

Meeting Packet

REGULAR SESSION

5/18/2023

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

5/18/2023 07:00 PM

A. EXECUTIVE SESSION ~ 6:00 p.m.

to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and per ORS 192.660(2)(f) to consider information or records that are exempt from public inspection; and per ORS 192.660(2)(i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing; and per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Approval of Consent Agenda

[Consent Agenda \(p. 4\)](#)

[Check Listing \(p. 5\)](#)

[Regular Board Meeting Minutes April 20, 2023 \(p. 12\)](#)

[Resolution No. 2223-02 \(p. 17\)](#)

iii. Request for Agenda Modifications

2. Public Comment

C. REPORTS~

1. Presentation from Oregon Natural Resources Education Fund

2. Student Government Report

3. Student Representative to the Board Report

4. Association Reports

- PEA
- OSEA

- 5. CTE Update
- 6. Special Education Advisory Committee
- 7. Superintendent Report
- 8. Financial Report

- Board Report (p. 18)
- Financial Report (p. 20)
- PES Student Activities Report (p. 24)
- PMS Student Activities Report (p. 25)
- PHS Student Activities Report (p. 27)
- Enrollment Totals (p. 31)

D. STRATEGY AND DISCUSSION ~

- 1. Enrollment - Inter-district Transfers
- 2. Forest Property - Castle, Downing, and Other Options
- 3. Superintendent's Evaluation
- 4. Annual meeting with KVCS

E. DISCUSSION & ACTION ITEMS ~

- 1. Second Reading Policies
 - AC-AR (p. 32)
 - JFCF-AR (p. 37)
 - KL-AR(1) (p. 39)
- 2. Declaration of Reduction in Force
- 3. School Safety and Traffic Circulation Study
- 4. 2023-2024 PSD Calendar Update

F. MEETING CLOSURE ~

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

G. IMPORTANT DATES

May 25	Second Budget Committee Meeting, if needed
Jun 15	Regular Board Meeting & Budget Hearing
Jun 16	Last Day of School for Students

CONSENT AGENDA

May 18, 2023

Updated: 5/12/23 3:28 PM

A. List of Bills:

1. April 2023

B. Minutes:

1. Regular Session – April 20, 2023

C. Resolution:

1. Resolution No. 2223-02: A Resolution transferring appropriations between funds for fiscal year 2022-2023

D. Leave of Absence:

E. Out of State Travel:

F. Personnel/Staffing Adjustments:

1. Retirements:

- i. Joe DiGiovannangelo Sr.

2. Resignations:

- i. Rachel Olson, ES Teacher
- ii. Collin Korthauer, CPS Behavior Assistant
- iii. Sierra Lynn, CPS IA
- iv. Hailey Vandewiele, ES Music Teacher
- v. Karri McGovern, Playground Assistant

3. New Hires:

- i. Eric Beasley, BES & PES Principal

4. Temporary Hires

5. Staff Reassignments/Changes in FTE:

6. Coaches:

7. Extra Duty Assignments

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account:

From Date: 04/01/2023

To Date: 04/30/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
202	04/05/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$382.75	1399	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
203	04/12/2023	JOHNSON, DEBRA	\$264.19	1408	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
204	04/12/2023	MORAN, ALICIA	\$82.28	1408	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
205	04/24/2023	MORAN, ALICIA	\$95.04	1430	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
206	04/24/2023	PETTY CASH/SCH DIST 17J	\$200.95	1431	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
261	04/07/2023	HIGHLAND BOWL	\$1,224.00	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
262	04/07/2023	KILDEA, LAURA	\$45.23	1402	Printed	Expense	<input type="checkbox"/>		
263	04/07/2023	LATZ, JOLENE	\$458.10	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
264	04/07/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$677.25	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
265	04/07/2023	RING, PEGGY	\$137.15	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
266	04/07/2023	SKAAR, BRIAN	\$399.72	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
267	04/07/2023	SKAAR, LINDA	\$899.74	1402	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
268	04/11/2023	WEBB, SHANNON	\$802.32	1406	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
269	04/14/2023	CHAMBERS, KATHLEEN	\$37.77	1415	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
270	04/28/2023	PHILOMATH FOOD BANK	\$721.68	1441	Printed	Expense	<input type="checkbox"/>		
271	04/28/2023	SAPP, SOLIANA	\$167.50	1441	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1572	04/03/2023	EZ FLEX SPORTS MATS	\$8,965.00	1395	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1573	04/03/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$2,001.25	1395	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1574	04/05/2023	MO'S ENTERPRISES, INC.	\$1,980.00	1398	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1575	04/05/2023	OSAA	\$153.00	1398	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1576	04/05/2023	WEBBER, LEVI	\$1,000.00	1398	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1577	04/06/2023	KAR JUN LEUNG, ERIK	\$250.00	1401	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	

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1578	04/06/2023	PEDERSON, ROBIN	\$250.00	1401	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1579	04/06/2023	PETER, STEVE	\$250.00	1401	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1580	04/06/2023	POOLE, LISA	\$250.00	1401	Printed	Expense	<input type="checkbox"/>		
1581	04/06/2023	REDDAN, JAMES	\$250.00	1401	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1582	04/06/2023	SIME, DAVID	\$250.00	1401	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1583	04/12/2023	ATHLETIC TIMING	\$1,175.62	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1584	04/12/2023	BANKS HIGH SCHOOL	\$100.00	1407	Printed	Expense	<input type="checkbox"/>		
1585	04/12/2023	ECKER, BLAKE	\$160.00	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1586	04/12/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$766.00	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1587	04/12/2023	MO'S ENTERPRISES, INC.	\$90.00	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1588	04/12/2023	OSU MOTOR POOL	\$204.84	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1589	04/12/2023	WORLD'S FINEST CHOCOLATE	\$1,870.00	1407	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1591	04/13/2023	ARMORZONE	\$4,400.00	1411	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1592	04/13/2023	CREATIVE GRAPHICS	\$95.98	1411	Printed	Expense	<input type="checkbox"/>		
1593	04/13/2023	GEORGIE'S OF EUGENE	\$543.80	1411	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1594	04/17/2023	MPTV	\$138.93	1416	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1595	04/17/2023	MPTV	\$118.83	1418	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1596	04/19/2023	BEELART EMBROIDERY	\$3,050.00	1419	Printed	Expense	<input type="checkbox"/>		
1597	04/19/2023	CASCADE HIGH SCHOOL	\$1,096.40	1419	Printed	Expense	<input type="checkbox"/>		
1598	04/19/2023	NEWPORT HIGH SCHOOL	\$500.00	1419	Printed	Expense	<input type="checkbox"/>		
1599	04/19/2023	OSAA	\$320.00	1419	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1600	04/19/2023	SWEET HOME HIGH SCHOOL	\$150.00	1419	Printed	Expense	<input type="checkbox"/>		
1601	04/19/2023	TUMALO 10 LLC	\$690.12	1419	Printed	Expense	<input type="checkbox"/>		

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1602	04/19/2023	TWA PHOTOGRAPHY	\$234.00	1419	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
1603	04/19/2023	JUNCTION CITY HIGH SCHOOL	\$150.00	1423	Printed	Expense	<input type="checkbox"/>		
22043	04/06/2023	CINTAS CORP	\$5,394.12	1400	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22044	04/15/2023	BROOKS, DAVE	\$150.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22045	04/15/2023	CASH	\$200.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22046	04/15/2023	CERTIFIED SYSTEMS, INC.	\$6,495.30	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22047	04/15/2023	CHAMBERS, KATHLEEN	\$87.49	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22048	04/15/2023	CTX	\$671.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22049	04/15/2023	DEMCO INC.	\$1,078.51	1414	Printed	Expense	<input type="checkbox"/>		
22050	04/15/2023	E.D. HUGHES EXCAVATING, INC.	\$347.80	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22051	04/15/2023	ENVIRONMENTAL PROTECTION SERVICES	\$104.12	1414	Printed	Expense	<input type="checkbox"/>		
22052	04/15/2023	EZ FLEX SPORTS MATS	\$2,175.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22053	04/15/2023	GARRETT HEMANN ROBERTSON	\$3,039.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22054	04/15/2023	LAWRENCE CO	\$210.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22055	04/15/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$197.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22056	04/15/2023	LINN-BENTON COMMUNITY COLLEGE	\$1,079.37	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22057	04/15/2023	MAXIM HEALTHCARE STAFFING SERVICES, INC.	\$11,480.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22058	04/15/2023	MID-VALLEY BASKETBALL OFFICIALS ASSOC.	\$1,393.00	1414	Printed	Expense	<input type="checkbox"/>		
22059	04/15/2023	OSU MOTOR POOL	\$1,625.40	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22060	04/15/2023	PARCHMENT LLC	\$1,475.50	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22061	04/15/2023	PHILOMATH BOOSTER CLUB	\$100.00	1414	Printed	Expense	<input type="checkbox"/>		

