



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

10/19/2023 07:00 PM

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

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Approval of Consent Agenda

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

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

[Special Board Meeting Minutes June 23, 2023 \(p. 12\)](#)

[Regular Board Meeting Minutes July 3, 2023 \(p. 14\)](#)

[Regular Board Meeting Minutes August 23, 2023 \(p. 16\)](#)

[Special Board Meeting Minutes September 7, 2023 \(p. 20\)](#)

iii. Request for Agenda Modifications

2. Student Government Report

3. Public Comment

4. Staff Recognition

B. REPORTS~

1. Association Reports

- PEA
- OSEA

2. Committee Reports

- EBAC
- SEAC

3. Superintendent Report

4. Financial Report

Board Report (p. 22)
Financial Report (p. 23)
PES Student Activities Report (p. 28)
PMS Student Activities Report (p. 29)
PHS Student Activities Report (p. 31)
Enrollment Totals (p. 35)

C. STRATEGY AND DISCUSSION ~

1. RTIi
2. Social Emotional Learning

D. DISCUSSION & ACTION ITEMS ~

1. Budget Committee Applicants

Lopez (p. 36)
R. Brown (p. 37)
A. Baldwin (p. 38)

2. Division 22 Assurances

Division 22 Assurances 2022-2023 (p. 40)

3. Communicable Disease Management Plans Approval

District Communicable Disease Management Plan (p. 49)
PA Communicable Disease Management Plan (p. 72)
PHS Communicable Disease Management Plan (p. 83)
PMS Communicable Disease Management Plan (p. 94)
PES Communicable Disease Management Plan (p. 105)
CPS Communicable Disease Management Plan (p. 116)
Blodgett Communicable Disease Management Plan (p. 127)

4. December Meeting Date

5. OSBA Board Training pt. 2

E. MEETING CLOSURE ~

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

F. IMPORTANT DATES

Oct 9		Indigenous Peoples' Day
October		National Principal's Month
Oct 24	6:00 pm	Joint Board Meeting with King's Valley Charter School
Nov 10		Observance of Veteran's Day
Nov 16	7:00-9:00 pm	Regular Board Meeting

CONSENT AGENDA

October 19, 2023

Updated: 10/12/23 3:41 PM

A. List of Bills:

1. September 2023

B. Minutes:

1. Special Session – June 23, 2023
2. Regular Session – July 3, 2023
3. Regular Session – August 23, 2023
4. Special Session – September 7, 2023

C. Resolutions: None

D. Leave of Absence: None

E. Out of State Travel: None

F. Personnel/Staffing Adjustments: None

1. Retirements: None

2. Resignations:

- i. John Hanson, Girls JV Basketball Coach
- ii. Breanne Felix, PMS IA

3. New Hires:

- | | |
|----------------------------|-----------------------------|
| i. CPS Teacher | Madison Allen |
| ii. CPS Teacher | Suzanna Bennett |
| iii. Kitchen Asst. | Georgiana McCall |
| iv. Food Services | Marvin Newcombe |
| v. PHS Custodian | Eric Goodman |
| vi. PMS IA | Barbara Seidell |
| vii. Pool Assistant | Maria Donovan |
| viii. PES Playground Asst. | Jessica Dahl |
| ix. Food Service | Whitney Rasmussen |
| x. PES IA | Laura Heiken |
| xi. KVCS SPED IA | Karri McGoven |
| xii. KVCS SPED IA | Melissa Torres-Seufert-Snow |

4. Staff Reassignments/Changes in FTE:

- i. Kori Haley, HS IA, from .875 FTE to .7625 FTE

5. Coaches: None

6. Extra Duty Assignments: None

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 To Date: 09/30/2023
 From Check: To Check:
 From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
281	09/15/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$1,762.00	1080	Printed	Expense	☒	09/30/2023	
282	09/15/2023	WOODCRAFT	\$1,104.99	1080	Printed	Expense	☒	09/30/2023	
1684	09/07/2023	DREAM CAMPS	\$2,870.00	1068	Printed	Expense	☒	09/30/2023	
1685	09/11/2023	BORTON, PEPPER	\$50.00	1072	Printed	Expense	☐		
1686	09/11/2023	CARD, SCOTT	\$225.00	1072	Printed	Expense	☒	09/30/2023	
1687	09/11/2023	DODSON, OCEANA	\$50.00	1072	Printed	Expense	☒	09/30/2023	
1688	09/11/2023	GONZALEZ-BUSH	\$50.00	1072	Printed	Expense	☒	09/30/2023	
1689	09/11/2023	HERFF JONES INC	\$10,019.31	1072	Printed	Expense	☒	09/30/2023	
1690	09/11/2023	JACKS, JOHN	\$50.00	1072	Printed	Expense	☐		
1691	09/11/2023	MAHONEY, TARA	\$3,150.00	1072	Printed	Expense	☐		
1692	09/11/2023	MID-VALLEY BASKETBALL OFFICIALS ASSOC.	\$3,760.00	1072	Printed	Expense	☐		
1693	09/11/2023	MID-VALLEY SOCCER REFEREES ASSOCIATION	\$8,843.00	1072	Printed	Expense	☐		
1694	09/11/2023	OCCA	\$150.00	1072	Printed	Expense	☐		
1696	09/25/2023	ALOHA HIGH SCHOOL	\$185.50	1092	Printed	Expense	☐		
1697	09/25/2023	ARMORZONE	\$195.00	1092	Printed	Expense	☐		
1698	09/25/2023	BEND SENIOR HIGH SCHOOL	\$325.00	1092	Printed	Expense	☐		
1699	09/25/2023	DOWN HOME PRINTING	\$2,300.00	1092	Printed	Expense	☐		
1700	09/25/2023	ELMIRA HIGH SCHOOL	\$175.00	1092	Printed	Expense	☐		
1701	09/25/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$1,094.10	1092	Printed	Expense	☐		
1702	09/25/2023	MOUNTAIN VIEW THUNDER ATHLETIC FOUNDATION	\$180.00	1092	Printed	Expense	☐		
1703	09/25/2023	ROBERTS, JACKIE	\$900.00	1092	Printed	Expense	☐		

