

Lowell School District

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

Board of Director's Meeting

May 22, 2017

Professional Development Center

6:00 pm – Community Forum and State of the District Address

Executive Session to immediately follow

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 COMMUNITY FORUM AND STATE OF THE DISTRICT ADDRESS—Professional Development Center—

6:00 pm

1.1 Presented by Superintendent Walt Hanline Ed.D.

2.0 OPENING BUSINESS—Professional Development Center—6:00 pm

2.1 Call to Order

2.2 Public Comment on Executive Session Topics

2.3 Convene to Executive Session Pursuant to ORS 192.660: Executive Session topics pursuant to ORS 192.660(2)(i), ORS 192.660 (2) (d), and ORS 192.660 (2)(f)

3.0 EXECUTIVE SESSION—Superintendent's Office Conference Room

3.1 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.

3.1.1 Discussion of Superintendent's Annual Objectives and Evaluation Process

3.2 Pursuant to ORS 192.660 (2) (d).

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

3.3 Pursuant to ORS 192.660 (2)(f)

To consider records exempt by law from public inspection.

3.4 Return to Public Session

4.0 OPENING OF PUBLIC SESSION—Professional Development Center—7:00 pm

4.1 Public Session Call to Order

4.2 Pledge of Allegiance

4.3 Attendance:

___ Joyce Donnell, Chair
___ Dennis McCallum, Vice-Chair
___ Suzanne Kintzley
___ Mike Galvin
___ Jim Chapman
___ Walt Hanline, Ed. D., Superintendent
___ Kay Graham, Secondary Principal
___ Johnnie Matthews, Elementary Principal
___ Chelsea Byrne, Student Body Representative
___ Michelle Stephens, Assistant to the Superintendent

Approval of Agenda – May 22, 2017

Recommendation: Approval of Agenda

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

5.0 **COMMUNITY/SCHOOL PRESENTATIONS**

5.1 Introduction of Student Representative to the Board Candidates

5.2 MVA Annual Report—Presented by Laurie Cardwell

5.3 BCA Annual Report—Presented by John VonDoloski

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

6.0 **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.*

7.0 **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.*

7.1 Board Minutes from April 25, 2017 Board Meeting (Attachment)

7.2 Budget Committee Minutes from April 10, 2017 Committee Meeting (Attachment)

7.3 Check Register: 29922-30049 (Attachment)

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

8.0 **ACTION DISCUSSION**

8.1 Recommendation: Approve the contract between the LEA and the Lowell School District—
Presented by Dr. Hanline (Attachment)

Explanatory Statement: All contracts must be approved by the Lowell School District

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

- 8.2 Recommendation: Approve the MOU between the OSEA and the Lowell School District—
Presented by Dr. Hanline (Attachment)

Explanatory Statement: After the contract was finalized between the two parties, there was a change to the agreement which must be approved by the Lowell School Board

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

- 8.3 Recommendation: Approve a 3% Salary increase for management and confidential employees
—Presented by Dr. Hanline

Explanatory Statement: The Lowell School Board awards pay increases equitably for all employment units. When salary increases are given to one group, the board endeavors to give the same to all groups. This increase was given to both the OSEA and LEA.

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

- 8.4 Recommendation: Approve the Seismic Project Contract to Preferred Construction—Presented
by Dr. Hanline (Attachment)

Explanatory Statement: All contracts must be approved by the Lowell School Board

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

- 8.5 Recommendation: Approve date change on the 2017-2018 Lowell School Board Calendar—
Presented by Dr. Hanline (Attachment)

Explanatory Statement: The originally approved date for the June meeting was June 18 and would change to June 25, the 4th Monday of the month

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

- 8.6 Recommendation: 2nd Reading and Approval of OSBA Policies: EFAA, EFAA-AR, EFAE, EFAE-AR, EFAH, EFAJ, EFAL, GCL, GCL, GCL/GDL, GCL-AR, IKI, ING, ING-AR, JEC, JECBD, JECBD-AR, JHCCF, JHCCF-AR, JHCCF, JHCCF-AR—Presented by Dr. Hanline (Attachment)

Explanatory Statement: Board policy changes must be approved by the Lowell School Board

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

9.0 INFORMATION AND STUDY

- 9.1 Facility Update/Report—Presented by Mr. Matthews

- 9.2 Utility Report—Referred by Ms. Weathers (Attachment)

- 9.3 Bridge Charter Academy Report—Presented by Mr. Matthews

- 9.4 Mountain View Academy Financial Report—Referred by Ms. Weathers (Attachment)

- 9.5 Bridge Charter Academy Financial Report—Referred by Ms. Weathers (Attachment)

- 9.6 Financial Report—Referred by Mr. Standridge (Attachment)

- 9.7 Activities Fund Report—Referred by Ms. Weathers (Attachment)

- 9.8 Communication and Media Coverage—Presented by Dr. Hanline

- 9.9 Student Body Representative Report—Presented by Ms. Byrne

- 9.10 Secondary Principal's Report—Presented by Ms. Graham
- 9.11 Elementary Principal's Report—Presented by Mr. Matthews
- 9.12 Superintendent's Report—Presented by Dr. Hanline
- 9.13 Board Members' Report

10.0 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

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

Board of Director's Meeting

April 24, 2017

Professional Development Center

6:00 pm - 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 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 Pursuant to ORS 192.660: Executive Session topics pursuant to ORS 192.660(2)(i), ORS 192.660 (2) (d), and ORS 192.660 (2)(f)

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.

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

2.4 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:

___Joyce Donnell, Chair

___Dennis McCallum, Vice-Chair

___ Suzanne Kintzley
___ Mike Galvin
AB Jim Chapman
___ Walt Hanline, Ed. D., Superintendent
___ Kay Graham, Secondary Principal
___ Johnie Matthews, Elementary Principal
___ Chelsea Byrne, Student Body Representative
___ Michelle Stephens, Assistant to the Superintendent

Approval of Agenda – April 24, 2017

Motion: Approval of Agenda

MOTION: Dennis McCallum 2nd: Mike Galvin AYES: 4 NOES: 0 ABSTAIN: 0

4.0 **COMMUNITY/SCHOOL PRESENTATIONS**

4.1 Presentation by the Lowell Robotics Team

- The robotics group was introduced and they explained all of the changes from the previous years to this year.
- They fundraised, had shirts, tested their robots, and elected captains.
- They would like to have more practice time in the future.
- All members of the team plan to come back again next year.

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

- The chairman received a message from Mapleton School District regarding their stand on state testing. They are asking other districts to stand with them and Lowell will need to decide where they stand on the issue.

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.
bac*

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 March 20, 2017 Board Meeting (Attachment)

6.2 Ratification of Employment (Attachment)

6.3 Check Register: 29772-29920 (Attachment)

MOTION: Suzanne Kintzley 2nd: Dennis McCallum AYES: 4 NOES: 0 ABSTAIN: 0

7.0 **ACTION DISCUSSION**

7.1 Motion: Approve the Superintendent's objectives for the 2017-18 school year, discussed in the Executive Session

Explanatory Statement: The Superintendent's objectives must be approved by the School Board

MOTION: Dennis McCallum 2nd: Mike Galvin AYES: 4 NOES: 0 ABSTAIN: 0

7.2 Motion: Approve the BCA Contract and Contracted and Lease Services Agreement renewal for the BCA—Presented by Mr. Matthews (Handout)

Explanatory Statement: All contract changes must be approved through the Lowell School Board as the sponsoring school district

MOTION: Mike Galvin 2nd: Suzanne Kintzley AYES: 4 NOES: 0 ABSTAIN: 0

8.0 **INFORMATION AND STUDY**

8.1 OSBA Policy Update 1st Reading of Policies: EFAA, EFAA-AR, EFAE, EFAE-AR, EFAH, EFAJ, EFAL, GCL, GCL, GCL/GDL, GCL-AR, IKI, ING, ING-AR, JEC, JECBD, JECBD-AR, JHCCF, JHCCF-AR, JHCCF, JHCCF-AR

8.2 Communications Report—Presented by Ms. Stephens

- Board would like to see the website updated to grow with our district
- We need links to the other district sites on our website
- Change some of the titling on website
- Some suggestions were made on getting better responses from the staff for social media and website suggestions

8.3 Facility Update/Report—Presented by Mr. Matthews

- Many changes to the aesthetics of the district

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

8.5 Bridge Charter Academy Report—Presented by Mr. Matthews

- BCA voted to open the satellite charter

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

8.7 Bridge Charter Academy Financial Report—Referred by Ms. Weathers (Attachment)

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

8.9 Activities Fund Report—Referred by Ms. Weathers (Attachment)

8.10 Report on BCA Satellite location opening (Bend)—Presented by Mr. Matthews

8.11 Student Body Representative Report—Presented by Ms. Byrne

- Microbiology field trip
- Choir performed at the Hult Center
- 6th grade had field trips related to the watershed project
- 16 kids registered for kindergarten
- Art bus is going strong
- May 5th for Cinco de Mayo is having a nice lunch
- Outdoor school is May 2-4 for 6th graders and a few high school students will be counselors
- Prom is May 6th

- 8.12 Secondary Principal's Report—Presented by Ms. Graham
- 8.13 Elementary Principal's Report—Presented by Mr. Matthews
- 8.14 Superintendent's Report—Presented by Dr. Hanline
- 8.15 Board Members' Report

9.0 **ADJOURNMENT**

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Lowell School District

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

Budget Committee Meeting

April 10, 2017

Professional Development Center

4:30 pm

BUDGET 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

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Attendance and introduction of members:

☒ Joyce Donnell

☐ Dennis McCallum

☒ Mike Galvin

☐ Suzanne Kintzley

☒ Jim Chapman

X Walt Hanline, Ed. D., Superintendent

X Johnie Matthews

☒ Debi McNamara

☒ Warren Weathers

☒ Jim Martini

☐ Heather Jalof

☒ Jerry Bjornstad

☒ Jared Cobb

☒ Dave Standridge

1.4 Approval of Agenda – April 10, 2017

Recommended Action: Approval of Agenda

MOTION: Mike 2nd: Joyce AYES: All NOES: _____ ABSTAIN: _____

1.5 Nominate and Approve the Chair of the Budget Committee

Recommended Action: Approve the Nomination of Jim Martini as Chair

MOTION: Joyce 2nd: Jarod AYES: All NOES: _____ ABSTAIN: _____

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 INFORMATION AND STUDY

Dr. Hanline read the Budget Message

3.1 Review of the priorities for the budget

3.2 Review of the constructs of the budget

4.0 **ACTION DISCUSSION**

4.1 Approve the 2017-2018 Lowell School District Budget for consideration by the Lowell School Board—
Recommended by Dr. Hanline

Recommended Action: Approval from the budget committee of the 2016-2017 Lowell School District
Budget to present to the Lowell School Board for approval at the Budget Hearing

MOTION: Jim Martini 2nd: Jarod AYES: All NOES: _____ ABSTAIN: _____

5.0 **ADJOURNMENT 4:55 pm**

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SUNGARD PENTAMATION
DATE: 05/10/2017
TIME: 20:27:50

LOWELL SCHOOL DISTRICT #71
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20170401 00:00:00.000' and '20170430 00:00:00.000'
ACCOUNTING PERIOD: 11/17

FUND - 100 - GENERAL FUND

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A101	29921	04/05/17	1288	DEPARTMENT OF CONSU	100	L471.005	WBF ASSESSMENT	0.00	698.30
A101	29922	04/06/17	2584	BANNER BANK	1002542000000000	410	WRESTLING RM WATER	0.00	23.96
A101	29922	04/06/17	2584	BANNER BANK	1002410000000000	410	GEAR UP SUPPLIES	0.00	24.75
A101	29922	04/06/17	2584	BANNER BANK	1002554000000000	640	1ST AID CARDS/DMV	0.00	51.50
A101	29922	04/06/17	2584	BANNER BANK	1002542000000000	410	SUPPLIES	0.00	67.16
A101	29922	04/06/17	2584	BANNER BANK	1002543000000000	410	SIGNS	0.00	68.52
A101	29922	04/06/17	2584	BANNER BANK	1002321000000000	410	SUPPLIES	0.00	77.71
A101	29922	04/06/17	2584	BANNER BANK	1002554000000000	410	SUPPLIES	0.00	134.44
A101	29922	04/06/17	2584	BANNER BANK	1002410000000000	340	MEETING/MEALS	0.00	423.40
A101	29922	04/06/17	2584	BANNER BANK	1002542000000000	460	WHITE BOARDS	0.00	746.51
A101	29922	04/06/17	2584	BANNER BANK	1001131000110000	410	HS SCIENCE EQUIPMEN	0.00	1,216.44
TOTAL CHECK								0.00	2,834.39
A101	29923	04/06/17	2671	DEBI LYNCHARD	100	R1993	REIMBURSE STUDENT F	0.00	35.00
A101	29924	04/07/17	2584	BANNER BANK	1002554000000000	410	SUPPLIES	0.00	19.40
A101	29924	04/07/17	2584	BANNER BANK	1002525000000101	640	INTUIT PAYROLL	0.00	28.00
A101	29924	04/07/17	2584	BANNER BANK	1002554000000000	410	EMPLOYEE GIFT	0.00	52.99
A101	29924	04/07/17	2584	BANNER BANK	1002410000000000	410	TONER	0.00	60.98
A101	29924	04/07/17	2584	BANNER BANK	1002321000000000	340	MEETING/MEALS	0.00	85.24
A101	29924	04/07/17	2584	BANNER BANK	1002520000000000	340	DEBI CONFERENCE FEE	0.00	99.00
A101	29924	04/07/17	2584	BANNER BANK	1002554000000000	410	JANITORIAL SUPPLIES	0.00	113.48
A101	29924	04/07/17	2584	BANNER BANK	1002554000000000	410	SUPPLIES	0.00	119.98
A101	29924	04/07/17	2584	BANNER BANK	1002554000000000	410	LOCK OUT KIT	0.00	182.60
A101	29924	04/07/17	2584	BANNER BANK	1002520000000000	470	QUICKBOOKS UPDATE	0.00	829.99
A101	29924	04/07/17	2584	BANNER BANK	1002661000000000	480	TECHNOLOGY HARDWARE	0.00	997.66
A101	29924	04/07/17	2584	BANNER BANK	1002542000000000	460	RUGS	0.00	1,000.00
TOTAL CHECK								0.00	3,589.32
A101	29925	04/07/17	2651	CARSON	1002554000000000	411	VEHICLE FUEL	0.00	327.15
A101	29926	04/07/17	2127	DEBI MCNAMARA	1002520000000000	340	CONF MILEAGE	0.00	50.98
A101	29927	04/07/17	1778	E & S HARDWARE AND	1002542000000000	410	KEYS	0.00	31.00
A101	29929	04/07/17	1071	JERRY'S BUILDING MA	1002542000000000	410	SUPPLIES	0.00	70.76
A101	29930	04/07/17	1302	JOHN BOYLE	1002120000000000	340	MILEAGE	0.00	423.72
A101	29931	04/07/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	FEB MAR ELECTRIC	0.00	470.54
A101	29931	04/07/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	FEB MAR ELECTRIC	0.00	470.54
A101	29931	04/07/17	1644	LANE ELECTRIC COOPE	1002542000000000	325	FEB MAR ELECTRIC	0.00	2,458.87
A101	29931 V	04/07/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	FEB MAR ELECTRIC	0.00	-470.54
A101	29931 V	04/07/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	FEB MAR ELECTRIC	0.00	-470.54
A101	29931 V	04/07/17	1644	LANE ELECTRIC COOPE	1002542000000000	325	FEB MAR ELECTRIC	0.00	-2,458.87
TOTAL CHECK								0.00	0.00
A101	29932	04/07/17	2496	MECHANICAL HEATING	1002542000000000	322	AIR HANDLER RPR	0.00	250.00
A101	29934	04/07/17	1752	OFFICE DEPOT	1002410000000000	410	SUPPLIES	0.00	40.59

SUNGARD PENTAMATION
DATE: 05/10/2017
TIME: 20:27:50

LOWELL SCHOOL DISTRICT #71
CHECK REGISTER - BY FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.ck_date between '20170401 00:00:00.000' and '20170430 00:00:00.000'
ACCOUNTING PERIOD: 11/17

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29935	04/07/17	2279	OFFICEMAX	1002410000000000	410	SUPPLIES	0.00	19.78
A101	29935	04/07/17	2279	OFFICEMAX	1002410000000000	410	SUPPLIES	0.00	72.49
A101	29935	04/07/17	2279	OFFICEMAX	1002410000000000	410	PAPER/SUPPLIES	0.00	859.99
TOTAL CHECK									952.26
A101	29936	04/07/17	2674	P & E LANDSCAPING S	1002542000000000	322	ROOF/GUTR CLEAN/TRM	0.00	1,800.00
A101	29937	04/07/17	1220	PITNEY BOWES	1002410000000000	353	POSTAGE	0.00	179.64
A101	29938	04/07/17	1912	READ NATURALLY	1002230000000000	410	READ NATURALLY LICE	0.00	345.00
A101	29940	04/07/17	2603	RUBENSTEIN'S	1002542000000000	322	CARPET	0.00	1,116.00
A101	29941	04/07/17	2441	SCHELSKY'S LANDSCAP	1002543000000000	322	BACK FLOW TEST	0.00	205.00
A101	29942	04/07/17	2497	SECURITY MONSTER	1002542000000000	329	MNTHLY MONTIOR FEE	0.00	89.90
A101	29943	04/07/17	2518	SILKE COMMUNICATION	1002554000000000	640	FLEETNET SERVICE	0.00	270.48
A101	29944	04/07/17	2655	STAPLES ADVANTAGE	1002542000000000	410	SUPPLIES	0.00	5.35
A101	29944	04/07/17	2655	STAPLES ADVANTAGE	1002542000000000	410	GLOVES	0.00	53.50
A101	29944	04/07/17	2655	STAPLES ADVANTAGE	1002542000000000	410	23 WASTEBASKETS	0.00	317.17
TOTAL CHECK									376.02
A101	29947	04/07/17	1022	U S BANK	1001131000550000	460	WOODSHOP TOOLS	0.00	21.06
A101	29947	04/07/17	1022	U S BANK	1002130000000000	410	HS MEDICAL SUPPLIES	0.00	150.04
A101	29947	04/07/17	1022	U S BANK	1002543000000000	410	BATTERIES/FERTILIZE	0.00	248.62
TOTAL CHECK									419.72
A101	29949	04/07/17	2475	WELLS FARGO FINANCI	1002574000000000	355	COPIER LEASE	0.00	60.32
A101	29950	04/07/17	1984	WOODWIND & BRASSWIN	1001131000133000	322	REPAIR STAND	0.00	105.00
A101	29951	04/07/17	2105	JOHNNIE MATTHEWS	1002410000000000	340	MATTHEWS MILEAGE	0.00	45.85
A101	29953	04/13/17	1230	CENTURY LINK	1002542000000000	351	APR PHONE SERVICE	0.00	149.30
A101	29954	04/13/17	2573	ADVANCE AUTO PARTS	1002554000000000	410	VEHICLE PARTS	0.00	95.79
A101	29954	04/13/17	2573	ADVANCE AUTO PARTS	1002554000000000	410	VEHICLE PARTS	0.00	25.12
TOTAL CHECK									120.91
A101	29955	04/13/17	2263	ANTHONY NOLAN	1002543000000000	410	MOWER GAS	0.00	9.51
A101	29956	04/13/17	2676	BEAR MOUNTAIN ELECT	1002542000000102	322	ELECTRICAL WORK	0.00	1,762.50
A101	29958	04/13/17	1613	BRIDGEWAY HOUSE	1001281000320000	371	MARCH TUITION	0.00	9,000.00
A101	29960	04/13/17	2616	CINTAS	1002542000000000	410	HS JANITORIAL SUPPL	0.00	90.62
A101	29960	04/13/17	2616	CINTAS	1002542000000000	410	EL JANITORIAL SUPPL	0.00	95.19
A101	29960	04/13/17	2616	CINTAS	1002542000000000	410	EL JANITORIAL SUPPL	0.00	140.21
A101	29960	04/13/17	2616	CINTAS	1002542000000000	322	CHEMICAL DISPOSAL	0.00	35.00
A101	29960	04/13/17	2616	CINTAS	1002542000000000	322	CHEMICAL DISPOSAL	0.00	35.00

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A101	29960	04/13/17	2616	CINTAS	1002542000000000	410	HS JANITORIAL SUPPL	0.00	135.70
TOTAL CHECK								0.00	531.72
A101	29961	04/13/17	1040	CITY OF LOWELL	1002542000000000	327	MAR WATER/SEWER	0.00	1,229.14
A101	29961	04/13/17	1040	CITY OF LOWELL	1002542000000000	327	MAR WATER/SEWER	0.00	232.42
A101	29961	04/13/17	1040	CITY OF LOWELL	1002542000000102	327	MAR WATER/SEWER	0.00	232.42
A101	29961	04/13/17	1040	CITY OF LOWELL	1002554000000000	327	MAR WATER/SEWER	0.00	232.42
A101	29961	04/13/17	1040	CITY OF LOWELL	1002554000000000	327	MAR WATER/SEWER	0.00	168.27
TOTAL CHECK								0.00	2,094.67
A101	29962	04/13/17	1565	COLETTE ULLRICH	1002410000000000	353	POSTAGE TO MODERNE	0.00	7.20
A101	29962	04/13/17	1565	COLETTE ULLRICH	1002542000000000	410	WALL CLOCK BATTERIE	0.00	14.99
A101	29962	04/13/17	1565	COLETTE ULLRICH	1002410000000000	410	KINDER REGISTRATION	0.00	17.00
TOTAL CHECK								0.00	39.19
A101	29964	04/13/17	1778	E & S HARDWARE AND	1002542000000000	410	HS COMP LAB DOORKNO	0.00	395.55
A101	29966	04/13/17	1066	HUNGERFORD LAW FIRM	1001250000320000	382	MARCH LEGAL SVCS	0.00	437.50
A101	29967	04/13/17	1884	JASPER MOUNTAIN	1001281000320000	371	FEB TUITION	0.00	1,197.00
A101	29968	04/13/17	1071	JERRY'S BUILDING MA	1002542000000000	410	BLDG MAINT SUPPLIES	0.00	37.63
A101	29968	04/13/17	1071	JERRY'S BUILDING MA	1002542000000000	410	SHELVES/THERM. GUAR	0.00	394.83
A101	29968	04/13/17	1071	JERRY'S BUILDING MA	1002554000000000	410	TRANS. BLDG MAINT	0.00	16.68
A101	29968	04/13/17	1071	JERRY'S BUILDING MA	1001131000550000	410	BROOM EXCHANGE	0.00	-12.00
A101	29968	04/13/17	1071	JERRY'S BUILDING MA	1002542000000000	410	WIRE/STAIN REMOVER	0.00	129.40
TOTAL CHECK								0.00	566.54
A101	29969	04/13/17	2323	KENNETH DORSEY	1002554000000000	410	VEH.PARTS/FIRE EXT.	0.00	193.80
A101	29970	04/13/17	1334	LANE COMMUNITY COLL	1002574000000000	355	PRINT 'THE BRIDGE'	0.00	248.50
A101	29971	04/13/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	FEB/MAR ELECTRICITY	0.00	470.54
A101	29971	04/13/17	1644	LANE ELECTRIC COOPE	1002542000000000	325	FEB/MAR ELECTRICITY	0.00	2,458.87
TOTAL CHECK								0.00	2,929.41
A101	29972	04/13/17	1495	LES SCHWAB TIRE CEN	1002554000000000	412	VAN #6 TIRES	0.00	424.16
A101	29973	04/13/17	1497	LOWELL SCHOOL ACTIV	1002321000000000	410	BOB BUTLER DONATION	0.00	50.00
A101	29974	04/13/17	1792	MAUREEN WEATHERS	1002574000000000	353	COMM. LETTER POSTAG	0.00	85.56
A101	29975	04/13/17	2483	NATIONAL PHOTOCOPY	1002574000000000	410	MONTHLY COPIES	0.00	429.31
A101	29976	04/13/17	1752	OFFICE DEPOT	1002574000000000	410	COPY PAPER	0.00	176.41
A101	29977	04/13/17	1870	OREGON CAREER INFOR	1001131000520000	470	17-18 CAREER INFO L	0.00	557.00
A101	29978	04/13/17	2549	OSI HARDWARE	1002661000000000	480	UPGRADE NETWORK	0.00	6,586.26
A101	29979	04/13/17	1847	PACE	1002552000000000	651	ADD'L VEHICLE INSUR	0.00	646.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29980	04/13/17	2345	PAULSEN ENVIRONMENT	1002542000000000	640	ASBESTOS INSPECT.	0.00	1,200.00
A101	29980	04/13/17	2345	PAULSEN ENVIRONMENT	1002542000000000	640	ASBESTOS CONSULTING	0.00	1,410.00
TOTAL CHECK								0.00	2,610.00
A101	29981	04/13/17	1220	PITNEY BOWES	1002410000000000	353	POSTAGE SEALER	0.00	39.98
A101	29981	04/13/17	1220	PITNEY BOWES	1002410000000000	353	3 POSTAGE METERS	0.00	140.22
TOTAL CHECK								0.00	180.20
A101	29982	04/13/17	1056	SAIF CORPORATION	100	L473.004	WORKERS' COMP	0.00	163.89
A101	29983	04/13/17	2167	SANIPAC	1002542000000000	328	MAR EL GARBAGE SVC	0.00	310.73
A101	29983	04/13/17	2167	SANIPAC	1002542000000000	328	MAR HS GARBAGE SVC	0.00	115.70
TOTAL CHECK								0.00	426.43
A101	29987	04/13/17	1166	VERIZON	1002542000000000	351	CELL PHONE SVC	0.00	80.32
A101	29988	04/13/17	2475	WELLS FARGO FINANCI	1002574000000000	355	COPIER LEASES	0.00	585.50
A101	29989	04/13/17	1170	WESTERN BUS SALES	1002554000000000	410	VEHICLE PARTS	0.00	69.22
A101	29989	04/13/17	1170	WESTERN BUS SALES	1002554000000000	410	VEHICLE PARTS	0.00	106.06
TOTAL CHECK								0.00	175.28
A101	29990	04/14/17	2497	SECURITY MONSTER	1002542000000000	540	SEC SYSTEM CHNG ORD	0.00	51.00
A101	29990	04/14/17	2497	SECURITY MONSTER	1002542000000102	540	SEC SYSTEM CHNG ORD	0.00	378.00
A101	29990	04/14/17	2497	SECURITY MONSTER	1002542000000101	540	SEC SYSTEM UPGRADE	0.00	481.50
A101	29990	04/14/17	2497	SECURITY MONSTER	1002554000000000	540	SEC SYSTEM UPGRADE	0.00	837.00
A101	29990	04/14/17	2497	SECURITY MONSTER	1002542000000000	540	SEC SYSTEM UPGRADE	0.00	3,477.00
A101	29990	04/14/17	2497	SECURITY MONSTER	1002542000000102	540	SEC SYSTEM UPGRADE	0.00	3,821.50
TOTAL CHECK								0.00	9,046.00
A101	29991	04/14/17	1225	POSTMASTER	1002574000000000	353	SUMMER REC MAILER	0.00	159.39
A101	29992	04/20/17	2599	AMY PETERS	1002554000000000	410	OFFICE SUPPLIES	0.00	45.07
A101	29993	04/20/17	2651	CARSON	1002554000000000	411	VEHICLE FUEL	0.00	659.52
A101	29993	04/20/17	2651	CARSON	1002542000000000	326	BLDG FUEL	0.00	1,019.75
A101	29993	04/20/17	2651	CARSON	1002542000000000	326	BLDG FUEL	0.00	1,609.65
A101	29993	04/20/17	2651	CARSON	1002542000000000	326	BLDG FUEL	0.00	8,166.00
TOTAL CHECK								0.00	11,454.92
A101	29994	04/20/17	2146	CASCADE HEALTH SOLU	1002552000000000	640	DRIVER TESTING	0.00	64.00
A101	29995	04/20/17	2329	CDW GOVERNMENT	1002661000000000	480	DELL DOCS AND ADPTR	0.00	396.08
A101	29997	04/20/17	1071	JERRY'S BUILDING MA	1002543000000000	410	EARMUFFS	0.00	18.99
A101	29997	04/20/17	1071	JERRY'S BUILDING MA	1002542000000102	410	MISC SUPPLIES	0.00	39.81
A101	29997	04/20/17	1071	JERRY'S BUILDING MA	1002542000000000	410	MISC BLDG SUPPLIES	0.00	79.95
A101	29997	04/20/17	1071	JERRY'S BUILDING MA	1002542000000102	410	BCA OUTSIDE LIGHTS	0.00	159.96
TOTAL CHECK								0.00	298.71
A101	29998	04/20/17	1945	JESSICA EDGERTON	1002410000000000	340	JEDGERTON MILEAGE	0.00	27.87