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22062	04/15/2023	PLAYGROUND OUTFITTERS	\$1,435.00	1414	Printed	Expense	<input type="checkbox"/>		
22063	04/15/2023	READ NATURALLY	\$2,185.00	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22064	04/15/2023	ROTARY CLUB OF PHILOMATH	\$105.00	1414	Printed	Expense	<input type="checkbox"/>		
22065	04/15/2023	SCHAEFERS RECREATION	\$255.12	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22066	04/15/2023	THE HELLO FOUNDATION LLC	\$7,777.75	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22067	04/15/2023	TIMBER SUPPLY CO INC	\$802.86	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22068	04/15/2023	TWGW, INC.	\$89.27	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22069	04/15/2023	WALTER E. NELSON OF EUGENE	\$262.10	1414	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22070	04/15/2023	MPTV	\$2,440.93	1417	Printed	Expense	<input checked="" type="checkbox"/>	04/30/2023	
22071	04/28/2023	AFLAC	\$45.50	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22072	04/28/2023	AMERICAN FIDELITY - INS	\$3,948.21	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22073	04/28/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,726.12	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22074	04/28/2023	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22075	04/28/2023	INVESCO INVESTMENT SERVICES, INC.	\$4,277.48	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22076	04/28/2023	JEFFERSON CAPITAL SYSTEMS, LLC	\$758.21	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22077	04/28/2023	NEWPORT TRUST COMPANY	\$4,053.57	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22078	04/28/2023	OSEA	\$2,451.74	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22079	04/28/2023	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22080	04/28/2023	PHILOMATH EDUCATION ASSOC	\$665.00	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22081	04/28/2023	PRUDENTIAL ANNUITIES	\$1,064.30	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22082	04/28/2023	TEXAS LIFE	\$1,725.91	1432	Printed	Payroll Ded	<input type="checkbox"/>		

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22083	04/28/2023	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1432	Printed	Payroll Ded	<input type="checkbox"/>		
22084	04/28/2023	AT&T MOBILITY	\$140.85	1440	Printed	Expense	<input type="checkbox"/>		
22085	04/28/2023	AT&T ONENET SERVICE	\$25.23	1440	Printed	Expense	<input type="checkbox"/>		
22086	04/28/2023	BARK PLACE, THE	\$230.00	1440	Printed	Expense	<input type="checkbox"/>		
22087	04/28/2023	BATTERIES PLUS BULBS	\$201.12	1440	Printed	Expense	<input type="checkbox"/>		
22088	04/28/2023	BEACOCK MUSIC	\$59.98	1440	Printed	Expense	<input type="checkbox"/>		
22089	04/28/2023	BETTER PORTABLE TOILETS, INC.	\$628.00	1440	Printed	Expense	<input type="checkbox"/>		
22090	04/28/2023	CENTRAL WELDING SUPPLY CO., INC	\$136.31	1440	Printed	Expense	<input type="checkbox"/>		
22091	04/28/2023	CENTURYLINK	\$71.48	1440	Printed	Expense	<input type="checkbox"/>		
22092	04/28/2023	CINTAS CORP	\$7,346.29	1440	Printed	Expense	<input type="checkbox"/>		
22093	04/28/2023	CORVALLIS POWER EQUIPMENT	\$185.35	1440	Printed	Expense	<input type="checkbox"/>		
22094	04/28/2023	CRIMINAL INFORMATION SERVICES, INC.	\$153.00	1440	Printed	Expense	<input type="checkbox"/>		
22095	04/28/2023	CTX	\$1,722.84	1440	Printed	Expense	<input type="checkbox"/>		
22096	04/28/2023	DEPARTMENT OF ADMINSTRATIVE SERVICES	\$2,109.78	1440	Printed	Expense	<input type="checkbox"/>		
22097	04/28/2023	ELECTRIC GROUP, THE	\$1,065.00	1440	Printed	Expense	<input type="checkbox"/>		
22098	04/28/2023	FORESS SIGN & MANUFACTURING, LLC	\$2,821.88	1440	Printed	Expense	<input type="checkbox"/>		
22099	04/28/2023	HAMMERQUIST INC.	\$4,139.00	1440	Printed	Expense	<input type="checkbox"/>		
22100	04/28/2023	IMPERO SOLUTIONS, INC.	\$1,836.00	1440	Printed	Expense	<input type="checkbox"/>		
22101	04/28/2023	INGRAM LIBRARY SERVICES	\$587.42	1440	Printed	Expense	<input type="checkbox"/>		
22102	04/28/2023	LINN BENTON TRACTOR COMPANY	\$344.07	1440	Printed	Expense	<input type="checkbox"/>		
22103	04/28/2023	MAINLINE PUMP & IRRIGATION	\$13.80	1440	Printed	Expense	<input type="checkbox"/>		

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22104	04/28/2023	MID COLUMBIA BUS COMPANY, INC.	\$84,835.84	1440	Printed	Expense	<input type="checkbox"/>		
22105	04/28/2023	NAPA AUTO PARTS	\$1,155.88	1440	Printed	Expense	<input type="checkbox"/>		
22106	04/28/2023	NORTHWEST NATURAL GAS CO.	\$17,715.74	1440	Printed	Expense	<input type="checkbox"/>		
22107	04/28/2023	ODP BUSINESS SOLUTIONS, LLC	\$718.74	1440	Printed	Expense	<input type="checkbox"/>		
22108	04/28/2023	PACIFIC POWER	\$20,689.69	1440	Printed	Expense	<input type="checkbox"/>		
22109	04/28/2023	PAPE' MACHINERY	\$174.91	1440	Printed	Expense	<input type="checkbox"/>		
22110	04/28/2023	PEARSON VIRTUAL SCHOOLS USA	\$959.00	1440	Printed	Expense	<input type="checkbox"/>		
22111	04/28/2023	PERFORMANCE SYSTEMS INTEGRATION, LLC	\$1,565.00	1440	Printed	Expense	<input type="checkbox"/>		
22112	04/28/2023	PLATT ELECTRIC SUPPLY INC	\$52.99	1440	Printed	Expense	<input type="checkbox"/>		
22113	04/28/2023	ROGUE EDUCATIONAL CONSULTING	\$1,250.00	1440	Printed	Expense	<input type="checkbox"/>		
22114	04/28/2023	ROTO ROOTER	\$225.00	1440	Printed	Expense	<input type="checkbox"/>		
22115	04/28/2023	SCENARIO LEARNING, LLC	\$425.58	1440	Printed	Expense	<input type="checkbox"/>		
22116	04/28/2023	SPAETH LUMBER COMPANY	\$96.28	1440	Printed	Expense	<input type="checkbox"/>		
22117	04/28/2023	TOBII DYNAVOX, LLC	\$895.50	1440	Printed	Expense	<input type="checkbox"/>		
22118	04/28/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1440	Printed	Expense	<input type="checkbox"/>		
46088	04/28/2023	GRAFF, CYNTHIA S	\$81.07	30	Printed	Payroll	<input type="checkbox"/>		
46089	04/28/2023	BUSHNELL, DIANA B	\$543.85	30	Printed	Payroll	<input type="checkbox"/>		
46090	04/28/2023	LUCAS, BRIAN K	\$531.71	30	Printed	Payroll	<input type="checkbox"/>		
46091	04/28/2023	LAW, RANDALL K	\$516.97	30	Printed	Payroll	<input type="checkbox"/>		
46092	04/28/2023	SCHWINABART, DARLA J	\$2,139.78	30	Printed	Payroll	<input type="checkbox"/>		
46093	04/28/2023	SKAAR, LINDA M	\$4,136.77	30	Printed	Payroll	<input type="checkbox"/>		
46094	04/28/2023	VAN DER ZWAN, CHELSEA K	\$370.15	31	Printed	Payroll	<input type="checkbox"/>		

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Total Amount: \$282,371.04

End of Report

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

4/20/2023 07:00 PM

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

The Board convened into Executive Session at 5:30 pm Per ORS 192.660 (2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations; and per ORS 192.660 (2)(f) to consider records exempt by law from public inspection; and per 192.660 (2)(i) to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

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

1. **Call to Order:** Chairman Wells called the meeting to order at 7:07 pm.
 - i. **Pledge of Allegiance:** Chairman Dealy led us in The Pledge of Allegiance.
 - ii. **Approval of Consent Agenda:** Director Skinkis pointed out a typo that needs correction on the March minutes. Director Gudge moved to approve the minutes as corrected, and Director Dealy seconded the motion. The Board approved it unanimously. Motion passes 5-0.
 - iii. **Request for Agenda Modifications:** Chairman Wells added agenda item Student Representative to the Board under Strategy and Discussion (D1).
2. **Public Comment:** There were no public comments.