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 To Date: 09/30/2023
 From Check: To Check:
 From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1704	09/25/2023	YAMHILL CARLTON HIGH SCHOOL	\$150.00	1092	Printed	Expense	☐		
22419	09/07/2023	CINTAS CORP	\$4,488.60	1067	Printed	Expense	☒	09/30/2023	
22420	09/07/2023	WELLS, RICK	\$304.17	1067	Printed	Expense	☒	09/30/2023	
22421	09/08/2023	PETTY CASH/SCH DIST 17J	\$50.00	1071	Printed	Expense	☒	09/30/2023	
22422	09/15/2023	ADVANCED WOODCRAFT	\$1,895.00	1077	Printed	Expense	☒	09/30/2023	
22423	09/15/2023	AT&T ONENET SERVICE	\$8.01	1077	Printed	Expense	☒	09/30/2023	
22424	09/15/2023	BETTER PORTABLE TOILETS, INC.	\$178.76	1077	Printed	Expense	☒	09/30/2023	
22425	09/15/2023	BSN SPORTS	\$2,041.38	1077	Printed	Expense	☒	09/30/2023	
22426	09/15/2023	CENTRAL MECHANICAL, LLC	\$312.50	1077	Printed	Expense	☒	09/30/2023	
22427	09/15/2023	CENTRAL WELDING SUPPLY CO., INC	\$193.32	1077	Printed	Expense	☒	09/30/2023	
22428	09/15/2023	CENTURYLINK	\$71.48	1077	Printed	Expense	☒	09/30/2023	
22429	09/15/2023	CORVALLIS POWER EQUIPMENT	\$807.96	1077	Printed	Expense	☒	09/30/2023	
22430	09/15/2023	CREATIVE GRAPHICS	\$45.00	1077	Printed	Expense	☒	09/30/2023	
22431	09/15/2023	CRISIS PREVENTION INSTITUTE, INC.	\$4,249.00	1077	Printed	Expense	☒	09/30/2023	
22432	09/15/2023	CTX	\$671.00	1077	Printed	Expense	☒	09/30/2023	
22433	09/15/2023	EDMENTUM	\$12,000.00	1077	Printed	Expense	☒	09/30/2023	
22434	09/15/2023	GARRETT HEMANN ROBERTSON	\$3,129.00	1077	Printed	Expense	☒	09/30/2023	
22435	09/15/2023	INGRAM LIBRARY SERVICES	\$158.69	1077	Printed	Expense	☒	09/30/2023	
22436	09/15/2023	MATH LEARNING CENTER	\$1,981.80	1077	Printed	Expense	☒	09/30/2023	
22437	09/15/2023	MERIDIAN STUDENT PLANNERS	\$1,750.00	1077	Printed	Expense	☐		
22438	09/15/2023	MIKOWSKI PAINTING, INC.	\$21,000.00	1077	Printed	Expense	☒	09/30/2023	
22439	09/15/2023	MOBYMAX	\$1,759.00	1077	Printed	Expense	☒	09/30/2023	
22440	09/15/2023	MPTV	\$5,750.85	1077	Printed	Expense	☒	09/30/2023	

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 To Date: 09/30/2023
From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22441	09/15/2023	NORTHWEST COMPRESSOR	\$949.89	1077	Printed	Expense	☒	09/30/2023	
22442	09/15/2023	NORTHWEST NATURAL GAS CO.	\$2,457.00	1077	Printed	Expense	☒	09/30/2023	
22443	09/15/2023	ODP BUSINESS SOLUTIONS, LLC	\$422.26	1077	Printed	Expense	☒	09/30/2023	
22444	09/15/2023	OOLIGAN PRESS	\$1,488.96	1077	Printed	Expense	☐		
22445	09/15/2023	OREGON ATHLETIC DIRECTORS ASSOCIATION	\$145.00	1077	Printed	Expense	☐		
22446	09/15/2023	OREGON WEST CONFERENCE	\$1,500.00	1077	Printed	Expense	☒	09/30/2023	
22447	09/15/2023	OSAA	\$3,985.00	1077	Printed	Expense	☒	09/30/2023	
22448	09/15/2023	PLATT ELECTRIC SUPPLY INC	\$934.66	1077	Printed	Expense	☒	09/30/2023	
22449	09/15/2023	POOL, WENDY K.	\$312.50	1077	Printed	Expense	☐		
22450	09/15/2023	ROBERT LLOYD SHEET METAL, INC.	\$3,959.95	1077	Printed	Expense	☒	09/30/2023	
22451	09/15/2023	SCHAEFERS RECREATION	\$195.74	1077	Printed	Expense	☒	09/30/2023	
22452	09/15/2023	SCHOOL MATE	\$511.00	1077	Printed	Expense	☒	09/30/2023	
22453	09/15/2023	STRONG REFUGE POOL, LLC	\$773.39	1077	Printed	Expense	☒	09/30/2023	
22454	09/15/2023	STUDIES WEEKLY	\$1,022.98	1077	Printed	Expense	☒	09/30/2023	
22455	09/15/2023	WALTER E. NELSON OF EUGENE	\$1,284.24	1077	Printed	Expense	☒	09/30/2023	
22456	09/25/2023	McGee, Kay	\$450.00	1094	Printed	Expense	☒	09/30/2023	
22457	09/29/2023	AFLAC	\$45.50	1100	Printed	Payroll Ded	☐		
22458	09/29/2023	AMERICAN FIDELITY - INS	\$4,024.31	1100	Printed	Payroll Ded	☐		
22459	09/29/2023	AMERICAN FIDELITY ASSURANCE CO	\$10,034.64	1100	Printed	Payroll Ded	☐		
22460	09/29/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,031.34	1100	Printed	Payroll Ded	☐		
22461	09/29/2023	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1100	Printed	Payroll Ded	☐		

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 **To Date:** 09/30/2023
From Check: **To Check:**
From Voucher: **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22462	09/29/2023	INVENCO INVESTMENT SERVICES, INC.	\$10,206.34	1100	Printed	Payroll Ded	☐		
22463	09/29/2023	NEWPORT TRUST COMPANY	\$4,184.68	1100	Printed	Payroll Ded	☐		
22464	09/29/2023	OSEA	\$2,420.41	1100	Printed	Payroll Ded	☐		
22465	09/29/2023	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1100	Printed	Payroll Ded	☐		
22466	09/29/2023	PHILOMATH EDUCATION ASSOC	\$679.00	1100	Printed	Payroll Ded	☐		
22467	09/29/2023	PRUDENTIAL ANNUITIES	\$1,064.30	1100	Printed	Payroll Ded	☐		
22468	09/29/2023	TEXAS LIFE	\$1,725.91	1100	Printed	Payroll Ded	☐		
22469	09/29/2023	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1100	Printed	Payroll Ded	☐		
22470	09/29/2023	AMERICAN FIDELITY	\$2,000.00	1101	Printed	Payroll Ded	☐		
22471	09/29/2023	1ST DAY SCHOOL SUPPLIES	\$26,618.88	1105	Printed	Expense	☐		
22472	09/29/2023	AT&T ONENET SERVICE	\$31.62	1105	Printed	Expense	☐		
22473	09/29/2023	ATHLETIC TIMING	\$375.00	1105	Printed	Expense	☐		
22474	09/29/2023	BENNETT, KERI	\$600.00	1105	Printed	Expense	☐		
22475	09/29/2023	BSN SPORTS	\$161.08	1105	Printed	Expense	☐		
22476	09/29/2023	CERTIFIED SYSTEMS, INC.	\$1,350.00	1105	Printed	Expense	☐		
22477	09/29/2023	CORVALLIS HEATING, LLC	\$4,977.00	1105	Printed	Expense	☐		
22478	09/29/2023	CTX	\$2,011.86	1105	Printed	Expense	☐		
22479	09/29/2023	DEMCO INC.	\$306.78	1105	Printed	Expense	☐		
22480	09/29/2023	E.D. HUGHES EXCAVATING, INC.	\$17,420.00	1105	Printed	Expense	☐		
22481	09/29/2023	FORESS SIGN & MANUFACTURING, LLC	\$7,917.50	1105	Printed	Expense	☐		
22482	09/29/2023	J.W. PEPPER & SONS, INC.	\$256.99	1105	Printed	Expense	☐		
22483	09/29/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$592.25	1105	Printed	Expense	☐		