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29999	04/20/17	2568	JOLENE SCHARFF	10012810000000000	331	MAR/APR STDT TRANSP	0.00	50.00
A101	30000	04/20/17	2312	LANE COUNTY SCHOOL	10025540000000000	322	BUS 12	0.00	1,322.32
A101	30001	04/20/17	2610	LISA MANTARRO MOORE	10023210000000000	389	APR COMM SUPPORT	0.00	416.67
A101	30003	04/20/17	2483	NATIONAL PHOTOCOPY	10025740000000000	410	COPIES	0.00	594.26
A101	30004	04/20/17	1211	OSBA	10023100000000000	640	APR POLICY PLUS	0.00	50.00
A101	30005	04/20/17	1220	PITNEY BOWES	10024100000000000	353	APR POSTAGE METER	0.00	1,000.00
A101	30006	04/20/17	2677	PLANNED PARENTHOOD	10011310001900000	410	HUMAN GRWTH LESSONS	0.00	275.00
A101	30007	04/20/17	1225	POSTMASTER	10025740000000000	353	THE BRIDGE POSTAGE	0.00	85.56
A101	30008	04/20/17	1912	READ NATURALLY	10022300000000000	410	1 YR SUB 20 SEATS	0.00	422.40
A101	30009	04/20/17	2678	SHANEL CANTRELL	10022220000000000	410	LIBRARY SUPPLIES	0.00	49.60
A101	30010	04/20/17	2518	SILKE COMMUNICATION	10025540000000000	460	RADIOS	0.00	1,350.19
A101	30013	04/20/17	1623	WILLAMETTE ESD	10023210000000000	470	APRIL PENTAMATION	0.00	1,605.48
A101	30014	04/20/17	2510	WILLAMETTE VALLEY A	10023210000000000	410	AWARD	0.00	88.00
A101	30015	04/21/17	2608	BRIDGE EDUCATIONAL	10012880000000102	360	APR 2017 SSF PAYMEN	0.00	64,810.00
A101	30016	04/21/17	2105	JOHNIE MATTHEWS	10024100000000000	340	MATTHEWS MILEAGE	0.00	108.10
A101	30017	04/21/17	2398	MOUNTAIN VIEW ACADE	10012880000000101	360	APR 17 SSF PAYMENT	0.00	62,118.00
A101	30019	04/26/17	2584	BANNER BANK	10025540000000000	340	BS BUS TRIP MEAL	0.00	9.44
A101	30019	04/26/17	2584	BANNER BANK	10025200000000000	353	POSTAGE	0.00	13.24
A101	30019	04/26/17	2584	BANNER BANK	10025540000000000	340	BS CONF LUNCH	0.00	22.99
A101	30019	04/26/17	2584	BANNER BANK	10025250000000101	640	INTUIT PAYROLL	0.00	26.00
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	410	PUMP	0.00	39.67
A101	30019	04/26/17	2584	BANNER BANK	10025540000000000	411	VAN FUEL	0.00	50.31
A101	30019	04/26/17	2584	BANNER BANK	10025540000000000	410	MIRACLE MAT	0.00	62.64
A101	30019	04/26/17	2584	BANNER BANK	10025430000000000	460	FLAGPOLE LIGHTS	0.00	78.32
A101	30019	04/26/17	2584	BANNER BANK	10025430000000000	410	MOWER BELTS	0.00	87.90
A101	30019	04/26/17	2584	BANNER BANK	10025200000000000	410	OFFICE SUPPLIES	0.00	90.05
A101	30019	04/26/17	2584	BANNER BANK	10025540000000000	640	DMV NEW BUS	0.00	117.50
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	460	EDGERTON OFFICE/SHE	0.00	127.20
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	460	CARPET CLEANER	0.00	139.97
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	460	EDGERTON DESK	0.00	161.04
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	410	4 CHAIRS	0.00	219.96
A101	30019	04/26/17	2584	BANNER BANK	10025430000000000	410	STARTER/TRACTOR	0.00	260.87
A101	30019	04/26/17	2584	BANNER BANK	10025430000000000	410	FERTILIZER	0.00	316.08
A101	30019	04/26/17	2584	BANNER BANK	10025420000000000	460	CHAIRS	0.00	649.90
TOTAL CHECK								0.00	2,473.08

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A101	30020	04/27/17	2149	CENTURY LINK-LONG D	1002542000000000	351	LONG DISTANCE	0.00	17.96
A101	30021	04/27/17	2584	BANNER BANK	1002520000000000	640	NOTARY	0.00	10.00
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	340	JM LUNCH MEETING ES	0.00	10.00
A101	30021	04/27/17	2584	BANNER BANK	1002321000000000	410	SUPPLIES	0.00	13.66
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	340	JM LUNCH MEETING	0.00	15.00
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	340	JM MOT MTG	0.00	27.00
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	410	MICROBIOLOGY SUPPLI	0.00	35.99
A101	30021	04/27/17	2584	BANNER BANK	1002661000000000	480	PHONE SYSTEM SUPPLI	0.00	40.01
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	340	JM LUNCH W/KAY	0.00	41.00
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	340	JM COSA CONFERENCE	0.00	89.00
A101	30021	04/27/17	2584	BANNER BANK	1002410000000000	640	REGISTRATION OR HIS	0.00	180.00
A101	30021	04/27/17	2584	BANNER BANK	100	A199	C2SL SCIENCE EQUIPM	0.00	676.29
A101	30021	04/27/17	2584	BANNER BANK	1001111000000000	410	REFLEX MATH	0.00	800.00
A101	30021	04/27/17	2584	BANNER BANK	1001131000050000	420	SPANISH CURRICULUM	0.00	912.20
TOTAL CHECK								0.00	2,850.15
A101	30023	04/27/17	2651	CARSON	1002554000000000	411	VEHICLE FUEL	0.00	742.95
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	35.00
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	35.00
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	35.00
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	69.64
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	95.19
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	117.03
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	138.82
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	142.58
A101	30024	04/27/17	2616	CINTAS	1002542000000000	410	JANITORIAL	0.00	134.25
TOTAL CHECK								0.00	802.51
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	1002554000000000	410	BATTERIES	0.00	11.99
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	1002543000000000	410	FIELD STRIPING	0.00	41.94
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	1001131000550000	410	WOODSHOP SUPPLIES	0.00	46.95
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	1002542000000000	410	BLEACHERS/PLBG	0.00	236.24
TOTAL CHECK								0.00	337.12
A101	30026	04/27/17	2063	LANE COUNTY WASTE M	1002542000000000	328	RECYCLE PAINT/STAIN	0.00	74.00
A101	30027	04/27/17	1644	LANE ELECTRIC COOPE	1002554000000000	325	ELECTRICITY	0.00	470.09
A101	30027	04/27/17	1644	LANE ELECTRIC COOPE	1002542000000000	325	ELECTRICITY	0.00	2,516.32
TOTAL CHECK								0.00	2,986.41
A101	30028	04/27/17	1199	OAKRIDGE SCHOOL DIS	1001250000320000	313	THERAPY FEB/MAR	0.00	96.60
A101	30029	04/27/17	2656	PRESTON ENTRIEN	1002554000000000	640	DMV	0.00	40.00
A101	30030	04/27/17	2497	SECURITY MONSTER	1002542000000000	329	ALARM SERVICE	0.00	299.00
A101	30031	04/27/17	2655	STAPLES ADVANTAGE	1002542000000000	410	JANITORIAL SUPPL	0.00	15.09
A101	30033	04/27/17	2679	TIM FASSBENDER	1002554000000000	640	DMV	0.00	40.00

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A101	30034	04/27/17	1022	U S BANK	1001131000050000	410	HISTORY BOOKS	0.00	52.04
A101	30034	04/27/17	1022	U S BANK	1002410000000000	410	FLOWERS FOR J JONES	0.00	59.95
A101	30034	04/27/17	1022	U S BANK	1001250000320000	410	SPED SUPPLIES	0.00	94.65
A101	30034	04/27/17	1022	U S BANK	1002543000000000	460	2 TOW BEHIND SPRAYE	0.00	538.00
TOTAL CHECK								0.00	744.64
A101	30036	04/27/17	1170	WESTERN BUS SALES	1002554000000000	410	BUS PARTS	0.00	177.82
A101	30037	04/28/17	1002	AFLAC	100	L472.125	DED:8017 AFLAC DSBL	0.00	14.98
A101	30037	04/28/17	1002	AFLAC	100	L472.125	DED:8108 AFLAC CNCR	0.00	41.65
A101	30037	04/28/17	1002	AFLAC	100	L472.125	DED:8011 AFLAC STD	0.00	42.43
A101	30037	04/28/17	1002	AFLAC	100	L472.125	DED:8010 AFLAC ACDN	0.00	65.39
A101	30037	04/28/17	1002	AFLAC	100	L472.125	DED:8106 AFLAC P/A	0.00	123.76
TOTAL CHECK								0.00	288.21
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.738	DED:7308 A.F. LIFE	0.00	261.50
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.730	DED:7300 A/F-DSBLTY	0.00	290.47
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.731	DED:7301 A/F-CANCER	0.00	364.20
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.733	DED:7303 A/F ACIDNT	0.00	8.10
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.734	DED:7310 A/F ACCIDE	0.00	33.40
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.734	DED:7297 ACIDNT A/T	0.00	39.90
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.731	DED:7309 A/F CANCER	0.00	59.40
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.731	DED:7299 CANCER A/T	0.00	61.00
A101	30038	04/28/17	1701	AMERICAN FIDELITY A	100	L472.734	DED:7304 125 ACIDNT	0.00	94.80
TOTAL CHECK								0.00	1,212.77
A101	30039	04/28/17	1795	AMERICAN FIDELITY A	100	L472.076	DED:7111 TSA AM/FID	0.00	433.75
A101	30039	04/28/17	1795	AMERICAN FIDELITY A	100	L472.076	DED:7110 TSA-AM.FID	0.00	2,625.00
TOTAL CHECK								0.00	3,058.75
A101	30040	04/28/17	1710	AMERICAN FIDELITY A	100	L472.336	DED:7306 CHILDCARE	0.00	416.66
A101	30040	04/28/17	1710	AMERICAN FIDELITY A	100	L472.732	DED:7302 UNREMB MED	0.00	91.66
TOTAL CHECK								0.00	508.32
A101	30041	04/28/17	2321	AMERICAN FIDELITY H	100	L472.735	DED:7296 AM/FID HSA	0.00	1,366.66
A101	30041	04/28/17	2321	AMERICAN FIDELITY H	100	L472.735	DED:7298 AM/FID HSA	0.00	3,133.70
A101	30041	04/28/17	2321	AMERICAN FIDELITY H	100	L493	RETIREE AM/FID HSA	0.00	516.66
TOTAL CHECK								0.00	5,017.02
A101	30042	04/28/17	1063	LOWELL S.D. SCHOLAR	100	L472.420	DED:8103 L. SCHOLAR	0.00	63.00
A101	30043	04/28/17	1940	MAN-DATA, INC. PACI	100	L472.095	DED:0095 GRNSHMNT	0.00	227.26
A101	30044	04/28/17	1051	OREGON EDUCATION AS	100	L472.012	DED:8200 OEA	0.00	1,290.00
A101	30045	04/28/17	1052	OREGON SCHOOL EMPLO	100	L472.013	DED:8202 OSEA	0.00	658.09
A101	30046	04/28/17	1939	OSEA CHAPTER 118	100	L472.118	DED:8118 OSEA 118	0.00	11.00
A101	30047	04/28/17	2183	LEGAL SHIELD	100	L472.740	DED:7350 PP LEGAL	0.00	67.75
A101	30048	04/28/17	2680	C. BEVANS PROFESSIO	100	L472.095	DED:095 PROF CRED	0.00	231.68

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FUND - 100 - GENERAL FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	30049	04/28/17	2342	TEXAS LIFE	100	L472.736	DED:7606 TEXAS LIFE	0.00	48.00
A101	30049	04/28/17	2342	TEXAS LIFE	100	L472.736	DED:7607 TEXAS LIFE	0.00	85.45
TOTAL CHECK								0.00	133.45
TOTAL CASH ACCOUNT								0.00	227,471.07
TOTAL FUND								0.00	227,471.07

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FUND - 209 - GEAR UP 16-17										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
A101	30021	04/27/17	2584	BANNER BANK	2092120000000000	340	BRKFAST MEETING	0.00	91.30	
A101	30021	04/27/17	2584	BANNER BANK	2092120000000000	410	CONFERENCE SUPPLIES	0.00	57.79	
TOTAL CHECK								0.00	149.09	
A101	30034	04/27/17	1022	U S BANK	2092120000000000	410	DBQ PROJECT RESOURC	0.00	1,053.00	
TOTAL CASH ACCOUNT								0.00	1,202.09	
TOTAL FUND								0.00	1,202.09	

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FUND - 246 - PERKINS									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29963	04/13/17	2675	CROSSCUT HARDWOODS	2462210000000000	410	LUMBER/PLYWOOD	0.00	406.80
A101	30034	04/27/17	1022	U S BANK	2462210000000000	410	BEARD-SANDPAPER	0.00	121.55
TOTAL CASH ACCOUNT								0.00	528.35
TOTAL FUND								0.00	528.35

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FUND - 260 - YTP									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29947	04/07/17	1022	U S BANK	2602129000000000	340	KINTZLEY YTP CONF	0.00	150.00
TOTAL CASH ACCOUNT								0.00	150.00
TOTAL FUND								0.00	150.00

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FUND - 277 - EBISS 16-17									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	30002	04/20/17	1175	MODERNE STUDIO	2772240000000000	410	SELF MGR BADGES	0.00	25.00
TOTAL CASH ACCOUNT								0.00	25.00
TOTAL FUND								0.00	25.00

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FUND - 283 - MISCELLANEOUS GRANTS										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
A101	30021	04/27/17	2584	BANNER BANK	2832210000000430	410	PE EQUIPMENT	0.00	138.62	
A101	30021	04/27/17	2584	BANNER BANK	2832210000000430	410	PE EQUIPMENT	0.00	224.96	
TOTAL CHECK								0.00	363.58	
TOTAL CASH ACCOUNT								0.00	363.58	
TOTAL FUND								0.00	363.58	

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FUND - 294 - RENTAL HOUSES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29931 V	04/07/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	FEB MAR ELECTRIC	0.00	-334.64
A101	29931 V	04/07/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	FEB MAR ELECTRIC	0.00	-334.64
A101	29931	04/07/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	FEB MAR ELECTRIC	0.00	334.64
A101	29931	04/07/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	FEB MAR ELECTRIC	0.00	334.64
TOTAL CHECK								0.00	0.00
A101	29946	04/07/17	2663	TOM'S PLUMBING SERV	2942540000000000	322	INSTALL TUB/SHWR	0.00	255.00
A101	29971	04/13/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	FEB/MAR ELECTRICITY	0.00	334.64
A101	29984	04/13/17	2242	SQUARE DEAL LUMBER	2942540000000000	410	WIRE EXCHANGED	0.00	-10.80
A101	29984	04/13/17	2242	SQUARE DEAL LUMBER	2942540000000000	410	LUMBER AND WIRE	0.00	328.10
TOTAL CHECK								0.00	317.30
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	2942540000000000	410	RENTAL REPAIR SUPPL	0.00	60.38
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	2942540000000000	410	2X4 RENTAL REPAIR	0.00	23.94
TOTAL CHECK								0.00	84.32
A101	30027	04/27/17	1644	LANE ELECTRIC COOPE	2942540000000000	325	ELECTRICITY	0.00	299.29
TOTAL CASH ACCOUNT								0.00	1,290.55
TOTAL FUND								0.00	1,290.55

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FUND - 295 - ATHLETICS & ACTIVITIES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29933	04/07/17	2673	MIKE NICHOLSEN	2951132000000775	410	WIFFLE BASEBALLS	0.00	15.90
A101	29947	04/07/17	1022	U S BANK	2951132000000710	410	FIELD UPKEEP DISTRI	0.00	446.69
A101	29947	04/07/17	1022	U S BANK	2951132000000740	340	ST WRESTLING TRIP	0.00	1,904.91
A101	29947	04/07/17	1022	U S BANK	2951132000000740	340	DISTR WRESTLING TRI	0.00	509.04
A101	29947	04/07/17	1022	U S BANK	2951132000000790	410	DRAMA SCRIPTS	0.00	199.87
TOTAL CHECK								0.00	3,060.51
A101	29959	04/13/17	2352	BUCK'S SANITARY SER	2951132000000775	640	SB FIELD TOILET	0.00	101.29
A101	30025	04/27/17	1071	JERRY'S BUILDING MA	2951132000000700	410	TARP	0.00	69.99
A101	30034	04/27/17	1022	U S BANK	2951132000000770	410	QUICK DRY BASEBALL	0.00	406.40
TOTAL CASH ACCOUNT								0.00	3,654.09
TOTAL FUND								0.00	3,654.09

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FUND - 297 - FOOD SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29922	04/06/17	2584	BANNER BANK	2973100000000000	410	SUPPLIES	0.00	7.99
A101	29922	04/06/17	2584	BANNER BANK	2973100000000000	450	GREEN DYE	0.00	8.58
A101	29922	04/06/17	2584	BANNER BANK	2973100000000000	340	STAFF LUNCH	0.00	19.63
TOTAL CHECK								0.00	36.20
A101	29945	04/07/17	1776	SYSCO FOOD SERVICES	2973100000000475	450	FOOD PRODUCTS	0.00	259.58
A101	29945	04/07/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	234.62
A101	29945	04/07/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCTS	0.00	85.84
A101	29945	04/07/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	RET PRODUCT	0.00	-42.19
A101	29945	04/07/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCTS	0.00	629.17
TOTAL CHECK								0.00	1,167.02
A101	29948	04/07/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	338.75
A101	29957	04/13/17	2377	BILLY REID	2973100000000000	450	HS LUNCH SUPPLIES	0.00	35.95
A101	29965	04/13/17	2291	EARTH20	2973100000000000	450	HS BOTTLED WATER	0.00	32.95
A101	29965	04/13/17	2291	EARTH20	2973100000000000	450	EL BOTTLED WATER	0.00	39.45
TOTAL CHECK								0.00	72.40
A101	29985	04/13/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	1,492.16
A101	29985	04/13/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	1,526.10
A101	29985	04/13/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	867.91
A101	29985	04/13/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD SUPPLIES	0.00	50.22
A101	29985	04/13/17	1776	SYSCO FOOD SERVICES	2973100000000475	450	FOOD SUPPLIES	0.00	246.98
TOTAL CHECK								0.00	4,183.37
A101	29986	04/13/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	365.75
A101	29986	04/13/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	204.75
TOTAL CHECK								0.00	570.50
A101	30011	04/20/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	144.65
A101	30011	04/20/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	1,610.71
A101	30011	04/20/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	2,344.64
TOTAL CHECK								0.00	4,100.00
A101	30012	04/20/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	182.20
A101	30012	04/20/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	366.20
TOTAL CHECK								0.00	548.40
A101	30022	04/27/17	2377	BILLY REID	2973100000000000	340	REID CONF MILEAGE	0.00	82.80
A101	30022	04/27/17	2377	BILLY REID	2973100000000000	450	CORN TORTILLAS	0.00	2.49
TOTAL CHECK								0.00	85.29
A101	30032	04/27/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	1,551.50
A101	30032	04/27/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	1,696.05
A101	30032	04/27/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	201.60
A101	30032	04/27/17	1776	SYSCO FOOD SERVICES	2973100000000000	450	FOOD PRODUCT	0.00	14.95
TOTAL CHECK								0.00	3,464.10
A101	30035	04/27/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	377.25
A101	30035	04/27/17	2193	UMPQUA DAIRY	2973100000000000	450	MILK	0.00	215.80

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FUND - 297 - FOOD SERVICE FUND									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	593.05
TOTAL CASH ACCOUNT								0.00	15,195.03
TOTAL FUND								0.00	15,195.03

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FUND - 400 - CAPITAL PROJECTS									
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	29928	04/07/17	2555	GLAS ARCHITECTS, LL	4002540000000000	383	NOV/DEC SERVICES	0.00	401.00
A101	29939	04/07/17	2650	ROBERT J. SULLIVAN,	4002540000000655	383	PROF SERVICES	0.00	3,987.50
A101	29952	04/11/17	1644	LANE ELECTRIC COOPE	4004150000000645	520	ELEC. SVC NEW MODS.	0.00	13,259.00
A101	29996	04/20/17	2555	GLAS ARCHITECTS, LL	4002540000000655	383	SEISMIC PROJECT	0.00	20,361.54
A101	30018	04/25/17	1040	CITY OF LOWELL	4004150000000645	520	BLDG PERMIT & SDC F	0.00	22,097.13
TOTAL CASH ACCOUNT								0.00	60,106.17
TOTAL FUND								0.00	60,106.17
TOTAL REPORT								0.00	309,985.93

LICENSED COLLECTIVE

BARGAINING

AGREEMENT

2015-2018

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PREAMBLE

The parties to this Agreement are Lane County School District No. 71 (District) acting by and through its Board of Directors (Board) and the Lane Unified Bargaining Council (Association, Council, or LUBC). It is expressly understood and agreed that the benefits, terms, and conditions of this Agreement apply only to the members of the Lowell Chapter of the Council. Such members are defined in Article 1 below.

ARTICLE 1 - RECOGNITION

1. The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in ORS 243, for all (full and part-time) regular and temporary licensed personnel employed by the District, excluding all substitutes, supervisory, confidential and classified teachers.
2. Contract teacher shall mean anyone who has successfully completed a three (3) year probationary period in the Lowell School District.
3. Substitute teacher shall mean anyone who is employed to take the place of a contract or probationary teacher who is temporarily absent. A substitute may not work for any individual teacher more than sixty (60) consecutive teaching days in the same school year, except for a substitute filling in for a teacher on an approved unpaid leave.
4. Temporary teacher shall mean any licensed individual employed to fill a position designated as temporary or experimental or to fill a vacancy of more than sixty (60) days which occurs after the opening of school, because of unanticipated enrollment or because of death, disability, retirement, resignation, or dismissal of a contract or probationary teacher.
5. The terms, conditions, and provisions of this Agreement are intended to be the entire agreement of the parties, superseding and integrating all previous unmodified/ unchanged agreements and negotiations. They shall not be altered or changed without the written consent of both parties.
6. This Agreement has no effect upon any written or unwritten policies, rules, regulations, practices, or procedures of the District pertaining to any matter not specifically covered in this Agreement.

ARTICLE 2 - GRIEVANCE PROCEDURE

The purpose of this procedure is to provide an orderly method for resolving grievances regarding the meaning, interpretation, or alleged violation of this Agreement. A determined effort shall be made to settle any difference at the lowest possible level in the grievance procedure.

SECTION 1 - DEFINITIONS

- A. "Grievance" shall mean a difference of opinion regarding the meaning, interpretation, or application of the express terms of this Collective Bargaining Agreement.
- B. "Grievant" is the party making the complaint.

- C. "Party in Interest" is either the person or persons, or the Association, making the complaint, or the person or persons against whom the complaint is made; and any person who might be required to take action in resolving the complaint.
- D. "Days" means school district business days.

SECTION 2 - RIGHTS AND RESPONSIBILITIES

- A. Non-Reprisal. Neither the Board nor any member of the administration shall take action against any person because that person availed himself/herself of the rights given under this grievance procedure.
- B. Representation. The grievant may be accompanied at all stages of these procedures by an Association representative of his/her choosing.
- C. Time Limits. Each grievance must be initiated within fifteen (15) days after the occurrence of the cause for the complaint, or within fifteen (15) days after the grievant knew or should have known of the occurrence or condition of which he/she complains. Pursuant to ORS 342.895 (5), however, a moratorium shall be placed on grievance timelines (while a teacher is on a program of assistance) for any grievances related to evaluation procedures or a program of assistance.

During the summer, all time lines shall be doubled; e.g., five days = ten days, ten days = twenty days. The number of days indicated at each level is considered to be a maximum. Participants in any grievance procedure should make every effort to expedite the process. Time limits specified shall be extended only by mutual agreement.

Failure to initiate a grievance within the time specified shall constitute a waiver of the grievant's right to use these procedures to resolve the grievance.

Failure of the grievant at any level of these procedures to appeal a decision to the next level within the specified period of time shall be deemed an acceptance of the decision.

Failure of an administrative officer or the Board to communicate a decision, in writing, to the grievant within the specified time limit shall be deemed a denial of the grievance and permit the grievant to appeal to the next level.

- D. Written Decisions. All decisions regarding written grievances shall be in writing and shall state the decision with supporting reasons. The written decision shall be promptly delivered to all parties.
- E. Record of Grievances. Records of grievances shall not be filed in the teacher's personnel file, but shall be kept in a separate file maintained for that purpose.
- F. Written Grievances. All written grievances shall state the specific Article and Section of the Agreement which the grievant believes to have been violated, the occurrence which forms the basis for the complaint, and includes a statement of action which the grievant requests in order to resolve the complaint.
- G. School Interruption. Grievances shall be processed at times which do not interfere with assigned duties. If, in the course of investigating or pursuing any grievance, either party or their respective representatives contact teachers of the District or students while in the school,

they shall first contact the building supervisor to define the purpose of the visit and cooperate with the building supervisor in pursuing the investigation. All parties should, if at all possible, avoid interrupting classroom or school activities or involving students in the grievance.

- H. Association Grievance. The Association may process any grievance which affects a group or class of teachers whether or not an individual teacher pursues a grievance arising out of the same occurrence. In the event the Association determines a grievance should be initiated at Level 2 (Superintendent Level), it may so request in writing to initiate such grievance and the grievance may be initiated at Level 2 by mutual agreement of the District and Association.
- I. Confidentiality of Proceedings. All proceeding shall, unless otherwise required by law, be conducted in private and shall remain confidential among the parties in interest.
- J. Exceptions. The following subjects are not within the scope of the grievance procedure:
 - 1. Those Articles and Sections of the Agreement specifically excluded.
 - 2. Administrative and/or Board decisions unless specifically allowed in this Collective Bargaining Agreement.
 - 3. Renewal or non-renewal of a probationary employment contract. However, the District's failure to follow the relevant provisions of ORS 342.815, 342.835 and 342.850 and the evaluation provisions of this Agreement related to renewal, non- renewal and evaluation of teachers regarding a probationary teacher shall be subject to the grievance procedure up to and including binding arbitration.

SECTION 3 - LEVELS OF GRIEVANCE PROCEDURE

Level 1

- 1. The party with the grievance shall first discuss it with his/her immediate supervisor with the objective of resolving the matter informally.
- 2. If the grievant is not satisfied with the informal disposition of his/her grievance, he/she may file a written grievance with his/her principal or immediate supervisor within ten (10) days of the informal meeting. The principal or immediate supervisor shall render a written decision within ten (10) days of the date on which he/she received the written grievance.

Level 2

- 1. The grievant may, within ten (10) days of receipt of the above decision, appeal the matter to the Superintendent. The grievant's appeal shall be in writing and shall contain a complete record of the grievance to the date of appeal.
- 2. The Superintendent, or his/her designated representative, shall hear the appeal within ten (10) days of the date on which he/she received the written notice of appeal. The grievant shall be given ten (10) days written notice of the time, date and place of the Superintendent's hearing.
- 3. The Superintendent shall render his/her decision within ten (10) days of the date on which the Superintendent's hearing was concluded.

Level 3

The grievant may, within ten (10) days of his/her receipt of the Superintendent's decision, request the teacher Association to submit the grievance to binding arbitration in accordance with the terms and conditions of this procedure. If the Association so elects, it may submit the grievance to binding arbitration within ten (10) days of the date on which it receives the request from the grievant.

If the matter is submitted to binding arbitration, the following rules shall apply:

1. The Superintendent and the Association shall promptly meet to select an arbitrator by mutual agreement. If they are unable to do so within ten (10) days of the date of the demand for arbitration, a list of potential arbitrators shall be selected from the Employment Relations Board (ERB).
2. Following the selection of the arbitrator, except as may be specifically modified by these procedures, subsequent proceedings shall be conducted in accordance with the ERB arbitration procedural rules as established for Teacher Layoff/Recall arbitrations and outlined in OAR 115-085-0010.
3. The arbitrator shall interpret the Collective Bargaining Agreement and determine if it has been violated. The arbitrator shall be without power or authority to render any decision which violates the terms and conditions of the Collective Bargaining Agreement or on any matter which is not within the scope of these grievance procedures, or which violates or would require violation by either party of any law. The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, nor to add to, subtract from, modify or amend any terms of this Agreement.
4. The arbitrator's decision shall be rendered not later than thirty (30) days from the close of the hearing, shall be in writing and contain findings of fact, reasoning, conclusions of law, and orders regarding the issue submitted to arbitration.

The arbitrator's decision, unless it exceeds his/her power or authority under the terms of these procedures and the rules and procedures of the Teacher Relations Board, shall, subject to the provisions of Oregon Revised Statutes 33.210-33.340, be final and binding upon all parties.

5. All arbitration proceedings, unless waived by both parties, shall be recorded. They shall be transcribed only upon the request of one or both of the parties. If both parties request a transcript, the cost shall be borne equally by the District and the Association. If only one party requests a transcript, that party shall be responsible for the full cost thereof.
7. The arbitrator's fees and expenses, including the expenses of recording the arbitration proceeding, shall be borne equally by the District and the Association. Each party shall be responsible for his/her own expenses in prosecuting or defending the grievance.

ARTICLE 3 - DISTRICT RIGHTS

The parties agree that the District retains all the customary, usual, and exclusive rights, decision-making, prerogatives, functions, and authority connected with, or in any incident to, its responsibility to manage the affairs of the District, or any part of it, consistent with statutory provisions.

ARTICLE 4 - ASSOCIATION RIGHTS

A. Use of Facilities

1. The Association and its authorized committees shall be permitted, with District approval, to use District facilities for meetings. It shall be the Association's responsibility to notify the school administration of its desire to use District facilities and to cooperate with the administration in scheduling its meetings at such times as the necessary facilities are available. The use of any such facilities shall be in accordance with Board policy and administrative regulations; neither the Board nor the administration will, by policy or regulation, prohibit the use of District facilities so as to defeat the intent of this section.
2. Legally called Association business shall not be allowed on school time nor any OEA/NEA/LUBC state or federal affiliate of the local Association to be allowed to conduct any business with school personnel during school hours except during employees' duty-free lunch time.
3. The Association will not schedule any meetings in conflict with established District meeting dates and/or times.

B. Use of Equipment

1. The Association, through its authorized officers or other designated representatives, shall be permitted, with District approval, to use such office equipment and inter-school mail facilities as are reasonably necessary in distributing information and otherwise performing its duties and responsibilities to its membership.
2. The use of such facilities shall be in accordance with Board policy and administrative regulations, and shall not be done in such a manner that it interferes with the discharge of the duties or responsibilities of any teacher of the District; neither the Board nor the administration will, by policy or regulation, prohibit the use of such facilities so as to defeat the intent of this section.
3. The Association shall maintain a record of all supplies and time of District personnel it uses and reimburse the District for the cost incurred. If the need benefits both parties, no charge will be made.

C. Bulletin Board Space

The Association shall be provided with reasonable bulletin board space for the Association's exclusive use in each school building. All materials placed by the Association on the school bulletin boards shall be dated and labeled to identify their origination with the Association.

