



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

**DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation**

**MEETING AGENDA**

**1. WELCOME**

- A. Call to Order
- B. Flag Salute

**2. PUBLIC COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

- 3. COVID-19 UPDATE** **Action: Informational**
- 4. SCHOOL BASED HEALTH CENTER, pg. 4** **Action: Informational**
- 5. BOARD MEMBER RESIGNATION** **Action: Informational**
- 6. PROCESS AND TIMELINE TO FILL ZONE 5 VACANCY, pg. 9** **Action: Approval Requested**
- 7. RESOLUTION NO. 2122-3, pg. 13** **Action: Approval Requested**
- 8. BUDGET CALENDAR, pg. 15** **Action: Approval Requested**
- 9. CONSENT AGENDA** **Action: Approval Requested**
  - A. November 9, 2021 Board Meeting Minutes, pg. 17
  - B. Policy Updates – Second Reading, pg. 27:

CODE	TITLE
AC	Nondiscrimination
GBA	Equal Employment Opportunity
GBEA	Workplace Harassment
GBNAA/JHFF	Suspected Sexual Conduct with Students and Reporting Requirements
GBNAB/JHFE	Suspected Abuse of a Child Reporting Requirements
JHFE/GBNAB	Suspected Abuse of a Child Reporting Requirements
JHFF/GBNAA	Suspected Sexual Conduct with Students and Reporting Requirements

IB	Freedom of Expression
IGBI	Bilingual Education
JB	Equal Education Opportunity
JFC	Student Conduct
JFCJ	Weapons in Schools

C. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
<b>TEMPORARY</b>				
Charles Bias	Permanent Substitute Teacher – Seven Oak	1.0	11/8/21	6/14/22
Zachary Short	Special Education Teacher – Lebanon High School	1.0	12/6/21	6/15/22
Deborah Suing	Permanent Substitute Teacher – Hamilton Creek and Lacombe Schools	1.0	11/8/21	6/14/21

**10. DEPARTMENT REPORTS**

**Action: Informational**

- A. Operations
- B. Human Resources
- C. Finance, pg. 61

**11. COMMUNICATION**

**Action: Informational**

- A. Board
- B. Superintendent

**12. AUDIENCE COMMENTS**

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Audience Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

*"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.*

*"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."*

**Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.**

### **13. ADJOURNMENT**

Upcoming meeting dates:

January 13, 2022 – Regular Meeting at 6:00 PM  
February 10, 2022 – Regular Meeting at 6:00 PM

# *Agenda Item 4*

*School Based Health Center Report*

# BOARD MEMORANDUM



**To:** Board of Directors

**From:** Rachel Cannon

**Date:** December 1, 2021

**Meeting Date:** December 9, 2021

**Re: School Based Health Center**

## **Background:**

In April of 2021, the Lebanon Community School District (LCSD) formed an Advisory Committee for our new Mental Health & Wellness Program. We have met approximately bi-weekly since that time. Our Advisory Team uses the ISF model to guide our program's formation, mission and goals. LCSD Leadership strongly supported the message that, 'All voices are heard and valuable.'

Members on our team include: Samaritan Health Services, Linn County Alcohol and Drug Prevention Specialists, Linn County Juvenile Department, Linn County Mental Health, Trillium Family Services, Greater Santiam Boys and Girls Club, Jackson Street Youth Services, Linn Benton Lincoln ESD, Western University of Health Sciences, a Community Faith Based Organization, and LCSD staff: Superintendent, Assistant Superintendent, other Administrators, Mental Health Specialists, School Nurse and Social Workers.

We have four Sub-Committees that meet routinely; Mental Health and Wellness, LatinX, Linn County Services, and School Based Health Center. Committee members and LCSD staff reach out to members and other community partners who can't attend meetings to keep them updated, seek their input and request actions to support our mission. Our first step in the ISF process was to examine the quality of the relationship between Advisory Committee Partnerships and discuss any barriers. Next we gathered data between all partnerships to determine what needs we have in our community. As a team, we determined that Lebanon would greatly benefit from a certified school based health center (SBHC).

We determined the SBHC would be best located at Lebanon High School. LHS was chosen as the host site for the following reasons:

- 76% graduation rate
- 17% of students with disabilities
- Several years ago data was kept and logged at 50 Student Health Room Visits a day.
- The Devereux Student Strengths Assessment (DESSA) assesses 8 social and emotional competencies. Some of these competencies are relationship skills, optimistic thinking, and goal-directed behavior. It's intended to help educators document student strengths, areas of need, and plan instruction accordingly. The "needs for instruction" category usually totals about 16% of a given population. At Lebanon High School, 22% of our students need instruction. 18% of our freshmen need social emotional instruction. 22% of our sophomores need social emotional instruction. 24% of our juniors need social emotional instruction. 24% of our seniors need social emotional instruction. There is an obvious need in our high school for social-emotional well-being and mental health.

**Below are the Comprehensive pediatric health care minimum requirements:**

## **Section E: Comprehensive pediatric health care**

### **E.1 Comprehensive pediatric health care minimum requirements**

- a. SBHCs provide pediatric health care in line with nationally recognized standards of care, including recommendations from the American Academy of Pediatrics Bright Futures guidelines. SBHC providers should refer to Bright Futures to determine age appropriate levels of service.

- b. Table 2 specifies the minimum level of comprehensive pediatric health care services that must be available either:
- (1) **On-site:** Services are available on-site at the SBHC.
  - (2) **▲ On-site:** Laboratory testing is available on-site as point-of-care testing.
  - (3) **● On-site:** Laboratory must have ability to collect specimen/sample. Sample may be sent offsite for diagnostic testing.
- or–
- (4) **Referral:** Services and laboratory testing available by referral (if not on-site) with system for tracking referrals and follow-up. Referral sources should be youth-friendly, confidential and available regardless of a client’s ability to pay. A list of referral sources must be available to the SPO upon request.

**Table 2: Comprehensive pediatric health care minimum requirements**

<b>Comprehensive pediatric health care</b>	<b>Minimum level of service required</b>
<b>History</b>	
Comprehensive medical histories	On-site
<b>Measurements</b>	
Height and weight	On-site
Body mass index (BMI)	On-site
Blood pressure	On-site
<b>Sensory screening</b>	
Vision	On-site
Hearing	Referral
<b>Physical health services</b>	
Comprehensive physical exams	On-site
Evaluation and treatment of non-urgent, acute and chronic conditions	On-site
Medical specialty services	Referral
<b>Developmental/behavioral services*</b>	
Health assessment**	On-site
Assessment of educational, achievement and attendance issues	On-site
Developmental assessments	On-site
Psychosocial/behavioral assessment	On-site
Depression screening	On-site
Alcohol and other drug screening	On-site
Alcohol and other drug assessment***	Referral
Prescriptions for mental health conditions	Referral
Individual, group and family counseling and treatment	Referral
Social services assessment and referral	Referral

