

Meeting Packet

REGULAR SESSION

5/19/2022

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

5/19/2022 07:00 PM

A. EXECUTIVE SESSION ~ 5:30 p.m.

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

ORS 192.660 (2) (d) to discuss labor negotiations

ORS 192.660 (2) (i) to review and evaluate the employment related performance of district employees

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. Oregon Natural Resources Education Foundation - Dick Powell

4. Superintendent Report

5. Director of Finance Report

[Finance Director Report \(p. 4\)](#)

[Financials - April 2022 \(p. 5\)](#)

[Enrollment \(p. 9\)](#)

[Fund 284 PES \(p. 11\)](#)

[Fund 285 PMS \(p. 12\)](#)

[Fund 286 PHS \(p. 14\)](#)

D. STRATEGY AND DISCUSSION ~

1. Elementary Curriculum Adoption - Abby Couture & Bryan Traylor: Action Required

2. Philomath Academy Topics - Dan Johnson: Action Required

i. Annual Board Policy Review

[Annual Alternative Learning Approval \(p. 18\)](#)

- 3. Kings Valley Charter Discussion
- 4. Narcan/Naloxone Discussion - Laura Bryant, RN
- 5. OSEA/PSD Bargaining
- 6. Ready Schools, Safe Learners - Update
- 7. Superintendent Evaluation Discussion
- 8. Local Option Levy - Action Required

E. ACTION ITEMS ~

1. Consent Agenda

- [Consent Agenda \(p. 24\)](#)
- [Check listing \(p. 25\)](#)
- [Minutes - April 21, 2022 \(p. 31\)](#)
- [Resolution 2122-05 \(p. 36\)](#)

2. Policies (Second Reading) - Action Required

- [Policy GBNAA/JHFF \(p. 37\)](#)
- [Policy GBNAA/JHFF AR \(p. 40\)](#)
- [OSBA Explanation of Policy GBNAA/JHFF \(p. 46\)](#)

F. MEETING CLOSURE ~

- 1. Next Meeting Agenda Items
- 2. Board Reports & Thanks
- 3. Board Requests & Adjournment

G. IMPORTANT DATES

May 21		Robotics Rummage Sale
May 24	5:45 - 6:45 p.m.	CPS Music Program
May 25	6:00-7:00 p.m.	BES Music Program
May 26	6:00-7:30 p.m.	Budget Committee Meeting
May 27		No School - Make Up Day
June 1	6:00-8:00	PES Music Program 2nd & 3rd grades
June 7	7:00 p.m.	PHS Spring Concert
June 8	7:00 p.m.	PHS Honors Convocation
June 9	5:30-8:00 p.m.	Art Extravaganza
June 10	5:00 p.m.	Philomath Academy Graduation
June 11		PHS Graduation
June 16		Last day of school
June 16	7:00-9:00 p.m.	Regular Board Meeting



Philomath School District

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

May 12, 2022

Board Members:

Enclosed you shall find the financial reports for the period ending April 30, 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>May 2022</u>	<u>May 2021</u>	<u>Change</u>
CPS	167	151	16
PES	344	332	12
BL	22	17	5
PMS	342	306	36
PHS	384	334	50
PA	96	154	-58
KVCS	<u>193</u>	198	<u>-5</u>
Subtotal	1548	1492	56
Part-Time	<u>11</u>	76	<u>-65</u>
Total	<u>1559</u>	<u>1568</u>	<u>-9</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>May 2022</u>	<u>April 2022</u>	<u>Change</u>
CPS	167	165	2
PES	344	342	2
BL	22	22	0
PMS	342	338	4
PHS	384	389	-5
PA	96	96	0
KVCS	<u>193</u>	<u>194</u>	<u>-1</u>
Subtotal	1548	1546	2
Part-Time	<u>11</u>	<u>12</u>	<u>-1</u>
Total	<u>1559</u>	<u>1558</u>	<u>1</u>

April 2022 General Fund Expenditures totaled \$1,610,473.78. Expenditures that exceed \$10,000 are as follows:

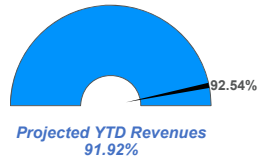
- Northwest Natural Gas Co. \$ 10,603 (Monthly Gas Bill)
- Fifth Third Bank \$ 11,346 (Lease payment)
- Walter E Nelson \$ 14,781 (Custodial supplies)
- Strengthening Rural Families \$ 17,055 (Pre-school)
- Pacific Power \$ 18,149 (Monthly Power Bill)
- AVID Center \$ 18,733 (AVID license fee)
- Mid-Columbia Bus Company \$ 61,581 (March Bus Service)
- Corvallis School District \$ 156,582 (Food Services Feb & Mar 2022)
- Kings Valley Charter School \$ 201,578

Respectfully Submitted,
Jennifer Griffith
Business Manager

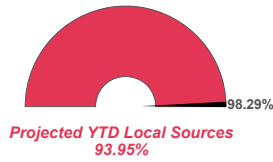
100 General Fund Revenue Dashboard Summary

For the Period Ending April 30, 2022

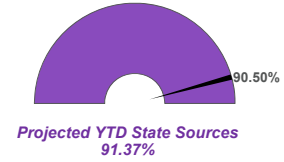
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

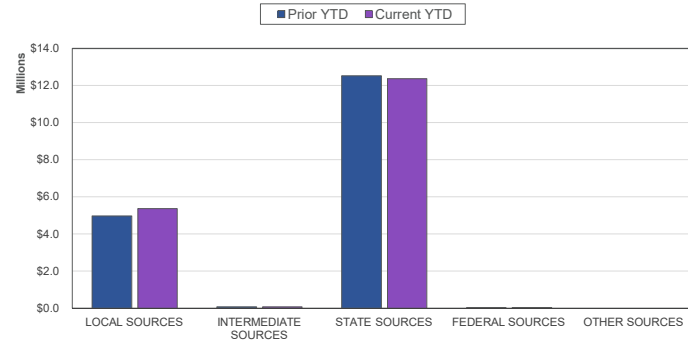


General Fund Revenues

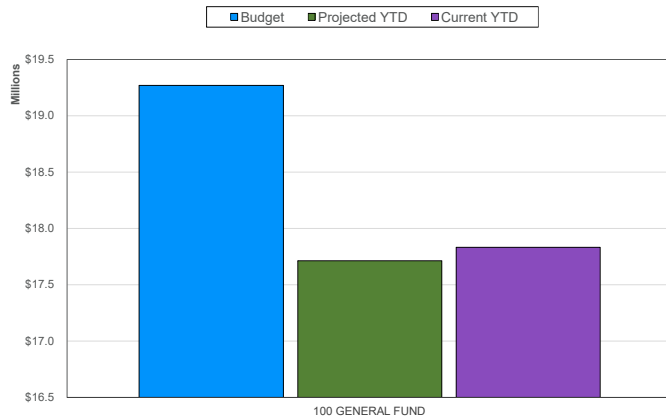
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$12,329,175
Property Taxes	\$4,089,471
Resources - Beginning Fund Balance	\$2,514,838
Local Option Levy Taxes	\$1,043,316
Kings Valley Charter School Fees	\$116,834
Intermediate 1 Tax (City And County Income Taxes)	\$44,884
Severe Disabilities Reimbursement	\$43,582
Miscellaneous	\$43,221
Medicaid Reimbursements	\$38,257
Interest On Investments	\$35,830
Percent of Total Revenues Year-to-Date	99.77%

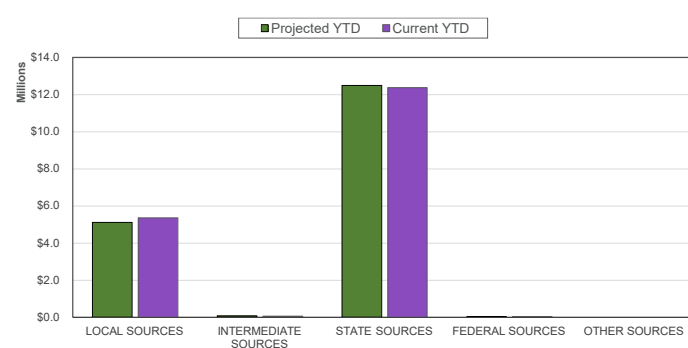
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



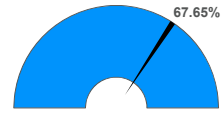
General Fund Revenue by Source | Projected YTD vs. Current YTD