C. REPORTS~

1. **Student Government Report:** Brooke Moade reported that they had a tailgater on April 12th with good attendance even though the games were rained out. A freshman student, Ben McGovern, spearheaded a Spiderman No Way Home event, and he did a great job and it was a lot of fun. They made pancakes for students which everyone loved. ASB asked the freshman class what type of event they would like to have, and they said they wanted a chess tournament during lunch. It was very well attended. The blood drive is coming up. ASB elections for next year's officers are on May 10th. The prom is on May 6th and they are still looking for chaperones. There will be a dunk tank at the field day.
2. **Association Reports**
 - i. PEA: No report tonight.
 - ii. OSEA: OSEA reported that they are working with the superintendent in reviewing and updating position descriptions. They are trying to identify what is in each job

that is important to get feedback about. The Classified group has been working with the superintendent while the district takes over the food service program.

3. **CTE Update:** This will take place in May.

4. **Superintendent's Report**

- i. Susan reported that she would like to acknowledge National Teacher's Week, which is May 8 – 12th. National School Nurses Day is on May 10th which is near Florence Nightingale's birthday. She read the resolutions in support of these very important staff members. She said that it is a great opportunity to recognize these two strong groups of people.
- ii. Food service: They are in the final stages of negotiations with Corvallis SD. They will provide food and nutritional reporting. Philomath will hire staff, complete meal reports, free and reduced meal applications, and all the ancillary items that go with the program. Food service staff have been very involved in this transition. Corvallis has told them that they have a job. Individuals who currently work here will have the opportunity to remain in Philomath without having to reapply. New people will have to go through the customary hiring process. Corvallis will continue to take care of USDA nutrition guidelines.
- iii. Budget committee work session: The State of Oregon is at \$9.9 billion for the State School Fund, so Philomath needs to address budget deficits coming for the 23-24 school year. Graduating classes have more students than incoming students. She said they have estimated low, so they won't have to pay money back to the state. Philomath will only net \$150,000 over the current budget, so cuts will have to come. She doesn't know where they will cut. Jennifer Griffith, the District's Business Manager, has been working with Superintendent Halliday on the budget, and will share with the Board.
- iv. The ESD will work with teachers on the June 20th make-up day to teach them how to use Synergy.
- v. Bargaining with the licensed staff has begun with language conversations. Compensation conversations will be coming.
- vi. Kinder orientation was last Tuesday night, and Abby Couture, the principal of Clemens Primary School, reported that families joined via Zoom. Today, they registered over 20 students.
- vii. An autism resource fair also took place on Tuesday. Michelle Nielsen, the district's autism consultant from the ESD, hosted the event. There were over 25 representatives from various agencies, and it was well attended by people from all over the region.

5. **Financial Report**

- i. Jennifer Griffith reported that they are working on building the budget for the May 11th Budget Committee Meeting. She said that there are a few facility projects on the agenda, and Joey DiGiovannangelo is here to answer any questions about the projects. Director Dealy asked about a discrepancy in the enrollment report, and Jennifer explained that it is due to the way those numbers have been gathered from month to month. Director Gudge asked about the student summary report. She

asked if \$11,000 in the negative is normal for the athletics account. Jennifer said that, yes, it is normal for that to happen during this time of the year, but they will do a transfer and journal entry to fix it.

D. STRATEGY AND DISCUSSION ~

1. Student Representation:

- i. Director McMorran said that he talked to Jackson Holroyd and a few staff members, and the feedback was that the student should be more closely related to ASB. He asked the Board their thoughts on the selection process, and asked if they wanted to tie in the selection with ASB elections. Jackson said that he liked the selection process when he was chosen, and that they could possibly have a co-president serve. Director Dealy didn't feel like that it had to be tied with ASB. Director McMorran said he didn't think it had to be an ASB member, but it would be good if they had the same ASB class that ASB members attend, so they can work together. Director Gudge said that there could be some value in having the students elect the student, and then put it to a school vote. Chairman Wells asked Director McMorran if he was interested in spearheading the language changes. He said that he will make this happen in time to coincide with the ASB elections. Director Gudge requested feedback from Jackson on his experience as the Student Representative to the Board to be presented at the next Board meeting.

E. DISCUSSION & ACTION ITEMS~

1. HS Painting

- i. Joey DiGiovannangelo said he was surprised to see the differences in the two bids. He said that they will be painting and staining the high school. Director Dealy moved to accept bid for \$121,000.00 as presented from Mikowski Painting Company to paint the high school. Director McMorran seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.

2. CPS Covered Play Area

- i. Jennifer Griffith said that this is the second time that this project has been put out to bid, and the bids came in high. Director Dealy said that costs aren't going to go down, and he thinks that they should go forward with it. Joey suggested that KVCS real estate sale money should be used. The KVCS sales fund has \$320,000 currently, and in the end of the process, it will have over \$585,000 in the fund. Superintendent Halliday said that she, Joey and Jennifer talked about grants to try to cover a part of the costs, and to replace any money that is used from the KV sales fund. Chairman Wells said that the KV money is supposed to be used for land purchases. He said that he was on the Board when that deal was made. Joey said that they could make sure that the money is paid back. Chairman Wells doesn't want everyone to lose sight of what the money was allocated for; he said it was important to the Board at that time. Abby mentioned that she has two substantial grants from two organizations for the covered play area, and that they can solicit for more grants. The total cost is going to be over \$600,000. Jennifer did not present the bids knowing that we didn't have the money, but the Board can reallocate resources to the project. Director Gudge moved to allocate the resources needed

up to the deficit for the CPS covered play area from the KVCS Real Estate Fund, with the hope that additional grants will come in to payback the Real Estate Fund. Director Dealy seconded the motion. Motion passes 5-0.

3. Speed Signs on 19th Street

- i. Benton County reached out to find out if we wanted new signs that show how fast someone is driving. The Board is in favor of fixing the signs. Joey said that the District paid for the signs originally, but the city took them over, and he is in favor of the county replacing them.

4. Second Reading Policies

- i. AC-AR: Discrimination or Harassment Complaint Procedure: Director McMorran moved to approve policy AC-AR. Director Gudge seconded the motion. Chairman Wells questioned the various definitions of “days”. They talked about going to either school days, or calendar days. Director Gudge suggested making a glossary with definitions of days. Director Gudge said that she would prefer to not get into a granular level on the policies. This was tabled pending definitions of days.
 - ii. EFA: Local Wellness Program: Director Dealy moved to approve policy EFA. Director Gudge seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.
 - iii. IGBAF-AR: Special Education: Director Dealy moved to approve policy IGBAF-AR. Director Gudge seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.
 - iv. IGBHD: Program Exemptions: Director Gudge moved to approve policy IGBHD. Director McMorran seconded the motion. Motion passes 5-0.
 - v. IKC: Class Rankings: Director McMorran wants to amend the policy to replace “handbook” with “policy IKFB-AR”. Director Dealy moved to approve the policy with the changes. Director Gudge seconded the motion. The Board unanimously approved the policy. Motion passes 5-0.
 - vi. IKF: Graduation Requirements: Director Gudge thanked Superintendent Halliday for putting the data from this policy into tables making it much easier to read. Director Gudge moved to approve policy IKF. Director Dealy seconded the motion. The Board unanimously approved the policy. Motion passes 5-0.
 - vii. JFCF-AR: Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence Reporting Procedures – Students: this was tabled pending clarification of definition of days.
 - viii. JGE: Expulsion: Delete
 - ix. JGE: Expulsion: Proposed: Director Dealy moved to delete the current policy JGE, and to adopt the new proposed JGE. Director Skinkis seconded the motion. The Board unanimously approved the policy changes. Motion passes 5-0.
 - x. KL-AR(1): Public Complaint Procedure: This was tabled pending clarification of the definition of the various types of days listed.
- 5. 2023-2024 District Calendar:** Director Gudge moved to approve the 23-24 District calendar as presented. Director McMorran seconded the motion. The Board unanimously approved the calendar. Motion passes 5-0.