D. Information

Upon written request, submitted to District administration at least two District business days prior to need, the District shall provide to the Association all information which is a matter of public records and/or required by law for the Association to function as bargaining representative. Information which is not readily available will be furnished to the Association providing the Association reimburses the District for any reasonable cost incurred and allows

the District a reasonable amount of time to provide such information.

E. Association Leave

The District shall grant the Association and its members an aggregate total of ten (10) days paid leave for Association business. Such leave must be requested by the Association president at least two (2) business days in advance. The Association agrees to pay the District the daily substitute teacher rate for each day used beyond the first five (5) days.

F. District Relations

1. Local Association members who are direct participants (not observers) in negotiations, grievance proceedings or conferences at a District approved meeting during work hours the teacher(s) will suffer no loss of pay. This provision applies to the grievant, two member representatives and witnesses as needed.
2. Upon written request, an Association representative shall be allowed to make a brief announcement at a time determined by the principal at any faculty meeting. The Association shall have the opportunity to suggest items for the agenda of any faculty meeting.
3. Upon written request to the Superintendent made at least five (5) District business days prior to a regular school board meeting, the Association may suggest items for the agenda of such meeting.
4. The Association will be provided with the names and addresses of all new and retiring teachers at least annually. Changes of address, marital status, etc., reported to the Board at a regular meeting will be forwarded to the Association.
5. Not later than September 15 of each year, the Council shall provide to the District a list of the Lowell Chapter officers and the Council's designated representative(s).

G. Fair Share

1. Teachers have the right to join the Association, but membership in the Association is not required as a condition of employment. To assure that all teachers covered by this Agreement are adequately represented by the Association, teachers who do not wish to be members of the Association shall be assessed a fair share amount. The amount shall be equal to the dues of the Lowell Education Association, Oregon Education Association and National Education Association. This amount shall be deducted and distributed by the District Clerk.
2. Any individual teacher objection based on bona fide religious tenets or teachings of the church or religious body of which such teacher is a member, will require the teacher to inform the District and the Association and establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equivalent to the fair share amount to a non-religious charity.
3. The Association agrees to comply with the requirements of U.S. Supreme Court in Chicago Teachers Union v Hudson, U.S. Supreme Court Case No. 84-1 503, March 4, 1986 as regards notice of chargeable and non-chargeable amounts and will fully advise each Fair

Share payer of his/her rights to object to or challenge the Fair Share deduction or the amount thereof.

4. The Association agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the District's compliance with this Article provided the District agrees to allow attorney(s) retained by the Oregon Education Association to represent the District, at no cost to the District, in defense of such claims or Suits. The District agrees to correct any District errors within thirty (30) days of verification of such error.

ARTICLE 5 - TEACHER RIGHTS

A. Just Cause

1. No teacher shall be disciplined, reprimanded in writing, or suspended without pay without just cause.
2. Except as defined in Article 5, (3), contract teacher shall be dismissed nor have his/her contract non-extended except for the grounds enumerated in ORS 342.865, and in accordance with ORS 342.895.
3. Nothing in this agreement shall be construed to waive the District's right to non-renew a probationary teacher for any reason the District deems in good faith sufficient. It is understood such non-renewals are specifically excluded from the grievance procedure and arbitration.
4. A probationary teacher who has been dismissed or non-renewed may, upon request, be allowed a hearing before the Board in accordance with Oregon Statute(s).

B. Representation Rights

1. A teacher shall be entitled to have present a representative of the Association during any meeting which might reasonably be expected to lead to "disciplinary action." If the administrator has reason to believe the meeting will be of a disciplinary nature, the administrator so shall inform the teacher.
 - (a) When a request for such representation is made, no action shall be taken with respect to the teacher, until such representative of the Association is present, except that this request for a representative shall not unduly delay the meeting more than one (1) business day.
 - (b) In an emergency situation, when the District believes it to be in the best interest of the District, the students, and/or the teacher to remove the teacher from District premises immediately, the District may temporarily suspend the teacher with pay until such time as a discipline-related meeting can be scheduled.

C. Non-Discrimination

The District and the Association agree that they shall not discriminate against any teacher because of age, race, religion, sex, disability, national origin, marital status, or membership or non-membership in the Association. However, grievances under this section may be filed only through Level 2 and not to arbitration. The teacher shall retain any rights to pursue such a discrimination claim through an appropriate agency or court.

D. Academic Freedom

The Association and the District acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to perform their teaching functions as prescribed by the District. Each teacher is expected to adhere to District and State policy and regulations, as well as to adhere to the academic instructional standards expected by the State of Oregon.

E. Safety

1. The District shall make reasonable efforts to maintain all facilities and equipment that provide for a safe work environment by adhering to health and safety standards set by the state and federal government.
2. The District may organize a safety committee to monitor safety related issues. The committee will have representatives from all teacher groups (K-6, 7-12).

F. Personal Life

The personal life of a teacher is not an appropriate concern of the Board except when it interferes with his/her performance or professional responsibility. Nothing in this provision shall inhibit the Superintendent from discharging his/her duties to report possible violations to TSPC as required by OAR 584-020-0041. The district shall regularly inform teachers of this duty and OAR by providing a copy of this agreement on the District web site.

G. Criticism of Teachers

All criticism by the administration or Board of a teacher's professional performance shall be confidential.

H. Association Activities

Teachers shall have the right to organize, join, and assist the Association to participate in professional negotiations with the Board through the Association and to participate in other Association activities that do not interfere with the teacher's work duties.

ARTICLE 6 - PERSONNEL FILES

1. The administration will maintain the official personnel files on each teacher. The official files on teachers are confidential and as such shall be available for inspection only to the supervisory and confidential employees of the District, the Board's legal counsel, and/or a Board member or members in the lawful conduct of Board business, or as otherwise provided by law.
2. A teacher and/or his/her authorized representative may have the right to review, by prior appointment, all materials in the teacher's personnel file. Such review shall be in the presence of the Superintendent or his/her designated representative. The teacher shall have the right to make copies of material in the teacher's file. The teacher shall reimburse the District for the cost of production.
3. Teachers shall have the opportunity to review all derogatory materials and evaluations before they are made a permanent part of the personnel file. The teacher shall initial such material to acknowledge his/her review or opportunity to review such material. The

teacher shall, at the time of review, or within ten (10) working days of review of material, be allowed to attach written comment for inclusion in this file. Evidence upon which the Board relies not recorded in a teacher's personnel file prior to the notice of disciplinary action shall not be used by the Board as a basis for its action.

4. For the purpose of this agreement and State law, a principal's or supervisor's working file shall not be considered a personnel file. Materials placed in such a working file shall be expunged after two years. Materials placed in the working file may be placed in the personnel file after notification in writing is given to the affected employee and after the employee has the opportunity to review and attach a written comment as allowed in paragraph 3 of this article. If placed into the personnel file and not previously grieved, this notification will begin the ten school days timeline under Article 2, Section 3, Level 1, step 2 of the Grievance Procedure.

ARTICLE 7 - COMPLAINT PROCEDURES

A. Definition

A complaint for purposes of this Article, shall be defined as an alleged claim of a negative or critical nature not otherwise covered by this Agreement, made in writing and signed by a parent, student, or other person against a teacher.

B. Notification

If a student, parent, or any other person makes any complaint against a teacher to the administration, the teacher shall be notified of the complaint, in writing, before any action is taken. Such notification will be made within five (5) working days of receipt of the complaint by the administration unless it is impractical to do so within such time limits because of the absence of one or both parties.

C. Level 1 - Principal

Specific details including the name of the complainants will be provided. Students will be exempt from the submission of names. The teacher shall have the right to fully explain his/her side of the matter to the administrative officer handling the complaint. In the teacher's discretion, the teacher shall have the right to request to discuss the matter with the complainant and the administrative officer handling the complaint together in an effort to seek an amicable solution.

D. Level 2 - Superintendent

If a solution is not reached, the administrative officer shall notify the teacher of his/her intended course of action. If the teacher disagrees with the intended course of action, the teacher shall have the right to a meeting with the administrative officer and Superintendent, who shall attempt to resolve the matter and see to it that the parties involved are notified of the administration decision.

E. Level 3 - School Board

1. If this decision is appealed to the Board, the complainant and the teacher may appear before the Board when the Superintendent's administrative recommendation is made. The teacher may, in his/her discretion, write a report of the incident for submission to the Board

and the Superintendent.

2. The purpose of this report shall be to define the teacher's recollections and/or perceptions of the incident. It shall not be considered as a complaint or grievance which requires Board or administrative action.

- F. Only complaints which the District determines are valid shall be placed in the affected teacher's personnel file.
- G. Allegations of child abuse or other criminal conduct will not be considered complaints for purposes of this article and will not be subject to this complaint procedure, unless the District proceeds with an independent investigation of a complaint after resolution has been reached by an outside agency.

All timelines under this provision will be held in abeyance, while a complaint is pending before an outside agency other than the TSPC.

ARTICLE 8 - ASSIGNMENTS, VACANCIES AND TRANSFERS

A. Assignments

1. All teachers will be given written notice of their tentative (grade, class, building, subject and room) assignments for the forthcoming year, before the close of school.
2. If a teacher's assignment is changed after the written notice (in 1) above, the teacher will receive a written notice of his/her new assignment.
3. If a teacher's assignment is changed after the first Friday in August or during the school year, the teacher shall be given two (2) days of paid release time to make appropriate preparations. Such days will be scheduled by the District at a time consistent with classroom preparation needs related to the new assignment. For purposes of this section, a change of assignment will be defined as movement from one elementary grade or class level to another, or from one room or building to another room or building; or at secondary level, a change in curriculum area assignments affecting two (2) or more preparations. Release time will not be provided to teachers at the secondary level if the new preparations have been taught by the teacher within the last five (5) years, unless there has been a District approved change in curriculum for that preparation. Changes in assignment for secondary teachers, beyond the normal areas of responsibility, at the end of a term, shall not be subject to these provisions as long as the teacher is notified at least two weeks in advance of the start of the new term.
4. If a secondary single subject teacher is assigned to teach classes that require three (3) or more separate subject/content licensed endorsements, the teacher shall receive an annual stipend of \$1,500. For example, a teacher assigned to teach three different content areas, Physical Science, Spanish, and Math, utilizing three (3) separate subject content licensed endorsements, would qualify for the \$1,500-dollar annual stipend. For example, a teacher assigned to teach Lower-level Math, Advance Math, and Biology, utilizing two (2) separate subject licensed/content endorsements (Math and Life Science), would not qualify for the \$1,500-dollar annual stipend.)

B. Vacancies

1. Teachers shall be advised of vacancies during the school year by the posting, in each

building, of each position as they become available. The posting shall be for a minimum of seven (7) calendar days before the position is filled, except when such position becomes vacant ninety (90) calendar days or less before the beginning of the school year.

2. During the summer, the District will maintain a current listing of vacancies.
3. Teachers who apply to fill a vacancy will be granted an interview. In-District personnel will be given priority consideration before new applicants and temporary teachers when filling vacancies, although the District reserves the right to make the final selection. Priority consideration means that an in-District candidate shall be hired into the position if he or she is, in the District's discretion, equally or better qualified than the out-of-District candidate.
4. The District will give written notice to in-District applicants of their acceptance or denial into the vacant position. If denied, the teacher may request the rationale for this decision from the hiring administrator.

C. Voluntary Transfers

1. A teacher who wishes to be considered for transfer from his/her present assignment must submit a written request to the District Office no later than March 31 (however, transfer requests will be accepted after this date for specific positions, as they become available). Such request must be signed by the teacher, with a copy sent to the immediate supervisor. The request may include an order of preference for appropriate consideration. The District will acknowledge receipt of the request within ten (10) days. Requests for transfers must be renewed annually.
2. When a vacancy for which a teacher has expressed an interest becomes available, the District will notify the teacher. The teacher will then have one day (24 hours) to notify the District of his/her interest in the specific vacancy available. Failure to notify shall not restrict the teacher from being considered for the position.

D. Administrative Transfer

1. The District reserves the right to make administrative transfers, when in its judgment such action is appropriate. Teachers shall be notified of such assignment change as soon as possible.
2. If requested by either the teacher or the Administration, a conference will be arranged to discuss the reasons for the transfer and the nature of the new assignment. When requested by the teacher, such reasons shall be reduced to writing and it is understood that such reasons shall not be grievable.

ARTICLE 9 - EVALUATION

- A. Teacher evaluation is a function and responsibility of the school administration. Procedures for evaluation are established and may be changed by the District prior to the beginning of any school year in which those changes are to go into effect.
- B. The District will conform to the provisions of law governing teacher evaluation.
- C. The District agrees that, for the life of this contract, the provisions of the evaluation handbook

will remain unchanged unless required by law or mutually agreed upon by the Association and the District.

ARTICLE 10 - REDUCTION IN FORCE

A. Reduction in Force

Reduction in force shall be in accordance with ORS 342.934. For purposes of this agreement however, it is agreed that District initiated transfers will not adversely affect a teacher whose "competence" would not have been questioned or otherwise jeopardized but for such transfer. Affected teachers shall be notified in writing.

B. Recall

The District will recall teachers in inverse order of their layoff with consideration being given to the criteria set out in ORS 342.934 in the foregoing reduction provision.

1. The right to be recalled shall continue for twenty-seven (27) months following the teacher's last District duty day, unless the teacher has resigned in writing.
2. Notice of recall shall be in writing sent via certified mail to the last address given to the District office by the teacher. Recall notices will also be sent to the Association. A teacher shall have fourteen (14) calendar days from the date the notice of recall was received to notify the District of intent to return. Failure to notify the District of intent to return to work within these time limits shall be considered the resignation of said teacher. He or she must thereafter report on the starting date specified by the District or lose all recall rights, provided that this shall not be less than fourteen (14) calendar days from the date the notice of recall was received.
3. All benefits to which a teacher was entitled at the time of reduction, including unused accumulated sick leave will be restored to the teacher upon the teacher's return to active employment and the teacher will be placed on the step of the salary schedule that the teacher was on at the time of layoff. If the recalled teacher taught for more than half of the year in which he or she was laid off, credit will be given for that year when placing the teacher on the salary schedule following recall.

C. Appeal Procedure

Any appeal from the Board's decision on layoff or recall pursuant to this Article shall be by means of expedited arbitration as follows:

1. The Association shall have ten (10) days from the time the teacher received written notice of layoff to request expedited arbitration. This request shall be in writing.
2. The Association and the District shall then have ten (10) days to select an arbitrator. Failing to do so, the Association shall request that the Employment Relations Board supply the parties with a list of seven (7) arbitrators from which the parties will alternately strike names until one name remains. That individual shall be asked to serve as arbitrator. The arbitration shall

be conducted if possible, within one month of the selection of the arbitrator by the parties.

3. The decision of the arbitrator shall be final and binding upon all interested parties, as long as the arbitrator's decision is within his/her jurisdiction. The arbitrator is authorized to reverse the layoff or recall decision made by the District only if the District:
 - a. Exceeded its jurisdiction;
 - b. Failed to follow the procedure applicable to the matter before it;
 - c. Made a finding or order not supported by substantial evidence in the whole record; or
 - d. Improperly construed applicable law.

ARTICLE 11 - CALENDAR AND WORK DAY

It is recognized the District has the responsibility to set the annual school calendar. Prior to adoption of the calendar, teachers will be given the opportunity for input. The recommended calendar will be submitted to the Board of Directors.

Prior to July 1 of each year, the District will provide each teacher with a copy of the tentative school calendar which will include the teacher workdays that are outlined in this article.

A. Calendar

The teacher work year shall not exceed one hundred and ninety-five (195) days, including 175 teaching days. The additional 20 days shall be addressed as follows:

1. Parent Conference Minimum Days (1 minimum day and 1 full day)
 - a. 1 of the 175 teaching days be a minimum day to allow for parent/teacher conferences. Said day shall be determined by the District and reflected in the approved District calendar.
 - b. 1 of the 195 workdays shall be for parent/teacher conferences. Said day shall be determined by the District and reflected in the approved District calendar.
 - c. Parent Conferences that are held over a two-day period and include an evening conference will not exceed 14 work hours over the two-day parent teacher conference period. Teachers who work in the evening for conferences will be released by noon the following day.
2. 9 Holidays: Labor Day, Veterans' Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day and Memorial Day.
3. 3 Grading Days: One at the end of the first, second and third terms to be used for grading, planning and uninterrupted work time in the classroom and no more than one hour for district directed activities on any one grading day. Grades will be due by 3:30 PM on grading day. However, teachers may make arrangements with the principal to have grades completed and entered into the computer by 8:00 AM the following school day.
4. 6 full-day and 5 minimum days for In-Service/Work Days to be scheduled as follows:
 - (a) 4 full-day ins-service days immediately prior to opening of school, with no less than 50% of total time to be reserved for teacher preparation.
 - (b) 5 minimum days for In-service professional development.
 - (c) 1 full-day for teacher preparation and planning, on the second Friday following the opening of the school year.
 - (d) 1 work day at the close of the school year. All teachers, grades K-12, will be required to

attend the senior high school graduation. Each teacher is free to work a professional day on the last day of the teacher works year (The teacher will be free to schedule the day's activities, be it at home or work, in any manner they choose and will not be required to defend, in any manner, their activities during this one day, as long as they attend the graduation festivities).

5. 1 Statewide In-Service day. The determination of the activities that the teacher will be expected to attend shall be mutually agreed upon between the Association and the District.

B. Work Day

1. Teachers will work a professional workday and may leave school at the end of the teacher's workday except when meeting professional responsibilities.
2. The teachers work day shall begin 15 minutes prior to the beginning of the instructional day and shall end 15 minutes after the close of the instructional day.
3. Teachers shall receive a duty- free lunch period of no less than thirty (30) minutes
4. Elementary teachers required instructional day shall begin at 8:00 am and end at 2:45 pm and can be adjusted by the District as long as the direct instructional time is not increased, unless mandated by State Law.
5. Secondary school teachers' instructional day shall begin at 8:00 am and end at 3:01pm and can be adjusted by the District as long as the direct instructional time is not increased, unless mandated by State Law.
6. Supervision duties will be assigned equitably to meet the student supervision and safety requirements of the site.
7. Professional responsibilities may include but are not limited to collaborative meetings, after-school training sessions, IEP meetings and SST meetings. It is expected that teachers will be available, without extra compensation, before and after the instructional day not only for specified meetings but also for consultation with another teacher, administrator or parent, when requested and scheduled in advance by the District.
8. It is expected that teachers shall fulfill the following supplementary professional responsibilities
 - a. Two (2) concerts/extra-curricular events determined by the Principal, two (2) open houses/back to school nights, one (1) family night, and no more than 240 minutes of staff meetings each month (average of 60 minutes per week);
 - b. The parties agree that supervision of students is a professional duty whenever students and staff are present anywhere on the school campus.
 - c. Attending the annual high school graduation ceremony.
9. The breakdown of the workday/student day/direct instructional day is as follows:

Secondary School Students (Departmentalized)

 1. Students will attend 7 periods of instruction each day at 51 minutes per period (Note: Calculation $357 \times 169 = 60,333 + 6 \times 204 = 1,224$ – Total of 61,557.00 minutes/1025.95 hours.
 2. A minimum day will total 204 minutes

3. Teachers will teach 6 periods each day, with a total of not less 52,326 minutes per year. (Note: Calculation $306 \times 169 = 51,714 + 6 \times 204 = 1224$ – Total of 52,938 minutes/882.30 hours). (Note: Students will attend 357 minutes $\times 169$ days = 60,333 + $6 \times 204 = 1224$ Total = 61,557 minutes per year, which equals 1025.95 hours per year)

Upper Grade (Grades 4-6) School Students (Self-contained)

1. Teachers will teach 61,560 minutes of direct instruction per year (Note: $360 \times 169 = 60,840 + 6 \times 240 = 1,440$ – Total of 62,280 minutes/1038 hours) (Note: Reflects a 15 minute morning recess and no recess in the afternoon.)
2. A minimum day will total 240 minutes

Primary Grades (Grades K-3) School Students (Self-contained)

1. Teachers will teach 58,055 minutes of direct instruction per year (Note: $345 \times 169 = 56,615 + 6 \times 240 = 1,440$ – Total of 58,055 minutes/967.59 hours). (Note: Reflects a 15 minute morning recess and a 15 recess in the afternoon.)

C. Emergency Closures

1. When schools are closed because of inclement weather, ice, snow, other emergencies, or hazardous conditions, teachers shall not be required to report to work and will suffer no loss of pay or benefits.
2. When schools are dismissed early due to emergency or hazardous conditions, teachers shall be dismissed as soon as the District determines that the individual teacher has completed their custodial responsibilities to their students to assure student supervision and safety following the student dismissal.
3. The District may require teachers to “make up” the days paid for, but not worked, without additional compensation.

D. Prep Time

1. Preparation time during the teacher workday for full time teachers shall be:
 - (a) Secondary teachers will not have less than one assigned period of preparation time each day of a minimum daily average of forty (40) minutes over a calendar week. Secondary school teachers shall be required to prepare for no more than (6) subjects per day, plus one focus period per week.
 - (b) Elementary teachers will have prep time as follows
 - Music Prep Time – Once per week for 30 minutes for K-5
 - Music Prep Time for 6th Grade teacher, 30 minutes 2 days each week
 - PE. Prep Time for 30 minutes (provided by the 6th Grade teacher) for Grades K-1, 2-3, 4-5
 - Library Prep Time for 30 minutes, once per week for K-6.
2. This prep time shall be free from regularly scheduled duties. Generally, preparation time is teacher directed time to prepare for instruction except when the principal determines overriding considerations require the teacher to use this time for other school related activities. In the event the principal assigns a teacher to cover another teacher's class

during his or her prep period, the District shall compensate that teacher in the amount of pro-rated substitute pay. It is comprised of all time during the teacher workday not spent in classroom instruction, assigned duty or duty-free lunch.

3. In the event of additional academic assignments performed by secondary teachers during normal prep period, an equivalent amount of prep time may occur outside of the regularly scheduled work day and this additional amount of time worked will be paid at the teacher's hourly rate of pay. Full time teachers will be paid at 1/7th of their daily rate of pay as their hourly rate. If a teacher works less than full time, hourly pay is calculated as follows: annual salary divided by number of contract days, divided by work day hours.

ARTICLE 12 - WORK LOAD

A. Teacher Input

The District agrees to consider teacher input in decisions regarding class schedules, preparations, class load, meetings and in-service.

B. Class Size. The parties recognize the District's right to determine class size. To that end the following has been established:

1. The parties agree to establish an ad hoc Class Size committee to review problems identified by a teacher relating to class size or workload.
2. The Review Committee shall be composed of the Superintendent or his designee, the building Principal, the teacher involved, and an Association representative selected by the Council.
3. The Committee shall be convened within fifteen (15) days from receipt of such request.
4. A report concerning the findings and recommendations of the Committee shall be filed within thirty (30) days with the School Board and the Council.
5. The School Board shall consider the report at its next regular public meeting following receipt of the report.
6. The Board shall notify the teacher and the Council concerning action on the recommendation within five (5) days of such action.
7. Only the procedural aspects of this Article may be subject to the Grievance Procedure.

C. Health Services

1. No medically unlicensed/non-certified bargaining unit member shall be required to provide any service which by law, regulation, or policy must be performed by a medically licensed/certified professional.
2. If a bargaining unit member is required to provide or assist with health services for students, the District shall provide training to the teacher from a medically licensed/certified professional during normal work hours.

ARTICLE 13 - INSTRUCTION AND PROFESSIONAL DEVELOPMENT

A. Professional Development Fund

1. The District shall set aside a fund of \$5,000 for full or partial reimbursement of tuition, fees, registrations, textbooks, materials, equipment. Salary and travel expenses are excluded.
2. This fund may be used to reimburse eligible (within content-related area or approved by the administration) activities including courses taken at universities or colleges, attendance at workshops, seminars, small school conferences, in-services. Reimbursement will be made upon documentation of expenses incurred. Reimbursement is on a first come, first served basis and is limited to \$800.00 per teacher per year. Any balance remaining will revert to the general fund.
3. Teachers on transitional licenses are not required to develop a CPD Plan to participate in this Professional Fund. Funds may be used for activities related to their ongoing licensure requirements.
4. Teachers who plan to retire prior to their next re-licensure date are not required to develop a CPD Plan to participate in this Professional Fund. Funds may be used for activities related to their current or future assignments (if known), or to the District's Improvement Plan.

B. Distance Learning

It is mutually recognized that "Distance Learning" technologies and programs can offer expanded educational opportunities to the district's students, as well as a shared desire to facilitate the realization of such opportunities. Therefore, the District and the Association agree as follows:

1. The District retains the right to offer courses through "distance learning."
2. Specific "distance learning" classes to be offered shall be determined by the District.
3. The instruction for all "distance learning" classes must be provided by a person holding a valid Teaching License. If the on-site direct supervision is to be provided by a non-licensed teacher, said teacher shall not perform any duties normally reserved for licensed personnel where prohibited by TSPC Rules.
4. During the term of this Agreement, no teacher will be terminated, nor shall the total hours be reduced as a result of the District's utilization of "Distance Learning" or contracting out of these services.

C. Site Based Councils

1. The Board of Directors, in order to improve the quality and effectiveness of education, shall establish school councils at each school in conformance with State Statutes and regulations.
2. The duties of the school councils shall be those prescribed in the Statute.

3. The District shall notify the Association when a school decides to form a school council, and inform the Association about the time frame for such implementation. Such notification shall precede any election of members for school council positions. The Association shall also be permitted to have a representative (non-voting) present as an observer at site council meetings to monitor the issues under deliberation and to provide input on matters affecting or affected by the collective bargaining agreement.
4. A school council, in reaching decisions on matters within its responsibilities, shall not alter, amend or modify the Agreement.
5. The site based school council shall be composed of members, building administrators, classified teachers, and parents or guardians of children attending the school, and the school council may appoint representative(s) from the community at large. Members of each site based council shall be selected by direct secret ballot election of peers.
6. Site based council members will not be scheduled to do any site council work outside the regular workday unless the member(s) individually agree to such an arrangement.
7. The participation or non-participation of members in a site based council shall not be considered a subject for any unfavorable evaluation of member performance. No member shall be subject to discipline or dismissal as a result of participation or non-participation on a site based council. Participation shall be voluntary.

D. Student Evaluation

Teachers shall have the responsibility of grading and evaluating students. The administration shall not change the grade or evaluation of any student without the teacher's approval unless the teacher cannot document the basis for the grade or evaluation **or is in violation of District grading policies and /or procedures.**

E. Student Discipline

1. If the District proposes a change in the District Student discipline procedure, the Association shall be provided with a copy of the proposed change and an opportunity to make recommendations regarding such change prior to its adoption.
2. Both parties agree that teachers and the District bear the mutual responsibility for dealing constructively with problem students. With this in mind, the District will provide teachers with a written student discipline procedure at the beginning of each year. Each building staff will review this procedure annually and may recommend changes in such procedure to the building administrator.
3. The written student discipline procedure shall specify minimum standards of student conduct in the classroom. It shall further specify the circumstances under which a student may be removed from the classroom, including those involving extreme disruptive behavior. Finally, it shall provide for consultation between the teacher and the principal or his/her designee prior to returning the student to class. In the event the principal or his/her designee is not immediately available, the responsible staff member shall consult with the teacher, prior to returning the student to the classroom. The principal or his/her designee shall have the final authority to resolve all student disciplinary matters referred to him/her pursuant to the provisions of this Article. Teachers may request a

conference with the Superintendent and their building administrator regarding resolution of differences of opinion on implementation and/or interpretation of the written student discipline policy.

4. The District shall make a good-faith effort to provide teachers to whom the student is assigned timely notice of any physical threat that the student presents to other students or staff.

F. Mentor Teacher

The District may provide a Mentor Program for the purpose of providing support and assistance to inexperienced and/or new District staff within the following parameters:

1. Participation in the Mentor Program is voluntary on the part of both the mentor and the protégé.
2. Selection of a mentor shall be by mutual agreement between the mentor, the protégé and the District.
3. Both the mentor and the protégé will be granted a minimum of ten (10) hours of release time per semester for the purposes of class observations (mentor observing protégé or protégé observing mentor or other colleague) and mutual meeting time. No other teacher will have his/her work load increased in order to provide such release time.
4. Whenever the District requires the mentor and/or protégé to attend meetings, trainings, or work sessions beyond the normal calendar or work day, the mentor and the protégé will be paid at their normal per diem rate. In such cases, the mentor and the protégé will be given a minimum of one (1) week notice. In no case shall the total number of required hours beyond the normal calendar and work day exceed twenty (20) hours per semester.
5. Whenever the District requires the mentor and/or protégé to attend meetings, trainings, or work sessions outside of the District, the District will pay all necessary expenses for both the mentor and the protégé.
6. A member of the Association serving as a mentor shall be paid an annual stipend of \$500.00 as compensation for the extra workload and shall earn one (1) CPD unit for each hour of documented participation.
7. The mentor shall not participate in the evaluation of the protégé and shall not testify in any hearing or procedure regarding the performance or actions of the protégé without the written permission of the protégé.
8. The performance of a teacher in the role of a mentor shall not be subject to evaluation and/or discipline and comments regarding that role shall not be included in the mentor's personnel file without the mentor's written consent.

G. CPD Plans.

1. District and Association Commitment. The District and the Association shall support teachers in their pursuit of continuing professional development; including but not limited to, activities that assist members to achieve District and/or Individual Goals; to keep current with the development and use of best practices; and to develop ways to enhance

learning for a diverse student body.

2. District and Individual CPD Plans

- a. Each teacher will have the right to choose to follow the District's Plan or his/her own Individual Plan. Teachers on transitional licenses or who plan to retire before their next re-licensure date will not be required to participate in a CPD Plan.
- b. Plan Goals shall be developed by the teacher to meet his/her individual needs as related to the District's overall instructional and curriculum program.
- c. CPD Plans, either District or Individual, will not be part of the Evaluation Program for teachers.
- d. Positive student learning outcomes shall be given consideration in the development of a teacher's CPD Plan, but shall not be a requirement for successful completion of any CPD Plan.
- e. The District will provide Certificates of Completion to be applied toward professional development units for all District in-service activities.
- f. Upon verification that a teacher has completed the Plan activities, the District shall not withhold signature on the teacher's TSPC Professional Development Plan.