Comprehensive pediatric health care	Minimum level of service required
<b>Oral health services</b>	
Visual inspection of teeth and gums	On-site
Preventive oral health education and counseling	On-site
Fluoride supplement prescription	On-site
Comprehensive oral health evaluation and treatment	Referral
<b>Reproductive health services</b>	
Reproductive health exam	On-site
Prescriptions for contraceptives <sup>†</sup>	Referral
Condom availability <sup>†</sup>	Referral
STI prevention education and treatment	On-site
Pregnancy prevention education	On-site
Prenatal care	Referral
HIV counseling	On-site
HIV treatment	Referral
<b>Anticipatory guidance</b>	
Provision of age-appropriate anticipatory guidance	On-site
Targeted patient education	On-site
<b>Procedures</b>	
Immunizations	On-site
Urinalysis	▲ On-site
Hematocrit or hemoglobin	▲ On-site
Blood glucose	▲ On-site
Strep throat <sup>‡</sup>	▲ On-site
Pregnancy testing <sup>§</sup>	▲ On-site
STI screening and testing <sup>  </sup>	● On-site
HIV screening and testing	● On-site
Tuberculosis testing	Referral
Lead screening and testing	Referral
Dyslipidemia screening	Referral

\* Behavioral health services include mental health and substance abuse.

\*\* Health assessments may be completed through a health assessment tool or through documented assessment of health risks and strengths (e.g., physical growth and development, emotional well-being, violence and injury prevention, etc.)

\*\*\* If not available on-site, a written agreement with the outside provider or agency must be in place to provide services and for sharing information necessary to provide coordinated care.

† SPO recommends on-site access to contraceptives and condoms. Providing access to contraceptives is a clinical best practice recognized by the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and other national and international organizations. However, communities may choose to offer contraceptive services by referral.

‡ Rapid

§ Urine human chorionic gonadotropin (UHG)

|| Chlamydia, gonorrhea, syphilis



**Next Steps:**

- Meet with Samaritan CEO and Western Medical School
- Turn in SBHC grant

# *Agenda Item 6*

*Process and Timeline to Fill Zone 5 Vacancy*



## Office of the Superintendent

485 S. Fifth Street, Lebanon, OR 97355 • Phone: (541) 451-8458 • Email: [ruth.hopkins@lebanon.k12.or.us](mailto:ruth.hopkins@lebanon.k12.or.us)

### LEGAL NOTICE December 13, 2021

#### Lebanon Community School Board Announces Vacancy, Applicants Sought

The Lebanon Community School Board announces the vacancy of the Zone 5 Position on the Board of Directors and is accepting applications to fill this vacancy.

Candidates must currently reside in the Lebanon Community School District and have done so for at least one year, and candidates must be qualified voters of the District. Pursuant to Board Policy BBE, preference must be given to candidates residing within Zone 5.

The selected candidate will serve the remainder of the position's current term through June 30, 2025 and would be eligible for reelection in May 2025 for a four-year term.

The Candidate Application Form is available at the District's website at [www.lebanon.k12.or.us](http://www.lebanon.k12.or.us) or at the Office of the Superintendent at 485 S. Fifth Street, Lebanon, Oregon 97355. Applications must be returned to the Office of the Superintendent by 4:00 PM on Monday, January 3, 2022.

Public interviews of candidates will be held at the School Board meeting scheduled for Thursday, January 13, 2022, at 6:00 PM. Candidates should plan to attend this Board meeting. It is anticipated the Board will vote to fill the Zone 5 vacancy at this same meeting.

For additional information or questions, please contact Ruth Hopkins, Executive Secretary to the Superintendent/School Board, at 541.451.8458 or [ruth.hopkins@lebanon.k12.or.us](mailto:ruth.hopkins@lebanon.k12.or.us).

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## PROPOSED TIMELINE FOR FILLING ZONE 5 BOARD VACANCY

Timeframe	Activity
12/03/21	Memorandum and process recommendation in Board packet for December 9, 2021 meeting
12/9/21	Board approves a process to fill the vacancy
12/13/21-1/1/22	20-day advertisement period for applicants (newspaper, website, Facebook)
01/3/22	Deadline for application submittal
1/4/22-1/7/22	If more than three applications are received and Board so desires, an Application Review Committee* would review applications and recommend no more than 3 candidates to the Board
01/7/22	Recommendation memorandum to Board (in packet for January 13, 2022 meeting)
01/13/22	Last item on meeting agenda: Interview session with each of the recommended candidates (no more than 3). Candidates would receive questions (perhaps 3) in advance to prepare for Board interview.
01/13/22	Board votes to fill vacancy
01/13/22	Newly elected member is sworn and seated

### Proposed Application Review Committee Members:

Mike Martin, Board Chair

#### **Another Board Member**

Bo Yates, Superintendent

Jennifer Meckley, Assistant Superintendent

#### **Executive Secretary to the Superintendent/School Board**

#### **School Principal**

Bonita Randklev, Lebanon Education Association President

Laura Warren, Lebanon Education Support Professionals Association President



**APPLICATION FOR APPOINTMENT TO THE LEBANON COMMUNITY  
SCHOOL DISTRICT BOARD OF DIRECTORS – ZONE 5 SEAT**

**TERM: THROUGH 06/30/2025, WITH RE-ELECTION ELIGIBILITY**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Eligibility Information

1. Are you a registered voter in the School District (required)? Yes  No
2. Have you resided in the School District for one year (required)? Yes  No
3. Are you a resident of Zone 5?  
(Preference must be given to Zone 5 residents) Yes  No
4. Are you an officer or employee of the School District?  
(If yes, not eligible for appointment) Yes  No

5. Do you currently, or have you had in the past, students enrolled in the School District?

Yes  No  If yes, school(s) \_\_\_\_\_

6. Have you reviewed the School District policies that govern Board Roles and Responsibilities, Standards of Conduct, Powers and Duties, Authority and Responsibilities, and Ethics and Conflicts of Interest (posted at [www.lebanon.k12.or.us/board/policies](http://www.lebanon.k12.or.us/board/policies))? Yes  No

7. Please list your current and/or previous community service or volunteer roles and activities.

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8. Please briefly discuss why you are interested in serving on the School Board and what you would like to accomplish as a member of the Board (attach additional sheet, if needed).

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

**PLEASE RETURN THIS FORM NO LATER THAN 4:00 PM ON JANUARY 3, 2022 TO THE  
LEBANON COMMUNITY SCHOOL DISTRICT SUPERINTENDENT'S OFFICE, 485 S. FIFTH  
STREET, LEBANON, OR VIA EMAIL TO [ruth.hopkins@lebanon.k12.or.us](mailto:ruth.hopkins@lebanon.k12.or.us)**

# *Agenda Item 7*

*Resolution No. 2122-3*

# BOARD RESOLUTION



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William Lewis, Business Director

**Date:** 12/02/2021

**Meeting Date:** 12/09/2021

**Re:** Approval Project Manager Services

## **Background**

In October 2021 the Lebanon School District advertised a request from proposal (RFP) for project management services for the Seven Oak Middle School classroom addition project and additional projects as needed. This was a competitive bidding process with four bidders participating.

