>Expulsion may not be used to address truancy. (ORS 339.250(2)(b)(B))

# Oregon School Boards Association Selected Sample Policy

Code: **JFC**  
Adopted:

## **Student Conduct and Discipline\*\*** (Version 2)

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day and during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment.

Disciplinary procedures that are age appropriate and to the extent practicable uses approaches that are shown through research to be effective, shall be used by district personnel to correct behavioral problems, while supporting students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The district shall consider the age of the student and the student's past pattern of behavior prior to a suspension or expulsion of the student.

Students may be suspended in cases of serious infractions or repeated failure to comply with Board policy, administrative regulation, school or classroom rules. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Restitution may be sought for willful damage to district property. Additionally, a student's driving privileges, or the right to apply for driving privileges, may be suspended for violations of ORS 339.254 and 339.257 as provided by Board policy JHFDA - Suspension of Driving Privileges. A referral to law enforcement may also be made for violations of the law. Parental assistance shall be requested when persistent violations occur.

Students shall be subject to discipline, suspension or expulsion for misconduct including, but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student and accompanying administrative regulation;
3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism, malicious mischief or theft as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students, or willful damage or destruction of private property on district premises or at district-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco, alcohol or drugs as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, or Drugs or Inhalant Delivery System JFCG – Tobacco Use by Students JFCG/KGC/GBK - Prohibited Use, Possession, Sale or Distribution of Tobacco or Inhalant Delivery System JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following



criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

1. Assault;
2. Manufacture or delivery of a controlled substance;
3. Sexual crimes using force, threatened use of force or against incapacitated persons;
4. Arson;
5. Robbery;
6. Hate/Bias crimes;
7. Coercion; or
8. Kidnapping.

The district will record and report these infractions to the Oregon Department of Education, as required.

The district will provide the opportunity for all students in any district school identified as persistently dangerous or for any victim of a violent criminal offense occurring in or on the grounds of the school the student attends, to the extent feasible, the opportunity to transfer to a safe school within the district.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 659.850](#)

[OAR 581-021-0050 to -0075](#)

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

No Child Left Behind Act of 2001, 20 U.S.C. § 7912 (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **JFCG-AR**  
Revised/Reviewed:

## **Tobacco-Free Environment Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems** (Version 1)

The following guidelines will govern possession, use, distribution and sale of tobacco products or inhalant delivery systems, or violation of the district's prohibition of tobacco product or inhalant delivery system promotional items, including clothing, bags, hats and other personal items by students on district property or at school-sponsored activities.

Violation will result in the following:

- 1st offense - Conference with parents
- 2nd offense - Detention
- 3rd offense - In-school suspension (~~(1-3 days)~~)
- 4th offense - Out-of-school suspension (~~(1-3 days)~~)
- 5th offense - Expulsion from school

At any grade or offense level, as either an alternative to, or as a part of discipline, school or community service and/or attendance and successful completion of cessation and/or ~~tobacco~~, education classes or behavior modification plans may be assigned at the discretion of the principal or designee. Attendance at such classes not offered by the district will be voluntary and any associated costs are the sole responsibility of the student and his/her parent. A referral to law enforcement and/or local public health ~~authority and/or tobacco coalition~~ may be made.

R4/15/026/25/15 | MWPH

# Oregon School Boards Association Selected Sample Policy

Code:  
JFCG/JFCH/JFCI

Adopted:

## Use of Tobacco Products, Alcohol, or Drugs or Inhalant Delivery Systems\*\*

Student ~~{substance abuse,}~~ possession, use, distribution or sale of tobacco products or inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia ~~{or any substance purported to be an unlawful drug,}~~ on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action ~~{will}~~ ~~{may}~~ include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student ~~{may}~~ ~~{shall}~~ be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

Any person under age 18 possessing a tobacco or inhalant delivery system product ~~commits a Class D violation~~ is in violation of state law and is subject to a court-imposed fine, ~~as provided by ORS 167.400.~~

Any person who distributes, sells or ~~causes~~ allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, ~~or a tobacco-burning or inhalant delivery system device,~~ to a person under 18 years of age ~~commits a Class A violation~~ is in violation of state law and is subject to a court-imposed fine ~~as provided by ORS 163.575.~~

An unlawful drug is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy ~~JHCD – Administering Noninjectable Medicines to Students, JHCDA – Administering Injectable Medicines to Students~~ and any accompanying administrative regulations.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 153.018</a>	<a href="#">ORS 339.240</a>	<a href="#">OAR 581-021-0110</a>
<a href="#">ORS 161.605</a>	<a href="#">ORS 339.250</a>	<a href="#">OAR 581-022-0413</a>
<a href="#">ORS 161.625</a>	<a href="#">ORS 339.883</a>	<a href="#">OAR 581-053-0230(9)(s)</a>
<a href="#">ORS 163.575</a>	<a href="#">ORS 431.840</a>	<a href="#">OAR 581-053-0330(1)(m)-(o)</a>
<a href="#">ORS 167.400</a>	<a href="#">ORS 431.845</a>	<a href="#">OAR 581-053-0430(12)-(14)</a>
<a href="#">ORS 332.107</a>	<a href="#">ORS 433.835 to -433.990</a>	<a href="#">OAR 581-053-0531(11)-(13)</a>
<a href="#">ORS 336.067</a>	<a href="#">ORS Chapter 475</a>	<a href="#">OAR 581-053-0630</a>
<a href="#">ORS 336.222</a>		<a href="#">OAR 584-020-0040</a>
<a href="#">ORS 336.227</a>	<a href="#">OAR 581-021-0050 to -0075</a>	

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).  
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **JFCG/KGC/GBK**  
Adopted:

## ~~Tobacco-Free Environment~~

### **Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems** (Version 1)

It is the school district's obligation to protect the health, welfare and safety of students. ~~In light of scientific evidence that the use of tobacco is hazardous to health, and t~~To be consistent with district curriculum and Oregon law and district curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on district premises, at school-sponsored activities, on or off district premises, on all district grounds, including parking lots, in district-owned, rented or leased vehicles or otherwise, or while the student is under the jurisdiction of the school district, is prohibited.

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

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form, ~~nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes).~~ This does not include ~~USFDA-approved nicotine replacement tobacco products or other therapy products used for the purpose of cessation.~~

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include ~~USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.~~

~~Tobacco use, distribution or sale by staff and all others is also prohibited on district premises in any building, facility or vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school sponsored activities.~~

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a ~~child~~ student with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the principal, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

‡Violation of this policy by nonstudents may result in the individuals removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.‡

This policy shall be enforced at all times. The superintendent will develop administrative regulations as needed to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 167.400](#)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 336.227](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.883](#)  
[ORS 431.840](#)  
[ORS 433.835 to- 433.990](#)  
  
[OAR 581-021-0050 to -0075](#)  
[OAR 581-021-0110](#)

[OAR 581-022-0413](#)  
[OAR 581-053-0230\(9\)\(s\)](#)  
[OAR 581-053-0330\(1\)\(m\)](#)  
[OAR 581-053-0430\(12\)](#)  
[OAR 581-053-0531\(11\)](#)  
[OAR 581-053-0630](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **JG**  
Adopted:

## Student Discipline\*\*

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 332.061](#)  
[ORS 332.072](#)

[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240](#) to -339.280

[OAR 581-021-0045](#)  
[OAR 581-021-0050](#) to -0075



# Oregon School Boards Association Selected Sample Policy

Code: **JGD**  
Adopted:

## Suspension\*\*

The Board authorizes student suspension for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members;
4. Willful conduct which ~~endangers~~ damages or injures district property.

Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the ~~Student/Parent Handbook~~ ~~code of conduct~~ made available by the district.

Each suspension will include a statement of the reasons for suspension, the length of the suspension, ~~and~~ a plan for readmission ~~and may include a plan for the student to make up school work~~. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during nonschool hours as an alternative to suspension.

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

Suspensions may be appealed to the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 339.240](#)  
[ORS 339.250](#)

[OAR 581-021-0050](#) to [-0075](#)  
~~[OAR 581-021-0065](#)~~

R4/04/036/25/15 | MWPH

# Oregon School Boards Association Selected Sample Policy

Code: **JGE**  
Adopted:

## Expulsion\*\*

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>1</sup> or by certified mail<sup>2</sup> at least ~~five~~ days prior to the scheduled hearing. Notice ~~will~~ **shall** include:
  - a. The specific charge or charges;
  - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation **and reason for expulsion**;
  - c. A recommendation for expulsion;
  - d. The student's right to a hearing;
  - e. When and where the hearing will take place; and
  - f. The right to representation.
2. The **Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, will who may also act as the hearings officer.** The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer **designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;**
3. **Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;**
4. ~~3-~~In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
5. ~~4-~~The student ~~will~~ **shall** be permitted to have a **representative ion** present at the hearing to advise and to present arguments. The **representative ion** may be an attorney **and/or** parent. The district's attorney may be present;

<sup>1</sup>The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>2</sup>When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

6. ~~5.~~ The student ~~will~~ shall be afforded the right to present his/her version of the ~~charges~~ events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. ~~6.~~ The student ~~will~~ shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. ~~7.~~ If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, ~~findings of as to the facts,~~ as to the recommended decision and whether or not the student has committed the alleged conduct ~~will be submitted to the Board, along with the.~~ This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This decision material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;
8. ~~The hearings officer or the student may make a record of the hearing;~~
11. ~~9.~~ If the Board has delegated authority to the superintendent ~~for designee~~ to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final; ~~h~~ However, this decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. ~~Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;~~
12. ~~10.~~ Expulsion hearings will be conducted in private and A Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential medical record and that student's educational program;
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative education programs have been made.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)  
[ORS 336.615 to -336.665](#)

[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[OAR 581-021-0050 to -0075](#)  
[OAR 581-021-0070](#)  
[OAR 581-021-0071](#)

# Oregon School Boards Association Selected Sample Policy

Code: **JHCD/JHCDA-AR**  
Revised/Reviewed:

## **Prescription/Nonprescription Medication\*\*/\***

Students may, subject to the provisions of this regulation, have prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will be permitted in accordance with this regulation and state law.

### 1. Definitions

- a. “Prescription medication” means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. Prescription medication does not include dietary food supplements. As per Oregon Administrative Rule (OAR) 851-047-0030 through 851-047-0040, a registered nurse may administer a subcutaneous injectable medication.
- b. “Nonprescription medication” means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- c. “Physician<sup>1</sup>” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- d. “Student self-medication” means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- e. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent or guardian, administrator and in the case of a prescription medication, a physician.
- f. “Training” means yearly instruction, by a qualified trainer, to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.

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<sup>1</sup>Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). This is to allow time for new students to find an Oregon licensed physician.

- g. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.
- h. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen or dust.
- i. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- j. “Designated staff” means the staff person who is designated by the building principal to administer prescription or nonprescription medication.

## 2. Designated Staff/Training

- a. The principal will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this regulation.
- b. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. Training will be provided yearly to designated staff authorized to administer medication to students.
- e. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- f. ~~¶~~A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office. ~~¶~~

## 3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

## 4. Administering Medications to Students

- a. A request for designated staff to administer medication to a student may be approved by the district and subject to the following:
  - (1) A written request for the district designated staff to administer prescription medication to a student, if because of the prescribed frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the

supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities, must be submitted to the school office and shall include:

- (a) The written signed permission of the parent or guardian;
- (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:
  - (i) Name of the student;
  - (ii) Name of the medication;
  - (iii) Method of administration;
  - (iv) Dosage;
  - (v) Frequency of administration; and
  - (vi) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (i.)-(v.i.) above.

- (2) A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:

- (a) The written signed permission of the parent or guardian;
- (b) The written instruction from the parent or guardian for the administration of the nonprescription medication to the student including:
  - (i) Name of the student;
  - (ii) Name of the medication;
  - (iii) Method of administration;
  - (iv) Dosage;
  - (v) Frequency of administration;
  - (vi) Other special instruction, if any.

- b. Medication is to be submitted in its original container;
- c. Medication is to be brought to and returned from the school by the parent;
- d. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- e. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- g. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
- h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

5. Student Self-medication of a Prescription or Nonprescription Medication

- a. Student self-medication of prescription medication by K-12 students, including students with asthma or severe allergies, will be allowed subject to the following:
  - (1) A parent or guardian signed permission form and other documentation requested by the district must be submitted for self-medication of all prescription medications;
  - (2) A prescription written by an Oregon licensed health care professional that includes a written treatment plan for managing of the student's asthma, diabetes and/or severe allergy, and for use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities, and acknowledgment the student has been instructed in the correct and responsible use of the medication;
  - (3) Principal permission for all self-medication of prescription medicine requests is required.
- b. Student self-medication of nonprescription medication by K-12 students may be allowed subject to the following:
  - (1) A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all nonprescription medications. The signed form from the parent or guardian will ensure the student has received proper instruction for use;
  - (2) Principal permission for all self-medication of nonprescription medicine requests is required.
- c. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 4.a. and b. above;
- d. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - (1) Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate;
  - (2) Nonprescription medication must have the student's name affixed to the original container.
- e. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- f. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- g. Any medication required for use longer than 10 school days will be permitted only upon the written request of the parent;
- h. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at



the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;

- i. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- j. Permission to self-medicate may be revoked if the student violates the Board policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

## 6. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff or self administered by the student, must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
  - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box ~~used solely for the storage of medication~~;
  - (2) Medications requiring refrigeration will be stored in a ~~locked box in a refrigerator~~ ~~separate refrigerator used solely for the storage of medication~~;
  - (3) Access to medication storage keys will be limited to the principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

## 7. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent[, school nurse] and principal will be notified immediately.

- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

## 8. Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within ~~five~~ school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:
  - (1) Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so;
  - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 9. a., below.

## 9. Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
  - (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
  - (2) Student refusals of medication;
  - (3) Errors in administration of medication<sup>2</sup>;
  - (4) Emergency and minor adverse reaction incidents<sup>1</sup>;
  - (5) Discrepancies in medication supply;
  - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

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<sup>2</sup>Designated staff may note incident by symbol in medication log and attach detailed documentation as necessary.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator, are not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, school nurse, teacher or other district employee are not liable in a criminal action or for civil damages, when in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, as per state law.

# Oregon School Boards Association Selected Sample Policy

Code: **JHCDA**  
Adopted:

## **Prescription Medication\*\*/\***

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a severe allergic reaction, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

A written treatment plan for a student who self administers medication will be developed and signed by a physician<sup>1</sup> or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The district reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law.

Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive

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<sup>1</sup>Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon licensed physician.)

bloodborne pathogens training. ~~Current first-aid and CPR cards will also be required~~ are strongly encouraged for designated staff.

Prescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

END OF POLICY

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**Legal Reference(s):**

[ORS 109.640](#)

[ORS 339.866 to -339.871](#)

[ORS 433.800 to -433.830](#)

[ORS 475.005 to -475.285](#)

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 to -0035](#)

[OAR 581-021-0037](#)

[OAR 581-022-0705](#)

[OAR 851-047-0030](#)

[OAR 851-047-0040](#)

# Oregon School Boards Association Selected Sample Policy

Code: **KGB**  
Adopted:

## Public Conduct on District Property (Version 1)

No person on district property **or grounds, including parking lots,** will:

1. Injure or threaten to injure another;
2. Damage the property of another or of the district;
3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
4. Violate parking regulations;
5. Drive a vehicle in an unsafe manner;
6. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
7. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
8. Bring, possess~~f~~, conceal~~d~~ or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
9. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
10. ~~Smoke or u~~**Use, distribute or sell** tobacco products **or inhalant delivery systems**;
11. ~~f~~**Wear, possess, use, distribute, display or sell** any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;~~d~~
12. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be ~~issued a trespass citation~~ and/or ~~ejected from the premises~~ and/or referred to law enforcement officials.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 164.245](#)  
[ORS 164.255](#)  
[ORS 166.025](#)  
[ORS 166.155](#) to -166.165

[ORS 166.210](#) to -166.370  
[ORS 336.109](#)  
[ORS 339.883](#)  
[ORS 431.840](#)  
[ORS 433.835](#) to -433.990

[ORS 806.060](#) to -806.080  
[OAR 333-015-0025](#) to -0090  
[OAR 581-021-0110](#)  
[OAR 584-020-0040\(4\)\(e\),\(g\)](#)

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).  
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).  
Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **KGC/GBK/JFCG**  
Adopted:

## **Tobacco-Free Environment**

### **Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems** (Version 1)

It is the school district's obligation to protect the health, welfare and safety of students. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with district curriculum and Oregon law and district curriculum, student possession, use, distribution or sale of tobacco products or inhalant delivery systems in any form on district premises, at school-sponsored activities, on or off district premises, on all district grounds, including parking lots, in district-owned, rented or leased vehicles or otherwise, or while the student is under the jurisdiction of the school district, is prohibited.

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

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff; in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include USFDA-approved nicotine replacement tobacco products or other therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Tobacco use, distribution or sale by staff and all others is also prohibited on district premises in any building, facility or vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school sponsored activities.

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a child student with disabilities, the district must follow the requirements of Board policy JGDA/JGEA - Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about cessation support and/or tobacco education programs and



how students can access these programs will be provided. At the discretion of the principal, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

†Violation of this policy by nonstudents may result in the individuals removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.†

This policy shall be enforced at all times. The superintendent will develop administrative regulations as needed to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 167.400](#)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 336.227](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.883](#)  
[ORS 431.840](#)  
[ORS 433.835 to- 433.990](#)  
  
[OAR 581-021-0050 to -0075](#)  
[OAR 581-021-0110](#)

[OAR 581-022-0413](#)  
[OAR 581-053-0230\(9\)\(s\)](#)  
[OAR 581-053-0330\(1\)\(m\)](#)  
[OAR 581-053-0430\(12\)](#)  
[OAR 581-053-0531\(11\)](#)  
[OAR 581-053-0630](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

# Oregon School Boards Association Selected Sample Policy

Code: **KL**  
Adopted:

## Public Complaints\* (Version 1)

~~Complaints are handled and resolved as close to their origin as possible.~~

Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for ~~solution~~ resolution before investigation or action by the Board. Exceptions are complaints that concern superintendent or Board actions or Board operations.

The Board advises the public that the proper channeling of complaints ~~involving~~ including but not limited to, instruction, discipline or learning materials, ~~is as follows:~~ should be handled in the following order unless otherwise identified (See administrative regulation KL-AR - Public Complaint Procedure for specific procedures and timelines):

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

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

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent 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 should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the ~~†district counsel†~~ and/or ~~†Board vice chair†~~.