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 To Date: 09/30/2023
From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22484	09/29/2023	ODP BUSINESS SOLUTIONS, LLC	\$37.59	1105	Printed	Expense	☐		
22485	09/29/2023	OREGON GUTTER SERVICE	\$1,784.98	1105	Printed	Expense	☐		
22486	09/29/2023	OREGON LIBRARY ASSOCIATION	\$225.00	1105	Printed	Expense	☐		
22487	09/29/2023	PACIFIC POWER	\$22,694.70	1105	Printed	Expense	☐		
22488	09/29/2023	RENEWABLE RESOURCE GROUP, INC.	\$84.00	1105	Printed	Expense	☐		
22489	09/29/2023	ROBERT LLOYD SHEET METAL, INC.	\$176.00	1105	Printed	Expense	☐		
22490	09/29/2023	SMITH GLASS SERVICE INC	\$590.00	1105	Printed	Expense	☐		
22491	09/29/2023	SPAETH LUMBER COMPANY	\$28.08	1105	Printed	Expense	☐		
22492	09/29/2023	TWGW, INC.	\$1,651.19	1105	Printed	Expense	☐		
22493	09/29/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1105	Printed	Expense	☐		
22494	09/29/2023	WALTER E. NELSON OF EUGENE	\$2,930.40	1105	Printed	Expense	☐		
22495	09/29/2023	WAXIE SANITARY SUPPLY	\$1,578.48	1105	Printed	Expense	☐		
46122	09/06/2023	LANDERS, MICHELLE A	\$126.32	5	Printed	Payroll	☒	09/30/2023	
46123	09/15/2023	OLSEN, ABIGAIL R	\$1,208.08	7	Printed	Payroll	☒	09/30/2023	
46124	09/29/2023	BUSHNELL, DIANA B	\$1,101.44	9	Printed	Payroll	☐		
46125	09/29/2023	FIRTH, ALEX L	\$1,285.83	9	Printed	Payroll	☐		
46126	09/29/2023	RASMUSSEN, WHITNEY T	\$1,343.80	9	Printed	Payroll	☐		
46127	09/29/2023	WEEBER, KYAH M	\$208.05	9	Printed	Payroll	☐		
46128	09/29/2023	DIAMOND-MOORE, LUCY C	\$97.09	9	Printed	Payroll	☐		
46129	09/29/2023	STRAND, ELISABETH S	\$58.87	9	Printed	Payroll	☐		
46130	09/29/2023	SCHWINABART, DARLA J	\$2,087.37	9	Printed	Payroll	☐		
46131	09/29/2023	VAN PATTEN, CANDACE M	\$3,714.18	9	Printed	Payroll	☐		
46132	09/29/2023	CHAMBERS, TINA L	\$1,360.68	9	Printed	Payroll	☒	09/30/2023	

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 09/01/2023 To Date: 09/30/2023
From Check: To Check:
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
46133	09/29/2023	SKAAR, LINDA M	\$4,253.10	9	Printed	Payroll	☐		
46134	09/30/2023	VAN PATTEN, CANDACE M	\$207.89	10	Printed	Payroll	☐		

Total Amount: \$277,747.57
End of Report

SPECIAL BOARD MEETING

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/23/2023 07:00 PM

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

1. **Call to Order:** Chairman Rick Wells called the meeting to order at 7:05 pm. Those in attendance included Vice Chair Joe Dealy; Director Christopher McMorran; Director Karen Skinkis, Director Erin Gudge, Superintendent Susan Halliday; Business Manager Jennifer Griffith; and Board Executive Assistant, Michele McRae.

- i. Chairman Wells led us in the Pledge of Allegiance.
- ii. There were no requests for Agenda Modifications.

2. **Public Comment:** There were no public comments.

B. DISCUSSION

1. 2023-2024 Budget Discussion

- i. Chairman Wells said that the Board looked at the approved budget and they don't plan on making any changes unless there is new information tonight. He went through a list of questions that the certified union sent in. They were answered by the Business Manager and Superintendent, and Chairman Wells read the answers, and the Superintendent and Business Manager stepped in to expound on some of the technical questions, as needed.
- ii. Director McMorran pointed out that the district has not saved up for deferred maintenance in a progressive way, so we are seeing that in the approved budget now.
- iii. Chairman Wells said that there were a lot of comments last week about not adopting the approved budget if the Board wasn't confident in it. He said that they all took an in-depth look at the approved budget. He said that they are allowed to move up to 10% of the budget within a fund. He said that hopefully they can come to a resolution during the certified bargaining sessions. He said they are comfortable with the budget, so they won't restructure it.

C. DISCUSSION & ACTION ITEMS

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

Appropriations: Director Dealy moved to approve Resolution #2223-04 as presented. Director Gudge seconded the motion. Director McMorran said that a week ago, he heard the teachers loud and clear. He said that he heard a desire to postpone the decision to

adopt the approved budget and meet the outcome of negotiations. He said that he is confident that this budget will meet the outcome of negotiations. He said that it doesn't give us everything that we want, but he hopes we can reach an agreement where everyone will feel valued. He said that his intention is to pay teachers as much as they can. The Board approved Resolution #2223-04 unanimously, 5-0.

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

Tax: Director Dealy moved to approve Resolution #2223-05 as presented. Director Skinkis seconded the motion. The Board approved Resolution #2223-05 unanimously, 5-0.

3. Declaration of Reduction in Force

- i. Superintendent Halliday said that appreciation and salary we can give are not synonymous. She said that she heard that people are in Philomath for a reason – because it's a great community. Comradery and class size are a sweet spot. She said that the proposed RIF's have not changed, however, most of them have been done through attrition. There will be no formal notices to admin or licensed at this time. 3.81 FTE will be reduced in the Classified group. These staff members will have recall rights. Director McMorran pointed out that at their first budget committee meeting, they looked at the different scenarios and they realized that even if the district cut athletics, pool and preschool, there would still be a RIF. Director Dealy moved to declare a Reduction in Force. Director McMorran seconded the motion. The Board approved the motion unanimously, and it passed 5-0.

D. MEETING CLOSURE

- 1. Adjournment:** Chairman Rick Wells adjourned the meeting at 7:45 PM.

Board Chair

Superintendent

Date

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

7/3/2023 6:00 PM

A. REGULAR SESSION ~

1. **Call to Order:** Board Chair, Rick Wells, called The Regular Session of the Philomath School District Board of Directors to order on July 3, 2023 at 6:13 pm. Those in attendance included the Philomath school Board of Directors, Rick Wells, Joe Dealy, Erin Gudge, and newly elected Board members Sandi Hering and Ryan Cheeke; Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Board Executive Assistant, Michele McRae. Vice Chair Dealy led the Pledge of Allegiance.
2. **Swearing in of Newly Elected Board Members**
Newly elected Board members Sandi Hering and Ryan Cheeke read the Oath of Office, which was administered by Board Chair Rick Wells.
3. **Election of Board Officers for 2023-2024**
 - i. Board Chair: Director Dealy nominated Director Gudge for the office of Board Chair. Director Hering nominated Director Wells for Board Chair. Director Wells took a vote of the members. Director Dealy and Director Gudge voted for Director Gudge. Directors Hering, Cheeke and Wells voted for Director Wells. Director Rick Wells will remain Board Chair for the 2023-2024 school year.
 - ii. Board Vice Chair: Director Gudge nominated Director Dealy for Board Vice Chair. Director Dealy nominated Director Gudge. The Board unanimously approved the nomination for Director Dealy. Director Dealy will remain Board Vice Chair for the 2023-2024 school year.
4. **Approval of Consent Agenda**
 - i. The Consent Agenda was amended to add approval of Confidential employees Mary Ackermann, Dawnelle Davis, Megan Caputo and Michele McRae. Director Dealy moved to approve the Consent Agenda as amended. Director Gudge seconded the motion. The Board approved the Consent Agenda unanimously, 5-0.
 - ii. There were no agenda modifications.
5. **PEA Report**
 - i. PEA President Dave Dunham welcomed our new Board members, and thanked everyone for hearing the teachers at the last Board meeting. He encouraged the Board members to be present in the school buildings and to talk to teachers. He said that he wants the Board members to be aware of what is going on in the buildings.