F. MEETING CLOSURE ~

1. Next Meeting Agenda Items:

- i. Schedule meeting with KVCS; 24-25 district calendar; policies; reflections from the current student representative. Director Gudge will not be able to attend the May Board Meeting.

2. Board Thanks

- i. Director Dealy thanked all staff for making our great district. Director McMorran thanked Jackson for being the Student Representative to the Board. Director Gudge thanked everyone involved in making the food service change happen. Director Skinkis thanked the teachers. She wished money were not an object because there is not a dollar amount that encompasses all that they do. Chairman Wells thanked all staff. He thanked Jennifer for working on the budget and negotiations. He thanked the volunteers who will be working on the baseball and softball field improvements.

3. Board Requests

- i. Director Skinkis requested that Jennifer be able to phone in for bargaining since she has students who play sports.

4. Adjournment: 9:01 pm.

Board Chair

Superintendent

Date



Philomath School District 17J

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

RESOLUTION NO. 2223-02

A RESOLUTION TRANSFERRING APPROPRIATIONS BETWEEN FUNDS FOR FISCAL YEAR 2022-2023

WHEREAS, the Board of Directors has determined that an adjustment in appropriations in the Trust & Agency Funds are needed for the purpose of reclassifying previously appropriated costs.

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

The budget for fiscal year 2022-2023 is hereby amended, and the amounts appropriated by the Board of Directors under Resolution 2223-02 for the General fund and the Pool Operation Fund are hereby amended as follows:

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<i>General Fund</i>			
Support Services	\$ 7,586,752	(\$90,000)	\$ 7,496,752
Transfers	\$ 475,000	\$ 90,000	\$ 565,000
<i>Pool Operation Fund 295</i>			
Resource: Transfers In	\$ 50,000	\$ 90,000	\$ 140,000
Instruction	\$ 16,572	\$ 10,000	\$ 26,572
Support Services	\$ 14,891	\$ 10,000	\$ 24,891
Enterprise & Community	\$ 129,037	\$ 70,000	\$ 199,037

Passed by the Board of Directors of Philomath School District this 18th day of May 2023.

By: _____
Rick Wells, Chairperson

By: _____
Susan Halliday, Superintendent



Philomath School District

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

May 18, 2023

Board Members:

We have one Budget Resolution for the Board to approve. This resolution moves funds from the General Fund to the Pool Operating fund to cover operating expenses for the year.

The Oregon Department of Education has finished reconciling the State School Fund grant for the 2021-22 school year. Our district saw a positive adjustment of \$144,966, as well as an additional payment for our High Cost Disability grant. These amounts will be added to the regular May SSF distribution for this year.

On another positive note, the State awards a Local Option Levy Equalization Grant (LOEG) each year to those districts that have a Local Option Levy, based on assessed values of property taxes vs. property values. The distribution of the LOEG for this year is higher than we anticipated, which will help in boosting our Ending Fund Balance as we close out this year.

Enclosed you shall find the financial reports for the period ending April 30, 2023.

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>May 2023</u>	<u>May 2022</u>	<u>Change</u>
CPS	166	167	-1
PES	355	344	11
BL	33	22	11
PMS	331	342	-11
PHS	413	384	29
PA	84	96	-12
KVCS	<u>181</u>	<u>193</u>	<u>-12</u>
Subtotal	<u>1563</u>	<u>1548</u>	<u>15</u>
Part-Time	<u>27</u>	<u>11</u>	<u>16</u>
Total	<u>1590</u>	<u>1559</u>	<u>31</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>May 2023</u>	<u>April 2023</u>	<u>Change</u>
CPS	166	167	-1
PES	355	353	2
BL	33	31	2
PMS	331	328	3
PHS	413	410	3
PA	84	83	1
KVCS	<u>181</u>	<u>185</u>	<u>-4</u>
Subtotal	<u>1563</u>	<u>1557</u>	<u>6</u>
Part-Time	<u>27</u>	<u>27</u>	<u>0</u>
Total	<u>1590</u>	<u>1584</u>	<u>6</u>

April 2023 General Fund Expenditures totaled \$1,803,323. Expenditures that exceed \$10,000 are as follows:

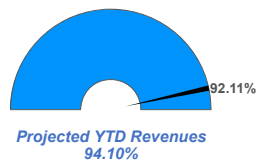
- Maxim Healthcare Staff Services \$ 11,480 (Contract SPED teacher)
- Northwest Natural Gas \$ 17,716 (monthly gas bill)
- Pacific Power \$ 20,689 (monthly power bill)
- Mid-Columbia Bus Company \$ 84,836 (Bus Transportation – Mar 2023)
- Kings Valley Charter School \$ 206,345 (April Payment)

Respectfully Submitted,
Jennifer Griffith
Business Manager

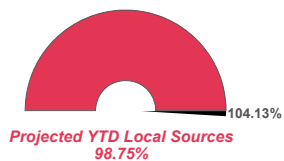
100 General Fund Revenue Dashboard Summary

For the Period Ending April 30, 2023

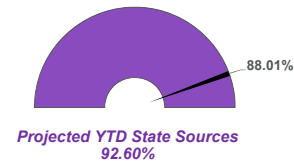
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

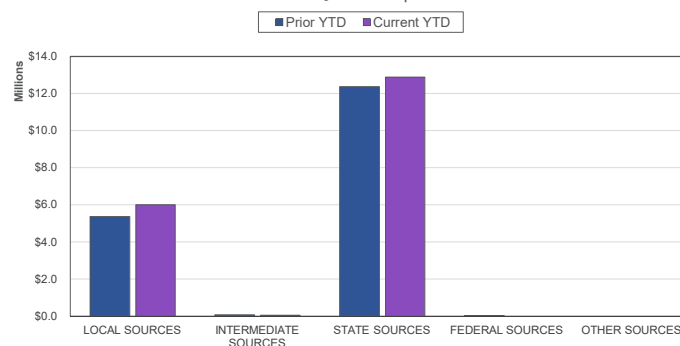


General Fund Revenues

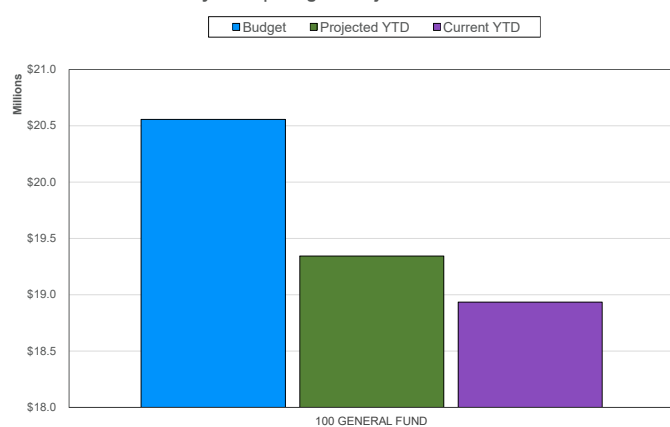
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$12,835,617
Property Taxes	\$4,358,563
Resources - Beginning Fund Balance	\$1,689,314
Local Option Levy Taxes	\$1,270,659
Interest On Investments	\$204,454
Kings Valley Charter School Fees	\$106,146
Restricted Grants-In-Aid	\$57,089
Severe Disabilities Reimbursement	\$44,688
Miscellaneous	\$28,798
Rentals	\$20,285
Percent of Total Revenues Year-to-Date	99.96%