## **Recommendation**

It is recommended that the Board award the contract to HMK Company for project management services.

### **Resolution #2122-3 Project Management Services Contract**

**Whereas:** ORS 279A allows a contracting agency to enter into public contracts when authorized by board resolution, and;

**Whereas:** Lebanon Community School District Board Policy DJC allows the district to enter into contracts with qualified professionals as provided by ORS 279A; therefore:

**Be It Resolved** that Lebanon Community School District enter into a contract with HMK Company for project management services.

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

Signed: \_\_\_\_\_  
Board Chair

# *Agenda Item 8*

*Budget Calendar*



Lebanon Community School District #9  
Lebanon, Oregon

**DRAFT BUDGET CALENDAR FOR 2022-2023**

- December 09, 2021 \* **Regular Board Meeting:** Review/Approve Budget Calendar
- February 10, 2022 \* **Special Board/Budget Meeting:** Budget Committee Training, and Set Budget Parameters
- January 1 – May 19, 2022 \* **Preparation of Proposed Budget:** Budget Officer
- May 09, 2022 \* **Post public notice of Budget Committee meeting online.**  
(not more than 30 days before the meeting and & not less than 10 days before the meeting).
- May 16, 2022 \* **Post public notice of Budget Committee meeting online.**  
(not more than 30 days before the meeting and & not less than 10 days before the meeting).
- May 19, 2022 \* **Budget Committee Meeting #1:** Continued budget discussion
- May 26, 2022 \* **Budget Committee Meeting #2:** Target date for approval of the budget
- May 27, 2022 \* **Post Notice of Budget Hearing, Financial Summary and Fund Summaries**  
(not more than 30 days nor less than 5 days prior to the hearing).
- June 09, 2022 \* Public Budget Hearing & Special Board Meeting on the budget as approved by Budget Committee
- Adopt the final budget and make appropriations** (*after Budget Hearing*).  
The amount of tax levy in the published budget may not be increased, a new fund added, or expenditures increased by more than 10 percent without full republication and another public hearing.

# *Agenda Item 9*

*Consent Agenda*

*November 9, 2021 Meeting Minutes*



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

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## **MEETING MINUTES**

<b><u>BOARD MEMBERS PRESENT:</u></b>	<b><u>EXECUTIVE STAFF PRESENT:</u></b>
Mike Martin, Chair	Bo Yates, Superintendent
Richard Borden, Vice Chair	Jennifer Meckley, Assistant Superintendent
Tom Oliver, Member	William Lewis, Business Director
Tammy Schilling, Member, via Zoom	Kim Grousbeck, Director of Human Resources
Todd Gestrin, Member, via Zoom	Susanne Stefani, Director of Communications and Online Learning

The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

### **1. WELCOME AND CALL TO ORDER**

Mike Martin called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

### **2. PUBLIC COMMENTS**

Audience members Lindsay Pehrson, Renee Lindsey and Tana Nicholson addressed the Board on the subject of vaccines mandates for children and the possibility of vaccines being given without parent consent. They urged the Board not to require the COVID-19 vaccine be given to children without the consent of the parents.

### **3. SIA ANNUAL REPORT**

Assistant Superintendent Jennifer Meckley shared the Student Investment Account Annual Report Questions with the Board. She provided an annual summary of activities for the SIA. She shared that when the district was in distance learning, the allocated amount from the state went from \$3 million down to a little over one million, and the state wanted to know what the impact was for this. The district prioritized mental health therapists, instructional assistants for kindergarten and bilingual staff. The biggest barrier to the year was comprehensive distance learning. The full report is included in the information packet that is available online.

The question was asked if the district received feedback from the state once the report was submitted. It was answered that there has not been any feedback received from the state so far.

### **4. LHS GRADES AND ON-TRACK DATA**

Superintendent Yates shared the Lebanon High School data. The four-year graduation trend from 2016-17 to 2019-20 is 72%, 73%, 78% and 80%, so there was an increase in the graduation rate

over the last four years. The high school is trying to identify students who are needing support and provide that to them.

The question was asked if the social and emotional support has been increased. It was answered that the high school is trying to do all that they can to help students socially and emotionally, as well as academically. They are also looking at different ways to increase the opportunities for students to do activities from a social standpoint.

Superintendent Yates then shared the formative data for Lebanon High School that is included in the board packet. It was noted that the 10<sup>th</sup> grade data indicated that they are currently at 55% of students that are on track to graduate. The administrative team at the high school is working collaboratively on this, along side with the different departments.

Whereupon, there was an extensive discussion regarding identifying needs, use of resources and how to support students so that they graduate on time.

## **5. CERTIFIED EVALUATIONS**

Chair Mike Martin shared that any changes to the certified evaluation process would require further bargaining and would not be until later in the year, which is too late for evaluations. The district will follow the contract and what it indicates regarding the evaluation process.

## **6. SANTIAM ACADEMY UPDATE**

Susanne Stefani provided the update for Santiam Academy. She shared some background information on the academy and the district's desire to have an online option available for parents after the end of comprehensive distance learning. She reviewed the model for the school and the staffing that was provided in the information packet and is available online. She indicated that the school offers live instruction, so that teachers are right in front of students and students are with peers in the class. The school staff is fairly new and they are enthusiastic, energetic and collaborative.

Susanne Stefani then share the results of a parent survey that went out to Santiam Academy parents, asking them for feedback on the school, as well as student assessment data.

## **7. COVID-19 UPDATE**

Superintendent Yates shared the quarantine data for the schools. He added that the district has been able to get the transportation department back in operation and there has not been a lot of issues with students regarding masking.

He mentioned the vaccines for students and indicated that the district is not going to do that. The district will not provide vaccines to students without parents' consent.

He then shared the attendance and enrollment numbers for all schools, and indicated that both of them are currently up.

## **8. RESOLUTION NO. 2122-2**

William Lewis presented Resolution No. 2122-2 to the Board for approval of the RFP for construction services contract for the Phillips Subdivision Project to Wildish Construction Company for the completion of the street improvements. This is bid base number two for \$583,657.00.

Upon a motion to approve by Member Todd Gestrin, duly seconded by Vice Chair Richard Borden, the Board voted unanimously to award the RFP for the construction services contract to Wildish as presented.

## **9. CONSENT AGENDA**

- A. October 14, 2021 Meeting Minutes
- B. Policies – First Reading
- C. Hiring

Upon motion made by Member Tom Oliver to approve the consent agenda as a whole, duly seconded by Vice Chair Richard Borden, the Board voted unanimously to approve the October 14, 2021 meeting minutes; policies AC, GBA, GBEA, GBNA/JHFF, GBNA/JHFE, JHFE/GBNA, JHFF/GBNA, IB, IGBI, JB, JFC, and JFCJ to move to second reading; and the hiring of Debra Price and Alyssa Rappe as presented.

