



Jefferson School District 14J
BOARD OF DIRECTORS' REGULAR MEETING
December 12, 2022 – Board Room and Zoom
6:30 PM – Regular Session

Updated AGENDA

"Jefferson School District will partner with our community to provide a safe, and comprehensive learning environment dedicated to supporting, empowering, and inspiring student growth and success in a rapidly changing world."

1. Call Meeting to Order/Flag Salute
Chair Jones

2. Roll Call
Chair Jones

3. Review/Adjust/Approve agenda & consent items
Chair Jones

4. Consent Agenda Items:

- a. Action Items from November 14, 2022..... Board Members
Information/Action Page(s) 7
- b. Enrollment..... Board Members
Information/Action Page(s) 8
- c. Administrator Update.....Chris Sullivan, Scott Jantzi, Melissa Groninger,
 Katrina Womack
Information Page(s) 9 - 13
- d. First Student UpdateMelody Rossitier
Information Page(s) 14
- e. Personnel Recommendations..... Board Members
Information/Action Page(s) 15
- f. Policy..... Board Members
Information/Action Page(s) 16 - 91

- **CBC Superintendent's Contract** – keep draft as presented.
- **EFA Local Wellness** – On page 1, remove 3rd paragraph; page 2,number 5 remove bracketed language; 3rd para remove Superintendent, keep Principal; page 2 remove Record Keeping section; page 3 first para remove brackets and community news; page 3 & 4 remove Wellness Advisory Committee in its entirety; page 4 remove 2nd para, remove brackets on 1., remove last sentence of 2; page 5 remove first word in 1st para; remove brackets in 5. & 8; remove brackets on 1. And 5. under nutrition promotion heading; School Meals heading, remove all brackets; page 6 remove brackets in first three paragraphs; Water heading, remove all brackets and add remove the word free; Celebrations and Rewards/Incentives remove all brackets, and strike out bracketed language except: are encouraged to meet; Fundraising, remove all brackets; Food and Beverage Marketing in Schoools, remove second bracketed para; Page 7 Physical Activity and Physical Education, remove Pre; Remove bracket on 1.; remove para's 5. and 8; page 8 remove first two items 9 & 10; remove brackets and last sentence in para 3; Other Activities that Promote Student Wellness remove 1, 2, 3, 5, 7, 8, 10; page 9 remove 12, 13 and entire Employee Wellness section; page 10 remove Employee Wellness section in it's entirety.
- **EFA AR Local Wellness** – Remove policy.
- **EH Records and Data Management** – Para 4, remove all brackets, remove last bracketed language; para 6 remove brackets.
- **EH-AR Records and Data Management** – keep draft as presented.
- **GBEA Workplace Harassment** – keep draft as presented.
- **GCAA Standards for Competent and Ethical Performance of Oregon Educators** – Keep draft as presented with the exception of removing leading and ending brackets in Application of Rules.
- **GCBDB/GDBDB Early Return to Work** – Para 3, remove will, keep may; para 5 remove brackets around superintendent.

- **GCDA/GDDA-AR Criminal Records Checks and Fingerprinting** – Page 1 para 1 remove brackets; para 4 remove brackets; page 2 remove 8., remove brackets in 9. and the words “will not”; Page 2 Exceptions add wording “within the last 12 months” to 1., remove brackets in c, d, e and the word “will”, f, g and the word “will”; page 3 remove all brackets in first paragraph and 2; Processing and Reporting Procedures remove brackets 4.; Fees remove brackets 1. And the word “district”, remove 2 in its entirety, 3. Remove brackets and word “individual”, remove brackets 4. and word “district”; Page 4 remove brackets in 2. And the word “will”; 4. Remove brackets; 5. Remove brackets; 6. Remove brackets and the word “may”;
- **GCPA Reduction or Recall of Licensed Staff** – do not adopt optional policy
- **GCPA-AR Reduction or Recall of Licensed Staff** – do not adopt optional policy
- **GCQB Research** – do not adopt optional policy
- **IIBGA Electronic Communications System** –General District Responsibilities 14 (f) remove brackets; Electronic Communications System Access (1) remove brackets in the last sentence; Electronic Communication System Access (2) strike out first paragraph, keep highlighted recommended language thereafter. General Use Prohibitions/and Guidelines/Etiquette (e.) add record and audio, (1.) add harmful to minors and/or staff (4.) add inappropriate; (6.) add collection and/or distribution; Student Agreement for an Electronic Communications System Account, add 2022-2023.
- **IK Academic Achievement** – Keep draft as presented, removing bracketed language to reflect current JSD policy.
- IKF Graduation Requirements *Jefferson High School Diploma*: remove one half credit in career development. Add six credits in electives, including one half credit in career development. *Jefferson High School Honor’s Diploma*: Change 3 to 4 credit in mathematics. Change 2.5 credit to 3 credits in social sciences. Remove .5 credit in economics and .5 credit in career development. Change 6.5 credits in electives to 4 credits, including .5 in career development. *Jefferson High School Modified Diploma*: add twelve credits in electives, including half credit in career development.
- IKF-AR Graduation Requirements – *JHS Diploma*: Change to 24 total credits, 3 Social Science, 6 Electives. Remove .5 Economics and .5 Career Development. Under Essential Skills Required, remove: Reading, Writing, Math. Remove Extended Campus Diploma. Essential Skills Required: remove Reading, Writing, Math. *Oregon Standard Diploma (State Diploma)* Credit Requirements: remove the word English. Essential Skills Required: remove Reading, Writing, Math. *Jefferson High Honor’s Diploma*: Change to 24 total credits and 3 Social Studies. Remove the word English, .5 Economics, and .5 Career Development. Essential Skills Required: remove Reading, Writing, Math. *Extended Campus Diploma*: remove this entire section. *Modified Diploma*: Essential Skills Required, remove Reading, Writing, Math. Additional Information: add Only and remove: if scoring high on entrance exam wording. Extended Diploma, remove the word English. Remove Essential Skills Appeal language at the end of the document.

5. Spotlight on Education:

- a. Jefferson Elementary School Performance.....Chris Sullivan, Kevin Lake

6. Reports:

- a. **Financial Report**.....Hattie Truett
 1. Resolution 22.06.001 Revision to Adopting the Budget, Levying Taxes and Making Appropriations
Information/Action Page(s) 92-115
- b. Superintendent UpdateBrad Capener
Information Page(s) 116

7. Comments from the Audience

8. New Business:

- a. **OSBA Election**.....Brad Capener
Information/Action Page(s) 117

9. Adjourn to Executive Session pursuant to ORS 192.660 (2)(b).....Chair Jones

10. Adjourn Executive Session back to Regular Session.....Chair Jones

11. Board Comments

a. General.....Board Members

Adjourn

Board Chair

Next Meeting(s):

*Regular Monthly
JSD Board Meeting*

January 9, 2023
6:30pm
JSD Board Room



2022-2023 Board of Directors

Position 1:
Kaye Jones, Chair
Term Expires: 6.30.2023

Position 2:
Terry Kamlade, Director
Term Expires: 6.30.2025

Position 3:
Dewey Robbins
Term Expires: 6.30.2023

Position 4:
Fred Sondermayer
Term Expires: 6.30.2025

Position 5:
Vice Chair Tracy Roe
Term Expires: 6.30.2025

2022-2023 Subcommittee / Representation

Finance Subcommittee (2):
Vice Chair Roe
Director Robbins

Bargaining Subcommittee (2):
Director Kamlade
Director Sondermayer

Willamette ESD Budget Representation (1):
Director Sondermayer

Policy Subcommittee (2):
Chair Jones
Vice Chair Roe

Strategic Pillars:

- Together, the Jefferson Community, and the Jefferson School District will prioritize funding to provide sufficient staffing, appropriate curriculum, and key programs that will equip our students to succeed.
- Jefferson School District will improve community engagement by focusing on creating purposeful, authentic parent involvement through a shared culture where everyone feels welcomed, respected and appreciated.
- Students will be encouraged to reach their goals using methods that include discovery, self-awareness, self-advocacy, credible choices, and learning collaboration.
- In preparation for their future, students are encouraged to be present and engaged in our safe, welcoming environment as they learn to set goals and adapt to discover their passion.



PUBLIC PARTICIPATION AT BOARD MEETINGS

During each regularly scheduled meeting of the Jefferson School District Board, the agenda will include an item titled “Comments from the Audience.” It is during this portion of the agenda that the public can comment.

Per HB 2560 requires all public meetings must allow virtual and/or telephone access which is provided below.

Public participation is a time for the Board to listen, not a time for in-depth discussion or to respond to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item.

The Board cannot hear complaints about specific personnel during an open meeting. If a patron has a specific complaint against personnel, the Board Chair or the Superintendent can direct the patron to the appropriate complaint process governed by Board Policy.

If you wish to address the Board virtually:

- Please sign-up on the form provided via this [link](#).
https://jefferson-k12-or-us.zoom.us/webinar/register/WN_0gFAqrNgQFGkKlczmjGCjQ
- After signing up you will enter the meeting via this [link](#) or by telephone:
Dial: US : +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 301 715 8592 or +1 312 626 6799 or 1+ 646 558 8656
Webinar ID: 862 3940 1836
https://jefferson-k12-or-us.zoom.us/webinar/register/WN_0gFAqrNgQFGkKlczmjGCjQ
- The meeting will be live streamed, or you can enter the meeting via the [link](#) to view the meeting. <https://www.facebook.com/JeffersonSD14J>
- If requesting to speak, when called on, comments should be limited to three (3) minutes.
- If you have written materials, please provide a copy to the Board Secretary in person or via email at jennifer.wollersheim@jefferson.k12.or.us.

Thank you for taking an interest in the Jefferson School District.



Jefferson School District 14J

BOARD OF DIRECTORS' REGULAR MEETING: *Motion Samples*

December 12, 2022 - Board Room & Zoom

6:30 PM – Regular Public Session

Board Motion Samples

- I move to accept the agenda and consent items as presented.

- I move to accept the Jefferson School District 14J Resolution 22.06.01 - Adopting the Budget, Levying Taxes and Making Appropriations for the 2022-2023 fiscal year with the recommended revisions.

- I move to elect _____ to OSBA Board of Directors Position 12.



Jefferson School District
BOARD OF DIRECTORS': Action Summary
November 14, 2022 – Board Room & Zoom
6:30 PM – Regular Public Session

Board Attendance:

- Kaye Jones, Chair
- Tracy Roe, Vice Chair
- Dewey Robbins
- Fred Sondermayer
- Terry Kamlade

Administration:

- Brad Capener, Superintendent
- Hattie Truett, Business Manager
- Jennifer Wollersheim, Board Secretary

Public Session Opened: 6:30 PM

Kaye Jones held roll call all were present.

- The Board:
 - I move to accept the agenda and consent items as presented, with moving policies BBBA Board Member Qualifications and policy CBC Superintendent Contract to New Business item d. Vice Chair Roe motioned, and Director Kamlade seconded the motion, the motion passed with the following votes.

Yes Vote: Chair Jones
 Vice Chair Roe
 Director Robbins
 Director Kamlade
 Director Sondermayer

Opposed Vote:
 Abstention Vote:

- I move to accept the Fluent Engineering fee proposal, Option C: Address deficiencies and other comfort/efficiency improvements as presented. Director Kamlade motioned, and Director Robbins seconded the motion, the motion passed with the following votes.

Yes Vote: Chair Jones
 Vice Chair Roe
 Director Robbins
 Director Kamlade

Opposed Vote: Director Sondermayer
 Abstention Vote:

- I move to adopt the new Jefferson School District Mission Vision statements as presented. Director Kamlade motioned, and Director Sondermayer seconded the motion, the motion passed with the following votes.

Yes Vote: Chair Jones
 Vice Chair Roe
 Director Robbins
 Director Sondermayer
 Director Kamlade

Opposed Vote:
 Abstention Vote:

- I move to adopt Policy BBBA Board Member Qualifications as presented. Director Kamlade motioned, and Director Robbins seconded the motion, the motion passed with the following votes.

Yes Vote: Chair Jones
 Vice Chair Roe
 Director Robbins
 Director Sondermayer
 Director Kamlade

Opposed Vote:
 Abstention Vote:

Adjournment at 8:25 PM



Jefferson School District 14J
BOARD OF DIRECTORS' REGULAR VIRTUAL MEETING
 December 12, 2022 - Board Room & Zoom
 6:30 PM – Regular Public Session

District Enrollment by Grade Level as of November 30, 2022
2020-21 & 2021-22 & 2022-23

District Enrollment by Grade Level
 2020-21 & 2021-22 & 2022-23

GRADE	S-20	S-21	S-22	O-20	O-21	O22	N-20	N-21	N-22	D-20	D-21	D-22	J-21	J-22	J-23	F-21	F-22	F-23	M-21	M-22	M-23	A-21	A-22	A-23	M-21	M-22	M-23	J-21	J-22	J-23
K	51	52	57	51	50	59	50	50	59	49	53		48	52		47	50		50	49		49	50		50	50		46	49	
1	46	52	54	47	48	53	46	49	51	46	49		47	49		49	47		51	45		49	48		49	50		49	49	
2	61	51	49	60	54	48	59	55	48	59	56		58	55		57	56		58	57		61	58		63	58		64	58	
3	54	65	59	54	67	58	54	67	56	52	65		52	65		51	64		52	65		55	65		56	64		56	65	
4	67	54	66	66	52	66	65	53	66	64	51		62	49		62	49		63	48		67	48		67	46		67	46	
5	57	66	50	55	67	51	55	67	49	54	67		55	66		56	67		57	67		55	67		57	66		57	66	
6	58	63	64	60	63	65	60	62	65	60	64		63	63		62	61		65	59		66	61		68	60		68	60	
7	65	64	59	63	65	59	63	65	59	63	64		64	62		63	62		64	61		64	63		64	63		64	51	
8	72	67	67	71	66	68	70	64	66	70	63		68	64		69	63		71	61		72	62		73	62		73	59	
9	71	77	62	71	74	61	69	74	57	70	71		69	70		69	68		70	68		70	70		70	67		71	68	
10	64	69	64	65	67	68	66	66	65	66	67		66	67		67	67		65	65		64	65		65	65		66	65	
11	60	64	58	59	62	60	58	62	55	58	63		59	62		59	59		57	59		57	60		57	57		56	57	
12	61	63	57	61	59	58	62	58	56	62	58		62	56		62	56		61	56		61	58		61	57		61	53	
TOTAL	787	807	766	783	794	774	777	792	752	773	791		773	780		773	769		784	760		790	775		800	765		798	757	

As of November 30, 2022 : ADM 754.66



Jefferson Elementary School

615 N. 2nd Street

Jefferson, OR 97352

541.327.3337 - phone

541.327.1216 – fax

Building Administrators Update – Elementary School: November 2022

Current Enrollment by Grade	
Kindergarten	59
1 st	51
2 nd	48
3 rd	56
4 th	66
5 th	50
Unassigned	0

330 –

Average Daily Membership: 329.54

Average Daily Attendance: 298.77

Rate 90.6%

PTC Fundraiser

The JES PTC raised roughly 6,000 dollars for field trips and more through the Butterbraid fundraiser in November. Thank you to the students, staff, and families who supported this fundraiser and our school.

