

Meeting Packet

REGULAR SESSION

11/17/2022

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

11/17/2022 07:00 PM

A. EXECUTIVE SESSION ~ 6:30 p.m.

Executive Session per ORS 192.660 (2)(f) to consider information or records that are exempt from disclosure by law, including written advice from the District's attorney.

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

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Consent Agenda

(Action)

[Consent Agenda 11-17-2022.pdf \(p. 5\)](#)

[Regular Board Meeting Minutes October 20, 2022 \(p. 6\)](#)

[Joint Work Session Minutes November 3, 2022.pdf \(p. 10\)](#)

[Board Work Session Notes November 7, 2022.pdf \(p. 12\)](#)

iii. Request for Agenda Modifications

(Action)

2. Student Government Report

3. Public Comment

C. REPORTS~

1. Association Reports

- PEA
- OSEA

2. Superintendent's Report

3. Financial Report

i. Agenda Item 1

[Financial Board report Nov 2022.docx.pdf \(p. 14\)](#)

- [Financial Report October 2022.pdf \(p. 16\)](#)
- [PES Activities Report October 2022.pdf \(p. 22\)](#)
- [PMS Activities Report October 2022.pdf \(p. 23\)](#)
- [PHS Activities Report October 2022.pdf \(p. 25\)](#)
- [Check Listing October 2022.pdf \(p. 29\)](#)
- [Enrollment Totals November 2022.pdf \(p. 35\)](#)

4. Jason Hay - LBLED
5. Summer Learning Report
6. Real Time Assessment & Student Support

D. STRATEGY AND DISCUSSION ~

1. Board Goals

E. DISCUSSION & ACTION ITEMS ~

1. Appoint Student Representative to the Board
2. Co-op with KVCS Swim Team

[Co-op with KVCS Swim Team.pdf \(p. 36\)](#)

3. POLICY JHCD/JHCDA-AR Medications

[JHCD-JHCDA-AR Medications.pdf \(p. 37\)](#)

4. Superintendent's Evaluation
5. New Paid Leave Oregon Act

F. MEETING CLOSURE ~

1. School Board Updates and Information
2. Board Thanks
3. Next Meeting Agenda Items
4. Board Requests
5. Adjournment

G. IMPORTANT DATES

Nov 17	5:30 pm-7:30 pm	PHS Art Night
Nov 17-19	various times	High School Musical at PHS
Nov 23-27		Thanksgiving Break - no school
Nov 29	6:00 pm	Philomath Holiday Tree Lighting at the Museum
Dec 6	6:00 pm & 7:00 pm	CPS Kinder & 1st Grade Concerts
Dec 8		PMS Winter musical Performance
Dec 12	7:00 pm	Regular Board Meeting

Dec 13-14
Dec 15
Dec 12-15
Dec 19-Jan 2

PES Concerts
PHS Concert
Winter Spirit Week
Winter Break

CONSENT AGENDA

November 17, 2022

Updated: 11/14/22 1:53 PM

A. List of Bills:

1. October 2022

B. Minutes:

1. Regular Session Minutes – October 20, 2022
2. Work Session Notes – November 3, 2022
3. Work Session Notes – November 7, 2022

C. Resolution:

1. None at this time

D. Leave of Absence Request:

1. Laura Coen

E. Personnel/Staffing Adjustments:

1. Retirements:

- i. None at this time

2. Resignations:

- i. Track Coach Jamon Ellingson

3. New Hires:

- i. PHS Custodian Ryan Loveall
- ii. PES IA Cooper Latz
- iii. PMS IA Abigail Olsen
- iv. PHS Temp IA Laura Heiken
- v. PHS IA Tiffany Wallace
- vi. PES Playground Asst. Karri McGovern

4. Staff Reassignments/Changes in FTE:

None at this time

5. Coaches:

None at this time

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

10/20/2022 07:00 PM

A. REGULAR SESSION ~ 7:00 p.m.

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Rick Wells on October 20, 2022 at 7:03 p.m. at the Philomath School District Boardroom. Those in attendance included Philomath School Board of Directors: Rick Wells, Joe Dealy, Erin Gudge (7:11 p.m.), and Christopher McMorran; Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Philomath News Reporter, Brad Fuqua, and Board Executive Assistant, Michele McRae. Absent: Director Karen Skinkis
 - i. **Pledge of Allegiance:** Led by Chairman Wells.
 - ii. **Request for Agenda Modifications:** No requests.
2. **Student Government Report:** No report.
3. **Public Comment**
 - i. Chelle Krantz said that she is very concerned with the state of the Philomath School District based on the state report cards that were just released. She said that Oregon schools ranked almost last in the whole country. Gender politics and over gendering our students, and staff indoctrinating students with their own personal beliefs should not be in our schools. She said that the parents are putting them on notice. Lowering standards should not happen. She said that she would like these issues added to the agenda next month.

B. REPORTS~

1. **Association Reports**
 - i. PEA – Len Cerny reported on Philomath School District’s scores from the state report card data that was just released. He said that Philomath School District scores are higher than most of the surrounding school districts, including some of the

larger, neighboring districts. He listed many surrounding schools that Philomath's scores surpassed. He praised the teachers, classified staff and administrators for their outstanding work.

- ii. OSEA – No report

2. Superintendent Report

- i. Superintendent Susan Halliday reported that this is National Principal's Month and she recognized Philomath School District's principals and vice-principals for their difficult, tireless work.
- ii. She also reported that on October 7th, the Confederated Tribes of the Siletz Indians conducted a training for Philomath School District staff members, and it was very educational.
- iii. Parent teacher conferences took place last Friday, October 14th.
- iv. There will be a joint work session on Monday, October 24th with Philomath City Council to discuss the results of the Traffic Circulation Survey.

Superintendent Halliday reported that Director Christopher McMorran asked what the costs were that she was concerned about. Superintendent Halliday said that it is consulting costs that she is concerned about. She said that they will look at ODOT grants and other possible sources of help to defray the cost for a solution.

3. Financial Report

- i. Jennifer Griffith, PSD Business Manager, reported that the financial report was included in the Board packets. Some things to note are that the auditors were in the district recently. Annual notification of property taxes came in a little higher than what was expected. She said that the ending fund balance will be lower than anticipated. There won't be a deficit, but there will be a shortfall. Enrollment is recovering back to pre-pandemic numbers. Peer meeting budget outlooks don't look good. Recent news from leaders in the state show that it doesn't look like the state is planning on increasing the Education funding for the next biennium 23-25. Director Rick Wells asked about a purchase from Rexius for \$12,500. He asked if the playground safety chips could be purchased locally to save money. He asked about a check to Ednetics. Jennifer reported that they are clear touch panels that are used in the classroom instead of smartboards, technology upgrades for outdated and failing equipment. Director Christopher McMorran asked about the trend of being $\frac{3}{4}$ of a million dollars short every year in the contingency. Jennifer said that two years ago, the district dipped into the PERS contingency fund to balance the budget, and subsequent year ending fund balance has been below predictions. Superintendent Halliday added that during the COVID pandemic, the district retained all staff while enrollment dipped, so expenditures did not decline while funding remained flat.

4. 2021-2022 State Report Cards

- i. Superintendent Susan Halliday reported that the State Report Cards were released today. She created a summary of all of the report card data that she presented. In some of the areas, Philomath SD outperformed the state averages and exceeded neighboring schools' results. The Board planned a work session for November 7th at 6:00 p.m. to discuss the results of the report cards.

C. STRATEGY AND DISCUSSION ~

1. Board Goals:

- i. Director Erin Gudge said that the Board goals were updated and now the question is whether to update the metrics or update the goals. They will discuss this at the next Board meeting.

2. Local Option Levy:

- i. Director Christopher McMorran said that the Local Option Levy will be on the ballot for the November 8th election. Brad Fuqua will be releasing an explanatory of the levy.

3. Integrated Guidance:

- i. Superintendent Halliday discussed the ODE Integrated Guidance project, designed to align six previously independent programs. The six programs include the following:
 - Career and Technical Education (CTE) – Perkins V;
 - Continuous Improvement Plan (CIP);
 - Early Indicator Intervention Systems;
 - Every Day Matters;
 - High School Success Act (Measure 98); and
 - Student Investment Account (SIA) within the Student Success Act (SSA).

Chairman Wells asked if such work was taking away from educating students. Superintendent Halliday agreed about the additional work for plan completion. With different pockets of funding now available, Districts must abide by the funding access rules in order to obtain the needed funds.

4. Student Representatives on the Board:

- i. Director Christopher McMorran said that this agenda item will be on the November agenda. He has met with ASB students at PHS to get feedback about this position. The application will be released next week.

D. DISCUSSION & ACTION ITEMS

1. December Board Meeting Date Change:

- i. Superintendent Halliday reported that there is a school concert on the same day as the next scheduled Board meeting. The Board decided to move the December Regular Board Meeting to December 12th.

2. Division 22 Assurances Report:

- i. Superintendent Halliday reported that the Division 22 Assurances for the 2021-2022 school year were included in the Board packet. She said that this is something that all school districts in Oregon have to report on every year. There are two areas where the District is out of compliance, so she wrote corrective action plans and they will be on the District website with the report. Director Dealy motioned to approve the Division 22 Assurances, and Director McMorran seconded the motion. Director Gudge asked what potential ramifications were if the district is out of compliance. Superintendent Halliday said the state could start withholding funds

from the district. Director McMorran said that his concern is that our physical education minutes are a third of what the state expects. Director Dealy pointed out that students who are elementary school age are active. Motion passed: 4-0.

3. **Budget Committee Application Review:**

- i. One application was submitted for the two vacant Budget Committee seats. Director McMorran motioned to appoint Craig McDaniel as a Budget Committee Member for a three year term. Director Gudge seconded the motion. Motion passed 4-0. Director McMorran motioned to reopen the Budget Committee application process until November 30th. Director Gudge seconded the motion. Motion passed: 4-0.

- 4. **Consent Agenda:** Director Dealy motioned to approve the Consent Agenda. Director Gudge seconded the motion. Motion passed: 4-0.