He added that he feels that they have made some progress on the contract and will resume bargaining in August. Director Wells reminded everyone that we do not want to bypass the chain of command. Dave said it would be casual conversation, observation and awareness.

6. Board Meeting Schedule for 2023-2024 School Year

- i. Director Wells summarized the current meeting schedule. The Board decided to continue with the current meeting schedule – the third Thursday of each month except for the August meeting, which will be held August 23rd at 7:00 pm. December and July meetings are usually rescheduled due to weather and vacations, and other meetings may be moved in order to meet deadlines.

B. Strategy and Discussion

1. Superintendent's Evaluation

- i. Director Wells reported that the Superintendent's Evaluation is complete.

2. Board Retreat Date

- i. The Board scheduled the Board retreat for September 7th at 5 pm at Blodgett Elementary School. This is a work session where the Board will set goals and take care of other organizational items for the school year. This meeting will be open to the public.

C. Meeting Closure

1. Next Meeting Agenda Items

- i. August housekeeping items

2. Board Requests & Thanks

- i. Director Dealy welcomed the new Board members and thanked them for volunteering in the community.
- ii. Director Gudge thanked the PEA Bargaining Team and all the members of PEA for all of the hard work and creativity that has been put into bargaining a new agreement. She also thanked all of the teachers for their hard work this last school year.
- iii. Director Wells also thanked PEA and everyone in the district.
- iv. Director Hering thanked everyone for their support.

3. Adjournment: Director Wells adjourned the meeting at 6:42 pm.

Board Chair

Superintendent

Date

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

8/23/2023 07:00 PM

A. REGULAR SESSION

1. **Call to Order:** Chairman Wells called the meeting to order at 7:01 pm.
 - i. **Pledge of Allegiance:** Director Cheeke led us in the Pledge of Allegiance.
2. **Approval of Consent Agenda**
 - i. Director Gudge moved to approve the Consent Agenda as presented. Director Dealy seconded the motion. The Board unanimously approved the Consent Agenda.
Motion passes 5-0.
3. **Request for Agenda Modifications**
 - i. Director Wells requested that item D3: Approval of Licensed Bargaining Agreement, be moved to next month's agenda, so the Board members have more time to read it. Superintendent Halliday requested that item D4: Communicable Disease Management Plan, be removed from this agenda, and moved to a future agenda for approval.
4. **Public Comment**
 - i. There were no public comments.

B. REPORTS

1. **Student Government Report:** Raegan McKinley, Student Representative to the Board, reported on what the students have been organizing. Homecoming week is coming up, so they will be busy planning and making their class floats.
2. **Association Reports**

Dave Dunham, PEA Co-President, said that they are relieved to have a potential agreement, and he thought the process was positive. He thanked the whole bargaining team for their work during the bargaining process. He reiterated a standing invitation to the Board members to visit the schools.
3. **Superintendent's Report**
 - i. Superintendent Halliday reported that there have been a lot of new inter-district transfer students who have altered things significantly. We will have two new Kindergarten classes and an additional 4th grade class. There may be more needs for

more special educational assistants. Director Cheeke asked about planning for space for incoming students from the new housing developments. Superintendent Halliday said that on a facility study that was completed five years ago, the prediction was that by now, we would be overrun with students, however, that did not happen. Going forward, we will look at our inter-district transfer policy.

- ii. Superintendent Halliday reported that we are migrating to Synergy for our student information system and that it has been taking a lot of time for setup and training. She summarized the schedule for in-service week, which begins with a new staff orientation day. The week will end with an all staff barbeque that will be hosted, prepared and served by our School Board Directors.
- iii. She reported that enrollment totals appear to be higher than last year's totals.

4. Financial Report

- i. Jennifer Griffith, PSD Business Manager, reported that our student investment allocation should be higher. She included a new report in the packet that compares data over the past three years. She also reported that there is a new budget committee applicant.

C. STRATEGY AND DISCUSSION

- 1. **Budget Committee Vacancies:** Jennifer Griffith reported that one of the recent budget committee members, Shelly Brown, reapplied for her position, so now there are two open positions.
- 2. **Downing Forest Updates:** Chairman Wells reported that last winter's storm damaged the forest, and it was unsafe for people, so it was cleared, and work has been going on to restore the running path and clear out the remainder of the debris. Industry professionals have been advising the district on how to replant the forest. He said that the hope is that it will be ready for the Paul Mariman Invitational. Cross country coach, Joe Fulton, reported that now, the facilities department will have a lot of work to do to keep the blackberries and the poison oak cleaned up since the sun will be shining through onto the soil. He's concerned that the course will be ignored and will not be given the same attention that other activities are given. Superintendent Halliday reported on recent meetings with the City of Philomath and other agencies to plan for replanting and reconstruction.
- 3. **Meeting with King's Valley Charter School:** Superintendent Halliday said that she met with Diana Barnhart, Mark Hazelton and Cynthia Barthuly last week, and they will be setting a date for both Board's to meet together.

D. DISCUSSION & ACTION ITEMS

- 1. **Approval of Co-op with Lincoln County SD:** Chairman Wells asked why Lincoln County SD isn't partnering with another Lincoln County School. Superintendent Halliday reported that this particular student lives closer to our district than any other Lincoln County SD school. Director Dealy moved to approve the co-op with Lincoln County SD for a student to join a Philomath SD soccer team. Director Gudge seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.
- 2. **Second Reading Policies:** Director Gudge noted that we do not need to put the administrative regulations through a Board meeting for approval.

- i. GCBDF/GDBDF: Paid Family Medical Leave Insurance: Director Gudge moved to approve policy GCBDF/GDBDF. Director Dealy seconded the motion. The Board approved the motion unanimously. Motion passes 5-0.

3. Approval of Licensed Bargaining Agreement: This item will be moved to the September 7th Special Session for approval.

4. Communicable Disease Management Plan: This item will be moved to a future Board meeting agenda for approval.

E. MEETING CLOSURE

1. Next Meeting Agenda Items

- i. Director Gudge reported that there will be a lot of policies released by OSBA in the near future since a lot of bills were passed during this last legislative session.
- ii. Director Gudge asked if Blodgett ES has the capability to stream the September 7th Work Session. Superintendent Halliday said yes, we will be able to stream the meeting.
- iii. Director Cheeke asked if we have a facilities committee that analyzes the buildings, so that the district can plan for deferred maintenance. The Board reported that, yes, we do have a facilities committee.

2. Board Thanks

- i. Director Dealy thanked the negotiating teams for all of their work. He thanked everyone for getting the schools ready and up and running for students.
- ii. Director Gudge thanked everyone for having registration days run so smoothly.
- iii. Director Hering thanked everyone who attends the Board meetings. She thanked staff who are open to having Board members visit their schools and their meetings.
- iv. Student Representative to the Board, Raegan McKinley, thanked counselors who stayed late after registration to fix student's schedules.
- v. Chairman Wells thanked the negotiating teams. He thanked staff for getting the buildings ready for students to come back. He added that Joey Digiovannangelo has been working hard this summer along with all of his staff.