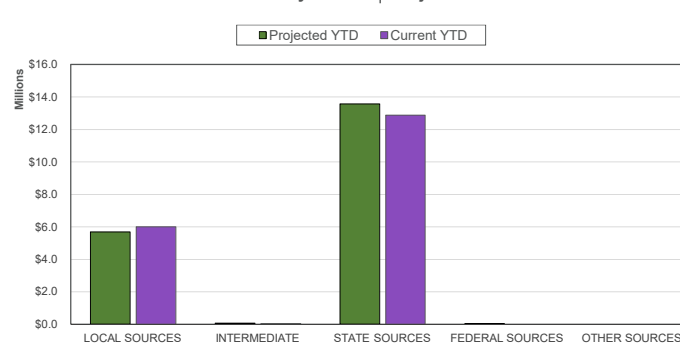
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



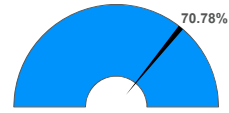
General Fund Revenue by Source | Projected YTD vs. Current YTD



100 General Fund Expense Dashboard Summary

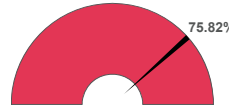
For the Period Ending April 30, 2023

Actual YTD Expenditures



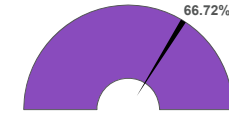
Projected YTD Expenditures
70.71%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
76.90%

Actual YTD Other Objects



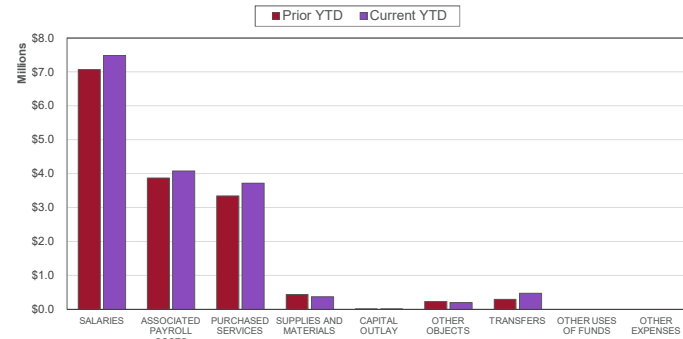
Projected YTD Other Objects
65.74%

General Fund Expenditures

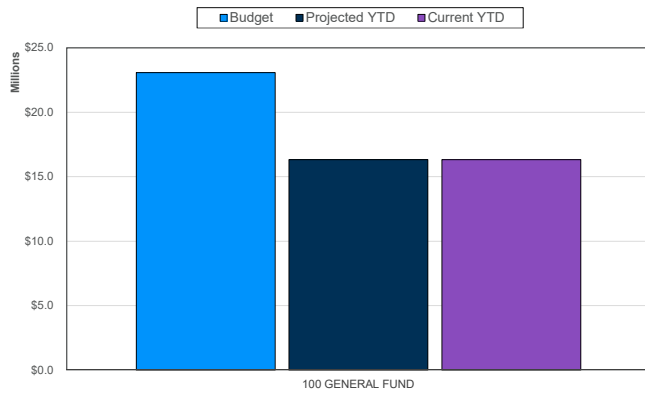
Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$3,734,393
Charter School Payments, Adm	\$1,714,627
Classified Salaries	\$1,494,904
Medical Insurance	\$1,241,762
Public Employees Retirement System	\$1,120,175
Administrator Salaries	\$1,049,640
Unrepresented Salaries	\$572,459
Pers Bond 1	\$569,506
Social Security Administration	\$557,989
Charter School, Remote Elementary	\$540,020
Percent of Total Expenditures Year-to-Date	77.13%

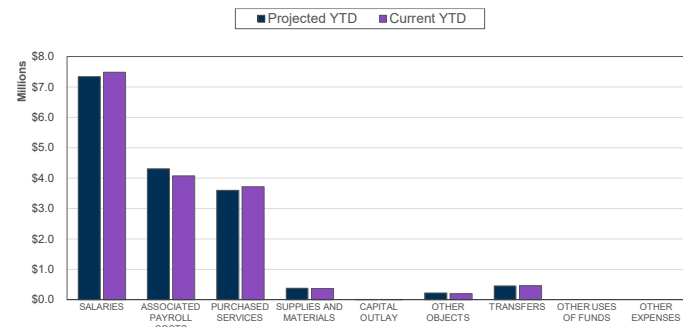
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



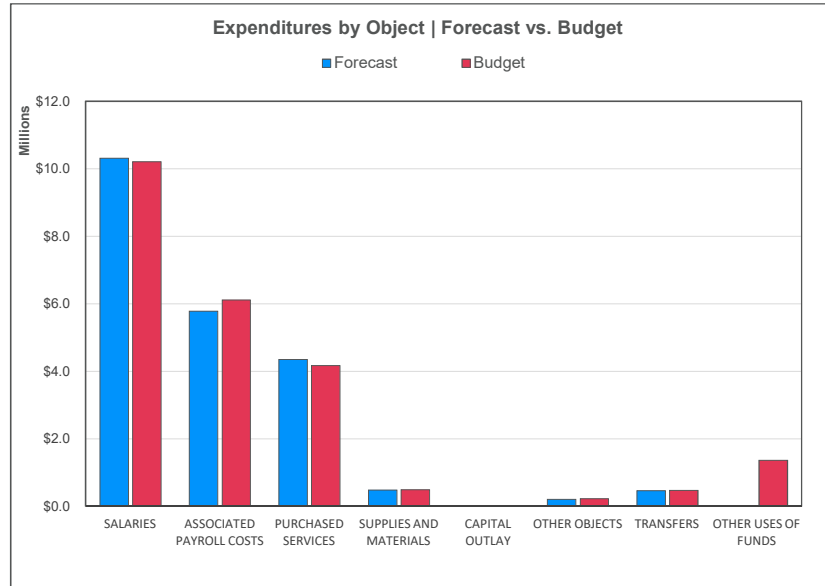
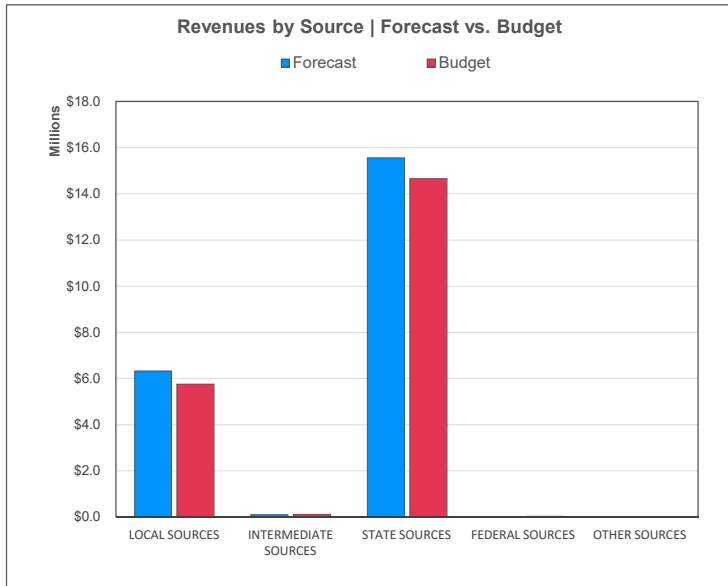
General Fund Expenditures by Object | Projected YTD vs. Current YTD



