

# **Meeting Packet**

**REGULAR SESSION**

**12/12/2022**

**07:00 PM**



# PHILOMATH SCHOOL DISTRICT 17J

## REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

12/12/2022 07:00 PM

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

#### 1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Approval of Consent Agenda

[Consent Agenda \(p. 5\)](#)

[Check Listing Nov 2022 \(p. 6\)](#)

[Regular Board Meeting Minutes 11-17-2022 \(p. 13\)](#)

iii. Approval of Agenda

#### 2. Student Representative to the Board Oath of Office

#### 3. Superintendent Evaluation - OSBA Presentation

#### 4. Student Government Report

#### 5. Public Comment

### B. REPORTS~

#### 1. Association Reports

- PEA
- OSEA

#### 2. Advisory Committee Reports

i. Special Education Advisory Committee

ii. Emerging Bilingual Advisory Committee

#### 3. Superintendent Report

#### 4. Financial Report

[Board Report Dec 2022 \(p. 18\)](#)

- Dec 22 Financial Report (p. 20)
- PES Student Activity Report November 2022 (p. 24)
- PMS Student Activity Report November 2022 (p. 25)
- PHS Student Activity Report November 2022 (p. 27)
- Check Listing Nov 2022 (p. 31)
- Enrollment Totals (p. 38)

**C. DISCUSSION & ACTION ITEMS ~**

**1. Appoint Budget Committee Member**

Budget Committee Applications (p. 39)

**2. OSBA Elections**

- OSBA Resolution (p. 47)
- Miriam Cummins (p. 51)
- MC Nomination Form (p. 55)
- Jason Curtis (p. 56)
- JC Nomination Form (p. 60)

**3. Second Reading Policies**

- GBEA (p. 61)
- GBEA-AR.pdf (p. 65)
- GCDA GDDA-AR.pdf (p. 72)
- IGBAF (p. 78)
- IGBB IGBBA.pdf (p. 79)
- JGAB (p. 83)

**4. Superintendent Evaluation - OSBA Contract**

**D. MEETING CLOSURE ~**

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

**E. IMPORTANT DATES**

Dec 8	5:30-6:30	Fall Informational Budget Committee Meeting
Dec 8		PMS Winter Concert
Dec 13&14		PES Winter Concerts

Dec 15	7:00 pm	PHS Winter Concert
Dec 16		Wrestling & Basketball - see HS calendar
Dec 17		Cheerleading Exhibition
Dec 19-Jan 2		Winter Break
Dec 28-30		Alaska Tournament
Dec 29		PHS Swimming @ Stayton
Jan 4-5		PMS Girls Basketball
Jan 7		PHS Wrestling & Cheerleading
Jan 9		PMS Girls Basketball
Jan 10		PHS Basketball & Swimming
Jan 11		PMS Girls Basketball
Jan 13		PHS Swimming, Basketball & Wrestling
Jan 14		PHS Dance, Cheerleading, Wrestling
Jan 15		PHS Cheerleading
Jan 16		No School
Jan 19		Regular Board Meeting, PHS Wrestling & ASVAB Testing

**CONSENT AGENDA**

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**December 12, 2022**

**Updated: 12/6/22 3:39 PM**

**A. List of Bills:**

1. November 2022

**B. Minutes:**

1. Regular Session – November 17, 2022

**C. Resolution:**

1. None at this time

**D. Leave of Absence:**

1. Rachel Olson – May 1 through the end of the school year

**E. Out of State Travel:**

- 1.

**F. Personnel/Staffing Adjustments:**

**1. Retirements:**

- i. None at this time

**2. Resignations:**

- i. None at this time

**3. New Hires:**

- i. None at this time

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

- i. None at this time

**5. Coaches:**

- i. None at this time

**6. Extra Duty Assignments:**

- i. None at this time

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account:

From Date: 11/01/2022

To Date: 11/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
189	11/18/2022	PLAY WITH A PURPOSE	\$1,339.52	1194	Printed	Expense	<input type="checkbox"/>		
190	11/30/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$266.75	1216	Printed	Expense	<input type="checkbox"/>		
191	11/30/2022	PRIEWE, DIANE	\$168.04	1216	Printed	Expense	<input type="checkbox"/>		
248	11/17/2022	PANICO, MIKE	\$141.74	1193	Printed	Expense	<input type="checkbox"/>		
249	11/17/2022	STRENGTHENING RURAL FAMILIES	\$60.00	1193	Printed	Expense	<input type="checkbox"/>		
250	11/17/2022	WEBB, SHANNON	\$97.92	1193	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1409	11/03/2022	CHEER STUFF	\$380.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1410	11/03/2022	GLADSTONE HIGH SCHOOL	\$175.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1411	11/03/2022	GRANTS PASS HIGH SCHOOL	\$350.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1412	11/03/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$652.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1413	11/03/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$1,161.99	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1414	11/03/2022	OSAA FOUNDATION	\$660.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1415	11/03/2022	TREND LETTERS, LLC	\$4,928.44	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1416	11/03/2022	WEST LINN HIGH SCHOOL	\$185.00	1174	Printed	Expense	<input type="checkbox"/>		
1417	11/04/2022	FULTON, JOE	\$300.00	1176	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1418	11/10/2022	EVANS, SAFF	\$300.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1419	11/10/2022	KOHLER, KATHY	\$76.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1420	11/10/2022	PHELPS, MATHEW	\$100.02	1183	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1421	11/14/2022	CEDARS LODGE, THE	\$4,540.00	1185	Printed	Expense	<input type="checkbox"/>		
1422	11/15/2022	CLEMENS COMMUNITY POOL	\$378.92	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1423	11/15/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$1,589.20	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1424	11/15/2022	MOORE, SHELLEY	\$125.60	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	

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1425	11/15/2022	OSAA	\$742.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1426	11/15/2022	RING, PEGGY	\$124.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1427	11/15/2022	WEBBER, LEVI	\$120.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1428	11/15/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$669.15	1188	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1429	11/21/2022	GEORGIE'S OF EUGENE	\$210.52	1195	Printed	Expense	<input type="checkbox"/>		
1430	11/21/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$950.40	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1431	11/21/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$245.50	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1432	11/21/2022	MR.FORMAL	\$2,315.00	1195	Printed	Expense	<input type="checkbox"/>		
1433	11/21/2022	OSAA	\$682.00	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1434	11/21/2022	SHONNARDS	\$1,557.00	1195	Printed	Expense	<input type="checkbox"/>		
1435	11/21/2022	SOCCER.COM	\$2,381.70	1195	Printed	Expense	<input type="checkbox"/>		
1436	11/21/2022	CASCADE HIGH SCHOOL	\$350.00	1196	Printed	Expense	<input type="checkbox"/>		
1437	11/21/2022	CLACKAMAS CVALETTES	\$200.00	1196	Printed	Expense	<input type="checkbox"/>		
1438	11/21/2022	MID-VALLEY SOCCER REFEREES ASSOCIATION	\$286.50	1196	Printed	Expense	<input type="checkbox"/>		
1439	11/21/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$245.50	1196	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1440	11/21/2022	NORTH MARION HIGH SCHOOL	\$317.66	1196	Printed	Expense	<input type="checkbox"/>		
1441	11/21/2022	OREGON WRESTLING ASSOC.	\$400.00	1196	Printed	Expense	<input type="checkbox"/>		
1442	11/21/2022	RAM STEEL INC	\$661.09	1196	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1443	11/21/2022	SALEM SOCCER REFEREES ASSOCIATION	\$334.00	1196	Printed	Expense	<input type="checkbox"/>		
1444	11/22/2022	DOWN HOME PRINTING	\$28.00	1203	Printed	Expense	<input type="checkbox"/>		
1445	11/22/2022	INGRAM LIBRARY SERVICES	\$331.37	1204	Printed	Expense	<input type="checkbox"/>		

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1446	11/29/2022	DANCE AND DRILL COACHES ASSOCIATION	\$50.00	1212	Printed	Expense	<input type="checkbox"/>		
1447	11/30/2022	PHILOMATH SCHOOL DISTRICT	\$1,139.00	1217	Printed	Expense	<input type="checkbox"/>		
21692	11/15/2022	ACTIVE INTERNET TECHNOLOGIES, LLC	\$18,050.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21693	11/15/2022	BEACOCK MUSIC	\$114.48	1187	Printed	Expense	<input type="checkbox"/>		
21694	11/15/2022	BENTON COUNTY ENVIRONMENTAL HEALTH	\$746.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21695	11/15/2022	CERTIFIED SYSTEMS, INC.	\$192.50	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21696	11/15/2022	CINTAS CORP	\$8,449.53	1187	Printed	Expense	<input type="checkbox"/>		
21697	11/15/2022	CONSUMERS POWER INC	\$439.20	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21698	11/15/2022	CTX	\$2,961.71	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21699	11/15/2022	DEPARTMENT OF ADMINSTRATIVE SERVICES	\$226.24	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21700	11/15/2022	HOME DEPOT, THE	\$688.56	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21701	11/15/2022	INGRAM LIBRARY SERVICES	\$437.21	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21702	11/15/2022	INTEGRATED REGISTER SYSTEMS, INC.	\$607.20	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21703	11/15/2022	J.W. PEPPER & SONS, INC.	\$92.74	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21704	11/15/2022	MID COLUMBIA BUS COMPANY, INC.	\$79,536.25	1187	Printed	Expense	<input type="checkbox"/>		
21705	11/15/2022	MPTV	\$3,260.28	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21706	11/15/2022	NORTHSIDE ELECTRIC	\$915.56	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21707	11/15/2022	ODP BUSINESS SOLUTIONS, LLC	\$134.35	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21708	11/15/2022	OREGON LOCK & ACCESS	\$4,255.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21709	11/15/2022	PARCHMENT LLC	\$8,725.00	1187	Printed	Expense	<input type="checkbox"/>		
21710	11/15/2022	RENEWABLE RESOURCE GROUP, INC.	\$76.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	



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21711	11/15/2022	SCHAEFERS RECREATION	\$113.00	1187	Printed	Expense	<input type="checkbox"/>		
21712	11/15/2022	SCHOLASTIC INC.	\$809.04	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21713	11/15/2022	STOVER EVEY & JACKSON	\$98.50	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21714	11/15/2022	THE HELLO FOUNDATION LLC	\$9,896.00	1187	Printed	Expense	<input type="checkbox"/>		
21715	11/15/2022	TWGW, INC.	\$91.01	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21716	11/15/2022	VARITONE ARCHITECTURE LLC	\$2,566.44	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21717	11/15/2022	WALTER E. NELSON OF EUGENE	\$39.40	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21718	11/15/2022	WILLAMETTE SAW SERVICE	\$87.95	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21719	11/30/2022	AFLAC	\$45.50	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21720	11/30/2022	AMERICAN FIDELITY - INS	\$4,126.31	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21721	11/30/2022	AMERICAN FIDELITY ASSURANCE CO - 403b	\$5,481.12	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21722	11/30/2022	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21723	11/30/2022	INVESCO INVESTMENT SERVICES, INC.	\$4,277.48	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21724	11/30/2022	NEWPORT TRUST COMPANY	\$4,053.57	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21725	11/30/2022	OSEA	\$2,331.53	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21726	11/30/2022	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21727	11/30/2022	PHILOMATH EDUCATION ASSOC	\$679.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21728	11/30/2022	PRUDENTIAL ANNUITIES	\$1,064.30	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21729	11/30/2022	TEXAS LIFE	\$1,725.91	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21730	11/30/2022	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21731	11/30/2022	ADVANCED WOODCRAFT	\$465.00	1215	Printed	Expense	<input type="checkbox"/>		
21732	11/30/2022	AT&T MOBILITY	\$145.35	1215	Printed	Expense	<input type="checkbox"/>		

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21733	11/30/2022	AT&T ONENET SERVICE	\$34.06	1215	Printed	Expense	<input type="checkbox"/>		
21734	11/30/2022	BEARCOM	\$901.13	1215	Printed	Expense	<input type="checkbox"/>		
21735	11/30/2022	BETTER PORTABLE TOILETS, INC.	\$1,272.00	1215	Printed	Expense	<input type="checkbox"/>		
21736	11/30/2022	CATAPULT LEARNING	\$3,998.00	1215	Printed	Expense	<input type="checkbox"/>		
21737	11/30/2022	CENTRAL MECHANICAL, LLC	\$502.50	1215	Printed	Expense	<input type="checkbox"/>		
21738	11/30/2022	CENTRAL WELDING SUPPLY CO., INC	\$111.47	1215	Printed	Expense	<input type="checkbox"/>		
21739	11/30/2022	CENTURYLINK	\$71.48	1215	Printed	Expense	<input type="checkbox"/>		
21740	11/30/2022	CERTIFIED SYSTEMS, INC.	\$935.00	1215	Printed	Expense	<input type="checkbox"/>		
21741	11/30/2022	CORVALLIS HEATING, LLC	\$99.00	1215	Printed	Expense	<input type="checkbox"/>		
21742	11/30/2022	COSA	\$550.00	1215	Printed	Expense	<input type="checkbox"/>		
21743	11/30/2022	CRIMINAL INFORMATION SERVICES, INC.	\$312.00	1215	Printed	Expense	<input type="checkbox"/>		
21744	11/30/2022	CTX	\$2,445.88	1215	Printed	Expense	<input type="checkbox"/>		
21745	11/30/2022	CURRICULUM ASSOCIATES, LLC	\$453.60	1215	Printed	Expense	<input type="checkbox"/>		
21746	11/30/2022	DEMCO INC.	\$524.35	1215	Printed	Expense	<input type="checkbox"/>		
21747	11/30/2022	GARRETT HEMANN ROBERTSON	\$400.00	1215	Printed	Expense	<input type="checkbox"/>		
21748	11/30/2022	LINN-BENTON COMMUNITY COLLEGE	\$9,469.54	1215	Printed	Expense	<input type="checkbox"/>		
21749	11/30/2022	MID COLUMBIA BUS COMPANY, INC.	\$88,912.46	1215	Printed	Expense	<input type="checkbox"/>		
21750	11/30/2022	NORTHWEST NATURAL GAS CO.	\$10,166.40	1215	Printed	Expense	<input type="checkbox"/>		
21751	11/30/2022	ODP BUSINESS SOLUTIONS, LLC	\$123.11	1215	Printed	Expense	<input type="checkbox"/>		
21752	11/30/2022	OREGON GUTTER SERVICE	\$9,853.10	1215	Printed	Expense	<input type="checkbox"/>		
21753	11/30/2022	OSU MOTOR POOL	\$578.44	1215	Printed	Expense	<input type="checkbox"/>		
21754	11/30/2022	PACIFIC POWER	\$9,923.31	1215	Printed	Expense	<input type="checkbox"/>		