100 General Fund Expense Dashboard Summary

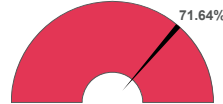
For the Period Ending April 30, 2022

Actual YTD Expenditures



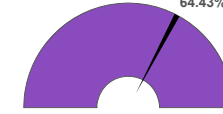
Projected YTD Expenditures
69.69%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
76.31%

Actual YTD Other Objects



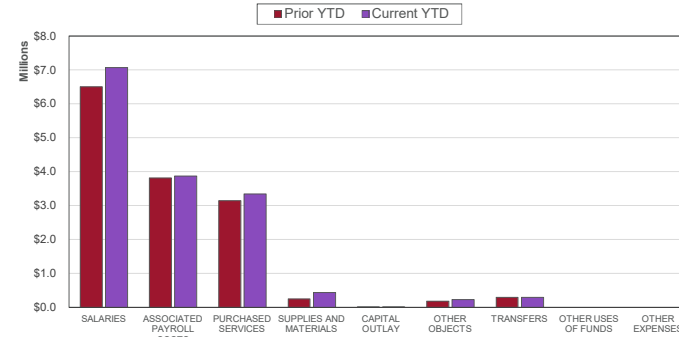
Projected YTD Other Objects
64.34%

General Fund Expenditures

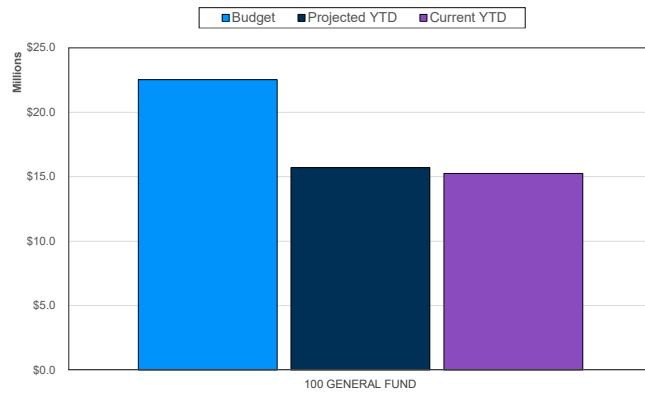
Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$3,724,351
Charter School Payments, Adm	\$1,627,659
Classified Salaries	\$1,345,362
Medical Insurance	\$1,158,339
Public Employees Retirement System	\$1,064,188
Administrator Salaries	\$878,665
Unrepresented Salaries	\$562,185
Pers Bond 1	\$535,673
Social Security Administration	\$524,919
Charter School, Remote Elementary	\$475,093
Percent of Total Expenditures Year-to-Date	78.03%

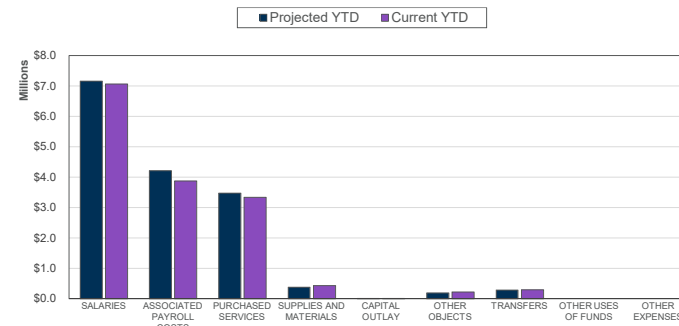
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



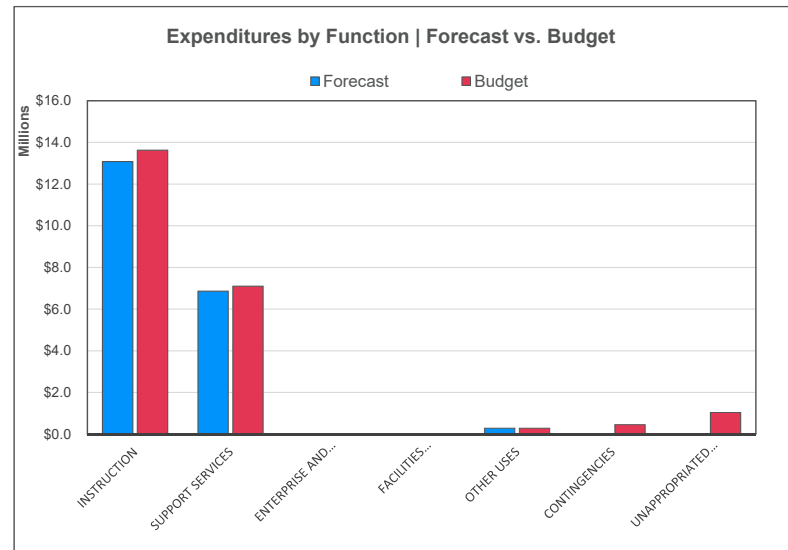
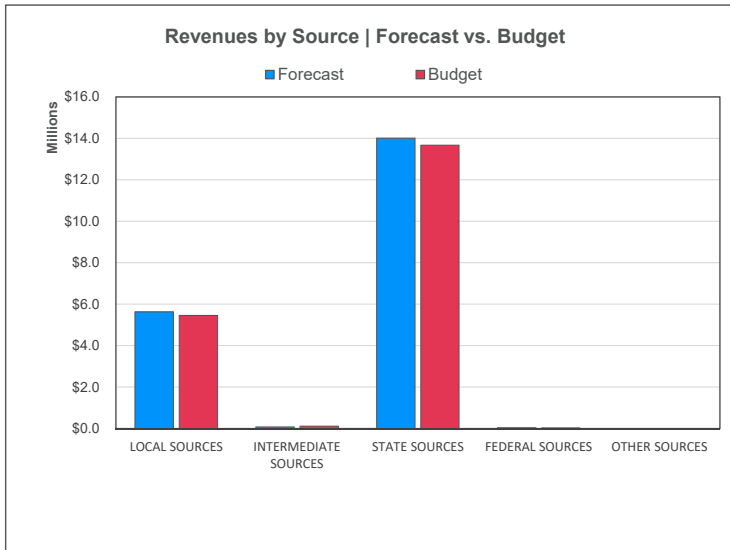
General Fund Expenditures by Object | Projected YTD vs. Current YTD



100 General Fund | Financial Projection by Function

For the Period Ending April 30, 2022

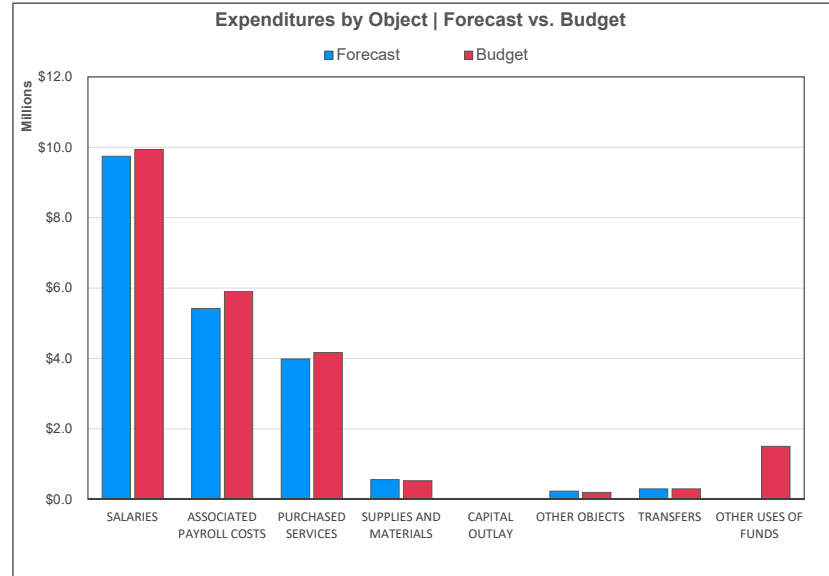
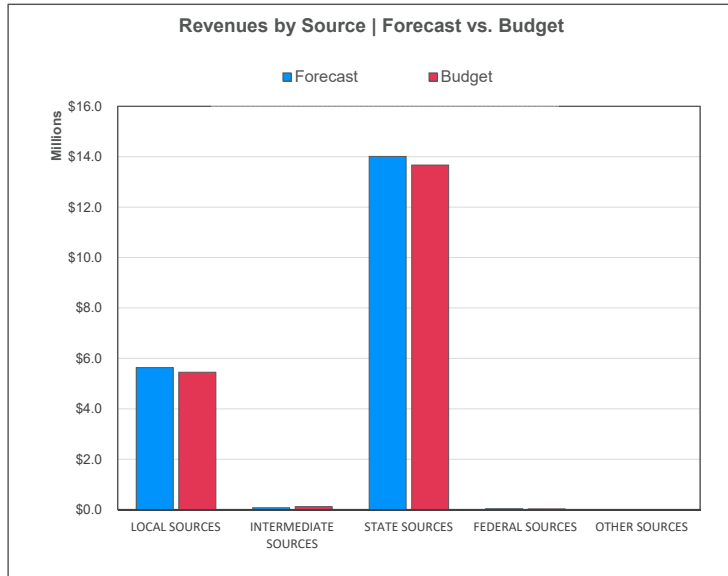
	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,743,643	\$ 2,514,838	\$ (0)	\$ 2,514,838	\$ 3,267,000	\$ (752,162)
REVENUES						
Local Sources	4,970,945	5,358,770	275,536	5,634,306	5,451,964	182,342
Intermediate Sources	74,630	62,547	13,758	76,306	118,000	(41,694)
State Sources	12,532,515	12,372,757	1,637,627	14,010,384	13,670,867	339,517
Federal Sources	12,150	38,257	-	38,257	30,000	8,257
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 17,590,241	\$ 17,832,332	\$ 1,926,921	\$ 19,759,253	\$ 19,270,831	\$ 488,422
EXPENDITURES						
Instruction	\$ 9,182,167	\$ 9,469,784	\$ 3,611,708	\$ 13,081,492	\$ 13,630,978	\$ 549,486
Support Services	4,717,735	5,481,519	1,382,115	6,863,634	7,102,660	239,026
Enterprise and Community Services	1,307	1,794	519	2,313	6,492	4,179
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	296,000	293,692	-	293,692	295,000	1,308
Contingencies	-	-	-	-	458,185	458,185
Unappropriated Ending Fund Balance	-	-	-	-	1,044,516	1,044,516
TOTAL EXPENDITURES	\$ 14,197,209	\$ 15,246,789	\$ 4,994,343	\$ 20,241,132	\$ 22,537,831	\$ 2,296,700
SURPLUS / (DEFICIT)	\$ 3,393,032	\$ 2,585,543	\$ (3,067,422)	\$ (481,879)	\$ (3,267,000)	\$ 2,785,122
Projected Year End Fund Balance				\$ 2,032,959		
Projected Available Ending Fund Balance				\$ 530,258		