3. Plan Advisor

- a. The teacher may appoint a Continuing Professional Development Advisor of his/her choice subject to the approval of his/her supervisor.
- b. For a teacher on an individual Plan, the function of the Plan Advisor will be limited to the initial review, but not approval, of the Plan design/modifications and verification that the teacher completed Plan activities. For a teacher on a District Plan, the function of the Plan advisor will be to ensure compliance with the terms of the District Plan, but not approval of the Plan design/modifications, and verification that the teacher completed Plan activities.

4. Continuing Professional Development

- a. When the District's Plan requires participation in training or workshops, the District will pay the fees for that training as well as paying each member an hourly rate of pay of \$25 per hour for the time required beyond the regular work day or regular work week.
- b. There will be no restrictions on CPD Plans, expense reimbursement, or release time because of OEA's sponsorship of the activity, workshop, conference, training, etc., in accordance with TSPC guidelines.

5. Professional Development Units

When a teacher completes the required number of PDUs for license renewal, the teacher will not be required to continue any further PDUs. In addition, teachers will not be required to take a minimum number of PDUs a year. Teachers, however, shall be expected to participate in District sponsored in-service and training activities during the normal workday/calendar which may be offered routinely or as part of the District CPD Plan.

ARTICLE 14 - COMPENSATION

A. Salary

1. The 2016-2017 salary schedule shall be increased by 3 % for 2017-2018 school year and attached to this Agreement as Appendix A-1 and is, by reference, incorporated herein. The Extra Duty Salary Schedule attached to this Agreement as Appendix B-1 shall be maintained as reflected within B-1.
2. Salary Placement/Advancement
 - (a) Educational classification steps on the schedule shall be based upon the teacher's education as evidenced by certification of completion of transcripts from the accredited colleges or universities which the teacher attended. Credit for education beyond a Bachelor's degree shall, with administrative approval, be allowed for all courses taken directly related to the teacher's responsibilities.
 - (b) The vertical steps on the salary schedules are intended to reflect the number of years during which the teacher has taught or for which credit in another District was given.
 - (c) All teachers shall be placed in the column that reflects their total educational credit for all credit hours earned subsequent to meeting all academic requirements for Oregon licensure. Official transcripts for courses approved for salary advancement must be provided to the deputy clerk no later than fifteen (15) calendar days prior to the September pay period. In the case of delay in receiving an official transcript, the District may accept unaltered grade cards subject to verification through the official transcript.
 - (d) Newly hired teachers shall be placed on the salary schedule at the level for which their educational experience may be verified through official college transcripts. These must be submitted to the deputy clerk no later than fifteen (15) calendar days prior to the first pay period. Returning teachers shall be placed on the longevity step which reflects the number of years teaching experience for which they have received credit by the District. All eligible teachers not at the top step in the schedule shall advance one longevity step per year.
 - (1) Longevity Step. Newly hired teachers shall be given full credit for teaching experience in other Districts.
 - (2) Placement on Schedule. Initial contracts shall be issued by the opening day of school, upon conclusion of contract negotiations, or upon the assurance of sufficient funding. The teacher will be advised of his/her placement on the salary scheduled at that time.
 - (3) Steps on the Salary Schedule. Teachers shall be advanced one vertical step each year if they remain in the District. At the beginning of each school year they shall be advanced horizontally on the educational level to the correct placement, as they acquire and document the required number of hours.
3. Pay Schedules/Draws

- (a) Compensation shall be paid in twelve (12) monthly installments due on the fourth Friday of each month, except for July and August. Teachers that work through the end of the school year, but will not be returning for any reason, will be paid on the fourth Friday in June.
- (b) The monthly payments for the months of July and August shall be paid on the fourth Friday of June.
- (c) The Superintendent may use his/her discretion in emergency situations and to allow a teacher to receive a payroll draw up to an amount equal to the net per diem pay earned for a 5 day period.

B. PERS Pickup

- 1. Recognizing that the PERS contribution for each employee shall increase by 4% for the 2017-2018 school year, the District shall continue to pick up, assume and pay a six percent (6%) teacher contribution to the Public Employee Retirement System for the teacher members participating in the Public Employee Retirement System.

The full amount of required employee contributions picked up or paid by the District on behalf of teachers pursuant to this Agreement shall be considered as "salary" for the purposes of computing a teacher member's "final average salary", but shall not be considered as "salary" for the purposes of determining the amount of teacher contributions required to be contributed pursuant to Oregon Statute. Such picked up or paid teacher contributions shall be credited to teacher accounts pursuant to Oregon Statutes and shall be considered to be teacher contributions for the purposes of Oregon Statutes.
(Refer to ORS Chapters 238 and 238A)

C. Payroll Deductions

- 1. Upon receipt of written authorization from any teacher, provided a minimum of five (5) teachers request such deductions to a specific company or organization, the District will provide any or all of the payroll deductions as follows:
 - Group Insurance through OEGB and American Fidelity, (health, accident, disability, life)
 - Tax sheltered annuities through American Fidelity
 - Regular monthly OEA, NEA, local dues
- 2. Voluntary deductions from summer checks will be forwarded to the recipient at the time of deduction.
- 3. The Association agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the District's compliance with this Article. However, the District agrees to correct any District errors within thirty (30) days of verification of such error.

D. Expenses and Reimbursements

- 1. The District will reimburse all teachers for expenses necessarily incurred in the performance of their jobs with the District, including mileage, meals and other expenses. Mileage shall be reimbursed at the IRS rate.

2. Teachers shall normally not be required to use their own vehicle in the performance of their responsibilities for the District, although a teacher may do so voluntarily or when a District vehicle is not available upon prior approval by the Superintendent or administrator in charge.
3. The teacher shall request prior approval of the Superintendent or administrator in charge for any activity which will result in reimbursable expenses. The request shall be in writing on a form provided by the District.
4. Each teacher will be allotted \$150.00 for classroom enrichment supplies. This may be spent without requiring pre-approval. For reimbursement, teachers must provide, to the building administrator, receipts and a justification report linking the materials purchased to the school improvement plan.

E. Extra Duty

1. Teachers will be compensated for extra duty in accordance with the amounts budgeted annually and approved by the Board of Education and included as Appendix B-1. All extra duty personnel will have the option of receiving their extra duty salary in one lump sum at the conclusion of the said extra duty, or in monthly installments. Extra duty personnel will notify the Superintendent or designee in writing of their choice of payment when signing their extra duty contract. Failure to notify at this time will result in automatic monthly installments. Conclusion of extra duty assignments will be verified in writing by the building principal or designee before lump sum payment can be issued to the teachers on the next appropriate monthly pay period.
2. Extra duty contracts shall be considered separate from and not a part of teaching contracts.
3. Teachers will be notified on or before June 15 of the extra duty assignments and compensation amounts that are approved and budgeted by the School Board for the following year. A written job description of each extra duty assignment shall be made available in the Superintendent's office. Any teacher, on or before September 1, may apply for one or more of the extra duty assignments declared available. Selection will be solely the District's discretion. No teacher may hold a paid extra duty assignment in the same sport for the position of varsity and junior varsity coach without mutual agreement between the teacher and the Superintendent/Designee. Bus, dance and activities chaperones and similar single-time duties shall be performed by teachers on a voluntary basis.

Teachers performing single-time extra duty assignments shall be compensated \$25 per event/duty.

4. Teachers assigned to teach Physical Education/Health 25-50% of their teaching assignment, may be required to coach one varsity level sport. Teachers assigned to teach Physical Education/Health greater than 50% of their teaching assignment, may be required to coach two varsity level sports. Additionally, teachers assigned to teach Physical Education/Health greater than 50% of their teaching assignment, may be required to fulfill the role of Athletic Director.
5. Additional academic assignments may be assigned by the principal as special needs arise, with no more than 6 preps per day, Teachers will be paid at 1/7th of their daily rate of pay as their hourly rate of pay. If a teacher works less than full time, hourly pay is calculated as

annual salary divided by number of contract days, divided by work day hours. The nature of the assignments will be mutually agreed upon by the principal and the teacher and will be detailed in an additional academic assignment contract in advance of the work performed. The agreement can be terminated at any time by the District.

6. The District may contract with teachers to perform additional duties beyond their normal teaching assignment at a rate of \$25 per hour. Said assignments shall be beyond their regular teaching assignment (e.g. teaching in an afterschool program, an afterschool unit recovery program, teaching summer school, or in developing curriculum for school wide use). Approval of the Superintendent and a signed letter of agreement between the teacher and the District, regarding the extent of the work assignment, the number of hours approved, and any conditions for payment, plus the pay rate of \$25/hour is required before any compensation is owing for any such work."

ARTICLE 15 - INSURANCE BENEFITS

- A. The District shall contribute \$1,108.00 per month as a fringe benefit to apply toward the composite rate for the combined medical, dental and traditional vision plan for all eligible teachers and their dependent, based upon the following criteria. If a teacher chooses a plan costing less than \$1,108 per month, the district shall contribute only that lesser amount. Each teacher shall contribute through payroll deduction the balance of the required premium for such coverage on a composite rate basis.

1. For teachers hired to work .50 FTE or greater for over 75% of the school year, the District shall contribute \$1,108.00 per month as a fringe benefit to apply toward the composite rate. Insurance coverage will be in effect for twelve (12) months. If a teacher working .50 FTE or greater is terminated or resigns prior to working 75% of the school year, the insurance will end the first of the month following their final work day.

If a teacher chooses OEBB's qualified Health Savings Account medical plan, the district will deposit into the Health Savings Account the difference between the cost of combined medical, dental and vision policies and the \$1,108 monthly cap.

2. For teachers working under a Temporary Contract, working .50 FTE or greater, 60 days or more, the District shall contribute \$1,108.00 per month as a fringe benefit to apply toward the composite rate, beginning the first of the month following their initial contract date. The insurance will end the first of the month following their final work day.
3. For part-time teachers working less than .50 FTE, the District shall not provide insurance benefits.
4. Each teacher will be provided the opportunity to "buy-up" insurance coverage to a lower deductible plan. This provision is dependent on the insurance carrier's ability to provide this option for the group.

- B. Each teacher will pay the full premium price for an Association selected long-term disability plan.
- C. The District shall provide insurance coverage for the domestic partner of teachers subject to the limitations and conditions of the insurance carrier.
- D. The District and the Association agree to convene an insurance committee to study relevant issues and make recommendations regarding insurance coverage and provider(s). The

committee shall be composed of two members selected by the teachers' Association, two administrators, and two members selected by the classified Association.

ARTICLE 16 - PAID LEAVES

A. Sick Leave

1. In accordance with ORS 332.507, teachers shall have ten (10) days per contract year or one day of sick leave per month, whichever is greater front loaded at the beginning of each school. Unused sick leave shall accumulate for an unlimited number of days. Any newly hired teacher who was employed in during the preceding year in another Oregon school district, shall, upon proper verification, be allowed to transfer sick leave (not exceeding 75 days) which has been accumulated with the Oregon district in which the teacher was formerly employed.
2. The District will provide each teacher an annual statement of her/his accumulated sick leave by the end of the first payroll period of the school year. New teachers who are eligible for the transfer of sick leave accumulation under Oregon law shall be responsible for providing that information to the District.

B. Family Illness

Unless the employee exercises the Oregon Family Leave Act and/or the Federal Family Medical Leave Act, the District shall allow use of up to five (5) days of sick leave per occasion, for purposes defined by ORS 653.616, but not to exceed a maximum of ten (10) days in any one school year. A family member shall be defined by ORS 659 A.150.

C. Bereavement Leave

Five (5) days of bereavement leave shall be granted for each death in a teacher's immediate family. If out-of-state travel is required, two (2) additional days shall be granted. The teacher's immediate family shall be defined as including the teacher's spouse, children, children-in-law, step-children, grandchildren, parents, parents-in-law, step-parents, brother, sister, brother and sister-in-law, grandparents, aunt, uncle, or any member of the teacher's household.

The paid bereavement leave reflected within Article 16. C. shall run concurrently with the bereavement leave allowed under the Oregon Family Leave Act.

D. Personal Leave

1. Teachers shall have, separate from sick leave, two (2) days personal leave per year, non-accumulative. The minimum amount of time which may be used on any one occasion shall be one-half day. There need be no reason given for personal leave. Teachers shall, however, notify their immediate supervisor within a reasonable period (24 hours) of time, so that adequate arrangements can be made for a substitute teacher. Application for personal leave may be denied or postponed if adequate substitute arrangements cannot be made or if extreme inconvenience to the education program would likely result from the teacher's absence at that time.

2. Teachers may, at their option, notify their supervisor in advance of their desire to work rather than use their personal leave. In such case, the District will pay current substitute teacher pay to the teacher for that day. Personal leave may not be taken during in-service days without permission of the supervisor. Teachers who wish to be paid for each day of personal leave credited, but not taken, shall notify the District by June 1.

E. Jury or Witness Duty

Any teacher summoned for jury duty or subpoenaed to appear as a witness shall be given full pay while absent as a result thereof. Jury duty pay and witness fees paid to teachers shall be paid to the District.

Money paid to the teacher for mileage and/or similar or related expenses shall be retained by the teacher. The teacher will return to work if he or she is not called to serve on the jury for the day and is notified of that fact by 11:00 AM that day.

F. Professional Leave

Upon prior approval of her/his immediate supervisor, a teacher may be granted paid leave for professional purposes. The administration shall have sole discretion in determining whether any such leave shall be granted and its decision shall be subject to review by the Board, but is not within the scope of the grievance procedures.

G. Use of Leaves

Teachers must use all leaves reflected in Article 16 in 4 hour blocks of time, unless with the approval of the site principal, another employee is paid to substitute for less than four hours, the employee's relevant leave shall be deducted in hourly increments consistent with the coverage.

ARTICLE 17 - UNPAID LEAVES

- A. Upon prior approval of the Board, any teacher may be granted unpaid leaves of absence to a maximum of two (2) years for the following reasons: education, travel, teacher exchange programs, parental, and medical reasons (physical or mental). A leave of absence shall not affect a teacher's status as a permanent teacher in the District.
- B. A teacher who is granted a leave of absence pursuant to this section shall, upon his/her return to the District, be entitled to the following benefits:
 1. The teacher returning from a leave of absence shall be entitled to return to the position which he/she occupied prior to the leave, providing that position is available. If the position is not available, he/she will be placed in a comparable position for which he/she is qualified.
 2. The teacher shall not lose any fringe benefits or unused accumulated sick leave by reason of having taken the unpaid leave of absence. However, such benefits will not accrue during the unpaid leaves of absence. Health insurance coverage premiums shall be the responsibility of the teacher and are subject to the regulations of the insurance provider, except where the employer is required to pay by the Family Medical Leave Act or other law.
 3. The Board may, in its sole discretion, grant the teacher experience for time the teacher was gone pursuant to a leave of absence.

- C. Any Board decision made under this section shall be final, not subject to review, and not within the scope of the grievance procedure.

ARTICLE 18 - GENERAL PROVISIONS

A. Savings Clause

1. Under ORS 243.702, renegotiation of invalid provisions in an agreement, if any provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby. Upon request of either the Board or the Association, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision, pursuant to ORS 243.698.

B. Compliance Clause

All provisions of this Agreement take precedence over contract provisions of individual teacher contracts.

ARTICLE 19 - STRIKES AND LOCKOUTS

- A. The Association and its members, as individuals or as a group, will not initiate, cause, permit, participate in or join any strikes, work stoppage or slow-down, picketing, or any other restriction of work which affects the District's operations, except as authorized by law.
- B. Teachers in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty. This obligation and the obligations set forth above shall not be affected or limited by the subject matter involved in this dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance provisions of this Agreement.
- C. There will be no lockout of teachers in the unit by the District as a consequence of any dispute arising during the term of this Agreement.

ARTICLE 20 - TERM OF AGREEMENT

This Agreement shall be effective July 1, 2015 and shall remain in full force and effect through the 30th day of June, 2018. It shall be automatically renewed from year to year. Either party retains the option of reopening articles within the contract consistent with the procedures described below

Reopeners:

Written notice shall be given by the Association or by the District to commence reopener negotiations during each fiscal year of this agreement no earlier than January 1 of the prior year. Each party shall be afforded the following number of articles to reopen:

2016-2017: Two articles plus Article 14 Compensation and Article 15 Insurance

2017-2018: Two articles plus Article 14 Compensation and Article 15 Insurance

Negotiations on a successor agreement may be reopened by either party on or after January 1, 2018, provided that the parties have complied with public notice requirements.

EXECUTION AND SIGNATURES

Executed this **22nd day of May, 2017**, at Lowell, Oregon, by the undersigned officers by the authority of and on behalf of the Lane County School District No. 71 Board of Education and the Lane Unified Bargaining Council.

FOR THE DISTRICT

FOR THE ASSOCIATION

President of the Board

Co-President, Lowell Education Association

District Superintendent

Co-President, Lowell Education Association

ADDENDUM A - ADDITIONAL EARLY RETIREMENT BENEFITS

It is agreed to remove this Addendum from the Contract and to place individual agreements with the two parties, with the signatures of all parties, in their Personnel files.

Appendix A-1

2017-18 Salary Schedule

<u>Step</u>		<u>BA</u>	<u>BA + 25</u>	<u>BA + 45</u>	<u>BA + 60/MA</u>	<u>MA + 25</u>	<u>MA + 45</u>
1	\$	35,357	\$ 36,488	\$ 37,656	\$ 38,861	\$ 40,105	\$ 41,388
2	\$	36,559	\$ 37,729	\$ 38,936	\$ 40,182	\$ 41,468	\$ 42,795
3	\$	37,802	\$ 39,012	\$ 40,260	\$ 41,548	\$ 42,878	\$ 44,250
4	\$	39,087	\$ 40,338	\$ 41,629	\$ 42,961	\$ 44,336	\$ 45,755
5	\$	40,416	\$ 41,709	\$ 43,044	\$ 44,422	\$ 45,843	\$ 47,310
6	\$	41,790	\$ 43,128	\$ 44,508	\$ 45,932	\$ 47,402	\$ 48,919
7	\$	43,211	\$ 44,594	\$ 46,021	\$ 47,494	\$ 49,013	\$ 50,582
8	\$	44,680	\$ 46,110	\$ 47,586	\$ 49,108	\$ 50,680	\$ 52,302
9	\$	46,200	\$ 47,678	\$ 49,204	\$ 50,778	\$ 52,403	\$ 54,080
10	\$	47,770	\$ 49,299	\$ 50,877	\$ 52,505	\$ 54,185	\$ 55,919
11	\$	49,395	\$ 50,975	\$ 52,606	\$ 54,290	\$ 56,027	\$ 57,820
12	\$	51,074	\$ 52,708	\$ 54,395	\$ 56,136	\$ 57,932	\$ 59,786
13	\$	52,810	\$ 54,490	\$ 56,244	\$ 58,044	\$ 59,902	\$ 61,819
14	\$	-	\$ 56,353	\$ 58,157	\$ 60,018	\$ 61,938	\$ 63,920
15	\$	-	\$ -	\$ 60,134	\$ 62,058	\$ 64,044	\$ 66,094
16	\$	-	\$ -	\$ -	\$ 64,168	\$ 66,222	\$ 68,341

Appendix B-1: Extra Duty Schedule

<u>Position</u>	<u>Annual Compensation</u>
Athletic Director	\$3,500
Activities Director	\$2,500
Varsity Football Coach	\$2,500
Varsity Associate Football Coach	\$1,500
Varsity Boys Basketball Coach	\$2,500
Varsity Girls Basketball Coach	\$2,500
Varsity Wrestling Coach	\$2,500
Varsity Baseball Coach	\$2,500
Varsity Softball Coach	\$2,500
Varsity Track Coach	\$2,500
Varsity Volleyball Coach	\$2,500
Cross Country Coach	\$2,500
Music Events Director	\$2,500
Associated Student Body Director	\$2,500
Drama Coach	\$2,500
Dance Coach	\$500
Club Sponsors	\$350
Tag Coordinator	\$1,000
National Honor Society Coordinator	\$500
Assistant Coach – Football	\$600
Assistant Coach – Volleyball	\$600
Assistant Coach – Boys Basketball	\$600
Assistant Coach – Girls Basketball	\$600
Assistant Coach – Wrestling	\$600
Assistant Coach – Track	\$600
Assistant Coach – Baseball	\$600
Assistant Coach – Softball	\$600
Junior High Head Coach - Football	\$500
Junior High Head Coach – Volleyball	\$500
Junior High Head Coach – Boys Basketball	\$500
Junior High Head Coach – Girls Basketball	\$500
Junior High Head Coach – Wrestling	\$500
Junior High Head Coach – Track	\$500
6 th Grade Outdoor Education Program Leader	\$600

***For each sport coached within the particular sport and at the varsity level at Lowell High School, Varsity level Head Coaches shall receive a \$100 addition to their base stipend for each prior year of coaching, to a maximum of 10 years of experience or \$1,000.** (For example, if the Varsity Wrestling coach served as the Varsity Wrestling Coach in Lowell for 10 full school years, he/she would receive \$3,500 as the stipend.)

**Memorandum of Agreement
Between
Lowell School District, 71
And
Oregon School Employees Association Lowell Chapter #118**

THIS AGREEMENT is made and entered into by and among the Lowell School District #71 (the District) and the Oregon School Employees Association Lowell Chapter #118 (the Union).

In accordance with Article 14-A-1-(a) and Article 15-A-(1) of the Collective Bargaining Agreement, the District and the Union agree to the following:

1. The 2017-2018 Salary Schedule shall be increased by 3%.
2. That negotiation between the two parties for the 2017-2018 school year are concluded.

A copy of the 2017-2018 Salary Schedule, reflecting the 3% increase, is attached to this agreement as Appendix A-1 and is, by reference, incorporated herein.

Joyce Donnell, Board President
Signature of Approval for the Board of Directors

Board Approval Date: May 22nd, 2017

Colette Ullrich, OSEA Chapter 18 President

Date

Tyler Whitmire, OSEA Field Representative

Date

Lowell School District 2017-18 Classified Salary Schedule

<u>Range</u>	<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
1	Clerk Typist Assistant	10.60	11.43	11.72	12.01	12.16	12.31	12.46	12.61	12.78	13.11
2	After School Assistant	10.71	11.57	11.85	12.13	12.29	12.44	12.60	12.75	12.92	13.27
3	Cafeteria Assistant	11.87	12.82	13.14	13.45	13.62	13.79	13.96	14.13	14.32	14.70
4	Instructional Assistant	11.90	12.85	13.17	13.48	13.65	13.82	13.99	14.16	14.35	14.73
4	Van Driver	11.90	12.85	13.17	13.48	13.65	13.82	13.99	14.16	14.35	14.73
4	Bus/Van Monitor	11.90	12.85	13.17	13.48	13.65	13.82	13.99	14.16	14.35	14.73
5	Library Technician	12.69	13.72	14.07	14.42	14.60	14.78	14.96	15.14	15.34	15.73
6	After School Coordinator	13.08	14.13	14.48	14.83	15.02	15.21	15.40	15.58	15.79	16.20
6	Alternative Education Assistant	13.08	14.13	14.48	14.83	15.02	15.21	15.40	15.58	15.79	16.20
7	School/Department Secretary I	13.29	14.36	14.72	15.08	15.26	15.45	15.64	15.82	16.03	16.45
8	School/Department Secretary II	13.62	14.71	15.08	15.45	15.64	15.83	16.02	16.21	16.43	16.85
9	Custodian & Grounds	13.89	15.00	15.38	15.76	15.96	16.16	16.35	16.55	16.78	17.22
10	School/Department Secretary III	14.30	15.45	15.84	16.23	16.43	16.63	16.84	17.04	17.26	17.72
10	Desktop Support Technician	14.30	15.45	15.84	16.23	16.43	16.63	16.84	17.04	17.26	17.72
11	Lead Custodial	14.58	15.76	16.16	16.55	16.76	16.96	17.16	17.37	17.60	18.07
12	Maintenance Operation Technology Specialist	15.35	16.59	17.01	17.42	17.63	17.85	18.07	18.28	18.53	19.01
12	Bus Driver	15.35	16.59	17.01	17.42	17.63	17.85	18.07	18.28	18.53	19.01
13	Mechanic	15.44	16.67	17.08	17.49	17.71	17.93	18.15	18.38	18.62	19.10
14	YTP Coordinator	20.88	22.54	23.10	23.66	23.96	24.25	24.55	24.84	25.18	25.84

Longevity steps:

- 1% increase to current hourly wage after one year at step 10
- 1% increase to current hourly wage after five years at step 10
- 1% increase to current hourly wage after 10 years at step 10
- 1% increase to current hourly wage after 15 years at step 10

Lowell HS Seismic Project

Category	Orig Estimate	New Estimate	Difference
A&E	\$91,000	\$91,000	
Construction Management	\$29,000	\$0	
Construction Labor / Materials - Base Bid	\$957,017	\$889,371	
Alternate A (Lockers)*	\$0	\$29,000	
Alternate B (Hall Acoustic Panels)*	\$0	\$35,000	
Alternate C (Refinish Columns)*	\$0	\$13,100	
Asbestos Abatement	\$0	\$75,000	
Contingency	\$0	\$104,147	
Permitting / Inspections	\$15,000	\$15,000	
Insurance	\$20,000	\$0	
Testing	\$9,000	\$9,000	
Relocation Costs	\$15,000	\$0	
Total	\$1,136,017	\$1,260,618	(\$124,601)

*Work not covered by seismic grant

Lowell School District #71

Board Calendar 2017 - 2018

Regular Board Meetings are scheduled for the 4th Monday of the month, with the Public Meeting beginning at 7:00 pm. When there is holiday on the 4th Monday, normally, the meeting will be held on the Third Monday. Study Session date are tentatively scheduled to provide the opportunity for the Board to meet to study an individual aspect of the District.

- *July 24, 2017 - Organizational meeting
- *August 28, 2017
- September 25, 2017
- October 23, 2017
- November 27, 2017
- *December 11, 2017
- January 22, 2018
- *February 5, 2018 – Strategic Plan Report/ Executive Study -Superintendent's Evaluation
- February 26, 2018 – (Closed Session - Appraisal of Each Staff Member)
- *March 19, 2018 – (Spring Break March 26 -30)
- *April 9, 2018 – (First Budget Committee Meeting at 4:30)
- April 23, 2018
- *May 7, 2018 – (Second Budget Committee Meeting at 4:30, if needed)
- *May 21, 2018 – (Community Forum at 6:00 pm– State of the District/Budget Presentation)
- ***June 25, 2018 – (Annual Budget Approval)**
- July 23, 2018 – (Board Organization Meeting)

*Alternative Regular Board Meeting Day – Due to scheduling conflict, holiday, Spring Break, or Board workshop.

Oregon School Boards Association Selected Sample Policy

Code: **EFAA**
Adopted: **Recommend Adoption**

District Nutrition and Food Services

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all ~~NSLP regulations regarding~~ Child Nutrition Program regulations for which the district is approved to operate:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The superintendent will develop ~~an~~ administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. The administrative regulation(s) will be reviewed and adopted by the Board as required by law.

END OF POLICY

Legal Reference(s):

[ORS 327.520 to -327.535](#)
[ORS 336.423](#)

[OAR 581-022-1530\(2\)](#)
[OAR 581-051-0100](#)
[OAR 581-051-0305](#)

[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751-§§ 203, 205, 1758, 1760.

National School Lunch Program 7 C.F.R. Part 210

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200.

R10/23/141/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **EFAA-AR**
Adopted: **Recommend Adoption**

Reimbursable ~~School~~ Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals ~~[and afterschool snacks]~~ will be priced as a unit.
3. Reimbursable meals ~~[,] [and] [milk]~~ ~~[afterschool snacks]~~ will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price ~~meals [and free milk]~~.
4. Annually, the district will establish prices for reimbursable student meals ~~[,] [and] [afterschool snacks]~~ ~~[milk]~~. The price charged to students who do not qualify for free or reduced price meals ~~[or free milk]~~ will be established annually by the district in compliance with state and federal laws.¹
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.²
6. ~~[The district will offer SMP [with the free option] [without the free option] [at no charge] to students who are not able to participate in the district's lunch or breakfast programs.]~~
7. ~~[The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: _____ (List schools) _____.]~~
8. ~~[The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: _____ Lundy Elementary School, Lowell Jr/Sr High School _____.]~~

Application Procedures

¹The new requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R. Part 245 (2011).

9. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals~~[,] [and] [milk]~~ afterschool snacks~~]~~, for the students listed on the official document. Districts must access this document at least three times per year.
10. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals~~[,] [and] [milk]~~ afterschool snacks~~]~~, for the students listed on the official documents.
11. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals ~~[or free milk]~~. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
12. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal ~~[or free milk]~~ benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
13. Students who do not qualify for free or reduced price meals ~~[or free milk]~~ are eligible to participate in the [SMP,] National School Lunch Program (NSLP) ~~[and School Breakfast Program (SBP)]~~ and will be charged "paid" prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP~~[,] [and] [SMP] [SBP] [Child and Adult Care Food Program (CACFP)] [Summer Food Service Program (SFSP)]~~.
14. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
15. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals ~~[or free milk]~~ to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP~~[,] [and] [SMP] [SBP] [CACFP] [SFSP]~~.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.³

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP[,] [and] [SMP] [SBP][CACFP][SFSP] costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products ~~that~~ where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
- ~~11. [The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.]~~

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP[,] [and] [SMP] [SBP][CACFP][SFSP] benefits and services, and employment practices with regard to the operation of its NSLP[,] [and] [SMP] [SBP][CACFP][SFSP]. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information ~~on the~~ obtained through a confidential application for free and reduced price meals ~~[or free milk];~~ or direct certification,

including students' eligibility for free or reduced price meals and all household information. The district's NSLP[,] [and] [SMP] [SBP][CACFP][SFSP] operators are not required to release any information from a student's confidential application for free or reduced price meals [or free milk]. No information may be released from a student's confidential application for free or reduced price meals [or free milk] eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, ~~SMP~~, ~~Summer Food Service Program (SFSP)~~, ~~Child and Adult Care Food Program (CACFP)~~ CACFP, SFSP or SNAP;
- b. Any other confidential information contained in the confidential application for free and reduced price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, ~~SMP~~, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans*.
2. Meals[and afterschool snacks] served for reimbursement will meet at least the minimum NSLP[,] [and] [SMP] [SBP][CACFP][SFSP] requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. [The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.]
6. [The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.]
7. [The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.]