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21755	11/30/2022	PHILOMATH FIRE AND RESCUE	\$540.00	1215	Printed	Expense	<input type="checkbox"/>		
21756	11/30/2022	ROBERT LLOYD SHEET METAL, INC.	\$584.56	1215	Printed	Expense	<input type="checkbox"/>		
21757	11/30/2022	SKAAR, LINDA	\$99.12	1215	Printed	Expense	<input type="checkbox"/>		
21758	11/30/2022	SPAETH LUMBER COMPANY	\$412.23	1215	Printed	Expense	<input type="checkbox"/>		
21759	11/30/2022	STAPLES BUSINESS ADVANTAGE	\$475.30	1215	Printed	Expense	<input type="checkbox"/>		
21760	11/30/2022	STOVER EVEY & JACKSON	\$1,455.00	1215	Printed	Expense	<input type="checkbox"/>		
21761	11/30/2022	US BANK EQUIPMENT FINANCE	\$1,337.07	1215	Printed	Expense	<input type="checkbox"/>		
21762	11/30/2022	WALTER E. NELSON OF EUGENE	\$308.47	1215	Printed	Expense	<input type="checkbox"/>		
21763	11/30/2022	WAXIE SANITARY SUPPLY	\$1,079.96	1215	Printed	Expense	<input type="checkbox"/>		
46029	11/18/2022	COUTURE, ABBY J	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46030	11/18/2022	SCHWINABART, DARLA J	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46031	11/18/2022	SKAAR, LINDA M	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46032	11/30/2022	GRAFF, CYNTHIA S	\$324.28	16	Printed	Payroll	<input type="checkbox"/>		
46033	11/30/2022	BUSHNELL, DIANA B	\$1,088.18	16	Printed	Payroll	<input type="checkbox"/>		
46034	11/30/2022	FIRTH, ALEX L	\$1,268.93	16	Printed	Payroll	<input type="checkbox"/>		
46035	11/30/2022	HALL, JAMES R	\$1,047.27	16	Printed	Payroll	<input type="checkbox"/>		
46036	11/30/2022	VAN VLACK, ERNEST E	\$872.72	16	Printed	Payroll	<input type="checkbox"/>		
46037	11/30/2022	MORRISON, MARSHALL A	\$253.92	16	Printed	Payroll	<input type="checkbox"/>		
46038	11/30/2022	WEEBER, KYAH M	\$62.20	16	Printed	Payroll	<input type="checkbox"/>		
46039	11/30/2022	LAW, RANDALL K	\$774.42	16	Printed	Payroll	<input type="checkbox"/>		
46040	11/30/2022	SCHLICHTING, ALEXANDRA J	\$248.69	16	Printed	Payroll	<input type="checkbox"/>		
46041	11/30/2022	SCHWINABART, DARLA J	\$2,230.72	16	Printed	Payroll	<input type="checkbox"/>		
46042	11/30/2022	SKAAR, LINDA M	\$4,112.01	16	Printed	Payroll	<input type="checkbox"/>		

Benton County School District 17J

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Total Amount: \$363,354.63

End of Report

# REGULAR SESSION

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

11/17/2022 07:00 PM

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

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: Board Vice Chair, Joe Dealy, called the meeting to order at 7:05 pm. Those in attendance were Board Vice Chair, Joe Dealy; Director Christopher McMorran (via Zoom), Director Erin Gudge, Director Karen Skinkis, Superintendent Susan Halliday, Business Manager Jennifer Griffith, Executive Assistant Michele McRae; and Philomath News Reporter, Brad Fuqua; Absent: Board Chair, Rick Wells.
  - i. Pledge of Allegiance
  - ii. Consent Agenda: There were no changes to the Consent Agenda. Director Gudge moved, seconded by Director Skinkis, and approved unanimously by the Board: approve the Consent Agenda as presented.
  - iii. Approval of Agenda: there were no changes to the agenda.
2. Student Government Report
  - i. ASB President Brooke Moade reported on all of the events that the student body has been organizing. They had a blood drive, a dance, and they hosted "Haunted Halls" for Halloween. ASB thanked everyone who voted for the Bond. They have many upcoming events planned, as well.
3. Public Comment: There were no public comments.

### C. REPORTS~

1. Association Reports
  - i. PEA: Len Cerny, PEA President, expressed gratitude for the passing of the Levy. He said that it is a huge boost to our schools and he very much appreciates it.
  - ii. OSEA: There was no OSEA report.
2. Superintendent Report
  - i. Superintendent Halliday said that she appreciates the passing of the levy, and she presented a report about it.
  - ii. Superintendent Halliday spoke about the new Paid Leave Oregon law. She said that it will give about 12 weeks of partially paid leave to employees. Benefits will be available in September of 2023. Employees will contribute 1% of their pay to fund this per state law.

- iii. Superintendent Halliday spoke about Respiratory Syncytial Virus that is going around. The school nurses and staff are attending to this, and they are paying attention to it and watching out for illnesses.
  - iv. Superintendent Halliday introduced a representative, Stephanie Brandt, who has been attending meetings with SEAC, which stands for Special Education Advisory Committee. They are a group of parents and they meet monthly at the district. Stephanie gave a synopsis of what they have been working on. One of the items they have been working on is stocking the libraries with books about special needs. They are thinking about having a spring fair on autism. She said that they would like everyone to attend their next meeting on December 6<sup>th</sup>. Director Skinkis told Stephanie that if the Board can support them to please reach out to them.
3. Financial Report
- i. PSD Business Manager, Jennifer Griffith, thanked the community for supporting the Bond. The state revenue forecast for next year came out yesterday. She reported that it sounds like the state will not be releasing much more for the upcoming biennium than they released for the current biennium. Legislatures and lobbyists will be working on getting more money for education. The first Budget Informational Meeting will be December 8<sup>th</sup>. There are no applications for the open budget committee seat at this time, so she encouraged everyone to spread the word about applying for the open budget committee seat. The Recruit and Retention Grant will be distributed this week to employees who were hired before this school year began. The District's Paid Leave Oregon plan was submitted with a declaration of intent for an equivalent plan, but it hasn't been approved yet. The district would like it to be administered by a third party company instead of the state.
4. Jason Hay – LBLESD
- i. Jason Hay, the Assistant Superintendent for LBL-ESD, brought information from the ESD about the support and services that the ESD offers. They offer Special Education Services, Technology Support Services, School Improvement Services, and Administrative and Support Services. They serve 96 schools. Their largest funding source is from major state grants. He said that they provide services through two tiers. Tier One services are services that all schools that belong to the ESD automatically have access to. Tier Two services come with additional costs. He commended Superintendent Halliday for signing on early for additional cyber security and safety, as this is important to protect student data. He said that on behalf of their Superintendent and Board, they really appreciate the relationship that they have with the Philomath School District.
5. Summer Learning Report:
- i. Grace Spaulding reported that last summer, the summer school staff served K-12 students. They served a total of 197 K-8 students. At the high school level, they served 51 9-12 grade students, and 39 of them successfully earned credits. They earned a total of 23.5 quarter credits. She said that they are already starting to plan for this summer, and they are currently searching for funding.
6. Real Time Assessment & Student Support:
- i. The High School Principal Mark Henderson and Vice-Principal DeeDee Collins, presented what they have been working on. They have been looking at freshman attendance data. Erica Hall has been leading the team and is collecting the "street

data” from teachers and students. They meet on Fridays at 12:45 and analyze the data and plan from there. If a student has one F and two D’s, they will focus in on that student to help them bring their grades up. Mark said that they have taken this model that is geared toward freshman success and they have adapted it to the other classes. DeeDee said that the program has been evolving and getting better. Mark said that they have implemented a tier 3 team, and they work with students who have two F’s or more, or three or more referrals. They have also implemented an attendance team, and they have been successful in helping students improve their attendance. Director Gudge asked if this is additional work on top of the work they are already doing, or if it is replacing other work. Mark said that it is additional work, but he is happy about it.

- ii. Abby Couture, Clemens ES Principal, represents the RTI team. She presented reading data and explained strategies they have been using to help students excel in their reading skills. She pointed out that the data was collected during Covid-19 and it is concerning. All students in grades K-5 are tested every spring and fall to document their reading levels. All students receive 90 minutes of reading instruction daily (M-Th), and some students get an additional 20-30 minutes per day in reading instruction and/or math instruction.
- iii. Cynthia Barthuly thanked Stephanie Brandt for her fantastic presentation on SEAC. Donna Starr presented information about social and emotional learning. She explained what it means when they talk about social and emotional learning. She said that what they really focus on is CASEL, which stands for Collaborative for Academic, Social, and Emotional Learning. It lists out those necessary skills to be successful. She said that they administered the DESA assessment to students in October, and they found that students in grades K-1 have a higher need in social and emotional learning due to Covid-19. She said that next, they will continue to give services to tier 2 and tier 3 students.

**D. STRATEGY AND DISCUSSION ~**

1. Board Goals

- i. Superintendent Halliday said that she will make sure the metrics are aligned with the new goals.

**E. DISCUSSION AND ACTION ITEMS ~**

1. Appoint Student Representative to the Board

- i. Director Skinkis explained that the Board received three applications for the Student Representative to the Board position, and they interviewed students during a work session earlier this month. Director Gudge is recusing herself from the voting due to a conflict of interest. Director McMorrان asked if any of the other Board members had any thoughts about this process. Director Skinkis said that she knows that this student needs to be comfortable sitting with the Board. She said that she is uncomfortable appointing a Board members child. Board Vice-Chair Dealy said that there is one junior and two sophomores who applied for this position, and he felt that the junior student might have more experience speaking with other students. Director McMorrان reminded everyone that Brooke Moade has a vote. The Board members voted in a secret ballot. The votes were for 2 for Alora and 2 for Jackson. Director McMorrان suggested that someone make a motion. Jason Hay suggested having two student representatives so that they can work with each other and be able to speak to more students. Director McMorrان asked if that conflicted with the

criteria that was set up, and from reading the announcement, it does. Director McMorran moved to nominate Jackson Holroyd as the student representative to the Board, and Director Skinkis seconded the motion. It was approved unanimously by the Board and by Brooke Moade who was given a vote through this application process. Director Gudge abstained. Motion passes 3-0.

2. Co-op with KVCS Swim Team
  - i. Director Skinkis moved to approve the co-op with KVCS swimming team. Director Gudge seconded the motion, and the Board approved it unanimously. Motion passes 4-0
3. Policy JHCD/JHCDA-AR: Medications
  - i. Director Gudge moved to approve policy JHCD/JHCDA-AR as presented. Director Skinkis seconded the motion, and the Board approved it unanimously. Motion passes 4-0.
4. Superintendent's Evaluation
  - i. Chairman Wells suggested using a superintendent's evaluation that OSBA offers, and he said that it is more comprehensive than what they have been doing, so he would like to use OSBA's outline for evaluating the superintendent. The cost is about \$750. It was asked if a decision needed to be made tonight. Superintendent Halliday said no. Director Dealy said he would like to hear Director Well's reasoning. Director Skinkis said that she would like to see a more formal evaluation and give more people a voice in the evaluation. Director McMorran would like to hear from Directory Wells, also. Director Dealy wants to know how the data is collected. The Board wants to discuss this at the December meeting.
5. New Paid Leave Oregon Act
  - i. Superintendent Halliday wanted the Board to know this state law is being implemented soon. It was discussed earlier in this meeting.

**F. MEETING CLOSURE ~**

1. School Board Updates and Information
  - i. Director Skinkis thanked everyone for the support on the Levy. Director McMorran thanked all the voters and everyone involved in the campaign. He said that now it's on us to turn this into opportunities for students. Director Dealy thanked everyone for the strong support from the community. Director Gudge let everyone know that High School Musical is currently being performed at the high school.
2. Board Thanks
  - i. Director Skinkis thanked the District for sending them to the OSBA conference and for the learning opportunity.
3. Next Meeting Agenda Items
  - i. Director Gudge said that they did talk about a work session to discuss the HS schedule. They talked about meeting in January about this. The December Board meeting has been moved to December 12<sup>th</sup>.
4. Board Requests: There were no Board requests.
5. Adjournment: Board Vice-Chair Dealy adjourned the meeting at 8:46 p.m.



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Board Vice-Chair

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Superintendent

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Date



# Philomath School District

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

December 12, 2022

Board Members:

The 2021-22 Audit should be complete next week according to our Auditors. They will be presenting the audit at the February board meeting.

The Budget Committee Fall Informational Meeting is December 8<sup>th</sup>, at 5:30. We received 4 applicants for the Budget Committee vacancy. The applications are included in the Board packet for review.

Enclosed you shall find the financial reports for the period ending November 30, 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>December 2022</u>	<u>December 2021</u>	<u>Change</u>
CPS	167	160	7
PES	350	329	21
BL	27	22	5
PMS	329	332	-3
PHS	448	392	56
PA	74	107	-33
KVCS	<u>199</u>	<u>189</u>	<u>10</u>
Subtotal	<u>1594</u>	1531	63
Part-Time	<u>9</u>	<u>25</u>	<u>-16</u>
Total	<u>1603</u>	<u>1556</u>	<u>47</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>December 2022</u>	<u>November 2022</u>	<u>Change</u>
CPS	167	167	0
PES	350	350	0
BL	27	27	0
PMS	329	332	-3
PHS	448	456	-8
PA	74	70	4
KVCS	<u>199</u>	<u>206</u>	<u>-7</u>
Subtotal	<u>1594</u>	<u>1608</u>	<u>-14</u>
Part-Time	<u>9</u>	<u>10</u>	<u>-1</u>
Total	<u>1603</u>	<u>1618</u>	<u>-15</u>

November 2022 General Fund Expenditures totaled \$1,914,418. Expenditures that exceed \$10,000 are as follows:

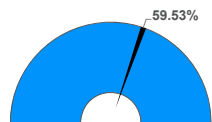
- Northwest Natural Gas \$ 10,166 (monthly gas bill)
- Active Internet Technologies \$ 18,050 (Website subscription renewal)
- Mid Columbia Bus Company \$ 79,536 (September Bus billing)
- Mid Columbia Bus Company \$ 88,9122 (October Bus billing)
- Kings Valley Charter School \$ 217,458 (November Payment)

Respectfully Submitted,  
Jennifer Griffith  
Business Manager

# 100 General Fund Revenue Dashboard Summary

For the Period Ending November 30, 2022

Actual YTD Revenues



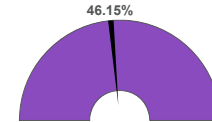
Projected YTD Revenues  
58.18%

Actual YTD Local Sources



Projected YTD Local Sources  
89.70%

Actual YTD State Sources



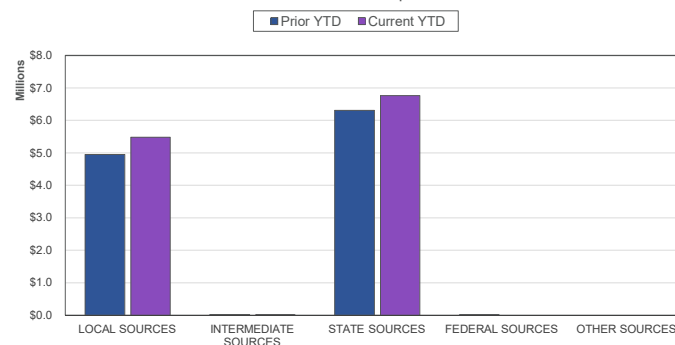
Projected YTD State Sources  
46.24%

## General Fund Revenues

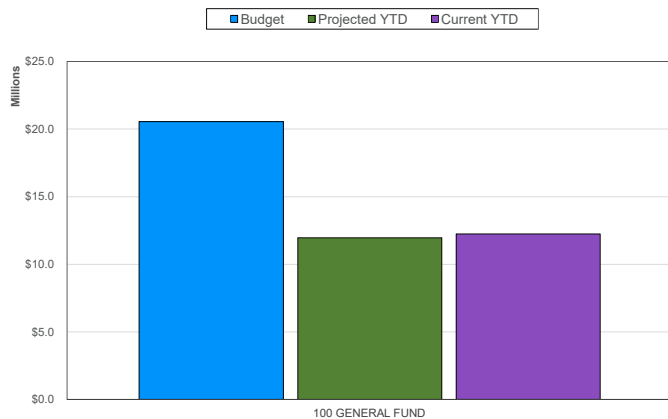
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$6,731,726
Property Taxes	\$4,133,789
Local Option Levy Taxes	\$1,205,043
Kings Valley Charter School Fees	\$55,448
Interest On Investments	\$52,139
Restricted Grants-In-Aid	\$28,775
Miscellaneous	\$22,071
Rentals	\$6,699
Penalties And Interest On Taxes	\$2,360
Fees Charged To Grants	\$379
<b>Percent of Total Revenues Year-to-Date</b>	<b>100.00%</b>