~~The Board will not hear charges against employees in open session unless an employee requests an open session.~~

If a complaint alleges a violation of state standards and is not resolved at the local level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules (OAR) 581-022-1940.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 to -192.690](#)  
[ORS 332.107](#)

[OAR 581-022-1940](#)  
[OAR 581-022-1941](#)

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

# Oregon School Boards Association Selected Sample Policy

Code: **KL-AR**  
Revised/Reviewed:

## Public Complaint Procedure (Version 3)

### Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved. ~~It is the intent of the district to solve problems and address all complaints as close as possible to their origin.~~

### The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within [five] working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the evidence and render a decision within [five] working days after receiving the complaint.

### The Superintendent: Step Three

If such a discussion with the principal does not resolve the complaint, within [10] working days of the meeting with the principal, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within [10] working days after receiving the written complaint.

### The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within [five] working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and ~~to take~~ hear and evaluate such other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within [20] working days from the hearing of the appeal by the Board. ~~The Board's decision will be final.~~

~~The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the principal.~~

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent 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 should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the [district counsel] [Board vice chair].

If a complaint alleges a violation of state standards and is not resolved at the Board level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

[ ] District  
COMPLAINT FORM

TO: \_\_\_\_\_ Name of School \_\_\_\_\_

Person Making Complaint \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

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Who should we talk to and what evidence should we consider? \_\_\_\_\_

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Suggested ~~Correction~~ solution/resolution/outcome: \_\_\_\_\_

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Office Use: Disposition of Complaint: _____
Signature: _____ Date: _____

cc: District Office

Oregon School Boards Association  
Selected Sample Policy

Code: **KL-AR**  
Revised/Reviewed:

**Public Complaints – Athletic Complaint Procedure**

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

1. Describe your complaint.
2. Describe the problem that led to the complaint.
3. What steps have been taken to resolve the problem?
4. What adjustment is sought?

\_\_\_\_\_  
Signature of person initiating the complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of athletic director or coach

\_\_\_\_\_  
Date

Submitted to the principal for review on \_\_\_\_\_ (Date)

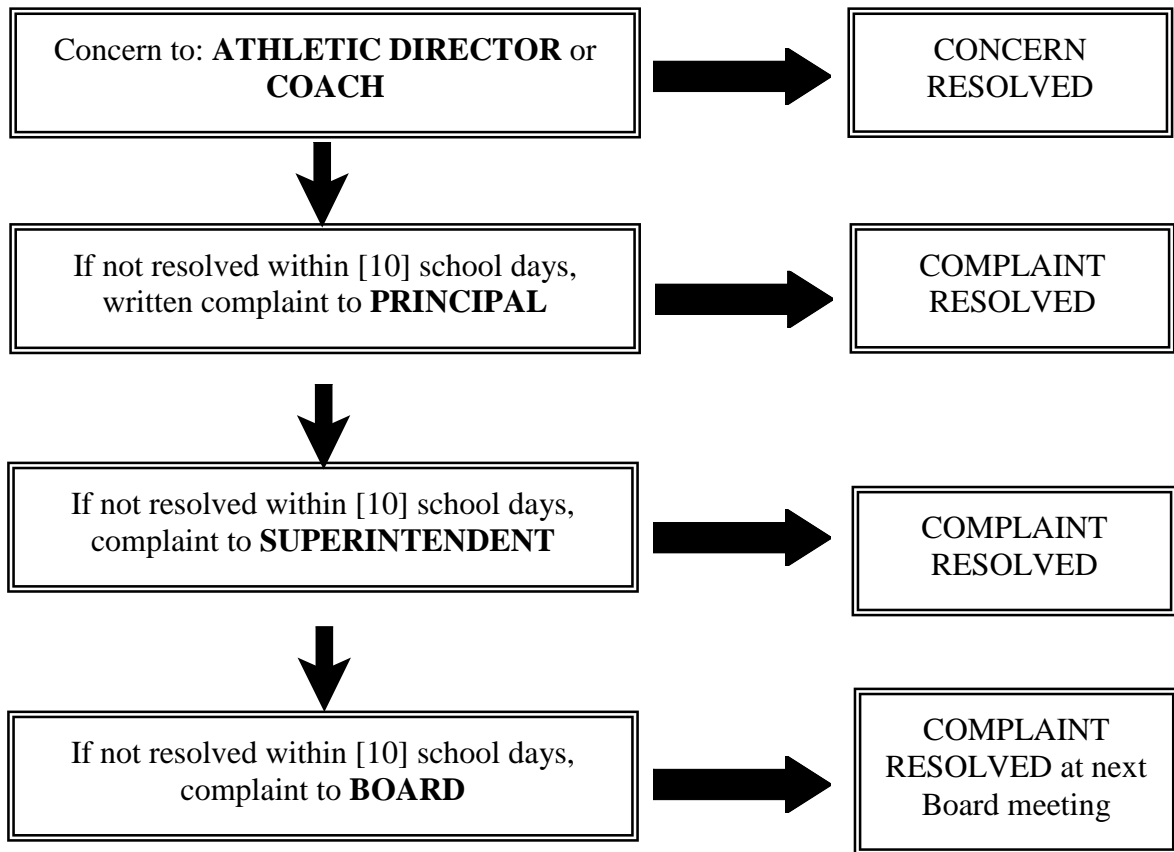
**Principal's Recommendation:** \_\_\_\_\_

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

Submitted to superintendent if not resolved at site \_\_\_\_\_ (Date)

## ATHLETIC COMPLAINT PROCEDURE FLOW CHART



The flow chart above provides procedure for handling a patron athletic concern in an orderly, timely and effective manner. As indicated, any patron who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may be resolved; (2) if the concern is not resolved with either the coach or the athletic director, the athletic director will assist the patron in completing the formal complaint. From this point on, the procedure is outlined in Board policy KL - Public Complaints.



Oregon School Boards Association  
Selected Sample Policy

Code: **KL-AR**  
Revised/Reviewed:

**Review of Administrative Decision**

This form is to be used to request a review by the Board of an administrative decision or an interpretation of a procedure, policy or administrative regulation.

Submitted by: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

State the decision, procedure, administrative regulation or policy questioned: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail (use other pages as necessary) the nature of or reasons for concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested changes or suggested resolutions of the problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: You are invited to appear to personally address the Board or you may choose to submit only your written statement. You will be advised in writing of the Board's decision within [20] working days after the Board has heard the complaint.

I wish to appear before the Board:  Yes  No

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

# Oregon School Boards Association Selected Sample Policy

Code: **LBE-AR**  
Revised/Reviewed:

## Public Charter Schools

### 1. Definitions

- a. “Applicant” means any person or group that develops and submits a written proposal for a public charter school to the district.
- b. “Public charter school” means an elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between the district and an applicant.
- c. “Virtual Public Charter School” means a public charter school that provides online courses, but does not primarily serve students in a physical location.
  - (1) For the purpose of this definition, an “online course” is a course in which instruction and content are delivered on a computer using the internet, other electronic network or other technology such as CDs or DVDs; the student and teacher are in different physical locations for the majority of instructional time; the student is not required to be in a physical location of a school while participating in the course; and the online instruction is integral to the academic program of the charter school.
  - (2) For the purpose of this definition, “primarily serving students in a physical location” means that more than 50 percent of the core courses offered are not online courses; more than 50 percent of the total number of students attending the school are not receiving instructional services in an online course; and more than 50 percent of the school’s required instructional hours are not through an online course.
- d. “Remote and necessary school district” means a school district that offers kindergarten through grade 12 and has: (a) an average daily membership (ADM), as defined in ORS 327.006, in the prior fiscal year of less than 110; and (b) a school that is located, by the nearest traveled road, more than 20 miles from the nearest school or from a city with a population of more than 5,000.
- e. “Sponsor” means the district Board.

### 2. Proposal Process

- a. The public charter school applicant shall submit the proposal to the district no later than ~~180 days prior to the proposed starting date~~ [March 31] ~~[insert district’s identified date]~~<sup>1</sup>.

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<sup>1</sup>The date shall be at least 180 days prior to the date that the public charter school would begin operating and give a reasonable period of time for the school district board to complete the approval process and the public charter school to begin operating by the beginning of the school year.

- b. To be considered complete, the proposal for a public charter school shall include the following:
- (1) The identification of the applicant;
  - (2) The name of the proposed public charter school;
  - (3) A description of the philosophy and mission of the public charter school ~~and how it differs from the district's current program and philosophy~~;
  - (4) A description of any distinctive learning or teaching techniques to be used;
  - (5) A description of the curriculum of the public charter school;
  - (6) A description of the expected results of the curriculum and the verified methods of measuring and reporting results that will allow comparisons with district schools;
  - (7) The governance structure ~~public charter school board membership, selection, duties and responsibilities~~;
  - (8) The projected enrollment including the ages or grades to be served;
  - (9) The target population of students the public charter school is designed to serve;
  - (10) The legal address, facilities and physical location of the public charter school ~~and applicable occupancy permits and health and safety approvals~~;
  - (11) A description of admission policies and application procedures;
  - (12) The statutes and rules that shall apply to the public charter school;
  - (13) The proposed budget and financial plan including evidence that the proposed budget and financial plan are financially sound;
  - (14) A financial management system that includes:
    - (a) A description of a financial management system for the public charter school. The financial management system must include a budget and accounting system that:
      - (i) Is compatible with the budget and accounting system of the sponsor of the school; and
      - (ii) Complies with the requirements of the uniform budget and accounting system adopted by the State Board of Education under OAR 581-023-0035.
    - (b) A plan for having the financial management system in place at the time the school begins operating.
  - (15) The standards for behavior and the procedures for the discipline, suspension or expulsion of students;
  - (16) The proposed school calendar, including the length of the school day and length of the school year;
  - (17) A description of the proposed school staff and required qualifications of teachers ~~including a breakdown of professional staff who hold a valid teaching license issued by the Teacher Standards and Practices Commission (TSPC) and those who do not hold a license but are registered with the TSPC~~ (At least one-half of the full-time equivalent teaching and administrative staff of the public charter school shall be licensed.);
  - (18) The date upon which the public charter school would begin operating;
  - (19) The arrangements for any necessary special education and related services for students with disabilities who qualify under the Individuals with Disabilities Education Act (IDEA) and special education or regular education and related services for students who qualify under Section 504 of the Rehabilitation Act of 1973 who may attend the public charter school;

- (20) Information on the manner in which community groups may be involved in the planning and development process of the public charter school;
- (21) The term of the charter;
- (22) The plan for performance bonding or insuring the public charter school, including buildings and liabilities;
- (23) A proposed plan for the placement of public charter school teachers, other employees and students upon termination or nonrenewal of a charter;
- (24) The manner in which the public charter school program review and fiscal audit will be conducted;
- (25) In the case of a district school's conversion to charter status, the following additional criteria must be addressed:
  - (a) The alternate arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school;
  - (b) The relationship that will exist between the public charter school and its employees including terms and conditions of employment.
- (26) The district will not complete the review required under ORS 338.055 of an application that does not contain the required components listed in ORS 338.045 (2)(a) -(y). A good faith determination of incompleteness is not a denial for purposes of requesting state board review under ORS 338.075;
- (27) In addition to the minimum requirements enumerated in ORS 338.045 (2)(a) -(y), the district, under ORS 338.045 (3), may require the applicant to submit any of the following information as necessary to add detail or clarity to the minimum requirements or that the Board considers relevant to the formation or operation of the public charter school:
  - (a) Curriculum, Instruction and Assessment
    - (i) Description of a curriculum for each grade of students, which demonstrates in detail alignment with Oregon's academic content standards;
    - (ii) Description of instructional goals in relationship to Oregon's academic content standards and benchmarks;
    - (iii) A planned course statement for courses taught in the program, including related content standards, course criteria, assessment practices and state required work samples that will be collected;
    - (iv) Documentation that reflects consideration of credits for public charter school course work a student may perform at any other public school;
    - (v) Explanation of grading practices for all classes and how student performance is documented;
    - (vi) Explanation of how the proposed academic program will be aligned with that of the district. (If an applicant is proposing an elementary level public charter school, please describe how the curriculum is aligned at each grade level with the district's curriculum, including an explanation of how a student in the public charter school will be adequately prepared to re-enter the district's public school system after completing the charter school's program.);
    - (vii) Description of the student assessment system, including how student academic progress will be measured at each grade level and any specific assessment instruments that will be used;

- (viii) Description of the plan for reporting student progress to parents, students and the community;
- (ix) Description of policies and procedures regarding diplomas and graduation;
- (x) Description of policies and practices for meeting the needs of students who are not successful in the regular program;
- (xi) Identification of primary instructional materials by publisher, copyright date, version and edition for each academic content area in each grade;
- (xii) Identification of major supplementary material in core academic content areas and the criteria for use with students;
- (xiii) Description of how the public charter school will meet the unique learning needs of students working above and below grade level, including but not limited to, talented and gifted students;
- (xiv) Description of how the public charter school staff will identify and address students' rates and levels of learning;
- (xv) Description of strategies the public charter school staff will use to create a climate conducive to learning and positive student engagement;
- (xvi) Documentation that demonstrates improvements in student academic performance over time (both individual and program/grade level) from any private alternative school operated by the public charter school applicant, if applicable;
- (xvii) Description of how teachers will utilize current student knowledge and skills to assist in the design of appropriate instruction;
- (xviii) Identification of how the public charter school will provide access to national assessments such as PSAT, SAT and ACT, if applicable;
- (xix) Description of parental involvement, content of planned meetings and how the school will adjust any meeting to meet the needs of working parents;
- (xx) Description of distance learning options available to students, including the grade levels and amount of instruction offered to students, if applicable.†

(b) State and Federal Mandates/Special Education

- (i) †Description of how the public charter school will meet any and all requirements of No Child Left Behind, which also specifically addresses adequate yearly progress (AYP) and the safe schools aspects of the law;
- (ii) Description of how the public charter school will collect AYP information on all subgroup populations in the school;
- (iii) Description of specific program information regarding curriculum and how specially designed instruction is delivered for special education students. (Include methodologies, data collection systems and service delivery models used.);
- (iv) Description of how the public charter school will serve the needs of talented and gifted students, including screening, identification and services;
- (v) Description of how the public charter school will deliver services and instruction to English Language Learners (ELL), including descriptions of curriculum, methodology and program accommodations;
- (vi) Description of how the public charter school will work with the district to comply with Section 504 accessibility requirements and nondiscrimination requirements in admissions and staff hiring;
- (vii) Explanation of how the public charter school will work with the district to implement Child Find requirements;

- (viii) Explanation of how the public charter school will work with the district to manage IDEA 2004 mandates regarding eligibility, individual education program (IEP) and placement meetings;
  - (ix) Explanation of how the public charter school will work with the district in which the public charter school is located to implement accommodations and modifications contained in the IEP or Section 504 plan;
  - (x) Explanation of how the public charter school will work with the district to include parents in implementing IEPs;
  - (xi) Explanation of how the public charter school intends to work with the district in which the public charter school is located to provide special education services for eligible students.†
- (c) Teacher Certification
- (i) †Identification regarding the training and/or certification of staff, including areas of industry training, endorsements and the TSPC licensure;
  - (ii) Explanation of how the public charter school will meet the federal mandate of “highly qualified” teachers contained in No Child Left Behind;
  - (iii) Identification of which teachers are Oregon Proficiency-based Admission Standards System (PASS) trained by content areas and year of training or re-training, if applicable;
  - (iv) Explanation of how the public charter school will comply with the TSPC requirements for all staff, including all TSPC Oregon Administrative Rules pertaining to its staff.†
- (d) Professional Development
- (i) †Provide the public charter school’s plan for comprehensive professional development for all staff;
  - (ii) Identification of how the public charter school’s licensed staff will obtain their required Continuing Professional Development units for licensure renewal.†
- (e) Budget
- (i) †Explanation of projected budget item for the Public Employees Retirement System (PERS) contributions that ~~would~~ may be required of the public charter school;
  - (ii) Description of planned computer and technology support;
  - (iii) Description of planned transportation costs, if applicable;
  - (iv) Explanation of projected budget items for teaching salaries and other personnel contracts;
  - (v) Explanation on facilities costs, including utilities, repairs, and rent;
  - (vi) Copies of municipal audits for any other public charter school operated by the public charter school applicant, if applicable.†

(f) Policy

‡Copies of any policy that the public charter school intends to adopt:

- (i) Which address expectations of academic standards for students and transcribing of credits;
- (ii) On student behavior, classroom management, suspensions and expulsions, which must contain an explanation of how the charter school will handle a student expelled from another district for reasons other than a weapons violation;
- (iii) Regarding corporal punishment including descriptions;
- (iv) Regarding dispensing of medication to students who are in need of regular medication during school hours;
- (v) Regarding reviewing and selecting instructional materials;
- (vi) Regarding solicitation/advertising/fundraising by non-school groups;
- (vii) Regarding field trips;
- (viii) Regarding student promotion and retention;
- (ix) Regarding student publications;
- (x) Regarding staff/student vehicle parking and use;
- (xi) Regarding diplomas and graduation, and also participation in graduation exercises;
- (xii) Regarding student/parent/public complaints;
- (xiii) Regarding visitors;
- (xiv) Regarding staff discipline, suspension or dismissal.‡

(g) Other Information

- (i) ‡Plans for use of any unique district facilities including, but not limited to, gymnasiums, auditoriums, athletic fields, libraries, cafeterias, computer labs and music facilities;
- (ii) Plans for child nutrition program(s);
- (iii) Plans for student participation in extracurricular activities pursuant to Oregon School Activities Association and Board policy, regulations and rules;
- (iv) Plans for counseling services;
- (v) Explanation of contingency plans for the hiring of substitute professional and classified staff;
- (vi) Description of how the public charter school will address the rights and responsibilities of students;
- (vii) Description of how the public charter school will handle situations involving student, possession, use or distribution of illegal drugs, weapons, flammable devices and other items that may be used to injure others;
- (viii) Description of procedures on how the public charter school will handle disciplinary referrals and how they will impact student promotion and advancement;
- (ix) Copies of program reviews conducted by other school districts that may have referred students to another public charter school operated by the public charter school applicant, if applicable;
- (x) Description of the typical school day for a student, including a master schedule, related activities, breaks and extracurricular options;

- (xi) Description of how student membership will be calculated, including a description of the type of instruction and location of instruction that contributes to ADM;
- (xii) Documentation and description of how long most students remain in the program, and documentation of student improvement in academic performance, disciplinary referrals, juvenile interventions, or any other disciplinary action while in the program;
- (xiii) Explanation of the legal relationship between the public charter school and any other public charter school, if applicable. (Please provide any contracts or legal documents that will create the basis of the relationship between the entities. Please also provide all financial audits and auditor's reports.);
- (xiv) If a public charter school applicant is operating any other public charter school, documentation that the public charter school applicant has established a separate Oregon nonprofit corporation, legally independent of any other public charter school in operation;
- (xv) If a public charter school applicant has not secured a facility at the time of submitting a public charter school proposal, a written and signed declaration of intent that states:

If given any type of approval (conditional or unconditional), the public charter school applicant promises to provide to the school district liaison, at least [sixty (60)] days before the intended date to begin operation of the public charter school, proof that it will be able to secure, at least [thirty (30)] days before the intended date to begin operation of the public charter school, a suitable facility, occupancy and safety permits and insurance policies with minimum coverages required by the school district in school board policy and administrative regulation LBE that sets forth the requirements and process for the school board in reviewing, evaluating and approving a public charter school.