8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.⁴

Use and Control of Commodity Foods

9. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch ~~and breakfast~~ program NSLP, ~~and~~ SBP, ~~SFSP~~.
10. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
11. The value of commodity foods used for any food production other than NSLP, SBP, ~~SFSP~~ or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals ~~and~~ afterschool snacks ~~milk~~ served to eligible children.
2. All meals ~~and~~ afterschool snacks ~~milk~~ claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal ~~and~~ afterschool snack ~~milk~~ meets NSLP, ~~and~~ ~~SMP,~~ SBP, ~~CACFP~~ ~~and~~ ~~SFSP~~ requirements for reimbursement.
3. The person responsible for determining reimbursability of meals ~~and afterschool snacks~~ will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal ~~and~~ afterschool snack ~~milk~~ counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

⁴Modify the language of this item to be reflective of the options the district has selected for offer versus serve.

Food Safety and Sanitation Inspections

6. The district will maintain necessary facilities for storing, preparing and serving food and milk.
7. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department ~~or Oregon Department of Human Resources~~ for each school or dining site under its jurisdiction.
8. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students ~~who are determined by a licensed physician to be legally disabled and whose disability restricts their diet~~ with a disability⁵ that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed ~~physician~~ health care professional is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for ~~substitute meals or foods~~ meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable ~~{drinking}~~ water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁶
7. The district ~~{allows no meal charges}~~ ~~{will notify all households of its meal charge requirements early in the school year}~~. ~~{The district's meal charging requirements are as follows:~~

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than ~~{two}~~ meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full ~~{but will be allowed to purchase a meal if the student pays for the meal when it is received}~~. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. ~~Payment is due to the {district office} on the {—} of each month.~~ Students or parents of students may prepay meal costs.⁷

⁵To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

⁶New requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

⁷[Language is suggested only. Revise to reflect district's meal charging requirements and ensure information is communicated to students and parents.]

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students ~~will~~ will not be charged for second servings of meals or portions of meals served.

Record Keeping

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals~~, free milk,~~ and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity; and
7. Records to document compliance with Revenue from Nonprogram Foods; and
8. Internal program monitoring documents for NSLP~~,~~ SBP~~,~~ afterschool snacks~~,~~ and SFSP~~.~~

R4/28/161/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **EFAE**
Adopted: **Delete**

Child Nutrition - Hearings Procedure/Appeal Process

The district shall establish and use a fair hearing procedure under which a household can appeal a decision made by the school food authority with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the student who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced-price meals or free milk. Prior to initiating the hearing procedure, the school official or the parents may request a conference to provide an opportunity for the parents and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application, and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

8/15/01 | MW

Oregon School Boards Association Selected Sample Policy

Code: **EFAE-AR**
Adopted: **Delete**

Child Nutrition - Hearings Procedure/Appeal Process

Name: _____ Title: _____

Address: _____

The district shall ensure that the hearing procedure provides the following for both household and the school food authority:

1. A publicly announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es);
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference;
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
9. That the parties concerned and any designated representatives thereof be notified in writing of the decision;
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore and a copy of the notification to the parties concerned of the hearing official's decision;
11. That such written record must be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

Oregon School Boards Association Selected Sample Policy

Code: **EFAH**
Adopted: **Delete**

Child Nutrition - Collection Procedures and Accountability System

In collecting payments for meals or milk and in distributing tickets, [tokens, and so forth,] school officials must ensure that there is no overt identification of recipients of free or reduced-price meals or free milk. Care must be taken to prevent such identification at the time the ticket [or token] is issued as well as in the serving line.

All collection systems must have a built-in accounting system to record numbers of full price, reduced-price, or free meals or the quantities of full price and free milk served daily. Keeping these counts is a requirement. Count records and reports will be submitted to the superintendent and Oregon Department of Education.

¹Each [or name of school] school(s) use(s) the following system(s):

[Meal payments are collected in the school secretary's office. Payments can be made by students or parents on a daily, weekly or monthly basis. The secretary records the payments and knows which students qualify for free or reduced-price meals or free milk. Identical tickets labeled only with the students' names are distributed in the classrooms. The tickets are collected in the serving line. After the meal service, the number of meals served by type is determined by comparing the students' names on the tickets to a list of eligible students' names.]

[Parents pay in advance by the month/week/day. Each teacher receives a list of those students who have paid. Those students who receive free meals or milk are marked paid, so no one but the bookkeeper knows which students receive a free meal or milk. Teachers keep daily records of each student served and sends these records to the bookkeeper on a daily or weekly basis for accounting purposes.]

[School students buy tickets at the cafeteria manager's office, but they do not receive the tickets then. The cafeteria manager sends the purchased tickets as well as tickets for recipients for free and reduced-price meals or free milk to the classroom each day. The teacher distributes the tickets just before meal time. The tickets are coded for accounting purposes. The tickets are collected in the serving line and a count of the number of meals served by type is made by checking the ticket codes.]

[The homeroom teacher provides each student with an envelope for daily, weekly or monthly payments. Students return envelopes with payment if paying full or reduced-price or empty if free. The envelopes are collected in the school office and coded tickets are issued to every participating student. The tickets are collected in the serving line and a count of the number of meals served by type is made by checking the ticket codes.]

[Parents are billed for full price or reduced-price meals their students are served. All payments are mailed in so that no money is collected in the classrooms. All participating students (full price, reduced-price and

¹In an offer vs. serve program, a check of the ticket (or token, etc) as well as a verification of the reimbursable meals (3 of the 5 food groups) is needed.

free) receive a monthly ticket which is punched each time the student eats. The tickets are coded and as the cashier punches the ticket, he/she notes the code and makes a tally of the type of meal served.]

[Students pay for their meals in the office. A checklist, including the names of all students eating (full price, reduced-price and free) is then prepared and sent to the cafeteria. The students pass through the serving line and give their name to the cashier who checks off their names on the checklist. The list is returned to the office for accounting purposes. [Note: This method is recommended only for small schools.]]

Coding Method

The following coding method(s) may be used:

[Number coding - Free tickets all have a four digit number, reduced-price tickets have a five digit number, and full price tickets have a six digit number.]

[Number coding by series - Numbers 1 through 1,999 are free tickets, numbers 2,000 through 2,999 are reduced-price tickets, and numbers 3,000 and above are full price tickets.]

[Names - Tickets have the student's name on them and can later be compared to a checklist.]

[Date stamp - Tickets have the date stamped on them in different spots. For example, tickets with the date stamped in the top third may be full price, tickets with the date stamped in the middle third are reduced-price, and tickets stamped in the bottom third are free.]

1. The district will provide the appropriate personnel:
 - a. A copy of policy and written detailed procedures on annual workshops or training sessions;
 - b. An annual workshop or training session:

The names of trainers and trainees and topics covered shall be documented.
 - c. Technical assistance as needed during the actual operation of the meal service;
 - d. Orientation when new or substituting.
2. The district will:
 - a. Review all information for accuracy at least annually;
 - b. Review the meal count system for compliance with the approved policies;
 - c. Evaluate the extent to which all personnel follow established policies and procedures.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

8/15/01 | NC

Oregon School Boards Association Selected Sample Policy

Code: **EFAJ**
Adopted: **Delete**

Child Nutrition - Meals Served Visiting Students

The district shall serve visiting students eligible for free or reduced-price meals as determined by the district's eligibility criteria.

The school records will show claim for reimbursement by recording the names of the students served lunches, the numbers served and the eligibility category of free, reduced-price and paid. Information relating to the eligibility categories will be requested from the visiting district. An agreement shall be reached to ensure one district will make claim reimbursement. Both districts may not claim reimbursement.

The district shall also record the procedures used in serving visiting students.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

8/15/01 | MW

Oregon School Boards Association Selected Sample Policy

Code: **EFAL**
Adopted: **Delete**

Child Nutrition - Second Meals

[Students will not be charged for second servings of meals or portions of meals served.]

[All students will be charged a la carte prices for second servings of meals or portions of meals served.]

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

Special Milk Program for Children, 7 C.F.R. Part 215 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

HR8/15/01 | NC

Oregon School Boards Association Selected Sample Policy

Code: **GCL**
Adopted: **Recommend Adoption**

Staff Development - Licensed * (Version 1)

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Continual work toward professional growth will be expected of all licensed staff members. As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

Professional growth experiences development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. When contracting with third parties to provide training for employees, the Board recognizes it is not relieved of the responsibility to ensure that appropriate reasonable accommodations for qualified individuals with disabilities have been made. The Board district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

Requests for release time for attendance at meetings or conferences may be approved by the [superintendent or designee] as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit Board [superintendent or designee] consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

[Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to improved student learning. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity.]

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. [The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor.] Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor [or professional development advisor], who will verify that the licensed employee has

successfully completed the professional development requirements to the superintendent [or designee], on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

~~[The superintendent or designee will develop administrative regulations, staff professional development handbooks and/or other related materials as may be necessary to implement the district's professional development plans. Administrative regulations shall include professional development procedures and practices that incorporate plans for the district's improvement and individual building, grade level, student and employee needs and goals.]~~

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)

[ORS 329.125](#)

[ORS 329.704](#)

[ORS 342.135\(2\)\(a\)](#)

[ORS 342.138\(3\)](#)

[ORS 342.856](#)

[OAR 581-022-0606](#)

[OAR 581-022-1720](#)

[OAR 584-018-0105](#)

[OAR 584-018-0205](#)

[OAR 584-090-0100-0120](#)

[OAR 584-255-0010 to -0030](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).

Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).

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).

Americans with Disabilities Act Amendments Act of 2008.

R12/13/12 1/31/17 RSSL

Oregon School Boards Association Selected Sample Policy

Code: **GCL**
Adopted: **Delete**

Staff Development - Licensed * (Version 2)

The Board recognizes the need to establish a continuing professional development (CPD) program for all licensed staff in order to enhance professional performance, promote achievement of high standards for all students and assist employees in meeting the licensure requirements of the Teacher Standards and Practices Commission (TSPC). To this end, a qualified district CPD program shall be developed in writing, reviewed and approved by the Board.

All district teachers and administrators shall be required to participate in the district's CPD program as a condition of employment. [The Board recognizes that for purposes of licensure, the educator, in addition to meeting the district's CPD program requirements, may also complete an individual CPD plan. Selection of an individual CPD plan will not, however, relieve the individual of responsibility to complete the district's CPD program requirements. Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.]

[CPD plans for individuals completing the district's CPD program requirements, shall be approved by the employee's supervisor. Successful completion of the district's CPD requirements will be verified by the employee's supervisor or CPD adviser.]

District CPD program activities shall have, as their primary purpose, increased student learning by enhancing the professional skills of the employee. Appropriate learning activities may include, but are not limited to, college courses, workshops, conferences, curriculum development, research, peer or student-teacher mentoring and other approved individual and committee endeavors.

Requests for release time for attendance at professional development activities may be approved as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit Board consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference.

Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to the employee's CPD [plan] requirements. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity for Professional Development Unit credit.

The superintendent or designee will develop administrative regulations, staff CPD handbooks and/or other related materials as may be necessary to implement the district's qualified CPD program. Regulations

shall include CPD procedures and practices that incorporate plans for the district's improvement and individual building, grade level, student and employee needs and goals.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)

[ORS 342.138 \(3\)](#)

[OAR 584-018-0105](#)

[ORS 329.125](#)

[OAR 584-018-0205](#)

[ORS 329.704](#)

[OAR 581-022-0606](#)

[OAR 584-090-0100-0120](#)

[ORS 342.135 \(2\)\(a\)](#)

[OAR 581-022-1720](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).

Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).

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).

Americans with Disabilities Act Amendments Act of 2008.

R12/13/12 | RS

Oregon School Boards Association Selected Sample Policy

Code: **GCL-AR**
Revised/Reviewed: **Recommend NOT Adopting**

Staff Development - Licensed *

~~The district mission and goals, school and district improvement plan and report card data and other such information, will be considered in developing a district program of continuing professional development (CPD) for Board approval.~~

~~Board policy GCL—Staff Development—Licensed, this regulation and related district issued handbooks and materials are recognized as the district's qualified, Continuing Professional Development program.~~

~~{The Completion of CPD professional development requirements, as set forth in Oregon Administrative Rule (OAR) Chapter 584, Division 090255 by the Teacher Standards and Practices Commission (TSPC) for license or license renewal, is the sole responsibility of the employee.}~~

OR

~~[All district teachers, personnel service specialists and administrators contracted by the district, excluding substitutes, shall maintain an active CPD plan for meeting the requirements set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) and the district's CPD program requirements, in accordance with the procedures provided below:~~

- ~~1. The principal or supervisor at each school site shall ensure the employee's proposed plan meets district CPD program requirements, as approved by the Board.~~
- ~~2. Modifications to the employee's plan may be made at any time, after meeting with and approval by his/her supervisor.~~
 - ~~a. Each employee plan, under the district's qualified CPD program, shall be designed to assist the educator to:
 - ~~(1) Achieve district, state and national standards;~~
 - ~~(2) Keep current with the development and use of best practices; and~~
 - ~~(3) Develop ways to enhance learning for a diverse student body.~~~~
 - ~~1. b. Each professional licensed teacher's plan shall identify CPD activities and experiences that address one or more staff member employed by the district shall meet of the following standards for professional learning as stated in OAR 584-420-0030 for:~~
 - ~~(1) Learner and Learning
 - ~~(a) Learner development;~~
 - ~~(b) Learning differences;~~
 - ~~(c) Learning environments.~~~~
 - ~~(2) Content~~

- (a) Content knowledge;
- (b) Application of content.

(3) Instructional Practice

- (a) Assessment;
- (b) Planning for instruction;
- (c) Instructional strategies.

(4) Professional Responsibility

- (a) Professional learning and ethical practice;
- (b) Leadership and collaboration.

2. ~~(5) The continuing professional development of Each licensed teacher's plan shall identify CPD activities and experiences that address one or more of staff member shall conform to the following standards for professional learning development as stated in OAR 584-255-0020:~~

- a. ~~Learning Communities:~~ Professional learning that increases educator effectiveness and results for all students; ~~and occurs within learning communities committed to continuous improvement, collective responsibility and goal alignment;~~
- b. ~~Leadership:~~ Professional learning that increases educator effectiveness and results for all students; requires skillful leaders who: develop capacity; advocate; and create support systems for professional learning;
- c. ~~Resources:~~ Professional learning that increases educator effectiveness and results for all students; requires prioritizing, monitoring and coordinating resources for educator learning;
- d. ~~Data:~~ Professional learning that increases educator effectiveness and results for all students; uses a variety of sources and types of student, educator and system data to plan, assess and evaluate professional learning;
- e. ~~Learning Designs:~~ Professional learning that increases educator effectiveness and results for all students; integrates theories, research and models of human learning to achieve its intended outcomes;
- f. ~~Implementation:~~ Professional learning that increases educator effectiveness and results for all students; applies research on change and sustains support for implementation of professional learning for long term change;
- g. ~~Outcomes:~~ Professional learning that increases educator effectiveness and results for all students; aligns its outcomes with educator performance and student curriculum standards.

~~e. Each plan shall also include the following:~~

- ~~(1) Identified goals/objectives to be achieved through the CPD plan;~~
- ~~(2) Proposed activities and experiences to meet the goals;~~
- ~~(3) List of completed activities, related domain and number of professional development units of credit earned;~~

- ~~(4) Employee's reflection on the completed plan and its relationship to student learning and modifications of the employee's performance;~~
- ~~(5) Resources that will be used to complete the plan;~~
- ~~(6) Signature of supervisor indicating review and approval of the proposed plan and verification of plan completion.~~

- ~~d. Plans may include course work leading to an advanced degree(s) or credit towards advancement on the salary schedule when consistent with objectives of the district-qualified CPD program and applicable provisions of the employee's collective bargaining agreement.~~
- ~~e. Tuition reimbursement may be provided as approved in advance to meet qualified district CPD program requirements and applicable provisions of the employee's collective bargaining agreement.~~

3. The employee's plan shall be proposed and reviewed annually according to the following dates:

a. Teachers/Counselors/Specialists

- ~~(1) Plan developed in September-October;~~
- ~~(2) Plan reviewed, approved and revised as needed;~~
- ~~(3) Plan updated, activities documented prior to [March 1];~~
- ~~(4) Plan completed as scheduled and submitted to the superintendent or designee for review and verification of meeting district CPD requirements in [September-October];~~
- ~~(5) New plan developed at time of finalization of the previous plan and after verification that the employee has met his/her district CPD requirements.~~

b. Building/Program Administrators

- ~~(1) Plan developed in [August];~~
- ~~(2) Plan reviewed, approved and revised as needed;~~
- ~~(3) Plan updated, activities documented prior to [March 1];~~
- ~~(4) Plan completed as scheduled and submitted to the superintendent or designee for review and verification of meeting district CPD requirements in [August];~~
- ~~(5) New plan developed at time of finalization of previous plan and after verification that the employee has met his/her district CPD requirements.~~

c. Central Office Administrators, Including Superintendent

- ~~(1) Plan developed in [March];~~
- ~~(2) Plan reviewed, approved and revised as needed;~~
- ~~(3) Plan updated, activities documented prior to [January];~~
- ~~(4) Plan completed as scheduled and submitted to the superintendent or designee or Board as applicable for review and verification of meeting district CPD requirements in [March];~~
- ~~(5) New plan developed at time of finalization of the previous plan and after verification that the employee has met his/her district CPD requirements.~~

3. Each employee is responsible for acquiring The number of CPD continuing professional development units (PDUs) to of credit taken per year to employee shall meet district CPD program the requirements may be determined by the district as stated by the TSPC.

- ~~4. The district will attempt to offer as many professional growth development activities as recognized needs warrant and resources permit.~~
- ~~6. Plans may be developed that totally utilize district professional growth activities and some outside district activities, or are totally completed in nondistrict sponsored activities. All such plans shall be proposed to the employee's supervisor for review and approval.~~
- ~~7. The responsibility for completing a plan and meeting licensure renewal requirements rests with the employee. An employee utilizing the district's CPD program to meet licensure renewal requirements shall provide documentation that the plan has been completed and he/she has analyzed the results and applied the acquired knowledge and skills to improve student learning.~~

~~The district may assist such efforts in the following ways:~~

- ~~a. Provide a copy of the Board's CPD policy, regulation, CPD handbook and/or other related materials which meet Teacher Standards and Practices Commission (TSPC) requirements;~~
 - ~~b. Provide an annual process for completing a portion of the license renewal requirements;~~
 - ~~c. Upon the employee's request, provide a site system for record keeping in which the supervisor retains the plan and, where practical, may assist in certain record keeping activities;~~
 - ~~d. Incorporate plan development and review into an annual goal setting cycle;~~
 - ~~e. When possible, conduct applicable group meetings/conferences to assist in meeting the requirements.~~
5. Acceptable CPD professional development activities for meeting district CPD program requirements shall be those reviewed and approved by the employee's supervisor or professional development advisor and for which evidence is submitted to verify completion.
 6. Licensed individuals transferring to the district from other districts, including those educators hired without previous district experience, shall submit any Professional Development Units (PDU)s of credit earned to their supervisor or professional development advisor for review. Such credits may be used to meet individual requirements under the district's CPD program, as approved by the superintendent or designee.
 10. Completed CPD forms shall be filed in the employee's personnel file.
 7. Upon receipt of evidence from an employee, the employee's supervisor or professional development advisor superintendent or designee shall verify completion of the required plan(s) and units PDUs for license renewal at the time the employee requests district verification of educational experience on the TSPC-provided Professional Educational Experience Report (PEER) form, and submit the form to the superintendent or designee.}
 8. The superintendent shall ensure that the required forms are submitted to the TSPC.
 9. Completed TSPC, PEER forms shall be filed in the employee's personnel file.

10/24/131/31/17 | RSSL

Oregon School Boards Association Selected Sample Policy

Code: **GCL/GDL**
Adopted: **Recommend Adoption**

Staff Development * (Version 32)

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will develop a staff development program for all employees.

~~[District site councils]~~ ~~[Building site councils]~~ will be encouraged to participate in the development and implementation of the district's staff development program including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate, reasonable accommodations to ensure such programs are available to employees with disabilities.

~~Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. [The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor.]~~ Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor [or professional development advisor], who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent [or designee], on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.125](#)
[ORS 329.704](#)
[ORS 342.138](#)

[ORS 342.856](#)

[OAR 581-022-0606](#)
[OAR 581-022-1720](#)

~~[OAR 584-018-0105](#)~~
~~[OAR 584-018-0205](#)~~
~~[OAR 584-090-0100 to -0120](#)~~
~~[OAR 584-255-0010 to -0030](#)~~

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
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).
Americans with Disabilities Act Amendments Act of 2008.
~~R12/13/12~~ ~~1/31/17~~ ~~RSSL~~

Oregon School Boards Association Selected Sample Policy

Code: **IKI**
Adopted: **Recommend Adoption**

Academic Integrity

~~The Board believes that students should strive to achieve their academic goals. This objective is accomplished through honest and diligent effort by students to understand the subject matter, themselves and the world in which they live. The Board desires to encourage the development of critical thinking skills in students, to show them the benefits of setting and accomplishing goals and to help the student realize the satisfaction and reward of learning.~~

Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential.

Students are encouraged to converse with others and assist other students **except** when it is ~~in a manner that is not~~ inconsistent with testing or assignment instructions. This dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited; ~~however,~~ when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. ~~Furthermore, students are expected to put forth their best effort and not deliberately underperform on tests or assignments.~~ **This includes using another person's work and claiming it as your own.**

Violation of this policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense. Discipline may involve the district prohibiting the student from participating in school-sponsored activities or events; denial or revocation of school-conferred titles, distinctions, honors or privileges; or suspension or expulsion¹.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)

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

11/14/061/31/17 | PDPH

¹Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute (ORS) 339.250.

Oregon School Boards Association Selected Sample Policy

Code: **ING**
Adopted: **Recommend Adoption**

Animals in District Facilities

Permission is to be obtained from the principal before animals are brought into the school. Only service animals¹ serving persons with a disability and animals approved by the [human resource director], [superintendent], or their representative, that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Approved Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

~~Animals serving persons with a disability would be an exception to this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 659A.400](#)

[OAR 581-053-0010](#)
[OAR 581-053-0230\(9\)\(j\)](#)
[OAR 581-053-0330\(1\)\(q\)](#)

[OAR 581-053-0430\(16\)](#)
[OAR 581-053-0531\(15\)](#)

Americans with Disabilities Act of 1990, 44 Stat. 327, 42 U.S.C. §§ 12101 et seq. 12213 (2006); 28 CFR §§ 35.104, 35.136 (2006).

Americans with Disabilities Act Amendments Act of 2008.

10/24/13 1/31/17 | RSPH

¹The American with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

Oregon School Boards Association Selected Sample Policy

Code: **ING-AR**
Revised/Reviewed: **Recommend Adoption**

Animals in District Facilities

Please provide the following information about the animal. If the animal is a service animal¹, please answer the following questions:

1. Parent/Staff and/or emergency contact information: _____

1. Is the service animal required due to a disability? ☐ Yes ☐ No _____

2. Describe the nature of the work or task has the service animal is been trained, or is being trained to do or perform to meet the student's/staff's individual needs?

If an animal is not a service animal, the district staff may request emergency contact information.
6/12/14 1/31/17 | RSPH

¹The American with Disabilities Act definition of "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

²The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.

Oregon School Boards Association Selected Sample Policy

Code: **JEC**
Adopted: **Recommend NOT Adopting**

Admissions** (Version 1)

All persons seeking admission to the district must satisfactorily meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state and federal law, Board policy and administrative regulations. All candidates for admission will be informed of admission requirements.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a diploma.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 339.010](#)
[ORS 339.020](#)

[ORS 339.030](#)
[ORS 339.115](#)
[ORS 339.125](#)
[ORS 339.133](#)

[ORS 339.134](#)
[ORS 433.267](#)

[OAR 581-022-0705](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2006).
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, Subtitle VII-B, reauthorized by Title IX-A of the
Every Student Succeeds Act (ESSA) 42 U.S.C. §§ 11431-11435, 11431a) (2015).
9/28/07 1/31/17 | KPPH

Oregon School Boards Association Selected Sample Policy

Code: **JEC**
Adopted: **Recommend Adoption**

Admissions** (Version 2)

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

State law considers a child to be six years of age if the sixth birthday of the child occurred on or before September 1 and a child five years of age is considered to be kindergarten age if the fifth birthday of the child occurred on or before September 1.

All new students must register in the office. Registration requirements include proof of the student's birth date (e.g., a birth certificate, a hospital record or a baptismal record) and immunization records as required by law. Students admitted to any grade must show evidence of completing the prior school years.

Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to secure a high school diploma.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 339.010](#)
[ORS 339.020](#)
[ORS 339.030](#)

[ORS 339.115](#)
[ORS 339.125](#)
[ORS 339.133](#)
[ORS 339.134](#)
[ORS 433.267](#)

[OAR 581-022-0705](#)
~~SB 321 (2015)~~

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2006).
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431-11435, 11434a (2006, 15).
4/14/16 1/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **JEC**
Adopted: **Recommend NOT Adopting**

Admissions** (Version 3)

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should attend school regularly full-time and be included in the available educational programs.

Special Education

Special education students shall be served from ages 0 to 21, unless the student has received a regular high school diploma.

Nonspecial Education

A student not needing special education shall be served between ages 5 and 19 or may be served until age 21 if the student is still working toward a diploma.

State law requires a student whose sixth birthday is on or before September 1 to enroll in a public school; and recognizes a student who is age five on or before September 1 to be kindergarten age.

All new students must register in the school office. Registration requirements include proof of the student's birth date (e.g., a birth certificate, a hospital record or a baptismal record) and immunization records as required by law. Students admitted to any grade must show evidence of completing the prior school years.

Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed place of, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Admission of Resident Students

School-age students who live within the district attendance area may attend school without paying tuition.

1. Residents over age 19 may be admitted with the approval of the superintendent and upon payment of tuition at the rate established by the Board. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
2. The Board may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are

shown to be in need of additional education in order to receive a diploma. These students may attend school without paying tuition for the remainder of the school year.

3. The Board shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year, if the student is receiving special education services and:
 - a. Has not yet received a regular high school diploma; or
 - b. Has received a modified diploma, an extended diploma or an alternative certificate.

A student living in the district who has attained the age of majority is considered a resident of the district.

A minor student living with a parent who resides in the district is considered a resident of the district.

A student who is a ward of the court and who is placed in the district is a resident of the district.

Final determination on any remaining questions of residency of a student shall be made by the State Superintendent of Public Instruction.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 336.092](#)
[ORS 339.010](#)
[ORS 339.020](#)

[ORS 339.030](#)
[ORS 339.115](#)
[ORS 339.125](#)
[ORS 339.133](#)
[ORS 339.134](#)

[ORS 433.267](#)
[OAR 581-022-0705](#)
~~SB 321 (2015)~~

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.122 (2006).

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2006).

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA) 42 U.S.C. §§ 11431-11435, 11434a (2006/15).

4/14/16 1/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **JECBD**
Adopted: **Recommend Adoption**

Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student's best interest, to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will¹ be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students by the attending or resident districts of the student in accordance with law.

The superintendent will develop administrative regulations to implement this policy to remove barriers to access and participation by homeless students.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 339.115\(7\)](#)

[ORS 339.133](#)
[ORS 433.267](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)

~~McKinney Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005).~~

~~No Child Left Behind Act of 2001, 20 U.S.C. § 6315 (2006). McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2015).~~

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Letter Opinions, Office of the OR Attorney General (March 15, April 18, June 30 1988).

OR. DEPT OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.

R6/10/161/31/17 | PH

¹McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Oregon School Boards Association Selected Sample Policy

Code: **JECBD-AR**
Revised/Reviewed: **Recommend Adoption**

Homeless Students**

Definitions

1. “Enrollment” means attending classes and participating fully in school activities.
2. “School of origin” means the school that ~~the~~ student attended when permanently housed or the school ~~where~~ in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.
3. “Homeless student” means individuals who lack a fixed, regular and adequate nighttime residence and includes:
 - a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; ~~or are abandoned in hospitals; or are awaiting foster placement;~~
 - b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
 - d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.
4. “Unaccompanied student” includes a student not in the physical custody of a parent or guardian.

Assignment to School

The district shall, according to the student’s best interest, continue the student’s education in the school of origin for the duration of homelessness, or enroll the student in a district school ~~in the attendance area in which the homeless student is actually living on the same basis as other district students that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.~~

In determining the best interest of the student, the district shall:

1. ~~To the extent feasible, a homeless~~ Presume that keeping the student in their school of origin is in their best interest, unless doing so is contrary to the ~~wishes~~ request of the student’s parent or guardian;

2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;
3. ~~In the case of an unaccompanied student, ensure that the district's liaison helps in with placement or enrollment decisions for an unaccompanied student, and considers the views request of the student, and provides a notice of the right to appeal on placement and enrollment decisions.~~

Enrollment

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other student records.

If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations or records.

A student shall be granted enrollment even if he or she has missed application or enrollment deadlines during any period of homelessness.

Records

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or district, consistent with state and federal law.

Enrollment Disputes

If a dispute arises over school selection, ~~or enrollment or eligibility~~, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through ~~the district's discrimination complaint procedure~~ the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator.

The student, parent or guardian shall be referred to the district's liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

Services

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

1. Transportation services;
2. Education services for which the student is eligible, such as:
 - a. Title I¹;
 - b. Special education;
 - c. Programs for ~~students with limited English proficiency~~ English Learners;
 - d. ~~Professional technical programs~~ Career and technical education;
 - e. Talented and gifted programs.
3. School nutrition programs.

