

# **Meeting Packet**

## **REGULAR SESSION**

**4/21/2022**

**07:00 PM**



## PHILOMATH SCHOOL DISTRICT 17J

### REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

4/21/2022 07:00 PM

#### A. EXECUTIVE SESSION ~ None

#### B. REGULAR SESSION ~ 7:00 p.m.

1. Call to Order & Pledge of Allegiance: Rick Wells, Chair
2. FAQs and Public Comments/Requests

#### C. REPORTS & CORRESPONDENCE ~

##### 1. Association Reports

- PEA
- OSEA

##### 2. Student Government Report

##### 3. Teacher Appreciation Proclamation

[Teacher Proclamation \(p. 5\)](#)

##### 4. Superintendent Report

[Superintendent Report \(p. 6\)](#)

##### 5. Director of Finance Report

[Finance Director Report \(p. 9\)](#)

[Financials \(p. 10\)](#)

[Enrollment \(p. 14\)](#)

[Enrollment History \(p. 16\)](#)

[Fund 284 PES \(p. 17\)](#)

[Fund 285 PMS \(p. 18\)](#)

[Fund 286 PHS \(p. 20\)](#)

#### D. STRATEGY AND DISCUSSION ~

##### 1. School End of Year Updates

[School Updates - End of Year \(p. 24\)](#)

**2. Graduation Plans**

[PHS Graduation \(p. 32\)](#)

**3. Ready Schools, Safe Learners: Update**

[RSSL Update \(p. 33\)](#)

**4. OSEA/PSD Bargaining**

**5. 2022-23 Calendar Adjustments**

**6. Professional Development Review**

[PL Review \(p. 35\)](#)

**7. Board Self Evaluation**

**8. Local Option Levy**

**9. Start Superintendent Evaluation**

**10. OSBA Conference - July 8-10 in Bend, OR**

**11. MOA - Philomath Family Medicine**

**E. ACTION ITEMS ~**

**1. Consent Agenda**

[Consent Agenda \(p. 37\)](#)

[Check listing \(p. 38\)](#)

[Minutes - March 14, 2022 \(p. 43\)](#)

[Resolution 2122-04 \(p. 48\)](#)

[AVID Seattle Conference \(p. 49\)](#)

[AVID San Diego Conference \(p. 51\)](#)

**2. Policies (Second Reading) - Action Required**

[Policy GBNAA/JHFF \(p. 53\)](#)

[Policy GBNAA/JHFF AR \(p. 56\)](#)

[Policy GBNAB/JHFE \(p. 62\)](#)

[Policy GBNAB/JHFE AR \(p. 65\)](#)

[Policy IKF \(p. 69\)](#)

**F. MEETING CLOSURE ~**

**1. Board Reports & Thanks**

**2. Next Meeting Agenda Items**

**3. Board Requests & Adjournment**

**G. IMPORTANT DATES**

May 5-7		Botany Plant Sale
May 13		Non-student Day
May 19	7:00 - 9:00 p.m.	Regular Board Meeting
June 10		Philomath Academy Graduation





# Proclamation of Teacher Appreciation Week



Teacher Appreciation Week is celebrated every year during the first full week of May. The Philomath School Board wishes to make this  
**Proclamation of Appreciation:**

**WHEREAS**, teachers mold future citizens through guidance and education; and

**WHEREAS**, teachers encounter students of widely differing backgrounds; and

**WHEREAS**, our country's future depends upon providing quality education to all students; and

**WHEREAS**, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community.

**NOW, THEREFORE, BE IT RESOLVED** that the Philomath School Board of Directors proclaims the first week of May to be

## **TEACHER APPRECIATION WEEK**

**AND BE IT FURTHER RESOLVED** that the Philomath School Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 21st day of April, 2022

Signed:

Chair, Rick Wells, School District Board of Directors

Attest:

Superintendent, Susan Halliday



# Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

## Philomath School District 17J

### Board of Directors

#### Superintendent's Report

April 21, 2022

#### **Appreciating Our Teachers:**

The National PTA appropriately states, "Teaching is a Work of Heart!" These staff members keep our students safe, healthy, nourished, and learning—no matter what! "The pandemic has ushered in a new way of teaching and learning. From in-person to virtual to a hybrid learning environment (some all in one school year!), our students have faced challenging, yet innovative times in their learning and development—and teachers have been at the heart of it all!"

Please join me in honoring our wonderful teachers during the week of May 2-6, 2022. The Philomath School District would like to share our heartfelt gratitude for our teachers. You help keep our schools running, even in extraordinary circumstances. We appreciate you!

#### **2022-2023 Student Meal Updates:**

- The federal aid currently allowing all students to eat free school meals will no longer be available in the 2022-2023 school year.
- The pandemic EBT assistance has already closed.
- PSD will be alerting families of these changes, alerting the returned need to apply for Free- or Reduced-Price meals.
- PSD will encourage and support the following options:
  - Strongly encourage families to apply for **Free-or Reduced-Price** Meals.
    - Income guidelines for 2021-2022 are currently posted on the district website. While we know these will change a little for 2022-2023, this guidance provides a good start.
    - Once updated income guidelines are available, they will be shared with families.
  - Seek participation in the **Oregon Extended Income (EIG)** Program.
    - This program allows many more families, who would normally not qualify for the Federal Free & Reduced Meal Program, to receive school meals at no charge.
    - Income guidelines for EIG differ from traditional F/R meal guidance.
    - Program is part of the Student Success Act, designed to provide about 62% of Oregon students with school meals at no cost.
    - An eligibility notification letter will be sent to qualifying families.
- Each school maintains a small donation fund should a short-term need arise for student meal needs.

#### **Collective Bargaining with OSEA Philomath Chapter 64:**

- Opening session scheduled for Tuesday, April 26, 2022.
- District team will consist of school board members, Joe Dealy and Anton Grube, and school administrators, Steve Bell and Bryan Traylor.

#### **Summer Learning:**

Summer learning opportunities will be happening in Philomath! Plans are beginning to emerge for a summer of learning and fun.

- Summer funds are available through the Oregon Department of Education (ODE) for summer learning. Funds include:
  - High School Academic Support
  - K-8 Enrichment Program
- Information will be shared with families as plans continue to take shape.
- Credit Recovery opportunities for high school students will be available, beginning June 20<sup>th</sup> and ending June 30<sup>th</sup>. A second opportunity will be available in August.
- Students in grades K-5 will have the opportunity to participate in a two-week Literature Camp, scheduled to begin on August 15<sup>th</sup>.
- PSD is beginning to advertise for summer staff.

#### **Staffing:**

PSD is doing lots of hiring for the 2022-2023 school year! We have retirements and resignations that need to be filled. The Board, families, and community will continue to be updated.

#### **LBL Adjustments:**

On March 24, 2022, ODE released an update for the 2021-2022 fiscal year, including a significant change due to SB 743 (State School Fund Calculations for Public Charter Schools). SB 743 requires, for purposes of calculating State School Fund (SSF) distributions, calculations for virtual public charter schools to be separate from calculation for the district if school district has decreasing enrollment.

Two virtual charter schools in our region have been impacted by this change. As a result, LBL received a decrease in SSF payments for this fiscal year in the amount of approximately \$1 million. As a result, Philomath will see a decrease in available Tier 2 funding from LBL, proportionate to our student enrollment. A meeting is scheduled next week with LBL to discuss.

#### **AVID (Advancement Via Individual Determination):**

Fourteen Philomath staff members will be attending the AVID Summer Institute this year.

- Group #1: Seattle (June 27-29, 2022)
- Group #2: San Diego (July 26-28, 2022)

#### **District Calendar:**

No changes proposed for 2022-2023 approved calendar.

#### **Local Option Levy:**

- Planning to move forward with the November 8, 2022 election.
- Deadline to file ballot title is August 19, 2022.
- Deadline for filing ballot narrative is September 8, 2022.
- Deadline for filing arguments is September 12, 2022.

#### **Upcoming Dates to Remember:**

- April 22, 2022 (Friday) COVID Vaccine Clinic (4:00pm-7:00pm @ CPS)
- April 25-29, 2022 (M-F) Spirit Week @ PHS
- April 26, 2022 (Tuesday) Kindergarten Open House @ Blodgett Elementary (5:00pm-6:00pm)
- April 26, 2022 (Tuesday) Open House @ Clemens Primary School (6:00pm-7:00pm)
- April 29, 2022 (Friday) Level Up Football Showcase
- April 29, 2022 (Friday) PHS Spring Dance
- April 30, 2022 (Saturday) Level Up Football Camp
- May 2-4, 2022 (M-W) PHS Advanced Placement Exams
- May 5, 2022 (Thursday) PHS Jazz Band @ District Festival
- May 5-7, 2022 (Th-Sat) PHS Botany Sale
- May 7, 2022 (Saturday) PHS Choir League Festival
- May 9, 2022 (Monday) PHS Booster Club Meeting
- May 12, 2022 (Thursday) PSD Budget Committee Meeting
- May 13, 2022 (Friday) No School for Students (Staff Work Day)
- May 17, 2022 (Tuesday) PMS Spring Choir Concert (7:00pm @ PHS Auditorium))
- May 18, 2022 (Wednesday) PMS Spring Band Concert (7:00pm @ PHS Auditorium)
- May 19, 2022 (Thursday) PSD School Board Meeting (7:00pm @ DO Board Room)
- May 27, 2022 (Friday) Inclement Weather Make-Up Day
- May 30, 2022 (Monday) Memorial Day Holiday
- June 10, 2022 (Friday) Philomath Academy Graduation
- June 11, 2022 (Saturday) Philomath High School Graduation
- June 16, 2022 (Thursday) Last Day of School for All Students





# Philomath School District

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

April 11, 2022

Board Members:

Enclosed you shall find the financial reports for the period ending March 31, 2022.

Our current report of enrollment for the 2021-2022 school year compared with the previous *year* is broken down as follows:

<u>School</u>	<u>April 2022</u>	<u>April 2021</u>	<u>Change</u>
CPS	165	147	18
PES	342	332	10
BL	22	16	6
PMS	338	300	38
PHS	389	351	38
PA	96	165	-69
KVCS	<u>194</u>	198	<u>-4</u>
Subtotal	1546	1509	37
Part-Time	<u>12</u>	66	<u>-54</u>
Total	<u>1558</u>	<u>1575</u>	<u>-17</u>

Our current report of enrollment for the 2021-2022 school year compared with the previous *month* is broken down as follows:

<u>School</u>	<u>April 2022</u>	<u>March 2022</u>	<u>Change</u>
CPS	165	162	3
PES	342	330	12
BL	22	21	1
PMS	338	336	2
PHS	389	380	9
PA	96	107	-11
KVCS	<u>194</u>	<u>192</u>	<u>2</u>
Subtotal	1546	1528	18
Part-Time	<u>12</u>	<u>30</u>	<u>-18</u>
Total	<u>1558</u>	<u>1558</u>	<u>0</u>

March 2022 General Fund Expenditures totaled \$1,646,627.46. Expenditures that exceed \$10,000 are as follows:

- |                               |            |                          |
|-------------------------------|------------|--------------------------|
| • Pape Machinery              | \$ 10,338  | (Lawnmower replacement)  |
| • Northwest Natural Gas Co.   | \$ 10,748  | (Monthly Gas Bill)       |
| • Corvallis School District   | \$ 52,293  | (Food Services Dec 2021) |
| • Mid-Columbia Bus Company    | \$ 58,716  | (February Bus Service)   |
| • Kings Valley Charter School | \$ 196,420 |                          |

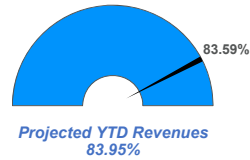
Respectfully Submitted,

Jennifer Griffith  
Business Manager

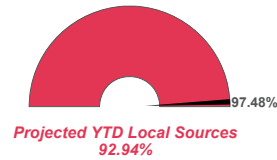
# 100 General Fund Revenue Dashboard Summary