3. Board Requests

- i. Director Hering asked for an update on the Downing Forest on the next Board agenda.

4. Adjournment

- i. Chairman Wells adjourned the meeting at 8:36 pm.

Board Chair

Superintendent

Date

SPECIAL SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

Blodgett Elementary School
35177 Tum Tum Road, Blodgett

9/7/2023 4:30 PM

A. SPECIAL SESSION

1. **Call to Order:** Board Chair Rick Wells called the meeting to order at 5:17 pm. Those in attendance were: Board Chair Rick Wells, Vice-Chair, Joe Dealy; Director Erin Gudge, Director Sandi Hering, Director Ryan Cheeke; Superintendent Susan Halliday; PES & Blodgett Principal Eric Beasley; Executive Assistant Michele McRae; Philomath News Reporter Brad Fuqua.

B. ACTION ITEMS

1. **Approve 2023-2025 Certified Bargaining Agreement**
 - i. Superintendent Halliday reported that in Section I of the proposed bargaining agreement, there is language about special education employees. The language was tentatively agreed upon, however, the union is disputing the use of the words “for the” school year, and they would like the language to say “beginning in the” current school year. PEA approved it with the language “for the”, however, it was questioned. Superintendent Halliday gave the Board two options, to approve the agreement with the language “beginning in the”, or to deny the new language. Director Wells said that the cleanest way to adopt it is to have the new language added now.
 - ii. Director Dealy moved to approve the Licensed Bargaining Agreement 2023-2025 with the language being changed from “for the” to “beginning”. Director Gudge seconded the motion. The Board unanimously approved the Licensed Bargaining Agreement. Motion passes 5-0.
2. **Consent Agenda:** Director Gudge moved to approve the Consent Agenda as presented. Director Dealy seconded the motion. The Board unanimously approved it. Motion passes 5-0.

- C. **OSBA BOARD TRAINING:** The Oregon School Board Association presented their Board Training to the school board.

D. BOARD PLANNING:

1. **Board Planning Documents:** The Board reviewed the Board Calendar, Board Goals, Board Roles and Responsibilities and the Board Operating Agreement.

E. **MEETING CLOSURE:** Board Chair Rick Wells adjourned the meeting at 8:20 pm.

Board Chair

Superintendent

Date



Philomath School District

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

October 19, 2023

Board Members:

The Board Packet includes enrollment information as of October 19. Enrollment for the 2023-24 school year is remaining higher than we predicted. We have updated our Estimate of Membership and Revenue with ODE. If enough districts have significant change in enrollment, the State School Fund distribution may be recalculated and we may see an adjustment as early as November, otherwise the major recalculation takes place in January after the 1st period ADM report is complete.

The auditors were onsite earlier this month to complete fieldwork for the 2022-23 Fiscal Year. The fieldwork went well, and now we wait for the draft reports from the auditors.

The financial reports included in this board packet show an overview of General Fund transactions through September with comparisons from the previous 2 years. Projection reports are also included.

The board packet also includes the Budget Committee vacancy applications. Two of the three expiring committee members have requested re-appointment. The new Budget Committee members shall be appointed to their 3 year term at this October board meeting. The Fall Informational meeting should be held in December with the Budget Committee.

September 2023 General Fund Expenditures totaled \$2,360,462. Expenditures that exceed \$10,000 are as follows:

• Herff Jones	\$ 10,019	(HS Yearbook – remaining from 22/23)
• American Fidelity Assurance Co.	\$ 10,035	(Paid Leave OR payment)
• Invesco Investment Services	\$ 10,206	(403b Retirement Emp. Contributions)
• Edmentum	\$ 12,000	(Curriculum software - Academy)
• E.D. Hughes Excavating, Inc.	\$ 17,420	(High School Sewer line repair)
• Mikowski Painting	\$ 21,000	(HS painting – final installment)
• Pacific Power	\$ 22,695	(Monthly power bill)
• 1 st Day School Supplies	\$ 26,619	(School Supplies PES/PMS - SIA fund)
• Kings Valley Charter School	\$ 231,916	(September SSF payment to KVCS)

Respectfully Submitted,

Jennifer Griffith
Business Manager

YTD Local Sources

2.29% of Budget

Prior Year YTD: 1.18% of Actuals

YTD State Sources

34.48% of Budget

Prior Year YTD: 29.33% of Actuals

YTD All Sources (except 5400s)

24.98% of Budget

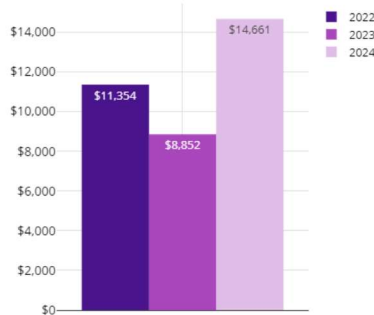
Prior Year YTD: 21.08% of Actuals

Local Sources (1000s)



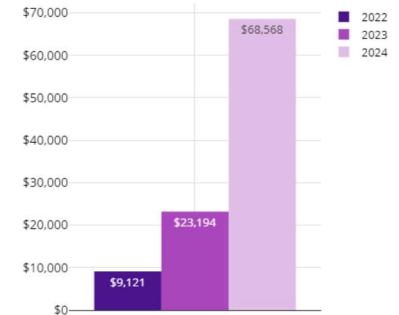
For the Period JUL - SEP

Property Taxes (1100s)



For the Period JUL - SEP

Interest Earnings (1500s)



For the Period JUL - SEP

State Sources (3000s)



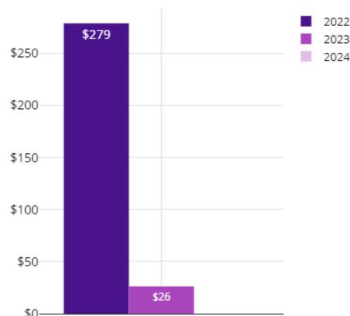
For the Period JUL - SEP

State School Fund (3101)



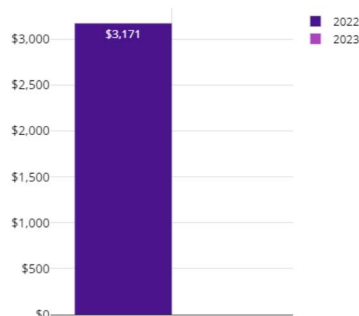
For the Period JUL - SEP

Intermediate Sources (2000s)



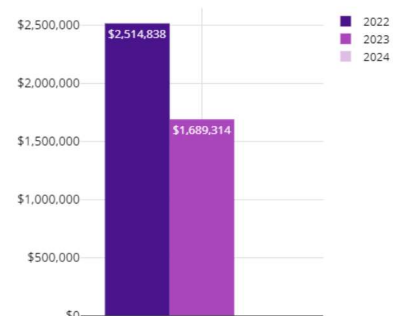
For the Period JUL - SEP

Federal Sources (4000s)



For the Period JUL - SEP

Other Sources (5000s)