Coordination

The district shall coordinate the provision of services to homeless students with local social service agencies, and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues, such as transportation, ~~or~~ transfer of school records, and issues concerning appropriate credit for full or partial course work completed at a prior school to ensure that homeless students have access to available educational and related services.

District Liaison

The district's liaison shall ensure that:

4. Homeless students are identified;
5. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;
6. Homeless families and students have access to and receive educational services through Head Start, Early Intervention and preschool services;
7. Homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health service and other appropriate services;
8. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;
9. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, family shelters, public libraries and soup kitchens);

¹All homeless students are automatically eligible for Title I services, regardless of their current academic performance.

10. Enrollment disputes are mediated through McKinney-Vento Act dispute resolution procedures;
11. The parents of a homeless student, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;
12. School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

The district's liaison shall coordinate and collaborate with the ODE state coordinator, community and school personnel responsible for the provision of educational and related services to homeless students.

R3/04/031/31/17 | NCPH

Oregon School Boards Association Selected Sample Policy

Code: **JHCCF**
Adopted: **Recommend Adoption**

Pediculosis (Head Lice) (Version 1)

(Excludes a students infested with either live lice or nits; does not allow attendance of a students with live lice or nits.)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention of and the spread of head lice. A Sstudents with a suspected cases of lice shall be referred to the school nurse or administrator for an assessment. A Sstudents found with live lice or nits (lice eggs) will be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires excludingexclusion of a student for the presence of nits (lice eggs) and allows the discretion toof the districts to exclude. A Sstudents excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to period checks.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. Treatment information will be provided by the district to parents of students found to have contracted head lice. It is the district's intent to not only encourage elimination of the current infestation, but also and to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)

[OAR 333-019-0010](#)
[OAR 437-002-0360](#)
[OAR 581-022-0705](#)

9/30/031/31/17 | MWPH

Oregon School Boards Association Selected Sample Policy

Code: **JHCCF**
Adopted: **Recommend NOT Adoption**

Pediculosis (Head Lice) (Version 2)

(Excludes a students with of 10 or more live lice only; allows attendance of a students with nits and less than 10 live lice.)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention and spread of head lice.

A Sstudents with a suspected cases of head lice will be referred to the school nurse or administrator for assessment. A Sstudents found with live lice will may be excluded from school. A parent of the student will be notified and treatment will be requested.[Students with a severe infestation¹ will be excluded immediately until treated.] [A Sstudents excluded from school that has been treated will be readmitted after an assessment by designated personnel to confirm no lice are present.] Students found with nits (“lice eggs”) only or returning after exclusion with the presence of nits only will not be excluded, but will may be subject to periodic checks to confirm continuing absence of lice. The student may be subject to period checks.

The Ssuccessful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. Treatment information will be provided by the district to the parents of students found to have contracted head lice. It is the district’s intent to not only eliminate the current infestation, but also to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)

[OAR 333-019-0010](#)
[OAR 437-002-0360](#)

[OAR 581-022-0705](#)

National Association of School Nurses, Pediculosis Management in the School Setting: Position Statement Revised 2011.
American Academy of Pediatrics: Position Statement on Head Lice 8-1-2012.
Centers for Disease Control and Prevention Head Lice Information for Schools 2011.
9/30/03 1/31/17 | MWPH

¹Ten or more live lice are present on the student upon assessment by designated personnel.

Oregon School Boards Association Selected Sample Policy

Code: **JHCCF-AR**
Revised/Reviewed: **Recommend Adoption**

Pediculosis (Head Lice) (Version 1)

(Excludes a students infested with either live lice or nits; does not allow attendance of a students with live lice or nits.)

A Sstudents found to have contracted head lice will be subject to the following procedures:

1. Suggested school measures for head lice control, as provided in “~~Health Services for the School Community~~” *Communicable Disease*¹ issued through the Oregon Department of Education will be followed;
2. Periodic head lice checks of Sstudents ~~head lice checks done periodically~~ are not recommended; however, Sscreening recommendations are as follows:
 - a. ~~Criteria~~ for screening an individual for lice are:
 - (1) ~~Persistent itching or scratching;~~
 - (2) ~~Known exposure to sibling or other close contact with head lice (e.g., seat mate in classroom, locker partners, overnight sleep activities, scouts, etc.); or~~
 - (3) ~~Self (student or parent) referral;~~
 - b. Three nonrelated cases of head lice in a classroom within 10 consecutive school days requires that all ~~children~~ ~~students~~ in the classroom be screened by the following school day;
 - c. If there is infestation among three percent of the entire student population within 10 consecutive school days, there should be a screening of all students in the school within one week. Multiple cases from a single household count as one case for purposes of calculating the percent of students infested.
3. ~~As provided by Oregon Administrative Rule (OAR) 333-019-0010, students found to have contracted head lice will be excluded from school~~ Students found to have contracted head lice will be excluded from school (Oregon Administrative Rule (OAR) 333-019-0010);
4. Treatment information, district policy requirements and readmittance provisions will be provided to the parent. A Pparents will be advised to:
 - a. Use a lice-killing agent ~~which their~~ that a health care provider, school nurse or local health authority has recommended on all family members who have symptoms of infestation;
 - b. Follow the personal and household cleaning instructions provided by the district, health care provider or local health authority, as appropriate; and
 - c. Remove all nits after treatment.

¹<http://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commmdisease.pdf>

- ~~5. Following treatment, the student will be readmitted to school;~~
5. Following treatment, the student may be readmitted to school. A Pparents must either accompany their student to school for readmittance or provide a signed statement that treatment has been initiated;
6. The student will be subject to screening by designated personnel to determine the treatment's effectiveness. The student will be readmitted to school or denied admittance, as appropriate. The absence of live lice or nits is required for readmittance. In the event the student is not readmitted to school, parents will be notified;
7. A Sstudents who has been readmitted to school will be subject to follow-up screening by designated personnel;
8. The parent should contact their local health department in the event additional assistance and/or information is needed regarding the treatment of the student, other family members, close contacts and the home environment (e.g., bedding, linens, grooming equipment, etc.); ~~parents should contact their local health department;~~
9. A Sstudents with chronic head lice may be referred for follow-up to the school's nurse or local health department, as appropriate;
10. A Pparents who identify head lice on their student(s) at home ~~are to~~ should complete treatment prior to the readmission of their student, as required above. A Pparents ~~are~~ is also encouraged to notify the school of their student's condition so that appropriate preventative measures may be implemented at school.

~~6/06/13~~ 1/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **JHCCF-AR**
Revised/Reviewed: **Recommend NOT Adopting**

Pediculosis (Head Lice) (Version 2)

(Exclude a students with ten 10 or more live lice only; allows attendance of a students with nits and less than 10 live lice.)

~~Students found to have contracted head lice will be subject to the following procedures:~~

~~1. Suggested school measures for head lice control, as provided in “Health Services for the School Community” *Communicable Disease*¹ issued through the Oregon Department of Education will be followed;~~

~~1. 2. Periodic student head lice checks of students are not recommended; however, S screening recommendations are as follows:~~

~~a. Criteria for screening an individual for lice are:~~

- ~~(1) p Persistent itching or scratching;~~
- ~~(2) k Known exposure to sibling or other close contact with head lice (e.g., seat mate in classroom, locker partners, overnight sleep activities, scouts, etc.); or~~
- ~~(3) s Self (student or parent) referral;~~

~~b. Three nonrelated cases of head lice in a classroom within 10 consecutive school days requires that all children students in the classroom be screened by the following school day;~~

~~c. If there is infestation among three percent of the entire student population within 10 consecutive school days, there should be a screening of all students in the school within one week. Multiple cases from a single household count as one case for purposes of calculating the percentage of students infested.~~

~~3. As provided by Oregon Administrative Rule (OAR) 333-019-0010, students found to have contracted head lice will be excluded from school at the discretion of the local school or health district. The presence of nits (“lice eggs”) only is not considered excludable;~~

~~2. 4. Treatment information, district policy requirements and readmittance provisions will be provided to the parent. A Parents will be advised to:~~

- ~~a. Use a lice-killing agent which their that a health care provider, school nurse or local health authority has recommended on all family members who demonstrate symptoms of infestation; and~~
- ~~b. Follow the personal and household cleaning instructions provided by the district, health care provider or local health authority, as appropriate;~~
- ~~c. Remove all nits after treatment.~~

¹<http://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commmdisease.pdf>

- ~~5. — Following treatment the student will be readmitted to school;~~
3. Following treatment, the student may be readmitted to school. A Pparents must either accompany their student to school for readmittance or provide a signed statement that treatment has been initiated;.
4. The student will be subject to screening by designated personnel to determine the treatment's effectiveness. The student will be readmitted to school or denied admittance, as appropriate.—The absence of nits is not required for readmittance. In the event the student is not readmitted to school because of the continued presence of live lice, parents will be notified;.
5. A Sstudents who has been readmitted to school will be subject to follow-up screening by designated personnel;.
6. The parent should contact their local health department in the event additional assistance and/or information is needed regarding the treatment of the student, other family members, close contacts and the home environment (e.g., bedding, linens, grooming equipment, etc.);—parents should contact their local health department;.
7. A Sstudents with chronic head lice may be referred for follow-up to the school's nurse or local health department, as appropriate;.
8. A Pparents who identify identifies head lice on their student(s) at home are to should complete treatment prior to the readmission of their student, as required above. A Pparents are is also encouraged to notify the school of their student's condition so that appropriate preventative measures may be implemented at school.

6/06/131/31/17 | PH

Oregon School Boards Association Selected Sample Policy

Code: **JOC**
Adopted: **Recommend Adoption**

Legal Names of Students

The district ~~{will}~~~~{will not}~~ consider requests to use names other than the student's legal name. Such requests, if honored, ~~will~~may be entered into the computer system so long as a cross-referencing ~~on all student education records and on other district records~~ system is established to locate the student's records with the student's legal name.

Legal ~~last~~ names will be changed by the district only upon receipt of a copy of a court order.

END OF POLICY

Legal Reference(s):

[OAR 581-022](#)-1670

~~HR4/29/97~~1/31/17 | ~~NCSL~~

Lundy Elementary Heating Fuel Purchases

Lundy Elementary Square Footage: 38,062

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

Fiscal Year 2015-16					Fiscal Year 2016-17					Over/ (Under)
Delivered:	Gallons	Amount	Price/Gal	YTD Amt	Delivered:	Gallons	Amount	Price/Gal	YTD Amt	
9/22/2015	1,800	\$3,530.30	\$1.96	\$3,530.30						
				\$3,530.30	11/4/2016	1,500	\$2,791.92	\$1.86	\$2,791.92	(\$738.38)
1/4/2016	1,500	\$2,401.92	\$1.60	\$5,932.22	2/1/2017	2,200	\$4,402.81	\$2.00	\$7,194.73	\$1,262.51
3/10/2016	1,750	\$2,627.27		\$8,559.49	4/12/2017	4,000	\$8,166.00	\$2.04	\$15,360.73	\$6,801.24
Totals	5,050	\$8,559.49	\$1.69		Totals	7,700	\$15,360.73	\$1.99		\$6,801.24

Lowell High School Heating Fuel Purchases

Lowell High School Square Footage: 27,966

Fiscal Year 2015-16					Fiscal Year 2016-17					Over/ (Under)
Delivered:	Gallons	Amount	Price/Gal	YTD Amt	Delivered:	Gallons	Amount	Price/Gal	YTD Amt	
9/22/2015	2,700	\$5,295.45	\$1.96	\$5,295.45						
				\$5,295.45	11/4/2016	3,000	\$5,583.83	\$1.86	\$5,583.83	\$288.38
1/4/2016	3,000	\$4,803.83	\$1.60	\$10,099.28	2/1/2017	2,300	\$4,602.94	\$2.00	\$10,186.77	\$87.49
				\$10,099.28	2/27/2017	4,000	\$8,086.01	\$2.02	\$18,272.78	\$8,173.50
3/10/2016	2,700	\$4,053.51	\$1.50	\$14,152.79					\$18,272.78	\$4,119.99
Totals	8,400	\$14,152.79	\$1.68		Totals	9,300	\$18,272.78	\$1.96		\$4,119.99

Lundy Elementary Electricity Costs

Meter: 60122 (formerly 50288)

Lundy Buildings excluding Cafeteria and Professional Development Center

Fiscal Year 2015-16				Fiscal Year 2016-17				Over/ (Under)
End date	Usage	Amount	YTD Amt	End date	Usage	Amount	YTD	
8/16/2015	3,960	\$396.03	\$396.03	8/16/2016	4,680	\$477.44	\$477.44	\$81.41
9/16/2015	6,240	\$597.19	\$993.22	9/16/2016	6,680	\$658.39	\$1,135.83	\$142.61
10/16/2015	8,000	\$751.58	\$1,744.80	10/16/2016	8,000	\$777.81	\$1,913.64	\$168.84
11/16/2015	8,280	\$776.14	\$2,520.94	11/16/2016	10,077	\$962.38	\$2,876.02	\$355.08
12/16/2015	9,760	\$905.97	\$3,426.91	12/16/2016	10,440	\$998.57	\$3,874.59	\$447.68
1/16/2016	9,240	\$860.35	\$4,287.26	1/16/2017	10,520	\$1,005.80	\$4,880.39	\$593.13
2/16/2016	11,080	\$1,021.76	\$5,309.02	2/15/2017	12,520	\$1,186.75	\$6,067.14	\$758.12
3/16/2016	10,160	\$941.06	\$6,250.08	3/13/2017	9,920	\$951.52	\$7,018.66	\$768.58
4/16/2016	8,880	\$828.77	\$7,078.85	4/16/2017	10,800	\$1,031.14	\$8,049.80	\$970.95
5/16/2016	8,400	\$786.67	\$7,865.52	5/16/2017			\$8,049.80	
6/16/2016	7,840	\$763.34	\$8,628.86	6/16/2017			\$8,049.80	
7/16/2016	4,640	\$473.82	\$9,102.68	7/16/2017			\$8,049.80	
Totals	96,480	\$9,102.68		Totals	83,637	\$8,049.80		

Lundy Elementary Electricity Costs

Meter: 71082

Lundy Cafeteria and Professional Development Center

Fiscal Year 2015-16				Fiscal Year 2016-17				Over/ (Under)
End date	Usage	Amount	YTD Amt	End date	Usage	Amount	YTD	
8/16/2015	3,160	\$317.77	\$317.77	8/16/2016	2,801	\$237.06	\$237.06	(\$80.71)
9/16/2015	2,876	\$289.81	\$607.58	9/16/2016	2,912	\$244.73	\$481.79	(\$125.79)
10/16/2015	2,669	\$269.44	\$877.02	10/16/2016	2,581	\$221.84	\$703.63	(\$173.39)
11/16/2015	2,504	\$247.74	\$1,124.76	11/16/2016	2,860	\$241.14	\$944.77	(\$179.99)
12/16/2015	2,605	\$257.45	\$1,382.21	12/16/2016	2,893	\$243.42	\$1,188.19	(\$194.02)
1/16/2016	2,329	\$240.71	\$1,622.92	1/16/2017	2,550	\$219.70	\$1,407.89	(\$215.03)
2/15/2016	2,544	\$261.69	\$1,884.61	2/15/2017	3,359	\$275.64	\$1,683.53	(\$201.08)
3/16/2016	2,691	\$229.45	\$2,114.06	3/15/2017	2,823	\$238.58	\$1,922.11	(\$191.95)
4/16/2016	2,687	\$229.17	\$2,343.23	4/16/2017	3,343	\$274.54	\$2,196.65	(\$146.58)
5/16/2016	2,547	\$219.49	\$2,562.72	5/16/2017			\$2,196.65	
6/16/2016	2,662	\$227.44	\$2,790.16	6/16/2017			\$2,196.65	
7/16/2016	2,559	\$220.32	\$3,010.48	7/16/2017			\$2,196.65	
Totals	31,833	\$3,010.48		Totals	26,122	\$2,196.65		

Lowell High School Electricity Costs

Meters: 61924, 82389 (was 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 2015-16				Fiscal Year 2016-17				Over/ (Under)
End date	Usage	Amount	YTD	End date	Usage	Amount	YTD	
8/16/2015	5,350	\$566.00	\$566.00	8/16/2016	6,580	\$590.57	\$590.57	\$24.57
9/16/2015	8,432	\$859.01	\$1,425.01	9/16/2016	9,115	\$847.07	\$1,437.64	\$12.63
10/16/2015	14,991	\$1,416.00	\$2,841.01	10/16/2016	10,737	\$899.36	\$2,337.00	(\$504.01)
11/16/2015	13,780	\$1,299.03	\$4,140.04	11/16/2016	12,488	\$1,023.53	\$3,360.53	(\$779.51)
12/16/2015	15,072	\$1,414.11	\$5,554.15	12/16/2016	13,405	\$1,107.96	\$4,468.49	(\$1,085.66)
1/16/2016	12,523	\$1,216.29	\$6,770.44	1/16/2017	13,852	\$1,150.16	\$5,618.65	(\$1,151.79)
2/15/2016	12,432	\$1,221.62	\$7,992.06	2/15/2017	15,030	\$1,227.66	\$6,846.31	(\$1,145.75)
3/16/2016	8,320	\$618.73	\$8,610.79	3/15/2017	12,097	\$1,008.41	\$7,854.72	(\$756.07)
4/16/2016	10,843	\$894.20	\$9,504.99	4/16/2017	12,345	\$1,021.51	\$8,876.23	(\$628.76)
5/16/2016	10,728	\$882.38	\$10,387.37	5/16/2017			\$8,876.23	
6/16/2016	11,683	\$976.20	\$11,363.57	6/16/2017			\$8,876.23	
7/16/2016	6,416	\$581.14	\$11,944.71	7/16/2017			\$8,876.23	
Totals	130,570	\$11,944.71		Totals	105,649	\$8,876.23		

BCA-Transportation Complex Electricity Costs

Meters: 71275, 70521, 60849, 71274, 71283, 71272, 71273

Includes: 2021, 80, 2314, 2005, 2003, 2017, 2506

Fiscal Year 2016-17			
End date	Usage	Amount	YTD
8/16/2016	3,457	\$549.54	\$549.54
9/16/2016	7,242	\$811.43	\$1,360.97
10/16/2016	6,669	\$683.19	\$2,044.16
11/16/2016	8,198	\$878.78	\$2,922.94
12/16/2016	12,194	\$1,183.57	\$4,106.51
1/16/2017	20,720	\$1,796.30	\$5,902.81
2/16/2017	18,146	\$1,598.28	\$7,501.09
3/15/2017	13,679	\$1,277.41	\$8,778.50
4/16/2017	11,928	\$1,148.43	\$9,926.93
5/16/2017			\$9,926.93
6/16/2017			\$9,926.93
7/16/2017			\$9,926.93
Totals	102,233	\$9,926.93	

Mountain View Charter School
2016-17 General Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul-Apr		Projected: May-Jun		Projected for Year	Over/(Under) Budget	
Resources								
State School Fund	700,837	560,386	80.0%	184,441	26.3%	744,827	43,990	6.3% (1)
Donations		1,693				1,693	1,693	
Out of District Incentive	12,600	13,125	104.2%		0.0%	13,125	525	4.2%
District Reimbursement	2,500			2,500	100.0%	2,500	-	
Interest/Other Income		1,719				1,719	1,719	
Total Revenues	715,937	576,923	80.6%	186,941	26.1%	763,864	47,927	6.7%
Beginning Fund Balance	10,149	9,603	94.6%	-		9,603	(546)	-5.4%
Total Resources	726,086	586,526	80.8%	186,941	25.7%	773,467	47,381	6.5%
Requirements								
Salaries	390,740	26,197	6.7%	11,333	2.9%	37,530	(353,210)	-90.4% (2)
Benefits	156,210	11,626	7.4%	5,218	3.3%	16,843	(139,366)	-89.2% (2)
Purchased Services	128,234	427,170	333.1%	200,505	156.4%	627,675	499,441	389.5% (2)
Supplies and Materials	29,151	19,808	68.0%	10,179	34.9%	29,987	836	2.9%
Capital Outlay		-				-	-	-
Other	5,250	6,342	120.8%		0.0%	6,342	1,092	20.8%
Transfers		-				-	-	
Total Expenditures	709,585	491,144	69.2%	227,235	32.0%	718,378	8,794	1.2%
Contingency/Carryover	16,501	95,382	578.0%	(40,294)	-244.2%	55,089	38,588	233.8% (3)
Total Requirements	726,086	586,526	80.8%	186,941	25.7%	773,467	47,381	6.5%

(1) Student enrollment budgeted at 127; as of 4/21/17 there are 131 enrolled.

(2) Overbudget due to additional educational assistant not budgeted; expected to be mostly offset by savings from PACT agreement by year end.

(3) Projected carryover is 7.1% of total resources.

Mountain View Charter School
2016-17 Activity Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul-Apr	Projected: May-Jun	Projected for Year	Over/(Under) Budget
Resources					
Activity Fees	32,500	33,680		33,680	1,180
Total Revenues	32,500	33,680	-	33,680	1,180
Beginning Fund Balance					
Total Resources	32,500	33,680	-	33,680	1,180
Requirements					
Salaries					
Benefits					
Purchased Services					
Supplies and Materials	32,500	30,583	2,834	33,417	917
Capital Outlay					
Other		263		263	263
Transfers					
Total Expenditures	32,500	30,845	2,834	33,679	1,179
Contingency/Carryover	-	2,834		0	0
Total Requirements	32,500	33,680	2,834	33,680	1,180

Mountain View Charter School
2016-17 ODE Grant Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul-Apr	Projected: May-Jun	Projected for Year	Over/(Under) Budget
Resources					
Grant Funds	450,000	228,460		228,460	(221,540)
Total Revenues	450,000	228,460	-	228,460	(221,540)
Beginning Fund Balance					
Total Resources	450,000	228,460	-	228,460	(221,540)
Requirements					
Salaries		7,661		7,661	7,661
Benefits		1,339		1,339	1,339
Purchased Services	24,852	1,640		1,640	(23,212)
Supplies and Materials	425,148	250,456		241,456	(183,692)
Capital Outlay					
Other				-	-
Transfers					
Total Expenditures	450,000	261,095	-	252,095	(197,905)
Contingency/Carryover	-	(32,635)		(23,635)	(23,635)
Total Requirements	450,000	228,460	-	228,460	(221,540)

2015-16 Spending = \$128,511 leaving approximately \$62,000 remaining to be spent.

Mountain View Charter School
2016-17 Parent Fundraising Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul-Apr	Projected: May-Jun	Projected for Year	Over/(Under) Budget
Resources					
Fundraising		3,283		3,283	3,283
Donations		205		205	
Total Revenues		3,488	-	3,488	3,283
Beginning Fund Balance	2,322	2,322		2,322	
Total Resources		5,810	-	5,810	3,283
Requirements					
Salaries					
Benefits					
Purchased Services					
Supplies and Materials		1,698		1,698	1,698
Capital Outlay					
Other				-	-
Transfers					
Total Expenditures		1,698	-	1,698	1,698
Contingency/Carryover		4,111		4,111	1,584
Total Requirements		5,810	-	5,810	3,283

Mt. View Academy
Balance Sheet
As of April 30, 2017

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
100-101 - Banner Checking	92,725.86
100-103 - Petty Cash	98.39
220-101 - Banner Checking	-86.40
Total Checking/Savings	92,737.85
Other Current Assets	
100-132 - Interfund Receivable	36,492.60
Total Other Current Assets	36,492.60
Total Current Assets	129,230.45
TOTAL ASSETS	129,230.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
100-471.001 Federal Withhold	59.00
100-471.004 Soc Sec Emp	216.75
100-471.005 WBF Assess Emp	1.69
100-473.001 PERS	999.60
100-473.002 PERS Pickup	340.00
100-473.003 Health Ins ER	946.00
100-473.004 Workers' Comp	-341.25
100-481 - Deferred Revenue	2,315.00
210-402 - Interfund Payable	36,492.60
210-481 - Deferred Revenue	18,143.34
24000 - Payroll Liabilities	365.44
Total Other Current Liabilities	59,538.17
Total Current Liabilities	59,538.17
Total Liabilities	59,538.17
Equity	
100 - 5400 - Beg. Fund Balance	956.59
200 - 5400 - Beg. Fund Balance	1,033.58
32000 - Unrestricted Net Assets	9,934.02
Net Income	57,768.09
Total Equity	69,692.28
TOTAL LIABILITIES & EQUITY	129,230.45

Mt. View Academy
Monthly Check Register
As of April 30, 2017

Type	Date	Num	Name	Memo	Split	Amount
100-101 - Banner Checking						
Liability ...	04/04/2017	1776	Oregon Departmen...	1624043-5	-SPLIT-	-110.76
Deposit	04/04/2017			Deposit	-SPLIT-	48.10
Check	04/05/2017	1777	WorldStrides	D.C. trip	-SPLIT-	-1,700.00
Check	04/05/2017	1778	J & K Electric	Inv. 267 - Phone system	480 - Computer Hardware	-3,632.00
Check	04/05/2017	1779	Teresa Kephart	March custodial services	321 - Cleaning Services	-190.00
Deposit	04/05/2017			Deposit	-SPLIT-	192.85
Check	04/07/2017	Debit	Craigslist	Job postings	354 - Advertising	-15.00
Check	04/10/2017	1780	Cardwell, Kirsten C.	April reimbursements	-SPLIT-	-263.89
Check	04/10/2017	1781	National Photocopy	March copies	355 - Printing	-264.56
Check	04/10/2017	1782	Sierra Springs	Inv. 15292084 - March w...	410 - Supplies	-201.34
Check	04/10/2017	1783	Wells Fargo	Copier lease	324 - Copier Rental	-178.00
Check	04/10/2017	1784	Christensen, Amy E.	April reimbursements	-SPLIT-	-548.49
Check	04/10/2017	1785	Cardwell, Laurie K.	Overnight trip expenses	410 - Supplies	-107.09
Check	04/10/2017	1786	Heegeman, Marcy A.	April reimbursements	-SPLIT-	-69.93
Check	04/10/2017	1787	Salem First Baptist...	SeaKrest Lodge rental	410 - Supplies	-800.00
Transfer	04/12/2017			2017-18 Activity fees	100-481 Deferred Reve...	1,700.00
Check	04/12/2017	EFT-84	PERS	February PERS	-SPLIT-	-669.79
Deposit	04/12/2017			Deposit	-SPLIT-	1,697.50
Deposit	04/12/2017			Deposit	-SPLIT-	48.10
Check	04/17/2017	EFT-85	Banner Bank		-SPLIT-	-357.73
Deposit	04/20/2017			Deposit	-SPLIT-	609.00
Deposit	04/20/2017			Deposit	-SPLIT-	482.20
Deposit	04/21/2017			April SSF payment	3101 - State School Fun...	62,118.00
Check	04/24/2017	1788	Julie Valencia	Coast field trip	410 - Supplies	-429.95
Check	04/24/2017	1789	Lowell School Distr...	April charges	-SPLIT-	-8,068.91
Check	04/24/2017	1790	Sierra Springs	April bottled water	410 - Supplies	-147.43
Check	04/24/2017	1791	National Photocopy	Final billing for copies	355 - Printing	-2.50
Check	04/24/2017	1792	Banner Bank	March charges	-SPLIT-	-3,445.53
Check	04/25/2017	1793	PACT	April payroll	-SPLIT-	-40,796.37
Liability ...	04/27/2017		QuickBooks Payrol...	Created by Payroll Servi...	2110 - Direct Deposit Lia...	-2,272.89
Deposit	04/27/2017			Deposit	-SPLIT-	385.55
Paycheck	04/28/2017	DD1238	Cardwell, Laurie K.	Direct Deposit	-SPLIT-	0.00
Deposit	04/28/2017			Deposit	-SPLIT-	1,648.34
Total 100-101 - Banner Checking						4,657.48
TOTAL						4,657.48

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
Income							
100 - Revenues							
1510 - Interest Income	169.92	147.53	209.43	0.00	0.00	277.63	367.78
1920 - Donations	693.00	0.00	0.00	0.00	0.00	1,000.00	0.00
1990 - Other Income							
1991 - Out of District Incentive	0.00	0.00	0.00	0.00	0.00	0.00	13,125.00
1990 - Other Income - Other	0.00	0.00	0.00	0.00	450.00	0.00	0.00
Total 1990 - Other Income	0.00	0.00	0.00	0.00	450.00	0.00	13,125.00
3101 - State School Fund Grant	0.00	102,196.00	85,229.00	0.00	62,283.00	62,280.00	62,127.00
Total 100 - Revenues	862.92	102,343.53	85,438.43	0.00	62,733.00	63,557.63	75,619.78
200 - Special Revenues							
1740 - Fees	22,232.00	3,615.00	5,050.00	597.00	383.00	100.00	465.00
1990 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 200 - Special Revenues	22,232.00	3,615.00	5,050.00	597.00	383.00	100.00	465.00
210 - ODE Grant Award							
3299 - Reimbursements	42,722.81	39,754.83	0.00	89,978.61	52,529.78	2,655.87	818.42
Total 210 - ODE Grant Award	42,722.81	39,754.83	0.00	89,978.61	52,529.78	2,655.87	818.42
220 - Parent Fundraising							
1760 - Fundraising	0.00	0.00	0.00	30.00	706.80	737.47	938.77
1920 - Donations	0.00	0.00	0.00	0.00	205.00	0.00	0.00
Total 220 - Parent Fundraising	0.00	0.00	0.00	30.00	911.80	737.47	938.77
Total Income	65,817.73	145,713.36	90,488.43	90,605.61	116,557.58	67,050.97	77,841.97
Gross Profit	65,817.73	145,713.36	90,488.43	90,605.61	116,557.58	67,050.97	77,841.97
Expense							
100 - Expenditures							
1111 - Elementary							
111 - Licensed Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 - Classified Salaries	0.00	235.00	0.00	0.00	0.00	0.00	0.00
121 - Substitute - Licensed	0.00	0.00	0.00	1,480.50	28.20	169.20	0.00
211 - PERS	0.00	41.45	0.00	0.00	0.00	0.00	0.00
220 - FICA	0.00	17.98	0.00	114.71	2.15	12.94	0.00
231 - Workers' Compensation	0.00	1.50	0.00	7.85	0.15	0.90	0.00
232 - Unemployment Insurance	0.00	6.11	0.00	38.50	0.74	4.40	0.00
241 - Health Insurance	64.00	0.00	64.00	237.69	0.00	29.44	0.00
310 - Instructional Services	0.00	0.00	22,111.90	22,171.13	22,248.75	22,221.21	22,278.48
389 - Instructional Assistants	0.00	0.00	1,316.74	2,811.65	3,318.76	2,781.65	1,070.62
410 - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420 - Textbooks	2,364.20	2,522.51	573.00	1,432.17	11.45	5,269.25	30.33
Total 1111 - Elementary	2,428.20	2,824.55	24,065.64	28,294.20	25,610.20	30,488.99	23,379.43