For the Period Ending March 31, 2022

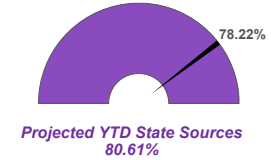
## Actual YTD Revenues



## Actual YTD Local Sources



## Actual YTD State Sources

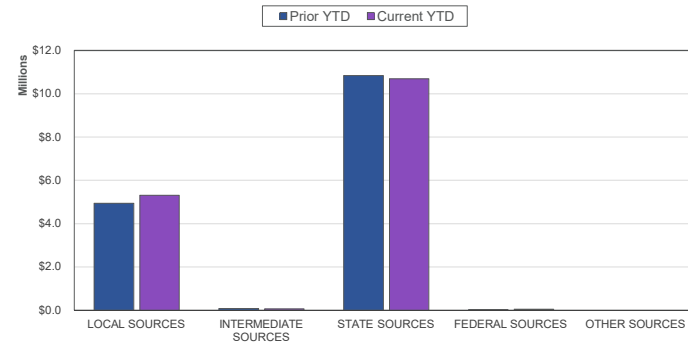


## General Fund Revenues

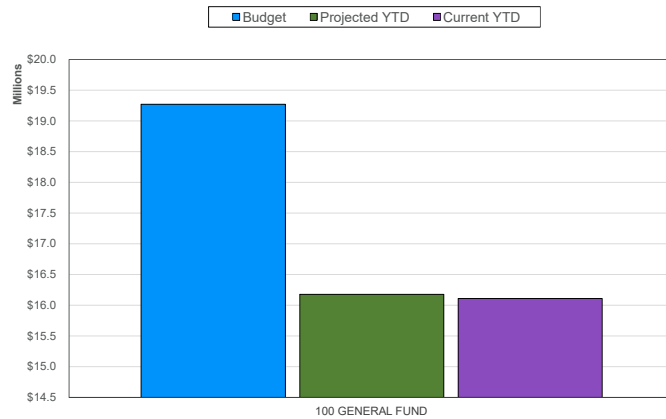
### Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$10,666,226
Property Taxes	\$4,072,931
Resources - Beginning Fund Balance	\$2,514,838
Local Option Levy Taxes	\$1,038,973
Kings Valley Charter School Fees	\$104,841
Severe Disabilities Reimbursement	\$44,884
Miscellaneous	\$40,221
Medicaid Reimbursements	\$38,257
Interest On Investments	\$31,219
Restricted Grants - YTP reimbursement	\$27,267
Percent of Total Revenues Year-to-Date	99.76%

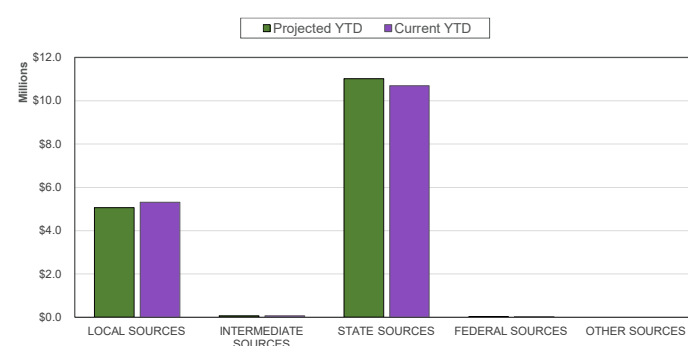
### General Fund Revenue by Source | Prior YTD vs. Current YTD



### Revenues by Fund | Budget / Projected YTD / Current YTD



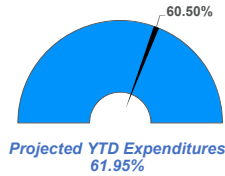
### General Fund Revenue by Source | Projected YTD vs. Current YTD



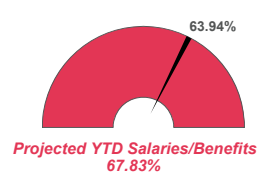
# 100 General Fund Expense Dashboard Summary

For the Period Ending March 31, 2022

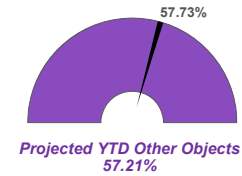
## Actual YTD Expenditures



## Actual YTD Salaries/Benefits



## Actual YTD Other Objects

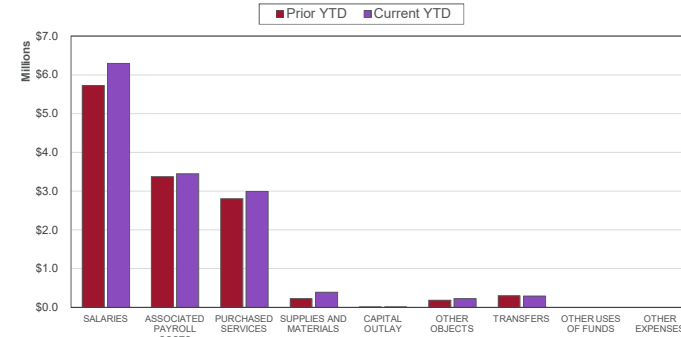


## General Fund Expenditures

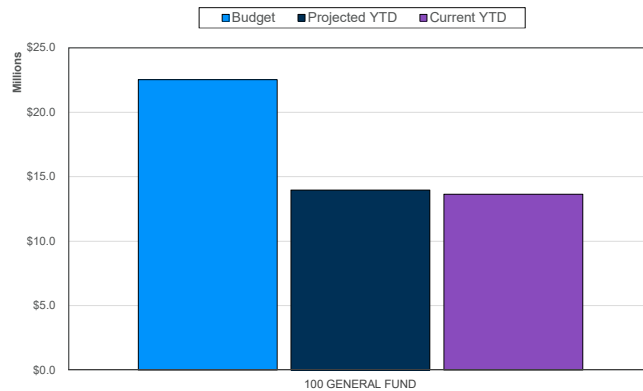
### Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$3,254,554
Charter School Payments, Adm	\$1,462,380
Classified Salaries	\$1,196,116
Medical Insurance	\$1,023,201
Public Employees Retirement System	\$946,969
Administrator Salaries	\$839,605
Unrepresented Salaries	\$509,088
Pers Bond 1	\$476,904
Social Security Administration	\$467,246
Charter School, Remote Elementary	\$426,800
Percent of Total Expenditures Year-to-Date	77.75%

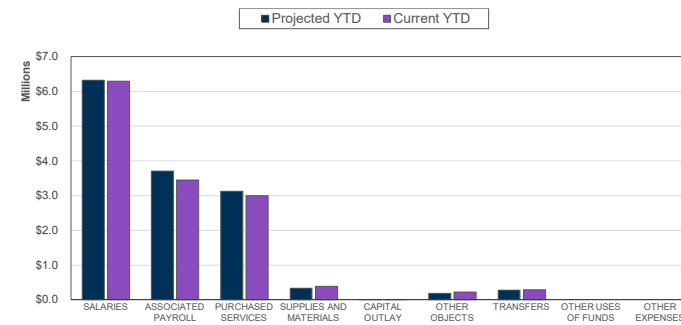
### General Fund Expenditures by Object | Prior YTD vs. Current YTD



### Expenditures by Fund | Budget / Projected YTD / Current YTD



### General Fund Expenditures by Object | Projected YTD vs. Current YTD

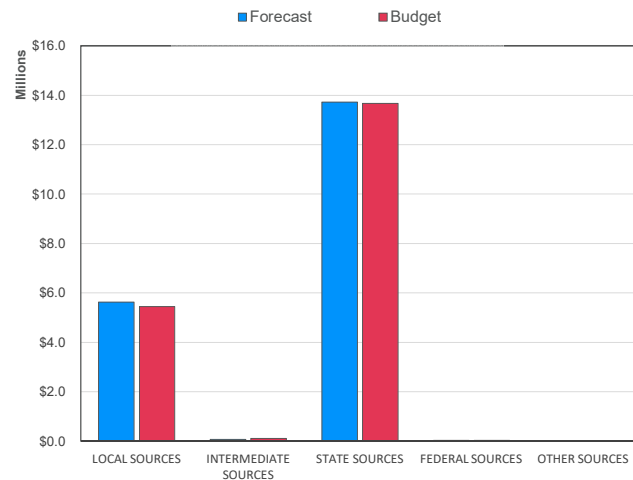


## 100 General Fund | Financial Projection by Object

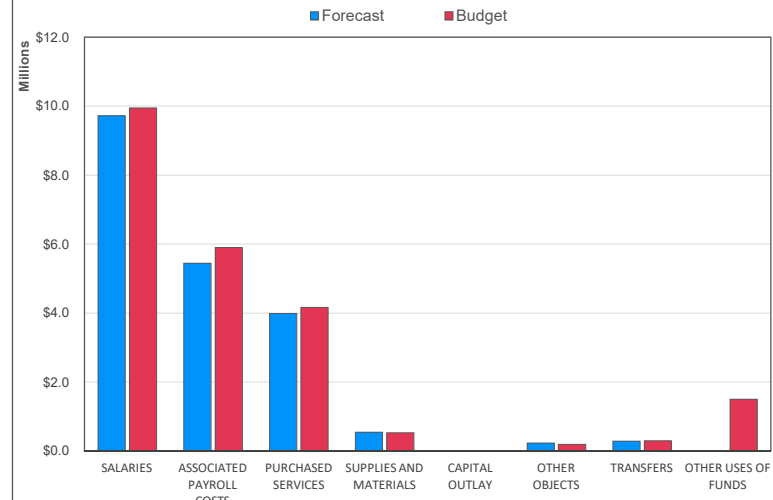
For the Period Ending March 31, 2022

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 2,743,643	\$ 2,514,838	\$ (0)	\$ 2,514,838	\$ 3,267,000	\$ (752,162)
<b>REVENUES</b>						
Local Sources	4,935,849	5,314,610	318,442	5,633,052	5,451,964	181,088
Intermediate Sources	71,352	62,456	13,758	76,214	118,000	(41,786)
State Sources	10,834,916	10,693,494	3,031,966	13,725,460	13,670,867	54,593
Federal Sources	8,863	38,257	(1)	38,257	30,000	8,257
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 15,850,980</b>	<b>\$ 16,108,817</b>	<b>\$ 3,364,165</b>	<b>\$ 19,472,983</b>	<b>\$ 19,270,831</b>	<b>\$ 202,152</b>
<b>EXPENDITURES</b>						
Salaries	\$ 5,721,197	\$ 6,293,270	\$ 3,428,521	\$ 9,721,791	\$ 9,938,989	\$ 217,198
Associated Payroll Costs	3,372,398	3,447,413	2,000,272	5,447,685	5,901,691	454,006
Purchased Services	2,800,455	2,991,940	999,942	3,991,882	4,168,902	177,020
Supplies and Materials	225,556	387,930	161,811	549,742	526,076	(23,666)
Capital Outlay	2,663	802	2,688	3,490	11,300	7,810
Other Objects	183,918	224,961	3,441	228,402	193,172	(35,230)
Transfers	296,000	290,000	-	290,000	295,000	5,000
Other Uses of Funds	-	-	-	-	1,502,701	1,502,701
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,602,187</b>	<b>\$ 13,636,315</b>	<b>\$ 6,596,676</b>	<b>\$ 20,232,992</b>	<b>\$ 22,537,831</b>	<b>\$ 2,304,839</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 3,248,793</b>	<b>\$ 2,472,502</b>	<b>\$ (3,232,511)</b>	<b>\$ (760,009)</b>	<b>\$ (3,267,000)</b>	
<b>ENDING FUND BALANCE</b>				<b>\$ 1,754,829</b>		
Projected Available Ending Fund Balance				<b>\$ 252,128</b>		