E. **MEETING CLOSURE ~**

- 1. **Next Meeting Agenda Items:** Student Board Representative; Administrator sharing; Work session;
- 2. **Board Thanks:** Director Gudge extended her thanks to the middle school for the parent conferences. She said that it was a warm, welcoming and inclusive environment. Director McMorran said that he was out and about in the district, and he is grateful for the staff who showed him around. He said that Mr. Babcock, Mark Hazelton, Dr. Cerny and Mrs. Moade all showed him around and shared what they have been working on. Director Dealy said that he is grateful for how hard the administration has been working. Director Wells complemented everyone for working together as a team to make everyone look good.
- 3. **Board Requests:** There were no Board requests.
- 4. **Joint Work Session with Philomath City Council:** There will be a joint Work Session between the Board and the Philomath City Council on 10-24-2022 at 7 p.m. to discuss the results of the Traffic Circulation Study Project.
- 5. **Joint Work Session with Kings Valley Charter:** There will be a Work Session between the PSD Board and the Kings Valley Charter School Board on November 3rd at 6:30 p.m.
- 6. **Adjournment:** Chairman Wells adjourned the meeting at 8:40 p.m.

F. **Important Dates:**

Month of October:	National Principal's Month
October 24:	Work Session with Philomath City Council
November 3:	Work Session with King's Valley Charter School
November 23-25:	Thanksgiving Break
December 8:	PMS Winter Concert
December 13-15	PES & PHS Winter Concerts
December 19-January 3:	Winter Break

Philomath SD/King's Valley Charter School Joint Work Session

Meeting Minutes

District Office

1620 Applegate Street, Philomath

11/3/2022 6:30 PM

A. PSD/KVCS JOINT WORK SESSION ~

1. The meeting was called to order by Board Chair Rick Wells at 6:35 p.m. on November 3, 2022. There were no changes to the agenda.

B. INTRODUCTIONS ~

1. Each person in attendance introduced themselves: Michele McRae, PSD Executive Assistant and Board Secretary; Susan Halliday, PSD Superintendent; Karen Skinkis, PSD Board member; Christopher McMorran, PSD Board member; Rick Wells, PSD Board Chair; Erin Gudge, PSD Board member; Chris Bodnovits, KVCS IA; Glenda Bush, KVCS IA; Sue Mitchell, KVCS IA; Sally Lammers, KVCS Board member; Terrence Sims, KVCS Special Education Teacher; Cynthia Barthuly, Student Services Director; Jennifer Griffith, PSD Business Manager; Mark Hazelton, KVCS Business Manager; Beth Hoinacki, KVCS Board Member; Joe Dealy, PSD Board Vice-Chair; Diana Barnhart, KVCS Board Member;

C. SPECIAL EDUCATION SERVICES ~

1. Superintendent Halliday reported that PSD provides special education support, so staff who are here are KVCS and Philomath SD employees. Diana Barnhart said that this was a big change in their charter. She said that the exchange of services for ADMw was a big change. She wants to have a conversation about this to make certain that this is an equitable relationship. She wants to create a process so that there is a team approach. Superintendent Halliday reported that PSD Business Manager, Jennifer Griffith, put together some information based on the changes in the charter. She added that Cynthia put some information together also, and she agreed that there needs to be a conversation. They both want to understand where the hard lines and where the grey areas are. Superintendent Halliday asked Diana who she sees as part of this conversation. Diana said herself, Mark Hazelton, Kari-Anne Gonzalez, Athena Lodge, Cynthia Barthuly Terrence Sims, Donna Starr and Superintendent Halliday. Superintendent Halliday agreed with this list.
2. Cynthia thanked everyone for this meeting today. She thanked the special education team for their hard work every day and for showing up every day. She said that in many districts in the state, they do not have the special education staff and support that they need. She added that she believes in communication and collaboration. PSD Board Vice-Chair Joe Dealy asked Cynthia what happens in a school when they don't have special education services. She said that there isn't any staff to hire, and teachers will take on more work. She added that she is incredibly grateful for the staff here.
3. Superintendent Halliday said that we will schedule a meeting. Director McMorran asked what she needs from the Board. Superintendent Halliday responded with the knowledge of budgeting in special education, and how we continue to work together, and for the Board to know that special education is an issue. Sally said she is grateful for such a large group. Joe Dealy asked if it's possible for some student to work their way out of special education, and he wanted to know if numbers went up because of Covid. Terrence said that he has seen students graduate out of their IEP. Chairman Wells said that he is happy that everyone is having this conversation.

D. SYNERGY

1. Superintendent Halliday reported that Synergy is designed to replace SIS, GradeBook, TieNet, and Argos, and they will all work together. She said that SIS was built by LBL-ESD staff and it was built by people who are retiring and new people do not know the old code. Synergy is one system that will do everything. She said that KVCS was not brought in on this decision as an oversight. She said that the special education information will not move seamlessly from TieNet to Synergy. She said that the ESD is configuring the systems now. She said that some charters will not be moving to Synergy. Diana Barnhart said that they knew this was coming and they have been anticipating the \$12,000-\$13,000 cost. She wants KVCS and PSD to be using the same system. Superintendent Halliday said that for the 24-25 school year, she is confident that Synergy costs will drop. She said that Lincoln County went ahead of us and is using Synergy and their old system this year. Director Dealy asked if the system was all inclusive and if it would track athletic eligibility. Superintendent Halliday said yes. Terrence is excited about moving to Synergy as he has used it in another district. Cynthia said that there is a capability to pull data out for student's social and emotional learning. Superintendent Halliday said that time will be scheduled in June for transitional leg work.

E. FUTURE COLLABORATIONS

1. PSD Board Chair Rick Wells said that he would like to continue to see these meetings continue twice a year. Sally Lammers suggested a February or March meeting. Chairman Wells asked how the director search is going for KVCS. Sally said they decided to stick with their team for this year. She said that they have learned the benefits of having multiple people with different strengths working on the team. She talked about the burnout when you have to wear a lot of hats. She said that it has been a successful model. Chairman Wells pointed out that on the KVCS State report card, it states that they have had the same principal for over 3 years. The State report submitter will look at the Staff Position report. Chairman Wells said that things seem to be working well for them. Diana Barnhart said that they weren't eligible to apply for the SIA, so they do need to collaborate about that with PSD. Chairman Wells praised OSBA for the services that they offer, and he encouraged the KVCS Board to attend their trainings. It was decided to set another meeting date by January 15th. Superintendent Halliday said that we will put together some dates for a meeting for the special education team. Mark Hazelton said that people are seeking out KVCS for their special education services. Cynthia invited everyone to an upcoming transition meeting.

F. MEETING CLOSURE ~

1. The meeting was adjourned at 7:47 p.m.

Board Chair

Superintendent

Date

Philomath School District

Board Work Session 11-7-2022

Board Chair Rick Wells called the work session to order at 6:02 pm. Board members present were Chairman Rick Wells, Vice-Chair Joe Dealy, Director Erin Gudge, Director Karen Skinkis and Director Christopher McMorran.

Student Representative to the Board Interviews

The three applicants are Alora Gudge, Jackson Holroyd, and Ahren Harris.

Ahren Harris is currently a Sophomore and would like a future career in politics. He said that he would poll students for their opinions by sending out online polls. The main issue that he would like to address is the dress code. Ahren asked why this position was created. Director McMorran said that the Board wanted to know the students' thoughts, so this is the best way to hear what they want.

The next applicant who was interviewed was Alora Gudge via FaceTime. Alora said that she would represent students by talking to them personally. She said that she would reach out via e-mail to reach students who weren't as outspoken. Alora said that discrimination is the main issue that she would like to address in the district. She wants all students to feel safe.

Jackson Holroyd said that he wants to represent all students and to voice his and the students' opinions. The most important issue that he would like to address is the lack of clubs that include physicality. He would like to create more clubs like Forestry, Auto Mechanic Club and other clubs.

Chairman Wells said he thought these are three good candidates. Director Skinkis said that she would like to see the representative bring information from the student body as opposed to giving their own opinion, and she would like the student to be outgoing, so that they will speak to students. She appreciates that the group is diverse.

Director McMorran asked ASB President Brooke Moade her thoughts about the applicants. She said that she was concerned about the representative being able to handle students who might get mad at them. She said that they need to be willing to talk to parents also.

Director McMorran said he doesn't want the student representative to the Board become a target. He asked about potential nepotism if a Board member's child is chosen. Chairman Wells said that he knows that could be an issue, but he would not have a problem with that if the best choice is a Board member's child.

Director Wells asked Len Cerny if he had any thoughts. Mr. Cerny said that he thinks it's unrealistic for this student to represent the whole PSD student body. He said that if the Board wants a representative for the middle school, they need to have a middle school student as a representative to the Board.

The Board will vote in a student at the next Regular Board Meeting. Erin Gudge informed everyone at the beginning of the meeting that she will not be voting on this agenda item at the meeting due to a conflict of interest.

State Report Card Discussion

Superintendent Susan Halliday handed out a guide that she compiled for reading the state report cards. The state report cards were released the day of the last Board meeting, so there wasn't time to dissect the information. She held up a 32-page technical manual from Oregon Department of Education on how to read the At-a-Glance report cards. She said that for student confidentiality, some percentages are suppressed. She pointed out that all students in Oregon ate for free last year, so the data for students on free and reduced lunch will look different on next year's report cards.

Superintendent Halliday explained the data reported for staff on the elementary report card as an example. She pointed out that the teacher retention rate is good at 93%. She went through each subject on the report card and explained how the state calculates the data on that item. She said that at the next Board meeting, they are going to talk about what is going on to make sure that students are successful. She said that teachers are looking at a lot of data. She said that if a student isn't enrolled in a school on the snapshot day in May, their score will not be counted. Also, they must be enrolled for at least half of a school year plus one day for their results to be counted in the report card.

She went on to explain the different categories that are reported on the high school report cards.

She said that she would like to see information on how individual students are progressing. She thinks that the scores are better than expected due to Covid-19, however, there is still work to do.

Chairman Wells pointed out that if a student earns a GED in their 3rd year of HS, it actually counts against the graduation rate, and that it counts as a 5-year cohort.

Superintendent Halliday added that the state wants 94.5% of students to participate in testing, however, the parents are allowed to opt their students out and adult age students are allowed to opt themselves out.

Director Gudge added that scores divided by gender are concerning to her because of discrimination.

Director McMorran asked what Philomath is doing to retain teachers since the retention rate is good. Director Dealy said that after he began working here as a teacher, he grew to love the schools. He liked that it is a small school. Len Cerny said that there is a rare combination here of academic competence and academic freedom, so that he can do what he needs to do to educate students.

Director McMorran asked about diversity in hiring practices and asked what the district is doing to hire more diversely and address the lack of diversity. Superintendent Halliday explained what the district is doing to address this issue. Len Cerny suggested active outreach when jobs are posted.

Board Chair Rick Wells adjourned the meeting at 7:57 pm.