## **10. DEPARTMENT REPORTS**

- A. Operations

Superintendent Yates shared that getting the transportation department going again was very helpful. The district will continue to work on making that position and situation into a better situation with extra support on the busses. It has been a struggle to hire people, but they will continue to work on that.

- B. Human Resources

There was nothing to report for Human Resources.

- C. Finance

William Lewis shared the financial reports. He provided an update on ESSER I, II and III. ESSER I is completely spent. It was available at the beginning of COVID-19. A huge part of the funds went to food services, since there was a dramatic increase in the food services provided during that time.

ESSER II provided funding for Santiam Academy, Chromebooks for students, and Zoom licenses, to name a few items. This will be cut off in December and the district will be switching to ESSER III in January. The Seven Oak addition will be covered by ESSER III funding.

He indicated that he will be coming back to the Board with an approval for an RFP in December for the project manager for the Seven Oak project.

The question was asked as to whether or not there would be anything in the contract that would be a limitation for any increases in expenditures. It was answered that it was not in the contract, but that it was a part of a continual conversation with the contractors.

He also shared that the district has received \$97,000 in revenue from the excise taxes for quarter one.

## **11. COMMUNICATION**

### **A. Board**

Member Todd Gestrin asked about the final audience comments allowed on the agenda and if it was needed at the end, since it is at the beginning as well.

Chair Mike Martin thanked everyone for their hard work and patience through everything. He brought up the various policy changes that have come up through COVID because of state decisions, how that has made the operational issues for staff, and therefore made jobs more difficult.

Member Todd Gestrin added that the district does not have the option to go against what is happening in the Governor's office, that we do not have the option to go against some of the state mandates. He feels that everyone is on the same side and in this together for the students of Lebanon.

### **B. Superintendent**

Assistant Superintendent Jennifer Meckley shared about DESSA and QPR. DESSA is a screener for social and emotional competencies. Every student has been screened and Brandon Weist will provide that data at a future board meeting. It is a comprehensive program and this is the first year the district has used it. The result will be that children will be served better for a specific result.

At the beginning of the school year there was a required QPR training, which stands for question, persuade, refer, and is the suicide prevention program. One hundred percent of district staff was trained in this prevention program, and will be trained every three years. Staff appreciated the training on how to have those conversations and learned the importance of it.

## **12. AUDIENCE COMMENTS**

No members of the audience requested an opportunity to address the Board.

## **13. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:58 PM.

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Mike Martin, Board Chair

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Bo Yates, Superintendent

# 4 year graduation trend

	16-17	17-18	18-19	19-20
<b>4 year Grad Rate</b>	72%	73%	78%	80%
<b>5 year Grad Rate</b>		80%	84%	85%

**Number of students  
Quarantined**

School	Students
CAS	43
GRN	86
HCR	95
LAC	60
LHS	244
PIO	73
RIV	23
SOK	133
<b>Total</b>	<b>757</b>

**Number of days lost to  
Quarantining Elementary**

School	Days Missed
CAS	416
GRN	1349
HCR	1079
LAC	773
PIO	692
RIV	282
<b>Total</b>	<b>4591</b>

**Number of Periods\Days lost to  
Quarantining at the MS and HS**

School	Periods Missed	Days Missed
LHS	9533	1361
SOK	6443	920
<b>Total</b>	<b>15976</b>	<b>2281</b>



11/9/2021

## SIS Enrollment

School	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total by School	Attendance Rate %
CASCADES	47	38	46	47	48	44	33							303	91.64
GREEN ACRES	35	40	37	44	29	47	33							265	92.49
HAMILTON CREEK	26	28	29	32	33	29	31	30	35					273	92.08
LACOMB	25	30	21	29	27	27	22	28	33					242	92.4
LEBANON HIGH										354	327	287	302	1270	85.71
PIONEER	61	42	55	47	49	61	42							357	92.77
RIVERVIEW	63	59	56	65	82	72								397	91.35
SANTIAM ACADEMY	12	11	5	12	15	12	11	10	9					97	92
SEVEN OAK							84	216	236					536	90.28
<b>Total by Grade</b>	<b>269</b>	<b>248</b>	<b>249</b>	<b>276</b>	<b>283</b>	<b>292</b>	<b>256</b>	<b>284</b>	<b>313</b>	<b>354</b>	<b>327</b>	<b>287</b>	<b>302</b>	<b>3740</b>	<b>91.19</b>
	<b>KG</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>		

	ESSER I Fund 234	Notes	ESSER II Fund 902	Notes	ESSER III Fund 903	Notes
<b>Revenue</b>	<b>\$946,373.50</b>		<b>\$3,721,626.00</b>		<b>\$8,358,242.03</b>	
20-21			\$586,559.54			
21-22						
<b>Expense</b>						
Object 100	\$350,924.60	75.22 % Lebanon Online	\$394,701.21	Santiam Academy/Online Learning	\$20,876.05	
200	\$205,951.15		\$239,169.65		\$7,361.65	
300	-\$1,692.40		\$86,195.41	Extra Classroom space, Canvas support	\$126.00	
400	\$72,074.88	Mix of cleaning supplies, software, FS supplies	\$204,226.91	Chromebooks, Software Licenses like Zoom.	\$107,140.23	Computer Software
500	\$236,591.50	FS Updates-Going from NSLP to Summer Meals program updates	\$0.00			
600	\$82,523.77	Chater school/Indirects	\$150,531.90	Chater school/Indirects		
<b>Total Spent</b>	<b>\$946,373.50</b>		<b>\$1,074,825.08</b>		<b>\$135,503.93</b>	
<b>Total Remaining</b>	<b>\$0.00</b>		<b>\$2,646,800.92</b>		<b>\$8,222,738.10</b>	

<b>21-22</b>	<b>Net Income</b>
Linn County	\$18,987.60
City July to Sept 21	\$78,455.56
<b>Total Q1</b>	<b>\$97,443.16</b>

<b>20-21</b>	
County	\$18,708.20
City	\$57,980.96
<b>Total All Year</b>	<b>\$76,689.16</b>

<b>Total all years</b>	<b>\$174,132.32</b>
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# *Agenda Item 9*

*Consent Agenda  
Policy Updates – Second Reading*

# OSBA Model Sample Policy

Code: AC

Adopted:

## Nondiscrimination

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

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

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

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act ~~of 1990~~ and Americans with Disabilities Act Amendments Act ~~of 2008~~ (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments ~~of 1972~~, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

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### Legal Reference(s):

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

[ORS 326.051\(1\)\(e\)](#)  
[ORS 408.230](#)

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

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

<sup>2</sup> ~~“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.~~

[ORS 659.850 - 659.860](#)  
[ORS 659.865](#)  
~~[ORS 659.870](#)~~  
[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[ORS 659A.040](#)  
[ORS 659A.103 - 659A.145](#)  
[ORS 659A.230 - 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.321](#)  
[ORS 659A.409](#)

[OAR 581-002-0001 – 002-0005](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-021-0047](#)  
[OAR 581-022-2310](#)  
[OAR 581-022-2370](#)  
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2012~~2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (~~2012~~2018); 29 C.F.R Part 1626 (~~2018~~2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (~~2012~~2018); 29 C.F.R. Part 1630 (~~2018~~2019); 28 C.F.R. Part 35 (~~2018~~2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2012~~2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (~~2012~~2018); 34 C.F.R. Part 104 (~~2018~~2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (~~2012~~2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2018~~2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~2018); 28 C.F.R. §§ 42.101-42.106 (~~2018~~2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (~~2012~~2018); 29 C.F.R. § 1601 (~~2018~~2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (~~2012~~2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2012~~2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2012~~2018); 29 C.F.R. Part 1635 (2019).

