

# **Meeting Packet**

## **REGULAR SESSION**

**8/23/2023**

**07:00 PM**



## PHILOMATH SCHOOL DISTRICT 17J

### REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

8/23/2023 07:00 PM

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

1. Call to Order: Chairperson

- i. Pledge of Allegiance

2. Approval of Consent Agenda

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

[June 15, 2023 Minutes \(p. 5\)](#)

[Check Listing \(p. 10\)](#)

3. Request for Agenda Modifications

4. Public Comment

#### B. REPORTS~

1. Student Government Report

2. Association Reports

- PEA
- OSEA

3. Superintendent's Report

4. Financial Report

[Board Report \(p. 14\)](#)

[Financial Report \(p. 15\)](#)

[PES Student Activities Report \(p. 17\)](#)

[PMS Student Activities Report \(p. 18\)](#)

[PHS Student Activities Report \(p. 20\)](#)

#### C. STRATEGY AND DISCUSSION ~

1. Budget Committee Vacancies
2. Downing Forest Updates
3. Meeting with King's Valley Charter School

#### **D. DISCUSSION & ACTION ITEMS ~**

1. Co-op with Lincoln County SD for Soccer

[Co-op with Lincoln County SD \(p. 24\)](#)

2. Policies

- a. GCBDF/GDBDF: Paid Family Medical Leave Insurance
- b. GCBDF/GDBDF-AR: Paid Family Medical Leave Insurance (PFMLI)

[Policy GCBDF/GDBDF \(p. 25\)](#)

[GCBDF/GDBDF-AR \(p. 26\)](#)

3. Licensed Bargaining Agreement
4. Communicable Disease Management Plan

#### **E. MEETING CLOSURE ~**

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

#### **F. IMPORTANT DATES**

Sept 7	5:00 pm	Board Retreat
Sept 21		National IT Professional's Day
Sept 21	7:00 pm	Regular Board Meeting

**CONSENT AGENDA**

---

**August 23, 2023**

**Updated: 8/21/23 4:55 PM**

**A. List of Bills:**

1. July 2023

**B. Minutes:**

1. Regular Session & Budget Hearing  
June 15, 2023

**C. Resolution:**

**D. Leave of Absence:**

- i. Laura Coen-leave to sub long term at ES

**E. Out of State Travel:**

**F. Personnel/Staffing Adjustments:**

**1. Retirements:**

- i. Julie Rain – CPS Teacher

**2. Resignations:**

- i. Madison Jaquith – PES IA
- ii. Christine Bodnovits – KVCS IA
- iii. Sue Mitchell – KVCS IA

**3. New Hires:**

- i. Phillip Ayer – PA Teacher
- ii. Julie Deroos – Kitchen Assistant
- iii. Ashley Digiovannangelo – Kitchen Manager
- iv. Deborah Houck – Kitchen Assistant
- v. Dorinda Fish – Kitchen Manager
- vi. Michelle Landers – Kitchen Manager

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

**5. Coaches:**

- i. Jovan Stephenson – Asst. Football
- ii. Whitney Rasmussen – Asst. Volleyball

**6. Recalls:**

- i. Rebecca Davis

**7. Extra Duty Assignments:**



# REGULAR SESSION & BUDGET HEARING

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/15/2023 07:00 PM

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

The Board convened into Executive Session at 6:00 pm Per ORS 192.660 (2)(b) to consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member, or agent; and per ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and per ORS 192.660 (2)(i) to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

### B. REGULAR SESSION ~

1. **Call to Order:** Board Chair, Rick Wells called the Regular Session of the Philomath School District Board of Directors to order at 7:04 pm. Those in attendance included the Philomath School Board of Directors, Rick Wells, Joe Dealy, Erin Gudge, Karen Skinkis and Christopher McMorran; Superintendent Susan Halliday; Business Manager Jennifer Griffith; Executive Administrative Assistant, Michele McRae;
  - i. **Pledge of Allegiance:** Director Skinkis led us in the Pledge of Allegiance.
  - ii. **Approval of Consent Agenda:** Director Dealy moved to approve the Consent Agenda as presented. Director Skinkis seconded the motion. Director Gudge abstained. The motion passed 4-0 with one abstention.
  - iii. **Request for Agenda Modifications:** Easement Request was removed from G2 per Superintendent Halliday. School Safety was moved up to item G2, and Declaration of Reduction in Force was moved to item G3.
2. **Student Government Report**
3. **Public Comment**
  - i. Director Wells read the public comment statement.
  - ii. The following staff made public comments about safety, sexual harassment and the licensed staff salary schedule: Saff Evans, Greg Hudson, Nancy Thompson, Kirsten Davis, Nick Traini, Charlene Opheim, Alice Ochs, Mallory Crane, Donna Carter, Hailey Vandewiele, Keri Gross and Daniel Mock.
  - iii. Director McMorran thanked all of the staff who came out to speak.

### C. BUDGET HEARING

1. **Close Regular Session:** Regular Session was closed at 8:01 pm.

**2. Open 2023-2024 Budget Hearing for Discussion:** The 2023-2024 Budget Hearing was open for discussion at 8:01 pm.

- i. Business Manager Jennifer Griffith reported that they have had multiple discussions about the budget. She said that they presented a balanced budget to the budget committee and they approved the balanced budget. She said the Board has the option of adopting the budget as is, or they can come back at a later time, so they can make changes to the budget and then adopt it. The Board has the option to change items in the budget within the appropriations, but not over 10%. If the Board would like to make changes over 10%, the Budget Committee would have to come back together again to approve the revised budget.
- ii. Board Discussion: Director Dealy asked Director McMorran if he knew more about when the state would adopt their budget. Director McMorran said that it will be a 10.2 billion dollar budget, but it is just a matter of when.
- iii. Director Dealy asked Jennifer, theoretically, would the district have to change the budget more than 10% to give the teachers what they have asked for. Jennifer said that they would have to move something out in order to make that happen. Director Dealy said that his feeling is that he would rather pass the budget tonight, and if they have to, bring it back to a later budget committee meeting if necessary. Director Skinkis said that she would rather table it. She feels like they would be showing much more respect to the teachers by looking at the budget again. Even if it doesn't change, at least they went back and looked again.
- iv. Director Skinkis moved that they hold off on adopting the budget tonight and reconvene to look at the budget again to see if there is anything they can do to make a difference. Director McMorran seconded the motion. He stated that the bottom line of the budget will not change, but they will take a look at it to see if they can make any changes. The motion passed 5-0. The Board decided to meet on Friday, June 23<sup>rd</sup> at 6 pm.