Philomath School District

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

November 17, 2022

Board Members:

To begin, I wanted to express my appreciation for our community support of the Philomath School District. The operating Levy renewal passed with over a 70% favorable vote. This speaks volumes about the value our community places in our schools.

Early State School Fund forecasts show the 2023-25 biennium budgeted at \$9.5B. The current biennium budget is \$9.2B. Using the early forecast numbers to calculate an estimate for our district shows a SSF allocation of less than our current funding levels. Many districts around the state will be in the same situation. Educators and lobbyists around the state will be working hard to convey the importance of allocating more of the State’s resources towards education. The final budget will not be released from the Governor’s office until February.

The Budget Committee is planning to meet for the Fall Informational Meeting in early December. As of the printing of this report, we do not have any new applicants for the Budget Committee vacancy.

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

Our current report of enrollment for the 2022-2023 school year compared with the previous *year* is broken down as follows:

<u>School</u>	<u>November 2022</u>	<u>November 2021</u>	<u>Change</u>
CPS	167	161	6
PES	350	329	21
BL	27	23	4
PMS	332	331	1
PHS	456	399	57
PA	70	98	-28
KVCS	<u>206</u>	<u>193</u>	<u>13</u>
Subtotal	<u>1608</u>	<u>1534</u>	<u>74</u>
Part-Time	<u>10</u>	<u>11</u>	<u>-1</u>
Total	<u>1618</u>	<u>1545</u>	<u>73</u>

Our current report of enrollment for the 2022-2023 school year compared with the previous *month* is broken down as follows:

<u>School</u>	<u>November 2022</u>	<u>October 2022</u>	<u>Change</u>
CPS	167	167	0
PES	350	350	0
BL	27	27	0
PMS	332	330	2
PHS	456	458	-2
PA	70	69	1
KVCS	<u>206</u>	<u>204</u>	<u>2</u>
Subtotal	<u>1608</u>	<u>1605</u>	<u>3</u>
Part-Time	<u>10</u>	<u>10</u>	<u>0</u>
Total	<u>1618</u>	<u>1615</u>	<u>3</u>

October 2022 General Fund Expenditures totaled \$1,685,574. Expenditures that exceed \$10,000 are as follows:

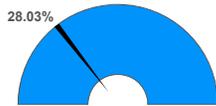
- Mid Columbia Bus Company \$ 13,736 (August Bus billing)
- Corvallis Heating, LLC \$ 17,898 (Ductless Heater install at Blodgett)
- Pacific Power \$ 20,468 (October monthly power bill)
- DHS/OHA Receipting Unit \$ 27,136 (YTP Match portion)
- Ednetics \$ 46,230 (Cleartouch panels CPS, and Meraki Routers/License)
- Tom Stevens Boiler Repair, Inc \$ 140,000 (HS Boiler replacement)
- Kings Valley Charter School \$ 218,664 (October Payment)

Respectfully Submitted,
Jennifer Griffith
Business Manager

100 General Fund Revenue Dashboard Summary

For the Period Ending October 31, 2022

Actual YTD Revenues



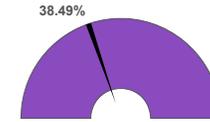
Projected YTD Revenues
28.37%

Actual YTD Local Sources



Projected YTD Local Sources
3.12%

Actual YTD State Sources



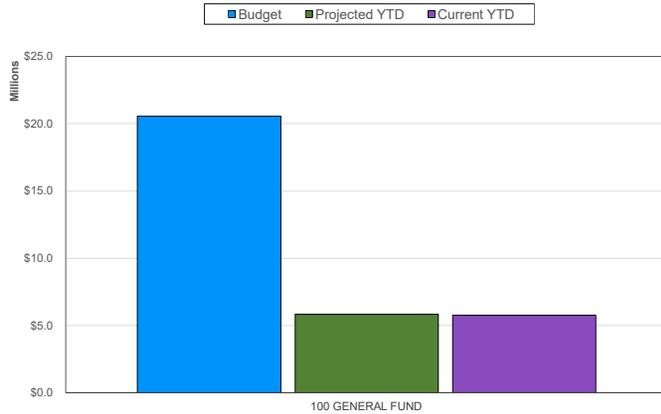
Projected YTD State Sources
38.54%

General Fund Revenues

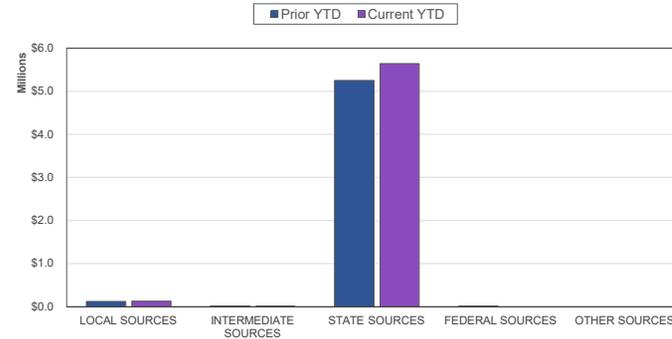
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$5,609,996
Kings Valley Charter School Fees	\$44,552
Interest On Investments	\$33,052
Restricted Grants-In-Aid	\$28,775
Miscellaneous	\$21,979
Property Taxes	\$13,342
Rentals	\$5,055
Local Option Levy Taxes	\$3,287
Penalties And Interest On Taxes	\$1,274
Fees Charged To Grants	\$379
Percent of Total Revenues Year-to-Date	100.00%

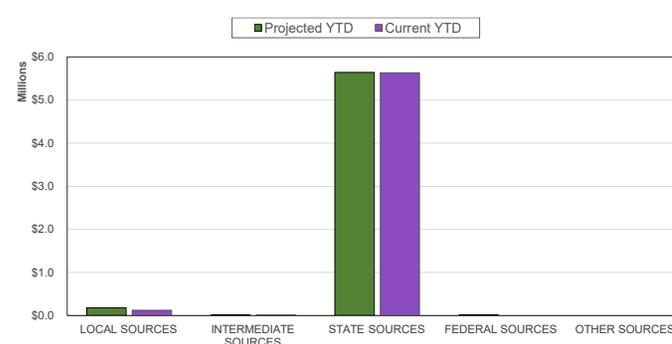
Revenues by Fund | Budget / Projected YTD / Current YTD



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



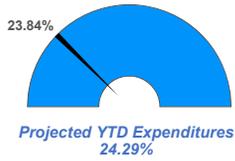
General Fund Revenue by Source | Projected YTD vs. Current YTD



100 General Fund Expense Dashboard Summary

For the Period Ending October 31, 2022

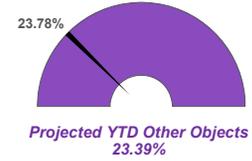
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

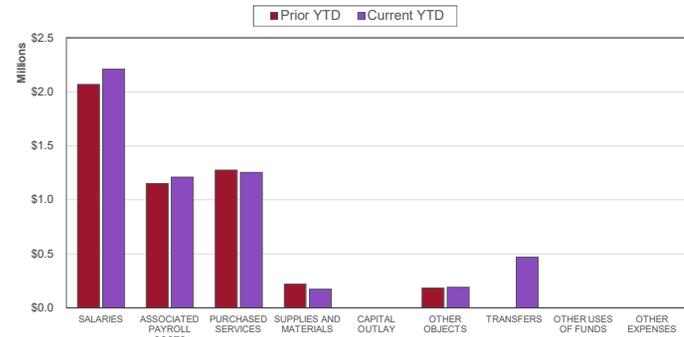


General Fund Expenditures

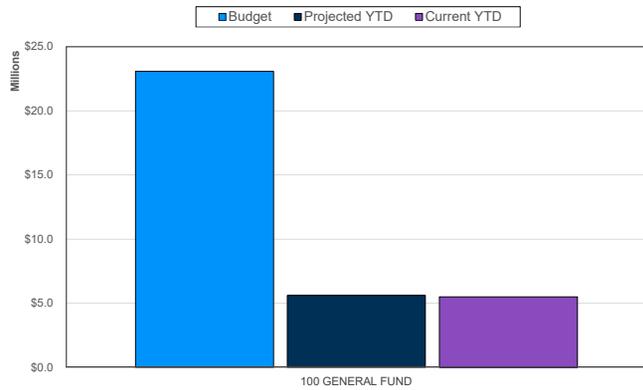
Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$968,516
Charter School Payments, Adm	\$704,864
Transfers	\$470,000
Classified Salaries	\$434,719
Administrator Salaries	\$422,074
Medical Insurance	\$356,017
Public Employees Retirement System	\$335,064
Unrepresented Salaries	\$215,035
Charter School, Remote Elementary	\$210,825
Pers Bond 1	\$168,437
Percent of Total Expenditures Year-to-Date	77.90%

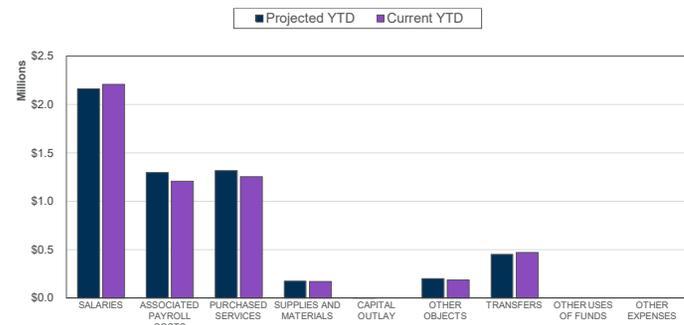
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