House Bill 2935 (2021).

House Bill 3041 (2021).

# OSBA Model Sample Policy

Code: GBA  
Adopted:

## Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race<sup>1</sup>, color, religion, sex, sexual orientation<sup>2</sup>, **gender identity**, national origin, marital status, pregnancy, childbirth or a related medical condition<sup>3</sup>, age, veterans' status<sup>4</sup>, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability<sup>5</sup> if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act ~~of 1990~~, and the Americans with Disabilities Act Amendments Act ~~of 2008~~ (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments ~~of 1972~~. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 174.100</a>	<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.006</a>
<a href="#">ORS 243.317 – 243.323</a>	<a href="#">ORS 408.235</a>	<a href="#">ORS 659A.009</a>
<a href="#">ORS 326.051</a>	<a href="#">ORS 652.210 - 652.220</a>	<a href="#">ORS 659A.029</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.030</a>
<a href="#">ORS 342.934</a>	<del><a href="#">ORS 659.870</a></del>	<a href="#">ORS 659A.040</a>
<a href="#">ORS 408.225</a>	<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.082</a>

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<sup>1</sup> Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

<sup>2</sup> ~~“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated within the individual’s sex at birth.~~

<sup>3</sup> This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

<sup>4</sup> The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

<sup>5</sup> This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

[ORS 659A.109](#)  
[ORS 659A.112](#)  
[ORS 659A.147](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)

[ORS 659A.321](#)  
[ORS 659A.409](#)  
[ORS 659A.820](#)  
[ORS 581-021-0045](#)  
[ORS 581-022-2405](#)  
[ORS 839-003-0000](#)

[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)  
[OAR 839-006-0450](#)  
[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (~~2012~~2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2012~~2018).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (~~2012~~2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2019~~2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (~~2012~~2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (~~2012~~2018).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2012~~2018).

Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).

[House Bill 2935 \(2021\)](#)

[House Bill 3041 \(2021\)](#)



# OSBA Model Sample Policy

Code: GBEA  
Adopted:

## Workplace Harassment \*

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.

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<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.317 - 243.323](#)  
[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[ORS 659A.082](#)  
[ORS 659A.112](#)  
[ORS 659A.820](#)  
[ORS 659A.875](#)

[ORS 659A.885](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (~~2012~~2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2019~~2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

House Bill 3041 (2021)

# OSBA Model Sample Policy

Code: GBNAA/JHFF

Adopted:

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

Sexual conduct 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 or offensive 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.

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<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.

The district will post in each school building the names and contact information of the employees<sup>{5}</sup> 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<sup>{6}</sup>, 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 another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the <sup>{7}</sup>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 assistant superintendent 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 ~~the~~ 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) ~~as appropriate, for investigation~~ 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.

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~~<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.~~

<sup>6</sup> {The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}

<sup>7</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.}

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.

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).

# OSBA Model Sample Policy

Code: **GBNAB/JHFE**  
Adopted:

## ~~Reporting of 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 adult or student 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 ~~the~~ 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 ~~the~~ 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 ~~the~~ 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.

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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.}



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 - 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 a 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 (9<sup>th</sup> Cir. 2011).  
Senate Bill 51 (2021).

# OSBA Model Sample Policy

Code: JHFE/GBNAB  
Adopted:

## ~~Reporting of 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 adult or student 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 JHFE/GBNAB-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 ~~the~~ 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 JHFE/GBNAB-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 ~~the~~ 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 ~~the~~ 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.

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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.}

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 - 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 a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

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 (9<sup>th</sup> Cir. 2011).  
Senate Bill 51 (2021).

# OSBA Model Sample Policy

Code: JHFF/GBNAA

Adopted:

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

Sexual conduct 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 or offensive 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.

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<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.

The district will post in each school building the names and contact information of the employees<sup>{5}</sup> 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<sup>{6}</sup>, 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 another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the <sup>{7}</sup>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 JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the assistant superintendent 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 ~~the~~ 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 JHFF/GBNAA-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) ~~as appropriate, for investigation~~ 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.

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~~{5} Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.}~~

<sup>6</sup> {The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}

<sup>7</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. }



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.

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).

# OSBA Model Sample Policy

Code: IB  
Adopted:

## Freedom of Expression

Students have a general right to freedom of expression within the school system. The district requires that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

### Freedom of Student Inquiry and Expression

1. Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

### Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of age, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability, geographic location, sex, ~~or~~ sexual orientation or gender identity. Each student organization must have a staff adviser to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

### Publications K-8, Displays and Productions

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns. Such concerns include:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. Whether there is an opportunity for a named individual or named individuals to make a response;
5. Whether specific individuals may be identified even though the material does not use or give names;

6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, e.g., if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the district.

### **High School Student Journalists**

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. "School-sponsored media" means materials that are prepared, substantially written, published or broadcast by student journalists; that are distributed or generally made available, either free of charge or for a fee, to members of the student body; and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. Is libelous or slanderous;
2. Is obscene, pervasively indecent or vulgar;
3. Is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law **or regulation**; or
6. So incites students as to create a clear and present danger of:
  - a. The commission of unlawful acts on or off school premises;
  - b. The violation of district **[ or school ]** policies; or
  - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

Modifications or removal of items may be appealed in writing to the superintendent. The superintendent shall schedule a meeting within three school days of receiving the written appeal. Those present at the meeting shall include the individual(s) making the appeal, the individual(s) who made the decision to modify or remove materials and the superintendent. At the superintendent's discretion, the district's legal counsel may also attend the meeting. The superintendent shall make **his/her** a decision within three school days of the meeting.

If the complainant is not satisfied with the decision of the superintendent, ~~he/she~~ the complainant may appeal to the Board under established district procedures.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.477](#)

[ORS 339.880](#)

[ORS 339.885](#)

[ORS 659.850](#)

[OAR 581-021-0050](#)

[OAR 581-021-0055](#)

Equal Access Act, 20 U.S.C. §§ 4071-4074 (~~2012~~2018).  
Westside Cmty. Bd. of Educ. v. Mergens, 496 U.S. 226 (1990).  
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).  
U.S. CONST. amend. I; U.S. CONST. amend. XIV.  
OR. CONST., art. I, § 8.  
House Bill 3041 (2021).