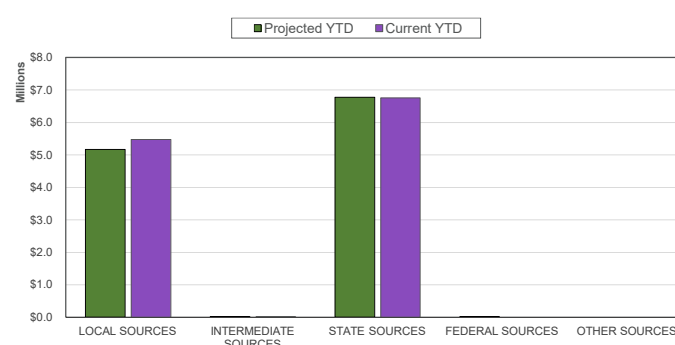
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



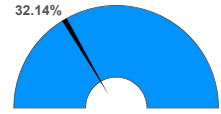
General Fund Revenue by Source | Projected YTD vs. Current YTD



# 100 General Fund Expense Dashboard Summary

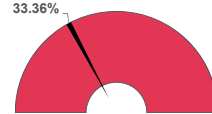
For the Period Ending November 30, 2022

## Actual YTD Expenditures



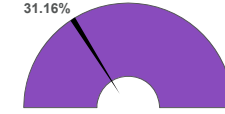
Projected YTD Expenditures  
32.02%

## Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits  
33.86%

## Actual YTD Other Objects



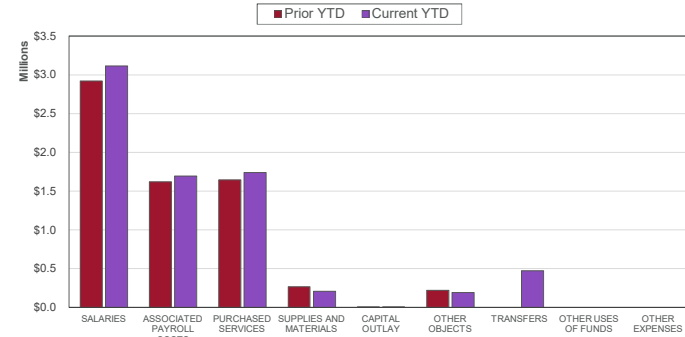
Projected YTD Other Objects  
30.55%

## General Fund Expenditures

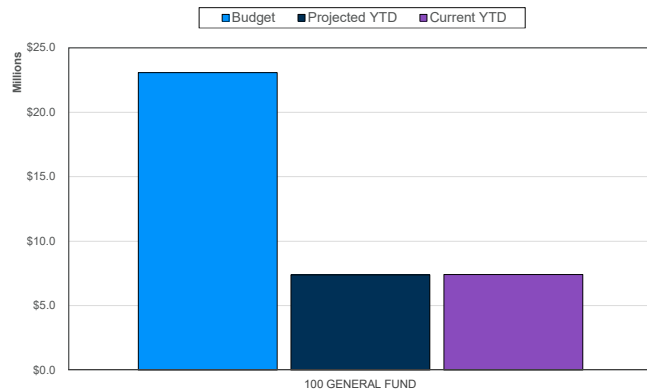
### Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$1,437,284
Charter School Payments, Adm	\$880,070
Classified Salaries	\$609,494
Administrator Salaries	\$526,807
Medical Insurance	\$503,774
Fund Modifications	\$470,000
Public Employees Retirement System	\$467,893
Unrepresented Salaries	\$276,605
Charter School, Remote Elementary	\$263,974
Pers Bond 1	\$236,500
<b>Percent of Total Expenditures Year-to-Date</b>	<b>76.49%</b>

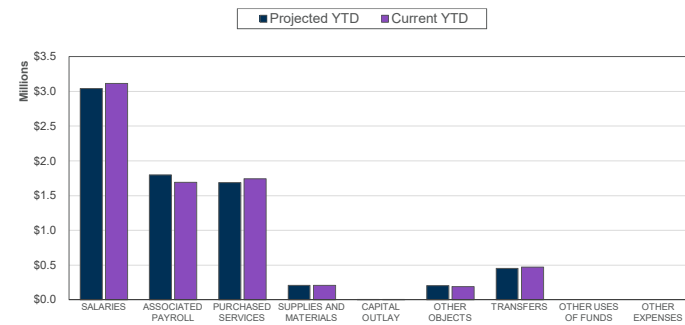
### General Fund Expenditures by Object | Prior YTD vs. Current YTD



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



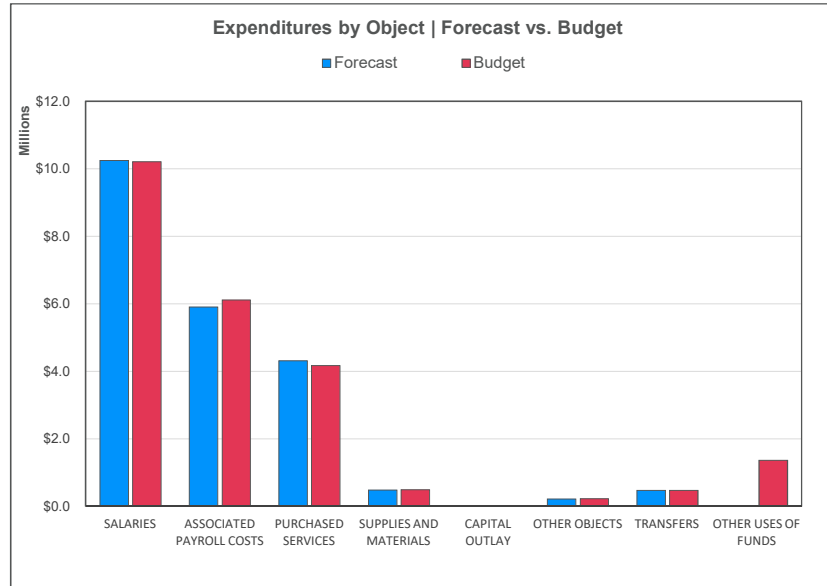
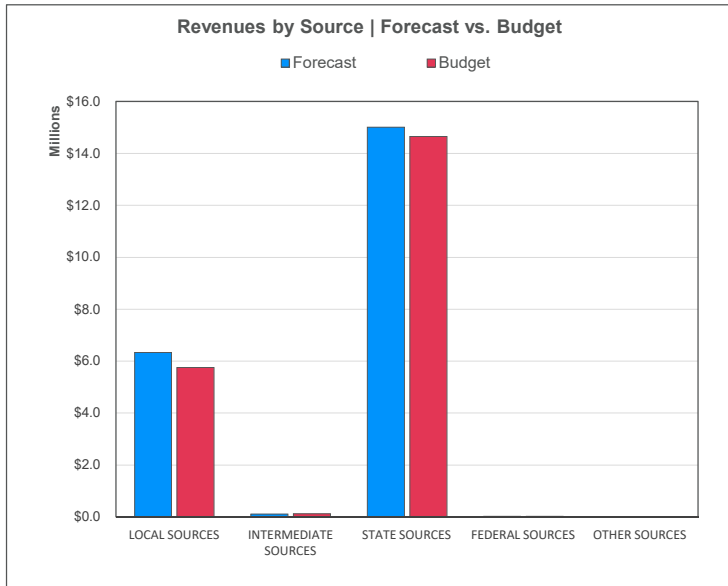
### General Fund Expenditures by Object | Projected YTD vs. Current YTD



# 100 General Fund | Financial Projection by Object

For the Period Ending November 30, 2022

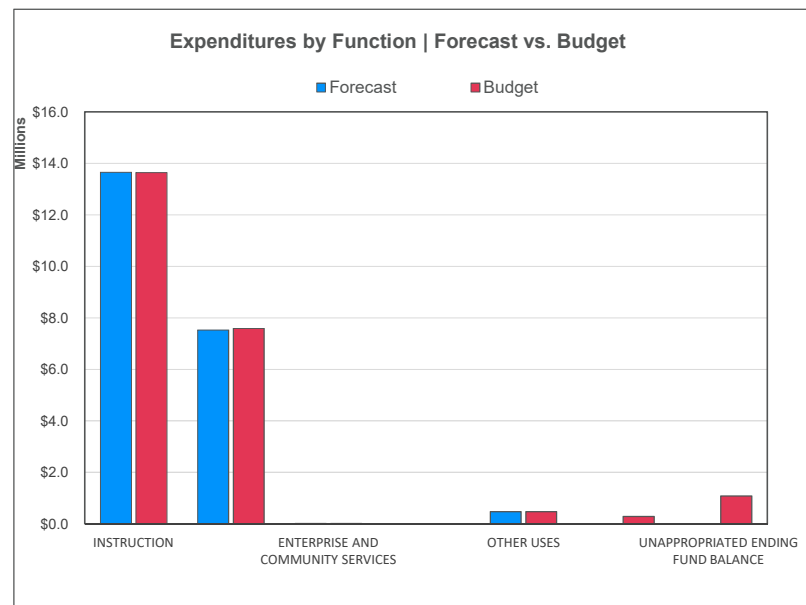
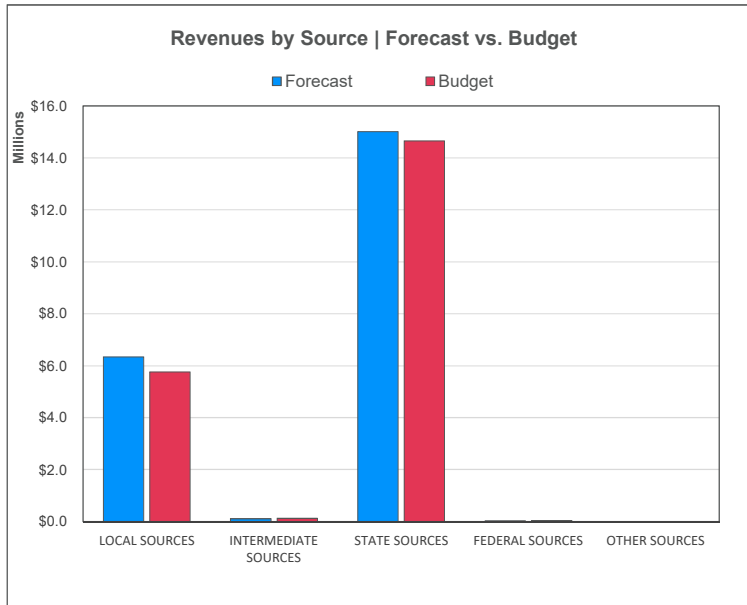
	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 2,514,838	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 2,514,539	\$ (714,539)
<b>REVENUES</b>						
Local Sources	4,951,819	5,477,927	857,068	6,334,995	5,759,224	575,771
Intermediate Sources	16,881	73	105,861	105,934	118,000	(12,066)
State Sources	6,309,816	6,760,501	8,252,264	15,012,765	14,649,672	363,093
Federal Sources	6,642	-	21,930	21,930	30,000	(8,070)
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 11,285,158</b>	<b>\$ 12,238,501</b>	<b>\$ 9,237,123</b>	<b>\$ 21,475,623</b>	<b>\$ 20,556,896</b>	<b>\$ 918,727</b>
<b>EXPENDITURES</b>						
Salaries	\$ 2,920,294	\$ 3,114,781	\$ 7,135,136	\$ 10,249,916	\$ 10,208,469	\$ (41,447)
Associated Payroll Costs	1,618,613	1,692,790	4,217,565	5,910,355	6,118,986	208,631
Purchased Services	1,644,641	1,739,948	2,570,101	4,310,049	4,170,153	(139,896)
Supplies and Materials	264,930	206,125	283,439	489,564	490,821	1,257
Capital Outlay	1,654	502	1,850	2,352	8,800	6,448
Other Objects	218,978	191,419	27,828	219,246	231,520	12,274
Transfers	-	470,000	5,000	475,000	475,000	-
Other Uses of Funds	-	-	-	-	1,367,686	1,367,686
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,669,110</b>	<b>\$ 7,415,563</b>	<b>\$ 14,240,919</b>	<b>\$ 21,656,482</b>	<b>\$ 23,071,435</b>	<b>\$ 1,414,953</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 4,616,048</b>	<b>\$ 4,822,937</b>	<b>\$ (5,003,796)</b>	<b>\$ (180,859)</b>	<b>\$ (2,514,539)</b>	
<b>ENDING FUND BALANCE</b>				<b>\$ 1,619,141</b>		



## 100 General Fund | Financial Projection by Function

For the Period Ending November 30, 2022

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 2,514,838	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 2,514,539	\$ (714,539)
<b>REVENUES</b>						
Local Sources	4,951,819	5,477,927	857,068	6,334,995	5,759,224	575,771
Intermediate Sources	16,881	73	105,861	105,934	118,000	(12,066)
State Sources	6,309,816	6,760,501	8,252,264	15,012,765	14,649,672	363,093
Federal Sources	6,642	-	21,930	21,930	30,000	(8,070)
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 11,285,158</b>	<b>\$ 12,238,501</b>	<b>\$ 9,237,123</b>	<b>\$ 21,475,623</b>	<b>\$ 20,556,896</b>	<b>\$ 918,727</b>
<b>EXPENDITURES</b>						
Instruction	\$ 3,891,166	\$ 4,132,988	\$ 9,519,137	\$ 13,652,125	\$ 13,638,286	\$ (13,839)
Support Services	2,777,480	2,812,575	4,713,854	7,526,429	7,586,752	60,323
Enterprise and Community Services	465	-	2,928	2,928	3,711	783
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
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,669,110</b>	<b>\$ 7,415,563</b>	<b>\$ 14,240,919</b>	<b>\$ 21,656,482</b>	<b>\$ 23,071,435</b>	<b>\$ 1,414,953</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 4,616,048</b>	<b>\$ 4,822,937</b>	<b>\$ (5,003,796)</b>	<b>\$ (180,859)</b>	<b>\$ (2,514,539)</b>	<b>\$ 2,333,680</b>
<b>Projected Year End Fund Balance</b>				\$ 1,619,141		



## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 11/1/2022 To: 11/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	13,726.53	100.00	(760.06)	13,066.47	.00	13,066.47
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	6,862.14	.00	(168.04)	6,694.10	.00	6,694.10
284.0000.9701.097.797.815 CPS Donations	4,964.56	700.00	(1,366.40)	4,298.16	1,339.52	5,637.68
284.0000.9701.097.797.816 PES Grants	4,171.46	.00	.00	4,171.46	.00	4,171.46
284.0000.9701.097.797.826 PES Field Trips	3,345.29	.00	(467.50)	2,877.79	.00	2,877.79
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	1,512.20	292.39	(886.86)	917.73	.00	917.73
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	29.03	.90	.00	29.93	.00	29.93
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	1,003.86	90.00	(99.99)	993.87	.00	993.87
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	719.96	.00	.00	719.96	.00	719.96
284.0000.9701.097.797.847 PES Students in Need	303.41	(400.00)	.00	(96.59)	.00	(96.59)
284.0000.9701.097.797.849 CPS Students in Need	(419.56)	400.00	.00	(19.56)	.00	(19.56)
284.0000.9701.097.797.850 PES School Supplies	1,315.82	.00	.00	1,315.82	.00	1,315.82
<b>GRAND TOTALS</b>	37,962.04	1,183.29	(3,748.85)	35,396.48	1,339.52	36,736.00

End of Report



## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2022-2023

From: 11/1/2022 To: 11/30/2022

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	573.00	.00	.00	573.00	.00	573.00
285.0000.9701.098.798.501 PMS Art	1,074.99	30.00	.00	1,104.99	.00	1,104.99
285.0000.9701.098.798.502 PMS Athletics	3,487.21	.00	.00	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	322.08	1,004.64	100.00	1,104.64
285.0000.9701.098.798.508 PMS Drama	9,907.63	.00	.00	9,907.63	.00	9,907.63
285.0000.9701.098.798.510 PMS Library	503.37	.00	.00	503.37	.00	503.37
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	1,171.76	2.17	(94.10)	1,079.83	.00	1,079.83
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	891.88	45.00	(35.27)	901.61	.00	901.61
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,701.14	.00	(60.00)	1,641.14	60.00	1,701.14
285.0000.9701.098.798.523 PMS Student Body Fees	18,941.37	240.00	(358.17)	18,823.20	(1,026.45)	17,796.75
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	1,000.00	5,585.90	.00	5,585.90

## Benton County School District 17J

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.530 PMS Oregon Research Institute	2,912.74	.00	.00	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	305.00	.00	.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
<b>GRAND TOTALS</b>	<b>82,012.98</b>	<b>317.17</b>	<b>774.54</b>	<b>83,104.69</b>	<b>(866.45)</b>	<b>82,238.24</b>

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	(217.41)	.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	4,318.83	205.00	(210.52)	4,313.31	4.37	4,317.68
286.0000.9701.099.799.606 PHS ASB	4,801.43	4,678.04	(2,442.32)	7,037.15	649.15	7,686.30
286.0000.9701.099.799.607 PHS Athletic Officials	(10,153.14)	1,219.50	(1,161.99)	(10,095.63)	(11,078.40)	(21,174.03)
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	5,475.02	9,059.54	(3,043.10)	11,491.46	660.00	12,151.46
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	2,961.91	8,990.00	(1,722.40)	10,229.51	(2,230.80)	7,998.71
286.0000.9701.099.799.616 PHS Botany	2,236.05	.00	.00	2,236.05	.00	2,236.05
286.0000.9701.099.799.617 PHS Boys Basketball	15,127.47	11,120.00	(8,458.70)	17,788.77	5,500.80	23,289.57
286.0000.9701.099.799.618 PHS Cheerleading	9,511.25	5,770.84	(6,538.16)	8,743.93	4,514.60	13,258.53
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	7,344.79	190.60	(300.00)	7,235.39	.00	7,235.39
286.0000.9701.099.799.622 PHS Dance Team	228.69	3,180.00	(2,195.00)	1,213.69	185.00	1,398.69
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	9,885.10	2,000.00	.00	11,885.10	.00	11,885.10
286.0000.9701.099.799.635 PHS Foods	5,156.26	615.00	(60.09)	5,711.17	.00	5,711.17

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.636 PHS Football	2,988.33	.00	.00	2,988.33	(993.96)	1,994.37
286.0000.9701.099.799.637 PHS Forestry	12,874.93	.00	(327.76)	12,547.17	309.00	12,856.17
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	6,922.29	4,945.00	(8,458.70)	3,408.59	5,500.80	8,909.39
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	(22.59)	.00	.00	(22.59)	.00	(22.59)
286.0000.9701.099.799.642 PHS Green Team	111.87	.00	.00	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	1,727.17	.00	(100.36)	1,626.81	145.60	1,772.41
286.0000.9701.099.799.645 PHS Library	315.24	.00	(331.37)	(16.13)	332.92	316.79
286.0000.9701.099.799.646 PHS Lifeguard	378.92	.00	(378.92)	.00	.00	.00
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	8,257.06	50.00	(857.86)	7,449.20	661.09	8,110.29
286.0000.9701.099.799.652 PHS Misc Books	375.03	.00	(369.25)	5.78	.00	5.78
286.0000.9701.099.799.653 PHS Music Band	2,568.66	1,898.00	(4,232.20)	234.46	.00	234.46
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	2,150.39	105.00	(390.00)	1,865.39	.00	1,865.39
286.0000.9701.099.799.657 PHS Oregon West Account	2,712.52	2,908.00	(1,452.46)	4,168.06	897.50	5,065.56
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	.00	.00	697.43	.00	697.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	.00	294.59	.00	294.59
286.0000.9701.099.799.661 PHS Peer Counseling	375.74	.00	.00	375.74	.00	375.74

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	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	4,446.35	100.00	(892.57)	3,653.78	.00	3,653.78
286.0000.9701.099.799.666 PHS Prom	2,277.78	.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	2,510.09	.00	.00	2,510.09	.00	2,510.09
286.0000.9701.099.799.674 PHS School Enhancement	6,186.95	2,318.80	.00	8,505.75	.00	8,505.75
286.0000.9701.099.799.675 PHS School of Business	2,684.34	.00	.00	2,684.34	.00	2,684.34
286.0000.9701.099.799.676 PHS Science	(92.21)	.00	.00	(92.21)	.00	(92.21)
286.0000.9701.099.799.678 PHS Soccer Boys	3,062.26	150.00	(133.65)	3,078.61	.00	3,078.61
286.0000.9701.099.799.679 PHS Soccer Girls	3,137.89	135.00	(2,381.70)	891.19	2,381.70	3,272.89
286.0000.9701.099.799.680 PHS Softball	11,382.55	.00	(77.52)	11,305.03	(678.00)	10,627.03
286.0000.9701.099.799.681 PHS Spanish Class	1,656.40	.00	(124.79)	1,531.61	.00	1,531.61
286.0000.9701.099.799.682 PHS Youth Transition Program	1,036.85	.00	.00	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	15,176.00	230.00	(15,406.00)	.00	.00	.00
286.0000.9701.099.799.686 PHS Swim Team	1,346.24	.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	537.74	3,617.58	746.58	4,901.90	.00	4,901.90
286.0000.9701.099.799.690 PHS Track	1,407.29	.00	(95.00)	1,312.29	.00	1,312.29
286.0000.9701.099.799.693 PHS Volleyball	2,873.84	822.00	(1,706.85)	1,988.99	1,706.85	3,695.84

## Benton County School District 17J

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Exclude Encumbrances

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.695 PHS Warrior Wellness	535.75	778.68	(124.00)	1,190.43	.00	1,190.43
286.0000.9701.099.799.696 PHS Wrestling	897.08	1,570.00	(1,914.00)	553.08	(2,136.56)	(1,583.48)
286.0000.9701.099.799.697 PHS Yearbook	18,595.65	1,565.00	(71.56)	20,089.09	(170.00)	19,919.09
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	1,116.61	30.00	(1,139.00)	7.61	.00	7.61
286.0000.9701.099.799.707 Cheer Mat Fundraiser	6,065.00	2,900.00	.00	8,965.00	.00	8,965.00
286.0000.9701.099.799.708 Pool Timing System Fundraiser	2,460.00	.00	.00	2,460.00	.00	2,460.00
<b>GRAND TOTALS</b>	223,179.14	71,151.58	(66,351.22)	227,979.50	6,161.66	234,141.16

End of Report

## Benton County School District 17J

### Reprint Check Listing

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Criteria:

Bank Account:

From Date: 11/01/2022

To Date: 11/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
189	11/18/2022	PLAY WITH A PURPOSE	\$1,339.52	1194	Printed	Expense	<input type="checkbox"/>		
190	11/30/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$266.75	1216	Printed	Expense	<input type="checkbox"/>		
191	11/30/2022	PRIEWE, DIANE	\$168.04	1216	Printed	Expense	<input type="checkbox"/>		
248	11/17/2022	PANICO, MIKE	\$141.74	1193	Printed	Expense	<input type="checkbox"/>		
249	11/17/2022	STRENGTHENING RURAL FAMILIES	\$60.00	1193	Printed	Expense	<input type="checkbox"/>		
250	11/17/2022	WEBB, SHANNON	\$97.92	1193	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1409	11/03/2022	CHEER STUFF	\$380.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1410	11/03/2022	GLADSTONE HIGH SCHOOL	\$175.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1411	11/03/2022	GRANTS PASS HIGH SCHOOL	\$350.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1412	11/03/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$652.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1413	11/03/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$1,161.99	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1414	11/03/2022	OSAA FOUNDATION	\$660.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1415	11/03/2022	TREND LETTERS, LLC	\$4,928.44	1174	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1416	11/03/2022	WEST LINN HIGH SCHOOL	\$185.00	1174	Printed	Expense	<input type="checkbox"/>		
1417	11/04/2022	FULTON, JOE	\$300.00	1176	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1418	11/10/2022	EVANS, SAFF	\$300.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1419	11/10/2022	KOHLER, KATHY	\$76.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1420	11/10/2022	PHELPS, MATHEW	\$100.02	1183	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1421	11/14/2022	CEDARS LODGE, THE	\$4,540.00	1185	Printed	Expense	<input type="checkbox"/>		
1422	11/15/2022	CLEMENS COMMUNITY POOL	\$378.92	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1423	11/15/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$1,589.20	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1424	11/15/2022	MOORE, SHELLEY	\$125.60	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	

## Benton County School District 17J

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Criteria:

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From Date: 11/01/2022

To Date: 11/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1425	11/15/2022	OSAA	\$742.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1426	11/15/2022	RING, PEGGY	\$124.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1427	11/15/2022	WEBBER, LEVI	\$120.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1428	11/15/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$669.15	1188	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1429	11/21/2022	GEORGIE'S OF EUGENE	\$210.52	1195	Printed	Expense	<input type="checkbox"/>		
1430	11/21/2022	LES & BOB'S SPORTS & APPAREL, INC.	\$950.40	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1431	11/21/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$245.50	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1432	11/21/2022	MR.FORMAL	\$2,315.00	1195	Printed	Expense	<input type="checkbox"/>		
1433	11/21/2022	OSAA	\$682.00	1195	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1434	11/21/2022	SHONNARDS	\$1,557.00	1195	Printed	Expense	<input type="checkbox"/>		
1435	11/21/2022	SOCCER.COM	\$2,381.70	1195	Printed	Expense	<input type="checkbox"/>		
1436	11/21/2022	CASCADE HIGH SCHOOL	\$350.00	1196	Printed	Expense	<input type="checkbox"/>		
1437	11/21/2022	CLACKAMAS CVALETTES	\$200.00	1196	Printed	Expense	<input type="checkbox"/>		
1438	11/21/2022	MID-VALLEY SOCCER REFEREES ASSOCIATION	\$286.50	1196	Printed	Expense	<input type="checkbox"/>		
1439	11/21/2022	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$245.50	1196	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1440	11/21/2022	NORTH MARION HIGH SCHOOL	\$317.66	1196	Printed	Expense	<input type="checkbox"/>		
1441	11/21/2022	OREGON WRESTLING ASSOC.	\$400.00	1196	Printed	Expense	<input type="checkbox"/>		
1442	11/21/2022	RAM STEEL INC	\$661.09	1196	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
1443	11/21/2022	SALEM SOCCER REFEREES ASSOCIATION	\$334.00	1196	Printed	Expense	<input type="checkbox"/>		
1444	11/22/2022	DOWN HOME PRINTING	\$28.00	1203	Printed	Expense	<input type="checkbox"/>		
1445	11/22/2022	INGRAM LIBRARY SERVICES	\$331.37	1204	Printed	Expense	<input type="checkbox"/>		



## Benton County School District 17J

### Reprint Check Listing

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**Criteria:**

**Bank Account:**

**From Date:** 11/01/2022

**To Date:** 11/30/2022

**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1446	11/29/2022	DANCE AND DRILL COACHES ASSOCIATION	\$50.00	1212	Printed	Expense	<input type="checkbox"/>		
1447	11/30/2022	PHILOMATH SCHOOL DISTRICT	\$1,139.00	1217	Printed	Expense	<input type="checkbox"/>		
21692	11/15/2022	ACTIVE INTERNET TECHNOLOGIES, LLC	\$18,050.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21693	11/15/2022	BEACOCK MUSIC	\$114.48	1187	Printed	Expense	<input type="checkbox"/>		
21694	11/15/2022	BENTON COUNTY ENVIRONMENTAL HEALTH	\$746.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21695	11/15/2022	CERTIFIED SYSTEMS, INC.	\$192.50	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21696	11/15/2022	CINTAS CORP	\$8,449.53	1187	Printed	Expense	<input type="checkbox"/>		
21697	11/15/2022	CONSUMERS POWER INC	\$439.20	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21698	11/15/2022	CTX	\$2,961.71	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21699	11/15/2022	DEPARTMENT OF ADMINSTRATIVE SERVICES	\$226.24	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21700	11/15/2022	HOME DEPOT, THE	\$688.56	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21701	11/15/2022	INGRAM LIBRARY SERVICES	\$437.21	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21702	11/15/2022	INTEGRATED REGISTER SYSTEMS, INC.	\$607.20	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21703	11/15/2022	J.W. PEPPER & SONS, INC.	\$92.74	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21704	11/15/2022	MID COLUMBIA BUS COMPANY, INC.	\$79,536.25	1187	Printed	Expense	<input type="checkbox"/>		
21705	11/15/2022	MPTV	\$3,260.28	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21706	11/15/2022	NORTHSIDE ELECTRIC	\$915.56	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21707	11/15/2022	ODP BUSINESS SOLUTIONS, LLC	\$134.35	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21708	11/15/2022	OREGON LOCK & ACCESS	\$4,255.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21709	11/15/2022	PARCHMENT LLC	\$8,725.00	1187	Printed	Expense	<input type="checkbox"/>		
21710	11/15/2022	RENEWABLE RESOURCE GROUP, INC.	\$76.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account:

From Date: 11/01/2022

To Date: 11/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21711	11/15/2022	SCHAEFERS RECREATION	\$113.00	1187	Printed	Expense	<input type="checkbox"/>		
21712	11/15/2022	SCHOLASTIC INC.	\$809.04	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21713	11/15/2022	STOVER EVEY & JACKSON	\$98.50	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21714	11/15/2022	THE HELLO FOUNDATION LLC	\$9,896.00	1187	Printed	Expense	<input type="checkbox"/>		
21715	11/15/2022	TWGW, INC.	\$91.01	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21716	11/15/2022	VARITONE ARCHITECTURE LLC	\$2,566.44	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21717	11/15/2022	WALTER E. NELSON OF EUGENE	\$39.40	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21718	11/15/2022	WILLAMETTE SAW SERVICE	\$87.95	1187	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2022	
21719	11/30/2022	AFLAC	\$45.50	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21720	11/30/2022	AMERICAN FIDELITY - INS	\$4,126.31	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21721	11/30/2022	AMERICAN FIDELITY ASSURANCE CO - 403b	\$5,481.12	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21722	11/30/2022	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21723	11/30/2022	INVESCO INVESTMENT SERVICES, INC.	\$4,277.48	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21724	11/30/2022	NEWPORT TRUST COMPANY	\$4,053.57	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21725	11/30/2022	OSEA	\$2,331.53	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21726	11/30/2022	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21727	11/30/2022	PHILOMATH EDUCATION ASSOC	\$679.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21728	11/30/2022	PRUDENTIAL ANNUITIES	\$1,064.30	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21729	11/30/2022	TEXAS LIFE	\$1,725.91	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21730	11/30/2022	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1207	Printed	Payroll Ded	<input type="checkbox"/>		
21731	11/30/2022	ADVANCED WOODCRAFT	\$465.00	1215	Printed	Expense	<input type="checkbox"/>		
21732	11/30/2022	AT&T MOBILITY	\$145.35	1215	Printed	Expense	<input type="checkbox"/>		

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2022-2023

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**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21733	11/30/2022	AT&T ONENET SERVICE	\$34.06	1215	Printed	Expense	<input type="checkbox"/>		
21734	11/30/2022	BEARCOM	\$901.13	1215	Printed	Expense	<input type="checkbox"/>		
21735	11/30/2022	BETTER PORTABLE TOILETS, INC.	\$1,272.00	1215	Printed	Expense	<input type="checkbox"/>		
21736	11/30/2022	CATAPULT LEARNING	\$3,998.00	1215	Printed	Expense	<input type="checkbox"/>		
21737	11/30/2022	CENTRAL MECHANICAL, LLC	\$502.50	1215	Printed	Expense	<input type="checkbox"/>		
21738	11/30/2022	CENTRAL WELDING SUPPLY CO., INC	\$111.47	1215	Printed	Expense	<input type="checkbox"/>		
21739	11/30/2022	CENTURYLINK	\$71.48	1215	Printed	Expense	<input type="checkbox"/>		
21740	11/30/2022	CERTIFIED SYSTEMS, INC.	\$935.00	1215	Printed	Expense	<input type="checkbox"/>		
21741	11/30/2022	CORVALLIS HEATING, LLC	\$99.00	1215	Printed	Expense	<input type="checkbox"/>		
21742	11/30/2022	COSA	\$550.00	1215	Printed	Expense	<input type="checkbox"/>		
21743	11/30/2022	CRIMINAL INFORMATION SERVICES, INC.	\$312.00	1215	Printed	Expense	<input type="checkbox"/>		
21744	11/30/2022	CTX	\$2,445.88	1215	Printed	Expense	<input type="checkbox"/>		
21745	11/30/2022	CURRICULUM ASSOCIATES, LLC	\$453.60	1215	Printed	Expense	<input type="checkbox"/>		
21746	11/30/2022	DEMCO INC.	\$524.35	1215	Printed	Expense	<input type="checkbox"/>		
21747	11/30/2022	GARRETT HEMANN ROBERTSON	\$400.00	1215	Printed	Expense	<input type="checkbox"/>		
21748	11/30/2022	LINN-BENTON COMMUNITY COLLEGE	\$9,469.54	1215	Printed	Expense	<input type="checkbox"/>		
21749	11/30/2022	MID COLUMBIA BUS COMPANY, INC.	\$88,912.46	1215	Printed	Expense	<input type="checkbox"/>		
21750	11/30/2022	NORTHWEST NATURAL GAS CO.	\$10,166.40	1215	Printed	Expense	<input type="checkbox"/>		
21751	11/30/2022	ODP BUSINESS SOLUTIONS, LLC	\$123.11	1215	Printed	Expense	<input type="checkbox"/>		
21752	11/30/2022	OREGON GUTTER SERVICE	\$9,853.10	1215	Printed	Expense	<input type="checkbox"/>		
21753	11/30/2022	OSU MOTOR POOL	\$578.44	1215	Printed	Expense	<input type="checkbox"/>		
21754	11/30/2022	PACIFIC POWER	\$9,923.31	1215	Printed	Expense	<input type="checkbox"/>		

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2022-2023

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**From Check:**

**To Check:**

**From Voucher:**

**To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
21755	11/30/2022	PHILOMATH FIRE AND RESCUE	\$540.00	1215	Printed	Expense	<input type="checkbox"/>		
21756	11/30/2022	ROBERT LLOYD SHEET METAL, INC.	\$584.56	1215	Printed	Expense	<input type="checkbox"/>		
21757	11/30/2022	SKAAR, LINDA	\$99.12	1215	Printed	Expense	<input type="checkbox"/>		
21758	11/30/2022	SPAETH LUMBER COMPANY	\$412.23	1215	Printed	Expense	<input type="checkbox"/>		
21759	11/30/2022	STAPLES BUSINESS ADVANTAGE	\$475.30	1215	Printed	Expense	<input type="checkbox"/>		
21760	11/30/2022	STOVER EVEY & JACKSON	\$1,455.00	1215	Printed	Expense	<input type="checkbox"/>		
21761	11/30/2022	US BANK EQUIPMENT FINANCE	\$1,337.07	1215	Printed	Expense	<input type="checkbox"/>		
21762	11/30/2022	WALTER E. NELSON OF EUGENE	\$308.47	1215	Printed	Expense	<input type="checkbox"/>		
21763	11/30/2022	WAXIE SANITARY SUPPLY	\$1,079.96	1215	Printed	Expense	<input type="checkbox"/>		
46029	11/18/2022	COUTURE, ABBY J	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46030	11/18/2022	SCHWINABART, DARLA J	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46031	11/18/2022	SKAAR, LINDA M	\$369.00	15	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2022	
46032	11/30/2022	GRAFF, CYNTHIA S	\$324.28	16	Printed	Payroll	<input type="checkbox"/>		
46033	11/30/2022	BUSHNELL, DIANA B	\$1,088.18	16	Printed	Payroll	<input type="checkbox"/>		
46034	11/30/2022	FIRTH, ALEX L	\$1,268.93	16	Printed	Payroll	<input type="checkbox"/>		
46035	11/30/2022	HALL, JAMES R	\$1,047.27	16	Printed	Payroll	<input type="checkbox"/>		
46036	11/30/2022	VAN VLACK, ERNEST E	\$872.72	16	Printed	Payroll	<input type="checkbox"/>		
46037	11/30/2022	MORRISON, MARSHALL A	\$253.92	16	Printed	Payroll	<input type="checkbox"/>		
46038	11/30/2022	WEEBER, KYAH M	\$62.20	16	Printed	Payroll	<input type="checkbox"/>		
46039	11/30/2022	LAW, RANDALL K	\$774.42	16	Printed	Payroll	<input type="checkbox"/>		
46040	11/30/2022	SCHLICHTING, ALEXANDRA J	\$248.69	16	Printed	Payroll	<input type="checkbox"/>		
46041	11/30/2022	SCHWINABART, DARLA J	\$2,230.72	16	Printed	Payroll	<input type="checkbox"/>		
46042	11/30/2022	SKAAR, LINDA M	\$4,112.01	16	Printed	Payroll	<input type="checkbox"/>		

## Benton County School District 17J

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### Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account:

From Date: 11/01/2022

To Date: 11/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Total Amount: \$363,354.63

End of Report

**2022 / 2023 SCHOOL YEAR**  
**ENROLLMENT FIGURES as of: December 5, 2022**

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time		KVCS	Part Time
Kindergarten	110	86		3			1	1		18	1
1st	109	<u>81</u>		7			0	2		19	
2nd	117		92	6			0			19	
3rd	88		72	4			1			11	
4th	118		89	<u>7</u>			2			20	
5th	113		<u>97</u>				1			15	
6th	128				111		2	1		13	1
7th	138				112		4	1		21	
8th	126				<u>106</u>		3	1		16	
9th	164					134	13			17	
10th	150					125	8			17	
11th	125					100	17			8	
12th	117					89	<u>22</u>	<u>1</u>		5	
Totals		167	350	27	329	448	74	7		199	2

**TOTAL FULL-TIME ENROLLMENT - All Schools** 1,594

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

School	09/15	10/20	11/17	12/12	01/19	02/16	03/16	04/20	05/18	06/15
CPS	169	167	167	167						
PES	348	350	350	350						
BL	28	27	27	27						
PMS	331	330	332	329						
PHS	471	458	456	448						
Academy	57	69	70	74						
KVCS	209	204	206	199						
SubTotal	1,613	1,605	1,608	1,594	0	0	0	0	0	0
Part-time students	7	10	11	9						
Total Enrollment	1,620	1,615	1,617	1,603	0	0	0	0	0	0

**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



**BUDGET COMMITTEE  
CANDIDATE INFORMATION SHEET**

Please fill out this form and return it to the Philomath School District Administration Office: 1620 Applegate Street, Philomath, OR 97370. APPLICATIONS ARE DUE BY 12:00 NOON, ON WEDNESDAY, NOVEMBER 30, 2022.

Qualifications for Appointment: Candidate must live in the district; be a qualified voter in the district; and must not be an officer or employee of the school district. The School Board will review applications and make appointments at the December 12, 2022 Board meeting. Term of appointment is 3 years, unless otherwise noted in order to fill a vacancy.

NAME Woodros A. Wolford (midname change from Abigail R. Kurfman) DATE Nov. 30, 2022

BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

HOME ADDRESS 33912 Marys River Estates Rd Philomath 97370 PHONE 971-998-5714

EMAIL ADDRESS woodros.a.wolford@gmail.com

OCCUPATION Academic Coaching Coordinator at Oregon State University (educator)

SCHOOL/UNIVERSITY/COLLEGE ATTENDED Gladstone High, Lewis & Clark College, Marylhurst University, OSU

NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT 2+ (3 in February)

PRECINCT WHERE YOU ARE REGISTERED TO VOTE Precinct 15

Do you have children in the School District?  Yes  No

If so, which schools?  CLEMENS PRIMARY SCHOOL  PHILOMATH MIDDLE SCHOOL  
 PHILOMATH ELEMENTARY  PHILOMATH HIGH SCHOOL  
 BLODGETT ELEMENTARY  KINGS VALLEY CHARTER SCHOOL  
 PHILOMATH ACADEMY

Have you worked on any School Committees?

If so, which committees?  Yes  No

Not in Philomath School District, but I have worked on school committees:

\*AVID Site Team (Seven Oak Middle School (SOK) in Lebanon & Taft 7-12 in Lincoln City)

\*Taft 7-12: Olweus anti-bullying, & one to help middle schoolers attend mainly in one wing instead of w/high schooler

\*SOK: Leadership team, Racial Equity Group      \*Gladstone High School: Site Council as a student representative

Other Community or Business Activities

\*Running Fenrir Creations, a local art business, with my partner

\*Philomath Citizen's Academy; door-knocking for local parks survey and some local candidates

\*Local NAACP member and volunteer

\*A little experience volunteering with hopes to do more!

What qualifications or interests do you have that will help you as a budget committee member?

- \*Experience as a high school and middle school teacher, including co-building a middle school theatre program
- \*Interest in and experience with district structures and state structures (including school funding) from work exp.
- \*Experiences with budgets (AVID, as grant writer, in current role)
- \*Experience serving on leadership committees within a K-12 education context
- \*Interest in and experience with building relationships with people from various contexts to work for common values
- \*Interest in financial stability, putting students first, and learning more while serving Philomath schools!

What do you perceive the job of a budget committee member to be?

- \*Thoughtfully review the budget to ensure fiscal responsibility and solvency, provide outside constituent perspective
- \*Speak with community stakeholders (students, parents, staff, etc.) to understand reality of budgetary impacts
- \*Engage in dialogue to clarify understanding and craft collective decisions
- \*Propose suggested budget for board adoption (based on existing budget and recommendations from district leaders)
- \*Make well-considered suggestions in response to budget increases and/or decreases
- \*Plan and budget with future shortfalls in mind, recognizing the state level budget instabilities

What would you hope to accomplish as a budget committee member?

- \*Learn more about Philomath's schools and community <3
- \*Build relationships with community stakeholders (students, parents, staff, board members, volunteers)
- \*Help create a plan with a longterm view for ongoing stability
- \*Ask questions and present perspectives to strengthen collective thinking and planning through the process
- \*Supporting committee cohesion with mutual respect and where questions and critical thinking are welcome

How would you balance the needs of all students in the decisions you make as a budget member?

- \*Centering those most vulnerable due to power differentials or historically underserved so that the "all" can be "all"
- \*Ensuring multiple perspectives are considered, in conversation with community stakeholders and committee members
- \*Slowing down my own thinking to check my biases and default positions so some students' needs aren't overlooked
- \*Looking at research/data/recommendations on which relevant decisions best serve all students

*Woodrös A. Wolford*

Candidate Signature

November 30, 2022

Date





RECEIVED  
NOV 28 2022

### BUDGET COMMITTEE CANDIDATE INFORMATION SHEET

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NAME Lauri Lehman DATE 11-28-2022

BUSINESS ADDRESS P.O. Box 1528, Philomath PHONE \_\_\_\_\_

HOME ADDRESS 1213 Grant St., Philomath PHONE 541-760-1704

EMAIL ADDRESS laurilehman11@gmail.com

OCCUPATION office manager @ Strengthening Rural Families

SCHOOL/UNIVERSITY/COLLEGE ATTENDED LBCC

NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT 24

PRECINCT WHERE YOU ARE REGISTERED TO VOTE Philomath

Do you have children in the School District? \_\_\_ Yes  No

- If so, which schools?
- |                                                 |                                                      |
|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> CLEMENS PRIMARY SCHOOL | <input type="checkbox"/> PHILOMATH MIDDLE SCHOOL     |
| <input type="checkbox"/> PHILOMATH ELEMENTARY   | <input type="checkbox"/> PHILOMATH HIGH SCHOOL       |
| <input type="checkbox"/> BLODGETT ELEMENTARY    | <input type="checkbox"/> KINGS VALLEY CHARTER SCHOOL |
|                                                 | <input type="checkbox"/> PHILOMATH ACADEMY           |

Have you worked on any School Committees? \_\_\_ Yes  No

If so, which committees?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Community or Business Activities

LBCC Foundation Board

BCF - scholarship committee

Chamber of Commerce member

Philomath Community Networking group

F. Street Road District

<over>

What qualifications or interests do you have that will help you as a budget committee member?

I manage the financial side of SRF. I create budgets, forecast expenses, reconcile accounts, and do general accounting tasks.

What do you perceive the job of a budget committee member to be?

Be a helpful advisor to PSD staff using resources and information supplied by same.

What would you hope to accomplish as a budget committee member?

Attend all work sessions and committee meetings and be thoughtful about decisions that need to be made, using the information provided to us.

How would you balance the needs of all students in the decisions you make as a budget member?

I genuinely believe all students are important and should have a path forward, whether it is graduating and going into family business, a trade, or a four year college, and creating a learning environment for all is crucial.