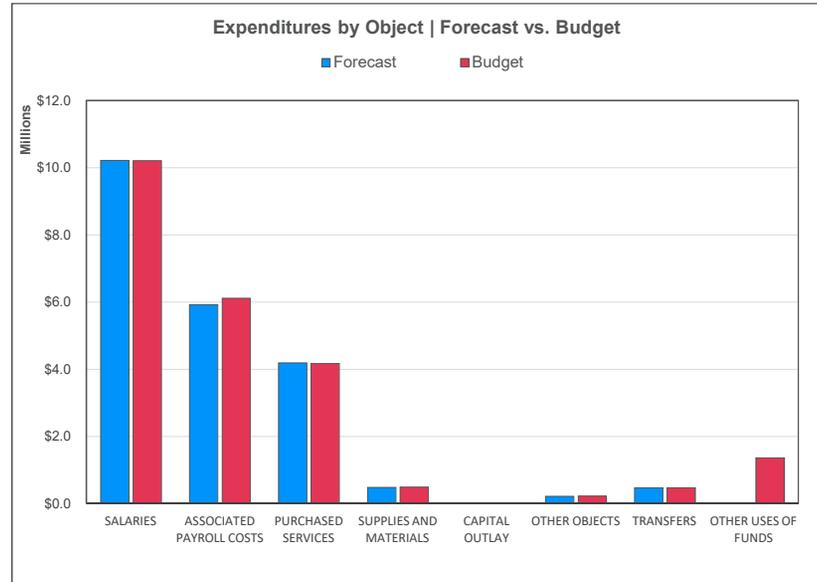
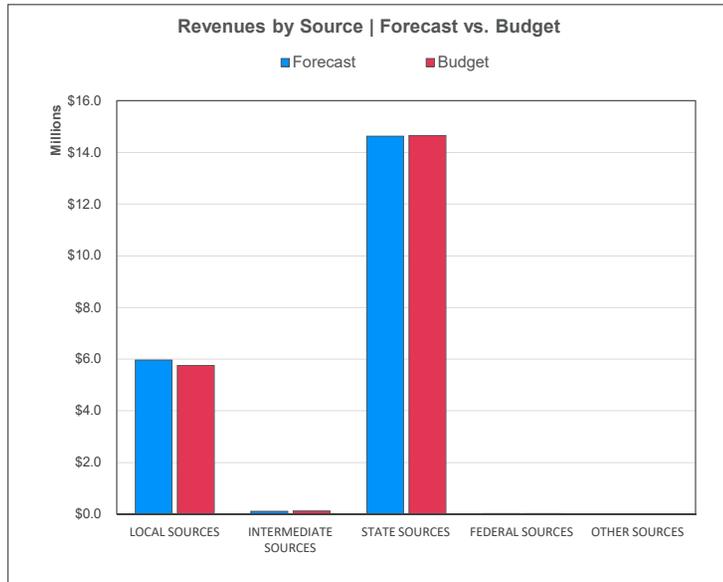
General Fund Expenditures by Object | Projected YTD vs. Current YTD



100 General Fund | Financial Projection by Object

For the Period Ending October 31, 2022

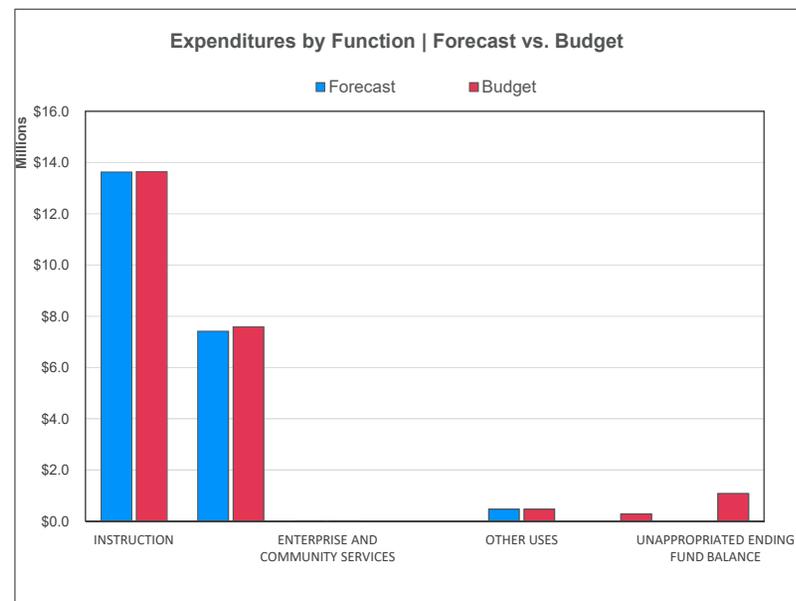
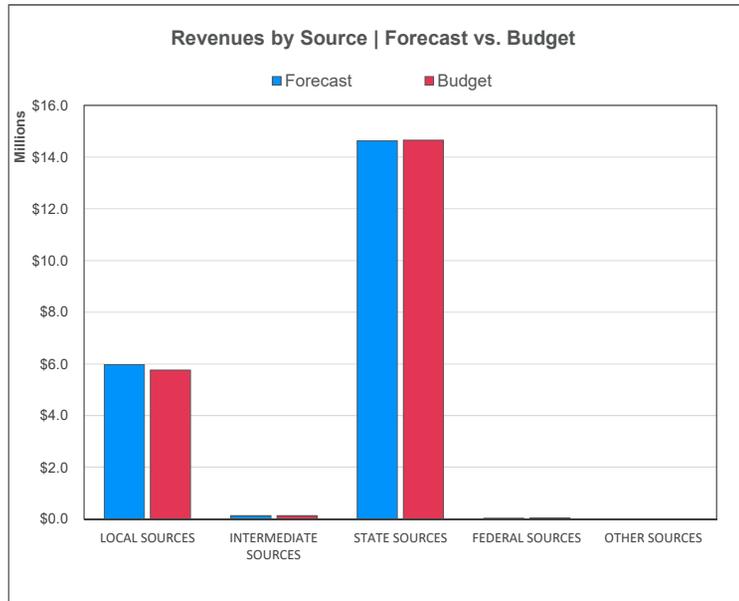
	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,514,838	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 2,514,539	\$ (714,539)
REVENUES						
Local Sources	117,879	122,920	5,843,659	5,966,579	5,759,224	207,355
Intermediate Sources	16,720	26	115,463	115,489	118,000	(2,511)
State Sources	5,252,381	5,638,771	8,993,604	14,632,375	14,649,672	(17,297)
Federal Sources	6,000	-	25,818	25,818	30,000	(4,182)
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 5,392,980	\$ 5,761,717	\$ 14,978,545	\$ 20,740,262	\$ 20,556,896	\$ 183,366
EXPENDITURES						
Salaries	\$ 2,068,487	\$ 2,208,938	\$ 8,014,857	\$ 10,223,796	\$ 10,208,469	\$ (15,327)
Associated Payroll Costs	1,151,594	1,208,189	4,719,437	5,927,626	6,118,986	191,360
Purchased Services	1,275,561	1,252,787	2,938,559	4,191,347	4,170,153	(21,194)
Supplies and Materials	219,801	171,926	315,834	487,760	490,821	3,061
Capital Outlay	-	-	2,127	2,127	8,800	6,673
Other Objects	183,158	189,305	29,065	218,370	231,520	13,150
Transfers	-	470,000	5,000	475,000	475,000	-
Other Uses of Funds	-	-	-	-	1,367,686	1,367,686
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 4,898,601	\$ 5,501,145	\$ 16,024,879	\$ 21,526,024	\$ 23,071,435	\$ 1,545,411
SURPLUS / (DEFICIT)	\$ 494,379	\$ 260,572	\$ (1,046,334)	\$ (785,762)	\$ (2,514,539)	
ENDING FUND BALANCE				\$ 1,014,238		



100 General Fund | Financial Projection by Function

For the Period Ending October 31, 2022

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,514,838	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 2,514,539	\$ (714,539)
REVENUES						
Local Sources	117,879	122,920	5,843,659	5,966,579	5,759,224	207,355
Intermediate Sources	16,720	26	115,463	115,489	118,000	(2,511)
State Sources	5,252,381	5,638,771	8,993,604	14,632,375	14,649,672	(17,297)
Federal Sources	6,000	-	25,818	25,818	30,000	(4,182)
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 5,392,980	\$ 5,761,717	\$ 14,978,545	\$ 20,740,262	\$ 20,556,896	\$ 183,366
EXPENDITURES						
Instruction	\$ 2,750,222	\$ 2,934,817	\$ 10,694,635	\$ 13,629,452	\$ 13,638,286	\$ 8,834
Support Services	2,148,229	2,096,328	5,322,010	7,418,339	7,586,752	168,413
Enterprise and Community Services	150	-	3,234	3,234	3,711	477
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	-	470,000	5,000	475,000	475,000	-
Contingencies	-	-	-	-	288,979	288,979
Unappropriated Ending Fund Balance	-	-	-	-	1,078,707	1,078,707
TOTAL EXPENDITURES	\$ 4,898,601	\$ 5,501,145	\$ 16,024,879	\$ 21,526,024	\$ 23,071,435	\$ 1,545,410
SURPLUS / (DEFICIT)	\$ 494,379	\$ 260,572	\$ (1,046,334)	\$ (785,762)	\$ (2,514,539)	\$ 1,728,776
Projected Year End Fund Balance				\$ 1,014,238		