# OSBA Model Sample Policy

Code: IGBI  
Adopted:

## Bilingual Education\*\*

Students whose primary language is ~~a language~~ other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction and other educational activities.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

END OF POLICY

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### Legal Reference(s):

~~ORS 336.074~~  
~~ORS 336.079~~

[OAR 581-021-0046](#)  
[OAR 581-022-2310](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~2018).  
Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6801-7014 (~~2012~~2018).

# OSBA Model Sample Policy

Code: JB  
Adopted:

## Equal Educational Opportunity[\*\*]

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation<sup>1</sup>, gender identity, race<sup>2</sup>, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district.

A student or parent may also access and use the district's general complaint procedure through Board policy KL - Public Complaints.

All reports, complaints or information will be investigated.

The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems and handbooks and will be published to the district website and made available at the district office during regular business hours.

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

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### Legal Reference(s):

[ORS 174.100](#)  
[ORS 192.630](#)  
[ORS 326.051](#)  
[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.086](#)  
[ORS 659.850](#)

[ORS 659.852](#)  
[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.103 - 659A.145](#)  
[ORS 659A.400](#)  
[ORS 659A.403](#)

[ORS 659A.406](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-2310](#)  
[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

<sup>2</sup> Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).  
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).  
House Bill 2935 (2021).  
House Bill 3041 (2021).



# OSBA Model Sample Policy

Code: JFC  
Adopted:

## Student Conduct\*\* (Version 1)

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district’s written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. [Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.] Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.<sup>1</sup>

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

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### Legal Reference(s):

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<sup>1</sup> The district is prohibited from retaliating against any student “for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.” ORS 659.852.

Nondiscrimination on the Bases of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).

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

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

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

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

Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).

C.R. v. Eugene S.D. 4J, No. 12-1042, U.S. District Court of OR (2013).

# OSBA Model Sample Policy

Code: JFCJ

Adopted:

## Weapons in ~~the~~ Schools\*\*

Students shall not bring, possess, conceal or use a weapon on or at ~~any district~~ property under the jurisdiction of the district, ~~any~~ activities under the jurisdiction of the district or ~~any~~ interscholastic activities administered by a voluntary organization.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property [including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports]. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

For purposes of this policy, and as defined by state and federal law, “weapon” includes:

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm ~~muffler or~~ silencer or any destructive device;
4. A “destructive device” ~~includes but is not limited to~~ ~~means~~ any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and ~~patrons~~ community members.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district’s replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or has, within the previous 120 days, has unlawfully been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator, his/her or designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found determined to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or state law shall be expelled from school for a period of not less than one year. All other violations of the policy will result in discipline up to and including may include expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are age-appropriate and accessible to the student, and shall provide such information in writing to the student and the parent in accordance with law<sup>1</sup>. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulation.

~~Weapons under the control of law enforcement personnel [or a person who has a valid license under ORS 166.291 and 166.292] are permitted.~~

~~The district [will] [may] post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.~~

~~In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.~~

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<sup>1</sup> At least once every six months or at any time the information changes because of the availability of new programs.

“Gun-Free School Zone” signs [will] [may] be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

The superintendent will annually report the name of each school and the number of students from each listed schools expelled for bringing, possessing, concealing or using a firearm to the Oregon Department of Education.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 161.015</a>	<a href="#">ORS 339.250</a>	<a href="#">OAR 581-021-0050 - 0075</a>
<a href="#">ORS 166.210 - 166.370</a>	<a href="#">ORS 339.315</a>	<a href="#">OAR 581-053-0010(5)</a>
<a href="#">ORS 166.382</a>	<del><a href="#">ORS 339.327</a></del>	<a href="#">OAR 581-053-0230(9)(k)</a>
<a href="#">ORS 332.107</a>	<del><a href="#">ORS 809.135</a></del>	<a href="#">OAR 581-053-0330(1)(r)</a>
<a href="#">ORS 339.115</a>	<del><a href="#">ORS 809.260</a></del>	<a href="#">OAR 581-053-0430(17)</a>
<a href="#">ORS 339.240</a>		<a href="#">OAR 581-053-0531(16)</a>

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (~~2012~~2018).  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (~~2012~~2018).  
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (~~2012~~2018).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (~~2012~~2018).  
Oregon Senate Bill 554 (2021).

# *Agenda Item 10*

*Finance Reports*

# BOARD MEMORANDUM



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William H. Lewis III, Business Director

**Date:** December 2, 2021                      **Meeting Date:** December 9, 2021

**Re:** Financial Report and Fiscal Updates

## **Financial Report**

The 2021-2022 Financial Board Report included in this packet reflects all revenues and expenditures for 2015-2021, and the budgeted YTD expenditures, plus encumbered amounts for 2021-2022 as of 12/02/21.

**District Contract Approval-** The district administration is requesting approval of HMK Company for construction management services for the Seven Oak additional classroom space project and additional projects as needed. A district team worked through the four bids in the complete RFP process. HMK Company was unanimously scored as the best bidder.

**Budget Calendar Approval-** We are asking for approval of the district 2022-23 budget calendar. This calendar represents the meeting dates and deadlines we would use for the 2022-23 budget process.

	18/19 Actual	19/20 Actual	20-21 Budget	21-22 Budget	12-02-21 YTD & Enc	12-02-21 Balance
<b>General Fund - Revenue</b>						
SSF Formula	39,748,844	42,038,081	43,560,057	44,440,549	23,477,100	20,963,449
SSF Adjustment	-	-	-	-	-	-
State Fiscal Stabilization Fund		-	-	-	-	-
Federal Ed Jobs		-	-	-	-	-
School Year SubAccount		-	-	-	-	-
Loan Receipts		-	-	-	-	-
Interest	385,564	320,317	250,000	150,000	24,535	125,465
Third Party Billing	72,372	-	-	-	-	-
TMR	180,556	212,376	210,000	210,000	-	210,000
JROTC	35,236	77,982	65,000	65,000	22,291	42,709
Other	374,395	325,816	387,500	368,266	122,380	245,886
Interfund Transfer	8,029	850,000	-	-	-	-
BFB	5,263,314	2,126,603	3,784,307	5,065,000	6,205,654	(1,140,654)
<b>Total</b>	<b>46,068,310</b>	<b>45,951,175</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>29,851,960</b>	<b>20,446,856</b>
=====	=====	=====	=====	=====	=====	=====
<b>General Fund - Expenses</b>						
Salaries	21,069,833	21,896,193	21,680,883	22,526,487	21,714,088	812,399
Benefits	13,157,764	14,481,355	15,086,873	14,597,973	13,342,721	1,255,252
P. Services	5,396,276	5,349,577	5,299,827	5,686,551	4,001,595	1,684,956
Supplies	1,269,608	1,569,846	1,530,133	1,606,583	875,701	730,882
Capital Outlay	76,554	54,500	90,000	100,000	148,947	(48,947)
Other Objects	350,672	441,468	469,147	501,776	421,636	80,140
Transfers	2,621,000	1,185,000	2,100,000	2,279,446	-	2,279,446
Contingency	-	1,750,000	2,000,000	3,000,000	-	3,000,000
<b>Total</b>	<b>43,941,707</b>	<b>46,727,940</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>40,504,688</b>	<b>9,794,128</b>
=====	=====	=====	=====	=====	=====	=====