Tree Lighting

Mr. Kevin Lake and the first grade team hosted our yearly tree lighting on December 1st at the Jefferson/City Hall. The students sang songs to help start the holiday season. Thank you to Mr. Lake for being an amazing music teacher and offering opportunities like this for our students and community.

Veterans Day Assembly

Thank you to all the veterans who joined us for our celebration on November 9th. This was our first whole school assembly since 2019 due to COVID. The students' behavior and singing was excellent. A special thank you to all the students who brought a veteran to introduce and celebrate in front of the whole school.

Contact:

Chris Sullivan, Principal

Jefferson Elementary School

541-327-3337 ext. 1650



Jefferson Middle School

2180 Talbot Rd SE

Jefferson, OR 97352

541.327.3337 - phone

541.327.7919 - fax

Building Administrators Update – Middle School: November 2022

- November 4th - “No Tardy Party” activities at the end of the school day.
- November 10th - End of Quarter 1 - Grading Day - No School
- November 11th - Holiday - No School
- November 18th - November Pride Assembly
- November 21 - 25 - Thanksgiving Break - No School
- December 1st - “Beavers Beyond the Classroom” event. For the first time since COVID, JMS students and staff attended an Oregon State Women’s basketball game on December 1st. Fun was had by all, and students got to experience a bit of college life.

Upcoming Dates in December

- December 13th, Choir and Bands concert at 6:30 in the JMS gymnasium.
- December 16th - December Pride Assembly / PM Activities and Dance
- December 19th - January 2nd - Winter Break

JMS Student Counts:

- 6th = 65 Students
- 7th = 59 Students
- 8th = 66 Students
- **190 Total Students = Students**

Contact:

Scott Jantzi, Principal

Jefferson Middle School

541-327-3337 ext. 1550



Jefferson High School

2200 Talbot Rd SE
Jefferson, OR 97352
541.327.3337 - phone
541.327.1867 - fax

Jefferson High School Board Report, December 2022

Enrollment Total:

Freshmen:	58
Sophomores:	65
Juniors:	55
Seniors:	<u>56</u>
Total	234

Total staff members including coaches: 43

Theater and Drama:

Jefferson High School's Drama and Theater Productions classes presented *Whole Latte Love* on Friday and Saturday night, Dec 2 and 3 at 7pm in the JHS commons. The students put in so much effort and time which showed as the audience laughed and delighted in their performance. Students had a great experience and should be proud of their accomplishments. We had a good turnout from the community and would like to thank everyone who supported us!

AVID:

In November our AVID seniors visited Western Oregon University for a college tour. It was a great opportunity for our seniors to tour the campus and learn more about post-secondary educational opportunities at Western Oregon University.

College and Career:

JHS seniors just completed College Application Week. The week started with a visit from Portland State University (PSU) where students learned about attending college in a large city. During Lions Pride, all seniors applied to the college(s) of their choice and had an opportunity to ask questions they have about college, financial aid, and scholarships. Representatives from the Jefferson Fire Department visited to discuss future opportunities in this career field and the training program they offer here in Jefferson. The week concluded with seniors completing a survey to discuss post high school plans along with any questions or information they may still have about next steps.

Agriculture:

FFA students attended the Willamette Valley Ag Expo/Career Day at the Linn County Fairgrounds. The event featured 150 ag vendors, various Core classes, farming displays and career information. The students had the opportunity to participate in a learning scavenger hunt which took them through three buildings filled with exhibitors and industry experts. They saw new technology and heard about the latest trends and developments in agriculture. The 250,000 square foot location makes it the largest ag expo in the Pacific Northwest.

JHS Athletics:

We ended our season with the Fall Sports Awards Night that took place on November 29th. We were able to celebrate all of our athletes and their accomplishments during the autumn season. Our winter season is underway. We are excited about our basketball season this year and 10 boys and 12 girls. We are expecting both of our varsity teams to be competitive! The athletes are having fun and showing well in their first few games.

Our wrestling team is made up of 17 students and is the largest team we have had since Coach Thomas started at JHS. This is definitely the strongest program in the entire athletic department in regards to numbers and being able to compete at a high level. We have about 70-75% of the 14 weight divisions represented by JHS athletes. We will host the Jefferson Santa Hat Tournament on December 9th at Jefferson Middle School and would love to see you there.

The Booster Club is getting people ready for the bleacher tear-out day on Saturday December 17. We hope to give the facilities team here at the district a major head start on that project so they are not spending a majority of the Winter Break getting rid of the old bleachers. The Booster Club is providing a pizza lunch for anyone who comes to help that day. The project begins at 8:30am and will go until 1:30pm.

Thank you all for your continued support! We look forward to a successful winter sports season.

Doug Naugle

Contact:

Melissas Groninger, Principal
Jefferson High School
541-327-3337 ext. 1250



Jefferson School District 14J

1328 N 2nd Street
Jefferson, OR 97352
541.327.3337 - phone
541.327.2960 - fax

Building Administrators Update – Student Services / Special Education: November 2022

Special Education Student Count: 112
Section 504 Student Count: 24

Special Education December Census was completed on December 1st. There were no errors in the report and the report was completed twelve days before the due date.

Contact:

Katrina Womack, Student Services Director
Jefferson School District
541-327-3337 ext. 1045

Routes and Assignments

Each route has an assigned driver. This month we were able to split the sped route, as it became very full, and some were on the bus longer than should be. One of our regular route drivers, Jaylene Johnson, bid on the new route; Jaylene has driven special ed students in the past and seems to be enjoying her new route and the students she is assigned. One of our regular subs, Kimberly McKinney, was able to win the bid on the vacant route that Jaylene left, and she is now assigned her first regular route. The transition was smooth on Monday, the 28th, when the new sped route began.

Accidents and Breakdowns

We have not had any accidents or breakdowns this last month.

Arrivals and Student Counts

Buses have been arriving as scheduled and the counts are listed below.

- a. Route 1 – AM 32; PM 31
- b. Route 2 – AM 12; PM 15
- c. Route 3 – AM 29; PM 36
- d. Route 4 – AM 31; PM 54 (intown route, makes 2 rounds)
- e. Route 5 – AM 16; PM
- f. Route 6 – AM 58; PM 64 (intown route, makes 2 rounds)
- g. Route 7 – AM 38; PM 40
- h. Route 8 – AM 29; PM 33
- i. Route 9 – AM 55; PM 56 (intown route, makes 2 rounds)
- j. Willamette Career Academy – AM 12; PM 12
- k. Route 20 – AM 8; PM 8 (Special Ed bus)
- l. Route 18 – AM 4; PM 4 (Special Ed bus)

Items of Interest

- Our trainee, Darla Flocken, has returned to training and will be testing on Tuesday, the 6th of December and she will then be learning all of the routes to fill in as our sub.
- First Student has a new Mission Statement, “Provide unmatched care and the safest ride to school, so when student arrive, they start and end their day with an exceptional experience and are ready to achieve their full protentional.

Thank you for letting us serve you,

A handwritten signature in black ink that reads 'Melody Rossiter'.

Melody Rossiter, Location Manager



Personnel Recommendation: December 2022

New Employee(s):

<u>Employee</u>	<u>Position</u>	<u>Location</u>
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Administration would like to make the board aware of other personnel changes.

Change of position Employee(s):

<u>Employee</u>	<u>Position</u>	<u>Location</u>
Eschelle Rosanbalm	SPED Secretary (2hrs)	Jefferson Elementary

Employee Resignation(s):

<u>Employee</u>	<u>Position</u>	<u>Location</u>
Sydney Poorman	IA-SpEd (Temp)	Jefferson Elementary

OSBA Model Sample Policy

Code: CBC

Adopted:

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district³, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing ~~his/her~~ their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

[The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.]

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ Also includes taking any action that conflicts with law that applies to education services districts.

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)

[Senate Bill 1521 \(2022\)](#)

OSBA Model Sample Policy

Code: EFA
Adopted:

Local Wellness

{Title 7 C.F.R. 210.31(a) requires local education agencies to “establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast Program...”. The law describes the policy as “a written plan that includes” various components intended to improve student wellness. This policy is designed to meet the requirements for a wellness policy and provide the framework for the district’s plan. Previously these requirements were split between the policy and an administrative regulation (AR). All required and/or related content is now included in the model policy, therefore OSBA recommends deleting the AR if the district previously included it in the board’s policy manual. Districts should consult with stakeholders in the process of adoption and incorporate language that meets the unique needs of the district.}

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board’s commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

~~[The district superintendent or designee shall establish a Wellness Advisory Committee to advise the district in the development, review and update of the local wellness policy.]~~

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;

4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity ~~[, physical education]~~ and other school-based activities that promote student wellness.

The Board designates the ~~[superintendent]~~ ~~[principal(s)]~~ to be responsible for ensuring each school meets the goals outlined and complies with this policy.

~~[Record Keeping]~~

~~The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:~~

- ~~1. The written local wellness policy;~~
- ~~2. Documentation to demonstrate the policy has been made available to the public;~~
- ~~3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;~~
- ~~4. Documentation to demonstrate compliance with the annual public notification requirements;~~
- ~~5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;~~
- ~~6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.]~~

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;

2. The extent to which the district’s policy compares to model local school wellness policy^{1}; and
3. A description of the progress made in attaining the goals of the district’s policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)^{2}

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities [in **community news**, on the district’s website, on school websites, and/or in district or school communications]. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

[Wellness Advisory Committee^{3}

~~The district supports a wellness advisory committee to assist the development, implementation, and periodic review and update of the local wellness policy. The superintendent or designee will be a member of this committee.~~

~~The district will publicize information about the wellness advisory committee [in community news, in communications to parents, and/or on websites operated by the district] to communicate to parents, students and the community at large to explain the committee’s purpose, process and an invitation to volunteer.~~

~~1. The wellness advisory committee membership will include, to the extent possible, but not be limited to:~~

- ~~a. Parents, caregivers and students;~~
- ~~b. Representatives of the school nutrition program (e.g., school nutrition director);~~
- ~~c. Physical education and/or health education teachers;~~
- ~~d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);~~

¹ {Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

² {USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).}

³ {A Wellness Advisory Committee is not required. If the district chooses to have a committee, the district should amend the language here to establish the membership and responsibilities of the committee. [School Wellness Committee Toolkit](#) published by the Alliance for a Healthier Generation}

- e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);
- f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);
- g. Board members;
- h. Supplemental Nutrition Assistance Program (SNAP) education coordinators;
- i. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and
- j. Members of the general public.

2. The committee, appointed by the superintendent or designee, will meet to organize and vote on a committee chair and a secretary prior to or at the beginning of the school year. The chair and secretary will serve for one year minimum and may be reappointed.

3. The wellness advisory committee will meet [four] times per year to review of the local wellness policy.

4. The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.

The district will create building level committees to establish school specific goals and activities that implement this policy. A school coordinator will be designated to support compliance with this policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

[Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.]

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. {⁴} Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program [(which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and

⁴ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

eating}), and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;

3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers will receive curriculum-specific training;
5. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
6. Families and community organizations are involved, to the extent practicable, in nutrition education;
7. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
8. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
3. Nutrition promotion materials are sent home with students, published on the district website, and distributed at parent-teacher conferences;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Physical activity is a planned part of all school-community events.

School Meals

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP and the SBP, Fresh Fruit & Vegetable Program (FFVP), After School Snack Program (ASSP), Special Milk Program (SMP), Summer Food Service Program (SFSP), Supper programs or others. The district also operates additional nutrition-related programs and activities including Farm-to-

⁵ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab ‘n’ Go Breakfast.

The district’s available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Water

Free, Safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards⁶. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus **will meet or exceed** are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. **Food will not be used as a reward or incentive.** **This information will be conveyed to staff and parents.**

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the principal for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.

⁶ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades ~~pre~~ K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. ^{7} Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;

~~5. ^{8} Every public school student in ~~pre~~ kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade ~~5~~ ~~6~~ shall participate for a least 150 minutes during each school week, and students in grades ~~6~~ ~~7~~ through 8 for at least 225 minutes per school week;~~

6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;

~~8. ^{9} At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;~~

⁷ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

⁸ {Districts are required to provide the specified number of physical education minutes, but are not required to include them as goals or in this policy. If the district operates K-5 elementary schools, select "5" in the first bracket and "6" in the second bracket. If the district operates K-6 elementary schools, select "6" in the first bracket and "7" in the second bracket.}

⁹ {This language is not required to be in policy, but this is a required action pursuant to ORS 329.496.}

~~9. Physical activity is a planned part of all school community events;~~

~~10. Materials promoting physical activity are sent home with students and published on the district website.]~~

~~[¹⁰] A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.]~~

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

~~1. Scoliosis screenings;~~

~~2. Safe Routes to Schools Program;~~

~~3. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);~~

4. Nonfood-related fund raisers;

~~5. Physical activity energizers during transitions from one subject to another;~~

6. Intramural sports;

~~7. Monthly/Weekly school walks;~~

~~8. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;~~

9. Use of alternates to food as rewards in the classroom;

~~10. Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;~~

¹⁰ {This language is not required to be in policy, but this is a required action pursuant to ORS 329.496.}

11. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
12. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
13. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).

⁺¹ **Employee Wellness** ⁺²

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

The district's Employee Wellness Program may include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e., teachers and instructional assistants), but includes all administrators and support staff.

¹¹ {This language is optional and is not required by state or federal law.}

¹² {CDC resources for [school employee wellness](#) and [workplace health promotion](#)}

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);
2. District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).]

[DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing^[13]” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”¹⁴ means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day[, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities].
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.]

END OF POLICY

¹³ [This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.]

¹⁴ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Legal Reference(s):

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

OSBA Model Sample Policy

Code: EFA-AR

Revised/Reviewed:

Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components, representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. "Entree item" means an item that is either:
 - a. A combination food of meat or meat alternate and whole grain rich food; or
 - b. A combination food of vegetable or fruit and meat or meat alternate; or
 - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
 - d. Grains only when served in the SBP.
5. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
6. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
7. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
8. "Oregon Smart Snacks Standards"¹ means the minimum nutrition standards for competitive foods and beverages.
 - a. Food items, including accompaniment foods, must:
 - (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
 - (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or

¹ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; and
- (5) Meet all the competitive food nutrient standards:
 - (a) Calories:
 - (i) Snacks contain no more than:
 - 1) 150 calories as packaged or served for elementary level;
 - 2) 180 calories as packaged or served for middle school level; and
 - 3) 200 calories as packaged or served for high school level.
 - (ii) Entrees contain no more than 350 calories as packaged or served.
 - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.

Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.
 - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.

Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
 - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
 - (e) Sugar must be no more than 35 percent by weight.
 - (i) Exempt from the sugar standard are:
 - 1) Dried whole fruits or vegetables;
 - 2) Dried whole fruit or vegetable pieces;
 - 3) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
 - 4) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).
 - (f) Sodium:
 - (i) Snacks contain no more than 200 mg sodium per item as packaged or served.
 - (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.
 - (g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

- (h) Exempt from all nutrients standards on any day are:
 - (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
 - (ii) Fruit packed in 100 percent juice, extra light or light syrup.
 - (iii) Canned vegetables that contain a small amount of sugar for processing purposes.
 - (iv) [Sugar-free chewing gum.]
- (i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs are exempt from the nutrient standards for:
 - (i) Calories;
 - (ii) Total fat;
 - (iii) Saturated fat;
 - (iv) Transfat;
 - (v) Sodium; and
 - (vi) Sugar.

b. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
- (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;

- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
 - (g) Caffeine free, except for naturally occurring trace amounts.
- (3) For high school level students:
- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
 - (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
 - (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
 - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
 - (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
 - (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 180 calories;
 - (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
 - (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

- 9. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 10. “School campus” means all areas of property under the jurisdiction of the school that are accessible to students during the school day.
- 11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

Nutrition Promotion and Nutrition Education

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students’ eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

Nutrition education at all levels of the district’s curriculum shall include the following essential components designed to help students learn:

- 1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary

supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;

2. Age-appropriate nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

Food and Beverage Marketing

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment and product purchase or replacement to reflect the applicable food and beverage marketing guidelines established by the district wellness policy.

“Food and beverage marketing” is defined as advertising and other promotions in schools. Food and beverage marketing often include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

This term includes, but is not limited to, the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards;

Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance;

4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district;
5. Advertisements in school publications or school mailings;
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Physical Activity and Physical Education

In order to insure students are afforded the opportunity to engage in physical activity and physical education in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;

2. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. All physical education classes will be taught by licensed physical education teachers and/or appropriately licensed teachers as outlined by the Teacher Standards and Practices Commission (TSPC);
5. Daily recess period(s) will be provided that will not be used as a punishment or a reward.

Nutrition Guidelines and Food Services Operation

In order to support a school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP [and SBP] meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP[,] [and] [SBP] [Special Milk Program (SMP)] maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals [or free milk] in accordance with the National School Lunch Act;
4. The school's NSLP[,] [and] [SBP] [SMP] operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable nutrition standards set by the USDA and the Oregon Smart Snacks Standards. A school or district, that operates or contracts the food service component of their NSLP and SBP, shall form a nutrition advisory committee comprised of staff, students and parents. Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place to provide families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special dietary needs:

- a. The district will provide substitute foods to students with a disability² that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions.
 - b. Such substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
 10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair; and
 - h. Appropriate supervision is provided.
 11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), § 1766(a)), as those regulations and guidance apply to schools.

Competitive Food Sales

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks Standards.

The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

Other Foods Offered or Sold

Foods and beverages sold [or offered] in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks Standards.

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

² To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

[Employee Wellness³

The district's Employee Wellness Program [may] [shall] include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e. teachers and instructional assistants), but includes all administrators and support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);
2. District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).]

Other Activities that Promote Student Wellness

The district will provide the following activities and encourage the following practices which promote local wellness:

1. [Scoliosis screenings;]
2. [Safe Routes to Schools Program;]

³ [This language is optional and not required by state or federal law.]

3. [Physically active community engagement (e.g., skate night, fun run, dance night);]
4. [Nonfood-related fund raisers;]
5. [Physical activity brain breaks during transitions from one subject to another;]
6. [Intramural sports;]
7. [Monthly/Weekly school walks;]
8. [Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;]
9. [The use of alternates to food as rewards in the classroom;]
10. [Support groups for overweight and underweight students, and those students who struggle with nutrition and physical activity;]
11. [Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;]
12. [Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).]

Staff Development

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food service personnel will receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; and other topics directly relevant to the employee's job duties. The principal is responsible to ensure such training is made available, including but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;
8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and

9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. Staff are encouraged to cooperate within their own schools and with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
8. Staff encourages and provides support for parental involvement in their children's physical education[;][.]
9. [Materials promoting physical activity are sent home with students[; and][.]
10. [Physical activity is a planned part of all school-community events.]

Program Evaluation

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students, and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;

5. Teachers and school nutrition and food service personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;
7. [Teachers provide physical activity instruction and programs that meet the needs and interests of all students;]
8. Families and community organizations are involved, to the extent practicable, in nutrition education; and
9. One or more persons within the district or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements.

OSBA Model Sample Policy

Code: EH
Adopted:

Records and Data Management

The superintendent will provide for the preparation, maintenance and retention of records and reports as are required by law.

If a record is a public record then it may be subject to retention requirements based on the content of the message. Records shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

Employees will retain and destroy records in accordance with the Oregon Archives Division records retention schedule. Employees should consult the retention schedule to determine the retention period of the record.

The district's retention system is to retain records that are part of the network and email system by scanning, saving and/or filing them in an electronic filing system and deleting them from the email account.

The district will comply with all state and federal laws and regulations concerning the custody and maintenance of public records.

“Retention schedule” means a general schedule published by the State Archivist in Oregon Administrative Rule (OAR) Chapter 166 in which certain common public records are described or listed by title and a minimum retention period is established for each.

END OF POLICY

Legal Reference(s):

[ORS 192.001 - 192.431](#)
[ORS 192.650](#)
[ORS 326.565 – 326.580](#)
[ORS 336.184 – 336.187](#)

[OAR 166-400-0010 - 166-400-0065](#)
[OAR 581-015-2300](#)
[OAR 581-022-2260](#)

[OAR 581-022-2305](#)
[OAR 581-023-0006](#)
[OAR 581-053-0070](#)

OSBA Model Sample Policy

Code: EH-AR
Revised/Reviewed:

Records and Data Management

Employee Responsibilities

1. Employees will evaluate the content and purpose of each record to determine which retention schedule requirement defines the record’s required retention period.
2. It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
3. Employees shall retain records, e.g., documents or email, that have not fulfilled the legally-mandated retention period.
4. Employees will organize their records so they can be located and used.
5. Employees will promptly dispose of transitory, non-public record and personal records from the network and email system.
6. Employees are responsible for ensuring that records that are public records are properly archived prior to any district system auto clean-up schedules.

State School District Retention

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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 assault¹ 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 nondisclosure² or nondisparagement³ agreement.

¹ “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.

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.029	ORS 659A.820
ORS 243.317 - 243.323	ORS 659A.030	ORS 659A.875
ORS 659A.001	ORS 659A.082	ORS 659A.885
ORS 659A.003	ORS 659A.112	OAR 584-020-0040
ORS 659A.006	ORS 659A.370	OAR 584-020-0041

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

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).

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

OSBA Model Sample Policy

Code: GCAA

Adopted:

Standards for Competent and Ethical Performance of Oregon Educators

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes (ORS).
2. Oregon Administrative Rules (OAR) may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by ~~the commission~~ TSPC under Oregon law ~~Revised Statutes (ORS)~~ or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under ~~Oregon Revised Statutes~~ ORS.
3. The ~~commission~~ TSPC determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The ~~commission~~ TSPC will promptly investigate complaints:
 - a. The ~~commission~~ TSPC may at its discretion defer action to charge an educator against whom a complaint has been filed under ~~Oregon Revised Statutes~~ law when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the ~~commission~~ TSPC shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the ~~commission~~ TSPC of the status of any complaints on which the ~~commission~~ TSPC has deferred action. †

Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. "Administrator": any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license;
2. "Competent": discharging required duties as set forth in these rules;
3. "Educator": any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering and supervising;
4. "Ethical": conforming to the professional standards of conduct set forth in these rules;
5. ~~"Sexual conduct": any conduct with a student that includes, but is not limited to:~~
 - a. ~~The intentional touching of the breast or sexual or other intimate parts of a student;~~

- b. ~~Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;~~
- c. ~~Sexual advances or requests for sexual favors directed towards a student;~~
- d. ~~Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or~~
~~Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.~~

6.5. “Sexual conduct: means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student that are:

- a. Sexual advances or requests for sexual favors directed toward the student; or
- b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment.

“Sexual conduct” does not include:

- a. Touching or other physical contact:
 - (1) That is necessitated by the nature of the district employee's job duties or by the services required to be provided by the contractor, agent, or volunteer; and
 - (2) For which there is no sexual intent.
- b. Verbal, written or electronic communications that are provided as party of an education program that meets the state educational standards or a policy approved by the Board
- c. Conduct or communications described in above if the district employee, contractor, agent or volunteer is also a student and the conduct or communications:
 - (1) Arise out of a consensual relationship between students;
 - (2) Do not create an intimidating or hostile educational environment; and
 - (3) Are not prohibited by law, any policies of the district or any applicable employment agreements.

7.6. “Sexual harassment”: any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

8.7. “Teacher”: any person who holds a teacher's license as provided in ORS 342.125.

9.8. “Student”: ~~any individual enrolled in the state's public or private schools from preschool through high school graduation or any individual under the age of 18~~ means any person who is:

- a. In any grade from kindergarten through grade 12; or
- b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
- c. Who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The Competent Educator

The teacher or administrator demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

1. Use of state- and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available; and
5. Skill in the selection and use of teaching techniques conducive to student learning.

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent **teachers-educator** by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;
3. Skill in implementing instructional programs through adequate communication with staff; and

4. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher **educator** demonstrates:

1. Multiple ways to assess the academic progress of individual students;
2. Skill in the application of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students; and
5. Skills in differentiating instruction.

The competent administrator demonstrates:

1. Skill in the use of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher **educator** demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment and materials appropriately;
3. Using and maintaining student records as required by federal and state law and district policies and procedures;

4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

The competent administrator demonstrates:

1. Leadership skills in managing the school, its students, staff and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations and other programs as assigned and assures that staff is informed of these requirements; and
2. Skills in planning and staff utilization assignment.

Human Relations and Communications

The competent educator works effectively with others — students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others; and
2. Skill in communicating with students, staff, parents and other patrons.

The competent administrator demonstrates:

1. Skill in helping students, staff, parents and other patrons to learn about the school, the district and its program;
2. Skills in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and
4. Skill in reconciling conflict.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and

3. Maintain an appropriate professional student-educator~~teacher~~ relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator; and
 - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use the district's or school's name, property or resources for noneducational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; ~~and~~
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate; ~~and~~
4. Respond to requests from a TSPC representative for information, furnish documents to TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

END OF POLICY

Legal Reference(s):

[OAR 584-020-0000 - 0035](#)

OSBA Model Sample Policy

Code: GCBDB/GDBDB
Adopted:

Early Return to Work

Efforts will be made, on a case-by-case basis, to reinstate ill or injured employees to work. The reinstatement will be within the requirements of the injury, the limitations of the law and the limitations of the district.

In the event an employee is not able to perform essential job functions completely after an illness or injury, the district will determine whether reasonable accommodations are appropriate that would provide a temporary light-duty assignment, restructuring of a position to include modified workdays, shift or part-time work, hours of work or modifications in facilities, equipment, special aids and services. Reasonable accommodations must not result in an undue hardship on the district.

If an employee cannot be reasonably accommodated in ~~his/her~~ their current position, the district will review alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If recovery is ongoing, sick leave is exhausted and no other assignment is possible, the district ~~will~~ ~~may~~ provide temporary unpaid leave as an accommodation in accordance with state and federal law.

The district will maintain current job descriptions for each position. Physical requirements for appropriate job categories will be established.

The ~~superintendent~~ will develop procedures as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 659A.043](#)

[ORS 659A.046](#)

[OAR 436-110-000+3](#) to -0900

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

OSBA Model Sample Policy

Code: GCDA/GDDA-AR

Revised/Reviewed:

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee¹, 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 to a criminal records check and fingerprinting.
2. Any individual 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 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 criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor², whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

The superintendent will identify contractors who are subject to such requirements.

5. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.
6. Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a criminal records check and fingerprinting.
7. ^{3}A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.

¹ 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).

² 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.

³ {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. ~~[A volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy⁴ by the district as requiring a fingerprint based criminal records check, shall undergo a state and national criminal records check based on fingerprints.]~~

9. [A volunteer that is not likely to have direct, unsupervised contact with students] will [will not] be required to undergo an in-state criminal records check.]

Exceptions

A newly hired employee⁵ is not subject to fingerprinting if:

1. ~~†~~The district has evidence on file that the ~~employee~~ person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment within the last 12 months; or
2. {⁶} 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:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks completed by the ~~Oregon Department of Education (ODE)~~ that impact employment, contract or volunteering may be appealed as a contested case to ODE;
 - c. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment [or] contract status [or the ability to volunteer in the district];
 - e. 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;
 - f. 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 [or];
 - g. [A volunteer candidate who knowingly made a false statement or has a conviction of the 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] may [will] result in immediate termination from the ability to volunteer in the

⁴ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

⁵ Any individual hired within the last three months.

⁶ {This revision to TSPC rules sunsets July 1, 2024.}

district. The district may will remove the volunteer from the position allowing direct, unsupervised contact with students.

2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. 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.
3. 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.
4. 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.
5. A copy of the fingerprinting results will be kept by the district.

Fees

1. 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 contractors⁷, shall be paid by the individual or district.
2. [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.]
3. Fees associated with required criminal records checks for volunteers shall be paid by the individual or district.
4. Fees associated with a required fingerprinting for volunteers shall be paid by the individual or district.

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

⁷ 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. A subject 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:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification⁸ 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.
2. A subject individual ~~may~~ ~~will~~ be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. 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.
4. ~~A~~ volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. ~~If~~ the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for 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, the individual ~~will~~ ~~may~~ be denied the ability to volunteer.
6. ~~A~~ 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 a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE 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.

⁸ 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.

OSBA Model Sample Policy

Code: GCPA
Adopted:

Reduction or Recall of Licensed Staff *

When the Board is considering a reduction of staff due to a lack of funds to continue the educational program at its anticipated level or due to the elimination or adjustment of classes due to an administrative decision, it will discuss the matter at a regular or special Board meeting and will consider such factors and alternatives it deems necessary to arrive at a decision.

Using the goals and priorities of the district, the Board shall direct the superintendent to prepare a reduction plan identifying which programs are to be reduced or eliminated for Board approval. As a result of the program reductions or elimination, the superintendent shall bring a list of positions to be cut or eliminated to the Board for approval. The district shall consider cultural or linguistic expertise and seniority, and may consider merit and competence, in accordance with Oregon law.¹

Nothing in this policy is intended to interfere with the right of the district to discharge, remove or fail to renew the contract of a probationary teacher, or to not extend the contract of or dismiss a contract teacher pursuant to the provisions of the Accountability for Schools for the 21st Century Law².

END OF POLICY

Legal Reference(s):

[ORS 342.805 - 342.910](#)

[ORS 342.934](#)

¹ See ORS 342.934 (HB 2001 (2021)) for definitions and requirements.

² ORS 342.805 to 342.937.

OSBA Model Sample Policy

Code: GCPA-AR

Revised/Reviewed:

Reduction or Recall of Licensed Staff

The Board will make the final decision on programs to be kept, cut or eliminated following a review of the reduction plan developed by the superintendent. The Board will determine when staff layoffs become necessary, and will approve positions to be cut or limited as after receiving a recommendation from the superintendent.¹ Individuals that may be impacted by the layoff shall not be discussed by the Board. The affected employees shall be notified within a reasonable time.