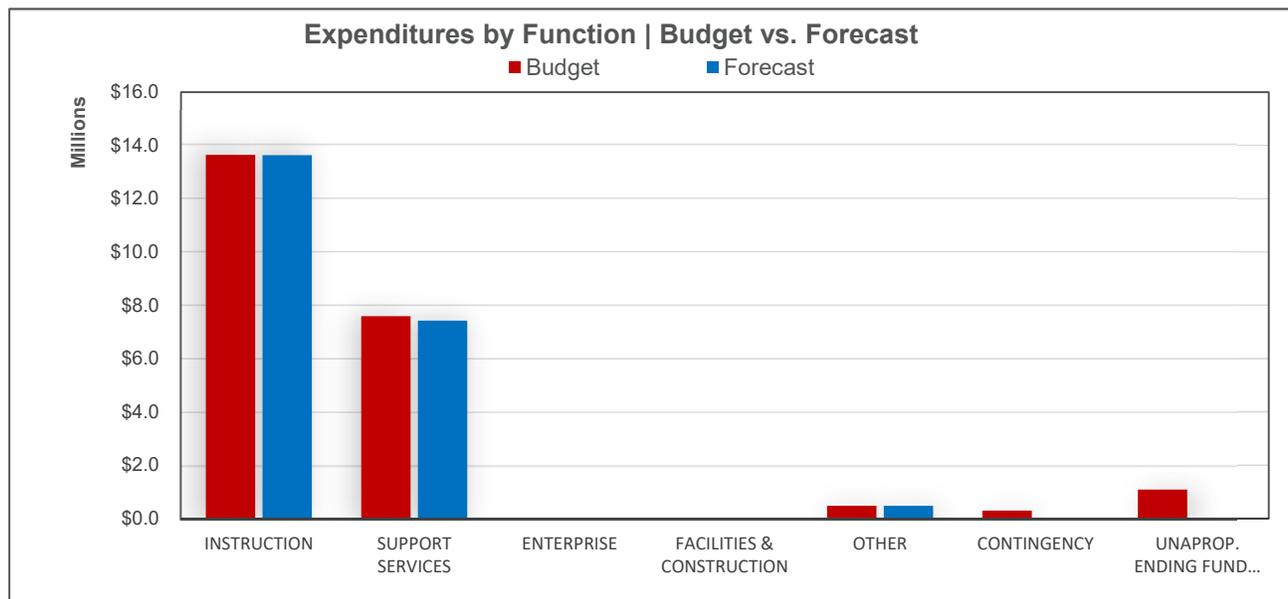
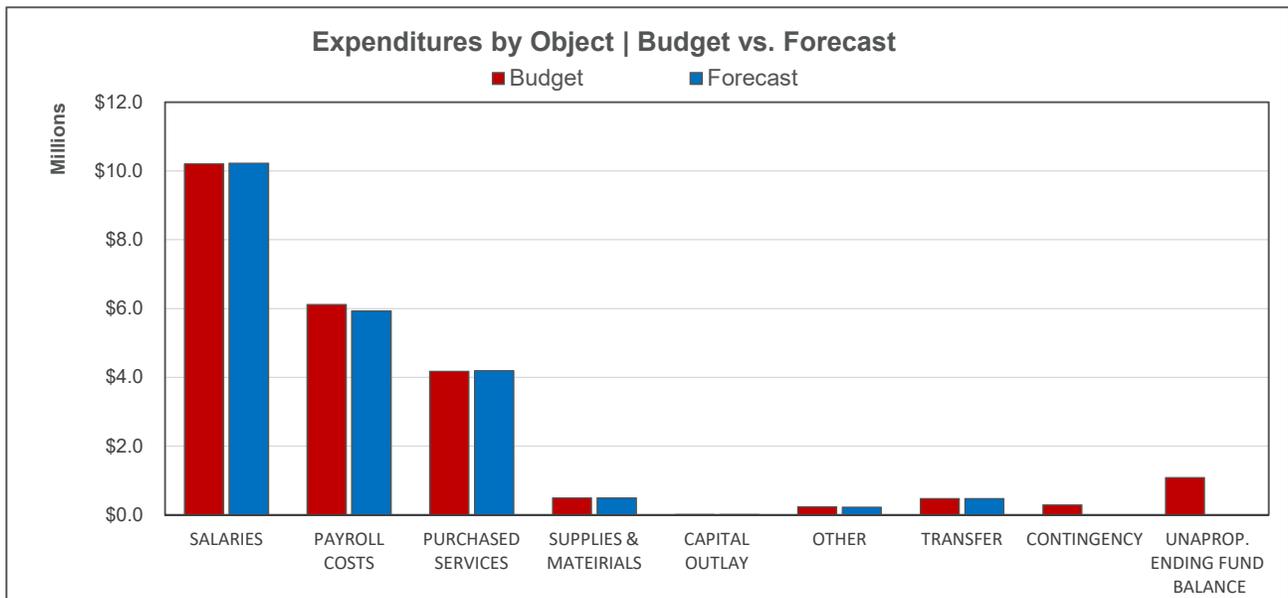
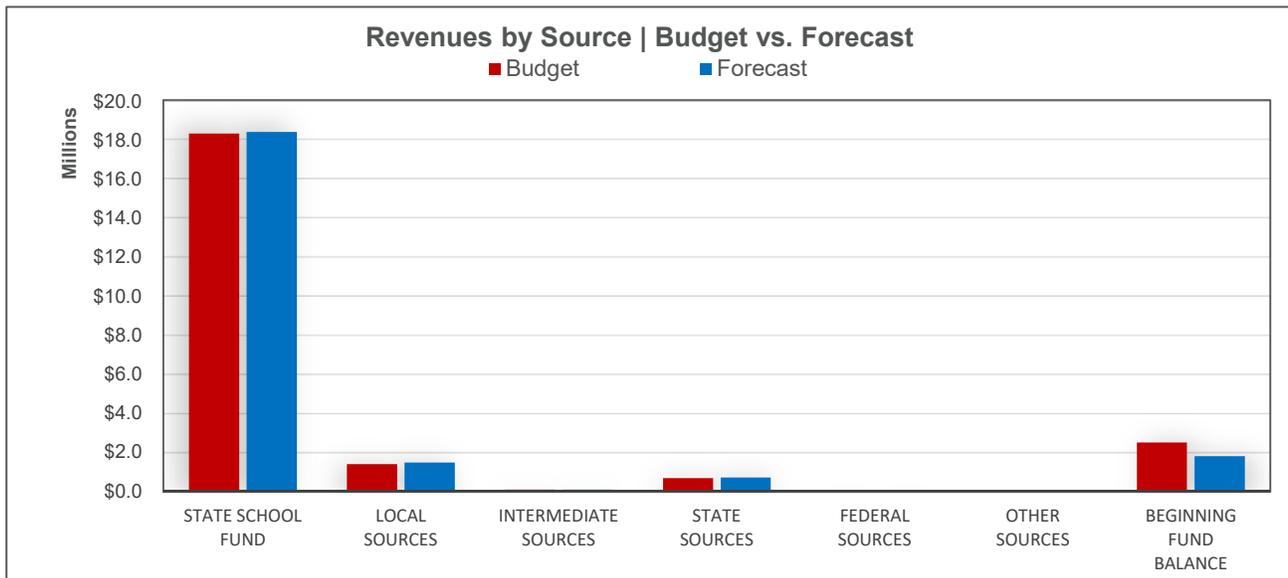


General Fund 2022 - 2023 Financial Summary by Object and Function

For the Period Ending October 31, 2022

	2021 - 2022 YTD Actual	Prior Year % of Actual	Adopted Budget	2022 - 2023 YTD Actuals	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES							
Operating Revenues							
State School Fund	\$ 5,252,381	40.33%	\$ 13,497,453	\$ 5,609,996	41.56%	\$ 13,464,389	\$ (33,064)
Other State School Fund	33,414	0.77%	4,861,436	14,616	0.30%	4,983,825	122,389
State School Fund Formula	5,285,795	30.42%	18,358,889	5,624,612	30.64%	18,448,214	89,325
Local Sources	100,705	7.53%	1,398,600	108,304	7.74%	1,471,391	72,791
Intermediate Sources	479	0.52%	88,000	26	0.03%	88,026	26
State Sources	-	0.00%	681,407	28,775	4.22%	706,812	25,405
Federal Sources	6,000	15.66%	30,000	-	0.00%	25,818	(4,182)
Other Sources	-		-	-		-	-
Total Operating Revenues	\$ 5,392,980	27.56%	\$ 20,556,896	\$ 5,761,717	28.03%	\$ 20,740,262	\$ 183,366
Beginning Fund Balance	2,514,838	100.00%	2,514,539	-	0.00%	1,800,000	(714,539)
TOTAL RESOURCES	\$ 7,907,818	35.81%	\$ 23,071,435	\$ 5,761,717	24.97%	\$ 22,540,262	\$ (531,173)
REQUIREMENTS BY OBJECT							
	2021 - 2022 YTD Actual	Prior Year % of Actual	Adopted Budget	2022 - 2023 YTD Actuals	% of Budget	Annual Forecast	Variance Fav / (Unfav)
Operating Expenditures							
By Object							
Salaries	\$ 2,068,487	20.80%	\$ 10,208,469	\$ 2,208,938	21.64%	\$ 10,223,796	\$ (15,327)
Associated Payroll Costs	1,151,594	21.07%	6,118,986	1,208,189	19.74%	5,927,626	191,360
Purchased Services	1,275,561	31.83%	4,170,153	1,252,787	30.04%	4,191,347	(21,194)
Supplies and Materials	219,801	40.86%	490,821	171,926	35.03%	487,760	3,061
Capital Outlay	-	0.00%	8,800	-	0.00%	2,127	6,673
Other Objects	183,158	79.06%	231,520	189,305	81.77%	218,370	13,150
Transfers	-	0.00%	475,000	470,000	98.95%	475,000	-
Total Operating Expenditures	\$ 4,898,601	23.91%	\$ 21,703,749	\$ 5,501,145	25.35%	\$ 21,526,024	\$ 177,725
Contingencies	-		288,979	-	0.00%	-	288,979
Unappropriated Ending Fund Balance	-		1,078,707	-	0.00%	-	1,078,707
TOTAL REQUIREMENTS	\$ 4,898,601	23.91%	\$ 23,071,435	\$ 5,501,145	23.84%	\$ 21,526,024	\$ 1,545,411
Ending Fund Balance	\$ 3,009,217					\$ 1,014,238	
REQUIREMENTS BY FUNCTION							
	2021 - 2022 YTD Actual	Prior Year % of Actual	Adopted Budget	2022 - 2023 YTD Actuals	% of Budget	Annual Forecast	Variance Fav / (Unfav)
Operating Expenditures							
By Function							
Instruction	\$ 2,750,222	20.71%	\$ 13,638,286	\$ 2,934,817	21.52%	\$ 13,629,452	\$ 8,834
Support Services	2,148,229	31.06%	7,586,752	2,096,328	27.63%	7,418,339	168,413
Enterprise and Community Services	150	6.04%	3,711	-	0.00%	3,234	477
Facilities Acquisition and Construction	-		-	-		-	-
Other Uses	-	0.00%	475,000	470,000	98.95%	475,000	-
Total Operating Expenditures	\$ 4,898,601	23.91%	\$ 21,703,749	\$ 5,501,145	25.35%	\$ 21,526,024	\$ 177,725
Contingencies	-		288,979	-	0.00%	-	288,979
Unappropriated Ending Fund Balance	-		1,078,707	-	0.00%	-	1,078,707
TOTAL REQUIREMENTS	\$ 4,898,601	23.91%	\$ 23,071,435	\$ 5,501,145	23.84%	\$ 21,526,024	\$ 1,545,411
Ending Fund Balance	\$ 3,009,217					\$ 1,014,238	
Ending Fund Balance % of Revenue						4.50%	