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
1121 - Middle/Junior High							
111 - Licensed Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121 - Substitute - Licensed	0.00	0.00	0.00	394.80	0.00	0.00	0.00
220 - FICA	0.00	0.00	0.00	28.77	0.00	0.00	0.00
231 - Workers' Compensation	0.00	0.00	0.00	2.10	0.00	0.00	0.00
232 - Unemployment Insurance	0.00	0.00	0.00	10.26	0.00	0.00	0.00
241 - Health Insurance	0.00	0.00	0.00	33.50	0.00	19.48	0.00
310 - Instructional Services	0.00	0.00	10,867.33	11,137.52	11,068.59	11,044.05	10,884.80
389 - Instructional Assistants	0.00	0.00	232.37	0.00	0.00	0.00	0.00
410 - Supplies	0.00	21.94	0.00	0.00	0.00	0.00	0.00
420 - Textbooks	259.09	0.00	102.54	0.00	0.00	680.73	361.29
Total 1121 - Middle/Junior High	259.09	21.94	11,202.24	11,606.95	11,068.59	11,744.26	11,246.09
2130 - Health Services							
410 - Supplies	0.00	0.00	105.46	0.00	0.00	28.01	0.00
Total 2130 - Health Services	0.00	0.00	105.46	0.00	0.00	28.01	0.00
2240 - Professional Development							
312 - Instructional Prog. Impr.	0.00	233.26	0.00	0.00	79.21	608.97	97.01
318 - Non-instructional Prg Imp	0.00	0.00	347.49	0.00	0.00	175.83	137.24
Total 2240 - Professional Development	0.00	233.26	347.49	0.00	79.21	784.80	234.25
2310 - Board of Education							
410 - Supplies	0.00	0.00	0.00	0.00	19.68	0.00	0.00
651 - Liability Insurance	0.00	4,891.00	-14.00	0.00	0.00	0.00	0.00
Total 2310 - Board of Education	0.00	4,891.00	-14.00	0.00	19.68	0.00	0.00
2321 - Executive Administration							
113 - Administrative Salaries	0.00	0.00	2,833.33	2,833.33	2,833.33	2,833.33	2,833.33
114 - Managerial-Confidential	577.50	645.00	0.00	0.00	0.00	0.00	0.00
211 - PERS	101.87	113.78	499.80	491.59	499.80	516.21	499.80
220 - FICA	44.19	49.34	216.76	216.75	216.74	216.76	216.75
231 - Workers' Compensation	3.36	3.76	15.34	15.19	15.20	14.91	13.92
232 - Unemployment Insurance	15.01	16.78	73.67	73.66	73.67	73.66	34.00
241 - Health Insurance	223.50	212.50	511.00	500.00	323.00	441.00	618.00
353 - Postage	0.00	5.71	54.76	66.00	14.05	0.00	61.45
354 - Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
389 - Admin Professional Svcs	0.00	0.00	2,375.42	2,601.14	2,663.71	2,311.02	1,254.15
390 - PACT Payroll Services	0.00	0.00	2,595.48	2,717.68	2,739.37	2,738.86	2,718.67
410 - Supplies	0.00	71.98	426.64	135.99	197.14	633.69	1,183.04
640 - Dues and Fees	0.00	0.00	556.25	134.00	0.00	232.82	0.00
Total 2321 - Executive Administration	965.43	1,118.85	10,158.45	9,785.33	9,576.01	10,012.26	9,433.11
2520 - Fiscal Services							
389 - Other Professional Svcs	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	3,116.67
640 - Dues and Fees	0.00	65.00	0.00	0.00	0.00	0.00	200.00
Total 2520 - Fiscal Services	1,666.67	1,731.67	1,666.67	1,666.67	1,666.67	1,666.67	3,316.67

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
2542 - Building Maintenance							
321 - Cleaning Services	0.00	0.00	540.00	0.00	350.00	180.00	0.00
322 - Repair and Maintenance	0.00	0.00	40.05	0.00	0.00	0.00	0.00
324 - Rentals	3,975.00	7,725.00	5,850.00	5,850.00	5,850.00	5,850.00	5,850.00
325 - Electricity	141.50	154.91	223.72	255.56	276.16	368.01	820.51
351 - Telephone	132.27	122.28	96.33	96.98	226.87	91.87	86.87
410 - Supplies	0.00	0.00	0.00	80.97	600.39	199.58	74.41
460 - Non-consumables	0.00	0.00	206.84	0.00	0.00	0.00	75.98
653 - Property Insurance	0.00	0.00	0.00	0.00	443.00	0.00	0.00
Total 2542 - Building Maintenance	4,248.77	8,002.19	6,956.94	6,283.51	7,746.42	6,689.46	6,907.77
2550 - Transportation							
352 - Student transportation	0.00	0.00	0.00	0.00	0.00	0.00	635.62
Total 2550 - Transportation	0.00	0.00	0.00	0.00	0.00	0.00	635.62
2574 - Printing Services							
324 - Copier Rental	178.00	178.00	177.99	178.00	178.00	391.00	0.00
355 - Printing	53.65	0.00	305.28	194.52	51.58	0.00	393.43
Total 2574 - Printing Services	231.65	178.00	483.27	372.52	229.58	391.00	393.43
2661 - Technology Services							
359 - Communication Services	131.99	138.99	589.99	710.00	400.00	429.00	458.00
470 - Computer Software	39.50	0.00	60.00	0.00	0.00	17.91	30.00
Total 2661 - Technology Services	171.49	138.99	649.99	710.00	400.00	446.91	488.00
Total 100 - Expenditures	9,971.30	19,140.45	55,622.15	58,719.18	56,396.36	62,252.36	56,034.37
200 - Activity Expenditures							
1111 - Elementary							
410 - Supplies	4,734.27	2,122.76	3,604.59	2,960.13	2,383.37	3,751.93	4,858.94
640 - Dues & Fees	0.00	7.15	44.66	7.45	0.00	0.00	8.43
Total 1111 - Elementary	4,734.27	2,129.91	3,649.25	2,967.58	2,383.37	3,751.93	4,867.37
Total 200 - Activity Expenditures	4,734.27	2,129.91	3,649.25	2,967.58	2,383.37	3,751.93	4,867.37
210 - ODE Grant Expenses							
2210 - ODE Grant Expenses							
111 - Licensed Salaries	0.00	2,289.15	881.47	0.00	0.00	858.50	2,902.50
211 - PERS	0.00	327.45	155.49	0.00	0.00	20.59	0.00
220 - FICA	0.00	175.14	67.44	0.00	0.00	65.66	222.04
231 - Workers' Compensation	0.00	12.31	4.72	0.00	0.00	6.16	21.83
232 - Unemployment Insurance	0.00	59.52	22.92	0.00	0.00	22.33	75.46
312 - Instructional Prog. Impr.	0.00	0.00	0.00	800.00	0.00	0.00	0.00
340 - Travel	0.00	0.00	0.00	0.00	839.60	0.00	0.00
410 - Supplies	12,807.89	2,265.98	389.39	2,196.01	1,156.57	671.59	3,006.35
420 - Curriculum	0.00	6,419.52	8,846.78	115.60	264.96	-5,249.37	149.67

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17
460 - Non-consumables	-5,970.00	6,349.97	7,422.78	4,361.09	0.00	2,757.27	0.00
480 - Computer Hardware	53,866.00	50,392.14	49,343.94	23,138.88	6,726.50	5,136.12	2,676.71
Total 2210 - ODE Grant Expenses	60,703.89	68,291.18	67,134.93	30,611.58	8,987.63	4,288.85	9,054.56
Total 210 - ODE Grant Expenses	60,703.89	68,291.18	67,134.93	30,611.58	8,987.63	4,288.85	9,054.56
220 - Parent Fundraising Exp.							
1111 - Elementary							
410 - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	700.91
Total 1111 - Elementary	0.00	0.00	0.00	0.00	0.00	0.00	700.91
Total 220 - Parent Fundraising Exp.	0.00	0.00	0.00	0.00	0.00	0.00	700.91
66000 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	75,409.46	89,561.54	126,406.33	92,298.34	67,767.36	70,293.14	70,657.21
Net Income	-9,591.73	56,151.82	-35,917.90	-1,692.73	48,790.22	-3,242.17	7,184.76

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Feb 17	Mar 17	Apr 17	TOTAL
Income				
100 - Revenues				
1510 - Interest Income	83.10	5.91	7.68	1,268.98
1920 - Donations	0.00	0.00	0.00	1,693.00
1990 - Other Income				
1991 -Out of District Incentive	0.00	0.00	0.00	13,125.00
1990 - Other Income - Other	0.00	0.00	0.00	450.00
Total 1990 - Other Income	0.00	0.00	0.00	13,575.00
3101 - State School Fund Grant	62,088.00	62,065.00	62,118.00	560,386.00
Total 100 - Revenues	62,171.10	62,070.91	62,125.68	576,922.98
200 - Special Revenues				
1740 - Fees	175.00	248.25	604.00	33,469.25
1990 - Miscellaneous	0.00	0.00	210.50	210.50
Total 200 - Special Revenues	175.00	248.25	814.50	33,679.75
210 - ODE Grant Award				
3299 - Reimbursements	0.00	0.00	0.00	228,460.32
Total 210 - ODE Grant Award	0.00	0.00	0.00	228,460.32
220 - Parent Fundraising				
1760 - Fundraising	117.60	752.09	0.00	3,282.73
1920 - Donations	0.00	0.00	0.00	205.00
Total 220 - Parent Fundraising	117.60	752.09	0.00	3,487.73
Total Income	62,463.70	63,071.25	62,940.18	842,550.78
Gross Profit	62,463.70	63,071.25	62,940.18	842,550.78
Expense				
100 - Expenditures				
1111 - Elementary				
111 - Licensed Salaries	0.00	0.00	0.00	0.00
112 - Classified Salaries	0.00	0.00	0.00	235.00
121 - Substitute - Licensed	0.00	0.00	0.00	1,677.90
211 - PERS	0.00	0.00	0.00	41.45
220 - FICA	0.00	0.00	0.00	147.78
231 - Workers' Compensation	0.00	0.00	0.00	10.40
232 - Unemployment Insurance	0.00	0.00	0.00	49.75
241 - Health Insurance	0.00	0.00	0.00	395.13
310 - Instructional Services	23,248.15	22,764.63	22,473.08	179,517.33
389 - Instructional Assistants	3,862.73	3,013.49	2,762.36	20,938.00
410 - Supplies	0.00	0.00	0.00	0.00
420 - Textbooks	115.10	0.00	49.52	12,367.53
Total 1111 - Elementary	27,225.98	25,778.12	25,284.96	215,380.27

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Feb 17	Mar 17	Apr 17	TOTAL
1121 - Middle/Junior High				
111 - Licensed Salaries	0.00	0.00	0.00	0.00
121 - Substitute - Licensed	0.00	0.00	0.00	394.80
220 - FICA	0.00	0.00	0.00	28.77
231 - Workers' Compensation	0.00	0.00	0.00	2.10
232 - Unemployment Insurance	0.00	0.00	0.00	10.26
241 - Health Insurance	0.00	0.00	0.00	52.98
310 - Instructional Services	10,874.28	10,873.58	10,884.96	87,635.11
389 - Instructional Assistants	0.00	0.00	0.00	232.37
410 - Supplies	0.00	0.00	0.00	21.94
420 - Textbooks	0.00	444.17	0.00	1,847.82
Total 1121 - Middle/Junior High	10,874.28	11,317.75	10,884.96	90,226.15
2130 - Health Services				
410 - Supplies	0.00	31.52	0.00	164.99
Total 2130 - Health Services	0.00	31.52	0.00	164.99
2240 - Professional Development				
312 - Instructional Prog. Impr.	277.00	2,000.00	970.66	4,266.11
318 - Non-instructional Prg Imp	0.00	0.00	0.00	660.56
Total 2240 - Professional Development	277.00	2,000.00	970.66	4,926.67
2310 - Board of Education				
410 - Supplies	69.27	25.75	0.00	114.70
651 - Liability Insurance	0.00	0.00	0.00	4,877.00
Total 2310 - Board of Education	69.27	25.75	0.00	4,991.70
2321 - Executive Administration				
113 - Administrative Salaries	2,833.33	2,833.33	2,833.33	22,666.64
114 - Managerial-Confidential	0.00	0.00	0.00	1,222.50
211 - PERS	499.80	499.79	499.79	4,222.23
220 - FICA	216.75	216.75	216.75	1,827.54
231 - Workers' Compensation	15.05	15.37	15.01	127.11
232 - Unemployment Insurance	34.00	34.00	34.00	462.45
241 - Health Insurance	473.00	473.00	473.00	4,248.00
353 - Postage	62.60	98.00	98.00	460.57
354 - Advertising	1,686.80	0.00	23.11	1,709.91
389 - Admin Professional Svcs	2,957.86	2,525.32	2,013.32	18,701.94
390 - PACT Payroll Services	2,933.23	2,745.22	2,662.65	21,851.16
410 - Supplies	125.15	691.45	230.44	3,695.52
640 - Dues and Fees	0.00	99.00	0.00	1,022.07
Total 2321 - Executive Administration	11,837.57	10,231.23	9,099.40	82,217.64
2520 - Fiscal Services				
389 - Other Professional Svcs	1,666.67	1,666.67	1,666.67	18,116.70
640 - Dues and Fees	0.00	0.00	0.00	265.00
Total 2520 - Fiscal Services	1,666.67	1,666.67	1,666.67	18,381.70

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Feb 17	Mar 17	Apr 17	TOTAL
2542 - Building Maintenance				
321 - Cleaning Services	270.00	300.00	190.00	1,830.00
322 - Repair and Maintenance	0.00	0.00	0.00	40.05
324 - Rentals	5,850.00	5,850.00	5,850.00	58,500.00
325 - Electricity	494.65	374.92	152.24	3,262.18
351 - Telephone	86.86	57.74	0.00	998.07
410 - Supplies	0.00	0.00	0.00	955.35
460 - Non-consumables	0.00	0.00	0.00	282.82
653 - Property Insurance	0.00	0.00	0.00	443.00
Total 2542 - Building Maintenance	6,701.51	6,582.66	6,192.24	66,311.47
2550 - Transportation				
352 - Student transportation	0.00	0.00	0.00	635.62
Total 2550 - Transportation	0.00	0.00	0.00	635.62
2574 - Printing Services				
324 - Copier Rental	178.00	178.00	178.00	1,814.99
355 - Printing	296.21	178.27	267.06	1,740.00
Total 2574 - Printing Services	474.21	356.27	445.06	3,554.99
2661 - Technology Services				
359 - Communication Services	429.00	429.00	429.00	4,144.97
470 - Computer Software	15.00	15.00	30.00	207.41
Total 2661 - Technology Services	444.00	444.00	459.00	4,352.38
Total 100 - Expenditures	59,570.49	58,433.97	55,002.95	491,143.58
200 - Activity Expenditures				
1111 - Elementary				
410 - Supplies	1,415.19	1,546.82	3,204.83	30,582.83
640 - Dues & Fees	99.68	52.02	43.20	262.59
Total 1111 - Elementary	1,514.87	1,598.84	3,248.03	30,845.42
Total 200 - Activity Expenditures	1,514.87	1,598.84	3,248.03	30,845.42
210 - ODE Grant Expenses				
2210 - ODE Grant Expenses				
111 - Licensed Salaries	729.00	0.00	0.00	7,660.62
211 - PERS	0.00	0.00	0.00	503.53
220 - FICA	55.77	0.00	0.00	586.05
231 - Workers' Compensation	5.48	0.00	0.00	50.50
232 - Unemployment Insurance	18.95	0.00	0.00	199.18
312 - Instructional Prog. Impr.	0.00	0.00	0.00	800.00
340 - Travel	0.00	0.00	0.00	839.60
410 - Supplies	593.43	1,373.00	-302.95	24,157.26
420 - Curriculum	10.00	383.49	0.00	10,940.65

Mt. View Academy
Profit & Loss
 July 2016 through April 2017

	Feb 17	Mar 17	Apr 17	TOTAL
460 - Non-consumables	0.00	235.99	0.00	15,157.10
480 - Computer Hardware	0.00	3,209.55	5,711.00	200,200.84
Total 2210 - ODE Grant Expenses	1,412.63	5,202.03	5,408.05	261,095.33
Total 210 - ODE Grant Expenses	1,412.63	5,202.03	5,408.05	261,095.33
220 - Parent Fundraising Exp.				
1111 - Elementary				
410 - Supplies	0.00	257.00	740.45	1,698.36
Total 1111 - Elementary	0.00	257.00	740.45	1,698.36
Total 220 - Parent Fundraising Exp.	0.00	257.00	740.45	1,698.36
66000 - Payroll Expenses	0.00	0.00	0.00	0.00
Total Expense	62,497.99	65,491.84	64,399.48	784,782.69
Net Income	-34.29	-2,420.59	-1,459.30	57,768.09

Bridge Charter Academy
2016-17 General Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul - Apr		Projected: May - Jun		Projected for Year	Over/(Under) Budget	
Resources								
State School Fund	565,647	715,446	126.5%	61,552	10.9%	776,998	211,351	37.4% (1)
Donations		129		-		129	129	
Extracurricular		912				912	912	
Interest				-		-	-	
Total Revenues	565,647	716,487	126.7%	61,552	10.9%	778,039	212,392	37.5%
Beginning Fund Balance				-		-	-	
Total Resources	565,647	716,487	126.7%	61,552	10.9%	778,039	212,392	37.5%
Requirements								
Salaries	219,725	200,003	91.0%	61,745	28.1%	261,747	42,022	19.1% (2)
Benefits	94,709	67,672	71.5%	31,822	33.6%	99,494	4,785	5.1% (2)
Purchased Services	136,900	148,472	108.5%	30,253	22.1%	178,725	41,825	30.6% (3)
Supplies and Materials	86,500	48,388	55.9%	41,581	48.1%	89,969	3,469	4.0%
Capital Outlay		-		-		-	-	-
Other	10,500	13,605	129.6%	2,760	26.3%	16,365	5,865	55.9%
Payable to the District						-	-	
Total Expenditures	548,334	478,140	87.2%	168,161	30.7%	646,300	97,966	17.9%
Contingency/Carryover	17,313	238,348	1376.7%	(106,609)	-615.8%	131,739	114,426	660.9% (4)
Total Requirements	565,647	716,487	126.7%	61,552	10.9%	778,039	212,392	37.5%

(1) Enrollment budgeted at 100 students; as of 4/28/17 enrollment was 156. August revenue includes \$140,838 of advanced SSF payments.

(2) Projected includes the addition of two educational assistants for approx. \$24,000 plus taxes, no benefits.

(3) Includes \$42,267 of expensed start-up costs from 2015-16, balance of receivable is \$10,267. \$45,000 rent payment made in January.

(4) Projected carryover is estimated to be 16.9%.

Bridge Charter Academy
2016-17 ODE Planning Grant Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul - Apr		Projected: May - Jun		Projected for Year	Over/(Under) Budget	
Resources								
Grant Funds	100,000	36,456		63,544		100,000	-	
Total Revenues	100,000	36,456		63,544		100,000	-	
Beginning Fund Balance								
Total Resources	100,000	36,456		63,544		100,000	-	
Requirements								
Salaries								
Benefits								
Purchased Services	23,700	13,417		10,283		23,700		
Supplies and Materials	70,550	63,707		6,843		70,550	-	
Capital Outlay	5,750			5,750		5,750	-	
Other						-	-	
Transfers								
Total Expenditures	100,000	77,124		22,876		100,000	-	
Contingency/Carryover	-	(40,667)		40,667		-	-	
Total Requirements	100,000	36,456		63,544		100,000	-	

Bridge Charter Academy
2016-17 ODE Implementation Grant Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul - Apr		Projected: May - Jun		Projected for Year	Over/(Under) Budget	
Resources								
Grant Funds	241,026			241,026		241,026	-	
Total Revenues	241,026	-		241,026		241,026	-	
Beginning Fund Balance								
Total Resources	241,026	-		241,026		241,026	-	
Requirements								
Salaries								
Benefits								
Purchased Services						-		
Supplies and Materials	219,177	108,329		122,339		230,668	11,491	
Capital Outlay	21,849			21,849		21,849	-	
Other						-	-	
Transfers								
Total Expenditures	241,026	108,329		144,188		252,517	11,491	
Contingency/Carryover	-	(108,329)		96,838		(11,491)	(11,491)	
Total Requirements	241,026	-		241,026		241,026	-	

Note: Grant spending has been suspended while a \$100,000 Planning Grant is underway.
 No further spending of this grant is allowed until the Planning Grant is finalized.

Balance Sheet

As of April 30, 2017

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
101 · Checking - Banner Bank	110,464.85
Total Checking/Savings	110,464.85
Accounts Receivable	
11000 · Accounts Receivable	3.99
Total Accounts Receivable	3.99
Total Current Assets	110,468.84
TOTAL ASSETS	110,468.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	
471.002 · OR Withholding	1,182.00
471.005 · WBF Payable	33.10
473.001 · PERS	3,013.50
473.002 · PERS Pickup	1,025.00
473.004 · Workers' Comp	301.78
473-005 · Oregon Unemployment	595.59
24000 · Payroll Liabilities - Other	4,699.78
Total 24000 · Payroll Liabilities	10,850.75
481 · District Paid Start Up Expenses	10,266.81
Total Other Current Liabilities	21,117.56
Total Current Liabilities	21,117.56
Total Liabilities	21,117.56
Equity	
Net Income	89,351.28
Total Equity	89,351.28
TOTAL LIABILITIES & EQUITY	110,468.84

Bridge Educational Foundation

Monthly Check Register

Type	Date	Num	Name	Memo	Amount
101 · Checking - Banner Bank					
Liability C...	04/04/2017	1373	Oregon Department of Reve...	1680446-0	-1,913.05
Check	04/05/2017	1374	Beth Anne Ball	Inv. 101 - Facebook ads	-2,000.00
Check	04/05/2017	1375	Chris Berry	L. Berry teeball	-55.00
Check	04/05/2017	1376	East Lane Little League	A. LeCuyer baseball/softball	-95.00
Check	04/05/2017	1377	Gabrielle Hankins	T&N Carlson Eugene Library	-130.00
Check	04/05/2017	1378	John VonDoloski	March reimbursements	-115.74
Check	04/05/2017	1379	Juniper Schneider	W. Schneider Hoodoo	-38.00
Check	04/05/2017	1380	Kyle Smith	J. VonDoloski guitar instruction	-99.00
Check	04/05/2017	1381	Pacific Office Automation	Inv. 654236 - printer supplies	-90.00
Check	04/05/2017	1382	Siri Sunderta Kent	Hay House/Aleks curriculum	-368.90
Check	04/05/2017	1383	Virginia Kaiser	To replace check #1071 - Sept violin L. ...	-67.50
Check	04/12/2017	1384	Angela Carlson	T&N Carlson Eugene Library	-130.00
Check	04/12/2017	1385	Dale Bradley	I. Korv cello lessons	-330.00
Check	04/12/2017	1386	Jaccalyn Korv	Elem. extracurricular supplies	-26.97
Check	04/12/2017	1387	Jessica M Vondoloski	VonDoloski Bounce Gymnastics	-168.00
Check	04/12/2017	1388	Kathy Nitkowski	Cake decorating classes	-720.00
Check	04/12/2017	1389	Lowe's SYNCB	PG3 - Tools	-507.02
Check	04/12/2017	1390	Oregon Children's Choir Ass...	S & S Schafer tuition	-423.75
Check	04/12/2017	1391	Science Factory	Glocke Family Membership	-85.00
Check	04/12/2017	1392	Virginia Kaiser	March violin - L. Stockford	-67.50
Check	04/12/2017	EFT	PERS	March PERS	-1,477.52
Check	04/13/2017	1393	Letitia Garcin	Cake decorating kits	-180.00
Check	04/13/2017	1394	Ryan Jackson	Reimbursements	-707.11
Check	04/14/2017	1395	Ryan Jackson	Grant reimbursement - Ashley furniture	-2,740.95
Check	04/19/2017	1396	Angela Carlson	Deep Space Sparkle art lessons	-30.00
Check	04/19/2017	1397	Family Karate Center	Inv. 447 - O'Connell Mar-Jun tuition	-200.00
Check	04/19/2017	1398	Lowell School District	March/April district charges	-2,353.76
Check	04/19/2017	1399	May's Martial Arts, Inc.	March/April lessons	-294.00
Check	04/19/2017	1400	Traci Lauritzen	Swim lessons	-72.00
Check	04/20/2017	1401	Banner Bank	Georgie's - Pottery kiln/wheel	-5,716.00
Check	04/26/2017	1409	Heather Barth	S. Bedford April Children's Choir	-25.00
Check	04/26/2017	1410	Jillian Robertson	Choir instruction	-19.66
Check	04/26/2017	1411	John VonDoloski	Refund FICA overpayment	-114.75
Check	04/26/2017	1412	Mandy Wigington	Parker/Miles baseball	-360.00
Check	04/26/2017	1413	Michelle Rosebrook	JH/HS Spanish curriculum	-90.00
Check	04/26/2017	1414	Monty Luke	JH curriculum	-100.89
Check	04/26/2017	1415	Rudolf Korv Creative Designer	Grant reimbursement	-420.00
Check	04/26/2017	1416	Silke Communications	Radio	-482.65
Liability C...	04/27/2017		QuickBooks Payroll Service	Created by Payroll Service on 04/26/2017	-13,514.20
Check	04/28/2017	1417	John VonDoloski	April reimbursements	-15.99
Check	04/28/2017	1418	Nicole Adams	April reimbursement	-44.55
Check	04/28/2017	1419	Family Karate Center	Inv. 447 - Hallock Jan-Apr classes	-200.00
Check	04/28/2017	1420	Emerald KIDSPORTS	W. Parra baseball registration	-80.00
Check	04/28/2017	1421	Karen Roybal	S. Roybal Swim lessons	-88.00
Check	04/28/2017	1422	Angela Carlson	N. Carlson	-65.00
Check	04/28/2017	1423	Sean's Music Study LLC	S. Shafer Mar/Apr instruction	-82.81
Check	04/28/2017	1424	Banner Bank	March charges	-461.45
Check	04/28/2017	1425	Banner Bank	March/April charges	-1,707.05
Check	04/28/2017	1426	Banner Bank	March/April charges	-5,280.91
Check	04/28/2017	1428	Providence Health Plans	April health insurance	-2,097.45
Check	04/28/2017	1429	Banner Bank	April HSA contributions	-1,700.00
Check	04/28/2017	1430	Lane Electric	Mar/Apr electricity	-474.82
Total 101 · Checking - Banner Bank					-48,626.95
TOTAL					-48,626.95

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16
Income					
1000 · Revenues					
1700 · Extracurricular Activity	0.00	0.00	0.00	0.00	0.00
1920 · Donations	0.00	0.00	0.00	0.00	49.28
Total 1000 · Revenues	0.00	0.00	0.00	0.00	49.28
2000 · Ode Grant Award					
3299 · ODE Grant Reimbursements	0.00	0.00	0.00	0.00	0.00
Total 2000 · Ode Grant Award	0.00	0.00	0.00	0.00	0.00
3101 · State School Fund Grant	46,946.00	213,973.00	0.00	63,916.00	64,550.00
Total Income	46,946.00	213,973.00	0.00	63,916.00	64,599.28
Gross Profit	46,946.00	213,973.00	0.00	63,916.00	64,599.28
Expense					
1111 · Elementary					
11-111 · Licensed Salaries	0.00	6,666.66	7,000.00	7,000.00	7,000.00
11-112 · Classified Salaries	0.00	0.00	450.00	1,252.50	1,507.50
11-113 · Extracurricular Elementary	0.00	0.00	0.00	0.00	0.00
11-211 · PERS	0.00	0.00	0.00	0.00	0.00
11-220 · FICA	0.00	510.00	569.93	631.31	650.82
11-231 · Workers' Compensation	0.00	72.10	80.99	37.67	20.46
11-232 · Unemployment Insurance	0.00	173.34	193.69	226.95	252.67
11-241 · Health Insurance	0.00	612.40	1,212.40	1,212.40	1,212.40
11-311 · Instruction Services	0.00	0.00	0.00	0.00	0.00
11-410 · Supplies	0.00	0.00	1,560.55	677.63	139.64
11-420 · Textbooks	0.00	95.00	9.93	11.05	1,099.00
11-460 · Non-Consumables	0.00	0.00	3,026.38	126.31	159.68
Total 1111 · Elementary	0.00	8,129.50	14,103.87	11,175.82	12,042.17
1113 · Elementary Extracurricular					
13-211 · PERS	0.00	0.00	0.00	0.00	0.00
13-232 · Unemployment Insurance	0.00	0.00	0.00	3.53	8.97
13-231 · Workers' Compensation	0.00	0.00	0.00	15.91	40.44
13-220 · FICA	0.00	0.00	0.00	46.82	118.99
13-111 · Licensed Salaries	0.00	0.00	0.00	612.00	1,555.50
13-311 · Instructional Services	0.00	80.00	0.00	29.99	0.00
13-640 · Dues and Fees	0.00	0.00	302.50	144.98	0.00
13-410 · Supplies	0.00	0.00	0.00	407.19	98.56
13-420 · Textbooks	0.00	0.00	0.00	127.34	71.76
13-460 · Non-Consumables	0.00	0.00	0.00	843.20	1,015.89
Total 1113 · Elementary Extracurricular	0.00	80.00	302.50	2,230.96	2,910.11
1121 · Middle/Junior High					
21-111 · Licensed Salaries	0.00	2,500.00	2,500.00	2,500.00	2,500.00
21-112 · Classified Salaries JH	0.00	0.00	523.20	1,189.65	773.40
21-113 · Extracurricular M.S.	0.00	0.00	0.00	0.00	0.00
21-211 · PERS	0.00	0.00	0.00	0.00	0.00