**3. Close the Budget Hearing:** The Budget Hearing was closed at 8:15 pm.

**4. Re-Open Regular Session:** Regular Session was reopened at 8:15 pm.

**D. 2023-2024 Budget Actions**

**1. Resolution #2223-04: A Resolution Adopting the Budget & Making**

**Appropriations:** The Resolutions were not considered for adoption during this meeting.

**2. Resolution #2223-05: A Resolution Imposing the Tax and Categorizing the**

**Tax:** The Resolutions were not considered for adoption during this meeting.

**E. REPORTS~**

**1. Association Reports:**

- i. Dave Dunham introduced himself and Nicole Stueve as the new co-presidents. He thanked Len Cerny for his tireless work as the past president. Dave Dunham encouraged the Board to work towards a fair and equitable settlement of the PEA Bargaining Agreement.

- ii. Laura Schunn, co-president of the OSEA with Amber French, reported that they had a good year, and worked with Superintendent Halliday on issues throughout the year. She said that she is looking forward to next year.
- 2. **Student Representative to the Board:** Raegan McKinney was chosen as the new Student Representative to the Board. She was sworn in at the meeting.
- 3. **Technology Department Report:** Mark Neville and Joshua Martin from the IT Department, spoke about cyber security and the new two-factor authentication that is coming to the District. He explained that two-factor authentication will prevent cyber-attacks and identity theft.
- 4. **Superintendent's Report:** There was no Superintendent's report tonight.
- 5. **Financial Report:** Jennifer Griffith, Business Manager, reported that the financial reports were included in the Board packets. She said that there is a resolution to make appropriations, and that it has to do with the local option levy and the prior year, state school fund reimbursement that we received. Enrollment held steady this year. Director Gudge asked if this year's enrollment is the figure that was submitted for next year's state school fund. Jennifer reported that it is a little bit higher, but not by much.

## **F. STRATEGY AND DISCUSSION ~**

### **1. Forest Property – Castle, Downing and Other Options**

- i. Superintendent Halliday reported that a meeting is scheduled to discuss the forest property. She said they need to discuss clean up of the Downing Forest, as well as other issues with the forest properties. She said that this needs to take place this summer.

### **2. PEA Negotiations**

- i. Superintendent Halliday reported that they have some language items to finalize and of course salary. There are more bargaining sessions scheduled. Besides the state school funding, the early literacy funding is an issue. She said that we don't receive funding for preschool students, so it's difficult to talk about reduction in force. Strengthening Rural Families has said that there will be a program this fall.

### **3. Superintendent's Evaluation**

Chairman Wells reported that he is working on Superintendent Halliday's evaluation.

## **G. DISCUSSION & ACTION ITEMS~**

### **1. Resolution #2223-03: A Resolution Adopting a Supplemental Budget for Unanticipated Funding for Fiscal Year 22-23**

- i. Chairman Wells read Resolution 2223-03 which was included in the Board packet. Director Dealy moved that the resolution be accepted as presented. The motion was seconded by Director Gudge, and approved unanimously by the Board. The motion passed 5-0.

### **2. School Safety and Traffic Circulation Study Update**

- i. Superintendent Halliday reported that at the last Board meeting, a land use was approved for the city, so they can now open up 16<sup>th</sup> Street for travel. She said that she has spoken to Jacob Craig who said the walking path is in the way of the work,

and Jacob is providing input. She is talking about crosswalks with the city and where their placement should be. They are also talking about what bus routes, drop off and pickups will look like.

### **3. Declaration of Reduction in Force**

- i. Chairman Wells questioned if we should declare a reduction in force. Superintendent Halliday said we need to notify people earlier rather than later, so they can look for other work. She said that if they vote for the reductions, they can add people back as other positions come open. Chairman Wells said that he doesn't want to tell someone that they are losing their job and then a week later tell them they aren't. Superintendent Halliday said that she has sent out notices to staff that certain positions maybe be voted on to reduce, but she can go to the individuals to let them know that no decision was reached. She added that most of the reductions have come from retirements and resignations, so it is affecting fewer people who are on staff. No motion was made.

## **H. MEETING CLOSURE ~**

### **1. Next Meeting Agenda Items**

- i. Schedule King's Valley Charter School meeting.
- ii. Director McMorran requested that the new Board have a retreat to discuss the Board calendar, goals, etc.

### **2. Board Thanks**

- i. Director Gudge thanked all of the educators for the inclusive support during Pride Month. She said that she appreciates their kindness.
- ii. Director Skinkis thanked everyone and said that it has been a great four years working on the Board.
- iii. Director Dealy thanked outgoing Board Directors Skinkis and McMorran for their work on the Board.
- iv. Director McMorran thanked the Board for appointing him. He thanked students, staff and administrators. One thing he is taking away from public comment tonight is that everyone loves Philomath and that it is a very special place. He said that he graduated here six years ago, and he cannot put into words how much he loves this place.
- v. Chairman Wells thanked everyone in the district. He thanked everyone who was here tonight, and he thanked everyone for being respectful. He said that everyone in this district has done a wonderful job of making sure that students move on with their lives. He presented cards and certificates to our two outgoing Board members.

### **3. Board Requests**

- i. It was decided that the July Regular Board Meeting will be held July 3<sup>rd</sup> at 6 pm.
- ii. Director Gudge requested a series of listening sessions to create an environment of safety for staff members. She wants a forum for teachers to bring concerns. Chairman Wells said that people might be more inclined to attend if it is a relaxed atmosphere as opposed to a structured setting.

- iii. Superintendent Halliday reported that Mud Oven Pizza, Hyatt Farms and Pheasant Farm are each contributing to the June 20<sup>th</sup> teacher's work day by making pizza, donating salad and desserts.

#### **4. Adjournment**

- i. Chairman Wells adjourned the meeting at 9:20 pm.