General Fund | Financial Summary by Object and Function



Benton County School District 17J

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	15,280.69	3,750.00	(5,304.16)	13,726.53	.00	13,726.53
284.0000.9701.097.797.811 PES BE KIND	47.11	.00	.00	47.11	.00	47.11
284.0000.9701.097.797.812 PES Blodgett	8,413.01	.00	(1,550.87)	6,862.14	898.13	7,760.27
284.0000.9701.097.797.815 CPS Donations	5,780.77	.00	(816.21)	4,964.56	(2,589.44)	2,375.12
284.0000.9701.097.797.816 PES Grants	5,236.46	.00	(1,065.00)	4,171.46	1,065.00	5,236.46
284.0000.9701.097.797.826 PES Field Trips	3,345.29	.00	.00	3,345.29	.00	3,345.29
284.0000.9701.097.797.827 PES Library	563.66	.00	.00	563.66	.00	563.66
284.0000.9701.097.797.828 PES Donations-Unrestricted	1,850.38	168.00	(506.18)	1,512.20	.00	1,512.20
284.0000.9701.097.797.830 PES Music	(138.22)	.00	.00	(138.22)	.00	(138.22)
284.0000.9701.097.797.840 PES School Enhancement	28.02	1.01	.00	29.03	.00	29.03
284.0000.9701.097.797.841 PES Science	(110.91)	.00	.00	(110.91)	.00	(110.91)
284.0000.9701.097.797.842 PES Social Committee	693.86	310.00	.00	1,003.86	.00	1,003.86
284.0000.9701.097.797.845 PES Textbook Damage Fees	65.70	.00	.00	65.70	.00	65.70
284.0000.9701.097.797.846 PES Yearbook	(187.35)	907.31	.00	719.96	.00	719.96
284.0000.9701.097.797.847 PES Students in Need	303.41	.00	.00	303.41	.00	303.41
284.0000.9701.097.797.849 CPS Students in Need	(419.56)	.00	.00	(419.56)	.00	(419.56)
284.0000.9701.097.797.850 PES School Supplies	1,315.82	.00	.00	1,315.82	.00	1,315.82
GRAND TOTALS	42,068.14	5,136.32	(9,242.42)	37,962.04	(626.31)	37,335.73

End of Report

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	573.00	.00	.00	573.00	.00	573.00
285.0000.9701.098.798.501 PMS Art	1,074.99	.00	.00	1,074.99	.00	1,074.99
285.0000.9701.098.798.502 PMS Athletics	3,708.99	.00	(221.78)	3,487.21	.00	3,487.21
285.0000.9701.098.798.503 PMS Band	5,112.66	.00	.00	5,112.66	.00	5,112.66
285.0000.9701.098.798.504 PMS Band Repair/Replace	1,572.76	.00	.00	1,572.76	.00	1,572.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	682.56	.00	.00	682.56	(100.00)	582.56
285.0000.9701.098.798.508 PMS Drama	9,907.63	.00	.00	9,907.63	(1,067.00)	8,840.63
285.0000.9701.098.798.510 PMS Library	503.37	.00	.00	503.37	(346.16)	157.21
285.0000.9701.098.798.511 PMS Life Skills	662.55	.00	.00	662.55	.00	662.55
285.0000.9701.098.798.512 PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	23,290.23	.00	.00	23,290.23	.00	23,290.23
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	25.00	.00	.00	25.00	.00	25.00
285.0000.9701.098.798.518 PMS Reeds	(623.31)	.00	.00	(623.31)	.00	(623.31)
285.0000.9701.098.798.519 PMS School Enhancement	1,169.46	2.30	.00	1,171.76	.00	1,171.76
285.0000.9701.098.798.520 PMS Science	12.14	.00	.00	12.14	.00	12.14
285.0000.9701.098.798.521 PMS Shop	928.56	.00	(36.68)	891.88	.00	891.88
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,701.14	.00	.00	1,701.14	(60.00)	1,641.14
285.0000.9701.098.798.523 PMS Student Body Fees	18,941.37	.00	.00	18,941.37	.00	18,941.37
285.0000.9701.098.798.524 PMS Suspension Account	301.50	.00	.00	301.50	.00	301.50
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	171.77	.00	.00	171.77	.00	171.77
285.0000.9701.098.798.529 PMS Student Wellness	4,585.90	.00	.00	4,585.90	.00	4,585.90

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.530 PMS Oregon Research Institute	3,062.72	.00	(149.98)	2,912.74	.00	2,912.74
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	370.00	.00	(65.00)	305.00	.00	305.00
285.0000.9701.098.798.535 PMS School Supplies	10.00	.00	.00	10.00	.00	10.00
285.0000.9701.098.798.536 PMS Turkey Bingo	(328.82)	.00	.00	(328.82)	.00	(328.82)
285.0000.9701.098.798.537 PMS Fitness	426.02	.00	.00	426.02	.00	426.02
285.0000.9701.098.798.538 PMS Engineering	425.28	.00	.00	425.28	.00	425.28
GRAND TOTALS	82,484.12	2.30	(473.44)	82,012.98	(1,573.16)	80,439.82

End of Report

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Begining Fund Balance Student Activities	(297.41)	80.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	185.05	.00	.00	185.05	.00	185.05
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	4,519.19	545.00	(745.36)	4,318.83	392.78	4,711.61
286.0000.9701.099.799.606 PHS ASB	14,099.77	(6,579.44)	(2,718.90)	4,801.43	24.94	4,826.37
286.0000.9701.099.799.607 PHS Athletic Officials	(16,566.04)	7,219.50	(806.60)	(10,153.14)	.00	(10,153.14)
286.0000.9701.099.799.610 PHS Athletic Supplies	(187.92)	.00	.00	(187.92)	.00	(187.92)
286.0000.9701.099.799.611 PHS Athletics	4,872.80	647.75	(45.53)	5,475.02	(660.00)	4,815.02
286.0000.9701.099.799.612 PHS AV Technology	(278.51)	.00	.00	(278.51)	.00	(278.51)
286.0000.9701.099.799.613 PHS Baseball	3,814.91	.00	(853.00)	2,961.91	(1,452.20)	1,509.71
286.0000.9701.099.799.616 PHS Botany	2,496.16	.00	(260.11)	2,236.05	.00	2,236.05
286.0000.9701.099.799.617 PHS Boys Basketball	15,527.47	.00	(400.00)	15,127.47	(5,500.80)	9,626.67
286.0000.9701.099.799.618 PHS Cheerleading	7,018.26	8,475.41	(5,982.42)	9,511.25	(217.22)	9,294.03
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	4,331.79	3,263.00	(250.00)	7,344.79	(104.00)	7,240.79
286.0000.9701.099.799.622 PHS Dance Team	228.69	.00	.00	228.69	(360.00)	(131.31)
286.0000.9701.099.799.624 PHS Special District Swim	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.625 PHS Donation	693.01	.00	.00	693.01	.00	693.01
286.0000.9701.099.799.627 PHS Driver Education	5,750.00	.00	.00	5,750.00	.00	5,750.00
286.0000.9701.099.799.633 PHS First Team	9,341.64	1,406.20	(862.74)	9,885.10	.00	9,885.10
286.0000.9701.099.799.635 PHS Foods	4,451.88	750.00	(45.62)	5,156.26	.00	5,156.26

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.636 PHS Football	3,262.33	.00	(274.00)	2,988.33	274.00	3,262.33
286.0000.9701.099.799.637 PHS Forestry	12,994.87	180.00	(299.94)	12,874.93	(809.00)	12,065.93
286.0000.9701.099.799.638 PHS GED	8.17	.00	.00	8.17	.00	8.17
286.0000.9701.099.799.639 PHS German Class	352.34	.00	.00	352.34	.00	352.34
286.0000.9701.099.799.640 PHS Girls Basketball	7,322.29	.00	(400.00)	6,922.29	(6,530.05)	392.24
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	26.96	.00	(49.55)	(22.59)	.00	(22.59)
286.0000.9701.099.799.642 PHS Green Team	151.56	.00	(39.69)	111.87	.00	111.87
286.0000.9701.099.799.643 PHS Racial Equity Club	7.00	.00	.00	7.00	.00	7.00
286.0000.9701.099.799.644 PHS Life Skills	1,777.30	.00	(50.13)	1,727.17	.00	1,727.17
286.0000.9701.099.799.645 PHS Library	494.52	.00	(179.28)	315.24	(332.92)	(17.68)
286.0000.9701.099.799.646 PHS Lifeguard	378.92	.00	.00	378.92	.00	378.92
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	.00	.00	1,187.99	.00	1,187.99
286.0000.9701.099.799.649 PHS Manufacturing Technology	8,065.81	270.00	(78.75)	8,257.06	.00	8,257.06
286.0000.9701.099.799.652 PHS Misc Books	432.23	.00	(57.20)	375.03	.00	375.03
286.0000.9701.099.799.653 PHS Music Band	1,591.84	1,016.00	(39.18)	2,568.66	.00	2,568.66
286.0000.9701.099.799.654 PHS Music Choir	(789.48)	.00	.00	(789.48)	.00	(789.48)
286.0000.9701.099.799.655 PHS Music Tour	11,924.09	.00	.00	11,924.09	.00	11,924.09
286.0000.9701.099.799.656 PHS National Honor Society	2,015.39	135.00	.00	2,150.39	.00	2,150.39
286.0000.9701.099.799.657 PHS Oregon West Account	3,396.47	679.29	(1,363.24)	2,712.52	(897.50)	1,815.02
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	.00	.00	697.43	.00	697.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	.00	294.59	(259.91)	34.68
286.0000.9701.099.799.661 PHS Peer Counseling	375.74	.00	.00	375.74	.00	375.74

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 10/1/2022 To: 10/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,797.50	.00	.00	1,797.50	.00	1,797.50
286.0000.9701.099.799.665 PHS Preschool	5,038.91	300.00	(892.56)	4,446.35	.00	4,446.35
286.0000.9701.099.799.666 PHS Prom	1,613.78	664.00	.00	2,277.78	.00	2,277.78
286.0000.9701.099.799.667 PHS PSAT Fee Collections	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.670 PHS Scholarship	700.77	.00	.00	700.77	.00	700.77
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.673 PHS Scholarship - Xerxes Das	263.73	2,246.36	.00	2,510.09	.00	2,510.09
286.0000.9701.099.799.674 PHS School Enhancement	6,207.42	8.15	(28.62)	6,186.95	.00	6,186.95
286.0000.9701.099.799.675 PHS School of Business	2,916.15	.00	(231.81)	2,684.34	.00	2,684.34
286.0000.9701.099.799.676 PHS Science	27.45	.00	(119.66)	(92.21)	.00	(92.21)
286.0000.9701.099.799.678 PHS Soccer Boys	2,562.26	500.00	.00	3,062.26	.00	3,062.26
286.0000.9701.099.799.679 PHS Soccer Girls	2,973.33	210.00	(45.44)	3,137.89	.00	3,137.89
286.0000.9701.099.799.680 PHS Softball	11,382.55	.00	.00	11,382.55	(330.00)	11,052.55
286.0000.9701.099.799.681 PHS Spanish Class	1,656.40	.00	.00	1,656.40	.00	1,656.40
286.0000.9701.099.799.682 PHS Youth Transition Program	1,131.79	.00	(94.94)	1,036.85	.00	1,036.85
286.0000.9701.099.799.683 PHS Standard PE	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.684 PHS Student Body Fee	2,445.00	12,731.00	.00	15,176.00	.00	15,176.00
286.0000.9701.099.799.686 PHS Swim Team	3,256.24	(1,910.00)	.00	1,346.24	.00	1,346.24
286.0000.9701.099.799.687 PHS Tennis	6,334.30	.00	.00	6,334.30	.00	6,334.30
286.0000.9701.099.799.689 PHS Theatre	1,532.74	.00	(995.00)	537.74	995.00	1,532.74
286.0000.9701.099.799.690 PHS Track	1,407.29	.00	.00	1,407.29	.00	1,407.29
286.0000.9701.099.799.691 PHS ASB Leadership Camp	.00	.00	.00	.00	.00	.00