[Definitions

1. “Competence” means the ability of a teacher to teach a subject or grade level based on consideration of any of the following:
 - a. Teaching experience within the past five years related to the subject or grade level;
 - b. Educational attainments, which may not be based solely on being licensed to teach; or
 - c. The teacher’s willingness to undergo additional training or pursue additional education.
2. “Cultural or linguistic expertise” means the expertise of one teacher, as measured against the expertise of another teacher, based on consideration of any of the following factors:
 - a. A teacher’s linguistic ability in relation to an in-district language, as determined by the district using a method of verification or attestation of fluency for all in-district languages;
 - b. A teacher’s completion of a teacher pathway program that is implemented by a teacher pathway partnership at the national, state, regional or local level and that has the primary focus of increasing the number of culturally or linguistically diverse teachers; or
 - c. A teacher’s current work assignment that requires the teacher to work at least 50 percent of the teacher’s work assignment time:
 - (1) At a school where at least 25 percent of the student population consists of students from a historically underserved background, if the teacher is assigned to one school; or
 - (2) At programs, schools or school districts where at least 25 percent of the student population consists of students from a historically underserved background, if the teacher is assigned to multiple programs, schools or school districts.
3. “In-district language” means a heritage language or a language other than English that is spoken:
 - a. By five percent or more of the students enrolled at the school where a teacher is assigned or, if the teacher is not assigned to a school, of the students enrolled in the schools of the district; or
 - b. At five percent or more of the homes of the students enrolled at the school where a teacher is assigned or, if the teacher is not assigned to a school, of the homes of the students enrolled in

¹ Districts are encouraged to consult with legal counsel and any applicable collective bargaining agreements prior to taking any action on reductions of staff.

the schools of the district. “Merit” means the measurement of one teacher’s ability and effectiveness against the ability and effectiveness of another teacher.

4. “Qualified” means the measurement of the teacher’s ability to teach the particular grade level or subject matter in which the teacher is placed after the reduction in force.
5. “Qualified teacher with cultural or linguistic expertise” means a teacher who:
 - a. Has more cultural or linguistic expertise than a teacher with more or equal seniority; and
 - b. Holds proper licenses or other credentials to fill a remaining position.
6. “Student from a historically underserved background” includes a student who:
 - a. Is an English language learner;
 - b. Is from a racial or ethnic group that has historically experienced academic disparities, including racial or ethnic groups for which a statewide education plan has been developed under ORS 329.841, 329.843 or 329.845 for students who are black, African-American, American Indian, Alaska Native, Latino or Hispanic;
 - c. Is economically disadvantaged; or
 - d. Has a disability.
7. “Teacher” has the meaning given that term in ORS 342.120.]

Procedures

When determining which teachers will be retained when the district reduces staff, the district shall prioritize seniority, except as follows:

1. A district shall retain a qualified teacher with cultural or linguistic expertise who has less seniority if the release of the less senior teacher would result in a lesser proportion of teachers with cultural or linguistic expertise compared to teachers without cultural or linguistic expertise.
2. If a qualified teacher with cultural or linguistic expertise is retained as described above and the district is determining which teachers to retain who do not have cultural or linguistic expertise, the district shall prioritize:
 - a. Seniority²; or
 - b. Competence or merit in accordance with law.
3. The district may retain a teacher with less seniority than a teacher being released if the district determines that the teacher being retained has more competence or merit than the teacher with more seniority who is being released.

The district shall not agree in any collective bargaining agreement to waive the right to consider competence in making decisions about reduction in staff or recall of staff. Retained teachers will be properly licensed and qualified, as defined in Oregon statutes, for the positions they fill.

² Seniority shall be calculated from the first day of actual service as teachers with the district, inclusive of approved leaves of absence. In the event there is a tie in calculating seniority, it shall be broken by drawing lots.

The district will develop criteria and procedures for identifying in-district languages, verifying teacher language abilities, reviewing teacher pathway programs and determining which teachers teach in schools with 25 percent or more students from a historically underserved population. Procedures and timelines will be communicated to teachers.

Recall

A teacher who was released due to a reduction in staff will be eligible for recall for 27 months after the last date of release, unless waived by a rejection of a specific position. No new teacher shall be hired to any position until all staff who remain on a recall list who are licensed and qualified for the position have been given an opportunity to accept the position.

The district shall notify teachers on the recall list of a position opening by registered letter, return receipt requested, at their last known address. Teachers shall have [7] calendar days from receipt of such notification in which to indicate their acceptance or rejection of the position and an additional [14] days from date of acceptance in which to begin active employment unless otherwise mutually agreed upon.

If the teacher rejects any position offered for which the teacher is licensed and qualified, or the teacher fails to respond within the specified timeline, the teacher shall forfeit all recall rights.

Staff returning to work shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the release.

Teachers will have recall rights for a maximum 27-month period. If they choose, released teachers may maintain their district insurance and health plans by paying their own premiums as prescribed by law, subject to the rules of the insurance carrier.

[Teachers affected by a reduction in staff may be placed on the substitute list for any position requested when released. They will be notified for those positions requested before other substitutes are notified.]

OSBA Model Sample Policy

Code: GCQB

Adopted:

Research

District staff ~~Employees~~ are encouraged to participate in research for the development and improvement of education. ~~If an employee plans~~ Staff who propose to engage in ~~a~~ research, e.g., study toward advanced work or for use in classroom instruction, ~~project during the workday or using~~ district resources or students, ~~either for study toward advanced work or for use in classroom instruction, approval must be secured from~~ will submit a proposal to the [superintendent] [principal] for approval ~~the superintendent~~ prior to commencing such research. If approved, and the study results in material or practices which ~~would~~ may be useful to other ~~employees~~ district staff, ~~it is recommended that it~~ such will be reviewed by [administration] and may be made available for distribution throughout the district as determined by administration. For the protection of all concerned, privacy rights of students or other individuals involved in ~~research~~ such ~~projects~~ research must be protected.

Research which is conducted by or for a nondistrict ~~employee~~ individual or organization must be approved by the superintendent [or designee].

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2012~~2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2016~~2022).

Protection of Pupil Rights, 20 U.S.C. § 1232h (~~2012~~2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (~~2016~~2022).

OSBA Model Sample Policy

Code: IIBGA-AR

Revised/Reviewed:

Electronic Communications System

Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. “Obscene,” has the meaning given such term in Section 1460 of Title 18, United States Code;
 - b. “Child pornography,” has the meaning given such term in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. “Harmful to minors,” as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act and sexual contact,” as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor,” as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. {¹} “Inappropriate matter,” as defined by the district, means material that is inconsistent with general public education purposes and the district’s vision, mission and goals, as determined by the district.
6. {²} “District proprietary information” is defined by the district as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.

{¹ As inappropriate matter is not defined in the CIPA or regulations, districts should determine the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.}

{² This item corresponds to #3 on page 2 in this model sample administrative regulation.}

7. “District software” is defined by the district as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s **electronic communications** system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. **Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information that ensures the protections of said information in accordance with board policy. The district will provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use of the personal electronic device is no longer authorized, to ensure verification that information downloaded has been properly removed from the personal electronic device; (See Staff User Agreement)**
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district’s **electronic communications** system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms, **applications** and other forms of direct electronic communication;
10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, **applications** and in chat rooms;

11. Determine which users and sites, accessible as part of the district's electronic communications system, are most applicable to the curricular needs of the district and may restrict user access accordingly;
12. Determine which users will be provided access to the district's electronic communications system;
13. Program its computers to display a message reinforcing key elements of the district's electronic communications system policy and administrative regulation when accessed for use;
14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may be subject to disclosure if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher system coordinator stating the need for the increase;
 - g. Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
 - h. Transmission of any communications or materials related to activities regarding political campaigns is by ORS 260.432 is not allowed.
15. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file in the school office;
16. Notify users of known copyright infringing activities and deny access to or remove the material.

Electronic Communications System Access

1. Access to the district's electronic communications system is authorized to:

Board members, district employees, and students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

2. ~~Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.~~ Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is permitted when consistent with board policy and administrative regulations and when during the school day.

Staff and Board members may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with Board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations.

District staff and Board members may use the district's electronic communications system, district-owned computers or devices including Internet and e-mail access] for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

Volunteers and district contractors and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.

General Use Prohibitions/ and Guidelines/Etiquette

Operation of the district's electronic communications system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization use of the district's system.

1. General Use Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's electronic communications system for:

- (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk data usage quotas;
- e. Attempts to record, send, intentionally access or download any text file-or, picture, audio, or engage in any communication that includes, but not limited to, material which may be interpreted as:
- (1) Harmful to minors and/or staff;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, bullying, menacing, inappropriate, threatening, or a bias incident;
 - (5) Constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;
 - (6) A likelihood that, either because of its content or the manner of collection and/or distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policies pertaining to student directory information and personally identifiable information. Personal student contact information may include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless authorized by the system coordinator or teacher or when consistent with school or educational related activities and with prior parent approval when necessary;
- i. Attempts to represent self on behalf of the district through use of the district's name in external communication forums, e.g., social media, chat rooms, without prior district authorization;

- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been granted access.

2. Guidelines/Etiquette

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as video/talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission; do not take pictures or videos of others without their consent or text those pictures to friends or post online; do not voice record conversations of peers or adults (staff) without their knowing.
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
 - (1) One subject per message - avoid covering various issues in a single e-mail message;
 - (2) Use a descriptive heading;
 - (3) Be concise - keep message short and to the point;
 - (4) Write short sentences;
 - (5) Use bulleted lists to break up complicated text;
 - (6) Conclude message with actions required and target dates;
 - (7) Remove e-mail in accordance with established guidelines;
 - (8) Remember, there is no expectation of right to privacy when using e-mail. Others may read or access mail;
 - (9) Always sign messages;
 - (10) Always acknowledge receipt of a document or file.
- g. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others; Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only; No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of The district's established complaint procedure in Board

policy. KL - Public Complaints and accompanying administrative regulation may be used to process complaints or concerns about violations of policy and administrative regulations.

Violations/Consequences

1. ^{3}Students
 - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of access to the district electronic communications system access up to and including permanent loss of privileges.
 - b. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
2. ^{4}Staff
 - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
 - b. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rules (OAR) 584-020-0041.
 - d. Violations of ORS 244.040 may be reported to Oregon Government Ethics Commission (OGEC).
3. Others
 - a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
 - b. Violations of law may be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, phone or internet service and/or related charges incurred by any home usage of the district's electronic communications system.

^{3} Check to confirm this student language aligns with other published discipline or student conduct language, e.g., student handbook.

^{4} Check to confirm this staff language aligns with other published discipline or conduct language, e.g., in staff handbook.

2. Any disputes or problems resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and their internet service provider and/or phone service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's vision, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. Users of the electronic communications system may, with system coordinator approval, order services or merchandise from other vendors that may be accessed through the district's electronic communications system. These vendors are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the vendor and the electronic communications system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the vendor. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of vendors.
4. The district does not warrant that the functions or services performed by, or that the information or software contained on, the electronic communications system will meet the system user's requirements, or that the electronic communications system will be uninterrupted or error-free, or that defects will be corrected. The district's electronic communications system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the electronic communications system and any information or software contained therein.

Sample Parent Letter

Dear Parents:

Your student needs your permission to use the district's electronic communications system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together. Inappropriate system use may result in discipline, up to and including expulsion from school, suspension or revocation of your student's access to the district's electronic communications system, and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter is an agreement for your student and you to read and sign stating agreement to follow the district's electronic communications system policy and administrative regulation. The district's policy IIBGA – Electronic Communications System and administrative regulation are accessible from the district's website or upon request and include provisions on, but are not limited to, student use under General Use Prohibitions and Guidelines/Etiquette] and student-related rules under [Violations and Consequences .

1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
2. The district's Electronic Communications System policy and administrative regulation.

Please review the district's Electronic Communications policy and administrative regulation, and the provisions therein, carefully with your student and return the attached agreement form to the school office indicating your permission or denial of permission for your student to use in the district's electronic communications system.

Sincerely,

System Coordinator/Administrator

Student Agreement for an Electronic Communications System Account
{2022-2023}

Student agreement must be renewed each academic year.

Student Section

Student Name _____ Grade _____

School _____

I have received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions may result in discipline, up to and including expulsion from school, and/or suspension or revocation of system access and related privileges, and/or referral to law enforcement officials.

Student Signature _____ Date _____

Sponsoring Parent

I have received notice of and read the district's Electronic Communications System policy and administrative regulation. I give my permission to the district to issue an account for my student and certify that the information contained in this form is correct. I will monitor my student's use of the system and the potential access to the Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

- I give my permission to issue an account for my student and certify that the information contained on this form is correct.
- I do not give my permission for my student to participate in the district's communications system.

Signature of Parent _____ Date _____

Email Address _____

Home Phone Number _____ Cell Number _____

Email Address _____

.....
This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Agreement for an Electronic Communications System Account
(Nonschool System User)

I have received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions may result in suspension and/or revocation of system access and related privileges, and/or referral to law enforcement officials.

In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

Home Address _____

Home Phone Number _____ Cell Number _____

Email Address _____ Date of Birth _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Parent (Required if nonschool-system user is under 18 years of age)

I have received notice of and read the district's Electronic Communications System policy and administrative regulation. I give permission to the district to issue an account for my child and certify that the information contained on this form is correct. I will monitor my child's use of the system and the potential access to the Internet and will accept responsibility for supervision in that regard if and when my child's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature of Parent _____ Date _____

Email Address _____ Home Address _____

Home Phone Number _____ Cell Number _____

Agreement for an Electronic Communications System Account
(Staff System User)

I have received notice of, read and agree to abide by the provisions in the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions may result in suspension and/or revocation of system access and related privileges, and may include discipline, up to and including dismissal, and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I ensure that the PED in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

Email Address _____

Home Phone Number _____ Cell Number _____

.....

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

OSBA Model Sample Policy

Code: IK

Adopted:

Academic Achievement**

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options.

The Board directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students ~~[will]~~~~[may]~~ be informed ~~[at least annually,]~~ of their student's progress toward achieving the academic content standards, including but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c. ~~[Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;]~~
 - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude~~[or behavior]~~. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade~~[.]~~~~[;]~~~~[.]~~~~[;]~~ ~~[Behavior performance shall be reported separately;]~~
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
5. When no grades are given but the student is evaluated in terms of progress, the school staff will ~~also provide a realistic appraisal of the student's standing in relation to his/her peers~~ show whether the student is achieving course requirements at the student's current grade level;

6. The staff will take particular care to explain to students the meaning of marks and symbols used to reflect student performance.

END OF POLICY

Legal Reference(s):

[ORS 107.154](#)
[ORS 329.485](#)

[ORS 343.295](#)
[OAR 581-021-0022](#)

[OAR 581-022-2260](#)
[OAR 581-022-2270](#)

OSBA Model Sample Policy

Code: IKF

Adopted:

Graduation Requirements**

(If the district has additional credit or graduation requirements above the state requirements, the district is required to include those additional credits and graduation requirements in the following lists.)

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in ~~another district or public charter school~~ an educational program² in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that ~~district or public charter school~~ educational program in this state.

¹ As defined in ORS 30.297.

² "Educational program in this state" means an educational program that is provided by a school district, a public charter school, the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.962 or a hospital identified in ORS 343.261.