100 General Fund | Financial Projection by Object

For the Period Ending April 30, 2022

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,743,643	\$ 2,514,838	\$ (0)	\$ 2,514,838	\$ 3,267,000	\$ (752,162)
REVENUES						
Local Sources	4,970,945	5,358,770	275,536	5,634,306	5,451,964	182,342
Intermediate Sources	74,630	62,547	13,758	76,306	118,000	(41,694)
State Sources	12,532,515	12,372,757	1,637,627	14,010,384	13,670,867	339,517
Federal Sources	12,150	38,257	-	38,257	30,000	8,257
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 17,590,241	\$ 17,832,332	\$ 1,926,921	\$ 19,759,253	\$ 19,270,831	\$ 488,422
EXPENDITURES						
Salaries	\$ 6,505,786	\$ 7,070,904	\$ 2,675,744	\$ 9,746,649	\$ 9,938,989	\$ 192,340
Associated Payroll Costs	3,816,797	3,873,295	1,544,812	5,418,107	5,901,691	483,584
Purchased Services	3,140,732	3,340,847	645,476	3,986,323	4,168,902	182,579
Supplies and Materials	250,007	433,321	123,063	556,384	526,076	(30,308)
Capital Outlay	2,663	7,178	2,281	9,459	11,300	1,841
Other Objects	185,225	227,551	2,967	230,518	193,172	(37,346)
Transfers	296,000	293,692	-	293,692	295,000	1,308
Other Uses of Funds	-	-	-	-	1,502,701	1,502,701
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 14,197,209	\$ 15,246,789	\$ 4,994,343	\$ 20,241,132	\$ 22,537,831	\$ 2,296,699
SURPLUS / (DEFICIT)	\$ 3,393,032	\$ 2,585,543	\$ (3,067,422)	\$ (481,879)	\$ (3,267,000)	
ENDING FUND BALANCE				\$ 2,032,959		
Projected Available Ending Fund Balance				\$ 530,258		



2021 / 2022 SCHOOL YEAR
ENROLLMENT FIGURES as of: May 19, 2022

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time	
Kindergarten	108	80	5			0	1	22		
1st	112	<u>87</u>	5			0		20		
2nd	89	70	4			4		11		
3rd	118	86	7			3		22		
4th	111	91	<u>1</u>			2		17		
5th	115	<u>97</u>				3		15		
6th	132			109		3		20		
7th	133			111		4	1	17		
8th	148			<u>122</u>		11	1	14		
9th	144				120	8	1	15		
10th	125				99	17	1	8		
11th	114				90	18	0	6		
12th	110				<u>75</u>	<u>23</u>	<u>5</u>	6	1	
Totals		<u>167</u>	<u>344</u>	<u>22</u>	<u>342</u>	<u>384</u>	<u>96</u>	<u>10</u>	<u>193</u>	<u>1</u>

TOTAL FULL-TIME ENROLLMENT - All Schools 1,548

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	167	0
PES	330	332	329	329	330	328	330	342	344	0
BL	23	22	23	22	21	21	21	22	22	0
PMS	331	331	331	332	335	336	336	338	342	0
PHS	435	411	399	392	389	384	380	389	384	0
Academy	91	93	98	107	98	105	107	96	96	0
KVCS	204	198	193	189	193	194	192	194	193	0
SubTotal	1,573	1,548	1,534	1,531	1,528	1,529	1,528	1,546	1,548	0
Part-time students	1	14	11	25	29	29	30	12	11	0
Total Enrollment	1,574	1,562	1,545	1,556	1,557	1,558	1,558	1,558	1,559	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

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 4/1/2022 To: 4/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	10,277.29	308.00	(30.68)	10,554.61	32.56	10,587.17
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	7,150.45	1,324.87	(503.97)	7,971.35	(380.66)	7,590.69
284.0000.9701.097.797.815 CPS Donations	5,784.51	200.00	(673.00)	5,311.51	.00	5,311.51
284.0000.9701.097.797.816 PES Grants	4,519.03	200.00	(280.06)	4,438.97	(565.44)	3,873.53
284.0000.9701.097.797.826 PES Field Trips	4,079.76	.00	(133.55)	3,946.21	(1,090.44)	2,855.77
284.0000.9701.097.797.827 PES Library	563.66	.00	.00	563.66	.00	563.66
284.0000.9701.097.797.828 PES Donations-Unrestricted	4,052.24	.00	(343.86)	3,708.38	81.90	3,790.28
284.0000.9701.097.797.830 PES Music	74.97	189.00	12.00	275.97	.00	275.97
284.0000.9701.097.797.840 PES School Enhancement	22.33	.94	.00	23.27	.00	23.27
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	582.82	.00	(10.00)	572.82	10.00	582.82
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	912.65	20.00	932.65	.00	932.65
284.0000.9701.097.797.847 PES Students in Need	(16.72)	400.00	(39.67)	343.61	14.47	358.08
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
GRAND TOTALS	38,410.70	3,535.46	(1,982.79)	39,963.37	(1,897.61)	38,065.76

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 4/1/2022

To: 4/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

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	976.99	.00	.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	(657.00)	5,196.45
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	(200.00)	752.76
285.0000.9701.098.798.508 PMS Drama	9,824.03	.00	.00	9,824.03	(2,000.00)	7,824.03
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	(300.00)	23,104.21
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	(623.31)	.00	.00	(623.31)	.00	(623.31)
285.0000.9701.098.798.519 PMS School Enhancement	1,751.21	2.31	(9.99)	1,743.53	(125.00)	1,618.53
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	1,469.11	.00	(199.19)	1,269.92	.00	1,269.92
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	19,040.80	30.00	(161.92)	18,908.88	.00	18,908.88
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	4,500.00	.00	8,435.90	.00	8,435.90

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2021-2022

From: 4/1/2022

To: 4/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	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	2,702.17	.00	.00	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	(371.85)	426.02	.00	426.02
285.0000.9701.098.798.538 PMS Engineering	866.25	.00	.00	866.25	(311.86)	554.39
GRAND TOTALS	88,952.02	4,532.31	(742.95)	92,741.38	(3,593.86)	89,147.52