For the Period JUL - SEP



2023-2024 Philomath SD 17J | General Fund Overview - Expense

YTD Salary and Benefits

12.63% of Budget

Prior Year YTD: 13.00% of Actuals

YTD Purchased Services

23.42% of Budget

Prior Year YTD: 20.52% of Actuals

YTD Other Expenses

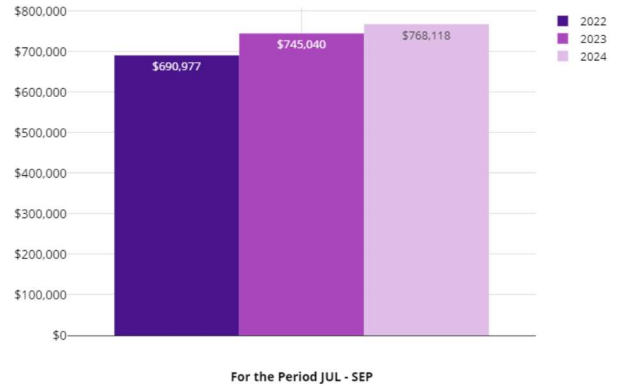
67.62% of Budget

Prior Year YTD: 62.92% of Actuals

Salaries (100s)



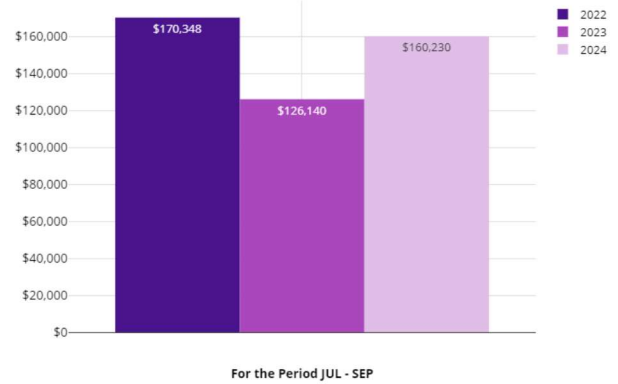
Benefits (200s)



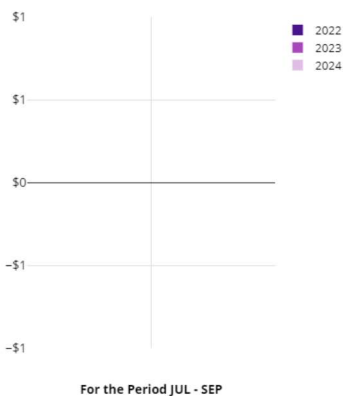
Purchased Services (300s)



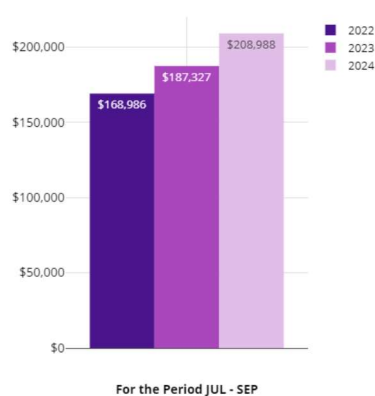
Supplies (400s)



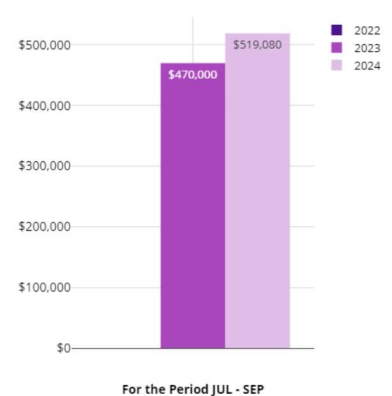
Capital Outlay (500s)



Other Objects (600s)



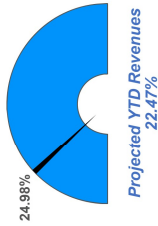
Transfers (700s)



100 General Fund Revenue Dashboard Summary

For the Period Ending September 30, 2023

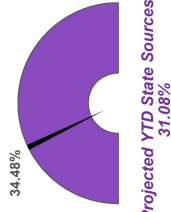
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources



General Fund Revenues

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

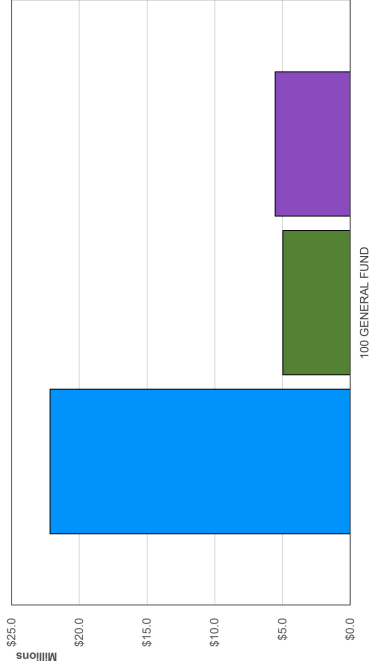
State School Fund (SSF)	\$5,391,174
Interest On Investments	\$68,568
Kings Valley Charter School Fees	\$35,123
Miscellaneous	\$16,957
Rentals	\$11,819
Property Taxes	\$10,173
Local Option Levy Taxes	\$3,095
Penalties And Interest On Taxes	\$1,394
Fees	\$0

Percent of Total Revenues Year-to-Date

100.00%

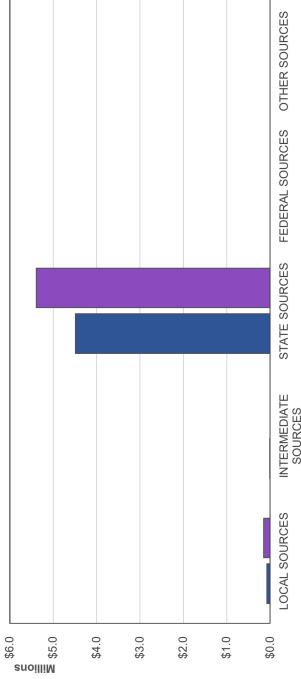
Revenues by Fund | Budget / Projected YTD / Current YTD

■ Budget ■ Projected YTD ■ Current YTD



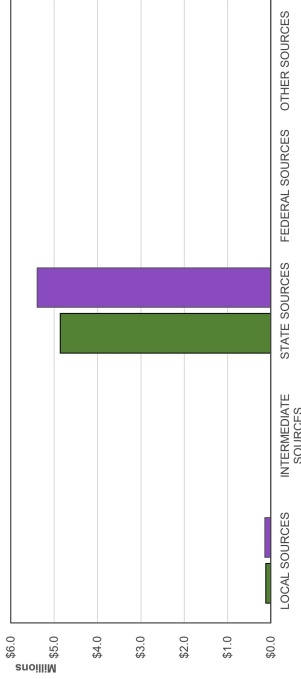
General Fund Revenue by Source | Prior YTD vs. Current YTD

■ Prior YTD ■ Current YTD



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

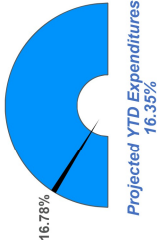
■ Projected YTD ■ Current YTD



100 General Fund Expense Dashboard Summary

For the Period Ending September 30, 2023

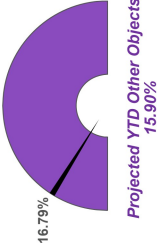
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