Jefferson High School Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits^{3} which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (including history, [civics⁴,] geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. Three credits in career and technical education, the arts or world languages⁵ (units shall be earned in any one or a combination).

~~8. One half credit in career development;~~

9. Six credits in electives, including one half credit in career development.

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements outlined in OAR 581-022-2000, a student must^{6}:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence; and
3. Participate in career-related learning experiences.

³ {If the district has additional credit or graduation requirements, the district is required to include those additional credits and graduation requirements in the following lists. However, if the district provides an education as described in ORS 336.585 or 336.590 and awards high school diplomas, the district may not impose requirements for a high school diploma in those instances that are in addition to the requirements prescribed by ORS 329.451 (2)(a) or by rule of the State Board of Education.}

⁴ [Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021 ORS 329.451). {This is not required language at this time but the district could choose to keep language with the footnote, and certainly should keep if the district already provides this instruction.}]

⁵ "World language" includes sign language, heritage language and languages other than a student's primary language.

⁶ [The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).]

Jefferson High School Honor's Diploma

A Jefferson High School Honor's Diploma will be awarded to students in grades 9 through 12 who complete a minimum of 27 credits which include at least:

1. ~~Three~~ **Four** credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I.)
2. Four credits of language arts (LA1 and above; and Adv. LA is offered; shall include the equivalent of one unit in written composition);
3. Four credits of science (must include Natural Resource Sciences, Physics, Advanced Biology, Chemistry, or Earth System Science);
4. ~~Two and one-half credits~~ **Three** of social sciences (including history, civics, geography);
- ~~5. One half credit in economics (including personal finance);~~
- ~~6~~ **5**. One credit in health education;
- ~~7~~ **6**. One credit in physical education;
- ~~8~~ **7**. Two credits in world languages;
- ~~9. One half credit in in career development;~~
- ~~9~~ **8**. One credit in career technical education or the arts (units shall be earned in any one or a combination); and
- ~~10~~ ~~9~~ **9**. ~~Six and one-half credits in electives~~ **Four credits, including a half credit in career development.**

The district shall offer students credit option provided the method for obtaining such credits is described in the student's personal education plan and the credit earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a Jefferson High School Honor's Diploma, in addition to credit requirements outlined above, a student must:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence;
3. Participate in career-related learning experiences;
4. Have a 3.5 cumulative GPA at the end of their seventh semester.
5. Have completed a minimum of 21 weighted credits at graduation.
6. CPR Certification

Jefferson High School Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in language arts;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).
8. Twelve credits in electives, including half credit in career development.

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in learning expectations, construct, or content that is to be measured, grade level standard, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for

approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;

2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Beginning in grade five or beginning after a documented history to qualify for a modified diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

Jefferson High School Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits in mathematics;
 - b. Two credits in language arts;
 - c. Two credits in science;
 - d. Three credits in history, geography, economics or civics;
 - e. One credit in health;
 - f. One credit in physical education; and
 - g. One credit in the arts or a world language.
2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
 - b. A medical condition that creates a barrier to achievement; or
 - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five or beginning after a documented history to qualify for an extended diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.

Jefferson High School Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum requirements established by the district.

Beginning in grade five or beginning after a documented history to qualify for an alternative certificate, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

Other District Responsibilities

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district will provide [age-appropriate and developmentally appropriate] literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in the later of 4 years after starting the ninth grade, or until the student reaches the age of 21 if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student’s continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education’s Opt-out Form⁷ and submitting the form to the district.

The district will issue a high school diploma pursuant to Oregon law (ORS 332.114) to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

[ORS 329.007](#)
[ORS 329.045](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.107](#)
[ORS 332.114](#)
[ORS 336.585](#)
[ORS 336.590](#)

[ORS 339.115](#)
[ORS 339.505](#)
[ORS 343.295](#)

[OAR 581-021-0009](#)
[OAR 581-022-0102](#)
[OAR 581-022-2000](#)
[OAR 581-022-2005](#)

[OAR 581-022-2010](#)
[OAR 581-022-2015](#)
[OAR 581-022-2020](#)
[OAR 581-022-2025](#)
[OAR 581-022-2030](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

⁷ Oregon Department of Education page for: [30-day notice and opt-out form](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.

~~House Bill 2056 (2021).~~

~~Senate Bill 744 (2021).~~

Senate Bill 1522 (2022).

Jefferson School District 14J

Code: IKF-AR(1)
 Revised/Reviewed: 9/12/16; 2/10/20
 Orig. Code: IKF-AR(2)

Graduation Requirements

2019 Diplomas and beyond:

Student Information					
Student Name:	DOB:	SSID#:	Grade:	School:	Anticipated Graduation Date:

Graduation Options

Jefferson High School Diploma

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
24 Credits: 4: English Language Arts (LA1 and above) 3: Math (Algebra 1 and above) 3: Science (Lab and Inquiry) 3: Social Science 1: Physical Education 1: Health Education 3: Arts, World Languages, Career Technical Education .5: Economics .5: Career Development 6: Electives (.5 Career Development)	Yes	ACT, PSAT, Smarter Balanced, etc. Reading Writing Math	<ul style="list-style-type: none"> Educational Plan and Profile Career-Related Learning Experiences Extended Application Career-Related Learning Standards CPR certification 	<ul style="list-style-type: none"> Accepted at four year universities and military branches Eligible for Federal Financial Aid (FAFSA) 	All students

Oregon Standard Diploma (State Diploma)

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
24 Credits: 4: English Language Arts (LA1 and above) 3: Math (Algebra 1 and above) 3: Science (Lab and Inquiry) 3: Social Science 1: Physical Education 1: Health Education	Yes	ACT, PSAT, Smarter Balanced, etc. Reading Writing Math	<ul style="list-style-type: none"> Educational Plan and Profile Career-Related Learning Experiences Extended Application 	<ul style="list-style-type: none"> Accepted at four year universities and military branches Eligible for Federal Financial Aid (FAFSA) 	Any student who meets on of the following: Documented history of a significant learning disability or medical condition that creates an educational barrier.

(continued)

Oregon Standard Diploma (State Diploma) (continued)

3: Arts, World Languages, Career Technical Education 6: Electives			<ul style="list-style-type: none"> • Career-Related Learning Standards • CPR certification 		IEP: Date _____ 504: Date _____ Or transferring into the district credit deficient with not enough time to recover necessary credits.
--	--	--	--	--	---

Jefferson High School Honor's Diploma

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
<p>24 Credits: 4: English Language Arts (LA 1 and above; and Adv. LA if offered) 4: Math (Algebra 1 and above) 4: Science (must include: Natural Resource Sciences, Physics, Advanced Biology, Chemistry, or Earth System Science) 3: Social Science 2: World Language 1: Physical Education 1: Health Education 1: Arts, Career Technical Education .5: Economics .5: Career Development 4: Electives (.5 Career Development)</p>	Yes	ACT, PSAT, Smarter Balanced, etc. • Reading • Writing • Math	<ul style="list-style-type: none"> • Educational Plan and Profile • Career-Related Learning Experiences • Extended Application • Career-Related Learning Standards • Student must hold a 3.5 cumulative GPA at the end of their 7th semester • Student must have completed a minimum of 21 weighted credits at graduation • CPR certification 	<ul style="list-style-type: none"> • Accepted at four year universities and military branches • Eligible for Federal Financial Aid (FAFSA) 	Any Student who have a 3.5 cumulative GPA at the end of their 7th semester (1 st semester of their Senior year) and have completed a minimum of 21 weighted credits at graduation

~~Extended Campus Diploma~~

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
<p>36 Credits: • Standard JHS graduation and state test requirements completed by graduation date PLUS: 10-12 additional college credits in a planned program of full-time college attendance at Chemeketa Community College over one year</p>	No	Passing scores REQUIRED	<ul style="list-style-type: none"> • Chemeketa Community College placement test REQUIRED • CPR certification 	• Can pick up JHS Diploma upon completion of program	Available to Standard and Honors Diploma students only; MINIMUM 2.5 GPA required for acceptance.

Modified Diploma

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
<p>24 Credits:</p> <p>3: Language Arts 2: Math (any level) 2: Science 2: Social Science 1: Physical Education 1: Health Education 1: Arts, World Language, Career Technical Education 12: Electives</p> <p><i>(Substantial Academic Contents modified using a 50%/50% formula)</i></p>	Yes	ACT, PSAT, Smarter Balanced, etc. Reading Writing Math	<ul style="list-style-type: none"> Educational Plan and Profile Career-Related Learning Experiences Extended Application Career-Related Learning Standards CPR certification 	<ul style="list-style-type: none"> Not accepted at most four year universities Accepted by community colleges and some military branches Only Eligible for Federal Financial Aid (FAFSA) if scoring high on entrance test 	Any student who meets one of following: <ul style="list-style-type: none"> Documented history of inability to maintain grade level achievement due to significant learning and instructional barrier Documented history of a medical condition that creates a barrier to achievement IEP: Date _____ 504 Plan: Date _____

Extended Diploma

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
<p>12 Credits:</p> <p>2: English, Language Arts 2: Math 2: Science 3: Social Science 1: Physical Education 1: Health Education 1: Arts, Career Technical Education, World Language</p> <p><i>Of these credits, six must be taken outside of the self-contained Special Education class.</i></p>	Yes	None	<ul style="list-style-type: none"> CPR certification 	<ul style="list-style-type: none"> Not accepted at most community colleges Not eligible for Federal Financial Aid (FAFSA) or military service unless high score on entrance test 	Student in Special Education who meet one of the following: <ul style="list-style-type: none"> Took extended state assessments no later than grade six and lasting for two or more cycles Had a serious injury or illness that occurs after grade eight, that changes the student's ability to participate in grade level activities and results in the student participating in extended assessment

Alternative Certificate

Credit Requirements	May earn credit by proficiency	Essential Skills Required	Other Requirements	Additional Information	Who is accepted?
Individual Plan	N/A	None	None	Not recognized as having earned a diploma	All students who meet individual criteria

Student will pursue the following graduation option as of this date:

- | | |
|--|--|
| <input type="checkbox"/> Jefferson High School Diploma | <input type="checkbox"/> Modified Diploma |
| <input type="checkbox"/> Oregon Standard Diploma | <input type="checkbox"/> Extended Diploma |
| <input type="checkbox"/> Jefferson High School Honor's Diploma | <input type="checkbox"/> Alternative Certificate |

Parent or Guardian Signature

Date

~~**Essential Skills Appeal**—The district will follow Board policy KL—Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.~~

EXAMPLE QUESTIONS ASKED BY BOARD MEMBERS OF A BUSINESS MANAGER DURING A FINANCIAL REVIEW SESSION

- 1) Are the books balanced and reconciled?
- 2) Are all cash and investment accounts reconciled to the general ledger?
- 3) Does the adopted budget reflect expected expenditures?
- 4) Have payroll reports been filed and have all payroll liabilities been paid timely?
- 5) Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely?
- 6) Are there any suspected cases of fraud that we need to be aware of?
- 7) Are there any suspected changes to the internal control system?
- 8) Have there been any significant changes to the internal control system?
- 9) Is the business office adequately staffed to allow for proper segregation of duties?
- 10) Have there been any changes to the accounting system or accounting policies that are significant?
- 11) Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security?
- 12) Are there any other financial-related matters we should be aware of?
- 13) Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- 14) Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- 15) Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate?



Resolution No. 2021- 2022 (22.06.001)

Adopting the budget, Levying Taxes and Making Appropriations

Adopting the Budget

BE IT RESOLVED that the Board of Directors of Jefferson School District 14J hereby adopts the budget for the fiscal year 2022-2023 in the total of \$20,588,398. The budget is now on file at the Jefferson School District Administrative Office in Jefferson, Oregon.

Resolution Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund

Instruction	6,345,890
Support Services	4,644,617
Debt Service.....	0
Transfers	270,600
Contingency	100,000
Total	<u>\$11,361,107</u>

ASB Funds

Instruction	281,800
Transfers	9,500
Total	<u>\$291,300</u>

Debt Service Fund

Debt Service.....	1,737,118
Contingency	0
Total	<u>\$1,737,118</u>

Special Revenue Funds

Instruction	1,942,836
Support Services	1,238,841
Enterprise & Community.....	666,700
Total	<u>\$3,848,377</u>

Capital Fund

Support Services	41,926
Facilities Acquisitons & Construction	<u>\$3,054,000</u>
Total	<u>\$3,095,926</u>

Total Appropriations, All Funds \$20,333,828

Total Unappropriated and Reserve Amounts, All Funds \$254,570

Total Adopted Budget \$20,588,298

Resolution Imposing the Tax

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for the tax year 2022-2023

At the rate of \$4.8468 per \$1000 of assessed value for permanent tax rate; and In the amount of \$790,000 for debt service on general obligation bonds;

Resolution Categorizing the Tax

BE IT RESOLVED that the taxes imposed are hereby categorized for the purposes of Article XI section 11bas:

Subject to the General Government Limitation

Permanent Rate Tax \$4.8468 / \$1000

Excluded from Limitation

General Obligation Debt Service.....\$790,000

The above resolution statements were approved and declared adopted on this 13th day of June 2022.