100 General Fund | Financial Projection by Object

For the Period Ending April 30, 2023

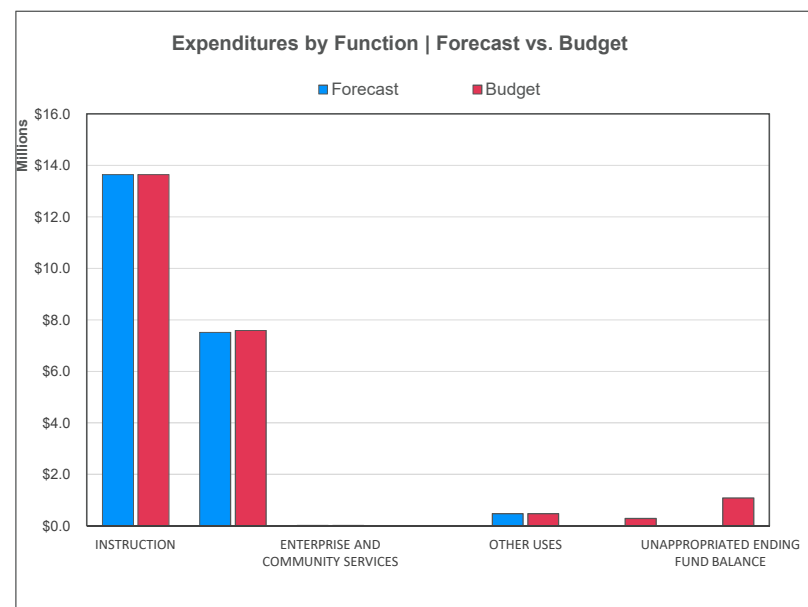
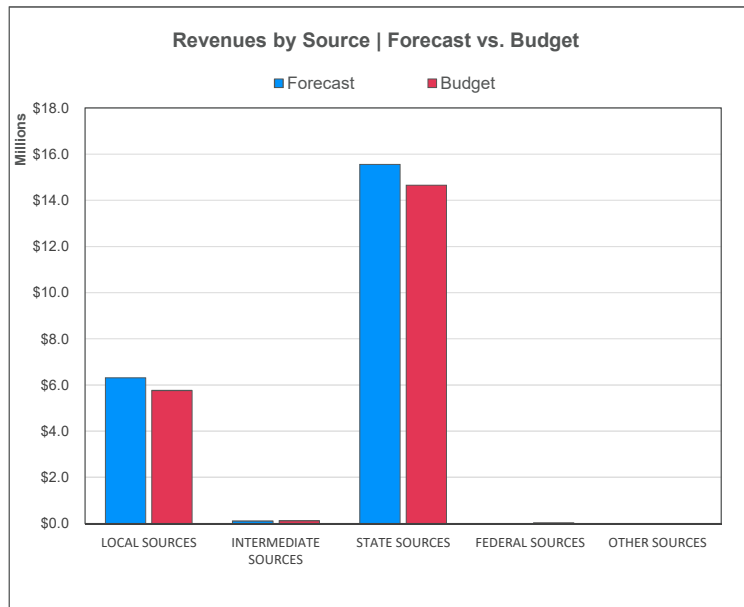
	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,514,838	\$ 1,689,314	\$ -	\$ 1,689,314	\$ 2,514,539	\$ (825,225)
REVENUES						
Local Sources	5,358,770	5,996,842	325,192	6,322,034	5,759,224	562,810
Intermediate Sources	62,547	45,594	56,847	102,441	118,000	(15,559)
State Sources	12,372,757	12,892,706	2,661,106	15,553,812	14,649,672	904,140
Federal Sources	38,257	-	-	-	30,000	(30,000)
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 17,832,332	\$ 18,935,143	\$ 3,043,144	\$ 21,978,287	\$ 20,556,896	\$ 1,421,391
EXPENDITURES						
Salaries	\$ 7,071,100	\$ 7,484,813	\$ 2,831,601	\$ 10,316,413	\$ 10,208,469	\$ (107,944)
Associated Payroll Costs	3,873,357	4,080,991	1,704,511	5,785,502	6,118,986	333,484
Purchased Services	3,340,847	3,720,265	635,408	4,355,673	4,170,153	(185,520)
Supplies and Materials	433,321	372,749	114,859	487,608	490,821	3,213
Capital Outlay	7,178	502	517	1,019	8,800	7,781
Other Objects	227,707	199,887	6,448	206,334	231,520	25,186
Transfers	293,692	470,000	-	470,000	475,000	5,000
Other Uses of Funds	-	-	-	-	1,367,686	1,367,686
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 15,247,203	\$ 16,329,206	\$ 5,293,344	\$ 21,622,550	\$ 23,071,435	\$ 1,448,885
SURPLUS / (DEFICIT)	\$ 2,585,129	\$ 2,605,937	\$ (2,250,199)	\$ 355,737	\$ (2,514,539)	
ENDING FUND BALANCE				\$ 2,045,051		



100 General Fund | Financial Projection by Function

For the Period Ending April 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,514,838	\$ 1,689,314	\$ -	\$ 1,689,314	\$ 2,514,539	\$ (825,225)
REVENUES						
Local Sources	5,358,770	5,996,842	325,192	6,322,034	5,759,224	562,810
Intermediate Sources	62,547	45,594	56,847	102,441	118,000	(15,559)
State Sources	12,372,757	12,892,706	2,661,106	15,553,812	14,649,672	904,140
Federal Sources	38,257	-	-	-	30,000	(30,000)
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 17,832,332	\$ 18,935,143	\$ 3,043,144	\$ 21,978,287	\$ 20,556,896	\$ 1,421,391
EXPENDITURES						
Instruction	\$ 9,470,198	\$ 9,924,116	\$ 3,714,277	\$ 13,638,393	\$ 13,638,286	\$ (107)
Support Services	5,481,519	5,935,090	1,578,079	7,513,170	7,586,752	73,582
Enterprise and Community Services	1,794	-	988	988	3,711	2,723
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	293,692	470,000	-	470,000	475,000	5,000
Contingencies	-	-	-	-	288,979	288,979
Unappropriated Ending Fund Balance	-	-	-	-	1,078,707	1,078,707
TOTAL EXPENDITURES	\$ 15,247,203	\$ 16,329,206	\$ 5,293,344	\$ 21,622,550	\$ 23,071,435	\$ 1,448,884
SURPLUS / (DEFICIT)	\$ 2,585,129	\$ 2,605,937	\$ (2,250,199)	\$ 355,737	\$ (2,514,539)	\$ 2,870,275
Projected Year End Fund Balance				\$ 2,045,051		



Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022

To: 6/30/2023

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	9,530.69	7,505.00	(5,881.88)	11,153.81	.00	11,153.81
284.0000.9701.097.797.811 PES BE KIND	47.11	.00	.00	47.11	.00	47.11
284.0000.9701.097.797.812 PES Blodgett	8,420.09	1,340.43	(2,631.95)	7,128.57	.00	7,128.57
284.0000.9701.097.797.815 CPS Donations	4,802.88	13,211.60	(14,688.43)	3,326.05	.00	3,326.05
284.0000.9701.097.797.816 PES Grants	4,723.98	1,000.00	(1,713.09)	4,010.89	.00	4,010.89
284.0000.9701.097.797.826 PES Field Trips	3,345.29	.00	(3,345.29)	.00	.00	.00
284.0000.9701.097.797.827 PES Library	563.66	.00	(55.97)	507.69	.00	507.69
284.0000.9701.097.797.828 PES Donations-Unrestricted	2,150.06	8,348.60	(5,180.09)	5,318.57	.00	5,318.57
284.0000.9701.097.797.830 PES Music	(138.22)	.00	(35.21)	(173.43)	.00	(173.43)
284.0000.9701.097.797.840 PES School Enhancement	25.30	8.83	.00	34.13	.00	34.13
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	393.86	865.00	(483.68)	775.18	.00	775.18
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	(217.35)	2,461.31	.00	2,243.96	.00	2,243.96
284.0000.9701.097.797.847 PES Students in Need	312.71	(340.00)	(35.14)	(62.43)	.00	(62.43)
284.0000.9701.097.797.849 CPS Students in Need	(419.56)	400.00	(10.24)	(29.80)	.00	(29.80)
284.0000.9701.097.797.850 PES School Supplies	1,315.82	.00	(1,315.82)	.00	.00	.00
GRAND TOTALS	34,811.11	34,800.77	(35,376.79)	34,235.09	.00	34,235.09