If the public charter school applicant fails to provide proof of an ability to secure a facility and all necessary occupancy and safety permits and insurance that is required by the school district as a condition of approval by the due date, it will withdraw its application to begin operation of a public charter school for the upcoming school year.

By signing this document, I affirm that I am authorized to make the promises stated above on behalf of the public charter school applicant. I understand that failure to fulfill the conditions listed above will result in an approval becoming void, and will automatically revoke any type of approval that the school board previously granted to the public charter school applicant.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 On behalf of the [ADD APPLICANT'S NAME] ]

The public charter school applicant will organize and label all information required in section 27 to correspond to the requested numbers.



- (28) Each member of the proposed public charter school’s governing body must provide an acknowledgment of understanding of the standards of conduct and the liabilities of a director of a nonprofit organization in ORS 65.

### 3. Proposal Review Process

- a. ~~The~~ superintendent may appoint an advisory committee to review public charter school proposals and submit a recommendation to the Board. The committee will consist of district representatives, community members and others as deemed appropriate.~~.~~
- b. Within 30 business days of receipt of a proposal, the district will notify the applicant as to the completeness of the proposal and identify the specific elements of the proposal that are not complete. The district shall provide the applicant with a reasonable opportunity to complete the proposal.
- c. Within 60 days after the receipt of a completed proposal that meets the requirements of law and the district, the Board shall hold a public hearing on the provisions of the public charter school proposal.
- d. The Board must evaluate a proposal in good faith using the following criteria:
  - (1) The demonstrated sustainable support for the proposal by teachers, parents, students and other community members, including comments received at the public hearing;
  - (2) The demonstrated financial stability of the proposed public charter school including the demonstrated ability of the school to have a sound financial management system that:
    - (a) Is in place at the time the school begins operating;
    - (b) Is compatible with the budget and accounting system of the sponsor of the school; and
    - (c) Complies with the requirements of the uniform budget and accounting system adopted by the State Board of Education under OAR 581-023-0035.
  - (3) The capability of the applicant in terms of support and planning to provide comprehensive instructional programs;
  - (4) The capability of the applicant in terms of support and planning to provide comprehensive instructional programs to students identified by the applicant as academically low achieving;
  - (5) The adequacy of the information provided as required in the proposal criteria;
  - (6) Whether the value of the public charter school is outweighed by any directly identifiable, significant and adverse impact on the quality of the public education of students residing in the district~~;~~.

~~The~~ “directly identifiable, significant and adverse impact” is defined as an adverse loss or reduction in staff, student, program or funds that may reduce the quality of existing district educational programs. This may include, but not be limited to, the following current data as compared to similar data from preceding years:

- (a) Student enrollment;
- (b) Student teacher ratio;
- (c) Staffing with appropriately licensed or endorsed personnel;
- (d) Student learning and performance;
- (e) Specialty programs or activities such as music, physical education, foreign language, talented and gifted and English as a second language;
- (f) Revenue;

- (g) Expenditure for maintenance and upkeep of district facilities.†
- (7) Whether there are arrangements for any necessary special education and related services;
- (8) Whether there are alternative arrangements for students, teachers and other school employees who choose not to attend or be employed by the public charter school if the public charter school is converting an existing district school;
- (9) The prior history, if any, of the applicant in operating a public charter school or in providing educational services.
- e. The Board must either approve or deny the proposal within 30 days of the public hearing.
- f. Written notice of the Board’s action shall be sent to the applicant. If denied, the notice must include the reasons for the denial with suggested remedial measures. The applicant may then resubmit the proposal. The Board must either approve or deny the resubmitted proposal within 30 days. The Board may, with good cause, request an extension in the approval process timelines from the State Board of Education.

4. Terms of the Charter Agreement

- a. Upon Board approval of the proposal, the Board will become the sponsor of the public charter school. The district and the applicant must develop a written charter agreement, subject to Board approval, which shall act as the legal authorization for the establishment of the public charter school.
- b. The charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the district.
- c. The district and the public charter school may amend a charter agreement through joint agreement.
- d. It is the intent of the Board that the charter agreement be detailed and specific to protect the mutual interests of the public charter school and the district. The agreement shall incorporate the elements of the approved proposal and will address additional matters, statutes and rules not fully covered by law or the proposal that shall apply to the public charter school including, but not limited to, the following:

- (1) †Sexual harassment (ORS 342.700, 342.704);†
- (2) †Pregnant and parenting students (ORS 336.640);†
- (3) †Special English classes for certain children (ORS 336.079);†
- (4) †Student conduct (ORS 339.250);†
- (5) †Alcohol and drug abuse program (ORS 336.222);†
- (6) †Student records (ORS 326.565);]
- (7) †Oregon Report Card (ORS 329.115);†
- (8) †Recovery of costs associated with property damage (ORS 339.270);†
- (9) †Use of school facilities (ORS 332.172);†
- (10) Employment status of public charter school employees:

- (a) Public charter school law requires the following:

- (i) Employee assignment to a public charter school shall be voluntary;
- (ii) A public charter school or the sponsor of the public charter school may be considered the employer of any employees of the public charter school;
- (iii) If the Board is not the sponsor of the public charter school, it shall not be the employer and shall not collectively bargain with the employees;

- (iv) A public charter school employee may be a member of a labor organization or organize with other employees to bargain collectively. The bargaining unit may be separate from other bargaining units of the district;
  - (v) The public charter school governing body shall control the selection of employees at the public charter school;
  - (vi) The Board shall grant a leave of absence to any employee who chooses to work in the public charter school. The length and terms of the leave of absence shall be set by collective bargaining agreement or by Board policy; however, the length of leave of absence may not be less than two years unless:
    - 1) The charter of the public school is terminated or the public charter school is dissolved or closed during the leave of absence; or
    - 2) The employee and the Board have mutually agreed to a different length of time.
  - (vii) An employee of a public charter school operating within the district who is granted a leave of absence and returns to employment with the district shall retain seniority and benefits as an employee, pursuant to the terms of the leave of absence.
- (b) The terms and conditions of employment addressed in the agreement may include, but not limited to, the following provisions:
- (i) A proposed plan for the placement of teachers and other school employees upon termination or nonrenewal of the charter;
  - (ii) Arrangements for employees who choose not to be employed or participate in the public charter school, if a district school has been converted to a public charter school;
  - (iii) ~~Salary for professional staff or wages for classified staff;~~
  - (iv) ~~Health benefits;~~
  - (v) ~~Leaves, including timing, commencement and duration of leave; voluntary and involuntary termination and return to work; whether the leave is paid or unpaid; and a description of benefits upon termination of leave (i.e., same, similar or available position and salary schedule placement);~~
  - (vi) ~~Work year;~~
  - (vii) ~~Working hours;~~
  - (viii) ~~Discipline and dismissal procedures;~~
  - (ix) ~~Arrangements to secure substitutes;~~
  - (x) ~~Arrangements to ensure that 50 percent of the total full-time equivalent teaching and administrative staff are licensed;~~
  - (xi) ~~Hiring practices;~~
  - (xii) ~~Evaluation procedures.~~

(11) Student enrollment, application procedures and whether the public charter school will admit nonresident students and on what basis:

(a) Public charter school law requires the following:

- (i) Student enrollment shall be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. ~~{All resident applicants will have their names written on a uniform-sized card to be placed in a covered container. Names will be drawn individually until all available slots are filled. If slots remain after resident applicants are placed, the remaining slots may be filled by nonresident applicants using an identical process. The drawing shall be made in the presence of at least two employees of the public charter school and two employees of the district.}~~ If the public charter school has been in operation one or more years, priority enrollment will be given to those students who:
    - 1) Were enrolled in the public charter school the prior year;
    - 2) Have siblings who are presently enrolled in the public charter school and who were enrolled the prior year;
    - 3) ~~{<sup>2</sup>Only when the public charter school is party to a cooperative agreement for the purpose of forming a partnership to provide educational services, reside in:
      - a) The public charter school's sponsoring district; or
      - b) A district which is a party to the cooperative agreement.}~~
- i) ~~{OR}~~
- 3) ~~{<sup>2</sup>Reside in the public charter school's sponsoring district or a district which is a party to a cooperative agreement with the sponsoring district.}~~
- (ii) A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, income level, proficiency in the English language or athletic ability but may limit admission within a given age group or grade level.

(12) Transportation of students:

(a) Public charter school law requires the following:

- (i) The public charter school shall be responsible for providing transportation for its students and may negotiate with the district for the provision of transportation services;

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<sup>2</sup>[District should choose one of the options presented as "3)" above.]

- (ii) The district shall provide transportation for public charter school students pursuant to ORS 327.043. Resident public charter school students will be transported under the same conditions as students attending private or parochial schools located along or near established district bus routes. The district shall not be required to add or extend existing bus routes;
  - (iii) Public charter school students who reside outside the district may use existing bus routes and transportation services of the district in which the public charter school is located;
  - (iv) Any transportation costs incurred by the district shall be considered approved transportation costs.
- (13) The plan for performance bonding or insuring the public charter school sufficient to protect the district. Documentation shall be submitted prior to agreement approval.
- (a) ~~f~~Insurance<sup>3</sup>:
- (i) Commercial General Liability Insurance in an amount of not less than \$1,000,000 combined single limit per occurrence/\$3,000,000 annual aggregate covering the public charter school, the governing board, employees and volunteers against liability for damages because of personal injury, bodily injury, death or damage to property including the loss of use thereof. Coverage to include, but not limited to, contractual liability, advertisers' liability, employee benefits liability, professional liability and teachers' liability;
  - (ii) Liability Insurance for Directors and Officers in an amount not less than \$1,000,000 each loss/\$3,000,000 annual aggregate covering the public charter school, the governing board, employees and volunteers against liability arising out of wrongful acts and employment practices. Continuous "claims made" coverage will be acceptable, provided the retroactive date is on the effective date of the charter;
  - (iii) Automobile Liability Insurance in an amount not less than \$1,000,000 combined single limit covering the public charter school, the governing board, employees and volunteers against liability for damages because of bodily injury, death or damage to property, including the loss of use thereof arising out of the ownership, operation, maintenance or use of any automobile. The policy will include underinsured and uninsured motorist vehicle coverage at the limits equal to bodily injury limits;
  - (iv) Workers' Compensation Insurance shall also be maintained pursuant to Oregon laws (ORS Chapter 656). Employers' liability insurance with limits of \$100,000 each accident, \$100,000 disease each employee and \$500,000 each policy limit;
  - (v) Honesty Bond to cover all employees and volunteers. Limits to be determined by the governing board, but no less than \$25,000. Coverage shall include faithful performance and loss of moneys and securities;

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<sup>3</sup>Insurance requirements for individual public charter schools may vary and should be reviewed by legal counsel and an insurance representative.

- (vi) Property Insurance shall be required on all owned or leased buildings or equipment. The insurance shall be written to cover the full replacement cost of the building and/or equipment on an “all risk of direct physical loss basis,” including earthquake and flood perils.
- (b) Additional requirements:
  - (i) The district shall be an additional insured on commercial general and automobile liability insurance. The policies shall provide for a 90-day written notice of cancellation or material change. A certificate evidencing all of the above insurance shall be furnished to the district;
  - (ii) The public charter school shall also hold harmless and defend the district from any and all liability, injury, damages, fees or claims arising out of the operations of the public charter school operations or activities;
  - (iii) The district shall be loss payee on the property insurance if the public charter school leases any real or personal district property;
  - (iv) The coverage provided and the insurance carriers must be acceptable to the district.†
- e. If the district and the public charter school enter a cooperative agreement with other school districts for the purpose of forming a partnership to provide educational services, then the agreement must be incorporated into the charter of the public charter school.
- f. In addition to any other terms required to be in the charter agreement, a virtual public charter school must have in the charter of the school, a requirement that the school:
  - (1) Monitor and track student progress and attendance; and
  - (2) Provide student assessments in a manner that ensures that an individual student is being assessed and that the assessment is valid.

## 5. Public Charter School Operation

- a. The public charter school shall operate at all times in accordance with the public charter school law, the terms of the approved proposal and the charter agreement.
- b. Statutes and rules that apply to the district shall not apply to the public charter school except the following, as required by law, shall apply:
  - (1) Federal law, including applicable provisions of the No Child Left Behind Act of 2001;
  - (2) ORS 192.410 to 192.505 (Public Records Law);
  - (3) ORS 192.610 to 192.690 (Public Meetings Law);
  - (4) ORS Chapters 279A, 279B and 279C (Public Contracting Code);
  - (5) ORS 326.565, 326.575 and 326.580 (student records);
  - (6) ORS 297.405 to 297.555 and 297.990 (Municipal Audit Law);
  - (7) ORS 181.534, 326.603, 326.607; ~~and 342.223 and 342.232~~ (criminal records checks);
  - (8) ORS 337.150 (textbooks);
  - (9) ORS 339.119 (considerations for educational services);
  - (10) ORS 336.840 (use of personal electronic devices);
  - (11) ORS 339.141, 339.147 and 339.155 (tuition and fees);
  - (12) ORS 659.850, 659.855 and 659.860 (discrimination);
  - (13) ORS 30.260 to 30.300 (tort claims);
  - (14) ORS Chapter 657 (Employment Department Law);

- (15) Health and safety statutes and rules;
  - (16) Any statute or rule listed in the charter;
  - (17) The statewide assessment system developed by the Oregon Department of Education (ODE) for mathematics, science and English under ORS 329.485 (2);
  - (18) ORS 329.045 (academic content standards and instruction);
  - (19) Any statute or rule that establishes requirements for instructional time;
  - (20) ORS 339.250 (12) (prohibition of infliction of corporal punishment);
  - (21) ORS 339.370, 339.372, 339.388 and 339.400 (reporting of suspected abuse of a child and sexual conduct, and training on prevention and identification of abuse and sexual conduct);
  - (22) ORS 329.451 (diploma, modified diploma, extended diploma and alternative certificate standards);
  - (23) Statutes and rules that expressly apply to public charter schools;
  - (24) Statutes and rules that apply to special government body as defined in ORS 174.117, or public body as defined in ORS 174.109;
  - (25) ORS Chapter 338.
- c. The public charter school may employ as a teacher or administrator a person who is not licensed by the TSPC; however, at least one-half of the total full-time equivalent teaching and administrative staff at the public charter school shall be licensed by the commission, pursuant to ORS 342.135, 342.136, ~~or 342.138 or 342.140.~~
  - d. A board member of the school district in which the public charter school is located may not serve as a voting member of the public charter school's board, yet may serve in an advisory capacity.
  - e. The public charter school shall participate in the PERS.
  - f. The public charter school shall not violate the Establishment Clause of the First Amendment to the United States Constitution or Section 5, Article I of the Oregon Constitution, or be religion based.
  - g. The public charter school shall maintain an active enrollment of at least 25 students, unless the public charter school is providing educational services under a cooperative agreement entered into for the purpose of forming a partnership to provide educational services.
  - h. The public charter school may sue or be sued as a separate legal entity.
  - i. The public charter school may enter into contracts and may lease facilities and services from the district, education service district, state institution of higher education, other governmental unit or any person or legal entity.
  - j. The public charter school may not levy taxes or issue bonds under which the public incurs liability.
  - k. The public charter school may receive and accept gifts, grants and donations from any source for expenditure to carry out the lawful functions of the school.
  - l. The district shall offer a high school diploma, modified diploma, extended diploma, alternative certificate to any public charter school student located in the district who meets the district's and state's standards for a high school diploma, modified diploma, extended diploma, alternative certificate.
  - m. A high school diploma, modified diploma, extended diploma, alternative certificate issued by a public charter school shall grant to the holder the same rights and privileges as a high school diploma, modified diploma, extended diploma, alternative certificate issued by a nonchartered public school.
  - n. Upon application by the public charter school, the State Board of Education may grant a waiver of certain public charter school law provisions if the waiver promotes the development of programs by providers, enhances the equitable access by underserved families to the public education of their choice, extends the equitable access to public support by all students or

permits high quality programs of unusual cost. This waiver request must specify the reasons the public charter school is seeking the waiver and further requires the public charter school to notify the sponsor if a waiver is being considered.