VOTE:

_____ In Favor _____
 _____ Opposed _____
 _____ Abstention _____
 _____ Absent _____

 Chair, Jefferson School District 14J Board of Director

Attest: _____

Jefferson School District 14J

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022 To: 11/30/2022

Print Detail

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
271.0000.9701.013.701.000 ASB	5,753.28	.00	.00	5,753.28	.00	5,753.28
271.0000.9701.013.702.000 Library	2,848.32	3,042.10	(4,254.59)	1,635.83	.00	1,635.83
271.0000.9701.013.703.000 Faculty Account	1,001.10	.00	.00	1,001.10	.00	1,001.10
271.0000.9701.013.704.000 Elem Supply Fee/Beg Balance	155.96	.00	.00	155.96	.00	155.96
271.0000.9701.013.705.000 Snacks - Withee	1.28	.00	.00	1.28	.00	1.28
271.0000.9701.013.706.000 PE - Beg Fund Bal	4,548.26	.00	.00	4,548.26	(4,432.62)	115.64
271.0000.9701.013.707.000 5th Grade Promotion	638.87	.00	.00	638.87	.00	638.87
271.0000.9701.013.708.000 JES K-5 Field Trips	418.00	.00	.00	418.00	.00	418.00
271.0000.9701.013.710.000 Parent Teacher Committee	9,143.37	1,590.61	(3,669.85)	7,064.13	(1,259.23)	5,804.90
271.0000.9701.013.711.000 BFB Keegan's Garden	288.69	.00	.00	288.69	.00	288.69
271.0000.9701.013.712.000 Elem/Snacks-Merriman	.65	.00	.00	.65	.00	.65
271.0000.9701.013.713.000 Field Trips-Beg Balance	4,345.19	.00	404.81	4,750.00	(715.00)	4,035.00
271.0000.9701.013.714.000 Garden, Elem - Beg Balance	(60.00)	.00	.00	(60.00)	.00	(60.00)
271.0000.9701.013.715.000 Ankeny Program - Beg Balance	.15	.00	.00	.15	.00	.15
271.0000.9701.013.716.000 Explore - Sullivan	1,323.54	.00	.00	1,323.54	.00	1,323.54
271.0000.9701.013.730.000 Music	7,516.97	.00	(3,679.86)	3,837.11	(177.33)	3,659.78
271.0000.9701.013.731.000 Donation - United Way	2,452.84	.00	.00	2,452.84	.00	2,452.84
271.0000.9701.013.732.000 Carnival	2,000.00	.00	.00	2,000.00	.00	2,000.00
271.0000.9701.013.733.000 Read-a-Thon fund raising	459.69	.00	.00	459.69	.00	459.69
271.0000.9701.013.734.000 RAD/PBIS - Fund Balance	1,487.00	168.00	.00	1,655.00	.00	1,655.00

Jefferson School District 14J

Student Activities Summary Report

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
GRAND TOTALS	44,323.16	4,800.71	(11,199.49)	37,924.38	(6,584.18)	31,340.20

End of Report

Jefferson School District 14J

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
272.0000.9701.001.000.000 ASB Beginning Fund Balance	90.00	.00	.00	90.00	.00	90.00
272.0000.9701.001.242.000 Life Skills - Lions Mart	290.92	.00	.00	290.92	.00	290.92
272.0000.9701.001.710.000 MS Parent Teacher Committee	1,376.40	.00	(174.67)	1,201.73	.00	1,201.73
272.0000.9701.001.721.000 ASB	1,659.79	3,262.00	(1,812.90)	3,108.89	(735.10)	2,373.79
272.0000.9701.001.722.000 Library	205.94	.00	.00	205.94	.00	205.94
272.0000.9701.001.723.000 Faculty Account	79.85	330.00	(202.20)	207.65	(80.79)	126.86
272.0000.9701.001.724.000 JMS AVID Notebooks	1,445.77	8.00	(453.77)	1,000.00	.00	1,000.00
272.0000.9701.001.725.000 General Fees	246.01	80.00	(100.00)	226.01	.00	226.01
272.0000.9701.001.726.000 School Wide Fundraiser	.00	.00	.00	.00	.00	.00
272.0000.9701.001.727.000 Gotcha	330.03	441.80	(392.27)	379.56	(500.00)	(120.44)
272.0000.9701.001.728.000 MS - Hardship	.00	40.00	.00	40.00	.00	40.00
272.0000.9701.001.729.000 Harris-Elective	293.43	494.00	(624.00)	163.43	.00	163.43
272.0000.9701.001.730.000 Hasty-Music	2,502.16	2,085.00	1,116.13	5,703.29	(4,409.03)	1,294.26
272.0000.9701.001.732.000 Larson-Art	689.76	280.00	.00	969.76	.00	969.76
272.0000.9701.001.733.000 Chitwood-Pottery	33.85	175.00	.00	208.85	(100.00)	108.85
272.0000.9701.001.734.000 National Junior Honor Society-NJHS	220.37	115.00	68.77	404.14	(350.00)	54.14
272.0000.9701.001.737.000 Hasty-Choir	122.00	70.00	.00	192.00	.00	192.00
272.0000.9701.001.739.000 Hart-Elective	464.74	160.00	.00	624.74	(200.00)	424.74
272.0000.9701.001.740.000 Hasty-Elective	531.98	267.00	(96.45)	702.53	(553.55)	148.98
272.0000.9701.001.741.000 Class of 2027/ 8th Grade	7.22	.00	.00	7.22	.00	7.22
272.0000.9701.001.742.000 JMS Art Fund	.00	.00	.00	.00	.00	.00
272.0000.9701.001.743.000 Class of 2028/7th Grade	.00	.00	.00	.00	.00	.00

Jefferson School District 14J

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
272.0000.9701.001.745.000 Class of 2029/6th Grade	.00	.00	.00	.00	.00	.00
272.0000.9701.001.770.000 Yearbook	812.18	.00	.00	812.18	.00	812.18
GRAND TOTALS	11,402.40	7,807.80	(2,671.36)	16,538.84	(6,928.47)	9,610.37

End of Report

Jefferson School District 14J

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
273.0000.9701.002.230.000 Athletics	(6,686.97)	2,573.33	6,687.81	2,574.17	(1,205.20)	1,368.97
273.0000.9701.002.231.000 Baseball	2,167.82	.00	.00	2,167.82	.00	2,167.82
273.0000.9701.002.232.000 Boys Basketball	261.19	.00	(50.00)	211.19	(177.98)	33.21
273.0000.9701.002.233.000 Girls Basketball	(177.71)	.00	402.41	224.70	(177.98)	46.72
273.0000.9701.002.234.000 US Hispanic Leadership Institute	.00	.00	.00	.00	.00	.00
273.0000.9701.002.235.000 Football	2,641.48	.00	(199.00)	2,442.48	.00	2,442.48
273.0000.9701.002.236.000 Rally	(788.88)	1,863.15	404.47	1,478.74	(1,521.97)	(43.23)
273.0000.9701.002.237.000 Softball	(931.54)	100.00	1,381.54	550.00	(400.00)	150.00
273.0000.9701.002.238.000 Track	2,745.61	930.00	(2,081.39)	1,594.22	(685.10)	909.12
273.0000.9701.002.239.000 Volleyball	500.52	2,100.00	726.60	3,327.12	(243.47)	3,083.65
273.0000.9701.002.240.000 Wrestling	254.25	.00	1,180.02	1,434.27	(1,219.75)	214.52
273.0000.9701.002.241.000 Track Go Fund Me	1,044.74	.00	.00	1,044.74	.00	1,044.74
273.0000.9701.002.290.000 College Credit Now BFB	2,010.50	30.00	(360.00)	1,680.50	.00	1,680.50
273.0000.9701.002.728.000 AVID	7,132.57	6,050.00	(552.38)	12,630.19	(120.00)	12,510.19
273.0000.9701.002.730.000 Media Productions	158.24	.00	.00	158.24	.00	158.24
273.0000.9701.002.731.000 SLP High School	26.16	.00	.00	26.16	.00	26.16
273.0000.9701.002.732.000 Jefferson Auto Club	823.18	500.00	.00	1,323.18	.00	1,323.18
273.0000.9701.002.740.000 Concessions	6,436.99	3,063.58	(250.00)	9,250.57	.00	9,250.57
273.0000.9701.002.741.000 ASB	4,195.43	2,775.00	(1,302.32)	5,668.11	(776.31)	4,891.80
273.0000.9701.002.742.000 Library	1,390.49	11.00	.00	1,401.49	.00	1,401.49
273.0000.9701.002.743.000 Faculty Account	382.84	.00	.00	382.84	.00	382.84
273.0000.9701.002.744.000 Class of 2024	.00	.00	2,027.00	2,027.00	.00	2,027.00
273.0000.9701.002.745.000 HS/Class of 2026	.00	.00	800.00	800.00	.00	800.00

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273.0000.9701.002.746.000 Class of 2025	.00	.00	2,000.00	2,000.00	.00	2,000.00
273.0000.9701.002.747.000 Class of 2022	(625.00)	.00	625.00	.00	.00	.00
273.0000.9701.002.748.000 Class of 2023	4,394.13	.00	(1,951.63)	2,442.50	(94.00)	2,348.50
273.0000.9701.002.751.000 Book Security	9,216.84	.00	(9,216.84)	.00	.00	.00
273.0000.9701.002.752.000 Towel & Locker	3,720.21	245.00	(2,297.83)	1,667.38	.00	1,667.38
273.0000.9701.002.753.000 Hardship	5,691.18	.00	(625.00)	5,066.18	.00	5,066.18
273.0000.9701.002.754.000 Revolving Office	760.93	.00	156.00	916.93	.00	916.93
273.0000.9701.002.761.000 Horticulture	.00	.00	.00	.00	.00	.00
273.0000.9701.002.762.000 Drama	106.02	50.00	(307.30)	(151.28)	(2,293.09)	(2,444.37)
273.0000.9701.002.763.000 FFA	25,127.58	716.00	(1,965.00)	23,878.58	(782.00)	23,096.58
273.0000.9701.002.765.000 Metals	1,828.44	320.00	(650.10)	1,498.34	.00	1,498.34
273.0000.9701.002.766.000 Music	15,427.72	981.25	(8,721.50)	7,687.47	(2,586.00)	5,101.47
273.0000.9701.002.768.000 Equestrian	127.00	.00	(127.00)	.00	.00	.00
273.0000.9701.002.769.000 Woods	6,904.94	170.00	.00	7,074.94	.00	7,074.94
273.0000.9701.002.770.000 Yearbook	2,651.55	209.43	(199.99)	2,660.99	.00	2,660.99
273.0000.9701.002.772.000 Math	234.84	.00	.00	234.84	.00	234.84
273.0000.9701.002.773.000 Staff Development	2,114.79	.00	.00	2,114.79	.00	2,114.79
273.0000.9701.002.774.000 Beginning Foods	100.00	.00	.00	100.00	.00	100.00
273.0000.9701.002.775.000 Art Club	1,644.27	290.00	.00	1,934.27	.00	1,934.27
273.0000.9701.002.777.000 HS/FBLA	.00	.00	.00	.00	.00	.00
273.0000.9701.002.779.000 Honor Society	850.17	.00	.00	850.17	(630.00)	220.17
273.0000.9701.002.780.000 Spanish Club	5,507.18	90.00	.00	5,597.18	.00	5,597.18
273.0000.9701.002.781.000 Science Club	123.17	.00	.00	123.17	.00	123.17

Jefferson School District 14J

Student Activities Summary Report

Fiscal Year: 2022-2023

From: 7/1/2022 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
273.0000.9701.002.782.000 Lions Den	5,356.54	1,150.00	(923.44)	5,583.10	(2,076.56)	3,506.54
273.0000.9701.002.783.000 Wellness	957.33	.00	.00	957.33	(300.00)	657.33
GRAND TOTALS	115,806.74	24,217.74	(15,389.87)	124,634.61	(15,289.41)	109,345.20

End of Report

Jefferson School District 14J

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
46225	A&E Security	Basic Monitoring - District Wide	\$62.85
46217	Albany Lock & Key	Repairs and Maintenance Services	\$82.00
46217	Albany Lock & Key	Future needs	\$624.85
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$11.99
0	Amazon Capital Services, Inc	Classroom Supplies as needed-Supplies/Gen Class	\$12.59
0	Amazon Capital Services, Inc	Classroom Supplies as needed-Supplies/Gen Class	\$110.10
0	Amazon Capital Services, Inc	Classroom Supplies as needed-Supplies/Gen Class	\$104.95
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$31.98
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$7.29
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$89.21
0	Amazon Capital Services, Inc	Supplies/principals acct	\$37.66
0	Amazon Capital Services, Inc	Classroom Supplies as needed-Supplies/Gen Class	\$144.95
46279	American Leak Detection, Inc	Elem/Repairs & Maintenance Services	\$575.00
46280	American Rooter	HS/Repairs & Maintenance Services	\$405.00
46263	Blick Art Materials	Amaco Kiln Wash In Powder Form - Dry, 1 lb	\$8.00
46263	Blick Art Materials	Stanley Bostitch QuietSharp6 Electric Pencil Sharpener	\$38.00
46263	Blick Art Materials	Stanley Bostitch Manual Pencil Sharpener	\$13.00
46263	Blick Art Materials	Blick Economy Short Handle Sable Class Pack - Round, Classpack of 36	\$50.00
46263	Blick Art Materials	Blickrylic Student Acrylics - Blockout White, Quart	\$11.00
46263	Blick Art Materials	Sharpie Oil-Based Paint Marker - White, Medium Point, Pack of 2	\$14.00
46263	Blick Art Materials	Sharpie Oil-Based Paint Marker - Gold and Silver, Fine Point, Set of 2	\$14.00
46263	Blick Art Materials	Blick Essentials Gloss Glaze - Pint, Bright White	\$10.00
46263	Blick Art Materials	Blick Essentials Gloss Glaze - Candy Apple, Pint	\$10.00
46263	Blick Art Materials	Blick Essentials Gloss Glaze - Pint, Violet	\$10.00

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
46263	Blick Art Materials	Uni Posca Paint Markers - Basic Colors, Set of 8, Medium Tip, 2.5 mm	\$21.00
46263	Blick Art Materials	Uni Posca Paint Markers - Soft Colors, Set of 8, Medium Tip, 2.5 mm	\$21.00
46263	Blick Art Materials	Blickrylic Student Acrylics - Bright Red, Quart	\$3.80
0	Capener, Bradley S	Coffee with the Superintendent	\$9.00
46219	Cardmember Services	Parts, video cameras	\$1.99
46219	Cardmember Services	Cameras and parts	\$1.99
46219	Cardmember Services	Student Safety and Security Conference Houston, TX. Oct 26-28 Air, Food, Incidentals	\$680.53
46219	Cardmember Services	Ergonomic Desks for IT staff	\$289.99
46219	Cardmember Services	Ergonomic Desks for IT staff	\$91.85
46219	Cardmember Services	Parts, video cameras	\$350.84
46219	Cardmember Services	Parts, video cameras	\$39.99
46219	Cardmember Services	Parts, video cameras	\$85.59
46219	Cardmember Services	Parts, video cameras	\$221.67
46219	Cardmember Services	Ergonomic Desks for IT staff	\$299.94
46219	Cardmember Services	Computer Hardware	\$156.06
46219	Cardmember Services	Computer Hardware	\$19.19
46219	Cardmember Services	Computer Hardware	\$51.96
46219	Cardmember Services	Computer Hardware	\$64.95
46219	Cardmember Services	Cameras and parts	\$81.75
46219	Cardmember Services	2022 Employment Law Conf - Virtual	\$350.00
46219	Cardmember Services	Required Legal Postings	\$136.00
46219	Cardmember Services	Elem/Repairs & Maintenance Services	\$715.66
46219	Cardmember Services	Parts, video cameras	\$99.95
46219	Cardmember Services	Cameras and parts	\$99.99
46219	Cardmember Services	Parts, video cameras	\$39.95
46219	Cardmember Services	Parts, video cameras	\$39.99

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
46219	Cardmember Services	Parts, video cameras	\$22.98
46219	Cardmember Services	Consumable Supplies and Materials	\$199.00
46219	Cardmember Services	SPED Law Conference Lodging/Expenses - Yakima Sept 18-22	\$765.90
46219	Cardmember Services	SPED Law Conference Meals/Expenses Yakima Sept 18-22	\$20.03
46219	Cardmember Services	SPED Law Conference Meals/Expenses Yakima Sept 18-22	\$18.60
46219	Cardmember Services	Classroom Supplies-Supplies/Gen Class	\$54.45
46264	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$108.34
46265	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$5.81
46265	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$479.42
46282	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$104.05
46233	City Of Jefferson	Water and Sewer Elementary School	\$660.92
46233	City Of Jefferson	Water and Sewer Middle School	\$2,603.24
46233	City Of Jefferson	Water and Sewer High School	\$2,603.24
46220	Cognia, Inc	Dues & Fees/Gen Class	\$1,200.00
46235	D & W Automotive	Supplies/Auto	\$256.92
46278	Dave's Transmission	HS/Repairs & Maintenance Services	\$850.00
0	First Student, Inc.	Home to School	\$59,403.94
0	First Student, Inc.	Transportation Special Ed	\$9,526.70
0	First Student, Inc.	Reim Trans Gen Class Elementary School	\$290.92
0	First Student, Inc.	Reim Trans Gen Class High School	\$526.06
0	First Student, Inc.	Nonreim Tran MS Athletics	\$1,580.68
0	First Student, Inc.	Van Fuel Charge	(\$238.22)
46213	Freres Building Supply	Supplies/Gen Class - For the JES custodians to purchase needed last minute supplies	\$7.98
46213	Freres Building Supply	Supplies/Woods Consumable supplies for the Wood Shop classes. Purchase plywood sheets and dimensional lumber.	\$29.35