---

Board Chair

---

Superintendent

---

Date

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

**From Date:** 07/01/2023      **To Date:** 07/31/2023  
**From Check:**                      **To Check:**  
**From Voucher:**                   **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1667	07/01/2023	MID-WESTERN FOOTBALL OFFICIALS ASSOC	\$5,055.00	1000	Printed	Expense	<input type="checkbox"/>		
1668	07/01/2023	THUNDERBIRD DANCE CAMP	\$3,425.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
1672	07/01/2023	OSAA	\$50.00	1002	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
1673	07/13/2023	OSU MOTOR POOL	\$310.68	1011	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22291	07/13/2023	BETTER PORTABLE TOILETS, INC.	\$484.08	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22292	07/13/2023	CINTAS CORP	\$5,955.33	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22293	07/13/2023	CORVALLIS SCHOOL DISTRICT 509J	\$26,449.18	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22294	07/13/2023	DAKTECH COMPUTERS	\$1,499.00	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22295	07/13/2023	DELL MARKETING LP	\$1,999.00	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22296	07/13/2023	DEPARTMENT OF ADMINSTRATIVE SERVICES	\$155.00	1538	Printed	Expense	<input type="checkbox"/>		
22297	07/13/2023	EDNETICS, INC.	\$1,838.62	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22298	07/13/2023	EVERDAY SPEECH, LLC	\$5,428.94	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22299	07/13/2023	KAJEET, INC.	\$2,495.72	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22300	07/13/2023	LINN-BENTON COMMUNITY COLLEGE	\$176.50	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22301	07/13/2023	MPTV	\$1,182.72	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22302	07/13/2023	OSU MOTOR POOL	\$623.16	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22303	07/13/2023	PNW ENERGY GROUP, LLC	\$58,282.00	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22304	07/13/2023	THE HELLO FOUNDATION LLC	\$3,815.00	1538	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22305	07/13/2023	ACCUIITY, LLC	\$2,000.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22306	07/13/2023	ACTIVATE LEARNING	\$929.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22307	07/13/2023	BACKUPIFY, INC.	\$4,500.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2023-2024

#### Criteria:

#### Bank Account:

From Date: 07/01/2023 To Date: 07/31/2023  
From Check: To Check:  
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22308	07/13/2023	CARRUTH COMPLIANCE CONSULTING, INC.	\$2,637.62	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22309	07/13/2023	CLASSLINK, INC.	\$4,840.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22310	07/13/2023	CRIMINAL INFORMATION SERVICES, INC.	\$49.50	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22311	07/13/2023	ELECTRIC GROUP, THE	\$2,221.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22312	07/13/2023	ENVIRONMENTAL INSPECTION SERVICES, LLC	\$2,100.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22313	07/13/2023	IXL LEARNING, INC.	\$3,357.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22314	07/13/2023	LAWRENCE CO	\$210.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22315	07/13/2023	LINN-BENTON COMMUNITY COLLEGE	\$271.66	1012	Printed	Expense	<input type="checkbox"/>		
22316	07/13/2023	MIKOWSKI PAINTING, INC.	\$40,000.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22317	07/13/2023	ODP BUSINESS SOLUTIONS, LLC	\$793.90	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22318	07/13/2023	OSAA	\$100.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22319	07/13/2023	PAGE	\$184,824.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22320	07/13/2023	RED ROVER TECHNOLOGIES LLC	\$6,237.48	1012	Printed	Expense	<input type="checkbox"/>		
22321	07/13/2023	RENEWABLE RESOURCE GROUP, INC.	\$84.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22322	07/13/2023	ROBERT LLOYD SHEET METAL, INC.	\$849.79	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22323	07/13/2023	ROTARY CLUB OF PHILOMATH	\$105.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22324	07/13/2023	SAM LABS INC.	\$1,125.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22325	07/13/2023	SEESAW LEARNING, INC.	\$721.88	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22326	07/13/2023	TRANSACT COMMUNICATIONS, INC.	\$3,100.00	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22327	07/13/2023	WAXIE SANITARY SUPPLY	\$2,715.84	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
22328	07/13/2023	WILCO	\$3,090.40	1012	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 07/01/2023 To Date: 07/31/2023  
From Check: To Check:  
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22329	07/24/2023	DAKTECH COMPUTERS	\$16,999.00	1539	Printed	Expense	<input type="checkbox"/>		
22330	07/24/2023	ELECTRIC GROUP, THE	\$2,850.00	1539	Printed	Expense	<input type="checkbox"/>		
22331	07/24/2023	HAMMERQUIST INC.	\$908.00	1539	Printed	Expense	<input type="checkbox"/>		
22332	07/24/2023	STRENGTHENING RURAL FAMILIES	\$20,614.43	1539	Printed	Expense	<input type="checkbox"/>		
22333	07/31/2023	AMERICAN FIDELITY - INS	\$574.26	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22334	07/31/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$2,176.12	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22335	07/31/2023	INVESCO INVESTMENT SERVICES, INC.	\$4,345.22	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22336	07/31/2023	NEWPORT TRUST COMPANY	\$1,872.86	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22337	07/31/2023	OSEA	\$588.38	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22338	07/31/2023	PenServ Plan Services, Inc/ Foresters	\$200.00	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22339	07/31/2023	TEXAS LIFE	\$280.42	1024	Printed	Payroll Ded	<input type="checkbox"/>		
22340	07/31/2023	MID COLUMBIA BUS COMPANY, INC.	\$61,266.67	1540	Printed	Expense	<input type="checkbox"/>		
22341	07/31/2023	AT&T ONENET SERVICE	\$5.11	1029	Printed	Expense	<input type="checkbox"/>		
22342	07/31/2023	CENTURYLINK	\$71.48	1029	Printed	Expense	<input type="checkbox"/>		
22343	07/31/2023	CERTIFIED SYSTEMS, INC.	\$375.00	1029	Printed	Expense	<input type="checkbox"/>		
22344	07/31/2023	CURRICULUM ASSOCIATES, LLC	\$10,467.05	1029	Printed	Expense	<input type="checkbox"/>		
22345	07/31/2023	E.D. HUGHES EXCAVATING, INC.	\$3,466.10	1029	Printed	Expense	<input type="checkbox"/>		
22346	07/31/2023	GARRETT HEMANN ROBERTSON	\$300.00	1029	Printed	Expense	<input type="checkbox"/>		
22347	07/31/2023	NORTHWEST NATURAL GAS CO.	\$3,307.59	1029	Printed	Expense	<input type="checkbox"/>		
22348	07/31/2023	OREGON SCHOOL BOARDS ASSOC	\$563.76	1029	Printed	Expense	<input type="checkbox"/>		
22349	07/31/2023	PACIFIC POWER	\$19,880.75	1029	Printed	Expense	<input type="checkbox"/>		
22350	07/31/2023	RIVERSIDE INSIGHTS	\$550.00	1029	Printed	Expense	<input type="checkbox"/>		



Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 07/01/2023 To Date: 07/31/2023  
From Check: To Check:  
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22351	07/31/2023	STAPLES BUSINESS ADVANTAGE	\$71.15	1029	Printed	Expense	<input type="checkbox"/>		
22352	07/31/2023	TOM STEVENS BOILER REPAIR, INC.	\$7,500.00	1029	Printed	Expense	<input type="checkbox"/>		
22353	07/31/2023	TWGW, INC.	\$23.88	1029	Printed	Expense	<input type="checkbox"/>		
22354	07/31/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1029	Printed	Expense	<input type="checkbox"/>		
22355	07/31/2023	WALTER E. NELSON OF EUGENE	\$4,293.90	1029	Printed	Expense	<input type="checkbox"/>		
22356	07/31/2023	WILLAMETTE PEST AND SPRAY SERVICE	\$5,834.00	1029	Printed	Expense	<input type="checkbox"/>		
46112	07/28/2023	WEEBER, KYAH M	\$171.85	1	Printed	Payroll	<input type="checkbox"/>		
46113	07/28/2023	KING, GARRETT A	\$195.48	1	Printed	Payroll	<input checked="" type="checkbox"/>	07/31/2023	
46114	07/28/2023	BARTON, NATALEE G	\$465.34	1	Printed	Payroll	<input type="checkbox"/>		
46115	07/28/2023	MCLENNAN, CAMERON N	\$229.58	1	Printed	Payroll	<input type="checkbox"/>		
46116	07/28/2023	MOONE, EUGENIA L	\$896.86	2	Printed	Payroll	<input type="checkbox"/>		

Total Amount:

\$558,769.31

End of Report



# Philomath School District

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

August 23, 2023

Board Members:

The Business Office staff is in the process of closing out the 2022-23 fiscal year, preparing for our annual audit, and busy getting the new school year off to a great start.

Included in the board packet is a new General Fund Overview report. This report compares both Revenue and Expenditures for the month of July over the past 3 years. Current full year projections are not reliable until we process a full payroll in September. We will have the 2023-24 projections available for the Board to review at the October 2023 Board Meeting.

July 2023 General Fund Expenditures totaled \$853,956. Expenditures that exceed \$10,000 are as follows:

• Curriculum Associates	\$ 10,467	(Assessment Software)
• Daktech Computers	\$ 16,999	(Data Server)
• Pacific Power	\$ 19,881	(Monthly power bill)
• Strengthening Rural Families	\$ 20,614	(Quarterly Preschool bill)
• Corvallis School District	\$ 26,449	(June Food Service)
• Mikowski Painting	\$ 40,000	(HS painting – 1 <sup>st</sup> installment)
• PNW Energy Group, LLC	\$ 58,282	(FB field lighting project)
• Mid Columbia Bus Co	\$ 61,267	(June Bus bill)
• PACE	\$ 184,824	(Annual Liability Insurance Policy)
• Kings Valley Charter School	\$ 233,751	(July SSF payment to KVCS)

Summer Facilities projects coming to completion before school starts include the High School siding and painting projects and the High School sewer replacement project.

The Budget Committee has three vacancies due to term expirations. We will be accepting applications through September 30, 2023. Appointment of the new committee members will take place at the regular October board meeting.

Respectfully Submitted,

Jennifer Griffith  
Business Manager



## 2023-2024 Philomath SD 17J | General Fund Overview - Revenue

### YTD Local Sources

**0.23%** of Budget

Prior Year YTD: 0.27% of Actuals

### YTD State Sources

**15.73%** of Budget

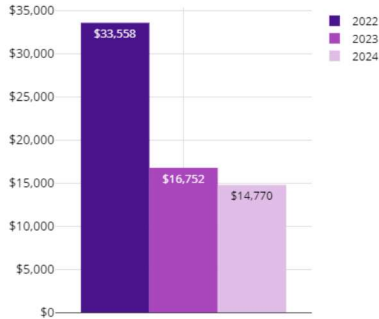
Prior Year YTD: 14.67% of Actuals

### YTD All Sources (except 5400s)

**11.16%** of Budget

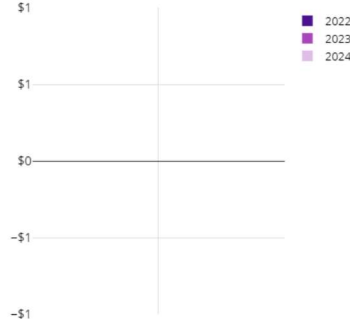
Prior Year YTD: 10.45% of Actuals

Local Sources (1000s)



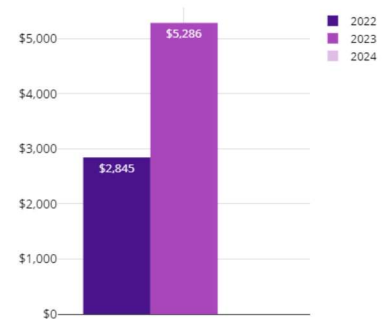
For the Period JUL - JUL

Property Taxes (1100s)



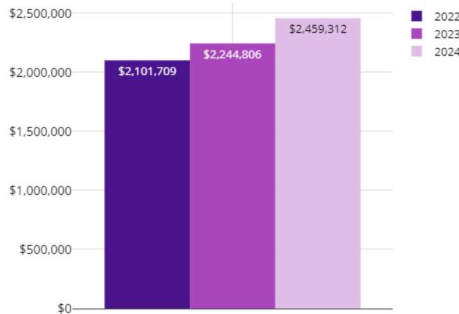
For the Period JUL - JUL

Interest Earnings (1500s)