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

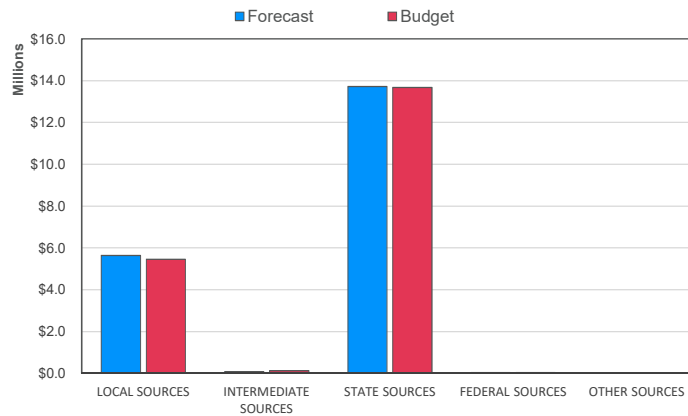


## 100 General Fund | Financial Projection by Function

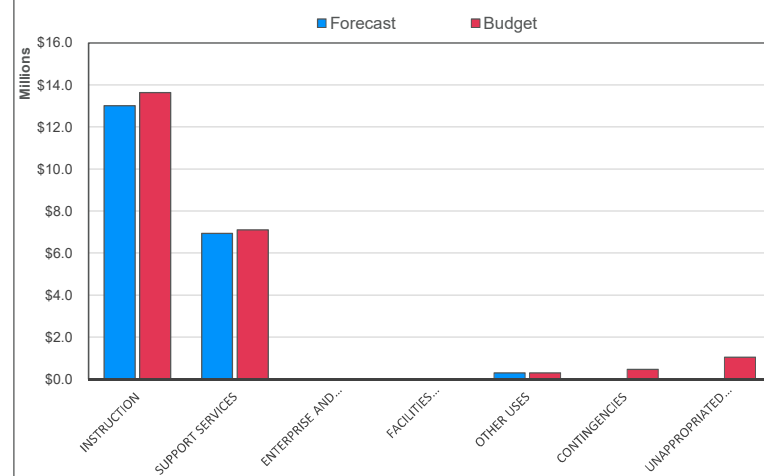
For the Period Ending March 31, 2022

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 2,743,643	\$ 2,514,838	\$ (0)	\$ 2,514,838	\$ 3,267,000	\$ (752,162)
<b>REVENUES</b>						
Local Sources	4,935,849	5,314,610	318,442	5,633,052	5,451,964	181,088
Intermediate Sources	71,352	62,456	13,758	76,214	118,000	(41,786)
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Federal Sources	8,863	38,257	(1)	38,257	30,000	8,257
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 15,850,980</b>	<b>\$ 16,108,817</b>	<b>\$ 3,364,165</b>	<b>\$ 19,472,983</b>	<b>\$ 19,270,831</b>	<b>\$ 202,152</b>
<b>EXPENDITURES</b>						
Instruction	\$ 8,121,637	\$ 8,350,252	\$ 4,659,419	\$ 13,009,671	\$ 13,630,978	\$ 621,307
Support Services	4,183,627	4,994,512	1,936,439	6,930,952	7,102,660	171,708
Enterprise and Community Services	924	1,551	818	2,369	6,492	4,123
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	296,000	290,000	-	290,000	295,000	5,000
Contingencies	-	-	-	-	458,185	458,185
Unappropriated Ending Fund Balance	-	-	-	-	1,044,516	1,044,516
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,602,187</b>	<b>\$ 13,636,315</b>	<b>\$ 6,596,676</b>	<b>\$ 20,232,992</b>	<b>\$ 22,537,831</b>	<b>\$ 2,304,839</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 3,248,793</b>	<b>\$ 2,472,502</b>	<b>\$ (3,232,511)</b>	<b>\$ (760,009)</b>	<b>\$ (3,267,000)</b>	<b>\$ 2,506,991</b>
<b>Projected Year End Fund Balance</b>				<b>\$ 1,754,829</b>		
<b>Projected Available Ending Fund Balance</b>				<b>\$ 252,128</b>		

Revenues by Source | Forecast vs. Budget



Expenditures by Function | Forecast vs. Budget



**2021 / 2022 SCHOOL YEAR**  
**ENROLLMENT FIGURES as of: April 21, 2022**

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	107	79		5			0	1	22	
1st	112	<u>86</u>		5			0		21	
2nd	89		70	4			4		11	
3rd	119		87	7			3		22	
4th	111		90	<u>1</u>			3		17	
5th	113		<u>95</u>				3		15	
6th	129				107		3		19	
7th	132				110		4	1	17	
8th	147				<u>121</u>		11	1	14	
9th	145					121	8	1	15	
10th	127					100	17	1	9	
11th	115					93	15	1	6	
12th	112					<u>75</u>	<u>25</u>	<u>5</u>	6	1
Totals		165	342	22	338	389	96	11	194	1

**TOTAL FULL-TIME ENROLLMENT - All Schools**                      **1,546**

**Philomath School District 17J - 2021-2022 School Year -- Summary of Enrollment**

School	09/16	10/21	11/18	12/16	01/20	02/16	03/14	04/21	05/19	06/16
CPS	159	161	161	160	162	161	162	165	0	0
PES	330	332	329	329	330	328	330	342	0	0
BL	23	22	23	22	21	21	21	22	0	0
PMS	331	331	331	332	335	336	336	338	0	0
PHS	435	411	399	392	389	384	380	389	0	0
Academy	91	93	98	107	98	105	107	96	0	0
KVCS	204	198	193	189	193	194	192	194	0	0
SubTotal	1,573	1,548	1,534	1,531	1,528	1,529	1,528	1,546	0	0
Part-time students	1	14	11	25	29	29	30	12	0	0
Total Enrollment	1,574	1,562	1,545	1,556	1,557	1,558	1,558	1,558	0	0

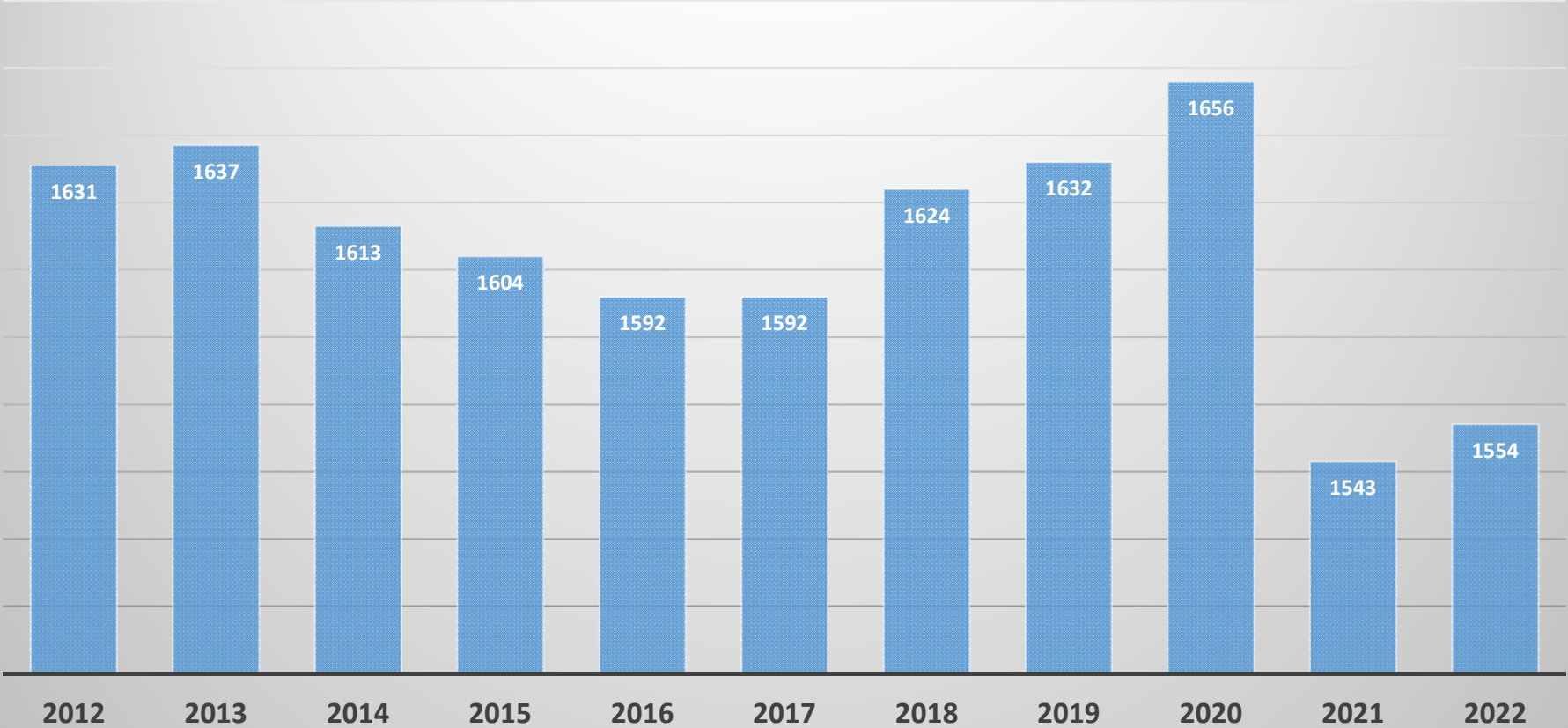
**Philomath School District 17J - 2020-2021 School Year -- Summary of Enrollment**

School	09/21	10/19	11/16	12/14	01/25	02/16	03/15	04/19	05/17	06/21
CPS	131	136	135	134	135	138	141	147	151	151
PES	299	299	306	308	307	314	327	332	332	333
BL	22	20	17	17	17	15	14	16	17	17
PMS	290	288	289	289	285	285	286	300	306	305
PHS	411	382	373	373	364	358	352	351	334	334
Academy	202	202	190	200	198	185	171	165	154	150
KVCS	206	204	204	202	199	201	199	198	198	199
SubTotal	1,561	1,531	1,514	1,523	1,505	1,496	1,490	1,509	1,492	1,489
Part-time students		53	55	54	61	60	61	66	76	76
Total Enrollment	1,561	1,584	1,569	1,577	1,566	1,556	1,551	1,575	1,568	1,565



# Philomath School District Enrollment History

ODE Fall enrollment data  
Includes KVCS





## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2021-2022

From: 3/1/2022

To: 3/31/2022

☐ Print Detail

☐ Exclude Encumbrances

☒ Reverse Signs

☐ Page Break by Activity

☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	11,618.63	.00	(1,341.34)	10,277.29	(32.56)	10,244.73
284.0000.9701.097.797.811 PES BE KIND	47.11	.00	.00	47.11	.00	47.11
284.0000.9701.097.797.812 PES Blodgett	7,378.63	.00	(228.18)	7,150.45	(31.32)	7,119.13
284.0000.9701.097.797.815 CPS Donations	5,784.51	.00	.00	5,784.51	.00	5,784.51
284.0000.9701.097.797.816 PES Grants	4,519.03	.00	.00	4,519.03	.00	4,519.03
284.0000.9701.097.797.826 PES Field Trips	4,079.76	.00	.00	4,079.76	.00	4,079.76
284.0000.9701.097.797.827 PES Library	595.43	.00	(31.77)	563.66	.00	563.66
284.0000.9701.097.797.828 PES Donations-Unrestricted	4,192.21	.00	(139.97)	4,052.24	(81.90)	3,970.34
284.0000.9701.097.797.830 PES Music	74.97	.00	.00	74.97	.00	74.97
284.0000.9701.097.797.840 PES School Enhancement	21.37	.96	.00	22.33	.00	22.33
284.0000.9701.097.797.841 PES Science	(110.91)	.00	.00	(110.91)	.00	(110.91)
284.0000.9701.097.797.842 PES Social Committee	725.85	.00	(143.03)	582.82	(10.00)	572.82
284.0000.9701.097.797.845 PES Textbook Damage Fees	65.70	.00	.00	65.70	.00	65.70
284.0000.9701.097.797.846 PES Yearbook	.00	.00	.00	.00	.00	.00
284.0000.9701.097.797.847 PES Students in Need	26.83	.00	(43.55)	(16.72)	(14.47)	(31.19)
284.0000.9701.097.797.849 CPS Students in Need	2.64	.00	.00	2.64	.00	2.64
284.0000.9701.097.797.850 PES School Supplies	1,315.82	.00	.00	1,315.82	.00	1,315.82
<b>GRAND TOTALS</b>	40,337.58	.96	(1,927.84)	38,410.70	(170.25)	38,240.45