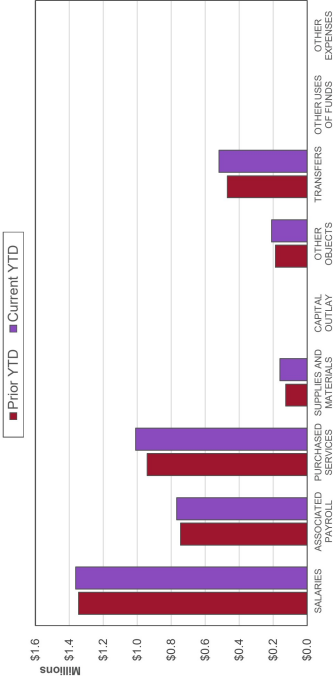


General Fund Expenditures

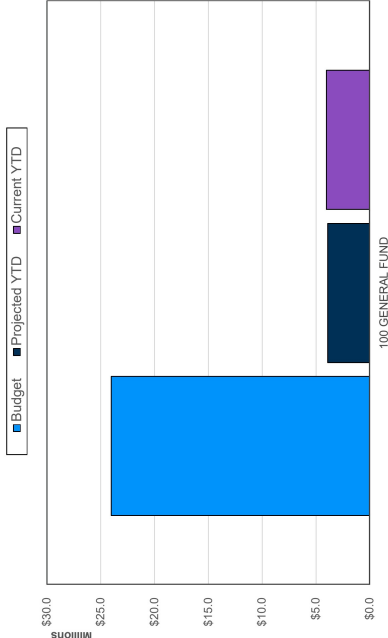
Top 10 General Fund Expenditures by Program (Year-to-Date)

Charter School Payments, Adm	\$561,955
Transfers	\$519,080
Licensed Salaries	\$507,463
Administrator Salaries	\$305,658
Classified Salaries	\$292,088
Public Employees Retirement System	\$225,369
Medical Insurance	\$219,033
Property Insurance Premiums	\$184,824
Unrepresented Salaries	\$177,588
Charter School, Remote Elementary	\$172,586
Percent of Total Expenditures Year-to-Date	78.55%

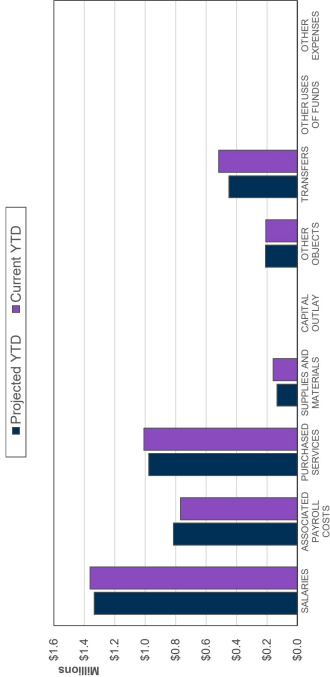
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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

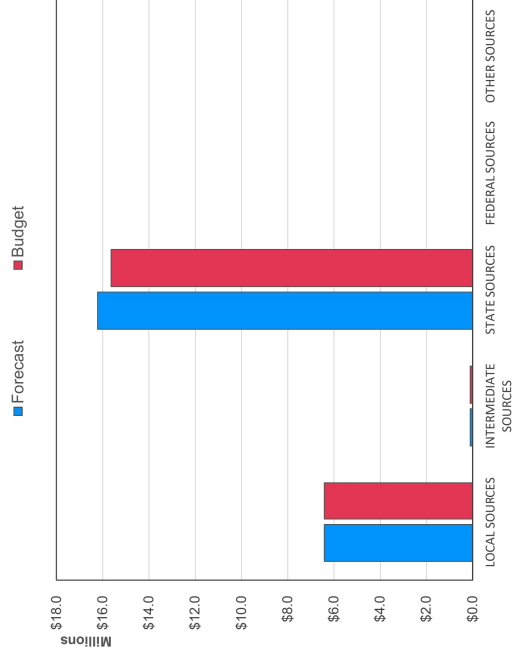


100 General Fund | Financial Projection by Object

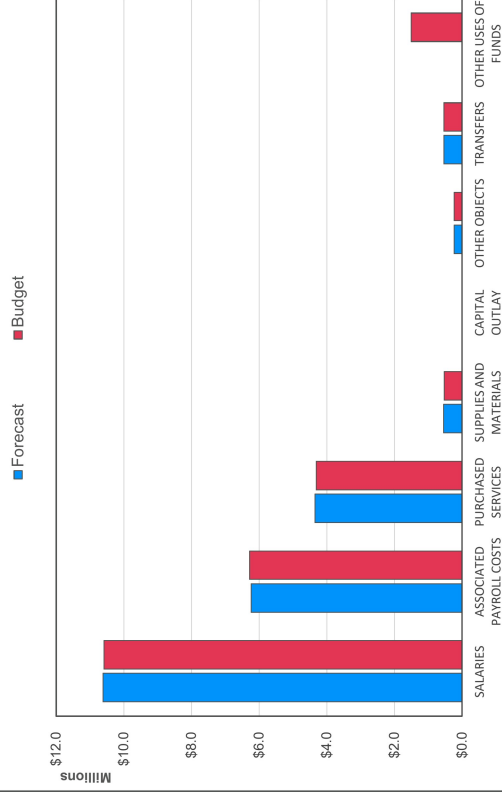
For the Period Ending September 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 1,689,314	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,839,574	\$ (239,574)
REVENUES						
Local Sources	73,680	147,129	6,268,475	6,415,604	6,417,877	(2,273)
Intermediate Sources	26	-	118,000	118,000	118,000	-
State Sources	4,488,266	5,391,174	10,832,343	16,223,517	15,636,407	587,110
Federal Sources	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 4,561,973	\$ 5,538,303	\$ 17,218,818	\$ 22,757,121	\$ 22,172,284	\$ 584,837
EXPENDITURES						
Salaries	1,345,097	1,363,401	9,252,092	10,615,493	10,588,559	(26,934)
Associated Payroll Costs	745,040	768,118	5,470,959	6,239,077	6,285,765	46,688
Purchased Services	941,351	1,010,034	3,343,130	4,353,165	4,312,036	(41,129)
Supplies and Materials	126,140	160,230	393,240	553,469	528,008	(25,461)
Capital Outlay	-	-	8,175	8,800	8,800	625
Other Objects	187,327	208,988	25,728	234,716	236,820	2,104
Transfers	470,000	519,080	20,000	539,080	540,000	920
Other Uses of Funds	-	-	-	-	1,511,870	1,511,870
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 3,814,955	\$ 4,029,862	\$ 18,513,324	\$ 22,543,175	\$ 24,011,868	\$ 1,468,683
SURPLUS / (DEFICIT)	\$ 747,018	\$ 1,508,452	\$ (1,294,505)	\$ 213,946	\$ (1,839,574)	
ENDING FUND BALANCE			\$ 1,813,946			

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



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	100.00	.00	10,136.52	.00	10,136.52
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	10,000.00	.00	12,819.75	(9,124.83)	3,694.92
284,0000.9701.097.797.816 PES Grants	4,010.89	1,650.00	.00	5,660.89	.00	5,660.89
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	3,201.45	(2,267.25)	4,012.08	(2,522.71)	1,489.37
284,0000.9701.097.797.830 PES Music	(173.43)	298.00	.00	124.57	.00	124.57
284,0000.9701.097.797.834 Falcon Swag Fund Balance	.00	.00	877.18	877.18	.00	877.18
284,0000.9701.097.797.842 PES Social Committee	732.65	562.64	(238.39)	1,056.90	.00	1,056.90
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
GRAND TOTALS	29,155.57	15,812.09	(1,628.46)	43,339.20	(11,647.54)	31,691.66