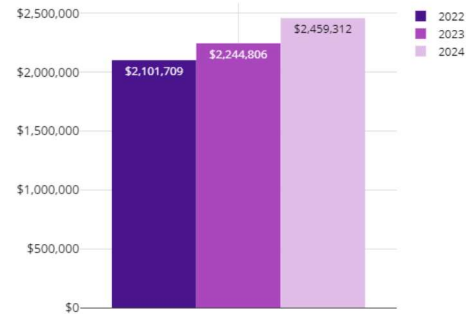
For the Period JUL - JUL

State Sources (3000s)



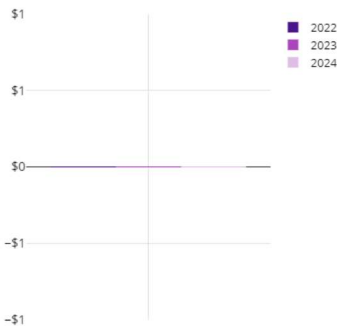
For the Period JUL - JUL

State School Fund (3101)



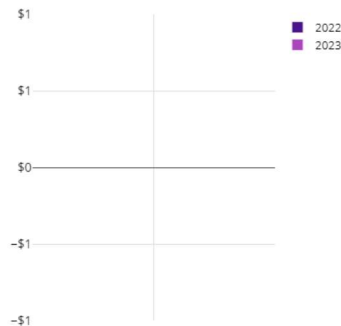
For the Period JUL - JUL

Intermediate Sources (2000s)



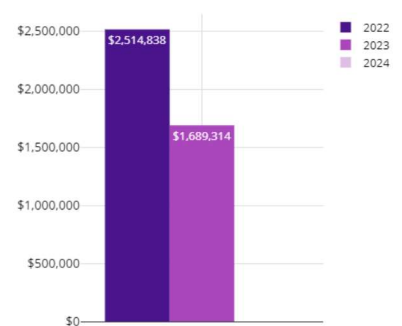
For the Period JUL - JUL

Federal Sources (4000s)



For the Period JUL - JUL

Other Sources (5000s)



For the Period JUL - JUL

## YTD Salary and Benefits

1.85% of Budget

Prior Year YTD: 1.95% of Actuals

## YTD Purchased Services

7.39% of Budget

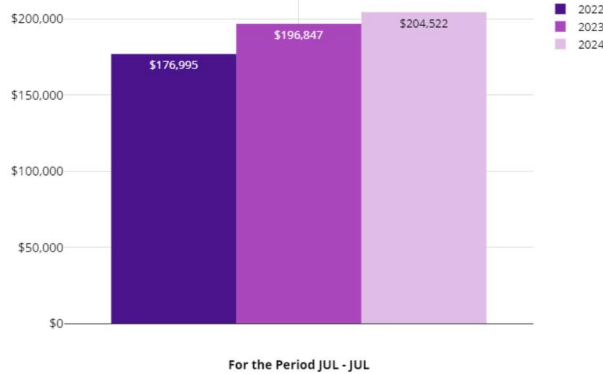
Prior Year YTD: 5.74% of Actuals

## YTD Other Expenses

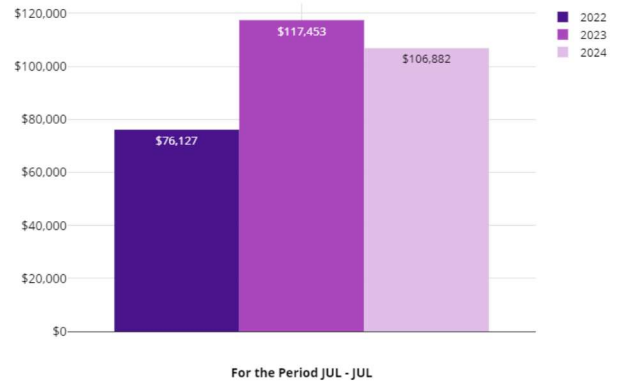
17.05% of Budget

Prior Year YTD: 14.94% of Actuals

Salaries (100s)



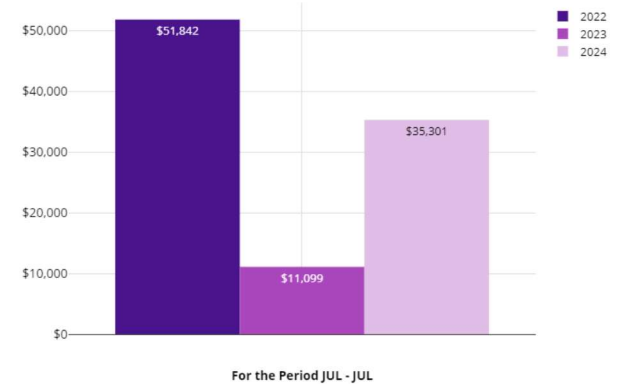
Benefits (200s)



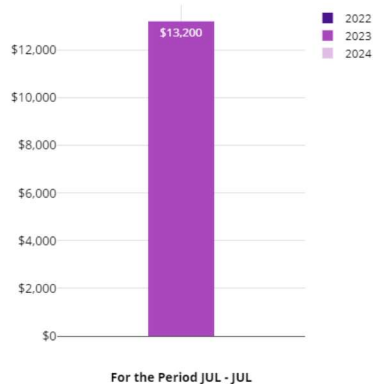
Purchased Services (300s)



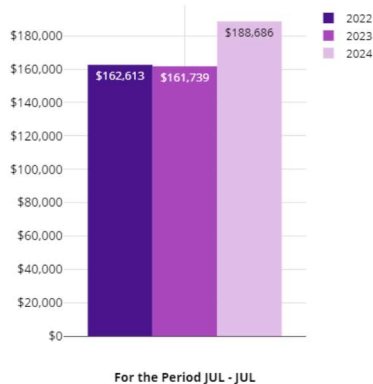
Supplies (400s)