End of Report

Benton County School District 17J

Student Activities Summary Report

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Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Begining 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	3,793.09	430.00	(336.89)	3,886.20	.00	3,886.20
286.0000.9701.099.799.606 PHS ASB	5,138.97	186.68	(552.71)	4,772.94	500.00	5,272.94
286.0000.9701.099.799.607 PHS Athletic Officials	(4,920.78)	1,409.32	(3,414.00)	(6,925.46)	(384.06)	(7,309.52)
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	9,221.95	1,108.93	(1,072.34)	9,258.54	(63.45)	9,195.09
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	278.63	2,525.00	(2,302.85)	500.78	1,190.85	1,691.63
286.0000.9701.099.799.616 PHS Botany	1,362.81	.00	(1,067.32)	295.49	.00	295.49
286.0000.9701.099.799.617 PHS Boys Basketball	22,672.83	300.00	(2,468.10)	20,504.73	2,120.00	22,624.73
286.0000.9701.099.799.618 PHS Cheerleading	9,363.70	.00	(801.35)	8,562.35	416.97	8,979.32
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	6,760.79	490.00	(1,453.60)	5,797.19	1,391.60	7,188.79
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	9,083.53	3,225.00	.00	12,308.53	.00	12,308.53
286.0000.9701.099.799.633 PHS First Team	7,696.14	.00	.00	7,696.14	.00	7,696.14

Benton County School District 17J

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.635 PHS Foods	3,971.14	515.00	(299.08)	4,187.06	.00	4,187.06
286.0000.9701.099.799.636 PHS Football	9,911.99	.00	750.00	10,661.99	.00	10,661.99
286.0000.9701.099.799.637 PHS Forestry	11,260.59	100.00	(1,274.46)	10,086.13	534.00	10,620.13
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	330.00	.00	929.13	.00	929.13
286.0000.9701.099.799.640 PHS Girls Basketball	8,158.91	2,000.00	(2,856.85)	7,302.06	1,486.60	8,788.66
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	161.56	.00	(10.00)	151.56	.00	151.56
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	7,906.96	240.00	(681.27)	7,465.69	611.81	8,077.50
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	681.75	.00	(16.00)	665.75	.00	665.75
286.0000.9701.099.799.654 PHS Music Choir	(514.48)	.00	.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	2,733.24	225.00	(140.00)	2,818.24	140.00	2,958.24
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	1,577.50	110.00	.00	1,687.50	.00	1,687.50

Benton County School District 17J

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286.0000.9701.099.799.665 PHS Preschool	3,791.92	600.00	(328.95)	4,062.97	.00	4,062.97
286.0000.9701.099.799.666 PHS Prom	2,473.93	.00	(2,870.00)	(396.07)	2,870.00	2,473.93
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	.16	.00	200.77	.00	200.77
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	6,546.66	8.52	(67.43)	6,487.75	.00	6,487.75
286.0000.9701.099.799.675 PHS School of Business	3,077.10	.00	(70.99)	3,006.11	.00	3,006.11
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	1,412.76	1,120.00	(856.02)	1,676.74	264.95	1,941.69
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	7,739.83	6,273.00	(5,861.95)	8,150.88	1,617.08	9,767.96
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	910.00	200.00	.00	1,110.00	.00	1,110.00
286.0000.9701.099.799.686 PHS Swim Team	366.24	112.00	.00	478.24	.00	478.24
286.0000.9701.099.799.687 PHS Tennis	6,932.61	275.00	(907.21)	6,300.40	(327.65)	5,972.75
286.0000.9701.099.799.689 PHS Theatre	777.01	985.00	(229.27)	1,532.74	.00	1,532.74
286.0000.9701.099.799.690 PHS Track	1,548.66	200.00	(652.75)	1,095.91	(225.00)	870.91
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	1,986.48	.00	(750.00)	1,236.48	.00	1,236.48
286.0000.9701.099.799.696 PHS Wrestling	1,924.58	.00	(1,027.50)	897.08	756.00	1,653.08
286.0000.9701.099.799.697 PHS Yearbook	41,891.46	100.00	(7,616.25)	34,375.21	.00	34,375.21
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	929.11	12.50	.00	941.61	.00	941.61
GRAND TOTALS	236,268.07	23,081.11	(39,235.14)	220,114.04	12,899.70	233,013.74

End of Report

ALTERNATIVE EDUCATION PROGRAMS
TOOLKIT for
ANNUAL PROGRAM APPROVAL/DISAPPROVAL
by the DISTRICT'S SCHOOL BOARD

“As used in ORS 336.615 to 336.665, ‘alternative education program’ means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state.” ORS 336.615.

This toolkit is intended to provide a resource for school districts and school district boards for their approvals of the public and private alternative education programs that they will operate or contract with.

This toolkit may be updated periodically in response to changes in Oregon Revised Statutes, Oregon Administrative Rules, or in response to comments from districts or programs.

Links to the ORS and OAR cited in the toolkit are available on the Department of Education’s [Alternative Education webpage](#). The list of registered private alternative education programs and the standards adopted by the State Board of Education for those programs are also available on this page.

Please direct questions or comments to [Annie Marges](#) or by phone at 503-934-0787.

DISTRICT: Philomath School District 17j
 SCHOOL YEAR: 2022 - 2023
 ALTERNATIVE EDUCATION PROGRAM:
 CHECK ONE:
 Public Program
 Private Alternative Program

Each table throughout this document is organized with three columns, as shown below

Standard	Status C = In compliance E = Exemplary NC = Not-in compliance NA = Not Applicable	Explanation(s) C: List Indicators E: List Indicators NC: Outline Compliance Plan NA: Explain
<i>PROGRAM APPROVAL BY DISTRICT SCHOOL BOARD: OAR 581-022-1350 (2)</i>		
The school district has policies and procedures for the annual approval of alternative education programs under ORS 336.615-665 that receive public funds. Approval of this program ensures the following.	C	IGBHA, IGBHA-AR IGBHB IGBHB-AR IGBHD
<i>The Private Alternative Program</i>		
The public alternative program complies with all state statutes and rules and federal laws that apply to public schools.		IGHA, IGBHA-AR
<i>Each Public or Private Alternative Program</i>		
The program implements an education plan and education profile for each student that meet the requirements of OAR 581-022-1120(3)(a) and (b) and 581-022-1130(3).	C	IKF
Each student's education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program.	C	IKF
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	EEAB
The program complies with each eligible student's IEP.	C	IGBAE IGBAE-AR IGBAF IGBAH IGBAH-AR IGBAJ IGBAJ-AR IGBAL

The program assists the district in meeting its comprehensive K-12 instructional program.	C	IK IKF
The program ensures that students receive adequate instruction in the educational standards adopted by the State Board of Education for the grade level(s) the program serves for students to meet state and local benchmark standards.	C	IK IKF
The program ensures that each student participates in district and state assessments of student achievement.	C	IK IKF
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	IK IKF
The program collects and reports to the district each student's local and state assessment, attendance, behavior, graduation, dropout, and other data required by the district and the state.	C	IK IKF
<p>The program serves students who are in one or more of these subgroups. Students</p> <ul style="list-style-type: none"> • who are suspended, expelled or considered for suspension or expulsion. • whose attendance is so erratic that they are not benefiting from school. • who have not met or who have exceeded benchmark academic standards. • whose parent or legal guardian applies for a student's exemption from compulsory school attendance on a semiannual basis consistent with OAR 581-021-0075, Exemption from Compulsory Attendance. • who are under 21 prior to the start of the district's school year and who need additional instruction to earn a diploma; or • who are individually approved for placement consistent with the district's board policies regarding the placement. 	C	IGBHC IGBAJ-AR IKAC IL JECA JECB JFE

<p>Each claim of state school funds is made consistent with OAR 581-023-0006, Student Accounting Records and State Reporting, and with the Oregon Student Personnel Accounting Manual.</p>	<p>C</p>	<p>DB DBDB DBE</p>
<p>Activities provided by the public or private alternative education program and claimed for state school funds, and the diploma credits allowed for those activities, are only those approved by the district consistent with OAR 581-023-0008, Accountable Activities for Alternative Education Programs. The allowable activities are listed in the contract with the private alternative program.</p>	<p>C</p>	<p>IGBHB</p>
<p>Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.</p>	<p>C</p>	<p>JEA JEA-AR JECB JECB – AR1; AR2; AR3; AR4; AR5 JECBA JECBD JECBD-AR JECF JECF-AR</p>
<p>Consistent with ORS 336.635 (2) and OAR 581-022-1350(3), the alternative education program in which the student enrolls with the districts' approval notifies the student's resident district. It may bill the district for tuition. The billing is annually or at the end of each term or semester of the program. For each full-time equivalent student enrolled in the alternative education program, the school district pays the actual cost of the program or an amount at least equivalent to 80 percent of the district's estimated current year's average per student net operating expenditure, whichever is lesser. Each alternative education program is accountable for the expenditures of all State School Fund and other local school support moneys. It provides the school district with an annual statement of such expenditures. See the ODE alternative education webpage for model expenditure statement formats.</p>	<p>C</p>	<p>JECF JECF-AR</p>