End of Report

# Benton County School District 17J

## Student Activities Summary Report

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From: 3/1/2022

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☐ Page Break by Activity

☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	573.00	.00	.00	573.00	.00	573.00
285.0000.9701.098.798.501 PMS Art	991.99	15.00	(30.00)	976.99	.00	976.99
285.0000.9701.098.798.502 PMS Athletics	3,824.44	.00	.00	3,824.44	.00	3,824.44
285.0000.9701.098.798.503 PMS Band	5,853.45	.00	.00	5,853.45	.00	5,853.45
285.0000.9701.098.798.504 PMS Band Repair/Replace	1,572.76	.00	.00	1,572.76	.00	1,572.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	952.76	.00	.00	952.76	.00	952.76
285.0000.9701.098.798.508 PMS Drama	9,824.03	.00	.00	9,824.03	(1,779.00)	8,045.03
285.0000.9701.098.798.510 PMS Library	193.37	.00	.00	193.37	.00	193.37
285.0000.9701.098.798.511 PMS Life Skills	786.38	.00	.00	786.38	.00	786.38
285.0000.9701.098.798.512 PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	23,404.21	.00	.00	23,404.21	.00	23,404.21
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	(90.00)	.00	.00	(90.00)	.00	(90.00)
285.0000.9701.098.798.518 PMS Reeds	(340.49)	.00	(282.82)	(623.31)	.00	(623.31)
285.0000.9701.098.798.519 PMS School Enhancement	1,818.75	20.42	(87.96)	1,751.21	.00	1,751.21
285.0000.9701.098.798.520 PMS Science	12.14	.00	.00	12.14	.00	12.14
285.0000.9701.098.798.521 PMS Shop	1,454.11	15.00	.00	1,469.11	.00	1,469.11
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,701.14	.00	.00	1,701.14	.00	1,701.14
285.0000.9701.098.798.523 PMS Student Body Fees	19,028.27	180.00	(167.47)	19,040.80	.00	19,040.80
285.0000.9701.098.798.524 PMS Suspension Account	301.50	.00	.00	301.50	.00	301.50
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	171.77	.00	.00	171.77	.00	171.77
285.0000.9701.098.798.529 PMS Student Wellness	3,935.90	.00	.00	3,935.90	.00	3,935.90

## Benton County School District 17J

### Student Activities Summary Report

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.530 PMS Oregon Research Institute	4,946.25	.00	.00	4,946.25	.00	4,946.25
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	120.00	.00	.00	120.00	.00	120.00
285.0000.9701.098.798.535 PMS School Supplies	2,762.29	.00	(60.12)	2,702.17	.00	2,702.17
285.0000.9701.098.798.536 PMS Turkey Bingo	(328.82)	.00	.00	(328.82)	.00	(328.82)
285.0000.9701.098.798.537 PMS Fitness	797.87	.00	.00	797.87	.00	797.87
285.0000.9701.098.798.538 PMS Engineering	866.25	30.00	(30.00)	866.25	.00	866.25
<b>GRAND TOTALS</b>	89,349.97	260.42	(658.37)	88,952.02	(1,779.00)	87,173.02

End of Report

# Benton County School District 17J

## Student Activities Summary Report

Fiscal Year: 2021-2022

From: 3/1/2022

To: 3/31/2022

☐ Print Detail

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Beginning Fund Balance Student Activities	(302.41)	.00	.00	(302.41)	.00	(302.41)
286.0000.9701.099.799.600 PHS Over/Short	185.05	.00	.00	185.05	.00	185.05
286.0000.9701.099.799.601 PHS Adopt A Family	1,108.55	.00	.00	1,108.55	.00	1,108.55
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	3,849.33	65.00	(121.24)	3,793.09	33.74	3,826.83
286.0000.9701.099.799.606 PHS ASB	6,420.72	394.00	(1,675.75)	5,138.97	(500.00)	4,638.97
286.0000.9701.099.799.607 PHS Athletic Officials	(6,023.78)	1,103.00	.00	(4,920.78)	(3,414.00)	(8,334.78)
286.0000.9701.099.799.610 PHS Athletic Supplies	(187.92)	.00	.00	(187.92)	.00	(187.92)
286.0000.9701.099.799.611 PHS Athletics	9,082.45	3,231.50	(3,092.00)	9,221.95	(250.00)	8,971.95
286.0000.9701.099.799.612 PHS AV Technology	(278.51)	.00	.00	(278.51)	.00	(278.51)
286.0000.9701.099.799.613 PHS Baseball	439.74	3,100.00	(3,261.11)	278.63	1,323.92	1,602.55
286.0000.9701.099.799.616 PHS Botany	1,362.81	.00	.00	1,362.81	.00	1,362.81
286.0000.9701.099.799.617 PHS Boys Basketball	23,572.83	300.00	(1,200.00)	22,672.83	(2,120.00)	20,552.83
286.0000.9701.099.799.618 PHS Cheerleading	6,395.66	3,455.94	(487.90)	9,363.70	(2,230.00)	7,133.70
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	455.11	.00	.00	455.11	.00	455.11
286.0000.9701.099.799.621 PHS Cross Country	4,009.20	.00	.00	4,009.20	.00	4,009.20
286.0000.9701.099.799.622 PHS Dance Team	7,031.64	270.00	(540.85)	6,760.79	(1,006.60)	5,754.19
286.0000.9701.099.799.624 PHS Special District Swim	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.625 PHS Donation	693.01	.00	.00	693.01	.00	693.01
286.0000.9701.099.799.627 PHS Driver Education	8,533.53	550.00	.00	9,083.53	.00	9,083.53
286.0000.9701.099.799.633 PHS First Team	8,315.99	102.00	(721.85)	7,696.14	721.85	8,417.99

# Benton County School District 17J

## Student Activities Summary Report

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.635 PHS Foods	4,030.87	140.00	(199.73)	3,971.14	.00	3,971.14
286.0000.9701.099.799.636 PHS Football	9,911.99	.00	.00	9,911.99	.00	9,911.99
286.0000.9701.099.799.637 PHS Forestry	10,554.43	750.00	(43.84)	11,260.59	.00	11,260.59
286.0000.9701.099.799.638 PHS GED	8.17	.00	.00	8.17	.00	8.17
286.0000.9701.099.799.639 PHS German Class	599.13	.00	.00	599.13	.00	599.13
286.0000.9701.099.799.640 PHS Girls Basketball	9,058.91	300.00	(1,200.00)	8,158.91	(2,319.00)	5,839.91
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	86.96	.00	.00	86.96	.00	86.96
286.0000.9701.099.799.642 PHS Green Team	160.04	43.00	(41.48)	161.56	.00	161.56
286.0000.9701.099.799.644 PHS Life Skills	284.90	.00	.00	284.90	.00	284.90
286.0000.9701.099.799.645 PHS Library	569.33	.00	.00	569.33	.00	569.33
286.0000.9701.099.799.646 PHS Lifeguard	378.92	.00	.00	378.92	.00	378.92
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	.00	.00	1,187.99	.00	1,187.99
286.0000.9701.099.799.649 PHS Manufacturing Technology	8,555.34	40.00	(688.38)	7,906.96	(581.29)	7,325.67
286.0000.9701.099.799.652 PHS Misc Books	428.73	.00	.00	428.73	.00	428.73
286.0000.9701.099.799.653 PHS Music Band	932.50	.00	(250.75)	681.75	.00	681.75
286.0000.9701.099.799.654 PHS Music Choir	(264.48)	.00	(250.00)	(514.48)	.00	(514.48)
286.0000.9701.099.799.655 PHS Music Tour	13,079.09	.00	.00	13,079.09	.00	13,079.09
286.0000.9701.099.799.656 PHS National Honor Society	2,688.24	45.00	.00	2,733.24	.00	2,733.24
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	.00	.00	697.43	.00	697.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	.00	294.59	.00	294.59
286.0000.9701.099.799.661 PHS Peer Counseling	375.74	.00	.00	375.74	.00	375.74
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,357.50	220.00	.00	1,577.50	.00	1,577.50

# Benton County School District 17J

## Student Activities Summary Report

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286.0000.9701.099.799.665 PHS Preschool	4,258.77	.00	(466.85)	3,791.92	.00	3,791.92
286.0000.9701.099.799.666 PHS Prom	2,473.93	.00	.00	2,473.93	(2,870.00)	(396.07)
286.0000.9701.099.799.667 PHS PSAT Fee Collections	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.670 PHS Scholarship	200.61	.00	.00	200.61	.00	200.61
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.673 PHS Scholarship - Xerxes Das	263.55	.00	.00	263.55	.00	263.55
286.0000.9701.099.799.674 PHS School Enhancement	6,566.84	8.77	(28.95)	6,546.66	.00	6,546.66
286.0000.9701.099.799.675 PHS School of Business	3,282.58	.00	(205.48)	3,077.10	.00	3,077.10
286.0000.9701.099.799.676 PHS Science	169.40	.00	.00	169.40	.00	169.40
286.0000.9701.099.799.678 PHS Soccer Boys	1,512.76	.00	(100.00)	1,412.76	(264.95)	1,147.81
286.0000.9701.099.799.679 PHS Soccer Girls	964.63	.00	.00	964.63	.00	964.63
286.0000.9701.099.799.680 PHS Softball	9,303.93	1,200.00	(2,764.10)	7,739.83	1,360.09	9,099.92
286.0000.9701.099.799.681 PHS Spanish Class	1,656.40	.00	.00	1,656.40	.00	1,656.40
286.0000.9701.099.799.682 PHS Youth Transition Program	1,131.79	.00	.00	1,131.79	.00	1,131.79
286.0000.9701.099.799.683 PHS Standard PE	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.684 PHS Student Body Fee	860.00	50.00	.00	910.00	.00	910.00
286.0000.9701.099.799.686 PHS Swim Team	366.24	.00	.00	366.24	.00	366.24
286.0000.9701.099.799.687 PHS Tennis	8,782.45	455.00	(2,304.84)	6,932.61	2,199.00	9,131.61
286.0000.9701.099.799.689 PHS Theatre	877.01	.00	(100.00)	777.01	.00	777.01
286.0000.9701.099.799.690 PHS Track	1,683.66	15.00	(150.00)	1,548.66	.00	1,548.66
286.0000.9701.099.799.691 PHS ASB Leadership Camp	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.693 PHS Volleyball	4,508.84	.00	.00	4,508.84	.00	4,508.84

## Benton County School District 17J

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286.0000.9701.099.799.695 PHS Warrior Wellness	3,033.29	.00	(1,046.81)	1,986.48	.00	1,986.48
286.0000.9701.099.799.696 PHS Wrestling	2,689.13	620.00	(1,384.55)	1,924.58	798.55	2,723.13
286.0000.9701.099.799.697 PHS Yearbook	41,361.46	530.00	.00	41,891.46	.00	41,891.46
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	4,194.03	.00	.00	4,194.03	.00	4,194.03
286.0000.9701.099.799.700 PHS Mr. PHS	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.704 PHS Booster Club Donation	451.89	.00	.00	451.89	.00	451.89
286.0000.9701.099.799.705 HS Student Transcript Fees	899.11	30.00	.00	929.11	.00	929.11
<b>GRAND TOTALS</b>	241,576.32	17,018.21	(22,326.46)	236,268.07	(9,118.69)	227,149.38

End of Report

# In Philomath, We LOVE Our Schools!

Philomath School District School Board Meeting  
April 21, 2022





# CPS SPRING HIGHLIGHTS





# PES & BES Spring update

Quick Facts:

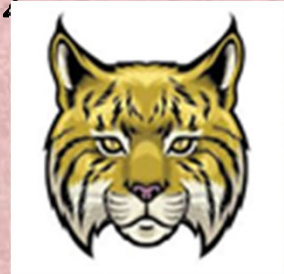
PES Enrollment: 343

BES enrollment: 22

Regular Attenders Rate (90%+ attendance) = 93%\*

215 quarantines during the 2021-22 school year.

*\*Days missed due to COVID quarantine are not consider an absence.*



82% of students' families participated in Parent-Teacher conferences. 188 were in-person.



# What's Happening at BES and PES?

A slow return to normal...or should I say, to amazing!!

An engaged and energized community - students, parents and staff!

CPS/PES PTO - Raised over \$23,000 in the March Jog-a-thon! Awarded \$2,000 in mini grants to PES teachers.