## 6. Virtual Public Charter School Operation

- a. In addition to the other requirements for a public charter school, a virtual public charter school must have:
  - (1) A plan for academic achievement that addresses how the school will improve student learning and meet academic content standards required by ORS 329.045;
  - (2) Performance criteria the school will use to measure the progress of the school in meeting the academic performance goals set by the school for its first five years of operation;
  - (3) A plan for implementing the proposed education program of the school by directly and significantly involving parents and guardians of students enrolled in the school and involving the professional employees of the school;
  - (4) A budget, business plan and governance plan for the operation of the school;
  - (5) An agreement that the school will operate using an interactive, Internet-based technology platform that monitors and tracks student progress and attendance in conjunction with performing other student assessment functions;
  - (6) An agreement to employ only licensed teachers who are highly qualified as described in the Federal No Child Left Behind Act of 2001;
  - (7) A plan that ensures:
    - (a) All superintendents, assistant superintendents and principals of the schools are licensed by the TSPC to administrate; and
    - (b) Teachers who are licensed to teach by the TSPC and who are highly qualified as described in the federal No Child Left Behind Act of 2001 teach at least 95 percent of the school's instructional hours.
  - (8) A plan for maintaining student records and school records, including financial records, at a designated central office of operations;
  - (9) A plan to provide equitable access to the education program of the school by ensuring that each student enrolled in the school:
    - (a) Has access to and use of a computer and printer equipment as needed;
    - (b) Is offered an Internet service cost reimbursement arrangement under which the school reimburses the parent or guardian of the student, at a rate set by the school, for the costs of obtaining Internet service at the minimum connection speed required to effectively access the education program provided by the school; or
    - (c) Has access to and use of computer and printer equipment and is offered Internet service cost reimbursement.
  - (10) A plan to provide access to a computer and printer equipment and the Internet service cost reimbursement as described in (8) above by students enrolled in the school who are from families that qualify as low-income under Title I of the federal Elementary and Secondary Education Act of 1965 (20 USC 6301 et. seq.);
  - (11) A plan to conduct school-sponsored optional educational events at least six times each school year at locations selected to provide convenient access to all students in the school who want to participate;



- (12) A plan to conduct biweekly meetings between teachers and students enrolled in the school, either in person or through the use of conference calls or other technology;
  - (13) A plan to provide opportunities for face-to-face meetings between teachers and students enrolled in the school at least six times each school year;
  - (14) A plan to provide written notice to both the sponsoring district and the district in which the student resides upon enrollment or withdrawal for a reason other than graduation from high school:
    - (a) If notice is provided due to enrollment, then the notice must include the student's name, age, address and school at which the student was formerly enrolled;
    - (b) If notice is provided due to withdrawal for a reason other than graduation from high school, then notice must include the student's name, age, address, reason for withdrawal (if applicable) and the name of the school in which the student intends to enroll (if known).
  - (15) An agreement to provide a student's education records to the student's resident school district or to the sponsor upon request of the resident school district or sponsor.
- b. The sponsor of a virtual public charter school or a member of the public may request access to any of the documents described in a. above.
  - c. If a virtual public charter school or the sponsor of a virtual public charter school contracts with a for-profit entity to provide educational services through the virtual public charter school, the for-profit entity may not be the employer of any employees of the virtual public charter school.
  - d. The following limitations apply:
    - (1) School board members of the virtual public charter school's sponsoring district may not be:
      - (a) An employee of the virtual public charter school;
      - (b) A member of the governing body of the virtual public charter school;
      - (c) An employee or other representative of any third-party entity with which the virtual public charter school has entered into a contract to provide educational services.
    - (2) Members of the governing body of the virtual public charter school may not be an employee of a third-party entity with which the virtual public charter school intends to enter or has entered into a contract to provide educational services;
    - (3) If a third-party entity contracts with a virtual public charter school to provide educational services to the school, then:
      - (a) No third-party entity's employee or governing board member may attend an executive session of the sponsoring district's school board;
      - (b) No virtual public charter school employee may promote the sale or benefits of private supplemental services or classes offered by the third-party entity;
      - (c) The educational services must be consistent with state standards and requirements;

- (d) The virtual public charter school must have on file the third-party entity's budget for the provision of educational services, including itemization of:
  - (i) The salaries of supervisory and management personnel and consultants who are providing educational or related services for a virtual public charter school in this state; and
  - (ii) The annual operating expenses and profit margin of the third-party entity for providing educational services to a virtual public charter school in this state.

## 7. Charter Agreement Review

- a. The public charter school shall report at least annually on the performance of the school and its students to the State Board of Education and the district.
- b. The Board or designee shall visit the public charter school at least annually to assure compliance with the terms and provisions of the charter.
- c. The public charter school shall be audited annually in accordance with the Municipal Audit Law. After the audit, the public charter school shall forward a copy of the audit to ODE and the following to the sponsoring district:
  - (1) A copy of the annual audit;
  - (2) Any statements from the public charter school that show the results of operations and transactions affecting the financial status of the charter school during the preceding annual audit period for the school; and
  - (3) Any balance sheet containing a summary of the assets and liabilities of the public charter school and related operating budget documents as of the closing date of the preceding annual audit period for the school.
- d. The sponsoring district may request at any time an acknowledgment from each member of the public charter school governing body that the member understands the standards of conduct and liabilities of a director of a nonprofit organization.
- e. ¶The public charter school shall submit to the Board quarterly financial statements that reflect the school's financial operations. The report shall include, but not be limited to, revenues, expenditures, loans and investments.¶

## 8. Charter School Renewal

- a. The first renewal of a charter shall be for the same time period as the initial charter. Subsequent renewals of a charter shall be for a minimum of five years but may not exceed 10 years.
- b. The Board and the public charter school shall follow the timeline listed below, unless a different timeline has been agreed upon by the Board and the public charter school:
  - (1) The public charter school shall submit a written renewal request to the Board for consideration at least 180 days prior to the expiration of the charter;
  - (2) Within 45 days after receiving a written renewal request from a public charter school, the Board shall hold a public hearing regarding the renewal request;
  - (3) Within 30 days after the public hearing, the Board shall approve the charter renewal or state in writing the reasons for denying charter renewal;
  - (4) If the Board approves the charter renewal, the Board and the public charter school shall negotiate a new charter within 90 days unless the Board and the public charter school

- agree to an extension of the time period. Notwithstanding the time period specified in the charter, an expiring charter shall remain in effect until a new charter is negotiated;
- (5) If the Board does not renew the charter, the public charter school may address the reasons stated for denial of the renewal and any remedial measures suggested by the Board and submit a revised request for renewal to the Board;
  - (6) If the Board does not renew the charter based on the revised request for renewal or the parties do not negotiate a charter contract within the timeline established in this policy, the public charter school may appeal the Board's decision to the State Board of Education for a review of whether the Board used the process required by Oregon law in denying the charter renewal.
    - (a) If the State Board of Education finds that the Board used the appropriate process in denying the request for renewal, it shall affirm the decision of the Board. A public charter may seek judicial review of this order.
    - (b) If the State Board of Education finds that the Board did not use the appropriate process in denying the request for renewal, it shall order the Board to reconsider the request for renewal. If after reconsideration the Board does not renew the charter, the public charter school may seek judicial review of the Board's decision.
  - (7) The Board shall base the charter renewal decision on a good faith evaluation of whether the public charter school:
    - (a) Is in compliance with all applicable state and federal laws;
    - (b) Is in compliance with the charter of the public charter school;
    - (c) Is meeting or working toward meeting the student performance goals and agreements specified in the charter or any other written agreements between the Board and the public charter school;
    - (d) Is fiscally stable and used the sound financial management system described in the proposal submitted under ORS 338.045 and incorporated into the written charter agreement; and
    - (e) Is in compliance with any renewal criteria specified in the charter of the public charter school.
  - (8) The Board shall base the renewal evaluation described above primarily on a review of the public charter school's annual performance reports, annual audit of accounts and annual site visit and review and any other information mutually agreed upon by the public charter school and the Board;
  - (9) For purposes of this section, the phrase "good faith evaluation" means an evaluation of all criteria required by this section resulting in a conclusion that a reasonable person would come to who is informed of the law and the facts before that person.

## 9. Charter School Termination

- a. The public charter school may be terminated by the Board for any of the following reasons:
  - (1) Failure to meet the terms of an approved charter agreement or any requirement of ORS Chapter 338 unless waived by the State Board of Education;
  - (2) Failure to meet the requirements for student performance as outlined in the charter agreement;
  - (3) Failure to correct a violation of federal or state law;
  - (4) Failure to maintain insurance;

- (5) Failure to maintain financial stability;
  - (6) Failure to maintain, for two or more consecutive years, a sound financial management system described in the proposal submitted under ORS 338.045 and incorporated into the written charter under ORS 338.065;
  - (7) Failure to maintain the health and safety of the students.
- b. If a public charter school is terminated by the Board for any reason listed in sections a. (1) through a. (7), the following shall occur:
- (1) The district shall give the public charter school a 60-day written notification of its decision;
  - (2) If the grounds for termination include failure to maintain financial stability or failure to maintain a sound financial management system, the sponsor and the public charter school may agree to develop a plan to correct deficiencies. The plan to correct deficiencies will follow the process as per ORS 338.105;
  - (3) The district shall state the grounds for termination and deliver notification to the business office of the public charter school;
  - (4) The public charter school may request a hearing by the district. The request must be made in writing and delivered to the business address of the sponsor;
  - (5) Within 30 days of receiving the request for a hearing, the sponsor must provide the public charter school with the opportunity for a hearing on the proposed termination;
  - (6) The public charter school may appeal the decision to terminate to the State Board of Education;
  - (7) If the public charter school appeals the decision to terminate to the State Board of Education, the public charter school will remain open until the State Board issues its final order;
  - (8) If the State Board's final order upholds the decision to terminate and at least 60 days have passed since the notice of intent to terminate was received by the public charter school, the district's sponsorship of the public charter school will terminate;
  - (9) The final order of the State Board may be appealed under the provision of ORS 183.484;
  - (10) Throughout the ORS 183.484 judicial appeals process the public charter school shall remain closed;
  - (11) If terminated or dissolved, assets of the public charter school purchased by the public charter school with public funds, shall be given to the State Board of Education.
- c. If the public charter school is terminated by the Board for any reason related to student health or safety as provided in section a. (7), the following shall occur:
- (1) If the district reasonably believes that a public charter school is endangering the health or safety of the students enrolled in the public charter school, the district may act to immediately terminate the approved charter and close the public charter school without providing the notice required in section b. (1);
  - (2) A public charter school closed due to health or safety concerns may request a hearing by the sponsor. Such a request must be made in writing and delivered to the business address of the district;
  - (3) Within 10 days of receiving the request for a hearing, the district must provide the public charter school with the opportunity for a hearing on the termination;
  - (4) If the district acts to terminate the charter following the hearing, the public charter school may appeal the decision to the State Board of Education;
  - (5) The State Board will hold a hearing on the appeal within 10 days of receiving the request;

- (6) The public charter school will remain closed during the appeal process unless the State Board orders the district not to terminate and to re-open the public charter school; and
  - (7) The final order of the State Board may be appealed under the provisions of ORS 183.484.
- d. If the public charter school is terminated, closed or dissolved by the governing body of the public charter school, it shall be done only at the end of a semester and with 180 days' notice to the district, unless the health and safety of the students are in jeopardy. Such notice must be made in writing and be delivered to the business address of the sponsor.

Assets of a terminated, closed or dissolved public charter school that were obtained with grant funds will be dispersed according to the terms of the grant. If the grant is absent any reference to ownership or distribution of assets of a terminated, closed or dissolved public charter school, all assets will be given to the State Board of Education for disposal.

#### 10. District Immunity

The district, members of the Board and employees of the district are immune from civil liability with respect to the public charter school's activities.

**LOWELL SCHOOL DISTRICT  
EMPLOYEE CHANGE OF STATUS FORM**

Employee Name: Amber Hansen

Effective Date: August 31, 2015

**From**

**To**

**Position**

Licensed Teacher/Administrator

Licensed Management/Confidential Director  
of Student Support Programs

**Salary Placement**

Range: 6 Step: 11

Range: Step:

**FTE**

.90 FTE

.57 FTE

**Number of Contract Days**

175

110.5

**Account Number**

FTE			
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FTE			
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**Account Number**

FTE			
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FTE			
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**Account Number**

FTE			
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**Account Number**

FTE			
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FTE			
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**Account Number**

FTE			
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FTE			
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**Leave Status**

Active  FMLA  LWOP  Other

Active  FMLA  LWOP  Other

**Termination**

- Voluntary Resignation:  With Notice  Without Notice
- Involuntary Termination
- Layoff
- Other \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

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

Business Office Manager \_\_\_\_\_

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

Superintendent \_\_\_\_\_

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

\*\*\* For Human Resources Use Only \*\*\*

	Start Date	End Date
FMLA - Paid		
FMLA - Unpaid		
Leave Without Pay		

**LOWELL SCHOOL DISTRICT #71**

**PERSONAL SERVICES CONTRACT**

**FOR**

**AMBER HANSEN**

This contract is made and entered into this 31<sup>st</sup> day of August, 2015, by and between the Lowell School DISTRICT #71 (hereinafter “DISTRICT”) and **Amber Hansen, hereinafter (“MANAGEMENT/CONFIDENTIAL EMPLOYEE”)**.

WHEREAS, the DISTRICT desires to provide the MANAGEMENT/CONFIDENTIAL EMPLOYEE with a written employment contract in order to insure administrative stability and continuity within the DISTRICT which the DISTRICT believes generally improves the quality of the overall educational program;

NOW, THEREFORE, the DISTRICT and the MANAGEMENT/CONFIDENTIAL EMPLOYEE, for consideration herein specified, agree as follows:

**I. TERM OF MANAGEMENT/CONFIDENTIAL EMPLOYEE CONTRACT**

The DISTRICT hereby offers and the MANAGEMENT/CONFIDENTIAL EMPLOYEE hereby accepts employment as Director of Student Support Programs (75% Special Education Director, 15% Director of Student Support Services, 5% Special Education Teacher of Record, 5% General Administration) of Lowell Schools for a one-year (1) term commencing on July 1, 2015 and ending June 30, 2016.

The MANAGEMENT/CONFIDENTIAL EMPLOYEE shall abide by all applicable state and federal laws, rules and regulations of the Board of the DISTRICT. MANAGEMENT/CONFIDENTIAL EMPLOYEE understands and agrees that, should MANAGEMENT/CONFIDENTIAL EMPLOYEE fail to secure the requisite licenses or certificates to fulfill any mandatory prerequisite authorizing MANAGEMENT/ CONFIDENTIAL EMPLOYEE to legally provide Administrative Services to Oregon public school employees and students, this Agreement shall become null and void.



**II. MANAGEMENT/CONFIDENTIAL EMPLOYEE COMPENSATION AND WORK YEAR**

**WORKYEAR**

MANAGEMENT/CONFIDENTIAL EMPLOYEE accepts employment for a 108 full days and 5 half days per year, 12 month employee pursuant to the further terms of this Agreement.

**SALARY**

The MANAGEMENT/CONFIDENTIAL EMPLOYEE annual salary shall be \$39,744.64 . The salary shall be distributed in the form of a direct monthly payment. The Board reserves the right to modify the MANAGEMENT/ CONFIDENTIAL EMPLOYEE's salary, with the mutual consent of the MANAGEMENT/ CONFIDENTIAL EMPLOYEE and ratification by the Board. It is further provided, however, that by so doing, it shall not be considered that a new contract has been entered into or that the termination date of the existing contract has been extended.

**HEALTH BENEFITS**

MANAGEMENT/CONFIDENTIAL EMPLOYEE shall annually receive District provided health benefits in the amount of \$13,296. If MANAGEMENT/CONFIDENTIAL EMPLOYEE elects a health benefit plan less than the \$13,296, MANAGEMENT/ CONFIDENTIAL EMPLOYEE shall be provided the difference in compensation and be free to allocate the compensation within the restrictions outlined by the District. The compensation shall be distributed in the form of a direct monthly payment.

**LEAVE BENEFITS**

MANAGEMENT /CONFIDENTIAL EMPLOYEE shall receive 12 days of sick leave and the same health and long-term leave benefits that are provided to Licensed staff. .

## EXPENSES

The DISTRICT will pay the MANAGEMENT/CONFIDENTIAL EMPLOYEE'S ordinary expenses in conducting DISTRICT business, within the budget for that purpose and with the approval of the Superintendent.

The DISTRICT shall reimburse the MANAGEMENT/CONFIDENTIAL EMPLOYEE for reasonable, actual and necessary expenses (e.g. meals, registration fees, and air fare) for attendance at conferences approved in advance by the Superintendent, and other functions which directly contribute to the addressing of the DISTRICT'S mission and goals.

## LIABILITY INSURANCE

The MANAGEMENT/CONFIDENTIAL EMPLOYEE shall be covered under the DISTRICT'S liability insurance that covers other administrative employees.

### **III. MODIFICATION**

This contract supersedes all prior agreements and understandings between the parties. The parties may, during the term of this contract, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

IN WITNESS WHEREOF, I affix my signature to this contract as the full and complete agreement between the parties hereto.

Dated: August 31<sup>st</sup>, 2015

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Walt L. Hanline, Superintendent

I hereby accept this offer of employment and agree to comply with the terms and conditions stated hereof in this contract, and to fulfill all the duties of employment as MANAGEMENT/CONFIDENTIAL EMPLOYEE of the Lowell School DISTRICT #71.

Date of Acceptance: August 31<sup>st</sup>, 2015

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Amber Hansen



# Oregon School Boards Association Selected Sample Policy

Code: **JECB**  
Adopted:

## Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. **Interdistrict Transfer Agreement.** By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
2. **Open Enrollment.** By written consent from the school board with which the student has made application for admission. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
3. **Tuition Paying Student.** By admitting nonresident student with tuition, whereby neither affected districts are eligible for State School Fund moneys;
4. **Court placement.** If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board ~~{will} {will not} {may,~~ based on district criteria, ~~deny {regular school} {alternative education program}~~ admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

### **Consent for Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student**

~~{Annually, by {date to be set by the Board<sup>1</sup>}, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.}~~

The Board reserves the right to accept/reject nonresident students based upon the availability of space and resources. The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individualized education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

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<sup>1</sup>The district must annually make this determination by a date set by the Board. Insert the date set by the Board.

The Board may ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission (e.g., sibling in the district; change in legal residence; completion of public charter school in the district), information about which schools the student prefers to attend and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; to students who previously received consent for admission and because of a change in legal residence; or to students who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school and did not enroll and attend school in another district following completion of that highest grade in the public charter school. ~~[For the 2014-2015 school year only, this process may also give priority to nonresident students who received consent from the Board for the 2013-2014 school year.]~~

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student.

The district may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students that are given consent. The district is not allowed to establish minimum standards for academics as a criteria for the student to remain in the district. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this district in the same or the following school year.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

### **Consent by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment)**

Annually, by March 1, the Board shall establish the number of students to whom consent will be given for the upcoming school year. The Board may choose to limit consent based on school, grade or the combination of both. The Board may decide not to give consent to any person under this process.

Applications for consent shall be submitted to the district no later than April 1, for the following school year.

The Board may not deny consent, give priority nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual

education program (IEP) or the terms of that IEP, income level, residence, proficiency in the English language, athletic ability, academic records or eligibility or participation in talented and gifted programs.

If the number of students seeking consent exceeds the number of students the Board has determined will be given consent, consent will be based on an equitable lottery selection process.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

By May 1, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.