## 2021-22 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	12-02-21 YTD	12-02-21 Encumb	12-02-21 Balance
Certified salaries	12,295,790	12,665,056	12,540,564	12,871,079	3,242,469	9,397,620	230,990
Classified salaries	5,554,869	6,227,931	6,008,791	6,250,523	1,744,744	3,921,509	584,270
Administrative salaries	1,782,092	1,873,807	1,863,955	2,059,820	866,032	1,205,947	(12,159)
Managerial - classified	249,120	154,577	289,051	299,689	126,694	177,372	(4,377)
Retirement stipends	19,904	91,904	133,413	120,000	30,000	90,000	0
Confidential salaries	159,789	162,808	284,898	343,800	154,990	216,986	(28,176)
Certified subs	43,660	2,000	0	14,294	0	0	14,294
Classified subs	43,138	1,500	23,975	0	0	0	0
Temp certified	162,287	82,264	45,425	0	23,727	146,015	(169,742)
Temp classified	23,111	8,000	21,658	481	8,978	0	(8,497)
Student helpers salaries	4,413	21,000	16,654	5,748	6,470	0	(722)
Overtime	50,768	0	91,513	57,127	21,653	1,272	34,202
Compensation time	77,738	52,300	44,207	71,883	27,533	0	44,350
Extra duty	350,933	279,579	128,295	230,761	82,673	0	148,088
Classified extra hrs	200,393	208,000	0	0	0	0	0
Vacation Payoff	14,017	29,817	24,292	28,240	14,261	0	13,979
Mentor teacher pay	0	0	0	0	0	0	0
Personal Leave Payout	0	0	0	0	0	0	0
Department Head Extra Duty	788	6,000	30,000	0	0	0	0
Taxable Meal Reimbursement	2,073	0	809	2,000	285	0	1,715
Cell Phone Stipend		0	1,080	1,080	450	630	0
Travel Stipend		0	11,400	0	11,208	15,692	(26,900)
Club Advisor	34,950	29,650	120,904	169,964	59,957	118,921	(8,914)
<b>Total Salaries</b>	<b>21,069,833</b>	<b>21,896,193</b>	<b>21,680,883</b>	<b>22,526,487</b>	<b>6,422,124</b>	<b>15,291,964</b>	<b>812,399</b>
PERS	5,753,639	7,398,130	7,286,664	6,797,646	1,843,242	4,241,759	712,645
Social Security	1,544,838	1,655,388	1,642,024	1,627,475	472,467	1,108,798	46,210
Worker's Comp	210,272	293,025	275,747	189,328	39,502	75,625	74,201
Employee Ins - Admin	239,427	215,642	275,263	283,669	112,311	165,693	5,665
Employee Ins - Certified	2,829,522	2,449,421	2,756,998	2,840,563	721,057	2,126,204	(6,698)
Employee Ins - Classified	2,408,513	2,327,520	2,596,579	2,598,694	697,186	1,610,652	290,856
Employee Ins - Other	36,487	33,429	65,298	92,498	30,357	42,494	19,647
Employee Ins - Retired	120,255	83,600	52,700	120,000	9,774	0	110,226
TSA	24,336	25,200	45,600	45,600	19,000	26,600	0
<b>Total Benefits</b>	<b>13,157,764</b>	<b>14,481,355</b>	<b>15,086,873</b>	<b>14,597,973</b>	<b>3,944,896</b>	<b>9,397,825</b>	<b>1,255,252</b>

## 2021-22 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	12-02-21 YTD	12-02-21 Encumb	12-02-21 Balance
Instructional Services	125,368	103,800	76,375	66,000	34,951	31,891	(842)
Instr Prog Improve Service	33,042	53,000	67,750	87,750	30,563	0	57,187
Other Instr-Prof-Tech SVCS	11,205	20,000	10,000	11,500	9,365	52,240	(50,105)
Repairs & Maintenance	206,884	190,300	227,612	258,500	117,793	15,349	125,358
Radio Service	12,455	11,100	11,100	15,000	0	0	15,000
Rentals	121,067	129,400	88,286	86,300	29,111	36,241	20,948
Electricity	453,206	502,620	465,700	451,500	123,364	243,272	84,864
Fuel	181,534	223,135	217,800	208,100	22,027	99,846	86,227
Water & Sewer	138,029	153,520	142,500	146,700	63,467	0	83,233
Garbage	112,864	102,400	87,000	106,500	26,662	0	79,838
Other Property Services	3,500	20,000	0	0	0	0	0
Reimb. Student Transportation	4,658	10,200	29,900	34,500	75,053	4,074	(44,627)
Reimb. Student Transportation	(79,915)				0	0	0
Travel	163,937	158,263	150,513	153,011	7,856	244	144,911
Travel - Student - Out of Dist.	1,140	5,300	4,500	3,500	0	0	3,500
Meals/Transportation	153	200	350	350	0	0	350
Staff Tuition	92,746	47,000	2,000	72,000	5,324	29,215	37,461
	0	0	0		0	0	0
Telephone	44,987	73,165	65,100	52,300	25,482	24,286	2,532
Postage	24,224	26,074	28,900	32,117	5,786	17,145	9,186
Advertising	2,761	4,300	2,650	3,500	5,796	0	(2,296)
Printing & Binding	13,712	29,400	30,950	31,700	3,024	29,712	(1,036)
Charter School Payments	2,159,564	2,195,000	2,300,000	2,400,000	1,222,428	1,377,572	(200,000)
Tuitions Payments to Other Dist.	0	0	0	0	0	0	0
Tuition Pay Private School	0	5,000	0	0	0	0	0
Other Tuition	240,090	92,500	90,000	115,000	0	3,759	111,241
Audit Services	29,150	30,000	39,000	36,000	0	0	36,000
Legal Services	33,971	35,000	35,000	35,000	4,376	0	30,624
Negotiation Services	0	10,000	5,000	1,000	0	0	1,000
Data Processing SVCS	65,278	89,600	65,000	57,500	22,721	0	34,779
Election Services	4,632	5,000	5,000	18,000	0	0	18,000
Other Non_instr Pro/Tech	447,701	363,700	351,450	402,650	74,160	14,004	314,486
Physical Exams - Drivers	4,072	4,400	5,750	5,500	3,386	2,500	(386)
Drug Tests Drivers	1,670	3,000	2,250	3,000	55	1,945	1,000
Child Care Services	0	15,000	0	0	0	0	0
Sub calling service	14,113	15,000	12,000	7,500	0	0	7,500
Classified subs	226,030	194,000	228,600	251,500	17,070	0	234,430
Criminal History checks	3,394	3,200	3,500	3,500	381	0	3,119
Fingerprinting	626	1,000	2,500	1,000	197	0	803
Classified subs	499,112	425,000	445,791	510,573	87,902	0	422,671
<b>Total P. Services</b>	<b>5,396,276</b>	<b>5,349,577</b>	<b>5,299,827</b>	<b>5,686,551</b>	<b>2,018,300</b>	<b>1,983,295</b>	<b>1,684,956</b>