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 10/1/2022 To: 10/31/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.693 PHS Volleyball	3,533.84	.00	(660.00)	2,873.84	(1,706.85)	1,166.99
286.0000.9701.099.799.695 PHS Warrior Wellness	937.75	.00	(402.00)	535.75	.00	535.75
286.0000.9701.099.799.696 PHS Wrestling	897.08	.00	.00	897.08	(1,164.00)	(266.92)
286.0000.9701.099.799.697 PHS Yearbook	24,213.15	95.00	(5,712.50)	18,595.65	.00	18,595.65
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	5,438.90	.00	.00	5,438.90	.00	5,438.90
286.0000.9701.099.799.700 PHS Mr. PHS	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.704 PHS Booster Club Donation	451.89	.00	.00	451.89	.00	451.89
286.0000.9701.099.799.705 HS Student Transcript Fees	1,081.61	35.00	.00	1,116.61	.00	1,116.61
286.0000.9701.099.799.707 Cheer Mat Fundraiser	.00	950.00	5,115.00	6,065.00	.00	6,065.00
286.0000.9701.099.799.708 Pool Timing System Fundraiser	.00	2,460.00	.00	2,460.00	.00	2,460.00
GRAND TOTALS	206,670.69	36,377.22	(19,868.77)	223,179.14	(18,637.73)	204,541.41

End of Report

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account:

From Date: 10/01/2022

To Date: 10/31/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
187	10/14/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$214.75	1143	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
188	10/14/2022	SCHOLASTIC INC.	\$253.38	1143	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
246	10/06/2022	STAYTON HIGH SCHOOL	\$100.00	1129	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
247	10/14/2022	OREGON LIBRARY ASSOCIATION	\$65.00	1141	Printed	Expense	<input type="checkbox"/>		
1383	10/03/2022	ELLIS, AMBER	\$94.94	1120	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1384	10/03/2022	HEIDINGER, ANDREA	\$100.90	1120	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1385	10/03/2022	MATTA, TONY	\$125.09	1120	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1386	10/03/2022	PHELPS, MATHEW	\$45.44	1120	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1387	10/18/2022	ELMIRA HIGH SCHOOL	\$150.00	1147	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1388	10/18/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$274.00	1147	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1389	10/18/2022	MARSHFIELD HIGH SCHOOL	\$800.00	1147	Printed	Expense	<input type="checkbox"/>		
1390	10/18/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$806.60	1147	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1391	10/18/2022	SISTERS HIGH SCHOOL	\$100.00	1147	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1392	10/18/2022	CARTER, DONNA	\$49.55	1148	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1393	10/18/2022	ELDRIDGE, ALICE	\$8.69	1148	Printed	Expense	<input type="checkbox"/>		
1394	10/18/2022	HEIDINGER, ANDREA	\$125.84	1148	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1395	10/18/2022	MATTA, TONY	\$35.72	1148	Printed	Expense	<input type="checkbox"/>		
1396	10/18/2022	MATTSON, JESSICA	\$51.37	1148	Printed	Expense	<input type="checkbox"/>		
1397	10/18/2022	THOMPSON, RICHARD THOMAS	\$295.00	1148	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1398	10/20/2022	GEORGIE'S OF EUGENE	\$518.62	1150	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1399	10/21/2022	CROWN TROPHY	\$1,363.24	1154	Printed	Expense	<input type="checkbox"/>		
1400	10/21/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$1,733.50	1154	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1401	10/21/2022	MUSIC THEATRE INTERNATIONAL	\$995.00	1154	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1402	10/24/2022	HERFF JONES INC	\$5,712.50	1156	Printed	Expense	<input type="checkbox"/>		
1403	10/24/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$36.00	1156	Printed	Expense	<input type="checkbox"/>		
1404	10/24/2022	MORALES, MERCED	\$124.00	1156	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1405	10/24/2022	VACUUM TUBE SOURCE	\$38.76	1156	Printed	Expense	<input type="checkbox"/>		
1406	10/25/2022	THE MELON SHACK	\$256.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1407	10/28/2022	HILBERG, AUTUMN	\$660.00	1167	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
1408	10/28/2022	CASH	\$420.00	1168	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21609	10/14/2022	BATTERIES PLUS BULBS	\$61.44	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21610	10/14/2022	BENTON ELECTRIC INC	\$240.44	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21611	10/14/2022	BSN SPORTS	\$1,052.37	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21612	10/14/2022	CENTURLINK	\$71.48	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21613	10/14/2022	CERTIFIED SYSTEMS, INC.	\$110.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21614	10/14/2022	CINTAS CORP	\$9,083.24	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21615	10/14/2022	CORVALLIS POWER EQUIPMENT	\$347.50	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21616	10/14/2022	CTX	\$671.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21617	10/14/2022	DEPARTMENT OF ADMINSTRATIVE SERVICES	\$280.22	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21618	10/14/2022	DHS/OHA RECEIPTING UNIT	\$27,135.75	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21619	10/14/2022	EDNETICS, INC.	\$46,229.85	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21620	10/14/2022	FRENCH, ERIC	\$526.54	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21621	10/14/2022	GARRETT HEMANN ROBERTSON	\$1,001.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21622	10/14/2022	HEIDINGER, ANDREA	\$99.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21623	10/14/2022	LA ROCKITA	\$77.70	1142	Printed	Expense	<input type="checkbox"/>		

Benton County School District 17J

Reprint Check Listing

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21624	10/14/2022	LAWRENCE CO	\$210.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21625	10/14/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$3,206.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21626	10/14/2022	MAINLINE PUMP & IRRIGATION	\$157.15	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21627	10/14/2022	MID COLUMBIA BUS COMPANY, INC.	\$13,735.80	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21628	10/14/2022	MPTV	\$2,569.84	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21629	10/14/2022	ODP BUSINESS SOLUTIONS, LLC	\$795.82	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21630	10/14/2022	PEARSON VIRTUAL SCHOOLS USA	\$594.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21631	10/14/2022	PYAC	\$625.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21632	10/14/2022	RAM STEEL INC	\$995.70	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21633	10/14/2022	ROTARY CLUB OF PHILOMATH	\$95.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21634	10/14/2022	SOCIAL STUDIES SCHOOL SERVICE	\$130.59	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21635	10/14/2022	TOM STEVENS BOILER REPAIR, INC.	\$140,000.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21636	10/14/2022	TWGW, INC.	\$128.93	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21637	10/14/2022	WESTERN OREGON UNIVERSITY	\$35.00	1142	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21638	10/14/2022	WILCO	\$3,199.20	1142	Printed	Expense	<input type="checkbox"/>		
21640	10/14/2022	MPTV	\$161.86	1144	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2022	
21641	10/21/2022	CREDITORS COLLECTION SERV	\$589.49	1152	Printed	Payroll Ded	<input checked="" type="checkbox"/>	10/31/2022	
21642	10/31/2022	AFLAC	\$45.50	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21643	10/31/2022	AMERICAN FIDELITY - INS	\$4,126.31	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21644	10/31/2022	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,732.24	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21645	10/31/2022	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1163	Printed	Payroll Ded	<input type="checkbox"/>		

Benton County School District 17J

Reprint Check Listing

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21646	10/31/2022	CREDITORS COLLECTION SERV	\$4.41	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21647	10/31/2022	DOJ - Child Support	\$261.00	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21648	10/31/2022	INVESCO INVESTMENT SERVICES, INC.	\$4,195.22	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21649	10/31/2022	NEWPORT TRUST COMPANY	\$4,053.57	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21650	10/31/2022	OSEA	\$2,324.60	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21651	10/31/2022	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21652	10/31/2022	PHILOMATH EDUCATION ASSOC	\$679.00	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21653	10/31/2022	PRUDENTIAL ANNUITIES	\$1,064.30	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21654	10/31/2022	RAY KLEIN INC.	\$423.44	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21655	10/31/2022	TEXAS LIFE	\$749.93	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21656	10/31/2022	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1163	Printed	Payroll Ded	<input type="checkbox"/>		
21657	10/31/2022	ACCUITY, LLC	\$7,500.00	1172	Printed	Expense	<input type="checkbox"/>		
21658	10/31/2022	AT&T MOBILITY	\$171.37	1172	Printed	Expense	<input type="checkbox"/>		
21659	10/31/2022	AT&T ONENET SERVICE	\$30.86	1172	Printed	Expense	<input type="checkbox"/>		
21660	10/31/2022	BEACOCK MUSIC	\$288.75	1172	Printed	Expense	<input type="checkbox"/>		
21661	10/31/2022	BUILDERS FIRST SOURCE	\$2,903.70	1172	Printed	Expense	<input type="checkbox"/>		
21662	10/31/2022	CENTRAL MECHANICAL, LLC	\$125.00	1172	Printed	Expense	<input type="checkbox"/>		
21663	10/31/2022	CHILDREN'S HEALTH MARKET, THE	\$1,201.75	1172	Printed	Expense	<input type="checkbox"/>		
21664	10/31/2022	CONSUMERS POWER INC	\$436.99	1172	Printed	Expense	<input type="checkbox"/>		
21665	10/31/2022	CORVALLIS HEATING, LLC	\$17,898.00	1172	Printed	Expense	<input type="checkbox"/>		
21666	10/31/2022	CORVALLIS SCHOOL DISTRICT 509J	\$5,000.74	1172	Printed	Expense	<input type="checkbox"/>		
21667	10/31/2022	CRIMINAL INFORMATION SERVICES, INC.	\$160.00	1172	Printed	Expense	<input type="checkbox"/>		