Lauri Lehman

11-28-2022

Candidate Signature

Date



**BUDGET COMMITTEE  
CANDIDATE INFORMATION SHEET**

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NAME Nicholas Carter DATE 11/22/22

BUSINESS ADDRESS Same as home address. PHONE \_\_\_\_\_

HOME ADDRESS 25360 Oak Lane Philomath, OR 97370 PHONE 541-929-6006

EMAIL ADDRESS cartertools@gmail.com

OCCUPATION Self-employed jeweler, machine tool salesman

SCHOOL/UNIVERSITY/COLLEGE ATTENDED University of Toronto , class of 1989 BA.

NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT 30

PRECINCT WHERE YOU ARE REGISTERED TO VOTE 15

Do you have children in the School District?  Yes  No

If so, which schools?	<input type="checkbox"/> CLEMENS PRIMARY SCHOOL	<input type="checkbox"/> PHILOMATH MIDDLE SCHOOL
	<input type="checkbox"/> PHILOMATH ELEMENTARY	<input type="checkbox"/> PHILOMATH HIGH SCHOOL
	<input type="checkbox"/> BLODGETT ELEMENTARY	<input type="checkbox"/> KINGS VALLEY CHARTER SCHOOL
		<input checked="" type="checkbox"/> PHILOMATH ACADEMY

Have you worked on any School Committees?

If so, which committees?  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Community or Business Activities**

My wife and I run an online jewelry business which is our principal income, I also sell small machine tools for a manufacturer in Arizona.

\_\_\_\_\_  
\_\_\_\_\_

What qualifications or interests do you have that will help you as a budget committee member?

I do all of the financial planning, book keeping and tax preparation for our two businesses. I was also the treasurer of the Eugene Saturday Market from 1996 to 1998. This involved overseeing budget planning and implementation while communicating with the board and the General Manager.

What do you perceive the job of a budget committee member to be?

To receive the proposed budget from the Superintendent and the Business Manager, review it, presumably ask for clarifications as needed and correct any errors found. Additionally to hold public meetings where input from the community will be received about the proposed budget. When satisfied with the analysis, corrections and any changes, approve the budget and send it to the School Board for further public comment and review and ultimately approval.

What would you hope to accomplish as a budget committee member?

To work diligently to ensure that the budget is well prepared and will meet the needs of the students, faculty, staff and community.

How would you balance the needs of all students in the decisions you make as a budget member?

To diligently review the proposed budget ensuring that there is no unintentional bias in the allocation of funding. Listening to community testimony about desired spending, reviewing past budgets and financial reports. Being aware of the demographics of the district and ensuring all of the community is well served by the proposed budget.

Nicholas Carter

Candidate Signature

11/22/22

Date



RECEIVED  
NOV 28 2022

BUDGET COMMITTEE  
CANDIDATE INFORMATION SHEET

Please fill out this form and return it to the Philomath School District Administration Office: 1620 Applegate Street, Philomath, OR 97370. APPLICATIONS ARE DUE BY 12:00 NOON, ON WEDNESDAY, NOVEMBER 30, 2022.

Qualifications for Appointment: Candidate must live in the district; be a qualified voter in the district; and must not be an officer or employee of the school district. The School Board will review applications and make appointments at the December 12, 2022 Board meeting. Term of appointment is 3 years, unless otherwise noted in order to fill a vacancy.

NAME Sandi Hering DATE 11/21/2022  
BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
HOME ADDRESS 23405 Hwy 20, Philomath PHONE 541-740-7550  
EMAIL ADDRESS tsangus@peak.org  
OCCUPATION Retired licensed veterinary medicine  
SCHOOL/UNIVERSITY/COLLEGE ATTENDED Corvallis High School  
NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT 45 1/2  
PRECINCT WHERE YOU ARE REGISTERED TO VOTE Philomath

Do you have children in the School District? \_\_\_ Yes  No

If so, which schools? \_\_\_\_\_ CLEMENS PRIMARY SCHOOL \_\_\_\_\_ PHILOMATH MIDDLE SCHOOL  
\_\_\_\_\_ PHILOMATH ELEMENTARY \_\_\_\_\_ PHILOMATH HIGH SCHOOL  
\_\_\_\_\_ BLODGETT ELEMENTARY \_\_\_\_\_ KINGS VALLEY CHARTER SCHOOL  
\_\_\_\_\_ PHILOMATH ACADEMY

Have you worked on any School Committees?

If so, which committees? \_\_\_ Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Community or Business Activities

- \* Philomath Fric + Rodeo - Lifetime Member, was actively involved for 20+ years, for 2 of them I was treasurer.
- \* Benton County 4-H - Leader for 23 years. I have my own livestock club. This year I have almost 20 members
- \* Philomath Citizens Academy - Completed this month

<over>

What qualifications or interests do you have that will help you as a budget committee member?

I've handled our family budget for 45 years, as well as our cattle, business and budgeting. I also handle my 4th Club budget and finances. I have almost forty years of accounts payable/receivable, and payroll experience in my two jobs prior to retirement. And my four years as treasurer for Philomath Fric and Rodeo.

What do you perceive the job of a budget committee member to be?

To be part of a team of people that ensure the finances for the School District are allocated properly, accounted for properly, and all budgets are approved in a timely manner consistent with the direction of the School Board.

What would you hope to accomplish as a budget committee member?

I have done a lot of volunteering in my life. I would like to continue to "give back" to my community. I always volunteered in my children's classrooms when I could, because I loved the Philomath School District. I know the budget is hugely important, and I would be honored to be a contributing member of the Budget Committee.

How would you balance the needs of all students in the decisions you make as a budget member?

It's so important to look at the big picture to make sure we are serving everyone's needs. I do this in my 4th club all the time. I have kids with varying levels of help needs. I advocate for all kids. My hope is that all of them will become successful, happy, and productive adults. I know some will need an extra hand, we need to look closely at all students so we can help those in need without taking away from the others.

Candidate Signature

Date

Sandra C. Hering

Nov. 21, 2022



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**Resolution to adopt the OSBA Legislative Priorities and Principles as recommended by the Legislative Policy Committee**

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**WHEREAS**, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association’s recommended Legislative Priorities and Principles, and

**WHEREAS**, the OSBA Legislative Policy Committee has crafted the Proposed OSBA Legislative Priorities and Principles as a foundational document in guiding the legislative and advocacy work of OSBA members and staff, and

**WHEREAS**, the OSBA Legislative Policy Committee has determined these Proposed OSBA Legislative Priorities and Principles to be in alignment with the OSBA Board of Directors equity goals, and

**WHEREAS**, the OSBA Legislative Policy Committee met in January and April to review the Proposed OSBA Legislative Priorities and Principles, and

**WHEREAS**, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Principles at its April meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Principles and place them before the membership for approval.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Principles be placed before the membership for consideration during the 2022 OSBA election season, and

**BE IT FURTHER RESOLVED** that the Proposed OSBA Legislative Priorities and Principles and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

# Legislative Priorities and Principles

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## Preamble

OSBA's mission is to improve student success and education equity through advocacy, leadership, and service to Oregon public school boards. Education equity ensures:

- All students are accepted as their authentic selves, are heard and valued, feel they belong, and achieve high academic and personal standards that empower them to thrive.
- Student success will not be predicted nor predetermined by race, ethnicity, family economics, location, gender, gender identity, sexual orientation, disability status, religion, culture, or any other identity.

Public school boards have unique insights on how to address education equity and systems change in their districts. OSBA is committed to supporting boards in their just and fair distribution of resources based upon each student's needs.

Equity is the driving force behind the Student Success Act, and OSBA is dedicated to advancing legislation designed to raise academic achievement for all students and reduce academic disparities for historically underserved students.

In support of OSBA's Call for Equity, and on behalf of Oregon students, we are committed to promoting equity, combatting injustices, and disrupting bias and systemic racism in education policies through our advocacy at the state level.

OSBA believes a strong and equitable public education system is the best investment Oregonians can make to assure student success, strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian.

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Approved by the Legislative Policy Committee: April 23, 2022

Approved by the OSBA Board: September 23, 2022

Approved by the OSBA Membership:





# Priorities

## **Promote Adequate, Predictable, and Stable Funding**

The State School Fund rises and falls every two years because Oregon's revenue-raising and funding systems have substantial variance. Stable and adequate funding is crucial to providing a quality education to all students across the education continuum. To ensure stable and adequate funding, OSBA will actively promote legislation that accurately calculates current service level funding for school districts.

## **Protect the 2019 Student Success Act**

The Student Success Act provides local school districts and education service districts unprecedented opportunities to target new funding toward educational programs. OSBA will actively promote legislation to protect the funding allocated for the Student Success Act in order to deliver equitable outcomes for all K-12 students.

## **Close the Opportunity Gap**

In every community a disparity in academic achievement exists between student groups. OSBA will support legislation aimed at closing achievement and opportunity gaps that exist across Oregon's public schools.

## **Contain Cost Drivers**

The costs associated with health care and retirement benefits are eating into funding available for instructional opportunities for students. OSBA will promote legislation that provides relief for districts related to benefit costs controlled by the State.

## **Support Local Governance and Oppose Mandates**

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students.

## **Support Capital Improvements**

Students need schools that are safe, comfortable, and appropriate for a modern and/or digital learning environment. OSBA will actively promote the allocation of state-level resources to help pay for construction and capital improvement. OSBA will promote legislation aimed at diversifying the funding methods available to school districts.

## **Ensure Access to Post-Secondary Credits**

All students should have access to post-secondary credit opportunities. OSBA will advocate for a seamless transfer of credits throughout Oregon's higher education system.

## **Address Education Workforce Shortages**

OSBA will promote efforts both state and at the local level to preserve and improve initiatives that combat the workforce shortage. OSBA will advocate for programs that will help districts recruit and retain a diverse and well-prepared workforce.

# Principles

## **Finance**

OSBA supports the allocation of state resources to ensure school districts and education service districts have the necessary resources to equitably and fully support all students' instructional, behavioral, and programmatic needs. OSBA supports appropriate financial tax policy to make Oregon schools competitive, nationally, and globally, including the preservation of other funding options for local district consideration.

## **Student Programs**

OSBA supports high-quality programs that equitably serve all students in obtaining a comprehensive and well-rounded education. OSBA supports new and continued partnerships with education stakeholders to increase educational and career opportunities for students.

## **Student Safety and Wellness**

OSBA supports safe and secure school environments, the physical health and overall well-being of all students, and services that promote social, emotional, and behavioral health.

## **Personnel**

OSBA supports attracting and retaining effective employees to create a healthy, diverse, culturally responsible, safe, and sustainable workforce. OSBA supports local management, local contract negotiations, and continued conversations regarding professional development, licensure, and career advancement for personnel.

## **Governance and Operations**

OSBA believes locally elected school district, ESD, and community college boards are best equipped to make decisions in the best interest of students and communities. OSBA supports cross-system collaboration, alignment, and accountability among education stakeholders and partners.

## **Federal Education Issues**

OSBA will advocate for the federal government to prioritize, streamline, and fully fund programs that support students.

# CANDIDATE QUESTIONNAIRE

## OSBA Board of Directors

Name: Miriam G. Cummins

Region: Linn/Benton/Lincoln

District/ESD/CC: Linn Benton Lincoln ESD

Position #: 10

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Miriam G. Cummins

Name

9/15/2022

Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.

To dedicate and ensure that all students receive the education they need and deserve to succeed, thrive, and create opportunities for growth. It is our duty to be the voice and advocate for our students and be the role model of what leadership looks like.

2. What do you want to accomplish by serving on the OSBA board of directors?

Being on the OSBA board of directors, I have seen the need to ensure that all our districts get the resources they need to serve their students better. We need to have the narrative and conversations that each component district is different, and the needs will differ from that; hence, why we need to cater to the needs of each district. Acknowledging and understanding that we do have a vast range of needs, especially as it pertains to smaller rural districts, OSBA is there to help the small districts get the resources that they need. Letting our districts know of the services that OSBA provides, from legal counsel and policy changes/implementations, to school board development/trainings, are services that, as members of OSBA, are tools available to them.

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

Some of the leadership skills that I bring to the board, especially as a single parent with a special needs child, are my passion for advocacy, paving the way for others to have their voice/truth be told, empathy, team building, and being able to articulate important issues in a manner that is understood. In February of 2020, I attended the NSBA Advocacy and Equity conference in Washington, DC, where we had the opportunity to meet with the US Senators and US congressmen/women to bring up the importance of supporting and funding special education and increasing federal funding for all children. We also talked about how rural and communities of color need support and what that would look like. I have also participated in the Leadership Institute with OSBA, as I have gained the Bronze Level by participating in trainings on how to be a better school board member. At this 2022 OSBA summer conference, I also earned and gained skills in how to communicate effectively with our communities and how to engage with them, especially when it comes to our students education.

4. What do you see as the two most challenging issues faced by OSBA?

Two of the most challenging issues faced by OSBA are 1) how can we provide support to our smaller component districts and 2) statewide funding, especially as we have seen and personally experienced the challenges that this pandemic has brought forth. We are struggling with finding teachers, support staff, and administrators, that we have to look at creative ways to ensure our students get the education they deserve. These last two years, we have seen that it has taken a toll on our students - their education, mental health, and what we expect of them while in the pandemic. We are in survival mode, and it is our job and duty as school board members to advocate for our students so that we can start planning and having a trajectory and strategic planning for our students future. We need to plan to look forward and get out of the survival mode we are on.

5. What do you see as the two most challenging issues faced by your region?

Similar to the challenging issues faced by OSBA and statewide is the distrust in our public education system. As more and more parents voice their concerns, they start to question our public education system, in which many parents have decided to take their children out of the public education system. What this pandemic has done is brought forth many parent concerns about what level of education our students are receiving to how the students are getting their needs met at school. With the most recent release of our statewide test results, we have seen a decline in achievement, which is not surprising because of the pandemic. Still, it also has highlighted the importance of ensuring that our students get that hands-on, one-on-one education because if there is anything we have learned about this pandemic, it is that our students need in-person instruction, and for most of our students, online/virtual learning did not work for them. That is why it is so crucial that we advocate for our students in having in-person instruction and start creating protocols in how (if and when another pandemic hits) that we are prepared to follow those procedures.

6. What is your plan for communicating with boards in your region?

I plan to meet with individual (1:1) school board districts and then meet collectively with the region (Position 10) to get to know one another and hear about the issues each district is experiencing. Especially as we enter our long legislative session, we will need to work together to address the challenges our component districts are experiencing. It is so important to have a relationship with our component districts, have those conversations, and work together to better help our students. Also, keeping our component districts up-to-date on the legislative processes that are happening and how and what the Legislative Policy Committee is doing to ensure that their concerns are being heard and represented.