The program and district maintain education records for each student in a public or private alternative education program consistent with OAR 581-022-1660(3) and with OAR 581-021-0210 through 581-021-0440. See the Student Records Handbook.	C	IGBAB IGBAB-AR IGBAJ JECDA JECDA-AR
The program and district include data for each student in reports required by the ODE.	C	IGBHC IGBAJ-AR IK JECA JECB
<p>Example Indicators of Compliance for Use Above:</p> <ul style="list-style-type: none"> • Current district policies • Minutes of school district or education service district board • Contract(s) with the private alternative program/school • Written evaluations of the public and private program/school • Reviewed financial statement(s) from the private alternative program/school • Curriculum mapping/alignment documents from the alternative program/school • Reports of state and local assessment administration schedules • Student performance results on state and local assessments • Student attendance and behavior records • Interviews and focus groups with students, parents, staff • Other indicator(s) required by the contract between the district and the private alternative program/school 		

Date of Approval or Disapproval by District Board: _____

Attach a copy of Board Minutes



Independent Adoption Process

Oregon Department of Education

Oregon Administrative Rules pertaining to education are on the Oregon Secretary of State website under [Chapter 581](#).

[Division 22](#) Standards for Public Elementary and Secondary Schools are on this page.

LEGAL REQUIREMENTS SECTION - Evaluation and Adoption of Instructional Materials in Social Sciences Category 1, 2, 3, 4, 5, & 6: Grades K-5, 6-8 and 9-12 (Civics & Government; Economics & Financial Literacy; Geography; History)

A. BASAL INSTRUCTIONAL MATERIALS CRITERIA

The submitted materials must make up an organized system of instruction that align with adopted state standards.

Does the program meet the above requirements for basal instructional materials?

Yes No

B. EQUITY CRITERIA

Submitted materials must provide models, selections, activities, and opportunities for responses which promote respect for all people described in ORS 659.850, OAR 581-021-0045 and support program compliance standards described in OAR 581-021-0046.

Does the program meet the above requirements for equity?

Yes No

C. National Instructional Materials Accessibility Standard (NIMAS)

Submitted materials must include assurance from the publishers agreeing to comply with the most current NIMAS specifications regarding accessible instructional materials.

Does the program meet the above requirements for NIMAS?

Yes No

D. Digital Manufacturing Standards and Specifications (MSST Form B and M):

Submitted materials must include assurance from the publishers agreeing to comply with the most current digital manufacturing standards and specifications.

Does the program meet the above MSST requirements?

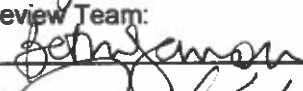

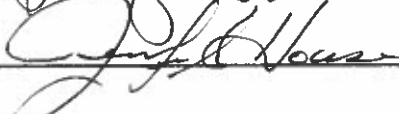

Yes No

The review committee agrees that this submission of instructional materials meet the listed legal requirements for review. The review team criteria scores have been submitted to ODE electronically.

Review Team Leader:



Review Team:

CONSENT AGENDA

May 19, 2022

Updated: 5/17/22 2:09 PM

A. List of Bills:

- 1. April 2022

B. Minutes:

- 1. Regular Session – April 21, 2022

C. Resolution:

- 1. Resolution # 2122-05 – Unanticipated funding for 2021-22

D. Leave of Absence:

- 1. PMS Assistant Principal Chad Matthews –.66 FTE Leave of Absence for 2022-23

E. Out of State Travel:

- 1. None at this time

F. Personnel/Staffing Adjustments:

1. Retirements:

- i. District Executive Admin Assistant Lillian Edmonds – Effective Sept 30, 2022

2. Resignations:

- i. PHS Instructional Assistant Sara Messina – Effective June 30, 2022
- ii. KVCS Instructional Assistant Rachael Babcock – Effective May 2, 2022
- iii. PHS Girls Soccer Asst Coach Loren Rogers
- iv. PHS Football Asst Coach Justin Marshall
- v. PHS Football Asst Coach Shane Stueve
- vi. PHS Dance Team Head Coach Lori Haslam
- vii. PHS Dance Asst Coach Kayley Kildea
- viii. PHS Instructional Assistant Jordan Urbach – Effective May 17, 2022

3. New Hires:

- i. CPS Administrative Asst (0.5 FTE) BreeAnn Liddle – Effective 5/16/22
- ii. PHS Principal Mark Henderson – Effective 7/1/22
- iii. PHS Math Teacher Amber Vaughn – Effective 8/2022
- iv. PHS Science Teacher Jessica Carr – Effective 8/2022
- v. PMS RTI Teacher Nancy Thompson – Effective 8/2022
- vi. District Special Programs Director Cynthia Barthuly – Effective 7/1/22
- vii. K-6 Music Teacher Hailey Vandewiele – Effective 8/2022
- viii. PHS Head Volleyball Coach Autumn Hilberg

4. Staff Reassignments/Changes in FTE:

- i. None at this time

G. Extra Duty Assignments:

- 1. Summer Program Coordinator Grace Spaulding – Effective 6/20 – 8/26, 2022

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2021-2022

Criteria:

Bank Account:

From Date: 04/01/2022

To Date: 04/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
170	04/20/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$560.00	1363	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
171	04/25/2022	HOLROYD, BYRON	\$74.85	1366	Printed	Expense	<input type="checkbox"/>		
172	04/25/2022	PETTY CASH/SCH DIST 17J	\$170.25	1366	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
217	04/28/2022	PANICO, MIKE	\$96.14	1376	Printed	Expense	<input type="checkbox"/>		
1253	04/05/2022	BROLIN, STARSKY	\$485.09	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1254	04/05/2022	CREATIVE GRAPHICS	\$199.00	1350	Printed	Expense	<input type="checkbox"/>		
1255	04/05/2022	HASLAM, LORI	\$121.90	1350	Printed	Expense	<input type="checkbox"/>		
1256	04/05/2022	INDUSTRIAL WELDING SUPPLY INC	\$108.30	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1257	04/05/2022	KING, TRAVIS	\$339.01	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1258	04/05/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$2,105.45	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1259	04/05/2022	MID-VALLEY BASEBALL UMPIRES ASSOCIATION	\$3,414.00	1350	Printed	Expense	<input type="checkbox"/>		
1260	04/05/2022	NEWPORT HIGH SCHOOL	\$300.00	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1261	04/05/2022	PHILOMATH SCOUT LODGE	\$1,870.00	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1262	04/05/2022	PHILOMATH SCOUT LODGE	\$1,000.00	1350	Printed	Expense	<input type="checkbox"/>		
1263	04/05/2022	RAM STEEL INC	\$448.36	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1264	04/05/2022	TREND LETTERS, LLC	\$416.97	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1265	04/05/2022	WEBBER, LEVI	\$136.77	1350	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1266	04/20/2022	CASH	\$510.23	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1267	04/20/2022	COTTAGE GROVE HIGH SCHOOL	\$200.00	1358	Printed	Expense	<input type="checkbox"/>		
1268	04/20/2022	EVANS, SAFF	\$140.00	1358	Printed	Expense	<input type="checkbox"/>		
1269	04/20/2022	HERFF JONES INC	\$7,450.00	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1270	04/20/2022	MO'S ENTERPRISES, INC.	\$2,064.00	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2021-2022

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From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1271	04/20/2022	MPTV	\$15.99	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1272	04/20/2022	OBC NORTHWEST, INC.	\$596.63	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1273	04/20/2022	OCCA	\$150.00	1358	Printed	Expense	<input type="checkbox"/>		
1274	04/20/2022	OSAA	\$661.50	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1275	04/20/2022	R3 CUSTOM ENGRAVING	\$66.25	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1276	04/20/2022	SEASIDE HIGH SCHOOL	\$180.00	1358	Printed	Expense	<input type="checkbox"/>		
1277	04/20/2022	SLOAT, INDIA	\$207.61	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1278	04/20/2022	SWEET HOME HIGH SCHOOL	\$150.00	1358	Printed	Expense	<input type="checkbox"/>		
1279	04/20/2022	TRAINI, NICK	\$55.15	1358	Printed	Expense	<input type="checkbox"/>		
1280	04/20/2022	TURSI SPORTS, INC.	\$264.95	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1281	04/20/2022	WEBBER, LEVI	\$800.00	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1282	04/20/2022	ZERBY, CYNTHIA	\$72.00	1358	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
1283	04/20/2022	BEELART EMBROIDERY	\$1,080.00	1359	Printed	Expense	<input type="checkbox"/>		
21118	04/07/2022	THE CPR CENTER	\$854.00	1354	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21119	04/15/2022	BEGGS TIRE CENTER-PHILOMATH	\$288.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21120	04/15/2022	BETTER PORTABLE TOILETS, INC.	\$523.16	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21121	04/15/2022	BURNER, TAYLOR	\$100.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21122	04/15/2022	CENTURYLINK	\$71.48	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21123	04/15/2022	CINTAS CORP	\$8,610.42	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21124	04/15/2022	CONSUMERS POWER INC	\$1,444.44	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21125	04/15/2022	CORVALLIS SCHOOL DISTRICT 509J	\$81,111.91	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21126	04/15/2022	CRIMINAL INFORMATION SERVICES, INC.	\$160.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21127	04/15/2022	CTX	\$671.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	