### School events coming in April - June:

*4th grade vs staff basketball game, 3rd grade Arbor Day event, Teacher appreciation week, 5th grade Golden Falcon swim, field trips, 3rd grade vs staff dodgeball game, Music performances, 5th grade celebration and transition to PMS activities, Smarter Balanced Assessments, Bike Safety, 3rd grade Bike ride to Avery Park, The Lion King Performance by PMS students, Artist-in-Residence week, 4th grade Egg Drop, Meet the Teachers Day, and more!*





# Spring Highlights

PHILOMATH MIDDLE SCHOOL



# Philomath High School

## The Race to Graduation!

- May 17: Seniors complete Senior Survey (future plans, ceremony selections, etc.)
- May 23: Senior Class Meeting and Graduation Ceremony Auditions
- June 6-9: Senior check out process – books, fees, forms, etc.
- June 8: Final transcript order due  
7:00 PM Honors Convocation, PHS Auditorium, by invitation
- June 9: Seniors last day of classes
- June 10: Submit checklist and receive clearance ticket  
Cap and Gown Distribution, Photos  
9:30 AM Scholar Parade  
10:30 AM Graduation Practice
- June 11: 10:00 AM Graduates arrive/check in  
11:00 AM Graduation, PHS Stadium  
9:45 PM Senior All Night Party

# Philomath High School

## News Bits

- Winter Sports Celebrations – Student Activities – Spring Sports
- Hiring: Science, Math, PE/Health, Spanish, Special Education
- March reset relative to expectations – 9th Grade Adjustments
- Principal's Advisory Team
- Staff Professional Learning emphasis has been cultural awareness, student connections, 8th-9th transitions, and high school success
- 8th Grade Visitation (April 7) and Parent Meeting
- Juniors State Testing: Science 4/11-4/13, English 4/18-4/22, Math 4/25-4/29
- Systems planning and implementation
- Planning for hand off to new new principal



# Philomath Academy Spring Update



- Graduation
  - Friday, June 10 @ 7 pm in the PHS Auditorium
- GED Completers to date: a baker's dozen - 13
  - Enrolled: 10
- State Testing: Grades 3 – 8 & 11 have come in early to take tests - We are having a great turnout
- Ms. Edgemon was able to take PA students to LBCC's Roadrunner (college preview) and helped to excite our students with the possibilities LBCC offers.
- Mrs. House continues to meet the needs of students through home visits, zoom sessions, as well as in-person meetings at the Academy. We are very proud of our ability to meet the needs of students and families.



## Philomath High School Graduation

Date	Time	Activity	Notes
5/17	3:30pm	Complete Senior Survey *	Share post high school plans, etc.
5/23	10:35am	Senior Meeting	Homeroom, AUX Gym
5/23	3:15pm	Ceremony Auditions: Special Music/Speeches	Community Conference Room
6/6 - 6/9	8:00am	Senior Checkout Begins	Return Materials & books to teachers and librarian, clean out locker, pay fees, etc.
6/8	3:30pm	Final Transcript Order Due *	Mrs. Misner in Counseling Office
6/8	7:00pm	Honors Convocation	Senior Awards (by invitation) - Auditorium
6/9	8:00am	Seniors Last Day	
6/10	8:00am	Submit Checklist & receive clearance ticket	Mrs. Davis - Main Office
	8:00am	Cap/Gown distribution, graduate and group photos	Main Gym
	≈9:30am	Graduate Parade	PES, CPS, PMS
	10:30am	Graduation Practice	Line up, processional, ceremony - Clemens Field
6/11	10:00am	Graduates Arrive	PHS Library
	11:00am	Graduation	Clemens Field
6/11	TBD	Senior All Night Party	PHS





# Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

## Philomath School District 17J

### Board of Directors

Ready Schools, Safe Learners Resiliency Framework

April 21, 2022

#### RSSL Resiliency Framework:

- Document last updated on 03/29/2022.
- Updates to address 'fully vaccinated' definition; face covering updates; quarantine updates; testing updates; and ***Safe Return to In-Person Instruction and Continuity of Services Plan*** updates.
- Masking in Health Care Settings:  
School nurses, school staff, students, and visitors are required to mask in areas of a school which meet the definition of a health care setting licensed under ORS chapter 441 or 443 per OAR 333-019-1011(6)(d)[1]. In schools, these areas include school health rooms, isolation spaces, counseling offices where mental health counseling services are delivered, school-based health centers, and other areas where healthcare is routinely delivered. In areas that do not meet the definition of a health care setting, masks are not required under current rules. Counseling offices where academic counseling is offered are not considered healthcare settings.

#### Benton County Metrics:

- **Oregon Data for Decisions** dashboard.  
[https://www.oregondatadecisions.org/?utm\\_medium=email&utm\\_source=govdelivery](https://www.oregondatadecisions.org/?utm_medium=email&utm_source=govdelivery)
- Benton County: (04/20/2022)
  - 78.3% Vaccinated
  - 157 cases per 100K
  - 8.2% Test Positivity

#### Centers for Disease Control and Prevention (CDC) County Metrics:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

- CDC County Check (04/20/2022)
  - Benton County Community Level is **Low**.
  - "People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask."

#### Philomath Data:

Report for Week Ending April 8, 2022:

School	# Positive Cases	Cumulative Cases
--------	------------------	------------------

		(Starting 09/07/2021)
Blodgett Elementary	0	7
Clemens Primary	2	43
Philomath Elementary	0	75
Philomath Middle	0	59
Philomath High	0	63
Philomath Academy	0	2
Kings Valley Charter	0	24
District Offices	0	4

\*\* As of 01/28/2022, data includes all cases reported to PSD. Prior to this date, only reported cases in which individual testing positive has been on the school campus.

## Information Updates:

### Vaccination Clinics:

- Upcoming vaccine clinics for interested families offered on the following dates:
  - April 22, 2022 @ Clemens Primary School Cafeteria (4:00pm-7:00pm)
  - May 20, 2022 @ Clemens Primary School Cafeteria (4:00pm-7:00pm)
  - June 24, 2022 @ Clemens Primary School Cafeteria (4:00pm-7:00pm)
  - July 22, 2022 @ Clemens Primary School Cafeteria (4:00pm-7:00pm)

### Face Coverings:

- Masking in Oregon Schools
  - With support from the Benton County Health Department, the Philomath School District notified families on 03/03/2022 that face coverings in school facilities would become optional on March 12, 2022.
  - To date, transition to optional face coverings has been very seamless. While most individuals are choosing not to wear face coverings, there are still a number choosing to still wear them.
  - Kudos to our schools for handling the transition with grace, respect, and clear information.
- The city of Philadelphia has reinstated indoor mask mandate. Leadership is currently receiving a great deal of push-back. We will continue to follow this story.

### Looking Ahead:

- Hoping to begin 2022-2023 school year in the same manner we are ending the current school year.
- State goal is to “provide equitable and inclusive access to full-time, in-person learning for every student, every school day.”
- The **Ready Schools, Safe Learners Resiliency Framework** guidance and documents will give way to more locally-established plans.
- PSD will need to ensure that every school and program within the district has a completed School-Level Management Plan (COVID-19 Management Plan). Plan verifies readiness to:
  - Prevent, detect, respond to, and recover from a communicable disease event;
  - Ensure continuity of instruction for all students, regardless of support needs;
  - Ensure continuity of learning during and after a communicable disease event; and
  - Communicate plan to staff, students, families, and community.



# Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

## Philomath School District 17J

### Board of Directors

#### Professional Learning Review

April 21, 2022

#### Collective Bargaining Agreement:

- Article 12: School Calendar/ Work Year/ Workday
  - B) Contract Year
    1. The school work year will be 190 contract days except as provided in this article. The contract year will include eleven (11) in-service days. Three (3) in-service days will be scheduled before classes begin in the fall and twelve (12) hours of those three (3) days shall be guaranteed for work in the classroom. Eight (8) of the twelve hours shall be a guaranteed full workday and the other four (hours) shall be scheduled in minimum two (2) hour increments. Seven (7) in-service days will be divided among the grading periods for conferences, report cards, and assessing student work. The remaining one (1) day will be scheduled as a workday to meet with students and guardians as specified by the district.
    2. The district will schedule a number of early release days to be used for professional development activities. At least nine (9) of these early release days (divided five (5) for team and four (4) for individual) will be provided for professional development in the areas of curriculum development, instructional enhancement, student assessment/student growth goals, or related school improvement activities. The individual or team time is dedicated for professional growth and will not be used for district or building-wide scheduled activities. The remaining days will center on District and school priority-based professional learning.

#### Inservice Week:

- All district activities provided via Zoom to each school audience.
  - New Employee Inservice (08/31/2021)
  - Professional Learning:
    - District 8 hours
    - School 4 hours
    - Class Prep 12 hours

#### Additional Inservice Days:

- October 15, 2021 Secondary Conference/ Grading
- November 4, 2021 Elementary Conference/ Grading
- November 5, 2021 K-12 Conference/ Grading (End of 1<sup>st</sup> Quarter)
- December 3, 2021 K-12 Conference Grading (End of 1<sup>st</sup> Trimester)
- January 28, 2022 K-12 Conference Grading (End of 1<sup>st</sup> Semester/ 2<sup>nd</sup> Quarter)
- March 18, 2022 K-12 Conference Grading (End of 2<sup>nd</sup> Trimester)
- April 14, 2022 K-12 Conference Grading
- April 15, 2022 K-12 Conference Grading (End of 3<sup>rd</sup> Quarter)
- June 17, 2022 K-12 Conference Grading (End of School Year)

**Early Release Days:**

- Early Release Days on Friday Afternoons
- Twenty-Seven Total Days
- Minimum of 9 Days as Follows:
  - Five (5) Team Days
  - Four (4) Individual Days
- Eighteen (18) Days for School/ District

**2021-2022 Activities:**

- COVID Recovery
- Curriculum Planning
- Equity and Inclusion
- Instructional Materials Review
- Oregon Statewide Assessment Training
- Response to Instruction and Intervention (RTII)
- School Climate and Culture
- Social Emotional Learning (including DESSA Implementation)
- Special Education
- Student Support Teams

**2022-2023 Planning:**

- Measure 98 – High School Success Act
  - Teacher Collaboration Around Data
  - Systems to Support On-Time Graduation
  - Equitable Assignment to Advanced Courses
- Leverage Leadership 2.0 (Bambrick-Santoyo, 2018)
  - Great teaching is what makes education effective.
  - Quality of instruction is a key responsibility.
  - “Professional Learning Communities”
- Whole Learner Instruction (ASCD Whole Child Approach to Education)
  - Each learner enters school healthy and learns about and practices a healthy lifestyle.
  - Each learner learns in an environment that is physically and emotionally safe.
  - Each learner is actively engaged in learning and is connected to the school and broader community.
  - Each learner has access to personalized learning and is supported by qualified, caring adults.
  - Each learner is challenged academically and prepared for success in college or further study and for employment and participation in a global environment.
- Surrounded by Community, Environment, Equity, and Relationships...
  - Academic Development
  - Cognitive Development
  - Physical Health
  - Mental Health
  - Social Emotional Development
  - Identity Development

## CONSENT AGENDA

**April 21, 2022**

**Updated: 4/15/22 3:41 PM**

**A. List of Bills:**

1. March 2022

**B. Minutes:**

1. Regular Session – March 14, 2022

**C. Resolution:**

1. 2122-04 – Unanticipated Funding FY 2021-2022

**D. Leave of Absence:**

1. None at this time

**E. Out of State Travel:**

1. AVID Seattle Conference: June 26-29
2. AVID San Diego Conference: July 25-28

**F. Personnel/Staffing Adjustments:**

**1. Retirements:**

- i. District Special Programs Assistant Diana Matlock – Effective July 1, 2022

**2. Resignations:**

- i. PMS Social Study Teacher Rachael Dawes – Effective June 30, 2022
- ii. PMS Math Teacher Dylan Gavin – Effective June 30, 2022
- iii. PHS Special Ed Teacher Rebekah Titus – Effective June 30, 2022
- iv. PHS Baseball Asst Coach Nicholas Dudek
- v. CPS Administrative Asst (0.5 FTE) Soliana Sapp – Effective 4/15/22

**3. New Hires:**

- i. PES Playground Asst Caitlin Bland – Effective 3/28/22
- ii. PMS Administrative Asst Soliana Sapp – Effective 4/18/2022
- iii. PMS Social Studies Teacher Gary Giddens – Temporary to end of year

**4. Staff Reassignments/Changes in FTE:**

- i. None at this time

**G. Extra Duty Assignments:**

1. PMS Drama Assistant Jenny Workman – 0.5 FTE
2. PMS Drama Assistant Katrina Kildea – 0.5 FTE
3. PMS Drama Director Jolene Latz – 0.8 FTE
4. PMS Drama Director Shannon Webb – 0.8 FTE
5. PMS Drama Assistant Linda Skaar – 0.5 FTE
6. PMS Drama Assistant Brian Skaar 0.4 FTE
7. PMS Costume Assistant Cheryl Anderton

**H. Spring Coaches**

1. PHS Baseball Assistant Coach Logan Hansen – 0.5 FTE
2. PHS Baseball Assistant Coach Nolan Jackson – 0.5 FTE

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account:

From Date: 03/01/2022

To Date: 03/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
169	03/17/2022	HOLROYD, BYRON	\$90.44	1328	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
216	03/31/2022	PETTY CASH/SCH DIST 17J	\$141.98	1342	Printed	Expense	<input type="checkbox"/>		
1229	03/04/2022	ECKER, BLAKE	\$750.00	1310	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1230	03/04/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$694.55	1310	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1231	03/04/2022	MOODY, COURTNEY	\$100.00	1310	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1232	03/04/2022	OCCA	\$300.00	1310	Printed	Expense	<input type="checkbox"/>		
1233	03/04/2022	OSAA	\$960.00	1310	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1234	03/04/2022	SILVA, BENITO	\$750.00	1310	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1235	03/07/2022	MPTV	\$42.77	1311	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1236	03/08/2022	ECKER, BLAKE	\$450.00	1317	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1237	03/08/2022	OMEA DISTRICT 11	\$150.00	1317	Printed	Expense	<input type="checkbox"/>		
1238	03/08/2022	OSAA	\$3,076.00	1317	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1239	03/08/2022	SILVA, BENITO	\$450.00	1317	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1240	03/11/2022	GEORGIE'S OF EUGENE	\$33.74	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1241	03/11/2022	HASLAM, LORI	\$250.00	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1242	03/11/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$2,427.90	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1243	03/11/2022	MPTV	\$563.12	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1244	03/11/2022	RAM STEEL INC	\$448.36	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1245	03/11/2022	SPECIAL OLYMPICS	\$1,500.00	1319	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1246	03/14/2022	TILLAMOOK HIGH SCHOOL	\$150.00	1320	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1247	03/14/2022	WEBBER, LEVI	\$45.09	1320	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1248	03/15/2022	KING, TRAVIS	\$750.00	1322	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1249	03/15/2022	SCHWARZ, STEPHANIE	\$250.00	1322	Printed	Expense	<input type="checkbox"/>		

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## Benton County School District 17J

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Fiscal Year: 2021-2022

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Bank Account:

From Date: 03/01/2022

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To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1250	03/30/2022	CASH	\$100.00	1341	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
1251	03/30/2022	CORVALLIS SCHOOL DISTRICT 509J	\$42.00	1341	Printed	Expense	<input type="checkbox"/>		
1252	03/31/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$2,239.10	1343	Printed	Expense	<input type="checkbox"/>		
21050	03/15/2022	BATTERIES PLUS BULBS	\$240.76	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21051	03/15/2022	BEACOCK MUSIC	\$80.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21052	03/15/2022	BENTON ELECTRIC INC	\$443.70	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21053	03/15/2022	BIG'S TREE SERVICE, LLC	\$400.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21054	03/15/2022	BROOKS, DAVE	\$150.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21055	03/15/2022	CINTAS CORP	\$7,614.42	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21056	03/15/2022	CONSUMERS POWER INC	\$2,017.88	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21057	03/15/2022	CORVALLIS CLINIC PC	\$174.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21058	03/15/2022	CORVALLIS POWER EQUIPMENT	\$18.50	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21059	03/15/2022	CORVALLIS SCHOOL DISTRICT 509J	\$52,294.92	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21060	03/15/2022	CRIMINAL INFORMATION SERVICES, INC.	\$52.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21061	03/15/2022	CTX	\$2,073.46	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21062	03/15/2022	ET BURNER & BOILER SERVICE, INC.	\$6,097.50	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21063	03/15/2022	EWING IRRIGATION PRODUCTS, INC	\$4,485.50	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21064	03/15/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$3,346.46	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21065	03/15/2022	HANSON, LOGAN	\$50.00	1323	Printed	Expense	<input type="checkbox"/>		
21066	03/15/2022	MID-VALLEY BASKETBALL OFFICIALS ASSOC.	\$1,980.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	

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21067	03/15/2022	MPTV	\$2,246.60	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21068	03/15/2022	NUMERACY CONSULTANTS LLC	\$1,850.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21069	03/15/2022	OFFICE DEPOT	\$334.10	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21070	03/15/2022	OSU MOTOR POOL	\$1,667.70	1323	Printed	Expense	<input type="checkbox"/>		
21071	03/15/2022	PAPE' MACHINERY	\$10,334.84	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21072	03/15/2022	ROBERT LLOYD SHEET METAL, INC.	\$3,721.09	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21073	03/15/2022	RUSSELL, AMIE	\$50.00	1323	Printed	Expense	<input type="checkbox"/>		
21074	03/15/2022	SENIOR ALL NIGHT PARTY	\$300.00	1323	Printed	Expense	<input type="checkbox"/>		
21075	03/15/2022	STAPLES BUSINESS ADVANTAGE	\$571.47	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21076	03/15/2022	TIMBER SUPPLY CO INC	\$126.00	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21077	03/15/2022	TWGW, INC.	\$787.33	1323	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2022	
21078	03/31/2022	AFLAC	\$45.50	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21079	03/31/2022	AMERICAN FIDELITY - INS	\$4,302.45	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21080	03/31/2022	AMERICAN FIDELITY ASSURANCE CO - 403b	\$3,472.73	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21081	03/31/2022	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21082	03/31/2022	DOJ - Child Support	\$261.00	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21083	03/31/2022	GORDON, AYLWORTH & TAMI, P.C.	\$580.26	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21084	03/31/2022	INVESCO INVESTMENT SERVICES, INC.	\$5,588.54	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21085	03/31/2022	NEWPORT TRUST COMPANY	\$4,063.85	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21086	03/31/2022	OSEA	\$2,074.98	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21087	03/31/2022	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21088	03/31/2022	PHILOMATH EDUCATION ASSOC	\$686.00	1335	Printed	Payroll Ded	<input type="checkbox"/>		

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21089	03/31/2022	PRUDENTIAL ANNUITIES	\$1,064.30	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21090	03/31/2022	TEXAS LIFE	\$730.89	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21091	03/31/2022	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$1,959.73	1335	Printed	Payroll Ded	<input type="checkbox"/>		
21092	03/30/2022	AT&T MOBILITY	\$179.19	1340	Printed	Expense	<input type="checkbox"/>		
21093	03/30/2022	AT&T ONENET SERVICE	\$26.26	1340	Printed	Expense	<input type="checkbox"/>		
21094	03/30/2022	BENTON ELECTRIC INC	\$135.00	1340	Printed	Expense	<input type="checkbox"/>		
21095	03/30/2022	CENTURYLINK	\$71.48	1340	Printed	Expense	<input type="checkbox"/>		
21096	03/30/2022	CTX	\$344.00	1340	Printed	Expense	<input type="checkbox"/>		
21097	03/30/2022	DYNAMIC LAUNDRY SYSTEMS, INC.	\$471.75	1340	Printed	Expense	<input type="checkbox"/>		
21098	03/30/2022	GARRETT HEMANN ROBERTSON	\$550.00	1340	Printed	Expense	<input type="checkbox"/>		
21099	03/30/2022	GRUVER, SHELLY	\$6.44	1340	Printed	Expense	<input type="checkbox"/>		
21100	03/30/2022	INDUSTRIAL WELDING SUPPLY INC	\$201.19	1340	Printed	Expense	<input type="checkbox"/>		
21101	03/30/2022	J.W. PEPPER & SONS, INC.	\$42.99	1340	Printed	Expense	<input type="checkbox"/>		
21102	03/30/2022	K12 Management DBA FuelEd	\$1,644.30	1340	Printed	Expense	<input type="checkbox"/>		
21103	03/30/2022	LINN-BENTON COMMUNITY COLLEGE	\$739.02	1340	Printed	Expense	<input type="checkbox"/>		
21104	03/30/2022	MARTINEZ, PATRICIA M.	\$40.00	1340	Printed	Expense	<input type="checkbox"/>		
21105	03/30/2022	MID COLUMBIA BUS COMPANY, INC.	\$58,715.97	1340	Printed	Expense	<input type="checkbox"/>		
21106	03/30/2022	NEUMANN, KAYLEE	\$270.50	1340	Printed	Expense	<input type="checkbox"/>		
21107	03/30/2022	NORTHSIDE ELECTRIC	\$199.00	1340	Printed	Expense	<input type="checkbox"/>		
21108	03/30/2022	NORTHWEST NATURAL GAS CO.	\$10,748.41	1340	Printed	Expense	<input type="checkbox"/>		
21109	03/30/2022	PACIFIC POWER	\$9,891.19	1340	Printed	Expense	<input type="checkbox"/>		
21110	03/30/2022	PETTY CASH/SCH DIST 17J	\$33.77	1340	Printed	Expense	<input type="checkbox"/>		

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Report: rptGLCheckListing

2021.4.16

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21111	03/30/2022	R3 CUSTOM ENGRAVING	\$100.00	1340	Printed	Expense	<input type="checkbox"/>		
21112	03/30/2022	SCHAEFERS RECREATION	\$1,036.40	1340	Printed	Expense	<input type="checkbox"/>		
21113	03/30/2022	THE HELLO FOUNDATION LLC	\$6,456.25	1340	Printed	Expense	<input type="checkbox"/>		
21114	03/30/2022	TIMBER SUPPLY CO INC	\$65.00	1340	Printed	Expense	<input type="checkbox"/>		
21115	03/30/2022	TWGW, INC.	\$38.64	1340	Printed	Expense	<input type="checkbox"/>		
21116	03/30/2022	US BANK EQUIPMENT FINANCE	\$1,797.53	1340	Printed	Expense	<input type="checkbox"/>		
21117	03/30/2022	WALTER E. NELSON OF EUGENE	\$655.89	1340	Printed	Expense	<input type="checkbox"/>		
45930	03/31/2022	GRAFF, CYNTHIA S	\$33.85	16	Printed	Payroll	<input type="checkbox"/>		
45931	03/31/2022	BUSHNELL, DIANA B	\$543.85	16	Printed	Payroll	<input type="checkbox"/>		
45932	03/31/2022	HALL, JAMES R	\$1,568.80	16	Printed	Payroll	<input type="checkbox"/>		
45933	03/31/2022	LUCAS, BRIAN K	\$530.61	16	Printed	Payroll	<input type="checkbox"/>		
45934	03/31/2022	MIKULA, CASIMIR J	\$105.77	16	Printed	Payroll	<input type="checkbox"/>		
45935	03/31/2022	LAW, RANDALL K	\$180.57	16	Printed	Payroll	<input type="checkbox"/>		
45936	03/31/2022	SCHWINABART, DARLA J	\$1,868.82	16	Printed	Payroll	<input type="checkbox"/>		
45937	03/31/2022	GRUVER, SHELLY A	\$4,732.01	16	Printed	Payroll	<input type="checkbox"/>		
45938	03/31/2022	SKAAR, LINDA M	\$3,899.27	16	Printed	Payroll	<input type="checkbox"/>		
45939	03/31/2022	REMINGTON, TRESSA M	\$3,044.62	17	Printed	Payroll	<input type="checkbox"/>		

Total Amount: \$257,631.85

End of Report

# REGULAR SESSION

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

3/14/2022 07:00 PM

### B. REGULAR SESSION

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair, Rick Wells, on March 14, 2022 at 7:01 p.m. at the Philomath School District Boardroom (1620 Applegate Street, Philomath OR). Those in attendance included Philomath School Board Directors, Rick Wells, Erin Gudge, Karen Skinkis, Anton Grube and Joe Dealy; Superintendent, Susan Halliday; Interim Director of Finance, Jennifer Griffith; Board Executive Assistant, Lillian Edmonds and Philomath News Reporter, Brad Fuqua. Director Wells led the Pledge of Allegiance.
2. **FAQs and Public Comments/Requests** – No comments

### C. REPORTS & CORRESPONDENCE ~

1. **Student Government Report:** Dylan Bell, ASB president, acknowledged the Girls' Basketball team accomplishment, in earning first place in the state. There will be a Big Blue Assembly on Thursday, March 17<sup>th</sup>. He also congratulated the Boys' Basketball and Wrestling teams for earning 4<sup>th</sup> place in the state. Dylan noted that Principal Belveal has been a great asset and support for staff and students. Stacy Gerding, at the request of ASB, was able to make tacos for everyone on 2/22/22. The students sent personal thank you notes to her. Winter trimester will end this week. A dance will take place on April 29<sup>th</sup>. The Polar Plunge raised over \$2500 for the Unified Basketball team.
2. **Association Reports**
  - i. PEA No report
  - ii. OSEA: Amber French, co-president, thanked the licensed staff for their support of classified last week during Classified Employee Appreciation Week. They have a new OSEA representative to replace Cydnie Meyer. He will be meeting with them for negotiation training. Negotiations will begin after spring break.
3. **Classified Employee Proclamation**
  - i. Director Wells read a proclamation to acknowledge our Classified Employees. He declared March 7-11, 2022 to be Classified Employee Appreciation Week.
4. **Superintendent Report**
  - i. Superintendent Halliday agreed with the OSBA statement "We Make it Work, With Class!" in appreciation of our Classified staff. These staff members keep our students safe, healthy, nourished, and learning—no matter what! While their work may often go unrecognized, these dedicated individuals perform essential jobs in our schools.
  - ii. The Philomath School District recently received \$10,000 from OEA Choice Trust. Funds are designed to support "Educator Health and Well-Being". Representatives from PEA, OSEA, and the District met to brainstorm possible uses for these funds. Cost estimates are being obtained and plans are taking shape. Our hope is that this will be a nice gift for all of our staff.