Jefferson School District 14J

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
46213	Freres Building Supply	future needs	\$110.89
46213	Freres Building Supply	future needs	\$110.88
46238	Garrett Hemann Robertson P.C.	Legal Services Sped	\$75.00
0	Gonzales, Daletta A.T.	Travel - Daletta is going to IKEA to pick up furniture that was ordered for the Lang. & Lit. room at JES, \$.625 mileage x 143.2 miles round trip = \$89.50	\$89.50
46239	Granite Telecommunicatons	District Wide Telephone	\$221.71
46284	Harvey & Price	Elem/Repairs & Maintenance Services	\$1,370.00
46240	Home Depot Credit Services	Future needs	\$289.05
0	Howard, Jonathan	Expediting License Renewal fee	\$209.00
0	Landry-Palma, Melissa Eva	Supplies/Gen Class - Palma will use to purchase supplies to be used by her and her staff in the the Literacy & Lang. room	\$121.43
0	Lloyd, Meghan Jean	2 days round trip to Portland	\$135.00
46221	M&W Electric	Elem/Repairs & Maintenance Services	\$1,484.50
46223	Northwest Regional ESD	Open PO for volunteer background check processing for the school year	\$170.00
46285	NW Natural Gas	DO-Old MS / Oil and Gas	\$1,116.41
46285	NW Natural Gas	ES Oil and Gas	\$1,536.18
46285	NW Natural Gas	MS Oil and Gas	\$1,256.14
46285	NW Natural Gas	HS Oil and Gas	\$657.81
46242	Office Depot	Supplies/Gen Class	\$72.35
46242	Office Depot	Supplies/Gen Class	\$9.47
46242	Office Depot	Supplies/Gen Class - To purchase supplies for JES	\$26.99
46242	Office Depot	Supplies/Gen Class - To purchase supplies for JES	\$69.70
46242	Office Depot	Supplies/Gen Class - To purchase supplies for JES	\$53.38
46242	Office Depot	Elem Paper Supplies/envelopes - To purchase paper products for JES	\$35.67
46269	Office Depot	Supplies/Gen Class	\$48.70
46286	Office Depot	Supplies/Gen Class	\$3.70
46243	Pace	Additions to policy	\$305.00

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100 - General Fund			
46287	Pacific Office Automation	District wide printing - local office charges	\$2,689.42
46288	Pacific Office Automation Inc	District Wide Printing	\$3,332.28
46244	Pacific Power	DO Electricity	\$1,082.85
46244	Pacific Power	ES Electricity	\$3,489.36
46244	Pacific Power	MS Electricity	\$1,247.43
46244	Pacific Power	HS Electricity	\$4,995.73
46245	Pacific Sanitation	ES Garbage	\$369.95
46245	Pacific Sanitation	MS Garbage	\$575.00
46245	Pacific Sanitation	HS Garbage	\$574.75
46272	Power School Group LLC	Talent Ed	\$1,205.98
46214	Purchase Power	District Wide Postage	\$500.00
46215	Ram Steelco Inc.	Supplies/Ag/Welding One inch square tubing for livestock pen construction.	\$270.60
0	Rosenbaum, Rachel	Supplies/Gen Class - To purchase supplies for Rosenbaum's classroom/students for the 22/23 school year.	\$41.67
46273	Salem Keizer Schools	Paper for District Office	\$8.37
46292	Salem Keizer Schools	Paper supplies, envelopes and general classroom supplies	\$776.74
46275	Sierra Springs	Water and Cooler Rental District Office	\$34.14
46250	Staples	Custodial Supplies / bags/liners//gloves	\$1,804.50
46276	Staples	Custodial Supplies / bags/liners//gloves	\$309.90
46247	Truax Corporation	Dist Vehicles Pupil Trans	\$408.15
46247	Truax Corporation	Maint Vehicles Fuel	\$135.60
46247	Truax Corporation	Grounds - Fuel	\$125.00
46251	Valley Fire Control	MS/Repairs & Maintenance Services	\$104.00
46295	Verizon Wireless	DO Xtra-Line 541-971-7969 Cell phone service for one year	\$51.84
46295	Verizon Wireless	Capener, Brad 541-971-7973 Cell phone service for one year	\$51.84
46295	Verizon Wireless	Shaw, Chris 541-971-7978 Cell phone service for school year	\$51.84
46295	Verizon Wireless	Groninger, Melissa 503-509-8217 Cell phone service for the school year	\$51.84

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Check Number	Vendor	Description	Amount
100 - General Fund			
46295	Verizon Wireless	Pierce-Cummings, Laura 503-509-8302 Cell phone service for school year	\$51.84
46224	Wilbur Ellis LLC	Grounds Supplies fertilizer for ball fields	\$354.22
46224	Wilbur Ellis LLC	Grounds Supplies fertilizer all jsd grounds	\$966.70
46296	Willamette ESD	Sub Services - Elementary	\$3,030.19
46296	Willamette ESD	Sub Services - Middle	\$623.12
46296	Willamette ESD	Sub Services - High School	\$1,246.24
46296	Willamette ESD	Instr Serv/-Spec Ed	\$498.50
46296	Willamette ESD	Instr Serv/-Spec Ed	\$255.56
0	Wollersheim, Jennifer L	OSBA Conf in Portland, OR 11-10.22 Mileage	\$46.50
0	Wollersheim, Jennifer L	OSBA Conf in Portland, OR 11-10.22 Mileage	\$46.50
Total for 100 - General Fund			\$128,519.97
210 - Title 2A - Quality Teacher			
46283	Francis, Deborah	Contracted Services	\$1,650.00
Total for 210 - Title 2A - Quality Teacher			\$1,650.00
215 - IDEA Part B			
46266	Mandt System	MANDT - training for SPED Staff - October	\$198.00
46296	Willamette ESD	IDEA Sub Costs	\$82.93
Total for 215 - IDEA Part B			\$280.93
218 - Title 3 - ESL			
46263	Blick Art Materials	Blickrylic Student Acrylics - Chrome Yellow, Quart	\$11.00
Total for 218 - Title 3 - ESL			\$11.00
226 - Title 1A			
46246	School Outfitters	stools for science room	\$2,594.79
Total for 226 - Title 1A			\$2,594.79
229 - Textbooks			

Jefferson School District 14J

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Check Number	Vendor	Description	Amount
229 - Textbooks			
46231	Cengage Learning	Replacement 6th grade math books-MS Textbooks	\$924.00
46234	Creative Mathematics	Elementary Textbooks - Items (manipulatives, books, etc.) ordered after PD with Creative Mathematics.	\$1,205.00
Total for 229 - Textbooks			\$2,129.00
235 - Measure 98			
0	Amazon Capital Services, Inc	Supplies - Digital Media	\$671.26
Total for 235 - Measure 98			\$671.26
237 - Staff Retention & Recruitment Grant			
46229	Calvillo, Patricia	ES funding for staff meals - care and connection (used \$35 from the Visa PO)	\$23.92
46219	Cardmember Services	HS funding for staff meals - care and connection	\$33.96
46219	Cardmember Services	HS funding for staff meals - care and connection	\$13.95
46219	Cardmember Services	HS funding for staff meals - care and connection	\$138.95
46219	Cardmember Services	HS funding for staff meals - care and connection	\$8.75
46219	Cardmember Services	ES funding for staff meals - care and connection	\$113.70
46219	Cardmember Services	ES funding for staff meals - care and connection	\$19.41
46219	Cardmember Services	MS funding for staff meals - care and connection	\$149.90
46219	Cardmember Services	ES funding for staff meals - care and connection	\$345.00
Total for 237 - Staff Retention & Recruitment Grant			\$847.54
250 - Child Nutrition Programs			
46226	Bargreen Ellingson	Non-Consumable Items, dishwasher chemicals, soaps, sanitizers.	\$177.53
0	Buskirk, Lisa Gaye	Additional Salary/Mileage to pick up product we can't get from our distributors OR mileage to trainings	\$81.88
46219	Cardmember Services	Additional food items needed that can't be purchased through our Co-op	\$54.23
46219	Cardmember Services	Registration required SNA membership which allows admittance into food shows and training	\$142.50
46230	Cascade Fruit and Produce Inc.	Fresh fruit and vegetables	\$3,083.63

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
250 - Child Nutrition Programs			
46237	Franz Bakery	BREAD, ROLLS HB/HD BUNS AND SPECIAL DIETARY BREADS	\$869.24
46241	JTM Provisions Co. Inc	Commodity processed meat and cheese products	\$179.10
0	Mitchell, Adrian N.	Food Service Travel From School to School for Job	\$10.31
46216	Sysco	Milk and dairy products for student meals and cooking	\$7,944.27
46216	Sysco	Bread, rolls, buns and special dietary breads for student meals.	\$4,549.41
46248	Umpqua Dairy Products Co.	MILK AND DARIY PRODUCTS	\$3,785.34
Total for 250 - Child Nutrition Programs			\$20,877.44
252 - Student Success Act			
0	Amazon Capital Services, Inc	Supplies and Materials - Justin will be purchasing SEL supplies for JES staff.	\$5.99
0	Rice Cook, Justin George	Supplies and Materials - Justin will be purchasing SEL supplies for JES staff	\$7.49
46291	Salam Noor	Consulting - writing the district mission and vision statement.	\$2,300.00
46296	Willamette ESD	ES Instrucion Services	\$108.77
Total for 252 - Student Success Act			\$2,422.25
255 - Co-Curricular Fund			
46218	Arbiter Sports LLC	Dues & Fees	\$1,375.00
46227	Best Pots	Supplies/Materials	\$135.76
46281	Best Pots	Supplies/Materials	\$107.74
46228	BSN Sports	Supplies/Materials	\$439.53
46219	Cardmember Services	Supplies/Materials	\$196.35
0	First Student, Inc.	Nonreim Trans HS Athletics	\$1,900.51
46267	OACA	Dues & Fees	\$130.00
Total for 255 - Co-Curricular Fund			\$4,284.89
263 - Misc Grant WESD			
46232	Center for Effective Philanthropy, Inc	Youth Truth Survey - School Year 2022-2023	\$600.00
Total for 263 - Misc Grant WESD			\$600.00

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
271 - Elementary ASB			
46268	Oak Tree Fundraising, LLC	Elem/Parent Teacher Committee - Payment for the Butter Braid/Cookies fundraiser.	\$964.00
46290	Really Great Reading Company	HD Word Student Kit (donation from Albany Stoves to cover complete cost)	\$3,311.00
46274	Scholastic Book Fairs	Elem/Library- Payment for the JES Fall book fair	\$3,014.10
Total for 271 - Elementary ASB			\$7,289.10
272 - Middle School ASB			
0	Amazon Capital Services, Inc	Classroom supplies as needed-Hasty-Music	\$157.97
0	Amazon Capital Services, Inc	Music Supplies as needed-Hasty-Music	\$30.99
46219	Cardmember Services	Meal for Parent/Teacher Conference-MS Parent Teacher Committee Supplies	\$121.15
46219	Cardmember Services	Meal for Parent/Teacher Conference-MS Parent Teacher Committee Supplies	\$53.52
46219	Cardmember Services	OMSI Field Trip request from Candace Harris	\$624.00
46219	Cardmember Services	Classroom Supplies as Needed-Hasty-Elective	\$96.45
46219	Cardmember Services	Pick of the Pride Incentives-MS/ASB	\$5.90
46219	Cardmember Services	Pick of the Pride Incentives-MS/ASB	\$50.00
46219	Cardmember Services	Pick of the Pride Incentives-MS/ASB	\$35.00
0	Magana, Silvia	sunshie committe supplies MS/FACULTY ACCOUNT	\$20.00
0	Magana, Silvia	sunshie committe supplies MS/FACULTY ACCOUNT	\$12.73
0	Magana, Silvia	sunshie committe supplies MS/FACULTY ACCOUNT	\$12.57
46252	Oak Tree Fundraising, LLC	Fundraiser for Student Body-MS/ASB	\$1,698.00
Total for 272 - Middle School ASB			\$2,918.28
273 - High School ASB			
46262	Ada Sports and Rackets, LLC	HS/ASB	\$241.98
0	Amazon Capital Services, Inc	HS/DRAMA props, costumes, etc for Fall Play	\$69.99
0	Amazon Capital Services, Inc	HS/DRAMA props, costumes, etc for Fall Play	\$17.66
46228	BSN Sports	HS/Wrestling	\$39.98
46219	Cardmember Services	HS/Track	\$106.00

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Exclude Invoice Description

Check Number	Vendor	Description	Amount
273 - High School ASB			
46219	Cardmember Services	Tickets for AVID Field Trip to OSU soccer match	\$226.00
46219	Cardmember Services	HS/Track	\$106.00
46219	Cardmember Services	HS/Track	\$63.60
46219	Cardmember Services	HS/ASB Leadership	\$37.73
46219	Cardmember Services	HS/ASB Leadership	\$86.36
46219	Cardmember Services	HS/ASB Pizza and Soda Homecoming	\$37.40
46219	Cardmember Services	HS/DRAMA Scripts for Fall Play	\$127.00
46219	Cardmember Services	HS/DRAMA Rights/Royalties for the Fall Play	\$110.00
46219	Cardmember Services	HS/DRAMA props, costumes, etc for Fall Play	\$42.50
46219	Cardmember Services	HS/DRAMA props, costumes, etc for Fall Play	\$16.97
46219	Cardmember Services	HS/DRAMA props, costumes, etc for Fall Play	\$24.96
46219	Cardmember Services	HS/DRAMA props, costumes, etc for Fall Play	\$36.87
46219	Cardmember Services	HS/DRAMA props, costumes, etc for Fall Play	\$40.00
46249	Gear Up Sports	HS/Volleyball	\$924.40
46222	National FFA Organization	HS/FFA Official Dress (Jacket, Ties & Scarfs), Thank you cards and Wall Chart of FFA activities.	\$300.00
46270	OMNI Cheer	HS/Rally	\$384.41
46271	Pac West Conference	HS/Athletics	\$535.03
0	Pierce-Cummings, Laura M	HS/ASB	\$99.60
46215	Ram Steelco Inc.	HS/METALS One inch square tubing for livestock pen construction.	\$108.91
46289	Ram Steelco Inc.	HS/METALS Livestock panel manufacturing using 1"x 1" x 20' square tubing.	\$541.19
46293	Sherwin Williams	Paint for Drama/Stage	\$151.35
46294	Stayton Sports	HS/Athletics	\$210.00
Total for 273 - High School ASB			\$4,685.89
295 - ESSER III			
0	Amazon Capital Services, Inc	Harris Elective-Supplies as needed-Consumable Supplies and Materials	\$21.99