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21128	04/15/2022	EDNETICS, INC.	\$539.74	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21129	04/15/2022	FERRELLGAS	\$150.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21130	04/15/2022	GAMETIME C/O MRC	\$6,376.49	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21131	04/15/2022	J.W. PEPPER & SONS, INC.	\$384.98	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21132	04/15/2022	LAWRENCE CO	\$210.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21133	04/15/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$800.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21134	04/15/2022	MATH LEARNING CENTER	\$1,198.40	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21135	04/15/2022	MINERS GRADUATE SERVICES	\$5,225.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21136	04/15/2022	MPTV	\$518.89	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21137	04/15/2022	NORTH COAST ELECTRIC CO.	\$350.29	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21138	04/15/2022	OSU MOTOR POOL	\$263.90	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21139	04/15/2022	PACE	\$14.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21140	04/15/2022	PACIFIC POWER	\$9,346.19	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21141	04/15/2022	PLATT ELECTRIC SUPPLY INC	\$624.79	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21142	04/15/2022	ROTARY CLUB OF PHILOMATH	\$105.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21143	04/15/2022	SOLARWINDS	\$1,136.00	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21144	04/15/2022	STAPLES BUSINESS ADVANTAGE	\$490.31	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21145	04/15/2022	TEAMVIEWER GERMANY GmbH	\$1,234.80	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21146	04/15/2022	THE HELLO FOUNDATION LLC	\$5,432.50	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21147	04/15/2022	WALTER E. NELSON OF EUGENE	\$14,781.42	1355	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2022	
21149	04/29/2022	AFLAC	\$45.50	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21150	04/29/2022	AMERICAN FIDELITY - INS	\$4,215.35	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21151	04/29/2022	AMERICAN FIDELITY ASSURANCE CO - 403b	\$4,222.73	1369	Printed	Payroll Ded	<input type="checkbox"/>		

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21152	04/29/2022	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21153	04/29/2022	DOJ - Child Support	\$261.00	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21154	04/29/2022	GORDON, AYLWORTH & TAMI, P.C.	\$580.26	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21155	04/29/2022	INVESCO INVESTMENT SERVICES, INC.	\$5,588.54	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21156	04/29/2022	NEWPORT TRUST COMPANY	\$4,063.85	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21157	04/29/2022	OSEA	\$1,985.20	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21158	04/29/2022	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21159	04/29/2022	PHILOMATH EDUCATION ASSOC	\$679.00	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21160	04/29/2022	PRUDENTIAL ANNUITIES	\$1,064.30	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21161	04/29/2022	TEXAS LIFE	\$709.13	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21162	04/29/2022	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$607.50	1369	Printed	Payroll Ded	<input type="checkbox"/>		
21163	04/29/2022	AT&T MOBILITY	\$212.23	1375	Printed	Expense	<input type="checkbox"/>		
21164	04/29/2022	AT&T ONENET SERVICE	\$18.40	1375	Printed	Expense	<input type="checkbox"/>		
21165	04/29/2022	AVID CENTER	\$18,733.00	1375	Printed	Expense	<input type="checkbox"/>		
21166	04/29/2022	BEACOCK MUSIC	\$205.00	1375	Printed	Expense	<input type="checkbox"/>		
21167	04/29/2022	BETTER PORTABLE TOILETS, INC.	\$771.00	1375	Printed	Expense	<input type="checkbox"/>		
21168	04/29/2022	CERNY, LEN	\$537.36	1375	Printed	Expense	<input type="checkbox"/>		
21169	04/29/2022	CORVALLIS SCHOOL DISTRICT 509J	\$156,581.87	1375	Printed	Expense	<input type="checkbox"/>		
21170	04/29/2022	COSTCO	\$120.00	1375	Printed	Expense	<input type="checkbox"/>		
21171	04/29/2022	CTX	\$1,757.43	1375	Printed	Expense	<input type="checkbox"/>		
21172	04/29/2022	ENVIRONMENTAL PROTECTION SERVICES	\$333.64	1375	Printed	Expense	<input type="checkbox"/>		

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21173	04/29/2022	FIFTH THIRD BANK	\$11,346.48	1375	Printed	Expense	<input type="checkbox"/>		
21174	04/29/2022	GARRETT HEMANN ROBERTSON	\$325.00	1375	Printed	Expense	<input type="checkbox"/>		
21175	04/29/2022	J.W. PEPPER & SONS, INC.	\$50.00	1375	Printed	Expense	<input type="checkbox"/>		
21176	04/29/2022	LINCOLN ELECTRIC CO.	\$1,132.27	1375	Printed	Expense	<input type="checkbox"/>		
21177	04/29/2022	LINN-BENTON COMMUNITY COLLEGE	\$575.98	1375	Printed	Expense	<input type="checkbox"/>		
21178	04/29/2022	MARTINEZ, PATRICIA M.	\$65.00	1375	Printed	Expense	<input type="checkbox"/>		
21179	04/29/2022	MID COLUMBIA BUS COMPANY, INC.	\$61,580.59	1375	Printed	Expense	<input type="checkbox"/>		
21181	04/29/2022	NAPA AUTO PARTS	\$238.17	1375	Printed	Expense	<input type="checkbox"/>		
21182	04/29/2022	NORTHSIDE ELECTRIC	\$2,785.14	1375	Printed	Expense	<input type="checkbox"/>		
21183	04/29/2022	NORTHWEST NATURAL GAS CO.	\$10,602.64	1375	Printed	Expense	<input type="checkbox"/>		
21184	04/29/2022	PACIFIC POWER	\$18,149.00	1375	Printed	Expense	<input type="checkbox"/>		
21185	04/29/2022	SCENARIO LEARNING, LLC	\$415.20	1375	Printed	Expense	<input type="checkbox"/>		
21186	04/29/2022	STAR ELECTRIC MOTOR SERVICE, INC.	\$1,172.00	1375	Printed	Expense	<input type="checkbox"/>		
21187	04/29/2022	STATE OF OREGON EMPLOYMENT TAX UNIT 2	\$5.77	1375	Printed	Expense	<input type="checkbox"/>		
21188	04/29/2022	STRENGTHENING RURAL FAMILIES	\$17,055.00	1375	Printed	Expense	<input type="checkbox"/>		
21189	04/29/2022	THE HELLO FOUNDATION LLC	\$6,371.25	1375	Printed	Expense	<input type="checkbox"/>		
21190	04/29/2022	TWGW, INC.	\$206.68	1375	Printed	Expense	<input type="checkbox"/>		
21191	04/29/2022	US BANK EQUIPMENT FINANCE	\$1,797.53	1375	Printed	Expense	<input type="checkbox"/>		
21192	04/29/2022	WALTER E. NELSON OF EUGENE	\$213.60	1375	Printed	Expense	<input type="checkbox"/>		
21193	04/29/2022	WILLAMETTE PEST AND SPRAY SERVICE	\$2,235.00	1375	Printed	Expense	<input type="checkbox"/>		
21194	04/29/2022	WILLAMETTE SAW SERVICE	\$215.90	1375	Printed	Expense	<input type="checkbox"/>		