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16
21-220 · FICA	0.00	191.25	231.27	282.26	305.71
21-231 · Workers' Compensation	0.00	27.04	81.42	20.50	19.16
21-232 · Unemployment Insurance	0.00	65.00	30.23	98.12	109.45
21-241 · Health Insurance	0.00	459.30	684.30	684.30	684.30
21-410 · Supplies	0.00	0.00	292.27	8.99	0.00
21-420 · Textbooks	0.00	0.00	35.04	0.00	48.40
21-460 · Non-Consumables	0.00	0.00	0.00	0.00	160.00
Total 1121 · Middle/Junior High	0.00	3,242.59	4,377.73	4,783.82	4,600.42
1122 · Middle School Extracurricular					
21-640 · Dues and Fees	0.00	0.00	63.75	0.00	0.00
22-232 · Unemployment Insurance	0.00	0.00	0.00	0.62	1.59
22-231 · Workers' Compensation	0.00	0.00	0.00	2.81	7.14
22-220 · FICA	0.00	0.00	0.00	8.26	21.00
22-111 · Licensed Salaries	0.00	0.00	0.00	108.00	274.50
22-311 · Instructional Services	0.00	0.00	0.00	100.00	100.00
22-410 · Supplies	0.00	0.00	0.00	73.30	0.00
22-420 · Textbooks	0.00	0.00	0.00	21.17	5.66
22-460 · Non-Consumables	0.00	0.00	0.00	3.28	45.00
Total 1122 · Middle School Extracurricular	0.00	0.00	63.75	317.44	454.89
1131 · High School					
31-111 · Licensed Salaries	0.00	833.33	833.33	909.57	833.33
31-112 · Classified Salaries HS	0.00	0.00	174.30	396.60	747.85
31-211 · PERS	0.00	0.00	0.00	0.00	0.00
31-220 · FICA	0.00	63.75	77.09	17.83	139.39
31-231 · Workers' Compensation	0.00	9.01	11.03	7.57	11.21
31-232 · Unemployment Insurance	0.00	21.67	26.20	31.98	47.38
31-241 · Health Insurance	0.00	153.10	228.10	228.10	228.10
31-410 · Supplies	0.00	0.00	107.38	0.00	0.00
31-420 · Textbooks	0.00	322.92	0.00	0.00	7.82
31-460 · Non-Consumables	0.00	0.00	0.00	0.00	0.00
Total 1131 · High School	0.00	1,403.78	1,457.43	1,591.65	2,015.08
1132 · High School Extracurricular					
32-311 · Instructional Services	0.00	0.00	0.00	0.00	0.00
32-640 · Dues & Fees	0.00	0.00	63.75	0.00	0.00
32-420 · Textbooks	0.00	0.00	0.00	0.00	0.00
Total 1132 · High School Extracurricular	0.00	0.00	63.75	0.00	0.00
2310 · Board of Education					
10-651 · Liability Insurance	0.00	6,240.00	0.00	0.00	0.00
Total 2310 · Board of Education	0.00	6,240.00	0.00	0.00	0.00
2321 · Executive Administration					
23-113 · Administrative Salaries	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00
23-114 · Managerial - Confidential	0.00	0.00	0.00	0.00	963.75
23-211 · PERS	1,477.50	1,477.50	1,477.54	1,477.52	1,477.52
23-220 · FICA	478.13	478.12	478.13	478.12	478.13

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16
23-231 · Workers' Compensation	2.72	65.22	65.49	35.49	35.49
23-232 · Unemployment Insurance	162.50	162.50	162.50	162.50	162.50
23-241 · Health Insurance	0.00	872.65	1,172.65	1,172.65	1,172.65
23-319 · Start Up Costs	42,266.81	0.00	0.00	0.00	0.00
23-340 · Travel & Meals	0.00	568.83	342.32	389.89	19.00
23-353 · Postage	0.00	47.00	0.00	0.00	0.00
23-354 · Advertising	0.00	457.89	0.00	530.00	0.00
23-410 · Supplies	0.00	443.12	688.16	566.37	368.24
23-460 · Non-Consumables	0.00	103.94	6,458.75	412.20	492.23
23-640 · Dues & Fees	0.00	768.00	184.00	45.00	0.00
Total 2321 · Executive Administration	50,637.66	11,694.77	17,279.54	11,519.74	11,419.51
2520 · Fiscal Services					
20-389 · Other Professional Services	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67
20-640 · Dues & Fees	0.00	10.00	0.00	0.00	0.00
Total 2520 · Fiscal Services	1,666.67	1,676.67	1,666.67	1,666.67	1,666.67
2542 · Building Maintenance					
42-321 · Cleaning Services	0.00	0.00	214.74	0.00	0.00
42-322 · Repair & Maintenance	0.00	4,145.44	3,650.10	6,038.15	0.00
42-324 · Rentals	0.00	0.00	0.00	0.00	0.00
42-325 · Electricity	0.00	255.29	763.75	418.09	526.08
42-328 · Garbage	0.00	0.00	0.00	0.00	40.00
42-351 · Telephone	0.00	0.00	100.00	0.00	208.99
42-410 · Supplies	0.00	42.62	133.76	0.00	0.00
42-460 · Non-Consumables	0.00	79.96	230.12	134.25	0.00
Total 2542 · Building Maintenance	0.00	4,523.31	5,092.47	6,590.49	775.07
2574 · Printing Services					
74-355 · Printing	0.00	0.00	0.00	0.00	0.00
Total 2574 · Printing Services	0.00	0.00	0.00	0.00	0.00
2661 · Technology Services					
61-310 · Instr. Prof & Tech Svcs	0.00	0.00	1,832.50	78.00	0.00
61-359 · Communication Services	0.00	159.99	37.33	0.00	0.00
61-460 · Non-Consumable Items	0.00	68.88	208.70	359.76	643.48
61-470 · Computer Software	0.00	143.88	0.00	0.00	0.00
61-480 · Computer Hardware	0.00	837.40	541.02	178.37	0.00
Total 2661 · Technology Services	0.00	1,210.15	2,619.55	616.13	643.48
3300 · Parent/Childcare Center					
00-640 · Dues & Fees	0.00	0.00	0.00	0.00	0.00
00-112 · Wages	0.00	0.00	790.00	1,096.00	1,195.00
00-220 · FICA	0.00	0.00	60.44	83.84	91.42
00-231 · Workers Comp.	0.00	0.00	9.25	7.50	8.27
00-232 · Unemployment Insurance	0.00	0.00	20.54	28.50	31.07
00-389 · Other Non-Instructional Service	0.00	0.00	0.00	0.00	0.00
00-410 · Supplies	0.00	0.00	55.87	55.99	269.91

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16
00-460 · Non-Consumables	0.00	0.00	0.00	0.00	0.00
Total 3300 · Parent/Childcare Center	0.00	0.00	936.10	1,271.83	1,595.67
200 · ODE Grant Expenses					
2210 · Implementation Grant					
410 · Supplies	0.00	0.00	22.96	158.28	0.00
420 · Curriculum	0.00	11,429.72	24,466.85	7,230.06	163.10
460 · Non-Consumables	0.00	999.87	564.09	4,341.70	185.00
470 · Software	0.00	0.00	6,818.08	550.00	0.00
480 · Computer Hardware	0.00	0.00	13,076.00	37,706.97	208.70
Total 2210 · Implementation Grant	0.00	12,429.59	44,947.98	49,987.01	556.80
2220 · Planning Grant					
220-470 · Software	0.00	0.00	0.00	0.00	0.00
220-420 · Curriculum	0.00	0.00	0.00	0.00	0.00
220-354 · Marketing	0.00	0.00	0.00	0.00	0.00
220-410 · Supplies	0.00	0.00	0.00	430.64	4,253.17
220-460 · Non-Consumables	0.00	0.00	0.00	70.32	7,458.97
220-480 · Computer Hardware	0.00	0.00	0.00	0.00	429.99
Total 2220 · Planning Grant	0.00	0.00	0.00	500.96	12,142.13
Total 200 · ODE Grant Expenses	0.00	12,429.59	44,947.98	50,487.97	12,698.93
66000 · Payroll Expenses	0.00	0.00	-0.27	0.00	0.00
Total Expense	52,304.33	50,630.36	92,911.07	92,252.52	50,822.00
Net Income	-5,358.33	163,342.64	-92,911.07	-28,336.52	13,777.28

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17
Income					
1000 · Revenues					
1700 · Extracurricular Activity	0.00	0.00	298.00	614.00	0.00
1920 · Donations	0.00	0.00	79.90	0.00	0.00
Total 1000 · Revenues	0.00	0.00	377.90	614.00	0.00
2000 · Ode Grant Award					
3299 · ODE Grant Reimbursements	0.00	0.00	0.00	36,456.37	0.00
Total 2000 · Ode Grant Award	0.00	0.00	0.00	36,456.37	0.00
3101 · State School Fund Grant	64,672.00	65,398.00	66,437.00	64,744.00	64,810.00
Total Income	64,672.00	65,398.00	66,814.90	101,814.37	64,810.00
Gross Profit	64,672.00	65,398.00	66,814.90	101,814.37	64,810.00
Expense					
1111 · Elementary					
11-111 · Licensed Salaries	7,000.00	7,500.00	7,500.00	7,500.00	7,500.00
11-112 · Classified Salaries	847.50	435.00	1,425.00	1,260.00	1,005.00
11-113 · Extracurricular Elementary	0.00	0.00	0.00	0.00	0.00
11-211 · PERS	0.00	0.00	0.00	0.00	1,773.00
11-220 · FICA	600.33	607.05	682.75	670.14	650.62
11-231 · Workers' Compensation	31.99	44.47	52.52	53.91	49.99
11-232 · Unemployment Insurance	219.25	206.31	232.05	227.76	221.13
11-241 · Health Insurance	1,212.40	1,212.40	1,212.40	1,212.40	1,212.40
11-311 · Instruction Services	0.00	0.00	0.00	0.00	0.00
11-410 · Supplies	334.35	532.06	508.82	187.85	905.55
11-420 · Textbooks	1,209.20	1,753.34	3,247.37	1,561.46	210.22
11-460 · Non-Consumables	0.00	214.83	0.00	0.00	-2,756.92
Total 1111 · Elementary	11,455.02	12,505.46	14,860.91	12,673.52	10,770.99
1113 · Elementary Extracurricular					
13-211 · PERS	0.00	0.00	76.49	0.00	0.00
13-232 · Unemployment Insurance	4.34	14.92	51.11	44.75	31.82
13-231 · Workers' Compensation	19.56	3.30	11.32	9.93	7.07
13-220 · FICA	57.55	43.89	150.39	131.68	93.64
13-111 · Licensed Salaries	750.00	570.00	1,965.00	1,725.00	1,230.00
13-311 · Instructional Services	126.00	0.00	702.00	330.00	1,893.56
13-640 · Dues and Fees	200.50	95.00	2,515.00	0.00	153.00
13-410 · Supplies	558.63	21.88	494.68	12.51	422.20
13-420 · Textbooks	10.84	49.35	28.90	0.00	0.00
13-460 · Non-Consumables	0.00	256.99	1,623.94	250.00	0.00
Total 1113 · Elementary Extracurricular	1,727.42	1,055.33	7,618.83	2,503.87	3,831.29
1121 · Middle/Junior High					
21-111 · Licensed Salaries	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
21-112 · Classified Salaries JH	378.75	0.00	573.75	217.50	150.00
21-113 · Extracurricular M.S.	0.00	0.00	0.00	0.00	0.00
21-211 · PERS	0.00	0.00	0.00	0.00	591.00

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17
21-220 · FICA	265.91	191.25	235.91	207.09	203.25
21-231 · Workers' Compensation	18.87	14.02	18.86	16.26	15.93
21-232 · Unemployment Insurance	93.06	65.00	80.17	70.38	69.08
21-241 · Health Insurance	684.30	684.30	684.30	684.30	684.30
21-410 · Supplies	3.97	50.00	0.00	0.00	0.00
21-420 · Textbooks	231.51	100.65	363.67	748.88	558.70
21-460 · Non-Consumables	0.00	0.00	0.00	0.00	0.00
Total 1121 · Middle/Junior High	4,176.37	3,605.22	4,456.66	4,444.41	4,772.26
1122 · Middle School Extracurricular					
21-640 · Dues and Fees	0.00	0.00	0.00	0.00	65.00
22-232 · Unemployment Insurance	0.76	2.63	7.78	7.90	5.62
22-231 · Workers' Compensation	3.45	0.59	1.73	1.75	1.24
22-220 · FICA	10.16	7.75	22.89	23.23	16.52
22-111 · Licensed Salaries	135.00	105.00	300.00	300.00	210.00
22-311 · Instructional Services	490.00	55.00	157.50	380.00	842.16
22-410 · Supplies	0.00	0.00	14.47	0.00	0.00
22-420 · Textbooks	0.00	0.00	0.00	0.00	0.00
22-460 · Non-Consumables	0.00	0.00	0.00	0.00	0.00
Total 1122 · Middle School Extracurricular	639.37	170.97	504.37	712.88	1,140.54
1131 · High School					
31-111 · Licensed Salaries	833.33	833.33	833.33	833.33	833.33
31-112 · Classified Salaries HS	662.50	627.50	1,276.25	755.00	353.75
31-211 · PERS	0.00	0.00	0.00	0.00	197.00
31-220 · FICA	129.56	111.75	161.11	121.71	91.09
31-231 · Workers' Compensation	10.41	8.54	12.81	9.60	7.16
31-232 · Unemployment Insurance	44.03	37.98	54.75	41.37	30.96
31-241 · Health Insurance	228.10	228.10	228.10	228.10	228.10
31-410 · Supplies	318.79	342.84	0.00	0.00	0.00
31-420 · Textbooks	249.28	656.53	248.77	123.75	45.00
31-460 · Non-Consumables	56.26	739.74	0.00	0.00	0.00
Total 1131 · High School	2,532.26	3,586.31	2,815.12	2,112.86	1,786.39
1132 · High School Extracurricular					
32-311 · Instructional Services	0.00	0.00	198.00	150.00	99.00
32-640 · Dues & Fees	420.00	100.00	0.00	0.00	85.00
32-420 · Textbooks	12.29	0.00	0.00	0.00	0.00
Total 1132 · High School Extracurricular	432.29	100.00	198.00	150.00	184.00
2310 · Board of Education					
10-651 · Liability Insurance	0.00	0.00	0.00	0.00	0.00
Total 2310 · Board of Education	0.00	0.00	0.00	0.00	0.00
2321 · Executive Administration					
23-113 · Administrative Salaries	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00
23-114 · Managerial - Confidential	795.00	435.00	1,320.00	2,295.00	2,415.00
23-211 · PERS	1,477.50	1,477.54	1,477.52	1,477.54	1,477.52
23-220 · FICA	478.12	511.41	578.60	654.29	738.58

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17
23-231 · Workers' Compensation	35.22	36.99	43.53	49.90	50.11
23-232 · Unemployment Insurance	146.90	173.81	196.65	222.38	212.02
23-241 · Health Insurance	1,172.65	1,172.65	1,172.65	1,172.65	1,172.65
23-319 · Start Up Costs	0.00	0.00	0.00	0.00	0.00
23-340 · Travel & Meals	0.00	74.26	512.88	667.49	535.52
23-353 · Postage	0.00	0.00	0.00	56.20	9.80
23-354 · Advertising	0.00	0.00	0.00	15.00	0.00
23-410 · Supplies	1,888.17	84.97	254.07	101.37	0.00
23-460 · Non-Consumables	0.00	151.69	2,200.00	0.00	136.82
23-640 · Dues & Fees	389.45	109.00	1,419.45	200.99	10.99
Total 2321 · Executive Administration	12,633.01	10,477.32	15,425.35	13,162.81	13,009.01
2520 · Fiscal Services					
20-389 · Other Professional Services	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67
20-640 · Dues & Fees	0.00	0.00	0.00	0.00	0.00
Total 2520 · Fiscal Services	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67
2542 · Building Maintenance					
42-321 · Cleaning Services	0.00	2,318.68	523.76	950.80	687.09
42-322 · Repair & Maintenance	0.00	375.00	103.68	0.00	0.00
42-324 · Rentals	0.00	45,000.00	0.00	0.00	0.00
42-325 · Electricity	709.21	1,159.74	1,004.28	1,004.28	474.82
42-328 · Garbage	0.00	0.00	0.00	0.00	0.00
42-351 · Telephone	0.00	0.00	100.00	936.15	0.00
42-410 · Supplies	89.12	0.00	0.00	0.00	53.96
42-460 · Non-Consumables	814.02	-54.98	-54.98	0.00	0.00
Total 2542 · Building Maintenance	1,612.35	48,798.44	1,676.74	2,891.23	1,215.87
2574 · Printing Services					
74-355 · Printing	91.56	0.00	0.00	0.00	90.00
Total 2574 · Printing Services	91.56	0.00	0.00	0.00	90.00
2661 · Technology Services					
61-310 · Instr. Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00
61-359 · Communication Services	0.00	0.00	0.00	0.00	0.00
61-460 · Non-Consumable Items	51.26	0.00	-160.76	0.00	482.65
61-470 · Computer Software	0.00	0.00	1,022.41	397.34	-397.34
61-480 · Computer Hardware	-300.75	89.88	1,289.94	0.00	0.00
Total 2661 · Technology Services	-249.49	89.88	2,151.59	397.34	85.31
3300 · Parent/Childcare Center					
00-640 · Dues & Fees	0.00	29.97	0.00	0.00	0.00
00-112 · Wages	602.50	440.00	1,420.00	1,210.00	960.00
00-220 · FICA	46.09	33.66	108.63	92.57	73.44
00-231 · Workers Comp.	4.17	3.04	9.81	8.37	6.63
00-232 · Unemployment Insurance	15.67	11.44	36.92	31.46	24.96
00-389 · Other Non-Instructional Service	0.00	0.00	0.00	0.00	720.00
00-410 · Supplies	514.51	15.55	319.57	243.94	235.69

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17
00-460 · Non-Consumables	0.00	156.87	236.54	0.00	2,756.92
Total 3300 · Parent/Childcare Center	1,182.94	690.53	2,131.47	1,586.34	4,777.64
200 · ODE Grant Expenses					
2210 · Implementation Grant					
410 · Supplies	0.00	0.00	-30.10	0.00	0.00
420 · Curriculum	0.00	2,434.43	-1,762.80	0.00	-48.83
460 · Non-Consumables	0.00	0.00	-185.00	0.00	0.00
470 · Software	0.00	0.00	0.00	0.00	0.00
480 · Computer Hardware	0.00	0.00	0.00	0.00	0.00
Total 2210 · Implementation Grant	0.00	2,434.43	-1,977.90	0.00	-48.83
2220 · Planning Grant					
220-470 · Software	45.00	0.00	0.00	0.00	0.00
220-420 · Curriculum	13,570.80	0.00	0.00	2,165.13	1,031.81
220-354 · Marketing	0.00	0.00	7,520.00	3,477.00	2,420.00
220-410 · Supplies	339.85	242.25	0.00	4,936.20	1,840.91
220-460 · Non-Consumables	186.60	6,149.34	2,151.61	1,541.63	12,111.20
220-480 · Computer Hardware	4,707.69	0.00	0.00	43.49	0.00
Total 2220 · Planning Grant	18,849.94	6,391.59	9,671.61	12,163.45	17,403.92
Total 200 · ODE Grant Expenses	18,849.94	8,826.02	7,693.71	12,163.45	17,355.09
66000 · Payroll Expenses	0.27	0.00	0.00	0.00	0.00
Total Expense	56,749.98	91,572.15	61,199.42	54,465.38	60,685.06
Net Income	7,922.02	-26,174.15	5,615.48	47,348.99	4,124.94

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	TOTAL
Income	
1000 · Revenues	
1700 · Extracurricular Activity	912.00
1920 · Donations	129.18
Total 1000 · Revenues	1,041.18
2000 · Ode Grant Award	
3299 · ODE Grant Reimbursements	36,456.37
Total 2000 · Ode Grant Award	36,456.37
3101 · State School Fund Grant	715,446.00
Total Income	752,943.55
Gross Profit	752,943.55
Expense	
1111 · Elementary	
11-111 · Licensed Salaries	64,666.66
11-112 · Classified Salaries	8,182.50
11-113 · Extracurricular Elementary	0.00
11-211 · PERS	1,773.00
11-220 · FICA	5,572.95
11-231 · Workers' Compensation	444.10
11-232 · Unemployment Insurance	1,953.15
11-241 · Health Insurance	10,311.60
11-311 · Instruction Services	0.00
11-410 · Supplies	4,846.45
11-420 · Textbooks	9,196.57
11-460 · Non-Consumables	770.28
Total 1111 · Elementary	107,717.26
1113 · Elementary Extracurricular	
13-211 · PERS	76.49
13-232 · Unemployment Insurance	159.44
13-231 · Workers' Compensation	107.53
13-220 · FICA	642.96
13-111 · Licensed Salaries	8,407.50
13-311 · Instructional Services	3,161.55
13-640 · Dues and Fees	3,410.98
13-410 · Supplies	2,015.65
13-420 · Textbooks	288.19
13-460 · Non-Consumables	3,990.02
Total 1113 · Elementary Extracurricular	22,260.31
1121 · Middle/Junior High	
21-111 · Licensed Salaries	22,500.00
21-112 · Classified Salaries JH	3,806.25
21-113 · Extracurricular M.S.	0.00
21-211 · PERS	591.00

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	TOTAL
21-220 · FICA	2,113.90
21-231 · Workers' Compensation	232.06
21-232 · Unemployment Insurance	680.49
21-241 · Health Insurance	5,933.70
21-410 · Supplies	355.23
21-420 · Textbooks	2,086.85
21-460 · Non-Consumables	160.00
Total 1121 · Middle/Junior High	38,459.48
1122 · Middle School Extracurricular	
21-640 · Dues and Fees	128.75
22-232 · Unemployment Insurance	26.90
22-231 · Workers' Compensation	18.71
22-220 · FICA	109.81
22-111 · Licensed Salaries	1,432.50
22-311 · Instructional Services	2,124.66
22-410 · Supplies	87.77
22-420 · Textbooks	26.83
22-460 · Non-Consumables	48.28
Total 1122 · Middle School Extracurricular	4,004.21
1131 · High School	
31-111 · Licensed Salaries	7,576.21
31-112 · Classified Salaries HS	4,993.75
31-211 · PERS	197.00
31-220 · FICA	913.28
31-231 · Workers' Compensation	87.34
31-232 · Unemployment Insurance	336.32
31-241 · Health Insurance	1,977.90
31-410 · Supplies	769.01
31-420 · Textbooks	1,654.07
31-460 · Non-Consumables	796.00
Total 1131 · High School	19,300.88
1132 · High School Extracurricular	
32-311 · Instructional Services	447.00
32-640 · Dues & Fees	668.75
32-420 · Textbooks	12.29
Total 1132 · High School Extracurricular	1,128.04
2310 · Board of Education	
10-651 · Liability Insurance	6,240.00
Total 2310 · Board of Education	6,240.00
2321 · Executive Administration	
23-113 · Administrative Salaries	62,500.00
23-114 · Managerial - Confidential	8,223.75
23-211 · PERS	14,775.20
23-220 · FICA	5,351.63

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	TOTAL
23-231 · Workers' Compensation	420.16
23-232 · Unemployment Insurance	1,764.26
23-241 · Health Insurance	10,253.85
23-319 · Start Up Costs	42,266.81
23-340 · Travel & Meals	3,110.19
23-353 · Postage	113.00
23-354 · Advertising	1,002.89
23-410 · Supplies	4,394.47
23-460 · Non-Consumables	9,955.63
23-640 · Dues & Fees	3,126.88
Total 2321 · Executive Administration	167,258.72
2520 · Fiscal Services	
20-389 · Other Professional Services	16,666.70
20-640 · Dues & Fees	10.00
Total 2520 · Fiscal Services	16,676.70
2542 · Building Maintenance	
42-321 · Cleaning Services	4,695.07
42-322 · Repair & Maintenance	14,312.37
42-324 · Rentals	45,000.00
42-325 · Electricity	6,315.54
42-328 · Garbage	40.00
42-351 · Telephone	1,345.14
42-410 · Supplies	319.46
42-460 · Non-Consumables	1,148.39
Total 2542 · Building Maintenance	73,175.97
2574 · Printing Services	
74-355 · Printing	181.56
Total 2574 · Printing Services	181.56
2661 · Technology Services	
61-310 · Instr. Prof & Tech Svcs	1,910.50
61-359 · Communication Services	197.32
61-460 · Non-Consumable Items	1,653.97
61-470 · Computer Software	1,166.29
61-480 · Computer Hardware	2,635.86
Total 2661 · Technology Services	7,563.94
3300 · Parent/Childcare Center	
00-640 · Dues & Fees	29.97
00-112 · Wages	7,713.50
00-220 · FICA	590.09
00-231 · Workers Comp.	57.04
00-232 · Unemployment Insurance	200.56
00-389 · Other Non-Instructional Service	720.00
00-410 · Supplies	1,711.03

Bridge Educational Foundation

Profit & Loss

July 2016 through April 2017

	TOTAL
00-460 · Non-Consumables	3,150.33
Total 3300 · Parent/Childcare Center	14,172.52
200 · ODE Grant Expenses	
2210 · Implementation Grant	
410 · Supplies	151.14
420 · Curriculum	43,912.53
460 · Non-Consumables	5,905.66
470 · Software	7,368.08
480 · Computer Hardware	50,991.67
Total 2210 · Implementation Grant	108,329.08
2220 · Planning Grant	
220-470 · Software	45.00
220-420 · Curriculum	16,767.74
220-354 · Marketing	13,417.00
220-410 · Supplies	12,043.02
220-460 · Non-Consumables	29,669.67
220-480 · Computer Hardware	5,181.17
Total 2220 · Planning Grant	77,123.60
Total 200 · ODE Grant Expenses	185,452.68
66000 · Payroll Expenses	0.00
Total Expense	663,592.27
Net Income	89,351.28

Lowell School District #71
2016-17 General Fund Financial Summary
April 30, 2017

	Budget	Actual: Jul-Apr	Projected: May-Jun	Projected for Year	Budget Variance \$	%	
Resources							
State School Fund	5,328,000	4,426,415	378,564	4,804,979	(523,021)	-9.8%	(1)
Property Tax	994,900	971,502	37,895	1,009,397	14,497	1.5%	
Services to Charter Schools	72,500	33,743	12,534	46,277	(26,223)	-36.2%	(2)
Miscellaneous/Local Revenues	51,000	48,283	32,660	80,943	29,943	58.7%	
Common School Funds	36,000	27,213	27,213	54,426	18,426	51.2%	(3)
Rent	36,900	38,080	(474)	37,606	706	1.9%	
High Cost Disability & Facility Grants	20,000	5,314	11,331	16,645	(3,355)	-16.8%	
Small High School Grant	15,000	-	18,955	18,955	3,955	26.4%	
County School Funds	5,000	-	5,000	5,000	-	0.0%	
Total Revenues	6,559,300	5,550,550	523,678	6,074,228	(485,072)	-7.4%	
Beginning Fund Balance	157,000	83,309	-	83,309	(73,691)	-46.9%	
Total Resources	6,716,300	5,633,859	523,678	6,157,537	(558,763)	-8.3%	

Requirements							
Salaries	1,718,954	1,360,959	438,761	1,799,720	80,766	4.7%	
Benefits	1,025,729	738,833	254,810	993,643	(32,086)	-3.1%	
Purchased Services	430,400	423,757	124,986	548,743	118,343	27.5%	(4)
Supplies and Materials	236,650	254,642	26,840	281,482	44,832	18.9%	(4)
Capital Outlay	16,000	60,365	11,008	71,373	55,373	346.1%	(4)
Other	102,616	111,302	5,000	116,302	13,686	13.3%	
Charter School Payments-MVA	676,000	573,513	177,895	751,408	75,408	11.2%	
Charter School Payments-BCA	1,723,000	715,446	60,591	776,037	(946,963)	-55.0%	(5)
Transfer to Food Service Fund	10,000	-	10,000	10,000	-	0.0%	
Transfer to Capital Projects Fund	242,572	-	-	-	(242,572)	-100.0%	(5)
Transfer to Athletics Fund	95,000	-	95,000	95,000	-	0.0%	
Transfer to Bus Replacement Fund	15,000	-	15,000	15,000	-	0.0%	
Transfer to Debt Service Fund	188,000	-	195,531	195,531	7,531	4.0%	
Total Expenditures	6,479,921	4,238,817	1,415,422	5,654,239	(825,682)	-12.7%	
Contingency/Carryover	236,379	-	-	503,298	266,919	112.9%	
Total Requirements	6,716,300	4,238,817	1,415,422	6,157,537	(558,763)	-8.3%	

2016-17 Operating excess/(deficit)	79,379	419,989
Contingency/Ending Fund Balance	3.6%	8.3%

- (1) Based on the following ADMr estimates: District-314, MVA-131, BCA-135 (BCA budgeted at 300). Also includes an additional \$247,000 for the 2015-16 ODE adjustment.
- (2) The anticipated revenue from BCA for janitorial and utilities is not as much as anticipated.
- (3) Increased distribution per the State Land Board.
- (4) Includes LHS sign, announcer's booth sheetrock, wrestling room ramp, fencing for BCA, transportation & Lundy, carpets, underground fiber for transportation, phone system, alarm system upgrades, tables & chairs.
- (5) Fewer students than budgeted for BCA.