END OF POLICY

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**Legal Reference(s):**

[ORS 109.056](#)

[ORS 327.006](#)

[ORS 329.485](#)

[ORS 335.090](#)

[ORS 339.115 to -339.133](#)

[ORS 339.141](#)

[ORS 339.250](#)

[ORS 343.221](#)

[ORS 433.267](#)

Letter Opinions, Office of the OR Attorney General (March 15, April 18, June 30 1988).  
OR. DEP'T OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.

**From:** Walt Hanline  
**Sent:** Friday, September 11, 2015 10:30 AM  
**To:** Laurie Cardwell <[laurie@mtviewacademy.org](mailto:laurie@mtviewacademy.org)>  
**Cc:** Jake Plahn <[jake@jakeplahn.com](mailto:jake@jakeplahn.com)>; Julie Valencia <[Jewlz25@yahoo.com](mailto:Jewlz25@yahoo.com)>; Debi McNamara <[dmcnamara@lowell.k12.or.us](mailto:dmcnamara@lowell.k12.or.us)>; Maureen Weathers (<[mweathers@lowell.k12.or.us](mailto:mweathers@lowell.k12.or.us)> <[mweathers@lowell.k12.or.us](mailto:mweathers@lowell.k12.or.us)>); Dennis McCallum (<[n6508c@yahoo.com](mailto:n6508c@yahoo.com)> <[n6508c@yahoo.com](mailto:n6508c@yahoo.com)>); Jim Chapman (<[jchapman46@gmail.com](mailto:jchapman46@gmail.com)> <[jchapman46@gmail.com](mailto:jchapman46@gmail.com)>); Johnie Matthews (<[jmatthews@lowell.k12.or.us](mailto:jmatthews@lowell.k12.or.us)> <[jmatthews@lowell.k12.or.us](mailto:jmatthews@lowell.k12.or.us)>); Joyce Donnell (<[jadonnell2@gmail.com](mailto:jadonnell2@gmail.com)> <[jadonnell2@gmail.com](mailto:jadonnell2@gmail.com)>); Kay Graham <[kgraham@lowell.k12.or.us](mailto:kgraham@lowell.k12.or.us)>; MICHAEL GALVIN <[mgalvin@pacbell.net](mailto:mgalvin@pacbell.net)>; Michelle Stephens <[stephens@lowell.k12.or.us](mailto:stephens@lowell.k12.or.us)>; Suzanne Kintzley <[kintzleyhome@q.com](mailto:kintzleyhome@q.com)>; Walt Hanline <[whanline@nationalleadership.net](mailto:whanline@nationalleadership.net)>  
**Subject:** RE: Open Enrollment Forms

Laurie,

You are a good negotiator. I will address each of your points below, in red, reflecting my recommendation to the Board.

Walt

Walt L. Hanline  
Superintendent, Lowell School District &  
Executive Director, National Center for Executive Leadership and School Board Development  
209-765-4818

**From:** Laurie Cardwell [<mailto:laurie@mtviewacademy.org>]  
**Sent:** Friday, September 11, 2015 3:27 AM  
**To:** Walt Hanline <[whanline@lowell.k12.or.us](mailto:whanline@lowell.k12.or.us)>; Jake Plahn <[jake@jakeplahn.com](mailto:jake@jakeplahn.com)>; Julie Valencia <[jewlz25@yahoo.com](mailto:jewlz25@yahoo.com)>; Becky Garner <[bbgarner@hotmail.com](mailto:bbgarner@hotmail.com)>; Jessica Justman <[jessica@signless.com](mailto:jessica@signless.com)>; Erica Richardson <[ericamegan79@gmail.com](mailto:ericamegan79@gmail.com)>  
**Subject:** Re: Open Enrollment Forms

Walt,  
Thank you for your response. I have always found you willing to negotiate, so I will give it a try, even though this is not my area of strength.

Thank you!

To be honest with you, when I shared this information with you, I was hoping to receive more money.

The February email arrangement, which included the possible State change, was based upon my belief that the law would change because it made no sense. Thus, at that point, if the law changed, we would have more funding available to assist our tight budget to pay for all the MANY improvements to the facilities and programs that the District has implemented. In essence, we both view our budgets in a similar manner.



As you shared, we have worked to help the district when we could, even if there was no financial profit for MVA. It was basically the right thing to do, helping someone else when you have the opportunity.

Agreed

Last year, our efforts gave the district over \$10,000 in funds with no expectations on our part.

Agreed

This year, our collection of boundary wavers should have added substantially to that number and we negotiated a \$250 stipend per student form collected.

Agreed. If applied to the number of students who are out of District, as of today, that would total **\$15,500** (Note: we do not have Open Enrollment forms on all these students.)

While the boundary waiver time frame ended on April 1, MVA continued to market our program, targeting out of district students. While there was no financial benefit to MVA, we understood that bringing students in from surrounding areas only helps to grow the district.

Somewhat disagree. You needed to recruit said students to make your own budget needs also.

The district's willingness to offer busing to the boundaries was an additional help for us in this effort, and I believe we have structured the busing so that there will be little or no financial impact on the District for offering this to MVA.

Disagree. We have made some significant changes to our bus routes, which has increased our costs. Said cost is difficult to determine and is not worth the time to do so. As way of example, the additional Oakridge boundary stop extended the daily route by 35 minutes.

All of this being said, I believe we have been a financial asset to the District. You are fully aware of our tight budget and how we started a program with no seed money, which had formerly been available to charters to help with start up expenses. We managed our tight budget last year, forgoing things that are normal for most schools. We have been frugal and financially responsible with the small budget we have.

I totally agree and commend you for doing so!

My initial hope in sharing this information was that we could split the 10%, so that we receive 5% of the ADM or **\$21,000**.

Nice hope...but that level of funding was not included in the February email and I believe I would have stayed firm on the \$250.

I would like to ask for the following:

I would like to request **\$175 per student, which amounts to \$10,850**. I would like to additionally request another **\$ 5,000 for us to use toward upgrading classrooms/ office** with items such as blinds, dry erase boards, book cases, shelves and bulleting boards, all of which will be left behind if we ever close or relocate. Some of these items have already been purchased, but it would help to relieve our budget if we had money allocated for this and could be reimbursed. These items will help improve the West Wing, and in the long run make it more appealing for anyone who is using that part of the Lundy building. We also have the responsibility of getting the modular classroom ready. I would like to use these funds to reimburse ourselves for purchases made, as well as continue to add things to make this a great learning environment. In all, this part of my proposal would be a benefit to the District by equipping the classrooms and modular.

I would also like to request additional money be earmarked to marketing. This is what continues to bring students into our program and into the District. A **\$2,000 marketing stipend** would be another way to continue to target out of district students, creating even more funding for both programs.

**I believe you have provided some appropriate input and rationale that will change my recommendation to the Board, if you approve the following. Again, the decision of my Board allows for review or revision on an annual basis:**

- ✍ I would agree that the annual contribution for each out of district student would be \$175.00 (\$10,850 for this year), which is a reduction from the \$250 included in the memo.**
- ✍ For the 2015-2016 ONLY, I would support the request for the \$5,000 toward upgrading the classrooms and office, subject to my approval of the expenditures.**
- ✍ I would agree and even propose an increase of the amount to the annual marketing budget to \$2,500. The annual expenditures of the \$2,500 would be subject to the approval of the Superintendent.**

**With my counter-proposal in mind, the 2015-2016 total would be \$18,350, which would equate to \$295.97 per out of district student. For subsequent years, the amount per student would be \$175.00, with an additional \$2,500 toward the marketing budget.**

I have always appreciated your willingness to listen to ideas and your flexibility in negotiating. Again, this is not an area of expertise on my part, so I hope I haven't offended you with my thoughts. I recognize that it is entirely the District's benevolence that you have offered

us any money. But I believe that we have been a tremendous benefit to the District on many levels, and it would be prudent for the District to consider offering these additional funds to MVA.

You have not offended. Rather, you have impressed. I would agree that MVA has been a benefit to the district, mainly because of how all of us have handled the process. Regarding prudence, I may disagree. I do believe that my proposal is the right thing to do and reflects the family cultural focus that I would like to continue for the years ahead. Simply stated, this is an US proposal.

Walt

Laurie Cardwell  
Director, Mountain View Academy  
541-735-1709

On Thu, Sep 10, 2015 at 5:30 PM, Walt Hanline <[whanline@nationalleadership.net](mailto:whanline@nationalleadership.net)> wrote:  
Laurie,

I did receive your email that I requested during our conversation today for the number of out of district students attending MVA. Apparently, as of today, MVA has 62 of 108 students who reside out of our District. Those 62 students generate income of approximately \$421,000. The school District receives income of approximately \$84,000 (20% of the \$421,000) for those students and MVA receives the rest.

As discussed below, historically, if we did not have an Open Enrollment form we had to pay the district of residence half of the 20% or 10%, which would be approximately \$42,000. From day one, you have been very helpful, proactive, and assertive in getting Open Enrollment forms from your students, which has been financially very helpful to the District, since we did not have to pay the resident district for those students. Yesterday, you volunteered information that I had not seen that the State law changed and we are no longer required to pay the resident district the 10%, which I confirmed with OSBA staff is accurate. The law is House Bill 3045.

Accordingly, the agreement discussed in the February 5<sup>th</sup> email below, is no longer in effect, due the change of State law. The specific language in the email reads, *As long as the ADM remains at \$6,800 or above, **and the law does not change** regarding payment to the home districts for out of district students attending MVA and as long as Lowell School District is not forced to provide said*

*out of district student funding to the home district due to an interpretation of the regulations, and MVA provides a signed and appropriately dated Open Enrollment Form, the Lowell School District would make a \$250 per student contribution for each out of district student who attends at least 75% school year at MVA.*

If left as is, I recognize that the change of law nullifying the agreement will have a negative impact on your budget, which was not an objective of mine when I wrote the language. Additionally, I am feeling an ethical dilemma that you and MVA worked so hard, as fellow team members, in getting the Open Enrollment forms in, which saved the district \$680 for each student having an Open Enrollment form. For your hard work, to date, MVA did not receive any financial compensation for the 2014-2015 and now, if left as is, no payment will be forthcoming for this year or the coming years. Additionally, one of my unspoken reasons for providing MVA the \$250 per student payment **for out of district students only** (note: we receive approximately \$1,360 for each student) was to encourage you to market MVA to other school districts. By so doing you would receive a financial kicker for out of district students. If I had my way, I would want all Lowell students to attend Lundy and LHS and that MVA would be full of out of district students. With all of this in mind and recognizing that the District is NOT REQUIRED to provide financial compensation in any form, I will be recommending to the Lowell Board, on September 28<sup>th</sup>, that we reduce the per student payment to \$125.00 for each out of district student who attends MVA. This payment would be provided at the end of EACH year, consistent with the definitions reflected below. This would result in a \$7,750 incentive kicker to you for the 62 out of districts student attending MVA today. Please note that my recommendation for 2015-2016 and reserve the right to alter this incentive for future years. In essence, this will not be a binding agreement. It will, in my opinion, just be the right thing to do.

In conclusion, I cannot guarantee that my Board will support my position. I can guarantee that I will do all I can to have my positive be supported.

Walt

Walt L. Hanline  
Superintendent, Lowell School District &

Executive Director, National Center for Executive Leadership and School Board  
Development  
[209-765-4818](tel:209-765-4818)

**From:** Walt Hanline

**Sent:** Thursday, February 5, 2015 4:37 PM

**To:** Laurie Cardwell <[laurie@mtviewacademy.org](mailto:laurie@mtviewacademy.org)>

**Cc:** Debi McNamara <[dmcnamara@lowell.k12.or.us](mailto:dmcnamara@lowell.k12.or.us)>; Maureen Weathers  
([mweathers@lowell.k12.or.us](mailto:mweathers@lowell.k12.or.us)) <[mweathers@lowell.k12.or.us](mailto:mweathers@lowell.k12.or.us)>; Kandi Day ([kday@lowell.k12.or.us](mailto:kday@lowell.k12.or.us))  
<[kday@lowell.k12.or.us](mailto:kday@lowell.k12.or.us)>; Dennis McCallum ([n6508c@yahoo.com](mailto:n6508c@yahoo.com)) <[n6508c@yahoo.com](mailto:n6508c@yahoo.com)>; Jim  
Chapman ([jchapman46@gmail.com](mailto:jchapman46@gmail.com)) <[jchapman46@gmail.com](mailto:jchapman46@gmail.com)>; Kay Graham  
<[kgraham@lowell.k12.or.us](mailto:kgraham@lowell.k12.or.us)>; Leslie Brandt ([vyy5lmb@hughes.net](mailto:vyy5lmb@hughes.net)) <[vyy5lmb@hughes.net](mailto:vyy5lmb@hughes.net)>; MICHAEL  
GALVIN <[mgalvin@pacbell.net](mailto:mgalvin@pacbell.net)>; Michelle Stephens <[stephens@lowell.k12.or.us](mailto:stephens@lowell.k12.or.us)>; Suzanne Kintzley  
<[kintzleyhome@q.com](mailto:kintzleyhome@q.com)>; Walt Hanline <[whanline@nationalleadership.net](mailto:whanline@nationalleadership.net)>

**Subject:** RE: Open Enrollment Forms

Laurie,

I believe that to be a fair proposal. To be sure that we understand the constructs and as a means to update my Board, I would agree upon the following:

As long as the ADM remains at \$6,800 or above, and the law does not change regarding payment to the home districts for out of district students attending MVA and as long as Lowell School District is not forced to provide said out of district student funding to the home district due to an interpretation of the regulations, and MVA provides a signed and appropriately dated Open Enrollment Form, the Lowell School District would make a \$250 per student contribution for each out of district student who attends at least 75% school year at MVA. Payment to MVA of the \$250 per student would take place in June (prior the financial close of the school year) of each school year for all students that Lowell School District has received an Open Enrollment Form dated March of 2014 or later and who attended 75% or more of the school year in question. The application of this agreement is for the 2015/2016 and is not retroactive to the 2014/2015 school year. (In essence any forms received for the 2014-2015 school year will be included in the count that would apply for the 2015/2016 school year and following.) With the present students, I would project the number to be 42 students, which would equate to \$10,500 each year.

With aforementioned in mind, I agree with the proposal and look forward to receiving the Open Enrollment Forms for the 20 or so students that we do not have forms from and for any future students. Attached is the form for your use.

Walt

Walt L. Hanline, Ed.D.  
Superintendent, Lowell School District #71 &  
Executive Director, National Center for Executive Leadership and School Board  
Development  
3098 Floral Hill Drive, Eugene, Oregon 97403  
[209-765-4818](tel:209-765-4818) (Cell)

**From:** Laurie Cardwell [<mailto:laurie@mtviewacademy.org>]

**Sent:** Thursday, February 05, 2015 3:14 PM

**To:** Walt Hanline; Jake Plahn; Julie Valencia; Jessica Justman; Becky Garner; erica richardson

**Subject:** Open Enrollment Forms

Walt,

I wanted to touch bases with regards to your offer for \$250/ student for open enrollment forms collected from our out-of-district students. I am proposing that the payment for the open enrollment forms collected be ongoing, meaning that as long as the District receives this money for the student, we will receive our portion. This seems like it would be a fair way to continue benefiting both of our programs on an ongoing basis.

Regards,

Laurie

Della

Seismic Rehabilitation Grant Program

\$175 million for Schools for the 2015-2017 Biennium

- \$50 million bond to be sold in the spring of 2016  
Applications for this bond money starts 11/1/2015 and are due 12/31/2015 5:00 p.m.  
Bond money will be awarded around January or February 2016
- \$125 million bond to be sold in the spring of 2017  
Application start date to be determined

If you submit an application in the spring of 2016 and it doesn't get awarded, don't get discouraged because the following year you can adjust your application or make changes to it, and it will be rolled over into the grant application pool for the spring of 2017 bond sale money. If for some reason you want to submit a different project and remove the previous project you can do that also.

If your project is less than \$1.5 million there is no match requirement. They will pay for all of the rehabilitation and seismic expenses for the project. If your project is larger than \$1.5m, you will have to match the grant but the cap is \$1.5 m. If you don't finish the project for some reason, you will have to pay the money back.

You can submit more than one application, one for each project, but just remember that from the time the bond is sold you have two years to complete the project. They will be looking at your application closely to make sure that you have adequate personnel to complete the project within that time frame.

Who is Eligible?

- K-12 Public Schools
- Community Colleges
- Education Service Districts

Buildings with a capacity of 250 or more routinely used for student activities. They wouldn't do an administration building. They will do classrooms, gym, cafeteria. It has to have a capacity sticker that says "250". (Who uses the building in the community besides students. This needs to be added to the application, specially for gym and cafeteria use).

The building has to be owned by the school district. If it's a charter school, the building has to be owned by the district in order for it to qualify for a grant. Some schools may need to fill out forms with the State Historic Preservation Office and Gloria would be able to help find the website for that.

Ineligible Activities

- Demolition/Rebuild or New Construction
- Tsunami Inundation Zone
- Solely Non-Structural Projects (e.g. Chimney removal/bracing)

If you need Structural improvements **and** non-structural they would want to do the whole building.

If the project that you are applying for needs structural improvements and it's attached to several other buildings, the whole building needs to be done. "If it is attached"..... Gymnasium for instance attached to a classroom, that classroom would have to be rehabilitated.

They will reimburse for Architectural, Engineering and Project Management services but they do not pay for that first Engineering Feasibility Study. You can add it as a line item in your cost analysis, up to \$5,000, but it is still part of your grant amount.

If you are awarded a grant, there will be no overrun of funds. If the project goes over your budget it will have to come out of your own funds, you cannot ask the state for more money to complete the project. You can add a contingency line for each line item on your cost estimate.

### **Preliminary Engineering Report & Cost Estimate**

**MUST** use the ASCE 41-13 evaluation method either Tier I or II ( except increase the levels of earthquake ground motion to not less than **75%** of the ground motion used for design of new buildings (per IBC ); instead of the 20% in 50 year ground motion used in the 41-13).

Needs to clearly state the following:

- ASCE 41 performance level
- Building deficiencies
- Proposed fixes
- OBDD-IFA cannot pay for cost overruns
- Budgets need to include a "Contingency" line

### **Benefit Cost Analysis (BCA)**

DOGAMI Rapid Visual Assessment (RVS) Report  
(If your school doesn't appear on this report, give Gloria Zacharias a call and she will help you with the portion of the application that is required ) You need the unique building ID number in order for the report to work properly. If the report is wrong, then your Architect/Engineer can change the figures. Your Architect/Engineer has to let them know where they got the information from in order for it to be accepted.