- iii. As was requested at the February School Board Meeting, we have a proposed plan for recognition of the Juneteenth holiday for the 2021-2022 school year. Juneteenth is a holiday commemorating the end of slavery in the United States, often referred to as Emancipation Day or Juneteenth Independence Day.
  - Unless there is inclement weather prior to the end of the school year, staff working the 190-day standard school year will not be impacted by this holiday.
  - Staff members with more than a 190-day contract will have this day off in commemoration of the holiday.
  - Teachers and instructional assistants working in the Summer School program during June will not have this day recognized as a holiday. If Summer School staff working in June wish to recognize this holiday, it will be provided with supervisor approval as a non-contract day. With other, minor changes recommended for the 2022-2023 calendar, the recognition of Juneteenth will be discussed with other calendar adjustments at the April School Board Meeting
- iv. Civil Rights Data Collection: This is a federal report for districts and schools, completed every other year. The report was submitted on March 11, 2022.
- v. Local Option Levy:
  - Planning to move forward with the November 8, 2022 election.
  - Deadline to file ballot title is August 19, 2022.
  - Deadline for filing ballot narrative is September 8, 2022.
  - Deadline for filing arguments is September 12, 2022.

#### **5. Director of Finance Report**

- i. Jennifer Griffith, interim Finance Director, reported that enrollment has stayed steady. Rebalancing of school funds will happen in April, but it won't affect our district much. Initial estimate for funding is slightly higher, but not enough to make any big changes. There are two facility expenditures to consider later in the meeting.

#### **6. Technology Annual Report**

- i. Jennifer Kessel and Mark Neville reported on what the technology team has been doing. Jolene Latz has joined the technology team this year. District Technology Curriculum includes Digital Citizenship, School Maker Space, District 1:1 Chromebook Program and District Technology PD Plan.
- ii. Mid-Valley STEM Hub has agreed to partner with our district using grant funds.
- iii. It is imperative that we start with kinder students and build from there to grow good digital citizenship.
- iv. Technology will be an important part of Friday Professional Development sessions.
- v. District Network Firewall: District Security is a high priority. The district will be adding to LBL ESD's security by adding our own security.
- vi. CISA Cyber Hygiene Service will be starting up.
- vii. iBos is used for filtering and this is housed at LBL ESD. This has been available to 8<sup>th</sup> grade students that have taken Chromebooks home. They will continue to roll this out to all Chromebooks.
- viii. Progress: Cameras have been installed and are operating. All of the switches and Access points have been replaced. Classroom technology has been evaluated and they will be rolling out new technology over the next three years. Teachers will be trained on these devices.
- ix. They will be looking at a new keycard system. The camera system can be integrated with this system.
- x. Jennifer is on the STEM HUB board.

## **D. STRATEGY AND DISCUSSION ~**

### **1. Language Arts Instructional Materials**

- i. An overview of the Amplify Language Arts curriculum was presented by Steve Bell, Cristina LeBrun, Adeline Stewart, Alan Jozwiak, and Kim Maness. They reviewed five different curricula and settled on Amplify. It has an online guide, journals for each unit, and a textbook for the classroom for reference. Teachers have unit textbooks. This is designed to be a seven year cycle for replacement.
  - Director Dealy moved to accept the Language Arts adoption as presented in the packet. Second: Director Grube. Motion passed: 5-0.

### **2. KVCS Charter Agreement**

- i. Superintendent Halliday is working on edits to make the language clear for both parties. Conversation has continued between the parties. The charter will be for a 10 year period. Discussions are happening about special education services for KVCS.

### **3. Ready Schools, Safe Learners**

- i. A letter was sent to families on March 3<sup>rd</sup> regarding the change in mask requirements. As of March 12<sup>th</sup> face coverings are optional in the Philomath School District.
- ii. We have an 80% vaccination rate in Benton County with a 3.9% test positivity and 109 cases per 100K. Benton County is in a low category.
- iii. Free COVID test kits will be given out to students.
- iv. Safe Return to in-Person Instruction and Continuity of Services Plan updates are required to be reviewed every 6 months.
- v. The American Rescue Plan Elementary and Secondary School Emergency Relief Fund has been updated
- vi. Director Skinkis made a motion to approve the American Rescue Plan Elementary and Secondary School Emergency relief Fund as presented in the packet. Second: Director Dealy. Motion passed 5-0.

### **4. Calendar Update**

- i. Superintendent Halliday notified the Board that staff who work more than 190 days will have the Juneteenth Holiday off on June 20, 2022. For those that are working in summer school, they will be given the option of taking the day off. There will be more information to share about the 2022-2023 calendar at next month's meeting.

### **5. Local Option Levy**

- i. Superintendent Halliday would like to get started on the process to put this on the ballot in November. There were no Board members available to lead the process. The board suggested that they find a community member that would take the lead on this. They suggested using documentation from the last levy process to guide this renewal. Susan will check with Jim Kildea about leading the process.

## **E. ACTION ITEMS ~**

### **1. PMS Language Arts Adoption**

- i. This was approved earlier in the meeting.

### **2. CPS Roofing Bid Approval**

- i. The roof at the Clemens Primary School was repaired in 2013 to fix leaking in some areas. Those repairs have come to their end of life, and the roof system needs to be replaced before any additional damage occurs to the building.

- ii. Facilities Director, Joey DiGiovannangelo, used a third party contractor (Garland/DBS, Inc.) to solicit bids through the Master Intergovernmental Cooperative Purchasing Agreement using local contractors. The quotes contained estimates for removal of the existing roof material and a complete roof system replacement. The new roof will come with a 30 year warranty
- iii. Director Grube would like to make sure that the 30 year warranty provides what we need.
- iv. Director Gudge asked about the exclusion list. Should the permits be included in the bid?
- v. Director Dealy moved that the board accept the CPS roof bid as recommended by the facilities director. Second: Director Grube. Motion passed: 5-0
- vi. The Board requested that the facilities director be in attendance when facility considerations are on the agenda. Joey was not available for this meeting, but would normally have attended.

### **3. PHS Boiler Replacement Bid Approval**

- i. The Boiler system at the high school has been on the Facilities radar for the past few years. There have been concerns that the current boilers were failing, due to increased water usage. The issues were confirmed in the annual maintenance inspection in January 2022. The inspector confirmed that the boilers are failing and that one is draining water, when there should be no water leaving the system. Unfortunately, the boilers that were installed during the high school reconstruction were not the best quality for longevity, and are failing much earlier than should be for this type of equipment. We are requesting to replace the old boilers with 2 new KN-30 Plus. These new boilers have a 25-year heat exchanger warranty
- ii. Joey DiGiovannangelo has received four bids to replace them. It will be 22-24 weeks before delivery. This would come out of Public Purpose Charge School Program, SB 1149, and not general fund dollars.
- iii. Director Grube asked if we have had an engineer look at the plans and bids. He suggested that we have an engineer put a rubber stamp on the project. It would be worth the cost to make sure that we are getting what we need.
- iv. Director Grube made a motion to approve the RFP for the high school boiler replacement as presented in the packet. Second: Director Dealy. Motion passed 5-0.

### **4. Licensed Renewals**

- i. Licensed staff must be notified by March 15<sup>th</sup> as to whether their contract will be renewed.
- ii. Temporary staff are non-renewed and it is not a reflection on their performance.
- iii. Director Grube moved that the board approve the licensed teaching renewals as presented in the packet. Second: Director Skinkis. Motion Passed: 5-0

### **5. Consent Agenda**

- i. Director Gudge made a motion to approve the consent agenda as presented in the packet. Second: Director Grube. Passed: 5-0

### **6. Policies (Second Reading)**

- i. Director Gudge made a motion that the board approve the policies as presented in the packet. Second: Director Dealy. Motion passed: 5-0

## **F. MEETING CLOSURE ~**

### **1. Board Reports & Thanks**

- i. Director Gudge would like to celebrate the achievements of all of the athletic teams and coaches for working so hard. Director Dealy thanked the classified employees in the district. They give help and support to the teaching staff. Director Skinkis acknowledged the Reading Retrievers team for Battle of the Books that took first place. She thanked Anton for his expertise in facilities. Director Grube thanked the curriculum reviewers. He thanked all of the people who worked on updating the Safe Schools, Safe Learners documents. Director Wells, thanked the classified employees for their

contributions. He also thanked all of the district staff. Director Skinkis gave thanks to Brad Fuqua, from Philomath News, for his hard work in reporting events and activities happening in the school district.

**2. Next Meeting Agenda Items**

**3. Board Requests & Adjournment**

- i. Director Grube would like to revisit the idea of a facilities committee and keeping abreast of facility status.
- ii. The meeting was adjourned at 9:21 p.m.

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Board Chair

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Superintendent

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Date



# Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

## RESOLUTION NO. 2122-04

### **A RESOLUTION APPROVING UNANTICIPATED FUNDING FOR FISCAL YEAR 2021-2022**

WHEREAS, the Board of Directors would like to recognize and accept additional funding for 2021-22 of \$175,000.00 in the form of a grant awarded by the Coronavirus State Fiscal Recovery Fund (CSFRF). These funds will enable the district to provide additional transition services for our Special Education students.

WHEREAS, ORS 294.338(2) provides exceptions to Local Budget Law if the governing body of a municipal corporation could not have foreseen a specific purpose grant at the time of the preparation of the budget for the current year.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PHILOMATH SCHOOL DISTRICT 17J:

The budget for fiscal year 2021-2022 is hereby amended, and the amounts appropriated by the Board of Directors under Resolution 2122-04 for the Local/State/Federal Programs Fund are hereby amended as follows:

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<i>Local/State/Federal Programs Fund –</i>			
Support Services	\$ 2,548,234	\$ 175,000	\$ 2,723,234

Passed by the Board of Directors of Philomath School District this 21<sup>st</sup> day of April, 2022.

By: \_\_\_\_\_  
*Philomath School District 17J Board Chair*

By: \_\_\_\_\_  
*Philomath School District 17J Superintendent*





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# SUMMER INSTITUTE | 2022



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- ▶ Develop educator and student agency.

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This summer, professional learning includes a General Session with student and educator speakers providing motivation for the year to come.

### – Pre-conference sessions to build a stronger AVID foundation

Before engaging with specialized content in your Community of Practice, choose from two different pre-conference sessions—[AVID 101 and Leveraging Site Teams to Develop Collective Educator Agency](#)—offered on the day before your Community of Practice starts.

[AVID.org/Summer-Institute](https://AVID.org/Summer-Institute)

# AVID Summer Institute

SEATTLE, WA • June 27-29, 2022



General Session, Communities of Practice, and Site Team meetings are held at these locations:

**Washington State Convention Center:** 705 Pike St., Seattle, WA

**The Conference Center at the Washington State Convention Center:** 800 Pike St. #804, Seattle, WA

**Sheraton Grand Hotel Seattle:** 1400 6th Ave., Seattle, WA

**Grand Hyatt Seattle:** 721 Pine St., Seattle, WA

**Hyatt Olive 8:** 1635 8th Ave, Seattle, WA



## Daily Schedule at a Glance

**Note:** specific Community of Practice and Site Team locations will be listed on your name badge.

- General Session
- Community of Practice
- Site Teams
- Pre-Conference Sessions

Sunday JUNE 26	Monday JUNE 27	Tuesday JUNE 28	Wednesday JUNE 29
1:00 – 5:00 pm Check-In/Help & Info	6:30 – 8:00 am Check-In	7:00 – 8:00 am Morning Coffee	7:00 – 8:00 am Morning Coffee
1:00 – 5:00 pm AVID Merchandise Sales	6:30 am – 3:30 pm AVID Merchandise Sales	7:00 am – 3:30 pm Help & Info Desk	7:00 am – 12:00 pm Help & Info Desk
<span style="color: purple;">●</span> 2:00 – 5:00 pm Optional Pre-Sessions	6:30 am – 4:30 pm Help & Info Desk	9:30 am – 5:30 pm AVID Merchandise Sales	7:00 – 10:00 am AVID Merchandise Sales
	7:00 – 8:00 am Grab-n-Go Breakfast	<span style="color: teal;">●</span> 8:00 am – 12:00 pm Community of Practice (CoP)	<span style="color: teal;">●</span> 8:00 am – 12:00 pm Community of Practice (CoP)
	<span style="color: teal;">●</span> 8:00 am – 12:00 pm Community of Practice (CoP)	12:00 – 1:30 pm Lunch (on your own)	12:00 pm Institute Ends
	12:00 – 1:30 pm Lunch (on your own)	<span style="color: orange;">●</span> 1:30 – 3:30 pm Site Teams	
	<span style="color: orange;">●</span> 1:30 – 4:30 pm Site Teams	3:30 – 4:00 pm Snack Break	
		<span style="color: yellow;">●</span> 4:00 – 5:00 pm General Session	

**Book Accommodations**

**Register Today!**

## Member Pricing

The registration deadline is 3 weeks before the start date of each Summer Institute. Registrations will be accepted as space allows after the registration deadline.