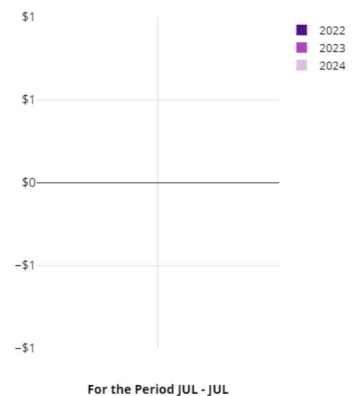
Capital Outlay (500s)



Other Objects (600s)



Transfers (700s)



# Benton County School District 17J

## Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284,0000.9701.097.797.810 PES Food Pantry	10,036.52	.00	.00	10,036.52	.00	10,036.52
284,0000.9701.097.797.812 PES Blodgett	6,514.85	.00	.00	6,514.85	.00	6,514.85
284,0000.9701.097.797.815 CPS Donations	2,819.75	.00	.00	2,819.75	.00	2,819.75
284,0000.9701.097.797.816 PES Grants	4,010.89	.00	.00	4,010.89	.00	4,010.89
284,0000.9701.097.797.826 PES Field Trips	.00	.00	.00	.00	.00	.00
284,0000.9701.097.797.827 PES Library	507.69	.00	.00	507.69	.00	507.69
284,0000.9701.097.797.828 PES Donations-Unrestricted	3,077.88	.00	(179.77)	2,898.11	.00	2,898.11
284,0000.9701.097.797.830 PES Music	(173.43)	.00	.00	(173.43)	.00	(173.43)
284,0000.9701.097.797.842 PES Social Committee	732.65	.76	(238.39)	495.02	.00	495.02
284,0000.9701.097.797.846 PES Yearbook	1,721.00	.00	.00	1,721.00	.00	1,721.00
284,0000.9701.097.797.847 PES Students in Need	(62.43)	.00	.00	(62.43)	.00	(62.43)
284,0000.9701.097.797.849 CPS Students in Need	(29.80)	.00	.00	(29.80)	.00	(29.80)
284,0000.9701.097.797.850 PES School Supplies	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	29,155.57	.76	(418.16)	28,738.17	.00	28,738.17

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	838.00	.00	(182.40)	655.60	.00	655.60
285.0000.9701.098.798.501 PMS Art	1,181.04	.00	.00	1,181.04	.00	1,181.04
285.0000.9701.098.798.502 PMS Athletics	3,281.03	.00	.00	3,281.03	.00	3,281.03
285.0000.9701.098.798.503 PMS Band	3,192.97	.00	(81.80)	3,111.17	.00	3,111.17
285.0000.9701.098.798.504 PMS Band Repair/Replace	379.76	.00	.00	379.76	.00	379.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	504.71	.00	.00	504.71	.00	504.71
285.0000.9701.098.798.508 PMS Drama	12,244.16	.00	.00	12,244.16	.00	12,244.16
285.0000.9701.098.798.510 PMS Library	30.47	.00	.00	30.47	.00	30.47
285.0000.9701.098.798.511 PMS Life Skills	612.11	.00	.00	612.11	.00	612.11
285.0000.9701.098.798.512 PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	23,290.23	.00	.00	23,290.23	.00	23,290.23
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	25.00	.00	.00	25.00	.00	25.00
285.0000.9701.098.798.519 PMS School Enhancement	93.63	1.24	.00	94.87	.00	94.87
285.0000.9701.098.798.520 PMS Science	12.14	.00	.00	12.14	.00	12.14
285.0000.9701.098.798.521 PMS Shop	631.70	.00	.00	631.70	.00	631.70
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,428.99	.00	.00	1,428.99	.00	1,428.99
285.0000.9701.098.798.523 PMS Student Body Fees	5,033.73	30.00	(1,061.74)	4,001.99	(1,000.00)	3,001.99
285.0000.9701.098.798.524 PMS Suspension Account	301.50	.00	.00	301.50	.00	301.50
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	221.77	.00	.00	221.77	.00	221.77
285.0000.9701.098.798.529 PMS Student Wellness	5,585.90	.00	.00	5,585.90	.00	5,585.90
285.0000.9701.098.798.530 PMS Oregon Research Institute	2,123.74	.00	.00	2,123.74	.00	2,123.74

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	305.00	.00	.00	305.00	.00	305.00
285.0000.9701.098.798.535 PMS School Supplies	10.00	.00	.00	10.00	.00	10.00
285.0000.9701.098.798.536 PMS Turkey Bingo	(328.82)	.00	.00	(328.82)	.00	(328.82)
285.0000.9701.098.798.537 PMS Fitness	426.02	.00	.00	426.02	.00	426.02
285.0000.9701.098.798.538 PMS Engineering	(76.51)	.00	.00	(76.51)	.00	(76.51)
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS	65,564.92	31.24	(1,325.94)	64,270.22	(1,000.00)	63,270.22

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance (217.41)	Range Revenue	Range Expenditures	Balance (217.41)	Encumbrances .00	Available Balance (217.41)
286.0000.9701.099.799.000 Student Activities Beginning Fund Balance	149.09	.00	.00	149.09	.00	149.09
286.0000.9701.099.799.600 PHS Over/Short		.00	.00	.84	.00	.84
286.0000.9701.099.799.603 PHS AP Testing		90.00	.00	2,789.71	.00	2,789.71
286.0000.9701.099.799.604 PHS Art	2,699.71	.00	.00	432.00	.00	432.00
286.0000.9701.000.799.605 PHS Art Club	432.00	.00	.00	432.00	.00	432.00
286.0000.9701.099.799.605 Beginning Fund Balance	432.00	.00	.00	432.00	.00	432.00
286.0000.9701.099.799.606 PHS ASB	6,238.15	180.00	(222.56)	6,195.59	.00	6,195.59
286.0000.9701.099.799.607 PHS Athletic Officials	(9,701.60)	.00	(5,055.00)	(14,756.60)	.00	(14,756.60)
286.0000.9701.099.799.611 PHS Athletics	2,818.52	50.00	(586.17)	2,282.35	.00	2,282.35
286.0000.9701.099.799.612 PHS AV Technology	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.613 PHS Baseball	7,328.20	.00	.00	7,328.20	.00	7,328.20
286.0000.9701.099.799.616 PHS Botany	4,301.84	.00	.00	4,301.84	.00	4,301.84
286.0000.9701.099.799.617 PHS Boys Basketball	15,084.01	.00	(310.68)	14,773.33	.00	14,773.33
286.0000.9701.099.799.618 PHS Cheerleading	7,257.42	3,445.00	(2,400.00)	8,302.42	(2,554.62)	5,747.80
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	7,356.17	.00	.00	7,356.17	.00	7,356.17
286.0000.9701.099.799.622 PHS Dance Team	6,508.60	255.00	(3,425.00)	3,338.60	3,425.00	6,763.60
286.0000.9701.099.799.625 PHS Donation	693.01	.00	.00	693.01	.00	693.01
286.0000.9701.099.799.627 PHS Driver Education	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.633 PHS First Team	16,422.83	280.00	.00	16,702.83	(2,608.14)	14,094.69
286.0000.9701.099.799.635 PHS Foods	3,468.39	50.00	(900.77)	2,617.62	.00	2,617.62