End of Report

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	573.00	265.00	.00	838.00	.00	838.00
285.0000.9701.098.798.501 PMS Art	1,066.99	360.00	(305.95)	1,121.04	.00	1,121.04
285.0000.9701.098.798.502 PMS Athletics	3,708.99	350.00	(607.48)	3,451.51	.00	3,451.51
285.0000.9701.098.798.503 PMS Band	5,187.66	.00	(1,111.30)	4,076.36	.00	4,076.36
285.0000.9701.098.798.504 PMS Band Repair/Replace	1,572.76	.00	(1,093.00)	479.76	.00	479.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	682.56	.00	(10.60)	671.96	.00	671.96
285.0000.9701.098.798.508 PMS Drama	10,181.66	8,640.97	(6,588.47)	12,234.16	.00	12,234.16
285.0000.9701.098.798.510 PMS Library	193.37	500.00	(685.90)	7.47	.00	7.47
285.0000.9701.098.798.511 PMS Life Skills	662.55	199.94	(206.86)	655.63	(300.00)	355.63
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
285.0000.9701.098.798.519 PMS School Enhancement	1,524.10	743.43	(1,351.59)	915.94	(470.35)	445.59
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	711.60	585.00	(365.25)	931.35	(200.00)	731.35
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,701.14	.00	(272.15)	1,428.99	.00	1,428.99
285.0000.9701.098.798.523 PMS Student Body Fees	15,227.60	8,340.00	(8,725.76)	14,841.84	.00	14,841.84
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
285.0000.9701.098.798.530 PMS Oregon Research Institute	4,946.25	.00	(2,822.51)	2,123.74	.00	2,123.74

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	120.00	250.00	(65.00)	305.00	.00	305.00
285.0000.9701.098.798.535 PMS School Supplies	.00	10.00	.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	837.01	255.00	(591.73)	500.28	.00	500.28
GRAND TOTALS	81,597.63	20,499.34	(23,803.55)	78,293.42	(970.35)	77,323.07

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Begining Fund Balance Student Activities	(302.41)	85.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	185.05	.00	(35.96)	149.09	.00	149.09
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	3,978.42	2,051.81	(3,129.57)	2,900.66	1,272.94	4,173.60
286.0000.9701.000.799.605 PHS Art Club	.00	432.00	.00	432.00	.00	432.00
286.0000.9701.099.799.606 PHS ASB	2,739.77	11,938.30	(7,091.39)	7,586.68	(1,067.28)	6,519.40
286.0000.9701.099.799.607 PHS Athletic Officials	(10,723.52)	24,817.87	(31,959.01)	(17,864.66)	950.00	(16,914.66)
286.0000.9701.099.799.611 PHS Athletics	9,436.31	20,157.79	(18,802.75)	10,791.35	1,462.02	12,253.37
286.0000.9701.099.799.612 PHS AV Technology	(278.51)	.00	278.51	.00	.00	.00
286.0000.9701.099.799.613 PHS Baseball	2,578.51	24,277.57	(17,454.36)	9,401.72	(4,002.75)	5,398.97
286.0000.9701.099.799.616 PHS Botany	2,630.11	980.00	(574.49)	3,035.62	.00	3,035.62
286.0000.9701.099.799.617 PHS Boys Basketball	15,822.75	16,505.00	(16,924.70)	15,403.05	(2,720.16)	12,682.89
286.0000.9701.099.799.618 PHS Cheerleading	10,302.25	29,424.29	(30,879.04)	8,847.50	(843.00)	8,004.50
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	1,217.06	.00	(762.00)	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	4,861.79	5,353.60	(1,959.29)	8,256.10	(987.35)	7,268.75
286.0000.9701.099.799.622 PHS Dance Team	6,112.19	16,018.34	(16,046.67)	6,083.86	(286.00)	5,797.86
286.0000.9701.099.799.625 PHS Donation	693.01	75.00	.00	768.01	.00	768.01
286.0000.9701.099.799.627 PHS Driver Education	2,325.00	12,475.00	.00	14,800.00	.00	14,800.00
286.0000.9701.099.799.633 PHS First Team	8,871.64	8,321.20	(9,911.18)	7,281.66	(362.60)	6,919.06
286.0000.9701.099.799.635 PHS Foods	4,094.16	2,790.00	(1,653.09)	5,231.07	.00	5,231.07
286.0000.9701.099.799.636 PHS Football	9,382.72	10,890.00	(13,589.49)	6,683.23	2,729.21	9,412.44

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.637 PHS Forestry	13,151.36	3,049.36	(5,851.93)	10,348.79	106.25	10,455.04
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	322.34	355.20	(324.00)	353.54	.00	353.54
286.0000.9701.099.799.640 PHS Girls Basketball	10,577.37	15,337.00	(21,091.00)	4,823.37	(3,800.82)	1,022.55
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	26.96	.00	(103.05)	(76.09)	.00	(76.09)
286.0000.9701.099.799.642 PHS Green Team	151.56	174.00	(77.61)	247.95	.00	247.95
286.0000.9701.099.799.643 PHS Racial Equity Club	107.00	.00	(100.00)	7.00	.00	7.00
286.0000.9701.099.799.644 PHS Life Skills	1,777.30	475.00	(1,309.32)	942.98	.00	942.98
286.0000.9701.099.799.645 PHS Library	504.51	.00	(520.64)	(16.13)	.00	(16.13)
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	7,784.92	1,475.97	(4,187.43)	5,073.46	842.84	5,916.30
286.0000.9701.099.799.652 PHS Misc Books	428.73	3.50	(426.45)	5.78	.00	5.78
286.0000.9701.099.799.653 PHS Music Band	1,591.84	4,836.00	(4,456.38)	1,971.46	.00	1,971.46
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	(1,400.00)	10,524.09	.00	10,524.09
286.0000.9701.099.799.656 PHS National Honor Society	2,385.39	885.00	(1,526.97)	1,743.42	.00	1,743.42
286.0000.9701.099.799.657 PHS Oregon West Account	.00	19,370.76	(11,915.13)	7,455.63	(310.50)	7,145.13
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	(250.00)	125.74	.00	125.74
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,797.50	.00	.00	1,797.50	.00	1,797.50

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.665 PHS Preschool	3,698.22	3,800.00	(5,529.42)	1,968.80	.00	1,968.80
286.0000.9701.099.799.666 PHS Prom	1,613.78	7,176.73	(3,370.00)	5,420.51	(500.00)	4,920.51
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	750.00	.00	1,450.77	.00	1,450.77
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos-BES fundraiser	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.674 PHS School Enhancement	6,496.87	2,392.01	(621.18)	8,267.70	.00	8,267.70
286.0000.9701.099.799.675 PHS School of Business	3,006.11	.00	(466.47)	2,539.64	.00	2,539.64
286.0000.9701.099.799.676 PHS Science	27.45	500.00	(527.45)	.00	.00	.00
286.0000.9701.099.799.678 PHS Soccer Boys	1,042.79	4,776.12	(3,919.00)	1,899.91	(777.20)	1,122.71
286.0000.9701.099.799.679 PHS Soccer Girls	850.69	4,232.89	(4,256.29)	827.29	.00	827.29
286.0000.9701.099.799.680 PHS Softball	11,490.25	9,036.00	(11,812.97)	8,713.28	(1,492.22)	7,221.06
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	1,131.79	.00	(133.91)	997.88	.00	997.88
286.0000.9701.099.799.684 PHS Student Body Fee	1,385.00	14,171.00	(15,406.00)	150.00	.00	150.00
286.0000.9701.099.799.686 PHS Swim Team	1,346.24	2,920.06	(3,033.01)	1,233.29	(162.50)	1,070.79
286.0000.9701.099.799.687 PHS Tennis	6,304.25	3,170.00	(1,379.18)	8,095.07	(1,678.00)	6,417.07
286.0000.9701.099.799.689 PHS Theatre	1,532.74	3,617.58	(2,263.66)	2,886.66	(900.00)	1,986.66
286.0000.9701.099.799.690 PHS Track	1,262.29	1,072.00	(2,135.62)	198.67	(903.75)	(705.08)
286.0000.9701.099.799.693 PHS Volleyball	4,508.84	6,888.50	(6,503.69)	4,893.65	325.00	5,218.65
286.0000.9701.099.799.695 PHS Warrior Wellness	937.75	778.68	1,552.25	3,268.68	(26.00)	3,242.68
286.0000.9701.099.799.696 PHS Wrestling	897.08	8,036.97	(9,450.30)	(516.25)	.00	(516.25)
286.0000.9701.099.799.697 PHS Yearbook	22,470.09	8,115.00	(13,544.76)	17,040.33	(12,483.78)	4,556.55