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45940	04/29/2022	GRAFF, CYNTHIA S	\$169.30	18	Printed	Payroll	<input type="checkbox"/>		
45941	04/29/2022	ANDERTON, CHERYL M	\$92.25	18	Printed	Payroll	<input type="checkbox"/>		
45942	04/29/2022	BUSHNELL, DIANA B	\$543.85	18	Printed	Payroll	<input type="checkbox"/>		
45943	04/29/2022	LUCAS, BRIAN K	\$530.61	18	Printed	Payroll	<input type="checkbox"/>		
45944	04/29/2022	MIKULA, CASIMIR J	\$169.65	18	Printed	Payroll	<input type="checkbox"/>		
45945	04/29/2022	SCHWINABART, DARLA J	\$1,861.41	18	Printed	Payroll	<input type="checkbox"/>		
45946	04/29/2022	GRUVER, SHELLY A	\$4,731.65	18	Printed	Payroll	<input type="checkbox"/>		
45947	04/29/2022	LANDERS, MICHELLE A	\$1,094.81	18	Printed	Payroll	<input type="checkbox"/>		
45948	04/29/2022	SKAAR, LINDA M	\$4,581.59	18	Printed	Payroll	<input type="checkbox"/>		
45949	04/29/2022	MORRISON, MARSHALL A	\$26.44	18	Printed	Payroll	<input type="checkbox"/>		
45950	04/29/2022	HELLESTO, WITHERLY B	\$168.82	20	Printed	Payroll	<input type="checkbox"/>		

Total Amount: \$524,898.38

End of Report

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

4/21/2022 07:00 PM

1. REGULAR SESSION

i. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair, Rick Wells, on April 21, 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 Skinkis led the Pledge of Allegiance.

ii. **FAQs and Public Comments/Requests:**

i. Nancy Wyse, Benton County Commissioner, introduced herself and offered to meet with any board members that would like to talk with her. She thanked the board for moving the Philomath School District Local Option Levy to the November 2022, ballot. This keeps it from being in competition with the Justice System Improvement Program bond, which will be on the May 2023, ballot. She was joined by Benton County Sheriff, Jef Van Arsdall. He also thanked the board for their consideration in the timing of the Local Option. He offered to have coffee with any of the board members to get acquainted.

2. REPORTS & CORRESPONDENCE~

i. **Association Reports:**

i. **PEA:** President, Len Cerny, shared that the union will be holding elections for officers, so there will be a new slate of officers for the next board meeting.

ii. **OSEA:** Co-presidents, Amber French and Laura Schunn, reported that next week on April 26th, they will have their first bargaining meeting with the district. Classified staff have put together a weeklong celebration for Teacher Appreciation Week.

ii. **Student Government Report:** ASB president, Dylan Bell, congratulated the drama group for the successful production of "Crazy Town". The Red Cross blood drive was a success. On April 29th, ASB will host the first school dance in two years. Spirit week will happen April 25-29, and will include the Lip Synch competition on Tuesday, April 26th. A spring sports pep assembly will be April 29th. Elections will be held on May 16th for next year's ASB officers.

iii. **Teacher Appreciation Proclamation:** Director Wells, read a proclamation of appreciation for our licensed staff. He declared the first week of May as Teacher Appreciation Week.

iv. **Superintendent Report**

i. Superintendent Halliday thanked all of our teachers for their hard work through difficult times. She mentioned that the National PTA states, "Teaching is a Work of Heart". She noted that our teachers keep our students safe, healthy, nourished and learning no matter what!

- ii. Student Meal Updates: The federal aid for free meals will no longer be available for the 2022-23 school year for those that do not qualify. We will return to using income guidelines for Free/Reduced meals. The Oregon Extended Income Program uses different income guidelines that will allow more students to eat free.
 - iii. Collective Bargaining with OSEA: Opening session on April 26th. The District Team will consist of Anton Grube, Joe Dealy, Steve Bell, Bryan Traylor and Susan Halliday
 - iv. Summer Learning: Plans are beginning to emerge for a summer of learning and fun. Summer funds are available through the Oregon Department of Education. Credit Recovery will be available, June 20-30, 2022. Students in grades K-5 will have a two-week Literature Camp, scheduled to begin on August 15, 2022.
 - v. Medical Notes: Discussions have been taking place about fentanyl and other drugs with overdose potential. Narcan is being considered as an option for dealing with overdose and it would to be placed in each school office.
 - vi. Staffing: The district has several retirements and resignations that need to be filled for the 2022-23 school year.
 - vii. LBL ESD 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). Two virtual charter schools in our region have been impacted by this change. As a result, PSD 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.
 - viii. AVID: We have two groups attending AVID Summer Institute this year. Group #1 will go to Seattle June 27-29 and Group #2 will go to San Diego, July 26-28.
 - ix. District Calendar: There will be no changes to the approved 2022-23 calendar.
 - x. Local Option Levy: Christopher McMorran will lead the committee and move forward to put it on the November 8, 2022, ballot.
 - xi. Media Highlights: The libraries have updated book selections and new organization, a collection analysis has been done, digital citizenship has been developed and implemented in K-8 grades, a grant was received for \$2000 to update our fiction collection at PMS and PHS.
- v. **Director of Finance Report:** Jennifer Griffith, Interim Finance Director, shared the enrollment history for the past 10 years and there was an increase in enrollment building to 2020 and then COVID hit and enrollment dropped off considerably. Our funding is down due to the decrease in enrollment and it is making the budget a challenge. The first budget committee meeting will be May 12th. The proposed budget will be published by May 5th. There is a resolution to approve in the consent agenda. It is in regards to the additional grant funding for 2021-22 of \$175,000, awarded by the Coronavirus state Fiscal Recovery Fund. This will enable the district to provide additional transition services for our Special Education students.

3. STRATEGY AND DISCUSSION~

i. School End of Year Updates

- i. CPS – Principal, Abby Couture, shared:
 - a. A new slide was installed that had been out of commission.
 - b. A community garden was installed with planting troughs in the shape of a flower. The Siletz tribe donated to the project. Log rounds were cut by the forestry class.
 - c. Piper, the resident dog, had three puppies and they all went to homes of staff members.

- d. The Jog-a-thon was a great success and raised over \$20,000 for PES and CPS. The PTO did a great job.
 - ii. PES – Principal Bryan Traylor, shared:
 - a. He acknowledged what a great district Philomath is and the staff!
 - b. Enrollment is 343 and BES 22. Regular Attenders rate is 93%
 - c. 82% of students’ families participated in Parent-Teacher conferences. 188 were in-person.
 - d. Many activities happening this spring. Returning not just to normal, but to amazing!
 - iii. PMS – Principal, Steve Bell, shared:
 - a. Many activities are happening this spring: The Lion King Jr play, Spirit Week, Archery, Hero Challenge, 8th Grade tour to OSU, Outdoor School, and Band and Choir festivals.
 - b. They hope to transition back to the normal schedule of events next school year.
 - c. He shared that they hope to bring back Career Day next year.
 - iv. PHS – Principal, Brent Belveal, shared:
 - a. It is a race to graduation
 - b. He shared the schedule for seniors as they move to graduation.
 - c. There will be a Junior/Senior Prom on May 21st.
 - d. Hiring is in process.
 - e. They did a reset, in March, relative to expectations for students
 - f. Principal’s Advisory Team – this is a group of students from different social groups. They will help with interviewing the Principal candidates.
 - g. Professional Learning has emphasized cultural awareness, student connections, and 8th -9th transition to high school.
 - h. Working on system planning and implementation
 - i. Planning for a hand off to the new principal.
 - v. Philomath Academy – Superintendent Halliday reported in the absence of Principal, Dan Johnson.
 - a. Graduation will be Friday, June 10th
 - b. GED Completers to date: 13
 - c. Ms. Edgemon took students to LBCC’s Roadrunner(college preview)
 - d. Mrs. House continues to meet the needs of students.
- ii. **Graduation Plans:** Seniors received information about graduation and there will be only one ceremony. It will be on June 11th.
- iii. **Ready Schools, Safe Learners: Update**
 - i. It was last updated on March 29, 2022. Masks are required In the district health rooms, isolation spaces, counseling offices where mental health counseling service are delivered, and other areas where healthcare is routinely delivered.
 - ii. Benton County COVID numbers have been on the rise, but Benton County tests for COVID at a higher rate than many other counties do. The district continues to track positive cases in our schools.
 - iii. On March 12, 2022 face coverings became optional. Families were notified on March 3, 2022.
 - iv. The Ready Schools, Safe Learners Resiliency Framework guidance will give way to more locally-established plans. The district will need to ensure that every school and program within the district have a completed School-Level Management Plan and they will be posted on the district website.