# Benton County School District 17J

## Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☒ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.636 PHS Football	5,960.37	820.00	(402.59)	6,377.78	4,171.00	10,548.78
286.0000.9701.099.799.637 PHS Forestry	9,868.91	.00	(909.42)	8,959.49	(500.00)	8,459.49
286.0000.9701.099.799.638 PHS GED	8.17	.00	.00	8.17	.00	8.17
286.0000.9701.099.799.639 PHS German Class	353.54	.00	.00	353.54	.00	353.54
286.0000.9701.099.799.640 PHS Girls Basketball	13,113.98	.00	.00	13,113.98	(3,760.00)	9,353.98
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	(.53)	.00	.00	(.53)	.00	(.53)
286.0000.9701.099.799.642 PHS Green Team	159.83	.00	.00	159.83	.00	159.83
286.0000.9701.099.799.643 PHS Racial Equity Club	7.00	.00	.00	7.00	.00	7.00
286.0000.9701.099.799.644 PHS Life Skills	3,510.48	.00	.00	3,510.48	.00	3,510.48
286.0000.9701.099.799.645 PHS Library	(16.13)	.00	.00	(16.13)	.00	(16.13)
286.0000.9701.099.799.646 PHS Lifeguard	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	.00	.00	1,187.99	.00	1,187.99
286.0000.9701.099.799.649 PHS Manufacturing Technology	7,550.87	.00	.00	7,550.87	.00	7,550.87
286.0000.9701.099.799.652 PHS Misc Books	5.78	.00	.00	5.78	.00	5.78
286.0000.9701.099.799.653 PHS Music Band	1,685.95	14.00	.00	1,699.95	.00	1,699.95
286.0000.9701.099.799.654 PHS Music Choir	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.655 PHS Music Tour	9,694.61	.00	.00	9,694.61	.00	9,694.61
286.0000.9701.099.799.656 PHS National Honor Society	1,642.73	45.00	.00	1,687.73	.00	1,687.73
286.0000.9701.099.799.657 PHS Oregon West Account	5,972.64	.00	.00	5,972.64	.00	5,972.64
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	.00	.00	697.43	(324.00)	373.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	.00	294.59	.00	294.59
286.0000.9701.099.799.661 PHS Peer Counseling	195.74	.00	.00	195.74	.00	195.74

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,847.50	5,670.00	.00	7,517.50	.00	7,517.50
286.0000.9701.099.799.665 PHS Preschool	1,853.93	.00	(164.91)	1,689.02	.00	1,689.02
286.0000.9701.099.799.666 PHS Prom	4,816.66	.00	.00	4,816.66	.00	4,816.66
286.0000.9701.099.799.667 PHS PSAT Fee Collections	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.670 PHS Scholarship	200.77	.00	.00	200.77	.00	200.77
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos-BES fundraiser	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.674 PHS School Enhancement	8,346.45	7.43	(150.00)	8,203.88	.00	8,203.88
286.0000.9701.099.799.675 PHS School of Business	2,449.64	.00	.00	2,449.64	.00	2,449.64
286.0000.9701.099.799.676 PHS Science	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.678 PHS Soccer Boys	991.11	.00	.00	991.11	.00	991.11
286.0000.9701.099.799.679 PHS Soccer Girls	827.29	.00	.00	827.29	(675.00)	152.29
286.0000.9701.099.799.680 PHS Softball	8,266.01	.00	.00	8,266.01	.00	8,266.01
286.0000.9701.099.799.681 PHS Spanish Class	1,531.61	.00	.00	1,531.61	.00	1,531.61
286.0000.9701.099.799.682 PHS Youth Transition Program	997.88	.00	.00	997.88	.00	997.88
286.0000.9701.099.799.684 PHS Student Body Fee	250.00	40.00	.00	290.00	.00	290.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	.00	40.00	.00	40.00	.00	40.00
286.0000.9701.099.799.686 PHS Swim Team	267.86	.00	.00	267.86	.00	267.86
286.0000.9701.099.799.687 PHS Tennis	6,514.44	.00	.00	6,514.44	.00	6,514.44
286.0000.9701.099.799.689 PHS Theatre	5,518.04	.00	.00	5,518.04	(1,725.00)	3,793.04
286.0000.9701.099.799.690 PHS Track	1,858.05	80.00	.00	1,938.05	.00	1,938.05
286.0000.9701.099.799.693 PHS Volleyball	6,513.65	.00	(736.00)	5,777.65	(1,644.24)	4,133.41
286.0000.9701.099.799.695 PHS Warrior Wellness	3,212.68	.00	.00	3,212.68	.00	3,212.68

Benton County School District 17J

Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☐ Reverse Signs

☒ Subtotal By Journal

☐ Exclude Encumbrances

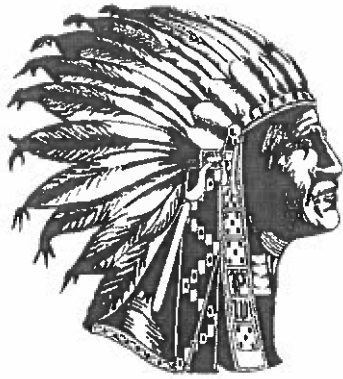
☒

☐ Reverse Signs

☒

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.696 PHS Wrestling	(516.25)	.00	.00	(516.25)	.00	(516.25)
286.0000.9701.099.799.697 PHS Yearbook	15,647.03	.00	.00	15,647.03	.00	15,647.03
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	6,699.33	.00	.00	6,699.33	.00	6,699.33
286.0000.9701.099.799.705 HS Student Transcript Fees	45.11	.00	.00	45.11	.00	45.11
286.0000.9701.099.799.708 Pool Timing System Fundraiser	.00	.00	.00	.00	.00	.00
GRAND TOTALS	212,203.43	11,066.43	(15,263.10)	208,006.76	(6,195.00)	201,811.76