The detailed information that is needed for the BCA report will come from the Architect/Engineer and from the District. It will take some time to gather and input this information and the key personnel doing the data entry will have to work closely with everyone involved . There is a User Guide that is on the State website that needs to be read before the cost analysis can even begin to be built. If for some reason you get stuck, you can go back to the user guide or call Gloria to help you with the building of this report.

### **Evaluation of Applications**

Applications will be evaluated by a designated grant committee, which represents the education sector, emergency services, local government and other state agencies. Scoring and ranking criteria is determined by the grant committee. Scoring will be based on:



**BCA Score**

The BCA score should be >1

**Project Readiness**

Do you have sufficient staff and resources for the implementation and oversight of the proposed project within the period of performance? Will you hire an outside project manager with experience in this type of project?

**Scope of Work**

Must be detailed and describe both the identified building deficiencies and the corresponding improvements. This should correlate directly to the preliminary engineering report. If the seismic rehabilitation work is part of a larger building improvement project, that should be identified as well. Need to show how the School is being brought to Life Safety standard..

Financial feasibility or the leverage of federal/state/local/private partnerships to enhance the outcome of the proposed project. This includes cash match or leveraging of non-monetary resources.(make sure that the cost estimate matches your engineering feasibility study) or explain the differences.

How the proposed project fits in with other community-wide mitigation and preparedness efforts.

**The importance of the building in the community it serves.**

*Mayon Historical*

**What to Submit:**

- Application
- Benefit Cost Analysis (BCA)
- Engineering Report & Cost Estimate
- Photos
- All materials - 1 hard copy and 1 CD
- The application is signed by an authorized person (from the District)

*Authorized*

**If you are awarded a grant, do not sign a contract with a contractor until you have in your hand the signed grant from the state. They will not reimburse any invoice that is dated before the date of the signed contract.**

**Schedule for Application**

Available on website: [www.orinfrastructure.org/infrastructure-programs/seismic-rehab](http://www.orinfrastructure.org/infrastructure-programs/seismic-rehab)

Opens on: October 1, 2015

Closes on: December 31, 2015 **Time: 5:00 P.M.**(firm)

Awarded: Around February

Contracts signed around: April or May



## Seismic Rehabilitation Grant Program (SRGP)

Gloria Zacharias, Oregon Business  
Development Dept. – Infrastructure  
Finance Authority

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## Workshop Overview

- About SRGP
- Application Period
- Application Requirements
- Benefit Cost Analysis

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## What Funding is Provided?

- \$205 million for the 2015-17 Biennium
  - \$175 million for schools and \$30 million for emergency facilities
    - \$1.5 million maximum grant per project
- No match requirement
- OBDD-IFA reimburses eligible expenses

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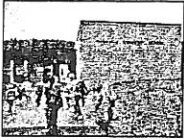
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## Who is Eligible?

- K-12 public schools
- Community colleges
- Education service districts



Buildings with a capacity of 250 or more persons routinely used for student activities.

Owned by a school district, an ESD, a community college or a community college service district.

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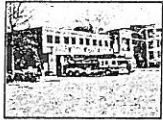
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## Who is Eligible?

- Hospital buildings with acute inpatient care facilities
- Fire stations
- Police stations
- Sheriffs' offices
- Other facilities used by state, county, district municipal law enforcement agencies

\*Focus is on first responders\*



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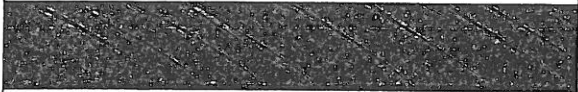
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## Ineligible Activities

- Demolition/Rebuild or New Construction
- Tsunami Inundation Zone
- Solely Non-Structural Projects (e.g. chimney removal/bracing)



- Structural Improvements including Non-Structural
- Architecture & Engineering
- Project Management

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## Application Period

The SRGP Schedule for **2015**

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## Application Requirements

- Completed Application
- Preliminary Engineering Report or Assessment
- Cost Estimate
- Benefit Cost Analysis
- Photos

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## Ranking Factors

BCA score
Sufficient Staff and Resources for Timely Project Implementation
Scope of Work
Financial Feasibility
Historic Considerations

\* This table can be found on Page 4 of the Guidance document

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A. Applicant Information	
1. Name of Applicant	
2. Type of Applicant	<input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> School District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
3. If Private Non-Profit, describe the legal status, function, and facilities owned	
4. State Tax Number	
5. Federal Tax Number	
6. Has applicant's jurisdiction received a voter approved levy for building maintenance or renovation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the applicant delinquent on any State or Federal debt? If yes, type explanation	<input type="checkbox"/> Yes <input type="checkbox"/> No

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C. Community Information																
1. Please provide the pertinent information for the community that will benefit from this mitigation activity.																
Community Name	Area Served (sq miles)	Population Served	State Legislative District	US Congressional District												
2. Is the community located in a distressed or impoverished community (see Guidance for definition)?																
<input type="checkbox"/> Yes <input type="checkbox"/> No																
3. Does community have a FEMA approved natural hazard mitigation plan?																
<input type="checkbox"/> Yes <input type="checkbox"/> No Year adopted:																
4. Describe any community-wide mitigation or awareness efforts and other mitigation projects occurring in the community																
<table border="1"> <tr> <td>1. Is there a community-wide mitigation or awareness effort?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>2. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)</td> <td></td> </tr> <tr> <td>3. Is there a community-wide mitigation or awareness effort?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>4. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)</td> <td></td> </tr> <tr> <td>5. Is there a community-wide mitigation or awareness effort?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>6. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)</td> <td></td> </tr> </table>					1. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)		3. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)		5. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)	
1. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No															
2. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)																
3. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No															
4. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)																
5. Is there a community-wide mitigation or awareness effort?	<input type="checkbox"/> Yes <input type="checkbox"/> No															
6. Describe the effort (e.g., community-wide evacuation drill, fire alarm test, etc.)																
Page 3																

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D. RVS Information	
Enter the DCGAM Rapid Visual Assessment (RVS) details for the project. Details can be found at <a href="http://www.wy.gov/DOAG/DOAG-2015-2016/Programs/2015-2016/2015-2016-RVS">http://www.wy.gov/DOAG/DOAG-2015-2016/Programs/2015-2016/2015-2016-RVS</a> . If your building does not have an RVS or has an incorrect RVS then complete Impact Levels after running your Benefit Cost Analysis.	
1. Building Unique ID	
2. Seismicity Zone	
3. Site Type	
4. RVS Building Type	
5. RVS Final Score	
6. Collapse Potential	
7. Latitude	
8. Longitude	
9. Does the building have a basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. What is the shape of the building when viewed from above? (e.g. Rectangle, L-shaped)	
11. Are there changes in elevation when the building is viewed from the side?	
12. Are there unreinforced masonry panels or heavy casting?	

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E. Mitigation Activity Information

1. Primary Engineering Report Completed & Addressed?  
 Yes

2. What is the ASCE E-01 performance level of this project?

3. Describe any structural or non-structural seismic mitigation measures previously conducted, including the date.

F. Scope of Work

1. What are the deficiencies of the building as outlined in your engineering assessment?

2. What are the proposed fixes and do they address all known seismic deficiencies? If not, please describe how your proposal is the most cost-effective approach to rehabilitation for your building.

3. Is the project ready to begin? Describe what planning, design, etc., has been completed to date.

Page 4

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2. Project Management Milestones

Briefly identify milestones by quarter, with start and end dates, which will be achieved within the 24 month performance period.

Quarter	Milestone	Start Date	End Date
1			
2			
3			
4			
5			
6			
7			
8			

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C. Property Information

1. Project name

2. Project address

3. Legal description of property

4. Year built

5. Building use

6. Foundation type  
If other foundation type, please specify:

7. Date of initial construction

8. Date of most recent major remodel

9. Square foot

10. Number of stories

11. Type of construction

12. Current no basement oval of structure

13. Replacement cost of contents stored in the building

14. Replacement cost of vehicles stored in the building

Page 1

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H. Cost Estimate	
Category	Cost Estimate
Architectural	\$
Engineering	\$
Construction Management	\$
Construction Labor/Materials	\$
Permitting/Inspection	\$
Insurance	\$
Testing	\$
Negotiation Costs	\$
Other	\$
Total Cost Estimate: \$	
Total Amount Requested from SARG: \$	

If you would like to make any comments on the cost estimate, please enter them below.

**K. Number on Contract & Loan**

The U.S. Fish and Wildlife Service will require you to provide the following information as part of the contract and loan process:

Contract Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Page 4

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**L. Maintenance Schedule & Costs**

Identify, verify that we perform any long term maintenance and provide supporting documentation that shows that the entity is accepting performance and budget responsibility.

Source	Funding Type	Amount
		\$
		\$
		\$
Grand Total:		\$

**J. Cost Effectiveness Information**

1. Attach the Benefit Cost Analysis (BCA) completed for this project. Provide comments regarding the internal sources used to obtain the economic and budgetary information necessary for the BCA.
2. Benefit Cost Analysis Score
3. Average Occupancy
4. Annual Operating Budget: \$

Page 6

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## Preliminary Engineering Report & Cost Estimate

- **MUST** use the ASCE 41-13 evaluation method either Tier I or II (except increase the levels of earthquake ground motion to not less than 75% of the ground motion used for design of new buildings (per the IBC); instead of the 20% in 50 year ground motion used in the 41-13)
- Needs to clearly state the following:
  - ASCE 41 performance level
  - Building deficiencies
  - Proposed fixes
- OBDD-IFA cannot pay for cost overruns
- Budgets need to include a "Contingency" line

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## Benefit Cost Analysis (BCA)

- How does a BCA evaluate the level of risk to a building:
  - Seismic Hazard
  - Vulnerability
  - Value at Risk
  - Economic Losses
  - Occupancy

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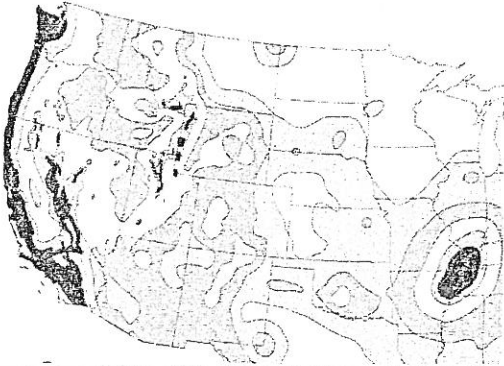
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USGS Seismic Hazard Map: 2008 (2% in 50 years)



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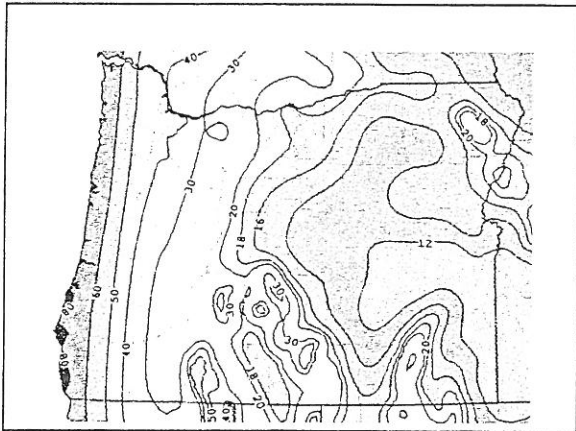
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## Benefit Cost Analysis (BCA)

- What affects your Benefit Cost Ratio?
  - Occupancy
  - Replacement Value
  - Rehabilitation Cost
  - Site-specific seismic hazard data
- Oregon's BCA Tool
  - Based on RVS scores
  - Projects should have a score  $\geq 1.0$

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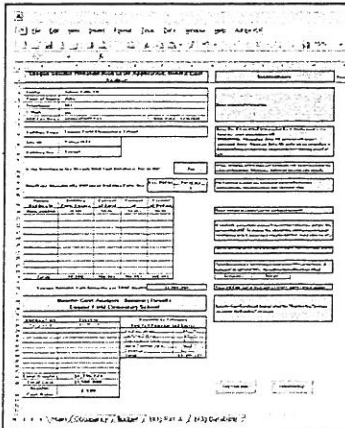
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## Oregon BCA Tool 5.0

- User Guide
- Data Inputs
- Technical Assistance
- Available for download on website

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## BCA Data & Inputs

- Information you need to gather prior to starting your BCA:
  - RVS Site ID OR Lat/Long & Soil Type
  - Square Footage
  - Total Retrofit Cost
  - Occupancy Information
  - Operating Budget Information (Facility & District)
  - Year Built
  - Primary Structure Type
  - Building Replacement Value
  - Content Value
  - If no RVS exists then additional building information is required

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## Things to remember

- Please ensure:
  - The application is complete
    - Application
    - BCA
    - Engineering Report & Cost Estimate
    - Photos
  - All materials – 1 hard copy and 1 CD
  - The application is signed by an authorized person

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## Contact

### Contact

- Gloria Zacharias (503) 986-0132  
[gloria.zacharias@oregon.gov](mailto:gloria.zacharias@oregon.gov)
- Program Website:  
<http://www.orinfrastructure.org/Infrastructure-Programs/Seismic-Rehab/>

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## 2015 Open Board of Directors Positions with incumbents

Position	Region name	Last Name	First Name	Title	Organization
Position 01	Eastern				
Position 03	Central				
Position 04; Past President	Southeast	Theros	Lori	Board Member	Klamath Falls City Schools
Position 06	Lane	Duerst-Higgins	Sherry	Board Member	South Lane 45J/Lane ESD
Position 08	Clackamas	Reynolds	Betty	Board Member	West Linn-Wilsonville 3J
Position 09	Douglas/South Coast				
Position 10	Linn/Benton/Lincoln	Cruise	Don	Board Member	Philomath 17J
Position 12	Marion				
Position 14	North Coast	Kintz	Greg	Board Member	Vernonia 47J
Position 16	Washington	Wolf	Maureen	Board Member	Tigard-Tualatin 23J
Position 17	Multnomah				
Position 18	Multnomah	Howatt	Kris	Board Member	Gresham-Barlow 10
Position 19	Multnomah				

## 2015 OSBA Elections Calendar

Adopted by the OSBA Board of Directors on January 23, 2015

<b>Nomination and election of regional members of the OSBA board of directors holding even-numbered positions and <u>all</u> LPC representatives</b>		
<b>August 24, 2015</b>		Notice of position vacancies, candidate information packets, and official nomination forms shall be distributed to all incumbent directors, LPC members and boards in eligible regions.
<b>August 24, 2015 through October 2, 2015</b>		A school board nominating one or more of its regional board members to an open position must do so by formal resolution of the board and timely submission of the nomination forms to the office of the OSBA. Nominations are closed after this date.
<b>No later than October 16, 2015</b>		Official ballots are distributed to member boards in each region 30 days prior to the date of the election, but no later than October 16.
<b>November 16, 2015 through December 18, 2015</b>		Submission of votes to OSBA. Each member board in the appropriate region shall have one vote in the regional elections for members of the OSBA board of directors and the LPC. The person receiving a majority of the votes cast for any position on the OSBA board of directors shall be elected.
<b>As soon as possible</b>		In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes cast shall be declared elected.
<b>January 1, 2016</b>		Newly elected officers, regional members of the OSBA board of directors and LPC members officially take office.

<b>OSBA Resolution Election</b>		
<b>No later than September 30, 2015</b>		All resolutions to be submitted to the membership for a vote must be received at the OSBA offices.
<b>No later than October 15, 2015</b>		Resolution details, along with an official ballot, will be sent to the membership.
<b>November 16, 2015 through December 18, 2015</b>		Each member board in the state shall vote in the general election on resolutions and constitutional amendments using the weighted voting system outlined in the constitution.

<b>OSBA Officer Election</b>		
<b>September 10-11, 2015, or no later than September 30, 2015</b>		The currently seated OSBA board of directors meets to elect officers. Candidates receiving a majority of the votes cast for any officer position on the OSBA board shall be elected.

# Lowell School District 71

Code: **KI/KJ**  
Adopted: 2/24/03  
Readopted: 5/19/14  
Orig. Code(s): KI/IJ

## Commercial Advertising/Merchandise Sales

The Board recognizes that district-sponsored commercial advertising and merchandise sales may provide an important source of revenue for its programs and activities. Such sales may be permitted as approved by the superintendent or designee and as provided by this policy.

“Commercial advertising,” as used in this policy, means use by any person, company, business or corporation, for personal or private gain, of any district media, including, but not limited to, school newspaper, yearbook or other printed material, flyer or circular; radio, television, video or any other electronic technology; or indoor or outdoor signage designed to:

1. Transmit a message offering any goods or services;
2. Cause or induce any other person to purchase any goods or services;
3. Increase demand for any goods or services.

Commercial advertising and merchandise sales approved by the district must be consistent with district mission, goals, Board policies and administrative regulations; promote positive values for district students through proactive educational messages that encourage student achievement and high standards of personal conduct.

The superintendent may consider for approval revenue-enhancing activities that include, but are not limited to, contracts or agreements for:

1. Exclusive advertising and/or rental, sale, lease or use of any product or service throughout the district or at specified locations or times to a person, business or corporation in exchange for goods or services (e.g., scoreboards, electronic message boards, athletic gear, exclusive right to sell beverages, bottled water, snacks, meals, etc.);
2. Products or services that require the dissemination of advertising to staff, students, parents or others or allow any person, business or corporation to obtain information from staff, students, parents or others for the purposes of market research;
3. The use of district facilities or grounds in exchange for products, services or financial considerations (cell phone towers, etc.);
4. Technology hardware, software, satellite hook-up and/or access in exchange for free or reduced prices and/or fees and/or advertising rights, or agreement to use equipment a certain number of hours of the day, month, etc.;
5. Naming rights to district property in exchange for goods, services or monetary considerations.

The solicitation and sale of travel services to students may be permitted with approval of the superintendent on school property, at activities under the jurisdiction of the district and at interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.

Contracts shall include a provision allowing the district to terminate the contract if it is determined by the district to have an adverse impact on district programs, services or activities. Revenue derived shall be used for programs, services and/or activities as determined by the district.

All contracts considered for approval are subject to the competitive procurement requirements of Board policies DJ - District Purchasing, DJC - Bidding Requirements and the local contract review board's public contracting rules. Competitive procurement as used in this policy includes monetary as well as in-kind contributions ( i.e., scoreboards, computers, other equipment or materials).