- iv. **OSEA/PSD Bargaining:** The first session, which will be a meet and greet, will be on April 26, 2022. OSEA and the district will begin with dialogue about what parts of the agreement are important to each group.
- v. **2022-23 Calendar Adjustments** – No changes will be made to the 2022-23 school calendar.
- vi. **Professional Development Review: 2021-22 School Year**
 - i. Inservice week included: 8 hours of District professional learning, 4 hours of specific building PL and 12 hours of classroom prep time.
 - ii. There were 9 additional inservice days throughout the year.
 - iii. Early Release on Friday afternoons: 27 total days with 5 team days, 4 individual days and eighteen days for school/district PL.
 - iv. 2021-22 activities included: COVID recovery, curriculum planning, equity and inclusion, instructional materials review, Oregon statewide assessment training, Response to Intervention, school climate, social emotional learning, special education and student support teams.
 - v. 2022-23 Planning will include: Measure 98 (High School Success), Leverage Leadership 2.0 (book study for administrators), and Whole Learner instruction.
- vii. **Board Self Evaluation:** The Board discussed how to go about this process. Director Wells suggested that it is a good tool to do a self- evaluation. The Board agree to do a survey ahead of the Board Retreat and then discuss the results at that time.
- viii. **Local Option Levy:** Christopher McMorran and Superintendent Halliday will meet with Jim Kildea and Shelley Brown to talk about past practices for the Levy process. Director Dealy asked about the possibility of other community members being involved and the superintendent said that they do plan to reach out to the community.
- ix. **Start Superintendent Evaluation:** Director Wells suggested that we put together a survey to give to staff, board members and the community. The survey would be anonymous. The Board would meet in Executive session to discuss the results and then they would report to the public at a Board meeting. Director Grube would like to see the survey aggregated by groups to make it more meaningful. The results will be shared with Superintendent Halliday and the Board will set an Executive session time to meet.
- x. **OSBA Conference - July 8-10 in Bend, OR:** Directors Skinkis and Gudge will attend along with Superintendent Halliday.
- xi. **MOA - Philomath Family Medicine:** The MOA has been updated with Dr. Black, from Philomath Family Medicine, to oversee our district nurses, Tina Hoch and Laura Bryant. He also renewed the prescription for Epinephrine pens.

E. ACTION ITEMS ~

- 1. **Consent Agenda:** Director Dealy made a motion to approve the consent agenda. Second: Director Gudge. Director Grube noted that a correction needs to be made on Action item 3, iii. His intent was to ask for an engineering stamp and not rubber stamp. Motion Passed: 5-0
- 2. **Policies (Second Reading) - Action Required**
 - i. Director Dealy moved to approve all of the policies presented. Second: Director Skinkis
 - ii. Policy IKF – Director Wells asked about the number of credits for a diploma. The numbers don't add up. Director Gudge pointed out that there must be at least a certain number of credits, but they can have more credits.
 - iii. Policy GBNAB/JHFE needs to have the position title inserted.

- iv. Policy GBNAA/JHFF-AR: There was discussion about allowing another agency to lead an investigation. There was agreement that this would most likely be law enforcement and there would be good reason to let them take the lead.
- v. Director Grube questioned if the wording should be different on policy GBNAA/JHFF about providing employee and contractors a copy of sexual conduct policies. There was discussion about how this is done and whether making the policy available on the website is enough. Superintendent Halliday asked Jennifer Griffith to check with PACE legal to see if there are issues with this method. Director Dealy made a motion to withdraw policy GBNAA/JHFF and the associated AR from the original motion. The amended motion passed: 5-0.

F. MEETING CLOSURE ~

- 1. **Board Report & Thanks:** Director Dealy thanked the district employees for their hard work during difficult times. Director Skinkis thanked the principals for their reports. Director Gudge thanked PES for the student led conferences. She chaperoned the trip to the district art work at the museum and was very impressed. She noted that one PA student was selling their artwork to raise money for Ukraine. Director Grube thanked staff, volunteers and community members. Director Wells echoed the other thoughts. We have a great district. The Gary Cox memorial golf tournament is coming up. He thanked Christopher McMorran for taking on the levy work.
- 2. **Next Meeting Agenda Items**
 - i. Superintendent evaluation
- 3. **Board Requests & Adjournment:** Meeting was adjourned at 8:57 p.m.

Board Chair

Superintendent

Date



Philomath School District 17J

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

RESOLUTION NO. 2122-05

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 \$425,500.00 in the form of federal flow through money for the National School Lunch Program. These funds come to Philomath School District and then are sent directly to Corvallis School District for our Food Service contract.

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 2122-05 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>			
Community Services	\$ 400,139	\$ 425,500	\$ 825,639

Passed by the Board of Directors of Philomath School District this 19th day of May, 2022.

By: _____
Philomath School District 17J Board Chair

By: _____
Philomath School District 17J Superintendent

Philomath School District 17J

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

Suspected Sexual Conduct with Students and Reporting Requirements*

Deleted: Reporting Requirements for

Sexual conduct with students by district employees, contractors¹, agents², and volunteers³ 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.

⁴“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.

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“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

¹ “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.

² “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.

³ “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.

⁴ 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.

Deleted: Reporting Requirements for

Suspected Sexual Conduct with Students and Reporting Requirements

GBNAA/JHFF

1-3

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,

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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If the superintendent is the alleged perpetrator the report shall be submitted to the [another licensed administrator {⁵} 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.

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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.

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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.¶

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.

⁵ {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.}

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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^{2} 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 administrator³ receives a report of suspected sexual conduct that may have been committed by a commission licensee⁴, 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 leave⁵ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC⁶ or ODE⁷ 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

² {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.}

³ 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.

⁴ "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.

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

⁶ TSPC investigates reports on commission licensees.

⁷ ODE investigates reports on persons who are not commission licensees.

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Deleted: When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

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

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.

~~[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

Suspected Sexual Conduct Report Procedures and Forms* – GBNA/JHFF-AR
2-5

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Deleted: The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

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... [2]

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

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Fwd: Policy GBNAA/JHFF

1 message

Jennifer Griffith <jennifer.griffith@philomath.k12.or.us> Tue, Apr 26, 2022 at 9:19 AM
To: Susan Halliday <Susan.Halliday@philomath.k12.or.us>, Lillian Edmonds <lillian.edmonds@philomath.k12.or.us>

Response from PACE legal about the policy questions we had from the board meeting.

----- Forwarded message -----

From: **Spencer Lewis** <slewis@osba.org>
Date: Tue, Apr 26, 2022 at 8:58 AM
Subject: Policy GBNAA/JHFF
To: jennifer.griffith@philomath.k12.or.us <jennifer.griffith@philomath.k12.or.us>

Good Morning Jennifer,

Craig forwarded your question to us to respond. You asked:

I attached policy **GBNAA_JHFF - Suspected Sexual Conduct with Students and Reporting Requirements**.
Our board asked a question last night at the board meeting about the language highlighted in yellow on page 3, regarding providing information to employees, contractors and volunteers at the time of hire or beginning of service.
The question was if the language about "The district will provide to...." covers the intent of what our process is, and if this is a liability issue for us. Or if we need to edit the language to better reflect our process.

Our process is to provide policies online. We also require new employees to complete the mandatory SafeSchools courses for this type of information. We do not require volunteers or contractors to complete the courses.

This policy language comes pretty directly from ORS 339.372:

(10) Require the education provider to furnish to a school employee at the time of hire, or to a contractor, an agent or a volunteer at the time of beginning service for the education provider, the following:

- (a) A description of conduct that may constitute abuse or sexual conduct;
- (b) A description of the investigatory process and possible consequences if a report of suspected abuse or suspected sexual conduct is substantiated; and
- (c) A description of the prohibitions imposed on school employees, contractors and agents when another school employee, contractor or agent attempts to obtain a new job, as provided by ORS 339.378 (2).

You are required to provide each of these to employees, contractors, agents and volunteers when they begin service in the district. The policy can be used to help meet this requirement. I do not believe that the law requires you to physically hand a copy of the policy to every new employee, contractor, agent or volunteer, however, merely having the policy on your website is likely not enough either. I would recommend at least providing a communication with the policies and additional information attached or with links to the specific policies and additional information.

If there was an incident of sexual conduct between one of these individuals and a student, or one of these individuals failed to report sexual conduct, a failure to provide the required information may increase your liability.

As far as training goes, you are required to make training available to contractors, agents and volunteers in ORS 339.400:

(3) An education provider shall make the training provided under subsection (1) of this section available each school year to contractors, agents and volunteers and to parents and legal guardians of students who attend a school operated by the education provider. The training shall be provided separately from the training provided to school employees under subsection (1) of this section.

While they are not required to participate in the training, it might be appropriate to require the training for some of these individuals (head coaches, those that are regular volunteers with students, etc.).

You are also required to annually provide information to these individuals (see ORS 339.440(2)).

In stead of changing the policy language to match the district's practice, I would change the district's practice to match the legal requirements.

Please let us know if you have any additional questions.

Spencer Lewis

(he/him/his)

Director of Policy Services

Oregon School Boards Association

www.osba.org

1-800-578-6722

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