End of Report



# Philomath High School

Home of the Warriors

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

Mike Hood, Athletic Director  
[mike.hood@philomath.k12.or.us](mailto:mike.hood@philomath.k12.or.us)

Amanda Bauer, Athletic Administrative Assistant  
[amanda.bauer@philomath.k12.or.us](mailto:amanda.bauer@philomath.k12.or.us)



---

August 10, 2023

To the Philomath School Board,

Philomath High School is seeking board approval for a cooperative agreement for boys' soccer with Eddyville Charter School. Eddyville Charter School has one student who would like to play soccer. We would like to seek a one-year cooperative agreement for boys' soccer. Any cooperative may be dissolved during the duration of the agreement, if either school determines the need for the cooperative no longer exists.

Sincerely,

Mike Hood  
Assistant Principal  
Athletic Director  
Philomath High School

# OSBA Model Sample Policy

Code: GCBDF/GDBDF  
Adopted:

## **Paid Family Medical Leave Insurance \*** (Version 2)

*{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}*

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan [has been approved] by the Employment Department.<sup>{1}</sup> The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>2</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>3</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

---

### Legal Reference(s):

ORS 510.210 – 657B.260

ORC 471-070-2200 - 2460

---

<sup>{1}</sup> Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

<sup>2</sup> For poster requirements, see OAR 471-070-2330.

<sup>3</sup> By hand delivery, regular mail, or through an electronic delivery method.

# OSBA Model Sample Policy

Code: GCBDF/GDBDF-AR  
Revised/Reviewed:

## Paid Family Medical Leave Insurance (PFMLI)

### Application

Employees may submit applications for the equivalent plan for paid family and medical leave to American Fidelity. Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.<sup>1</sup> American Fidelity may require verification from the employee.<sup>2</sup> American Fidelity will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.<sup>3</sup> The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to American Fidelity in accordance with Oregon Revised Statute (ORS) 657B.010 and Oregon Administrative Rule (OAR) 471-070-2220.

### Employee Notice to District

If the leave is foreseeable<sup>4</sup>, the employee must provide the district with written notice<sup>5</sup> at least 30 calendar days prior to the leave. If the leave is not foreseeable<sup>6</sup> the employee must give oral notice to the district within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.<sup>7</sup> The district requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and

---

<sup>1</sup> Exceptions may be granted when the applicant can demonstrate good cause for late submission.

<sup>2</sup> See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

<sup>3</sup> The benefit may be less than the employee's salary. See ORS 657B.050.

<sup>4</sup> Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310(1).

<sup>5</sup> Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

<sup>6</sup> Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

<sup>7</sup> If other leave also applies (OFLA, FMLA, etc.), notice requirements for those types of leave may also apply.

1. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the district as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI to satisfy the notice requirements.

Failure to comply with these notice requirements may result in a penalty imposed by American Fidelity. American Fidelity may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(9)-(10).

### **Concurrent Use of District-Provided Paid Leave**

The district allows employees to use employer-provided paid leave in addition to receiving PFMLI benefits to replace an employee's wages up to 100 percent of the eligible employee's average weekly wage. Example:

An employee applies and is approved for PFMLI for a personal serious medical condition. American Fidelity determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will be allowed to use available district-provided paid leave (sick, vacation or otherwise) for days that PFMLI is received, but is limited to only utilizing an amount that increases the employee paid leave to 100 percent of regular payment. In this example, the amount would be 25 percent.

### **Return to Work**

Upon completion of leave, the employee is entitled to return to the position held in the district prior to the leave, if that position still exists and if the employee had been employed in the district for 90 days prior to taking leave.\* If the position no longer exists, the employee is entitled to a position equal to their previous position, with equal benefits, pay and other terms and conditions of employment.

### **Communications Between the District and American Fidelity**

Upon receipt of an application or update in information from a district employee for PFMLI, American Fidelity will notify the district. The district may provide additional information to American Fidelity within 10 days. This information may include, but is not limited to, information about the employee's notice to the district or verification of the employee's continued employment with the district. If the district does not report such information to American Fidelity, American Fidelity will proceed using available information. The district can provide additional information to American Fidelity as it becomes available.

If American Fidelity requests additional information from the district, the district will respond within 10 calendar days.

Once American Fidelity has issued a decision regarding an application submitted by an employee of the district, American Fidelity will notify the district regarding the approval or denial and any applicable dates and periods of leave. The district cannot appeal an American Fidelity decision.

---

\* If the employee's leave also qualifies for OFLA/FMLA protection, see also Board policy GCBDA/GDBDA - Family Medical Leave and its accompanying administrative regulations.

## **District Notice to Employees**

At the time of hire and each time the policy or procedure changes, the district must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the district before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by American Fidelity;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI, taking leave under the program or claiming PFMLI benefits are prohibited;
7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and
8. That any health information related to family leave, medical leave or safe leave provided to an employer by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.<sup>9</sup>

The district will display this notice in an area that is accessible to and regularly frequented by employees in each building or worksite. The district will provide this notice to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

## **District Filings**

The district will file the Oregon Quarterly Tax Report, the Oregon Employee Detail Report and any other reports required by law. If the district fails to submit required filings or report, or fails to pay all required contributions, the district may be penalized in accordance with OAR 471-070-8520.

## **Employee Protections**

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI, giving notification of leave under PFMLI, taking PFMLI leave or claiming PFMLI benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

---

<sup>9</sup> American Fidelity and Paid Leave Oregon will provide a model notice, <https://assets.americanfidelity.com/media/vbznc3vr/or-equivalent-plan-notice.pdf> and <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>. This policy can also be used as the notice.



Any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.