**Deadline: September 30, 2022, 5 pm**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# CANDIDATE PERSONAL/PROFESSIONAL RESUME

## OSBA Board of Directors

Name: Miriam Guadalupe Cummins Date: 09/06/2022

Address: \_\_\_\_\_

City / ZIP: \_\_\_\_\_

Business phone: \_ \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_ \_\_\_\_\_

E-mail: miriam.cummins@blesd.k12.or.us

District/ESD/CC: Linn Benton Lincoln ESD

Term expires: June 30, 2023 Years on board: 3 years

**Deadline: Sept. 30, 2022, 5 pm**

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable.  
E-mail to: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)  
or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

- Currently serving as Chair of Linn Benton Lincoln ESD.
- I was appointed to the OSBA board in 2021, up until when my term expired in Dec 31st, 2021 and re-appointed June 2022 as I currently serve as OSBA Board of Directors Position 10.
- I have also participated in the OSBA Leadership Institute and have completed the Bronze Certificate Award.
- OSBA Equity, Diversity and Inclusion Committee
- Policy Rewrite Advisory Committee for Greater Albany Public School
- Equity & Racial Justice Task Form - OAESD
- Appointed/Nominated for WREN (Western Regional Educator Network) Coordinating Body Member as School Board representative
- OSBA - Oregon School Board Members of Color Caucus

**Other education board positions held/dates:**

**Occupation** (Include at least the past five years):

**Employers:**

Oregon Voice - Executive Director  
MGC Consulting Services - Consultant/Owner  
Casa Latinos Unidos - Executive Director  
Salem Keizer Coalition for Equality - Resource Development  
Linn Benton Lincoln ESD - Spanish Interpreter/Translator  
Oregon State University - Office of Financial Aid and Scholarships

**Dates:**

08/2022 to Present  
10/2021 to Present  
01/2021 to 10/2021  
06/2018 to 04/2020  
02/2013 to 06/2018  
02/2011 to 02/2013

**Schools attended** (Include official name of school, where and when):

High school: Marshfield High School, Coos Bay Oregon, Class of 2005

College: Oregon State University, Corvallis OR, Class of 2011

Degrees earned: Bachelors of Arts in Spanish and French

**Education honors and/or awards:**

Ford Family Foundation - Ford Scholar Class of 2005  
Si Se Puede Award from OSU - June 2011  
Bronze Award from OSBA - Leadership Institute

**Other applicable training or education:**

Diversity, Equity and Inclusion in the Workplace Certificate from University of South Florida  
French Language Certificate from Université Catholique L'Ouest, France  
Spanish Language from Universidad de Oviedo, Spain  
TESOL Certificate from International Council for Online Educational Standards

**Activities, other state and local community services:**

Human Relations Committee - Commissioner for Ward 3 - Vice Chair - City of Albany  
Greater Albany Public School Policy Rewrite Committee  
Corvallis Chamber of Commerce - Board Member  
Former candidate for State Representative for House District 15  
Family Tree Relief Nursery, Board of Directors  
Padres en Acción|Parents in Action, Board of Directors - Treasurer  
Imagine Corvallis Action Network - Board of Directors  
CSC Community Action Advisory Council - Board of Directors representing Linn County  
American Leadership Forum of Oregon (ALF-Oregon) - Class 40

**Hobbies/special interests:**

Mom of two beautiful children, an advocate, JEDI and community leader. I enjoy spending time with my kids, going to the beach, playing video games, crafting, and painting. I also love all things Star Wars, Marvel, Legos, Pokemon, Harry Potter, and Lord of the Rings. In my spare time, I am catching up on some reading, watching the latest Netflix shows, or playing Pokemon Go.

**Business/professional/civic group memberships; offices held and dates:**

Human Relations Committee in City of Albany - Commissioner for Ward 3 - Vice Chair - March 2021 to present  
Corvallis Chamber of Commerce - Board of Directors and member of the Equity, Diversity and Inclusion Advisory Committee 08/21 to present  
Imagine Corvallis Action Network - Board of Directors 6/2021 to present

**Additional comments:**

I would be delighted to be part of the OSBA School Board. I believe that my experience, professional skills, advocacy and motivation and leadership are very important to ensure that the work that we do as School Board members is reflected and represented in the duties that we do and hold as elected/appointed officials to do what is best for our students.

Thank you so much for your consideration.

**Deadline: September 30, 2022, 5 pm**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

Date: 9/22/22

TO: Sonja McKenzie, OSBA President-Elect  
Oregon School Boards Association  
1201 Court St NE, #400  
Salem, OR 97301  
Fax: 503-588-2813  
E-mail: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)

**Nominations are due by 5 pm,  
September 30, 2022**

Return this form and all candidate information forms to the OSBA office by email at [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Sonja McKenzie:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the Linn Benton Lincoln ESD Region, Position # 10.

## BOARD CANDIDATE INFORMATION

Name: Miriam Cummins  
District/ESD/Community College: Linn Benton Lincoln ESD  
Address: 3849 Oakmont Loop NE  
City: Albany Oregon ZIP: 97322  
E-mail: miriam.cummins@lblesd.k12.or.us Phone: 541-602-2740

**This nomination was approved by official action of our board of directors at a duly called meeting on**  
9/21/2022  
**(date)**

DocuSigned by:  
Miriam Cummins  
4565DD944D8342F  
**(Board Chair signature)**

Board Chair name: Miriam Cummins  
District: LBL ESD  
Address: 905 4th Ave SE  
City: Albany, Oregon ZIP: 97321

## CANDIDATE QUESTIONNAIRE OSBA Board of Directors

Name: Jason E. Curtis Region: Linn/Benton/Lincoln

District/ESD/CC: Central Linn School District Position #: 10

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

  
Name

9/27/22  
Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.

The OSBA exists primarily to increase student success by supporting local Oregon school boards. That support comes through advocating for proper school funding, leadership training for local school boards, and working to pull down barriers in all aspects of education including the recruitment of new local board members.

2. What do you want to accomplish by serving on the OSBA board of directors?

As a newly appointed local school board member my situation presents an opportunity to benefit school boards statewide through OSBA board training. The questions that I bring forward in my role as a local school board member likely mirror a similar process for new board members statewide.

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

My leadership style is to include all members in the process. I enjoy seeing individual strengths and weaknesses coming together positively. This skill was a large part of helping me recruit volunteer firefighters to a numbers declining dept. The department is now flourishing as a result of everyone's efforts.

4. What do you see as the two most challenging issues faced by OSBA?

I see effectively serving such a diverse range of school boards along with navigating the sometimes rapidly changing federal laws as the two most challenging issues. I am certain there are other areas that I will become aware of as I move forward in my local school board.



5. What do you see as the two most challenging issues faced by your region?

I see funding and communication as the two most challenging issues. Gaining local community trust in leadership through effective communication and being able to foster an optimal educational environment where the funding often falls short is a tough combination.

6. What is your plan for communicating with boards in your region?

I would like to mirror a monthly email newsletter that I receive from one of our state representatives. A simple, straightforward newsletter that highlights the month's work, upcoming events, educational opportunities, grant programs, etc. with website links for further information. Also being directly available is integral to that process.

**Deadline: September 30, 2022, 5 pm**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

\_\_\_\_\_

# CANDIDATE PERSONAL/PROFESSIONAL RESUME

## OSBA Board of Directors

Name: Jason E. Curtis Date: 9/27/22

Address: \_\_\_\_\_

City / ZIP: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: jason.curtis@centrallinn.k12.or.us \_\_\_\_\_

District/ESD/CC: Central Linn School District \_\_\_\_\_

Term expires: June 2023 \_\_\_\_ Years on board: 2 MONTHS

**Deadline: Sept. 30, 2022, 5 pm**

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable.  
E-mail to: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)  
or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

N/A

**Other education board positions held/dates:**

N/A

**Occupation** (Include at least the past five years):

Employers:

Sandridge Charter School Full Time Teacher

Curtis Excavation, LLC Owner

Dates:

2001-2003

2003-Present

**Schools attended** (Include official name of school, where and when):

High school: Lebanon Union High School, Lebanon OR, 1993-1997

College: Oregon State University, Corvallis OR, 1997-2001

Degrees earned: BS in Elementary Education

Education honors and/or awards:

National Honor Society Member

Other applicable training or education:

N/A

**Activities, other state and local community services:**

Brownsville Rural Fire Dept. Volunteer (Current), Brownsville Recreation Center Volunteer Coach (Current), AYSO Soccer Volunteer Coach/Ref. (Past)

**Hobbies/special interests:**

Attending my children's sporting events, Motocross Racing, Reading Non-Fiction (My daughters say that isn't reading, but I greatly enjoy learning new things), Community Events

**Business/professional/civic group memberships; offices held and dates:**

Sharing Hands; Board Member 2014-2018

Brownsville Fire Association; Secretary, VP, President 2013-Present

Brownsville Chamber of Commerce; Member 2015-Present

**Additional comments:**

Thank you for your consideration

**Deadline: September 30, 2022, 5 pm**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

Date: September 13, 2022

TO: Sonja McKenzie, OSBA President-Elect  
Oregon School Boards Association  
1201 Court St NE, #400  
Salem, OR 97301  
Fax: 503-588-2813  
E-mail: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)

Nominations are due by 5 pm,  
September 30, 2022

Return this form and all candidate information forms to the OSBA office by email at [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Sonja McKenzie:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the Linn/Benton/Lincoln Region, Position # 10.

## BOARD CANDIDATE INFORMATION

Name: Jason Curtis

District/ESD/Community College: Central Linn School District

Address: 8109 Washburn St.

City: Brownsville, Oregon

ZIP: 97327

E-mail: jason.curtis@centrallinn.k12.or.us

Phone: 541-54545454

**This nomination was approved by official action of our board of directors at a duly called meeting on September 12, 2022.**



(Board Chair signature)

Board Chair name: David Karo

District: Central Linn School District

Address: 3243 HWY 228; P.O. Box 200

City: Halsey, Oregon

ZIP: 97348

# 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.

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

<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.

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 174.100  
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.370  
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 (2018).

R10/05/21 | LF

Workplace Harassment \* – GBEA  
2-2

■  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (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 (2020).  
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

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# OSBA Model Sample Policy

Code: GBEA-AR  
Revised/Reviewed:

## Workplace Harassment Reporting and Procedure

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administrative regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law. *oral witness of*

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082, 659A.112 or ORS 659A.370 must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

### Investigation Procedure

The *facility or building administrator* [position title(s)] [is] [are] responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves [position title(s)], the employee may report to [alternative position title(s)]. All reports of alleged workplace harassment behavior shall be investigated. *superintendent*

The investigator shall: *facility or building administrator*

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange *keep* such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

{A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the {superintendent} {human resources office}.

Step 2

keep  
If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the [superintendent] ~~or designee~~. Such appeal must be filed within {10} working days after receipt of the step 1 decision. The {superintendent} ~~or designee~~ shall review the investigators report and findings. The [superintendent] ~~or designee~~ will arrange such meetings with the complainant and other affected parties as deemed necessary by the [superintendent] [or designee] to discuss the appeal. The [superintendent] [or designee] shall provide a written decision to the complainant within {10} working days after receipt of the appeal.

Step 3

If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within {10} working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the [superintendent] ~~or designee~~ in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the [superintendent's] ~~or designee's~~ decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within {20} days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within {10} working days following completion of the hearing.

If the Board chooses not to hear the appeal, the {superintendent's} decision in Step 2 is final.

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information<sup>1</sup> required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within {30} days, in open session what action if any is warranted. The Board chair shall notify the complainant in writing within {10} days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

### Follow-up Procedures

<sup>1</sup> Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

*facility admin.*

The [position title] will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the [position title] received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The [position title] will document the record of this follow-up. The [position title] will continue follow-up in this manner until and unless the employee directs the [position title] in writing to stop.

### **Other Reporting Options and Filing Information**

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

### **Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.**

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

**Philomath School District  
Formal Workplace Harassment Complaint Form**

**COMPLAINANT PERSONAL INFORMATION**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Numbers: (Cell) \_\_\_\_\_ Work \_\_\_\_\_

If parent or public, description of relationship: \_\_\_\_\_

If student, campus location: \_\_\_\_\_

If employee, job title: \_\_\_\_\_

Employee's school / office location: \_\_\_\_\_

**Date Incident Occurred:**

Earliest \_\_\_\_\_

Latest \_\_\_\_\_

Continuing Action

**RESPONDENT INFORMATION:**

Please list the individual(s) alleged to have engaged in actions leading to complaint (if applicable):

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

**Nature of Complaint:**

Please specifically describe your complaint against the employee / official / program to which this form applies.

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- *Please attach evidence, if applicable.*

**Were there any witnesses to this matter?** (Please Circle) Yes No

If yes, please identify witnesses to the incident(s) or those who have knowledge of the incident(s). Please attach additional names if needed.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Did you discuss this matter with any of the witnesses previously identified?** (Please circle) Yes No

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Communication: \_\_\_\_\_

**Please identify any administrators, District employees, or law enforcement agency to whom you have reported your concerns:**

Reported to (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Describe how concerns were reported: \_\_\_\_\_

Results: \_\_\_\_\_

Reported to (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Describe how concerns were reported: \_\_\_\_\_

Results: \_\_\_\_\_

I certify the aforementioned is **true and correct.**

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint taken by: \_\_\_\_\_ Date \_\_\_\_\_

Title IX Coordinator/designee: \_\_\_\_\_ Date \_\_\_\_\_

Philomath SD  
~~[Name of District]~~  
~~[Address] | [Phone]~~

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

# Philomath School District 17J

Code: GCDA/GDDA-AR  
Revised/Reviewed: 11/19/12; 8/19/19  
Orig. Code: GCDA/GDDA-AR

## Criminal Records Checks and Fingerprinting

### Requirements

1. Any individual newly hired employee<sup>1</sup>, whether full time or part time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223 as a teacher, administrator, personnel specialist or school nurse, shall ~~submit~~ **be required** to ~~undergo a nationwide~~ criminal records check and fingerprinting.
2. Any individual ~~Individuals~~ applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a ~~nationwide~~ criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to ~~submit to a nationwide~~ criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a ~~district contractor<sup>2</sup> and its employees<sup>2</sup>~~, whether part-time or full-time, ~~hired~~ into a position having direct, unsupervised contact with students as determined by the district shall be required to ~~submit to~~ **undergo a nationwide** criminal records check and fingerprinting.

The superintendent will identify ~~district contractors~~ who are ~~present on district property and regularly interact with students and are~~ subject to such requirements.

5. Any community college faculty member providing instruction at ~~contractor or an employee of the site of an contractor who provides~~ early childhood ~~special~~ education program, a school site as part of an ~~or~~ early childhood program or at a grade K through 12 school site during the regular school day, ~~intervention services~~ shall be required to undergo a ~~nationwide~~ criminal records check and fingerprinting ~~with the Oregon Department of Education, Child Care Division.~~
6. Any ~~An~~ individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a ~~nationwide~~ criminal records check and fingerprinting.
7. ~~{<sup>4</sup> A Any person authorized by the district for~~ volunteer allowed by the district ~~service~~ into a position that has ~~allowing~~ direct, unsupervised contact with students ~~shall will be required to~~ undergo an ~~in-state Oregon~~ criminal records check.

<sup>1</sup> Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>2</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

~~<sup>3</sup> A contractor's employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.~~

<sup>4</sup> {If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal records checks on these volunteers. Choose the bracketed language options in 7, 8 and/or 9 of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy ICC – Volunteers with chosen language here.}



8. ~~[Any volunteer allowed to have direct, unsupervised contact with students, into in a volunteer position, identified in Board policy<sup>5</sup> by the district as requiring a fingerprint-based fingerprinting, shall be required to undergo a nationwide criminal records check, shall undergo a state and national criminal records check based on fingerprints.] and fingerprinting.~~
9. ~~[Any individual authorized by the district for volunteer service that is not likely to have direct, unsupervised contact with students [will] [will not] be required to undergo an in-state Oregon criminal records check.]~~

## Exceptions

A newly hired employee<sup>6</sup> is not subject to fingerprinting if:

~~The the district has evidence on file that the person successfully completed a state newly hired employee was previously checked through an Oregon and national FBI criminal records check for by a previous employer that was a school district. Evidence of the prior check will be either a copy of the criminal records check or private school, a written statement of verification from a supervisor or officer of the previous employer.~~

### Furthermore:

1. ~~The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and~~
2. ~~The district shall maintain evidence that the employee has not resided outside the state between the two periods of employment; or time working in the district.~~
10. {<sup>7</sup>} The Oregon Department of Education (ODE) determines the person:
  - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
  - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
  - c. Remained continuously licensed or registered with the TSPC.

## Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
  - d. Such criminal records checks and/or fingerprinting are required by law or Board policy;
  - e. Any action resulting from such checks completed by the ODE that impact employment, contract or volunteering may be appealed as a contested case to ODE; ~~;~~
  - f. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;
  - g. A refusal to consent to a required criminal records check and ~~checks or fingerprinting or fingerprinting falsely stating on district employment applications, contracts or ODE fingerprint forms as to conviction of a crime~~ shall result in immediate termination from employment [.] ~~[or] contract status [ or the ability to volunteer in the district];~~

<sup>5</sup> See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

<sup>6</sup> Any individual hired within the last three months.

<sup>7</sup> {This revision to TSPC rules sunsets July 1, 2024.}

- h. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts[,] ~~or~~ ODE forms ~~((written or electronic))~~ ~~(may)] will~~ result in immediate termination from employment or contract status;
- i. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status[;]

~~4. A volunteer candidate who knowingly made a false statement or has a conviction ~~been convicted~~ of the crimes ~~any crime~~ listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number [may] ~~(will)] result in immediate termination from the ability to volunteer in the district.] [The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.]~~~~

- 11. The district will provide the written notice described above through ~~such~~ means such as staff handbooks, employment applications, contracts ~~and contract~~ or [volunteer] forms.

### Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an

- 1. ~~Any~~ individual subject to criminal records checks and/or fingerprinting shall, ~~as part of the application process,~~ complete the appropriate forms authorizing such checks and ~~as provided by ODE.~~
- 1. ~~All individuals subject to fingerprinting pursuant to state law, are required to~~ report to an authorized fingerprinter ~~for fingerprinting~~ as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

- a. Employing district staff;
- b. Contracted agent of employing district; or
- c. Local or state law enforcement agency.

~~Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.~~

- 12. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
- 13. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment ~~(or), contract (or volunteering).~~
- 14. A copy of the fingerprinting results will be kept by the district.

### Fees

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors<sup>1</sup>, ~~and their employees and volunteers~~ shall be paid by the [individual] ~~district].~~

<sup>1</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

1. [An individual offered a contract or employment by the district may, only upon request, request that the amount of the fee be withheld from the amount otherwise due the individual in accordance with Oregon law.]
15. Fees associated with required criminal records checks for volunteers shall be paid by the ~~[individual]~~ [district].
16. ~~Fees associated with a required fingerprinting for volunteers shall be paid by the [individual]~~ [district].

**Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status**

A subject

1. ~~Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon:~~
  - a. ~~Refusal to consent to a criminal records check and/or fingerprinting; or~~
  - b. ~~Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified by law.~~
1. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
  - c. Refusal to consent to a criminal records check and/or fingerprinting; or
  - d. Notification<sup>9</sup> from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.
17. A subject individual ~~[may]~~ [will] be terminated from employment or contract status ~~superintendent~~ upon notification from the Superintendent of Public Instruction ~~or designee~~ that the employee has knowingly made a false statement as to the conviction of any crime.
18. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
19. ~~[A]Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit, when to a required, to a criminal records check to acquire or maintain such a fingerprint-based criminal records check volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.]~~
20. [If the district has been notified by the Superintendent of Public Instruction that a volunteer ~~an individual~~ knowingly made a false statement or has a conviction for ~~of~~ any crimes ~~crime~~ listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual ~~[individual will]~~ [may] be denied the ability to volunteer.]

<sup>9</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

21. <sup>Keep</sup> ~~[A Any~~ volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form ~~[will] [may]~~ be denied the ability to volunteer in the district.]

## Appeals

### A subject individual may appeal

~~All appeals regarding a determination from ODE that which prevents his/her employment or eligibility to contract with the district will be directed to the Superintendent of Public Instruction. Individuals eligible to appeal as a contested case under ORS 183.413 – 183.470 will be so notified in writing by ODE.~~

A volunteer may appeal a determination from ~~required to submit to~~ a fingerprint-based criminal records checks by ODE ~~check may appeal a determination~~ that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470. ~~if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.~~



# Philomath School District 17J

Code: IGBAF  
Adopted: 4/21/16  
Revised/Readopted: 8/19/19  
Orig. Code: IGBAF

## Special Education - Individualized Education Program (IEP)\*\*

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through 21<sup>;</sup> years of age, ~~including those who attend a public charter school located in the district,~~ including those who attend a public charter school located in the district, are placed in or referred to a private school or facility by the district, or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility or attends a private or parochial school, the district will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the district shall use other methods to ensure participation including but not limited to, individual or conference telephone calls or individual meetings.

END OF POLICY

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### Legal Reference(s):

[ORS 343.151](#)  
[ORS 343.155](#)

[OAR 581-015-2000](#)  
[OAR 581-015-2190](#)  
[OAR 581-015-2195](#)  
[OAR 581-015-2200](#)  
[OAR 581-015-2205](#)  
[OAR 581-015-2210](#)  
[OAR 581-015-2215](#)  
[OAR 581-015-2220](#)  
[OAR 581-015-2225](#)  
[OAR 581-015-2229](#)  
[OAR 581-015-2230](#)  
[OAR 581-015-2235](#)  
[OAR 581-015-2055](#)  
[OAR 581-015-2600](#)  
[OAR 581-015-2065](#)  
[OAR 581-015-2265](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5 to -300.6, 300.22 to -300.24, 300.34, 300.43, 300.105 to -106, 300.112, 320.325, 300.328, 300.501 (2012).

Special Education - Individualized Education Program (IEP)\*\* – IGBAF

# Philomath School District 17J

Code: IGBB  
Adopted: 5/16/11  
Revised/Readopted: 11/18/19; 6/16/22  
Orig. Code: IGBB

## Talented and Gifted Program

The district is committed to an educational program that recognizes, identifies and serves the unique strengths and needs of students identified as talented and gifted ~~students~~. Talented and gifted students demonstrate exceptional performance when compared to applicable developmental ~~are those who have been identified as academically talented and/~~ or learning progressions, with consideration given for variations in student's opportunity to learn and to culturally relevant indicators of ability ~~intellectually gifted~~.

The Board directs the superintendent to develop a process for ~~written~~ identification of ~~process for identifying academically~~ talented and ~~intellectually~~ gifted students in grades K through 12. [(See Board policy IGBBA – Talented and Gifted Students – Identification\*\*)]

Keep

The district will develop a

~~A~~ written plan ~~shall be developed that identifies programs or services needed to address the assessed levels of learning and accelerated rates~~ of instruction for talented and gifted ~~learning of identified~~ students ~~in accordance and provides an opportunity for the student's parents to discuss with law.~~ [that:

1. Includes a statement of the district policy on the education of talented and gifted students (this policy);
2. Identifies and assesses special talented and gifted programs and services available in the district;
3. States goals related to providing such programs and services, including timelines for achievement;
4. Describes the programs and services intended to accomplish stated goals;
5. Describes how ~~available to~~ the district provides parents an opportunity to discuss ~~student~~ and to provide input on ~~the~~ programs and services for their child;
6. Describes how the district will evaluate progress of the plan; and
7. States the name and contact information for the district's talented and gifted coordinator.

~~The~~ district shall submit such plan to the Oregon Department of Education (ODE) as directed.

~~The~~ plan will be provided at the school or the district office, when requested, and will be published on the district's website. The district website shall provide the name and contact information of the district's coordinator of special education and programs for talented and gifted. ~~The~~ district will annually report the name and contact information of the district's TAG coordinator ~~made available to ODE~~ ~~the student~~.

Keep

<sup>1</sup> For the list of complete requirements of the plan, see ORS 343.397(1).

[The district may also identify and provide programs for students who demonstrate outstanding ability or potential in creative ability in using original or nontraditional methods in thinking and producing; ~~abilities,~~ leadership ability in motivating the performance of others in educational or noneducational settings; and/or ability in the ~~abilities or unusual abilities in~~ visual or performing arts, such as dance, music or art.]

Complaints regarding programs and/or services can be filed in accordance with [Board Policy KL – Public Complaints, beginning at ~~Step 2~~]. The superintendent or designee may choose to convene a committee in making a decision. ~~the procedure in the accompanying administrative regulation, IGBB-AR - Complaints Regarding the Talented and Gifted Program and/or Services.]~~

END OF POLICY

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**Legal Reference(s):**

- [ORS 343.391 - 343.401](#)
- [ORS 343.407 - 343.413](#)
- [OAR 581-022-2325](#)
- [OAR 581-022-2330](#)
- [OAR 581-022-2370](#)
- [OAR 581-022-2500](#)



# Philomath School District 17J

Code: IGBBA  
Adopted: 5/15/11  
Revised/Readopted: 11/18/19  
Orig. Code: IGBBA

## Talented and Gifted Students-Identification

In order to serve ~~academically~~ talented and/or ~~intellectually~~ gifted (“TAG”) students in grades K through - 12, the district directs the superintendent ~~for designee~~ ~~[after due consideration of the input of staff, parents and the community]~~ to establish an ~~has established a written~~ identification process.

This process of identification shall include ~~at~~ as a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students ~~research based best practices to identify talented and gifted students from~~ under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student’s identification team to make a determination about the identification and eligibility of the ~~represented populations such as ethnic minorities~~, students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of ~~disabilities~~, students from historically underrepresented populations including, but not limited to:
  - a. Students who are racially/ethnically diverse;
  - b. Students experiencing disability;
4. Students who are culturally and/or linguistically diverse; ~~or economically disadvantaged~~
  - a. Students experiencing poverty; and
  - b. Students experiencing high mobility.
5. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
6. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team’s decision and the procedures and data used by the team to make the decision.

The district will provide professional development for staff assigned the responsibility for identification of talented and gifted students.

[The identification team may use sources of evidence described in OAR 581-022-2325(3) to provide students with multiple opportunities to demonstrate a pattern or preponderance of evidence of talent or giftedness.]

[Academic evidence reviewed shall align to the full depth, breadth, and complexity of Oregon's content standards and benchmarks. Standardized assessments used for academic/achievement-based identification shall include technical documentation demonstrating alignment or documentation of intended use for the purpose of TAG identification. Standardized assessments used for intellectually gifted identification shall include technical documentation demonstrating alignment to research-based best practices inclusive of students from underrepresented populations.]

When a student is identified for TAG, the district shall inform parents of the programs and services available to their student and provide an opportunity for parents to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents may request the withdrawal of their student from TAG at any time.

7. ~~Behavioral, learning, and/or performance information;~~
8. ~~Nationally standardized mental ability test for assistance in identifying intellectually gifted students; and~~
9. ~~Nationally standardized academic achievement test of reading or mathematics for assistance in identifying academically talented students.~~

~~Identified students shall score at or above the 97th percentile on at least one of the nationally standardized tests. Other students who demonstrate the potential to perform at the eligibility criteria level may also be identified.~~

If a parent is dissatisfied with the identification process or placement of their student, they may submit an appeal ~~the decision~~ through [Board policy KL - Public Complaints ~~After exhausting the district's appeal procedure~~ and begin at (Step 2) with the superintendent (or designee) ~~[the accompanying administrative regulation, IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement\*\*], receiving a final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction.~~

After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

END OF POLICY

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**Legal Reference(s):**

[ORS 343.395](#)  
[ORS 343.407](#)  
[ORS 343.409](#)  
[ORS 343.411](#)  
[OAR 581-021-0030](#)  
[OAR 581-022-2325](#)  
[OAR 581-022-2330](#)  
[OAR 581-022-2370](#)  
[OAR 581-022-2500](#)

# Philomath School District 17J

Code: JGAB  
Adopted: 3/16/17  
Revised/Readopted: 12/16/19  
Orig. Code(s): JGAB

## Use of Restraint or Seclusion\*\*

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object<sup>1</sup>, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

**The use of a seclusion cell is prohibited.**

<sup>1</sup> The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
12. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator[, or volunteer], it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

### Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.
  - a. "Restraint" does not include: Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
  - b. Assisting a student to complete a task if the student does not resist the physical contact; or
  - c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
    - (1) Break up a physical fight;
    - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
    - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.
13. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. **Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.**

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

14. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
15. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
16. "Substantial physical or bodily injury" means any impairment of the physical condition of a person that requires some form of medical treatment.
17. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.  
 "Mechanical restraint" does not include:
  - a. A protective or stabilizing device ordered by a licensed physician; or
  - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
18. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice for standard treatment of the student's medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.
19. "Prone restraint" means a restraint in which a student is held face down on the floor.
20. "Supine restraint" means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district, whether in an emergency or as a part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative ~~administrative~~ Rule (OAR) 581-021-0568.

The district shall utilize <sup>CPI</sup> ~~the [ ]~~ ~~law requires that you name the specific~~ training program of restraint or seclusion for use ~~] program~~ in the district. ~~line with state and federal law~~. As required by state regulation, the selected program shall be ~~one~~ <sup>One</sup> approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and ~~of~~ seclusion.

An annual review of the use of restraint ~~and~~ <sup>and</sup> seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;

~~[ The district must identify the program utilized for training.]~~

3. The total number of incidents involving seclusion;
4. The total number of seclusions in a locked room;
21. The total number of students placed in restraint;
22. The total number of students placed in seclusion;
23. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
24. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
25. The total number of restraint or seclusion incidents carried out by untrained individuals;
26. The demographic characteristics<sup>3</sup> of all students upon whom restraint or seclusion was imposed;
27. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

~~This~~**The** annual report shall be made available to the public at the district's main office and on the district's website, and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - **Public Complaints** and KL-AR - **Public Complaint Procedure**~~Complaints~~. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

**The**

~~A complainant, whether an organization who is a student, a parent or an individual guardian of a student attending school in the district or a person who resides in the district, may appeal a district's final decision by the Board to the Oregon Department of Education pursuant to Deputy Superintendent of Public Instruction as provided in OAR 581-002-0001 - 581-002-0023.~~**[0040. This appeal process is identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.]**

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of ~~physical~~ restraint or seclusion by district staff.

**END OF POLICY**

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<sup>3</sup> Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

**Legal Reference(s):**

[ORS 161.205](#)  
[ORS 339.250](#)  
[ORS 339.285](#)  
[ORS 339.288](#)  
[ORS 339.291](#)  
[ORS 339.294](#)  
[ORS 339.297](#)  
[ORS 339.300](#)  
[ORS 339.303](#)

[OAR 581-021-0061](#)  
[OAR 581-021-0550](#)  
[OAR 581-021-0553](#)  
[OAR 581-021-0556](#)  
[OAR 581-021-0563](#)  
[OAR 581-021-0566](#)  
[OAR 581-021-0568](#)  
[OAR 581-021-0569](#)  
[OAR 581-021-0570](#)  
[OAR 581-022-2267](#)  
[OAR 581-022-2370](#)

**Cross Reference(s):**

JGA - Corporal Punishment  
JGDA - Discipline of Students with Disabilities