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286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	5,438.90	.00	.00	5,438.90	.00	5,438.90
286.0000.9701.099.799.705 HS Student Transcript Fees	991.61	192.50	(1,139.00)	45.11	.00	45.11
286.0000.9701.099.799.708 Pool Timing System Fundraiser	.00	3,010.00	(3,812.93)	(802.93)	.00	(802.93)
GRAND TOTALS	207,845.14	317,190.60	(312,290.69)	212,745.05	(25,615.65)	187,129.40

End of Report

2022 / 2023 SCHOOL YEAR
ENROLLMENT FIGURES as of: May 18, 2023

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time	
Kindergarten	109	85	5			0	1	18		
1st	110	<u>81</u>	7			1	2	19		
2nd	114	92	8			0		14		
3rd	91	74	5			2		10		
4th	118	89	<u>8</u>			2		19		
5th	116	<u>100</u>				1		15		
6th	128			114		1		13		
7th	137			113		5		19		
8th	125			<u>104</u>		5	2	14		
9th	159				130	14		15		
10th	145				117	13		15		
11th	125				93	23	1	8		
12th	113				<u>73</u>	<u>17</u>	<u>19</u>	2	2	
Totals		<u>166</u>	<u>355</u>	<u>33</u>	<u>331</u>	<u>413</u>	<u>84</u>	<u>25</u>	<u>181</u>	<u>2</u>

TOTAL FULL-TIME ENROLLMENT - All Schools 1,563

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

School	09/15	10/20	11/17	12/12	01/19	02/16	03/14	04/20	05/18	06/15
CPS	169	167	167	167	165	165	166	167	166	
PES	348	350	350	350	349	352	352	353	355	
BL	28	27	27	27	29	30	31	31	33	
PMS	331	330	332	329	329	333	334	328	331	
PHS	471	458	456	448	431	444	443	410	413	
Academy	57	69	70	74	82	82	81	83	84	
KVCS	209	204	206	199	197	194	191	185	181	
SubTotal	1,613	1,605	1,608	1,594	1,582	1,600	1,598	1,557	1,563	0
Part-time students	7	10	11	9	15	5	5	27	27	
Total Enrollment	1,620	1,615	1,617	1,603	1,597	1,605	1,603	1,584	1,590	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

Philomath School District 17J

Code: AC-AR
Revised/Reviewed: 11/17/05; 10/18/18
Orig. Code: AC-AR

Discrimination or Harassment Complaint Procedure

~~{Required AR. OAR 581-022-2370 requires districts to have complaint procedures, including for complaints of discrimination. Federal law also requires discrimination complaint procedures.}~~
Any person, including students, staff, visitors and third parties, may file a complaint.

Formal Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

- Step 1 Complaints may be oral or written and must be filed with the building principal. Any staff member that receives an oral or written complaint shall report the complaint to the building principal. The building principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.
- Step 2 If the complainant wishes to appeal the decision of the principal, the complainant, ~~he/she~~ may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent ~~{or designee}~~ shall review the principal's decision within ~~{five}~~ school days and may meet with all parties involved. The superintendent ~~{or designee}~~ will review the merits of the complaint and the principal's decision. The superintendent ~~{or designee}~~ will ~~and~~ respond in writing to the complainant within 10 school days.
- Step 3: If the complainant is not satisfied with the decision of the superintendent ~~{or designee}~~, a written appeal may be filed with the Board within five school days of receipt of the superintendent's ~~{or designee's}~~ response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, ~~the~~ The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~{30}~~ calendar ~~10~~ days of receipt of the appeal by the Board ~~this meeting~~.

If the principal is the subject of the complaint, the individual may start at step 2 and should file a complaint with the superintendent ~~{or designee}~~.

If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair. ~~on behalf of the Board~~. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 3 and should be ~~submitted~~ ~~made~~ to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at ~~Step~~ ~~step~~ 3 and be ~~referred~~ ~~made~~ directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing~~], but will not be longer than 30 days from the date of the submission of the complaint at any step].~~ The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

~~Timelines may be extended based upon mutual consent of both parties in writing.~~

If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, ~~or 90 days, whichever occurs first,~~ he/she may appeal¹ the district's final decision ~~in writing~~ to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) ~~581-021-0049~~ 581-002-0001 – 581-002-0023.

Charter Schools of which the District Board is a Sponsor

~~{The district Board, {through its charter agreement with King's Valley Charter School, }{through a board resolution}{through this administrative regulation}, will review an appeal of a decision reached by the Board of King's Valley Charter School, on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative 581-021-0045 or 581-021-0046 (Discrimination). A complainant may appeal and will submit to the {superintendent} {Board chair} on behalf of the district Board within {30} days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.}~~

Calendar days, would include all 7 days of the week.

School days, would include only days when students were in school, so this would not count summer, winter breaks, etc.

Work days, would include those days when the district office is open; this would possibly include summer and winter breaks depending on the district office's schedule.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

OR

~~[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001–581-002-0023.]~~

DISCRIMINATION COMPLAINT FORM

Any person, including students, staff, visitors and third parties, may file a complaint.

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Name of person filling in this form _____ Date _____

Student/Parent Employee ~~Nonemployee~~ (Job applicant) Other _____

Type of discrimination:

- Race
- Color
- Religion
- Sex
- National Origin
- Gender identity
- Mental or physical disability
- Marital status
- Familial status
- Economic status
- Veterans' status
- Other _____
- Age
- Sexual Orientation
- Pregnancy
- Discriminatory use of a Native American mascot

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the supervising administrator.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Philomath School District 17J

Code: JFCF-AR
Revised/Reviewed: 2/17/15; 12/16/19
Orig. Code: JFCF-AR

Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence Reporting Procedures – Student

~~*{Required AR. ORS 339.256(2)(g) requires districts to have procedures outlining the response to reports of harassment, intimidation or bullying or an act of cyberbullying.}*~~

The building principal has responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

Step 1 Any reports or information ~~on~~ acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The building principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The building principal will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The building principal conducting the investigation shall notify the person making the report ~~within 10~~ working days of receipt of the information or report, and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the ~~person making the report regarding the~~ appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time

Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence Reporting Procedures - Student – JFCF-AR

the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within ~~{30}~~¹⁰ working days of receipt ~~following completion~~ of the appeal by the Board. ~~hearing.~~

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board, ~~in 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. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final decision will be made within ~~{30}~~ days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board ~~in 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. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. . A final decision will be made within ~~{30}~~ days of receipt of the report.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board ~~in 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. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. . A final decision will be made within ~~{30}~~ days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Calendar days, would include all 7 days of the week.

School days, would include only days when students were in school, so this would not count summer, winter breaks, etc.

Work days, would include those days when the district office is open; this would possibly include summer and winter breaks depending on the district office's schedule.

Philomath School District 17J

Code: KL-AR(1)
Revised/Reviewed: 2/24/20

Public Complaint Procedure

~~{Highly Recommended AR. OAR 581-022-2370 requires districts to have a complaint procedure.}~~

A parent or guardian of a student attending a school in the district a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator or Supervisor: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator or supervisor within five working days of the employee's response. The administrator or supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator or supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report ^[1]in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

¹ {If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).}

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final^[2].

~~The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.~~

The complainant shall be informed in writing or in electronic form of the Board's decision within ~~{30}{³}~~20-days from the receipt~~hearing~~ of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal⁴ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~{30}~~ days of receipt of the request to place the complaint on the Board agenda. ~~10 days.~~ The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board ~~in 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 shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within ~~{30}~~10-days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board ~~in a Board~~

² [If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

~~³ In a complaint process with more than one step, a written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.~~

⁴ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

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 shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~[30]~~10 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the district counsel or Board vice chair on behalf of the Board. The district counsel or Board vice chair shall present the complaint to the Board in 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 shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~[30]~~10 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

~~{}⁵Charter Schools of which the District Board is a Sponsor~~

~~The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [30] days of receipt of the complaint. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.]~~

Calendar days, would include all 7 days of the week.

School days, would include only days when students were in school, so this would not count summer, winter breaks, etc.

Work days, would include those days when the district office is open; this would possibly include summer and winter breaks depending on the district office's schedule.

⁵ If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this administrative regulation to delineate the process.}

Philomath School District 17J
COMPLAINT FORM

To: Employee* Administrator/Supervisor* Superintendent Board chair Board vice chair *
Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office