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Check Number	Vendor	Description	Amount
295 - ESSER III			
0	Amazon Capital Services, Inc	Harris Elective-Supplies as needed-Consumable Supplies and Materials	\$463.99
0	Amazon Capital Services, Inc	Larson Elective-Supplies as needed-Consumable Supplies and Materials	\$97.45
0	Amazon Capital Services, Inc	Hart-Elective-Supplies as needed Consumable Supplies and Materials	\$90.55
0	Amazon Capital Services, Inc	Hasty Elective-Supplies and Materials as needed-Consumable Supplies and Materials	\$109.98
0	Mallery, Rebecca Michele	AVID training. Conference is free, but this is to be reimbursed for mileage. Location: 545 SW Taylor St, Portland, OR 97204. Miles from work is 60.6 one way, so 121.2 miles, round trip and the conference is 2 days, so a total of 242.4 miles will be traveled. Conference dates are Nov 9-10, 2022. I will send a confirmation email of actual miles traveled after attending the conference.	\$151.50
0	Mallery, Rebecca Michele	Reimbursement for parking for AVID conference attended 11/9/22 and 11/10/22. \$14 a day. I will email you the image of the receipts.	\$28.00
0	Mallery, Rebecca Michele	Attending a free IXL conference, so this is just reimbursement for mileage and lunch	\$79.19
0	Mallery, Rebecca Michele	Lunch	\$12.95
0	Mallery, Rebecca Michele	Parking reimbursement for IXL conference on 11/16/22.	\$10.00
46296	Willamette ESD	ESSER Sub Costs	\$122.21
Total for 295 - ESSER III			\$1,187.81
296 - ESSER II			
0	Amazon Capital Services, Inc	District Wide - Emergency Preparedness	\$458.26
0	Amazon Capital Services, Inc	District Wide - Emergency Preparedness	\$133.80
0	Amazon Capital Services, Inc	District Wide - Emergency Preparedness	\$999.98
0	Amazon Capital Services, Inc	District Wide - Emergency Preparedness	\$917.97
46236	Fluent Engineering	Jefferson High School HVAC Reconfiguration	\$3,235.00
46277	Verizon Wireless	Hotspots	\$1,502.00
46295	Verizon Wireless	Jantzi, Scott 541-971-7586 Cell phone service for the school year	\$51.84
Total for 296 - ESSER II			\$7,298.85
300 - Debt Service Funds			

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2022-2023

Criteria: From Check Date: 11/01/2022 To: 11/30/2022 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999 Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
0	Oregon Department of Energy	SELP Loan Interest	\$831.42
0	Oregon Department of Energy	SELP Loan Principal	\$4,918.58
Total for 300 - Debt Service Funds			\$5,750.00
302 - General Obligation Bond			
0	U.S. Bank	Debt Service Payment-Interest - Due 12/15	\$268,542.82
Total for 302 - General Obligation Bond			\$268,542.82
Grand Total:			\$462,561.82

End of Report

Jefferson School District 14J
General Fund: Statement of Expenditure Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 11/30/2022

Function	2022-23 Budget	Actual YTD Exp. 11/30/2022	Projected through 6/30/2023	Total Estimated 2022-23	(Over)/ Under Budget	% Committed	2021-22 Budget	Actual YTD Exp. 6/30/2022
Instruction								
1111 Elementary, K-5 or K-6	1,878,567	430,748	1,324,765	1,755,513	123,054	93.45%	1,893,658	1,683,937
1113 Elementary/Extracurricular	3,942	961	2,950	3,911	31	99.22%	3,842	3,818
1121 Middle/Junior High Programs	1,062,395	241,347	783,880	1,025,227	37,168	96.50%	1,000,644	941,132
1122 Middle/Junior High School Extracurricular	44,239	20,917	28,311	49,228	(4,989)	111.28%	41,407	43,197
1131 High School Programs	1,616,972	385,338	1,147,934	1,533,272	83,700	94.82%	1,497,674	1,448,331
1132 High School Extracurricular	131,753	33,166	78,824	111,990	19,763	85.00%	67,058	84,185
1210 Programs for the Talented and Gifted	6,997	1,147	4,801	5,947	1,050	85.00%	6,903	4,419
1220 Restrictive Pgms for Students w/Disabilities	612,503	137,438	401,620	539,058	73,445	88.01%	581,352	520,298
1221 Learning Centers	-	-	-	-	-	-	-	-
1227 Early School Year Program	9,464	6,157	1,887	8,044	1,420	85.00%	5,000	6,088
1229 Other Pgms for Students w/Disabilities	-	-	-	-	-	-	-	-
1250 Programs for Students w/Severe Disabilities	700,394	156,353	438,982	595,335	105,059	85.00%	735,688	560,267
1281 Public Alternative Programs	4,000	-	3,400	3,400	600	85.00%	4,000	1,710
1283 District Alternative Programs	39,702	9,375	43,602	52,976	(13,274)	133.43%	62,302	56,695
1284 JCA	-	-	-	-	-	-	-	-
1291 English Second Language Programs	234,962	61,289	176,647	237,935	(2,973)	101.27%	227,664	221,458
Total Instruction	\$ 6,345,890	\$ 1,484,235	\$ 4,437,604	\$ 5,921,838	\$ 424,052		\$ 6,127,192	5,575,534
Support Services								
2112 Attendance Services	100	-	50	50	50	50.00%	12,034	-
2115 Student Safety	3,600	885	915	1,800	1,800	50.00%	3,000	682
2122 Counseling Services	228,454	54,882	168,123	223,004	5,450	97.61%	212,891	211,005
2134 Nurse Services	-	-	-	-	-	0.00%	-	-
2140 Behavior Consultant	-	-	-	-	-	0.00%	-	-
2148 Psychological Services	92,000	-	87,618	87,618	4,382	95.24%	88,000	87,618
2152 Speech Pathology Services	8,384	-	4,192	4,192	4,192	0.00%	-	103
2160 Other Student Treatment Services	-	-	-	-	-	0.00%	-	-
2190 Service Directions, Student Support Svcs	110,084	46,775	62,733	109,507	577	99.48%	102,169	102,084
2213 Curriculum	125,138	6,948	55,621	62,569	62,569	50.00%	30,000	-
2219 Improvement of Instruction Services	-	-	-	-	-	0.00%	-	-
2222 Library/Media Center	26,707	2,150	11,203	13,354	13,354	50.00%	38,196	40,177
2223 Multimedia Services	-	-	-	-	-	0.00%	-	-
2240 Staff Development	30,000	5,123	24,877	30,000	-	100.00%	30,000	16,762
2310 Board of Education	112,929	22,246	67,217	89,463	23,466	79.22%	106,033	72,857
2320 Executive Administration	196,113	80,347	106,367	186,715	9,398	95.21%	191,702	154,115
2410 Office of the Principal Services	1,063,017	327,394	698,854	1,026,248	36,769	96.54%	1,001,725	976,764
2510 Direction of Business Services	144,342	55,634	81,017	136,651	7,691	94.67%	131,541	130,108
2520 Fiscal Services	155,563	55,938	99,112	155,050	513	99.67%	142,306	138,588
2528 Other General Professional and Technological Servi	1,500	-	750	750	750	50.00%	1,500	3,089
2540 Operation & Maintenance of Plant Services	125,000	117,664	363	118,027	6,973	94.42%	120,000	116,943
2542 Care and Upkeep of Building Services	783,142	280,695	473,633	754,328	28,814	96.32%	768,198	683,950
2543 Care and Upkeep of Grounds Services	124,236	50,659	60,957	111,616	12,620	89.84%	125,155	115,790
2544 Maintenance	163,875	49,229	67,904	117,133	46,742	71.48%	142,552	173,144
2546 Security Services	4,000	9,283	2,159	11,442	(7,442)	286.04%	4,000	2,567
2550 Student Transportation Services	-	-	-	-	-	0.00%	-	-
2552 Vehicle Operation Services	565,000	255,826	299,174	555,000	10,000	98.23%	564,100	640,632
2558 Transportation/Special Educationb	86,000	29,443	52,557	82,000	4,000	95.35%	86,000	91,610
2573 Warehouse & Distribution Services	40,200	15,543	25,332	40,875	(675)	101.68%	42,800	33,363
2574 Printing, Publishing and Duplicating Services	43,000	22,364	58,263	80,628	(37,628)	187.51%	43,000	46,246
2643 Human Resources	113,333	43,513	62,542	106,055	7,278	93.58%	-	37,039
2649 Other Staff Services	-	1,080	1,454	2,534	(2,534)	0.00%	-	5,210
2662 Technology- Systems Analysis Services	253,600	127,458	113,725	241,183	12,417	10.45%	184,557	188,067
2663 Technology- Programming Services	45,300	-	26,500	26,500	18,800	58.50%	31,300	26,320
Total Support Services	\$ 4,644,617	\$ 1,661,081	\$ 2,713,213	\$ 4,374,293	\$ 270,324		\$ 4,202,759	\$ 4,094,832
Other Requirements								
5100 Debt Service	-	-	-	-	-	0.00%	8,850	8,240
5200 Transfers of Funds	270,600	-	270,600	270,600	-	100.00%	353,600	353,134
6000 Contingency	100,000	-	-	-	100,000	0.00%	100,000	-
7000 Unappropriated Ending Fund Balance	200,000	-	-	-	200,000	0.00%	200,000	-
Total Other Requirements	\$ 570,600	\$ -	\$ 270,600	\$ 270,600	\$ 300,000		\$ 662,450	361,374
Total Requirements	\$ 11,561,107	\$ 3,145,315	\$ 7,421,416	\$ 10,566,732	\$ 994,375		\$ 10,992,401	\$ 10,031,740

Jefferson School District 14J
Appropriations
For the Fiscal Year 2022-2023
As of 11/30/2022

General Fund (100)	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
1000 Instruction	\$ 6,345,890	\$ -	\$ 1,484,235	\$ 4,411,133	\$ 5,895,368	\$ 450,522
2000 Support Services	\$ 4,644,617	\$ -	\$ 1,661,081	\$ 2,650,973	\$ 4,312,053	\$ 332,564
5100 Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ 270,600	\$ -	\$ -	\$ -	\$ -	\$ 270,600
6000 Contingency	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Sub Total	\$ 11,361,107	\$ -	3,145,315	7,062,106	10,207,421	\$ 1,153,686
Special Revenue Funds						
1000 Instruction	\$ 1,942,836	\$ -	\$ 437,819	\$ 842,646	\$ 1,280,465	\$ 662,371
2000 Support Services	\$ 1,238,841	\$ -	\$ 623,129	\$ 492,790	\$ 1,115,919	\$ 122,922
3000 Community Service	\$ 666,700	\$ -	\$ 163,236	\$ 299,786	\$ 463,022	\$ 203,678
Sub Total	\$ 3,848,377	-	1,224,183	1,635,222	2,859,405	\$ 988,972
ASB Funds						
1000 Instruction	\$ 281,800	\$ -	\$ 32,226	\$ 29,267	\$ 61,493	\$ 220,307
5200 Transfers	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ 9,500
Sub Total	\$ 291,300	\$ -	\$ 32,226	\$ 29,267	\$ 61,493	\$ 229,807
Debt Service						
5100 Debt Service	\$ 1,737,118	\$ -	\$ 335,062	\$ 1,402,376	\$ 1,737,438	\$ (320)
7000 Unappropriated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,737,118		335,062	1,402,376	1,737,438	\$ (320)
Capital Fund						
2000 Support Services	\$ 41,926	\$ -	\$ -	\$ 15,101	\$ 15,101	\$ 26,825
4000 Facilities Acquisitor	\$ 3,054,000	\$ -	\$ 6,679	\$ 33,513	\$ 40,192	\$ 3,013,808
5000 Facilities Acquisitor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 3,095,926	-	6,679	48,614	55,293	\$ 3,040,633
Total Appropriations	\$ 20,333,828	\$ -	\$ 4,743,465	\$ 10,177,586	\$ 14,921,051	\$ 5,412,778
Total Unappropriated	\$ 254,570	-	-	-	-	\$ 254,570
TOTAL	\$ 20,588,398	\$ -	\$ 4,743,465	\$ 10,177,586	\$ 14,921,051	\$ 5,667,348



Jefferson School District 14J

Brad Capener, Superintendent
1328 N 2nd Street
Jefferson, OR 97352
541.327.3337 ext. 1050

Superintendent Update – December 2022

Consolidated Plan - Jefferson brought a team to the WESD to work alongside other school districts on the required Consolidated Plan for the ODE. Our Plan is due in March and we are working hard on compiling input and aligning our plan with our Strategic Plan and outcomes.

SRO (Safety) - I met with Commander Stutrud from the Marion County Sheriff's Department to discuss our desire to bring on a School Resource Officer (SRO). Unfortunately, we are looking at 18 months at a minimum before we can potentially secure an officer. We are in the process of exploring other options.

Academic Achievement - Over the past two years we have seen a decline in student achievement on state standardized tests. Some of this is due to a lack of in-person schooling. Some of it is due to not optimal testing conditions and some of it is due to a larger number of people opting out of the test. Regardless of the reasons we are hard at work trying to make up the difference by having our schools setting academic goals and reviewing them every nine weeks. Our schools are looking at data and identifying students who are needing more support. Teachers are making adjustments to their instruction to meet the needs of our students. In short, our staff is doing an amazing job teaching our students and trying to help them succeed.

Health update:

On November 14, 2022, Governor Kate Brown [issued an executive order](#) in response to a surge of pediatric cases and hospitalizations of respiratory viruses across Oregon. Increases in respiratory syncytial virus (RSV), influenza virus, COVID-19, and other respiratory viruses are straining the healthcare system nationwide, including Oregon.

On November 18th, we had to close the elementary school due to the high numbers of staff illnesses. As we look at the next two weeks prior to Winter Break, it is important for us to try to maintain the health of both our students and our staff.

To address our current situation, JSD has resupplied our schools with hand sanitizer, masks (for anyone wanting to wear one), Covid tests, and we have the strongest Merv13 air filters throughout our schools, as well as individual air purifiers in many classrooms.

How can families help? The best way of helping the schools reduce the spread of respiratory illnesses, including RSV, COVID-19, and influenza is to keep your child home if they begin to exhibit signs of illness. Also, please remind your child to wash or sanitize their hands frequently, to cover coughs and sneezes, and to not touch their face whenever possible.

Thank you.

Brad Capener, Superintendent



Dedicated to improving student success and education equity through
advocacy, leadership and service
to Oregon public school boards.

Election - OSBA 2022 - 1112

2022 OSBA Election

1. OSBA Board of Directors Position 11

No candidate filed for Position 11

Vote

* 2. OSBA Board of Directors Position 12

Bill Graupp, North Marion 15

Vote

* 3. Resolution 1 - Adopts the proposed OSBA Legislative Priorities and Principles

* 4. Type the name of the district, ESD or community college board that officially made this vote.

* 5. Type the meeting date when the board officially made this vote.

* 6. Type your name and title.

To retain a record of your vote, you MUST print this page before clicking the Done button.

Done