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2022-2023

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21668	10/31/2022	EdGEMS MATH, LLC	\$132.27	1172	Printed	Expense	<input type="checkbox"/>		
21669	10/31/2022	EIKELENBOOM, ALEXANDER	\$50.00	1172	Printed	Expense	<input type="checkbox"/>		
21670	10/31/2022	FOLLETT SCHOOL SOLUTIONS, INC.	\$1,572.92	1172	Printed	Expense	<input type="checkbox"/>		
21671	10/31/2022	HUNGERFORD LAW FIRM	\$750.00	1172	Printed	Expense	<input type="checkbox"/>		
21672	10/31/2022	J.W. PEPPER & SONS, INC.	\$210.00	1172	Printed	Expense	<input type="checkbox"/>		
21673	10/31/2022	LINN-BENTON COMMUNITY COLLEGE	\$195.89	1172	Printed	Expense	<input type="checkbox"/>		
21674	10/31/2022	MID AMERICA BOOKS	\$889.02	1172	Printed	Expense	<input type="checkbox"/>		
21675	10/31/2022	MINERS GRADUATE SERVICES	\$520.00	1172	Printed	Expense	<input type="checkbox"/>		
21676	10/31/2022	NORTHWEST NATURAL GAS CO.	\$2,394.38	1172	Printed	Expense	<input type="checkbox"/>		
21677	10/31/2022	ODP BUSINESS SOLUTIONS, LLC	\$923.46	1172	Printed	Expense	<input type="checkbox"/>		
21678	10/31/2022	OETC	\$2,097.48	1172	Printed	Expense	<input type="checkbox"/>		
21679	10/31/2022	OSU MOTOR POOL	\$183.64	1172	Printed	Expense	<input type="checkbox"/>		
21680	10/31/2022	PACIFIC POWER	\$20,468.24	1172	Printed	Expense	<input type="checkbox"/>		
21681	10/31/2022	PHILOMATH FIRE AND RESCUE	\$585.00	1172	Printed	Expense	<input type="checkbox"/>		
21682	10/31/2022	PHILOMATH RENTAL	\$100.95	1172	Printed	Expense	<input type="checkbox"/>		
21683	10/31/2022	ROBERT LLOYD SHEET METAL, INC.	\$6,387.30	1172	Printed	Expense	<input type="checkbox"/>		
21684	10/31/2022	ROSS RECREATION EQUIPMENT CO, INC	\$2,145.00	1172	Printed	Expense	<input type="checkbox"/>		
21685	10/31/2022	ROTARY CLUB OF PHILOMATH	\$10.00	1172	Printed	Expense	<input type="checkbox"/>		
21686	10/31/2022	SCHOLASTIC INC.	\$830.36	1172	Printed	Expense	<input type="checkbox"/>		
21687	10/31/2022	SPAETH LUMBER COMPANY	\$377.07	1172	Printed	Expense	<input type="checkbox"/>		
21688	10/31/2022	STAPLES BUSINESS ADVANTAGE	\$2,322.58	1172	Printed	Expense	<input type="checkbox"/>		
21689	10/31/2022	STRENGTHENING RURAL FAMILIES	\$8,588.11	1172	Printed	Expense	<input type="checkbox"/>		

Benton County School District 17J

Reprint Check Listing

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21690	10/31/2022	US BANK EQUIPMENT FINANCE	\$1,337.07	1172	Printed	Expense	<input type="checkbox"/>		
21691	10/31/2022	VIVI LLC	\$599.00	1172	Printed	Expense	<input type="checkbox"/>		
46016	10/05/2022	BONINE, SHAWN M	\$2,057.06	10	Printed	Payroll	<input checked="" type="checkbox"/>	10/31/2022	
46017	10/07/2022	KESSEL, JENNIFER L	\$3,261.11	11	Printed	Payroll	<input checked="" type="checkbox"/>	10/31/2022	
46020	10/14/2022	SPAULDING, KEITH H	\$1,625.50	13	Printed	Payroll	<input checked="" type="checkbox"/>	10/31/2022	
46021	10/31/2022	BUSHNELL, DIANA B	\$1,087.79	14	Printed	Payroll	<input type="checkbox"/>		
46022	10/31/2022	FIRTH, ALEX L	\$1,268.53	14	Printed	Payroll	<input type="checkbox"/>		
46023	10/31/2022	MORRISON, MARSHALL A	\$236.21	14	Printed	Payroll	<input type="checkbox"/>		
46024	10/31/2022	WEEBER, KYAH M	\$24.89	14	Printed	Payroll	<input type="checkbox"/>		
46025	10/31/2022	LAW, RANDALL K	\$342.83	14	Printed	Payroll	<input type="checkbox"/>		
46026	10/31/2022	SCHWINABART, DARLA J	\$2,036.21	14	Printed	Payroll	<input type="checkbox"/>		
46027	10/31/2022	SKAAR, LINDA M	\$3,930.47	14	Printed	Payroll	<input type="checkbox"/>		
46028	10/31/2022	HEIKEN, LAURA M	\$1,599.60	14	Printed	Payroll	<input type="checkbox"/>		

Total Amount: \$403,002.42

End of Report

2022 / 2023 SCHOOL YEAR
ENROLLMENT FIGURES as of: November 9, 2022

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time	
Kindergarten	111	86	3			0	2	20		
1st	111	<u>81</u>	7			0	2	21		
2nd	116	92	6			0		18		
3rd	87	72	4			1		10		
4th	120	89	<u>7</u>			2		22		
5th	113	<u>97</u>				1		15		
6th	130			112		2	1	14	1	
7th	140			113		4	1	22		
8th	129			<u>107</u>		4	2	16		
9th	164				135	12		17		
10th	152				128	5	2	17		
11th	127				100	18		9		
12th	119				<u>93</u>	<u>21</u>		5		
Totals		<u>167</u>	<u>350</u>	<u>27</u>	<u>332</u>	<u>456</u>	<u>70</u>	<u>10</u>	<u>206</u>	<u>1</u>

TOTAL FULL-TIME ENROLLMENT - All Schools 1,608

Philomath School District 17J - 2023-2023 School Year -- Summary of Enrollment

School	09/15	10/20	11/17	12/15	01/19	02/16	03/16	04/20	05/18	06/15
CPS	169	167	167							
PES	348	350	350							
BL	28	27	27							
PMS	331	330	332							
PHS	471	458	456							
Academy	57	69	70							
KVCS	209	204	206							
SubTotal	1,613	1,605	1,608	0						
Part-time students	7	10	11							
Total Enrollment	1,620	1,615	1,617							

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

School	09/16	10/21	11/18	12/16	01/20	02/16	03/14	04/21	05/19	06/16
CPS	159	161	161	160	162	161	162	165	167	167
PES	330	332	329	329	330	328	330	342	344	343
BL	23	22	23	22	21	21	21	22	22	23
PMS	331	331	331	332	335	336	336	338	342	342
PHS	435	411	399	392	389	384	380	389	384	381
Academy	91	93	98	107	98	105	107	96	96	103
KVCS	204	198	193	189	193	194	192	194	193	187
SubTotal	1,573	1,548	1,534	1,531	1,528	1,529	1,528	1,546	1,548	1,546
Part-time students	1	14	11	25	29	29	30	12	11	10
Total Enrollment	1,574	1,562	1,545	1,556	1,557	1,558	1,558	1,558	1,559	1,556



Philomath High School

Home of the Warriors

2054 Applegate Street
Philomath, OR 97370
541-929-2043

Tony Matta, Athletic Director
tony.matta@philomath.k12.or.us

Amanda Bauer, Athletic Administrative Assistant
amanda.bauer@philomath.k12.or.us



October 18, 2022

To the Philomath School Board,

Philomath High School is seeking board approval for co-op agreements for swimming, with The Kings Valley Charter School. The Kings Valley Charter School does not have enough athletes to field teams of their own or the proper facilities to host teams. We would like to seek four-year cooperative agreements for boys and girls swimming. Any cooperative may be dissolved during the duration of the agreement, if either school determines the need for the cooperative to no longer exist.

Sincerely,

Tony Matta
Assistant Principal
Athletic Director
Philomath High School

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Philomath School District 17J

Code: JHCD/JHCDA-AR

Adopted: ~~12/16/19~~

Revised: 11/17/2022

Medications**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. "Medication" means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or auto injectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies.
- b. "Prescription medication" means any medication that under federal or state law requires a prescription by a prescriber.
- c. "Nonprescription medication" means medication that under federal law does not require a prescription from a prescriber.
- d. "Adrenal crisis" means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. "Adrenal insufficiency" means adrenal insufficiency as defined in ORS 433.800.
- f. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. "Prescriber" means a doctor of medicine or osteopathy, a physician assistant licensed

¹ A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a

to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

- h. "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. "Designated personnel" means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to,

physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.

- d. A copy of the district's policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. A statement that the designated personnel has received the required training will be signed by the staff member and filed with the district nurse.

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

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

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or afterschool care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;

- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:

(1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:

- i. The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
- ii. The written instruction from the prescriber for the administration of the medication to the student that includes:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Method of administration;
 - iv. Dosage;
 - v. Frequency of administration;
 - vi. Other special instructions from the prescriber, if any; and
 - vii. Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Method of administration;
 - iv. Dosage;
 - v. Frequency of administration;
 - vi. Other special instructions, if any; and
 - vii. Signature of the student's parent or guardian

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Dosage;
 - iv. Method of administration;
 - v. Frequency of administration;
 - vi. A statement that the medication must be administered while the student is in school;
 - vii. Other special instructions, if any; and
 - viii. Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;

- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documentation will be made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Them Self

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:

- (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:

- (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
- (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-

- sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
- (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student's prescriber that includes:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Dosage;
 - iv. Method of administration;
 - v. Frequency of administration;
 - vi. A statement that the medication must be administered while the student is in school;
 - vii. Other special instructions, if any; and
 - viii. Signature of the prescriber.
- b. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, auto-injectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;

- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
 - e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup auto injectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup auto injectable epinephrine to be kept in a reasonably secure location in the student's classroom;
 - f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
 - g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
 - h. A student may be subject to discipline, up to and including expulsion, as appropriate;
 - i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.
8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
 - d. Medication will be secured as follows:
 - (1) Non-refrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;

- (2) Medications requiring refrigeration will be stored in a locked box in a separate refrigerator used solely for the storage of medication;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

9. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a non-recoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and

- (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
- (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet only if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and his/her parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.