END OF POLICY

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**Legal Reference(s):**

[ORS 279C.335](#)

[ORS 332.107](#)

[ORS 332.593](#)

[ORS 339.880](#)

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP. 239 (1989)

## **Commercial Advertising/Merchandise Sales**

Commercial advertising in district schools may be permitted by the superintendent or designee subject to the following. Schools, with prior approval, may:

1. Publish advertising in any school newspaper, other school periodical, school or district publication, web page or yearbook;
2. Distribute advertising or market research as part of a district-approved curriculum on advertising, marketing or media literacy, etc.;
3. Post signs of school, district or public appreciation for financial or other support from any person, business or corporation for the educational program in any school in the district;
4. Use free educational materials with incidental advertisements;
5. Permit demonstrations of educational materials and equipment;
6. Cooperate with nonprofit community organizations in making or posting announcements or distributing program materials that supplement the school program provided that such cooperation does not interfere with the school program and is consistent with the mission, goals and policies of the district;
7. Utilize films or other educational materials and instructional aids, including newspapers and magazines in either print or electronic form furnished by private sources, when the advertising content is reasonable in the judgment of the superintendent or designee;
8. Permit participation, on a student-option basis, in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
9. Release promotional material for nonschool athletic and cultural events through appropriate school departments;
10. Accept limited advertising on extracurricular activity schedules and programs.

Other exceptions may be approved when, in the judgment of the superintendent or designee, students of the district will benefit.



When schools are permitted to participate in commercial ventures as provided by Board policy and this administrative regulation, the following restrictions will apply:

1. There may be no obligation on the part of students or staff to sell products, make purchases or distribute information;
2. No student will be allowed to go door-to-door in soliciting funds or selling products;
3. The use of any advertising for alcohol or tobacco products in district publications or for any other purpose inconsistent with Board policies and administrative regulations is prohibited;
4. If a commission, rebate or other consideration results from the sale of any approved product or service, it will become the property of the district and distributed as directed by the superintendent or designee;
5. Contracts considered for approval are subject to the competitive procurement requirements of Board policies DJ - District Purchasing and DJC - Bidding Requirements and the district's public contracting rules. Competitive procurement as used in this regulation includes monetary as well as in-kind contributions.

No activity which requires staff or students to assist in promoting campaigns (financial, charitable, educational or otherwise) will be permitted without the express permission of the superintendent. It is not the function of the school to be a collection agency for civic, charitable, commercial or other entity projects.

## Lowell High School Electricity Costs

Meters: 61924, 70132, 61910, 50287

Includes: main building, modular classrooms, north wing classrooms and woodshop

Excludes: FB scoreboard, irrigation pump, wrestling room, field lights and bus barn

Fiscal Year 2013-14				Fiscal Year 2014-15				Over/ (Under)
End date	Usage	Amount	YTD	End date	Usage	Amount	YTD	
8/14/2013	4,310	\$419.91	\$419.91	8/14/2014	6,368	\$629.62	\$629.62	\$209.71
9/12/2013	7,319	\$677.65	\$1,097.56	9/15/2014	8,318	\$809.66	\$1,439.28	\$341.72
10/14/2013	11,688	\$1,041.62	\$2,139.18	10/15/2014	9,839	\$950.69	\$2,389.97	\$250.79
11/13/2013	13,879	\$1,202.40	\$3,341.58	11/15/2014	11,715	\$1,092.63	\$3,482.60	\$141.02
12/12/2013	25,651	\$2,218.25	\$5,559.83	12/15/2014	17,052	\$1,535.99	\$5,018.59	(\$541.24)
1/15/2014	26,127	\$2,230.29	\$7,790.12	1/14/2015	16,851	\$1,521.91	\$6,540.50	(\$1,249.62)
2/12/2014	25,481	\$2,196.18	\$9,986.30	2/18/2015	18,723	\$1,701.34	\$8,241.84	(\$1,744.46)
3/13/2014	15,010	\$1,346.80	\$11,333.10	3/15/2015	11,494	\$1,074.23	\$9,316.07	(\$2,017.03)
4/14/2014	12,092	\$1,106.98	\$12,440.08	4/16/2015	13,851	\$1,288.35	\$10,604.42	(\$1,835.66)
5/14/2014	9,788	\$932.80	\$13,372.88	5/16/2015	12,608	\$1,200.56	\$11,804.98	(\$1,567.90)
6/16/2014	6,927	\$691.18	\$14,064.06	6/16/2015	10,411	\$1,022.30	\$12,827.28	(\$1,236.78)
7/14/2014	5,288	\$531.29	\$14,595.35	7/16/2015	4,971	\$528.43	\$13,355.71	(\$1,239.64)
Totals	163,560	\$14,595.35		Totals	142,201	\$13,355.71		

Fiscal Year 2015-16				Over/
End date	Usage	Amount	YTD	(Under)
8/16/2015	5,350	\$566.00	\$566.00	-\$63.62
			\$566.00	-\$873.28
			\$566.00	-\$1,823.97
			\$566.00	-\$2,916.60
			\$566.00	-\$4,452.59
			\$566.00	-\$5,974.50
			\$566.00	-\$7,675.84
			\$566.00	-\$8,750.07
			\$566.00	-\$10,038.42
			\$566.00	-\$11,238.98
			\$566.00	-\$12,261.28
			\$566.00	-\$12,789.71
Totals	5,350	\$566.00		

**Lundy Elementary Heating Fuel Purchases**

Lundy Elementary Square Footage: 38,062

MVA Charter West Wing Estimated Square Footage: 6,090 (16%)

Fiscal Year 2013-14					Fiscal Year 2014-15					Over/ (Under)
Delivered:	Gallons	Amount	Price/Gal	YTD Amt	Delivered:	Gallons	Amount	Price/Gal	YTD Amt	
9/25/2013	1,500	\$4,651.25	\$3.10083	\$4,651.25	9/24/2014	2,412	\$7,379.51	\$3.05950	\$7,379.51	\$2,728.26
11/26/2013	1,500	\$4,649.25	\$3.09950	\$9,300.50			\$0.00		\$7,379.51	
12/24/2013	2,200	\$7,041.83	\$3.20083	\$16,342.33	12/31/2014	2,201	\$4,400.90	\$1.99950	\$11,780.41	(\$4,561.92)
1/22/2014	1,500	\$4,711.25	\$3.14083	\$21,053.58	2/18/2015	1,501	\$3,391.51	\$2.25950	\$15,171.92	(\$5,881.66)
3/19/2014	1,500	\$4,711.25	\$3.14083	\$25,764.83			\$0.00		\$15,171.92	(\$10,592.91)
Totals	8,200	\$25,764.83	\$3.14205		Totals	6,114	\$15,171.92	\$2.48151		

Delivered:	Fiscal Year 2015-16		Price/Gal	YTD Amt	Over/ (Under)
	Gallons	Amount			
			#DIV/0!	\$0.00	(\$7,379.51)
				\$0.00	(\$7,379.51)
			#DIV/0!	\$0.00	(\$11,780.41)
			#DIV/0!	\$0.00	(\$15,171.92)
				\$0.00	(\$15,171.92)
Totals	0	\$0.00	#DIV/0!		

**Lowell High School Heating Fuel Purchases**

Lowell High School Square Footage: 27,966

Fiscal Year 2013-14					Fiscal Year 2014-15					Over/ (Under)
Delivered:	Gallons	Amount	Price/Gal	YTD Amt	Delivered:	Gallons	Amount	Price/Gal	YTD Amt	
9/25/2013	3,000	\$9,302.50	\$3.10083	\$9,302.50	9/24/2014	2,249	\$6,880.82	\$3.05950	\$6,880.82	(\$2,421.68)
11/26/2013	2,000	\$6,199.00	\$3.09950	\$15,501.50			\$0.00		\$6,880.82	
12/24/2013	2,300	\$7,361.92	\$3.20083	\$22,863.41	12/31/2014	2,300	\$4,605.85	\$2.00254	\$11,486.67	(\$11,376.75)
1/22/2014	3,000	\$9,422.50	\$3.14083	\$32,285.91	2/18/2015	3,001	\$6,787.76	\$2.26183	\$18,274.43	(\$14,011.49)
3/19/2014	3,000	\$9,422.50	\$3.14083	\$41,708.41			\$0.00		\$18,274.43	(\$23,433.99)
Totals	13,300	\$41,708.41	\$3.13597		Totals	7,550	\$18,274.43	\$2.42045		

Delivered:	Fiscal Year 2015-16			YTD Amt	Over/ (Under)
	Gallons	Amount	Price/Gal		
		\$0.00	#DIV/0!	\$0.00	(\$6,880.82)
		\$0.00	#DIV/0!	\$0.00	(\$6,880.82)
		\$0.00	#DIV/0!	\$0.00	(\$11,486.67)
		\$0.00	#DIV/0!	\$0.00	(\$18,274.43)
		\$0.00		\$0.00	(\$18,274.43)
Totals	0	\$0.00	#DIV/0!		

**Lundy Elementary Electricity Costs**

Meter: 50288

Lundy Buildings excluding Cafeteria and Professional Development Center

Fiscal Year 2013-14				Fiscal Year 2014-15				Over/ (Under)
End date	Usage	Amount	YTD Amt	End date	Usage	Amount	YTD Amt	
8/14/2013	2,720	\$276.25	\$276.25	8/14/2014	5,000	\$483.99	\$483.99	\$207.74
9/12/2013	4,960	\$470.00	\$746.25	9/15/2014	6,080	\$579.05	\$1,063.04	\$316.79
10/14/2013	7,960	\$729.49	\$1,475.74	10/15/2014	7,720	\$723.42	\$1,786.46	\$310.72
11/13/2013	9,480	\$860.96	\$2,336.70	11/15/2014	10,080	\$931.16	\$2,717.62	\$380.92
12/12/2013	10,040	\$909.40	\$3,246.10	12/15/2014	10,520	\$969.90	\$3,687.52	\$441.42
1/15/2014	11,320	\$1,020.12	\$4,266.22	1/14/2015	9,480	\$878.34	\$4,565.86	\$299.64
2/12/2014	11,080	\$999.35	\$5,265.57	2/17/2015	11,000	\$1,012.15	\$5,578.01	\$312.44
3/13/2014	10,560	\$954.38	\$6,219.95	3/15/2015	8,120	\$758.64	\$6,336.65	\$116.70
4/14/2014	8,640	\$788.30	\$7,008.25	4/16/2015	9,280	\$860.74	\$7,197.39	\$189.14
5/14/2014	8,920	\$829.06	\$7,837.31	5/16/2015	8,440	\$786.80	\$7,984.19	\$146.88
6/16/2014	6,400	\$607.23	\$8,444.54	6/16/2015	7,520	\$709.47	\$8,693.66	\$249.12
7/14/2014	6,080	\$579.05	\$9,023.59	7/16/2015	4,320	\$430.31	\$9,123.97	\$100.38
Totals	98,160	\$9,023.59		Totals	97,560	\$9,123.97		



Fiscal Year 2015-16				Over/
End date	Usage	Amount	YTD Amt	(Under)
8/16/2015	3,960	\$396.03	\$396.03	-\$87.96
			\$396.03	-\$667.01
			\$396.03	-\$1,390.43
			\$396.03	-\$2,321.59
			\$396.03	-\$3,291.49
			\$396.03	-\$4,169.83
			\$396.03	-\$5,181.98
			\$396.03	-\$5,940.62
			\$396.03	-\$6,801.36
			\$396.03	-\$7,588.16
			\$396.03	-\$8,297.63
			\$396.03	-\$8,727.94
Totals	3,960	\$396.03		

**Lundy Elementary Electricity Costs**

Meter: 71082

Lundy Cafeteria and Professional Development Center

Fiscal Year 2013-14				Fiscal Year 2014-15				Over/	Fis
End date	Usage	Amount	YTD Amt	End date	Usage	Amount	YTD Amt	(Under)	End date
8/14/2013	354	\$43.89	\$43.89	8/14/2014	1,341	\$133.07	\$133.07	\$89.18	8/16/2015
9/12/2013	1,648	\$152.80	\$196.69	9/15/2014	2,156	\$209.53	\$342.60	\$145.91	
10/14/2013	2,158	\$197.80	\$394.49	10/15/2014	2,361	\$229.06	\$571.66	\$177.17	
11/13/2013	2,160	\$193.57	\$588.06	11/15/2014	2,102	\$199.88	\$771.54	\$183.48	
12/12/2013	1,925	\$173.31	\$761.37	12/15/2014	2,479	\$234.99	\$1,006.53	\$245.16	
1/15/2014	1,837	\$175.21	\$936.58	1/14/2015	1,842	\$184.06	\$1,190.59	\$254.01	
2/12/2014	1,999	\$190.29	\$1,126.87	2/17/2015	2,374	\$235.23	\$1,425.82	\$298.95	
3/13/2014	2,238	\$212.55	\$1,339.42	3/15/2015	2,024	\$201.56	\$1,627.38	\$287.96	
4/14/2014	2,453	\$232.57	\$1,571.99	4/16/2015	2,688	\$265.43	\$1,892.81	\$320.82	
5/14/2014	2,360	\$228.96	\$1,800.95	5/16/2015	2,635	\$266.10	\$2,158.91	\$357.96	
6/16/2014	2,379	\$230.78	\$2,031.73	6/16/2015	2,934	\$295.52	\$2,454.43	\$422.70	
7/14/2014	1,430	\$140.88	\$2,172.61	7/16/2015	3,477	\$349.00	\$2,803.43	\$630.82	
Totals	22,941	\$2,172.61		Totals	28,413	\$2,803.43			Totals

iscal Year 2015-16	Usage	Amount	YTD Amt	Over/ (Under)
	3,160	\$317.77	\$317.77	\$184.70
			\$317.77	-\$24.83
			\$317.77	-\$253.89
			\$317.77	-\$453.77
			\$317.77	-\$688.76
			\$317.77	-\$872.82
			\$317.77	#####
			\$317.77	#####
			\$317.77	#####
			\$317.77	#####
			\$317.77	#####
			\$317.77	#####
			\$317.77	#####
	3,160	\$317.77		

Mountain View Academy  
Financial Statement Review  
August 2015

General Fund Revenue Highlights:

- Projected State School Funding was based on 115 students at \$5,750 per student. The August payment was based on 106 students at \$5,813 per student. (Note: the September the payment will be based on the current 109 students). At the current rate of 109 students, the contingency/carryover will be approximately \$28,000 less than budgeted, which will lower the projected ending balance by that amount. Based on this adjustment, the projected ending balance is estimated to be \$37,630. See note 1 on the financial summary.

General Fund Expenditure Highlights:

- Salaries/Benefits were under-budgeted for July and August, accounting for the overage at this point of approximately \$5,400. See note 2 on the financial summary.
- Purchased Services includes an attorney retainer payment of \$8,000 that wasn't budgeted. See note 3 on the financial summary.

General comments:

- Two of the twelve months, or 17% of the year has passed. Expenditures are 6% of the budgeted amount to date, however our first full payroll doesn't occur until September.

Activity Fund Highlights:

- Collection of 2015-16 activity fees is at 75% of budgeted fees.

**Mountain View Charter School  
2015-16 General Fund Financial Summary  
August 31, 2015**

	Budget	Actual: Jul-Aug	Projected: Sep-Jun	Projected for Year	Over/(Under) Budget
<b>Resources</b>					
State School Fund	661,250	102,703	530,201	632,904	(28,346)
Donations	5,000	250	5,000	5,250	250
Open Enrollment	10,500		10,500	10,500	
Fundraising				-	
Interest	50		50	50	
<b>Total Revenues</b>	<b>676,800</b>	<b>102,953</b>	<b>545,751</b>	<b>648,704</b>	<b>(28,096)</b>
Beginning Fund Balance	40,000	15,691	-	15,691	(24,309)
<b>Total Resources</b>	<b>716,800</b>	<b>118,644</b>	<b>545,751</b>	<b>664,395</b>	<b>(52,405)</b>
					(1)
					-4.5%
					4.8%
					0.0%
					-4.3%
					-154.9%
					-7.9%
<b>Requirements</b>					
Salaries	347,495	3,270	348,895	352,165	4,670
Benefits	138,461	749	138,461	139,211	749
Purchased Services	96,877	19,474	82,755	102,230	5,353
Supplies and Materials	28,495	12,916	15,080	27,996	(499)
Capital Outlay					
Other	5,250	4,414	750	5,164	(86)
Transfers					
<b>Total Expenditures</b>	<b>616,578</b>	<b>40,823</b>	<b>585,942</b>	<b>626,765</b>	<b>10,186</b>
Contingency/Carryover	100,222	77,821	(40,191)	37,630	(62,591)
<b>Total Requirements</b>	<b>716,800</b>	<b>118,644</b>	<b>545,751</b>	<b>664,395</b>	<b>(52,405)</b>
					(2)
					-2.9%
					(2)
					-9.3%
					(3)
					-0.3%
					1.5%
					-
					12.7%
					0.0%
					-3.8%
					180.9%
					3.7%

**Mountain View Charter School  
2015-16 General Fund Financial Summary  
August 31, 2015**

	Budget	Actual: Jul-Aug	Projected: Sep-Jun	Projected for Year	Over/(Under) Budget
<b>Resources</b>					
State School Fund	661,250	102,703	530,201	632,904	(28,346)
Donations	5,000	250	5,000	5,250	250
Open Enrollment	10,500		10,500	10,500	
Fundraising					
Interest	50		50	50	
<b>Total Revenues</b>	<b>676,800</b>	<b>102,953</b>	<b>545,751</b>	<b>648,704</b>	<b>(28,096)</b>
Beginning Fund Balance	40,000	15,691	-	15,691	(24,309)
<b>Total Resources</b>	<b>716,800</b>	<b>118,644</b>	<b>545,751</b>	<b>664,395</b>	<b>(52,405)</b>

	Budget	Actual: Jul-Aug	Projected: Sep-Jun	Projected for Year	Over/(Under) Budget
<b>Requirements</b>					
Salaries	347,495	3,270	348,895	352,165	4,670
Benefits	138,461	749	138,461	139,211	749
Purchased Services	96,877	19,474	82,755	102,230	5,353
Supplies and Materials	28,495	12,916	15,080	27,996	(499)
Capital Outlay					
Other	5,250	4,414	750	5,164	(86)
Transfers					
<b>Total Expenditures</b>	<b>616,578</b>	<b>40,823</b>	<b>585,942</b>	<b>626,765</b>	<b>10,186</b>
Contingency/Carryover	100,222	77,821	(40,191)	37,630	(62,591)
<b>Total Requirements</b>	<b>716,800</b>	<b>118,644</b>	<b>545,751</b>	<b>664,395</b>	<b>(52,405)</b>