**\$875**

**Early Bird Pricing**

Available through May 2

**\$950**

**Regular Pricing**

May 3 until 3 weeks before event date

**\$999**

**Late Registration Pricing**

Less than 3 weeks before event date

**\$99**

**One-Day District Leadership**

**Pricing for Educators Not in AVID Member Districts**

**\$999**

**Early Bird Pricing**

Available through May 2

**\$1,050**

**Regular Pricing**

May 3 until 3 weeks before event date

**\$1,099**

**Late Registration Pricing**

Less than 3 weeks before event

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**One-Day District Leadership**

*All pricing is per participant.*



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[AVID.org/Summer-Institute](https://AVID.org/Summer-Institute)



# AVID Summer Institute

SAN DIEGO 2, CA • July 26–28, 2022



General Session, Communities of Practice, and Site Team meetings are held at these locations:



**Manchester Grand Hyatt:** 1 Market Pl., San Diego, CA

**San Diego Convention Center:** 111 West Harbor Dr., San Diego, CA

**Omni Hotels & Resorts San Diego:** 675 L St., San Diego, CA

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	1:30 – 4:30 pm Site Teams	3:30 – 4:00 pm Snack Break	
		4:00 – 5:00 pm General Session	

[Book Accommodations](#)

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**\$99**

**One-Day District Leadership**

*All pricing is per participant.*

## Philomath School District 17J

Code: GBNAA/JHFF  
Adopted: 7/13/20

### Suspected Sexual Conduct with Students and Reporting Requirements\*

Sexual conduct with students by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

<sup>4</sup>“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that

<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

### Suspected Sexual Conduct with Students and Reporting Requirements–

GBNAA/JHFF

1-3

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another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the [another licensed administrator {<sup>5</sup>} position title] who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

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

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

<sup>5</sup> {A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

**Deleted:** superintendent is the alleged perpetrator the report shall be submitted to another licensed building administrator who shall report the suspected sexual

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**Deleted:** chair

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**Deleted:** JHFF/

**Deleted:** as appropriate, for investigation.

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The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.¶

**Deleted:** Reporting Requirements for

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

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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

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

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 2136 (2021).

Senate Bill 51 (2021).

**Cross Reference(s):**

GCAB - Personal Electronic Devices and Social Media - Staff

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students \*

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Suspected Sexual Conduct with Students and Reporting Requirements -  
GBNAA/JHFF  
3-3

Philomath School District 17J

Code: GBNAA/JHFF-AR  
Revised/Reviewed: 7/13/20

Suspected Sexual Conduct Report Procedures and Forms\*

The district posts in each school building the names and contact information of the district employees<sup>{2}</sup> designated for the respective school building to receive reports of suspected sexual conduct and the procedures the designee(s) will follow upon receipt of the report.

When a designated licensed administrator<sup>3</sup> receives a report of suspected sexual conduct that may have been committed by a commission licensee<sup>4</sup>, the designee shall notify Teacher Standards and Practices Commission (TSPC). The designee shall notify the Oregon Department of Education (ODE) if the administrator receives a report of suspected sexual conduct that may have been committed by a school employee, contractor, agent or volunteer that is not a commission licensee.

If the superintendent is the alleged perpetrator the report shall be submitted to the [another licensed administrator] who shall refer the report to the Board chair.

The district will investigate all reports of suspected sexual conduct, unless otherwise requested by TSPC or ODE as appropriate.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>5</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC<sup>6</sup> or ODE<sup>7</sup> determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment

<sup>2</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building, in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>3</sup> A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>4</sup> "Commission licensee," as is defined in ORS 342.120 (as amended by HB 2136 (2021)), means a person whom the TSPC has authority to investigate or discipline because the person is enrolled in an approved educator preparation program, is an applicant for a TSPC license or registration, holds a license or registration issued by TSPC, or has held a license or registration issued by the TSPC at any time during the previous five years.

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

<sup>6</sup> TSPC investigates reports on commission licensees.

<sup>7</sup> ODE investigates reports on persons who are not commission licensees.

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... [1]



action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required.

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When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE, as appropriate, that the report is unsubstantiated.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

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

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

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

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~~A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.~~

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

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

## Training

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The district shall provide information and training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

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Suspected Sexual Conduct Report Procedures and Forms\* – GBNAA/JHFF-AR  
3-5

**Philomath School District 17J**  
**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

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... [4]

Suspected Sexual Conduct Report Procedures and Forms\* – GBNAA/JHFF-AR  
4-5

**Philomath School District 17J**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

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

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... [5]

Suspected Sexual Conduct Report Procedures and Forms\* – GBNAA/JHFF-AR  
5-5

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Suspected Sexual Conduct Report Procedures and Form – GBNAA/JHFF-AR

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Suspected Sexual Conduct Report Procedures and Form – GBNAA/JHFF-AR

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**Colleen Allen**

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Suspected Sexual Conduct Report Procedures and Form – GBNAA/JHFF-AR

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# OSBA Model Sample Policy

Code:  
Adopted:

GBNAB/JHFE

## Suspected Abuse of a Child Reporting Requirements\*\*

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>3</sup>, agents<sup>4</sup>, volunteers<sup>5</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

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

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

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {<sup>6</sup>} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {<sup>7</sup>} licensed administrator position title] who shall also report to the Board chair.

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

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

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

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

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

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

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

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<sup>6</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>7</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

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

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

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

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

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

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

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

END OF POLICY

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**Legal Reference(s):**

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

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

[OAR 581-022-2205](#)

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



# OSBA Model Sample Policy

Code:  
Adopted:

GBNAB/JHFE-AR(1)

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.

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

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

If the superintendent is the alleged abuser the report shall be submitted to the [a school {<sup>3</sup>} licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of district administrator who received a copy of the written report.

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

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

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

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not be violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>{5}</sup>, agent or volunteer, the district ~~may~~ ~~shall~~ prohibit the contractor, agent or volunteer from providing services to the district. ~~If~~ the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. ~~The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>6</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.~~

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

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

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

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

<sup>5</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

<sup>6</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

## Definitions

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

## Confidentiality of Records

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

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

## Failure to Comply

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

## Cooperation with Investigator

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

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

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

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

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

## Philomath School District 17J

Code: IKF  
Adopted: 12/13  
Revised/Readopted: 10/21/19  
Orig. Code: IKF

### Graduation Requirements\*\*

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child<sup>1</sup>;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that district or public charter school.

### Honors Diploma

A high school honors diploma will be award to students in grades 9 through 12 who complete 26 credits which include the following:

1. Four credits of English Language Arts (shall include the equivalent of one unit in written comprehension);
2. Four credits of mathematics (Algebra I level or higher);
3. One credit of World History/Geography;

<sup>1</sup> As defined in ORS 30.297.

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4. One credit of US History;
  - a. One half credit of Social Science Selective;
  - b. One credit of senior social studies;
  - c. Three and one-half credits of science (including integrated science and biology);
  - d. One credit of health (Health I and Health II);
  - e. One credit PE (including Freshman PE. 5 credit);
  - f. Two and one-half credits App/Fine Arts or Second language;
  - g. Five credits of electives;
  - h. One-half credit for CASW/Senior project;
  - i. One credit of Technology and personal finance( .5 credit technology and .5 credit of personal finance).

To receive an Honors diploma, in addition to the above credit requirements, as outlined in OAR 581-022-2000, a student must:

1. ~~Develop an education plan and build an education profile;~~
2. Demonstrate extended application through a collection of evidence;
3. Participate in career-related learning experiences.

#### Diploma

(Note: review the standard diploma requirements, it appears the credits add up to 25 rather than 24.)

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits<sup>{3}</sup> which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (including history, civics<sup>4</sup>, geography, and economics (including personal finance));
5. One credit in health education;
7. One credit in physical education; ~~Three credits in career and technical education, the arts or world languages (units shall be earned in any one or a combination);~~
8. Five credits of electives;
9. One half credit CASW/senior project; and

**Deleted:** <#>Demonstrate proficiency in the Essential Skills of Reading, Writing and Applied Mathematics; ¶

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**Deleted:** Two and one half credits in App/Fine Arts or Second language

<sup>3</sup> {If the district has additional credit or graduation requirements, the district is required to include those additional credits and graduation requirements in the following lists.}

<sup>4</sup> Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021).

10. One credit of Technology and Personal Finance (.5 technology and .5 personal finance).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements outlined in OAR 581-022-2000, a student must<sup>5</sup>:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence; and
3. Participate in career-related learning experiences.

#### Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in language arts;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

<sup>5</sup> The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).

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Demonstrate proficiency in the Essential Skills of Reading, Writing and Applied Mathematics; ¶

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¶  
The district will allow English Language Learner (ELL) students to demonstrate proficiency in all required Essentials. ¶

¶  
The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.¶

¶  
**Essential Skills Appeal**¶

¶  
The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.¶

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1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in learning expectations, construct, or content that is to be measured, grade level standard, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Beginning in grade five or beginning after a documented history to qualify for a modified diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

### Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
  - a. Two credits in mathematics;
  - b. Two credits in language arts;
  - c. Two credits in science;
  - d. Three credits in history, geography, economics or civics;
  - e. One credit in health;

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- f. One credit in physical education; and
- g. One credit in the arts or a world language.

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2. Have a documented history of:

- a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
- b. A medical condition that creates a barrier to achievement; or
- c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five or beginning after a documented history to qualify for an extended diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.

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### Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum requirements established by the district.

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Beginning in grade five or beginning after a documented history to qualify for an alternative certificate, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

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### Other District Responsibilities

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

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The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

**Deleted:** A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in the later of 4 years after starting the ninth grade, or until the student reaches the age of 21 if the student is entitled to a public education until the age of 21 under state or federal law.

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A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or

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guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate shall have the option of participating in a high school graduation ceremony with the student's class.

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A student who receives a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school.

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The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

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Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

**Deleted:** Free Appropriate Public Education

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form<sup>6</sup> and submitting the form to the district.

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The district will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student performance.¶

The district will issue a high school diploma pursuant to Oregon law (ORS 332.114) to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

**Deleted:** Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

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**Deleted:** a deceased person who served in the Armed Forces

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The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

<sup>6</sup> Oregon Department of Education page for:

**Deleted:** www.ode.state.or.us: or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

**Legal Reference(s):**

<a href="#">ORS 329.007</a>	<a href="#">ORS 339.505</a>	<a href="#">OAR 581-022-2015</a>
<a href="#">ORS 329.045</a>	<a href="#">ORS 343.295</a>	<a href="#">OAR 581-022-2020</a>
<a href="#">ORS 329.451</a>		<a href="#">OAR 581-022-2025</a>
<a href="#">ORS 329.479</a>	<a href="#">OAR 581-021-0009</a>	<a href="#">OAR 581-022-2030</a>
<a href="#">ORS 332.107</a>	<a href="#">OAR 581-022-2000</a>	<a href="#">OAR 581-022-2115</a>
<a href="#">ORS 332.114</a>	<a href="#">OAR 581-022-2005</a>	<a href="#">OAR 581-022-2120</a>
<a href="#">ORS 339.115</a>	<a href="#">OAR 581-022-2010</a>	<a href="#">OAR 581-022-2505</a>

*Test Administration Manual*, published by the OREGON DEPARTMENT OF EDUCATION.  
House Bill 2056 (2021).  
Senate Bill 744 (2021).