## 2021-22 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	12-02-21 YTD	12-02-21 Encumb	12-02-21 Balance
Gas Oil & Lubricants	185,324	190,500	189,100	192,000	46,028	112,370	33,602
Supplies & Materials	457,850	648,024	651,837	698,023	280,956	32,439	384,628
Vehicle repair parts	27,649	52,800	50,500	50,500	10,803	28,558	11,139
Transportation operations	30,665	15,000	25,000	25,000	8,282	9,643	7,075
Textbooks	68,642	28,033	9,933	5,433	9,402	0	(3,969)
Library Books	5,914	15,694	8,200	11,700	2,667	0	9,033
Periodicals	6,511	6,000	10,800	12,100	9,048	0	3,052
Equipment under 5K	160,140	178,842	146,100	125,550	32,931	12,501	80,118
Computer software	184,472	264,360	257,398	323,918	217,234	0	106,684
Computer hardware	142,441	170,593	181,265	162,359	62,839	0	99,520
							0
<b>Total Supplies &amp; Materials</b>	<b>1,269,608</b>	<b>1,569,846</b>	<b>1,530,133</b>	<b>1,606,583</b>	<b>680,190</b>	<b>195,511</b>	<b>730,882</b>
Buildings Acquisition		0	0	25,000	0	0.00	25,000
Improvements Other Than Buildings				0	13,665	0	(13,665)
Equipment	33,623	54,500	25,000	45,000	0	12,137.00	32,863
New Equipment over 5K	35,353	0	45,000	10,000	22,726	0	(12,726)
Replace of Equip over 5K		0	20,000	20,000	100,419.00	0	(80,419)
Depreciable Technology	7,579	0	0	0	0	0	0
Bus Replacement	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>76,554</b>	<b>54,500</b>	<b>90,000</b>	<b>100,000</b>	<b>136,810</b>	<b>12,137</b>	<b>(48,947)</b>
Regular Interest	0	500	0	0	0	0	0
Dues & Fees	105,393	175,180	159,726	148,076	61,277	526	86,273
Insurance & Judgments	245,279	265,588	306,221	350,000	358,748	0	(8,748)
Settlements		0	0	0	0	0	0
		0	0	0	985	0	(985)
Taxes & Licenses	0	200	700	700	0	0	700
<b>Total Other Objects</b>	<b>350,672</b>	<b>441,468</b>	<b>469,147</b>	<b>501,776</b>	<b>421,110</b>	<b>526</b>	<b>80,140</b>

## 2021-22 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	12-02-21 YTD	12-02-21 Encumb	12-02-21 Balance
Transfer - Vocational House Fund	40,000	0	70,000	250,000	0	0	250,000
Transfer - Technology	100,000	0	80,000	100,000	0	0	100,000
Transfer - Classroom Furniture	50,000	0	10,000	35,000	0	0	35,000
Transfer - Textbook Adoption	400,000	400,000	200,000	350,000	0	0	350,000
Transfer - Capital Improvement	400,000		200,000	300,000	0	0	300,000
Transfer - Track and Turf Fund	85,000	10,000	0	0	0	0	0
Transfer - Athletic Fund	446,000	450,000	475,000	475,000	0	0	475,000
Transfer - Bus Replacement	300,000	150,000	225,000	225,000	0	0	225,000
Transfer - Unemploy Ins	25,000	25,000	250,000	0	0	0	0
PERS Reserve	525,000	0	450,000	300,000	0	0	300,000
Transfer - Food Service	100,000	100,000	120,000	224,446	0	0	224,446
Transfer - Music/Band Replaceme	0	0	20,000	20,000	0	0	20,000
Transfer - Debt Service	150,000	50,000	0	0	0	0	0
Transfer - Academic Achievement	0	0	0	0	0	0	0
<b>Total Transfers</b>	<b>2,621,000</b>	<b>1,185,000</b>	<b>2,100,000</b>	<b>2,279,446</b>	0	0	2,279,446
							U
Reserve/Contingency	0	1,750,000	2,000,000	3,000,000	0	0	3,000,000
<b>Grand Total</b>	<b>43,941,707</b>	<b>46,727,940</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>13,623,430</b>	<b>26,881,258</b>	<b>9,794,128</b>
	=====	=====	=====	=====	=====	=====	=====

## 2021-22 General Fund Revenue Report

		18/19 Actual	19/20 Actual	20-21 Budget	21-22 Budget	12-02-21 YTD	12-02-21 Balance
SSF Formula							
1111,	Taxes	10,179,205	10,509,179	10,938,094	11,873,719	7,257,411	4,616,308
4801,4899	Federal Forest Fees	179,478	157,804	130,000	125,000	-	125,000
3103	Common School	437,082	196,120	400,000	444,819	211,309	233,510
2101	County School		209,250	200,000	195,000	24,447	170,553
3104	State Timber	167,048	23,587	100,000	100,000	67,704	32,296
3101/3199	School Support Fund	29,101,930	30,942,140	31,791,963	31,702,011	15,916,229	15,785,782
	Adjustments to SSF Payments						-
	Adj for Prior Year payments	(755,646)		-	-	-	-
	Adj for HC Disability Grant	439,748	-	-	-	-	-
	<b>Total SSF Formula</b>	<b>39,748,844</b>	<b>42,038,081</b>	<b>43,560,057</b>	<b>44,440,549</b>	<b>23,477,100</b>	<b>20,963,449</b>
1510	Interest on Investments	385,564	320,317	250,000	150,000	24,535	125,465
4200	Third Party billing	72,372	-	-	-	-	-
2210	TMR	180,556	212,376	210,000	210,000	-	210,000
4300	JROTC reimbursement	35,236	77,982	65,000	65,000	22,291	42,709
	Other						-
1741	Outdoor School		-	-	-	-	-
1910	Rental Fees	3,926	1,582	7,500	5,000	-	5,000
1980	Fees Charged to Grants	-	14,915	50,000	108,266	54,363	53,903
1312, 1960, 1990,							
5300	Miscellaneous	370,469	304,781	250,000	255,000	68,017	186,983
1760	Club Fundraising		-	-	-	-	-
1411, 1993	Transportation Fees		4,538	-	-	-	-
1994	E-Rate reimbursement	-	-	80,000	-	-	-
5200	Interfund Transfer - Athletics	8,029	850,000	-	-	-	-
5400	Beginning Fund Balance	5,263,314	2,126,603	3,784,307	5,065,000	6,205,654	(1,140,654)
	<b>Total</b>	<b>46,068,310</b>	<b>45,951,175</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>29,851,960</b>	<b>20,446,856</b>