**Mountain View Charter School  
2015-16 Activity Fund Financial Summary  
August 31, 2015**

	Budget	Actual: Jul-Aug	Projected: Sep-Jun	Projected for Year	Over/(Under) Budget
<b>Resources</b>					
Activity Fees	24,750	18,618	6,132	24,750	-
<b>Total Revenues</b>	<b>24,750</b>	<b>18,618</b>	<b>6,132</b>	<b>24,750</b>	<b>-</b>
Beginning Fund Balance	20,000	1,034		1,034	
<b>Total Resources</b>	<b>44,750</b>	<b>19,651</b>	<b>6,132</b>	<b>25,784</b>	<b>-</b>
<b>Requirements</b>					
Salaries					
Benefits					
Purchased Services					
Supplies and Materials	24,750	966	23,784	24,750	-
Capital Outlay					
Other		7		7	7
Transfers					
<b>Total Expenditures</b>	<b>24,750</b>	<b>974</b>	<b>23,784</b>	<b>24,757</b>	<b>7</b>
Contingency/Carryover	20,000	18,678	(17,651)	1,026	(7)
<b>Total Requirements</b>	<b>44,750</b>	<b>19,651</b>	<b>6,132</b>	<b>25,784</b>	<b>-</b>

**Mt. View Academy**  
**Balance Sheet**  
**As of August 31, 2015**

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100-101 - Banner Checking	97,097.04
<b>Total Checking/Savings</b>	<u>97,097.04</u>
<b>Total Current Assets</b>	<u>97,097.04</u>
<b>TOTAL ASSETS</b>	<u><u>97,097.04</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
100-471.004 Soc Sec Emp	126.03
100-471.005 WBF Assess Emp	3.47
100-473.001 PERS	275.66
100-473.002 PERS Pickup	92.85
100-473.004 Workers' Comp	-317.66
24000 · Payroll Liabilities	417.73
<b>Total Other Current Liabilities</b>	<u>598.08</u>
<b>Total Current Liabilities</b>	<u>598.08</u>
<b>Total Liabilities</b>	598.08
Equity	
5400-Beg. Fund Balance	1,990.17
32000 · Unrestricted Net Assets	14,734.89
Net Income	79,773.90
<b>Total Equity</b>	<u>96,498.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>97,097.04</u></u>



**Mt. View Academy**  
**Profit & Loss Budget vs. Actual**  
**July through August 2015**

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
100 - Revenues				
1510 - Interest Income	0.00	50.00	-50.00	0.0%
1760 - Fundraising	0.00	0.00	0.00	0.0%
1920 - Donations	250.00	5,000.00	-4,750.00	5.0%
1990 - Other Income	0.00	10,500.00	-10,500.00	0.0%
3101 - State School Fund Grant	102,703.00	661,250.00	-558,547.00	15.5%
<b>Total 100 - Revenues</b>	<b>102,953.00</b>	<b>676,800.00</b>	<b>-573,847.00</b>	<b>15.2%</b>
200 - Special Revenues				
1740 - Fees	18,617.84	24,750.00	-6,132.16	75.2%
<b>Total 200 - Special Revenues</b>	<b>18,617.84</b>	<b>24,750.00</b>	<b>-6,132.16</b>	<b>75.2%</b>
<b>Total Income</b>	<b>121,570.84</b>	<b>701,550.00</b>	<b>-579,979.16</b>	<b>17.3%</b>
<b>Expense</b>				
100 - Expenditures				
1111 - Elementary				
111 - Licensed Salaries	1,200.00	237,999.87	-236,799.87	0.5%
112 - Classified Salaries	230.00	18,850.00	-18,620.00	1.2%
121 - Substitute - Licensed	0.00	6,125.00	-6,125.00	0.0%
211 - PERS	66.27	45,308.32	-45,242.05	0.1%
220 - FICA	109.39	20,117.58	-20,008.19	0.5%
231 - Workers' Compensation	8.19	1,314.87	-1,306.68	0.6%
232 - Unemployment Insurance	39.16	7,626.27	-7,587.11	0.5%
241 - Health Insurance	0.00	28,000.00	-28,000.00	0.0%
410 - Supplies	2,453.61	6,300.00	-3,846.39	38.9%
420 - Textbooks	8,846.49	13,500.00	-4,653.51	65.5%
<b>Total 1111 - Elementary</b>	<b>12,953.11</b>	<b>385,141.91</b>	<b>-372,188.80</b>	<b>3.4%</b>
1121 - Middle/Junior High				
111 - Licensed Salaries	200.00	33,999.97	-33,799.97	0.6%
121 - Substitute - Licensed	0.00	875.00	-875.00	0.0%
211 - PERS	35.28	5,997.60	-5,962.32	0.6%
220 - FICA	15.30	2,667.94	-2,652.64	0.6%
231 - Workers' Compensation	1.12	174.37	-173.25	0.6%
232 - Unemployment Insurance	5.46	1,011.37	-1,005.91	0.5%
241 - Health Insurance	0.00	4,000.00	-4,000.00	0.0%
410 - Supplies	263.74	700.00	-436.26	37.7%
420 - Textbooks	982.95	1,500.00	-517.05	65.5%
<b>Total 1121 - Middle/Junior High</b>	<b>1,503.85</b>	<b>50,926.25</b>	<b>-49,422.40</b>	<b>3.0%</b>
2130 - Health Services				
410 - Supplies	0.00	200.00	-200.00	0.0%
<b>Total 2130 - Health Services</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
2240 - Professional Development				
312 - Instructional Prog. Impr.	0.00	8,000.00	-8,000.00	0.0%
318 - Non-instructional Prg Imp	1,000.00	2,000.00	-1,000.00	50.0%
<b>Total 2240 - Professional Development</b>	<b>1,000.00</b>	<b>10,000.00</b>	<b>-9,000.00</b>	<b>10.0%</b>
2310 - Board of Education				
382 - Legal Services	8,000.00			
410 - Supplies	0.00	0.00	0.00	0.0%
651 - Liability Insurance	4,414.00	4,500.00	-86.00	98.1%
<b>Total 2310 - Board of Education</b>	<b>12,414.00</b>	<b>4,500.00</b>	<b>7,914.00</b>	<b>275.9%</b>

**Mt. View Academy**  
**Profit & Loss Budget vs. Actual**  
**July through August 2015**

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
<b>2321 - Executive Administration</b>				
113 - Administrative Salaries	200.00	34,000.00	-33,800.00	0.6%
114 - Managerial-Confidential	1,440.00	15,645.00	-14,205.00	9.2%
211 - PERS	289.31	8,757.38	-8,468.07	3.3%
220 - FICA	125.46	3,797.84	-3,672.38	3.3%
231 - Workers' Compensation	9.53	248.23	-238.70	3.8%
232 - Unemployment Insurance	44.71	1,439.71	-1,395.00	3.1%
241 - Health Insurance	0.00	8,000.00	-8,000.00	0.0%
353 - Postage	69.46	275.00	-205.54	25.3%
354 - Advertising	0.00	3,000.00	-3,000.00	0.0%
410 - Supplies	290.12	2,800.00	-2,509.88	10.4%
460 - Non-consumables	0.00	500.00	-500.00	0.0%
640 - Dues and Fees	0.00	750.00	-750.00	0.0%
<b>Total 2321 - Executive Administration</b>	<b>2,468.59</b>	<b>79,213.16</b>	<b>-76,744.57</b>	<b>3.1%</b>
<b>2520 - Fiscal Services</b>				
389 - Other Professional Svcs	3,333.34	20,000.00	-16,666.66	16.7%
410 - Supplies	0.00	0.00	0.00	0.0%
640 - Dues and Fees	0.00	0.00	0.00	0.0%
<b>Total 2520 - Fiscal Services</b>	<b>3,333.34</b>	<b>20,000.00</b>	<b>-16,666.66</b>	<b>16.7%</b>
<b>2542 - Building Maintenance</b>				
321 - Cleaning Services	0.00	2,400.00	-2,400.00	0.0%
324 - Rentals	6,275.00	47,700.00	-41,425.00	13.2%
325 - Electricity	134.10	5,566.00	-5,431.90	2.4%
328 - Garbage	0.00	0.00	0.00	0.0%
351 - Telephone	249.72	1,500.00	-1,250.28	16.6%
410 - Supplies	78.66	1,500.00	-1,421.34	5.2%
<b>Total 2542 - Building Maintenance</b>	<b>6,737.48</b>	<b>58,666.00</b>	<b>-51,928.52</b>	<b>11.5%</b>
<b>2550 - Transportation</b>				
352 - Student transportation	0.00	200.00	-200.00	0.0%
<b>Total 2550 - Transportation</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>2574 - Printing Services</b>				
324 - Copier Rental	356.00	2,136.00	-1,780.00	16.7%
355 - Printing	56.86	4,000.00	-3,943.14	1.4%
<b>Total 2574 - Printing Services</b>	<b>412.86</b>	<b>6,136.00</b>	<b>-5,723.14</b>	<b>6.7%</b>
<b>2661 - Technology Services</b>				
310 - Instr, Prof & Tech Svcs	0.00	100.00	-100.00	0.0%
470 - Computer Software	0.00	1,495.00	-1,495.00	0.0%
<b>Total 2661 - Technology Services</b>	<b>0.00</b>	<b>1,595.00</b>	<b>-1,595.00</b>	<b>0.0%</b>
<b>Total 100 - Expenditures</b>	<b>40,823.23</b>	<b>616,578.32</b>	<b>-575,755.09</b>	<b>6.6%</b>
<b>200 - Activity Expenditures</b>				
1111 - Elementary				
410 - Supplies	966.41	24,750.00	-23,783.59	3.9%
640 - Dues & Fees	7.30	0.00	7.30	100.0%
<b>Total 1111 - Elementary</b>	<b>973.71</b>	<b>24,750.00</b>	<b>-23,776.29</b>	<b>3.9%</b>
<b>Total 200 - Activity Expenditures</b>	<b>973.71</b>	<b>24,750.00</b>	<b>-23,776.29</b>	<b>3.9%</b>
66000 - Payroll Expenses	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>41,796.94</b>	<b>641,328.32</b>	<b>-599,531.38</b>	<b>6.5%</b>
<b>Net Income</b>	<b>79,773.90</b>	<b>60,221.68</b>	<b>19,552.22</b>	<b>132.5%</b>

**Mt. View Academy**  
**Profit & Loss**  
July through August 2015

	Jul 15	Aug 15	TOTAL
<b>Income</b>			
100 - Revenues			
1920 - Donations	0.00	250.00	250.00
3101 - State School Fund Grant	0.00	102,703.00	102,703.00
<b>Total 100 - Revenues</b>	<b>0.00</b>	<b>102,953.00</b>	<b>102,953.00</b>
200 - Special Revenues			
1740 - Fees	17,637.84	980.00	18,617.84
<b>Total 200 - Special Revenues</b>	<b>17,637.84</b>	<b>980.00</b>	<b>18,617.84</b>
<b>Total Income</b>	<b>17,637.84</b>	<b>103,933.00</b>	<b>121,570.84</b>
<b>Expense</b>			
100 - Expenditures			
1111 - Elementary			
111 - Licensed Salaries	500.00	700.00	1,200.00
112 - Classified Salaries	0.00	230.00	230.00
211 - PERS	-82.79	149.06	66.27
220 - FICA	38.25	71.14	109.39
231 - Workers' Compensation	2.80	5.39	8.19
232 - Unemployment Insurance	13.64	25.52	39.16
410 - Supplies	79.98	2,373.63	2,453.61
420 - Textbooks	0.00	8,846.49	8,846.49
<b>Total 1111 - Elementary</b>	<b>551.88</b>	<b>12,401.23</b>	<b>12,953.11</b>
1121 - Middle/Junior High			
111 - Licensed Salaries	100.00	100.00	200.00
211 - PERS	17.64	17.64	35.28
220 - FICA	7.65	7.65	15.30
231 - Workers' Compensation	0.56	0.56	1.12
232 - Unemployment Insurance	2.73	2.73	5.46
410 - Supplies	0.00	263.74	263.74
420 - Textbooks	0.00	982.95	982.95
<b>Total 1121 - Middle/Junior High</b>	<b>128.58</b>	<b>1,375.27</b>	<b>1,503.85</b>
2240 - Professional Development			
318 - Non-instructional Prg Imp	0.00	1,000.00	1,000.00
<b>Total 2240 - Professional Development</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
2310 - Board of Education			
382 - Legal Services	0.00	8,000.00	8,000.00
651 - Liability Insurance	-626.00	5,040.00	4,414.00
<b>Total 2310 - Board of Education</b>	<b>-626.00</b>	<b>13,040.00</b>	<b>12,414.00</b>

**Mt. View Academy**  
**Profit & Loss**  
 July through August 2015

	Jul 15	Aug 15	TOTAL
<b>2321 - Executive Administration</b>			
113 - Administrative Salaries	100.00	100.00	200.00
114 - Managerial-Confidential	922.50	517.50	1,440.00
211 - PERS	180.38	108.93	289.31
220 - FICA	78.22	47.24	125.46
231 - Workers' Compensation	5.95	3.58	9.53
232 - Unemployment Insurance	27.87	16.84	44.71
353 - Postage	0.00	69.46	69.46
410 - Supplies	34.48	255.64	290.12
<b>Total 2321 - Executive Administration</b>	<b>1,349.40</b>	<b>1,119.19</b>	<b>2,468.59</b>
<b>2520 - Fiscal Services</b>			
389 - Other Professional Svcs	1,666.67	1,666.67	3,333.34
<b>Total 2520 - Fiscal Services</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>3,333.34</b>
<b>2542 - Building Maintenance</b>			
324 - Rentals	2,300.00	3,975.00	6,275.00
325 - Electricity	62.81	71.29	134.10
351 - Telephone	124.36	125.36	249.72
410 - Supplies	0.00	78.66	78.66
<b>Total 2542 - Building Maintenance</b>	<b>2,487.17</b>	<b>4,250.31</b>	<b>6,737.48</b>
<b>2574 - Printing Services</b>			
324 - Copier Rental	178.00	178.00	356.00
355 - Printing	0.00	56.86	56.86
<b>Total 2574 - Printing Services</b>	<b>178.00</b>	<b>234.86</b>	<b>412.86</b>
<b>Total 100 - Expenditures</b>	<b>5,735.70</b>	<b>35,087.53</b>	<b>40,823.23</b>
<b>200 - Activity Expenditures</b>			
1111 - Elementary	583.67	382.74	966.41
410 - Supplies	3.65	3.65	7.30
640 - Dues & Fees			
<b>Total 1111 - Elementary</b>	<b>587.32</b>	<b>386.39</b>	<b>973.71</b>
<b>Total 200 - Activity Expenditures</b>	<b>587.32</b>	<b>386.39</b>	<b>973.71</b>
<b>66000 - Payroll Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>6,323.02</b>	<b>35,473.92</b>	<b>41,796.94</b>
<b>Net Income</b>	<b>11,314.82</b>	<b>68,459.08</b>	<b>79,773.90</b>

**Lowell School District #71**  
**2015-16 General Fund Financial Summary**  
**August 31, 2015**

	<b>Budget</b>	<b>Actual: Jul-Aug</b>	<b>Projected: Sep-Jun</b>	<b>Projected for Year</b>	<b>Budget Variance</b>	
					<b>\$</b>	<b>%</b>

**Resources**

State School Fund	3,052,000	754,573	2,486,571	3,241,144	189,144	6.2%	(1)
Property Tax	940,800	-	940,800	940,800	-	0.0%	
Miscellaneous/Local Revenues	51,200	7,126	50,040	57,166	5,966	11.7%	(2)
Common School Funds	30,000	-	30,000	30,000	-	0.0%	
Rent	27,000	2,363	25,993	28,356	1,356	5.0%	
Business Services to Charter	20,000	1,667	18,333	20,000	-	0.0%	
Indirect Fees on Grants	5,000	-	5,000	5,000	-	0.0%	
County School Funds	5,000	-	5,000	5,000	-	0.0%	
Small High School Grant	-	-	14,300	14,300	14,300	-	(3)
Federal Forest Fees	-	-	10,000	10,000	10,000	-	(3)
<b>Total Revenues</b>	<b>4,131,000</b>	<b>765,729</b>	<b>3,586,037</b>	<b>4,351,766</b>	<b>220,766</b>	<b>5.3%</b>	
Beginning Fund Balance	284,000	249,000	-	249,000	(35,000)	-12.3%	
<b>Total Resources</b>	<b>4,415,000</b>	<b>1,014,729</b>	<b>3,586,037</b>	<b>4,600,766</b>	<b>185,766</b>	<b>4.2%</b>	

**Requirements**

Salaries	1,554,866	113,281	1,459,117	1,572,398	17,532	1.1%	
Benefits	1,005,960	63,309	933,884	997,193	(8,767)	-0.9%	
Purchased Services	389,550	27,261	412,165	439,426	49,876	12.8%	(4)
Supplies and Materials	203,550	24,744	178,872	203,616	66	0.0%	
Capital Outlay	4,800	-	76,800	76,800	72,000	1500.0%	(5)
Other	84,450	69,648	14,759	84,407	(43)	-0.1%	
Charter School Payments	652,000	102,703	555,094	657,797	5,797	0.9%	
Transfers	279,149	-	279,149	279,149	-	0.0%	
<b>Total Expenditures</b>	<b>4,174,325</b>	<b>400,946</b>	<b>3,909,840</b>	<b>4,310,786</b>	<b>136,461</b>	<b>3.3%</b>	
Contingency/Carryover	240,675	-	-	289,981	49,306	20.5%	
<b>Total Requirements</b>	<b>4,415,000</b>	<b>400,946</b>	<b>3,909,840</b>	<b>4,600,766</b>	<b>185,766</b>	<b>4.2%</b>	

2015-16 Operating excess/(deficit) (43,325) 40,981  
 Contingency/Ending Fund Balance 5.8% 6.7%

(1) Based on 290 District ADMr and 110 MVA ADMr.

(2) Includes \$5,000 donation for track renovation.

(3) After the budget was approved, legislative changes at the state and federal level extended funding for these programs.

(4) Includes architect services.

(5) Includes project expenditures for the announcer's booth, fencing, track renovation, scoreboard, wrestling room roof, concession windows/awning, dump trailer, painting and banners.