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	240.00	.00	1,421.04	.00	1,421.04
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	1,000.00	(181.79)	4,011.18	.00	4,011.18
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	98.63	.00	192.26	.00	192.26
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	495.00	(415.99)	710.71	(300.00)	410.71
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	8,040.00	(2,823.74)	10,249.99	.00	10,249.99
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	250.00	.00	555.00	.00	555.00
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)	150.00	.00	73.49	.00	73.49
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS	65,564.92	10,273.63	(3,603.92)	72,234.63	(300.00)	71,934.63

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
286.0000.9701.099.799.000 Student Activities	(217.41)	.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	149.09	.00	.00	149.09	.00	149.09
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	2,699.71	630.13	.00	3,329.84	(1,484.60)	1,845.24
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 Student Activities	432.00	.00	.00	432.00	.00	432.00
286.0000.9701.099.799.606 PHS ASB	6,238.15	5,895.30	(426.75)	11,706.70	(3,730.60)	7,976.10
286.0000.9701.099.799.607 PHS Athletic Officials	(9,701.60)	26,023.63	(18,121.49)	(1,799.46)	.00	(1,799.46)
286.0000.9701.099.799.611 PHS Athletics	2,818.52	7,340.45	(1,636.17)	8,522.80	790.59	9,313.39
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	80.00	(5,500.00)	1,908.20	4,219.00	6,127.20
286.0000.9701.099.799.616 PHS Botany	4,301.84	.00	(481.17)	3,820.67	.00	3,820.67
286.0000.9701.099.799.617 PHS Boys Basketball	15,084.01	3,226.50	(310.68)	17,999.83	(2,110.00)	15,889.83
286.0000.9701.099.799.618 PHS Cheerleading	7,257.42	22,749.05	(11,809.32)	18,197.15	4,517.70	22,714.85
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	1,570.00	(1,049.50)	7,876.67	(2,299.00)	5,577.67
286.0000.9701.099.799.622 PHS Dance Team	6,508.60	1,517.00	(5,588.00)	2,437.60	3,053.09	5,490.69
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	5,275.00	.00	5,275.00	.00	5,275.00
286.0000.9701.099.799.633 PHS Robotics Fund Balance	16,422.83	3,193.00	(3,537.37)	16,078.46	(2,557.50)	13,520.96

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
286.0000.9701.099.799.634 Robotics PHRED FLL Fund Balance	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.635 PHS Foods	3,468.39	600.00	(900.77)	3,167.62	.00	3,167.62
286.0000.9701.099.799.636 PHS Football	5,960.37	1,140.00	(3,599.23)	3,501.14	4,136.01	7,637.15
286.0000.9701.099.799.637 PHS Forestry	9,868.91	300.00	(909.42)	9,259.49	(500.00)	8,759.49
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	1,286.50	(4,034.70)	10,365.78	.00	10,365.78
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	140.00	.00	140.00	.00	140.00
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	160.00	(462.30)	885.69	.00	885.69
286.0000.9701.099.799.649 PHS Manufacturing Technology	7,550.87	320.00	(173.56)	7,697.31	(4,000.00)	3,697.31
286.0000.9701.099.799.652 PHS Misc Books	5.78	20.00	.00	25.78	.00	25.78
286.0000.9701.099.799.653 PHS Music Band	1,685.95	228.50	.00	1,914.45	.00	1,914.45
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	105.00	.00	1,747.73	.00	1,747.73
286.0000.9701.099.799.657 PHS OWC Athletics Account	5,972.64	2,000.00	(178.56)	7,794.08	(3,075.22)	4,718.86

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
286.0000.9701.099.799.658 PHS OWC Activities Account	.00	1,000.00	(178.55)	821.45	.00	821.45
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	1,035.00	(324.00)	1,408.43	.00	1,408.43
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
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,847.50	9,120.00	(10,967.50)	.00	.00	.00
286.0000.9701.099.799.665 PHS Preschool	1,853.93	2,100.00	(345.09)	3,608.84	.00	3,608.84
286.0000.9701.099.799.666 PHS Prom	4,816.66	425.00	.00	5,241.66	.00	5,241.66
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	1,891.46	(150.00)	10,087.91	.00	10,087.91
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	3,305.00	.00	4,296.11	.00	4,296.11
286.0000.9701.099.799.679 PHS Soccer Girls	827.29	2,157.00	(675.00)	2,309.29	(1,847.78)	461.51
286.0000.9701.099.799.680 PHS Softball	8,266.01	(40.00)	.00	8,226.01	.00	8,226.01
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	12,545.00	(12,795.00)	.00	.00	.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	.00	140.00	.00	140.00	.00	140.00
286.0000.9701.099.799.686 PHS Swim Team	267.86	.00	.00	267.86	.00	267.86

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
286.0000.9701.099.799.687 PHS Tennis	6,514.44	1,500.00	(50.75)	7,963.69	.00	7,963.69
286.0000.9701.099.799.689 PHS Theatre	5,518.04	.00	(1,648.00)	3,870.04	(800.00)	3,070.04
286.0000.9701.099.799.690 PHS Track	1,858.05	4,290.00	.00	6,148.05	.00	6,148.05
286.0000.9701.099.799.693 PHS Volleyball	6,513.65	9,394.00	(7,122.65)	8,785.00	(2,902.80)	5,882.20
286.0000.9701.099.799.695 PHS Warrior Wellness	3,212.68	.00	.00	3,212.68	(132.00)	3,080.68
286.0000.9701.099.799.696 PHS Wrestling	(516.25)	2,040.00	.00	1,523.75	.00	1,523.75
286.0000.9701.099.799.697 PHS Yearbook	15,647.03	11,475.00	(10,294.31)	16,827.72	.00	16,827.72
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	146,177.52	(103,269.84)	255,111.11	(8,723.11)	246,388.00

End of Report

2023 / 2024 SCHOOL YEAR
ENROLLMENT FIGURES as of: October 19, 2023

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	119	91		7			0	0	21	
1st	114	<u>87</u>		7			1	0	19	
2nd	113		87	6			0	1	19	
3rd	121		95	10			0		16	
4th	105		85	<u>5</u>			1		14	
5th	122		<u>100</u>				2		20	
6th	141				121		1		19	
7th	124				113		1		10	
8th	130				<u>109</u>		6	0	15	
9th	135					107	10	0	18	
10th	161					132	15		14	
11th	154					120	23	0	11	
12th	135					<u>109</u>	<u>20</u>	<u>0</u>	6	
Totals		178	367	35	343	468	80	1	202	

TOTAL FULL-TIME ENROLLMENT - All Schools **1,673**

Philomath School District 17J - 2023-2024 School Year -- Summary of Enrollment

School	09/23	10/19	11/16	12/21	01/18	02/15	03/21	04/18	05/16	06/20
CPS	178	178	0	0	0	0	0	0	0	0
PES	367	367	0	0	0	0	0	0	0	0
BL	35	35	0	0	0	0	0	0	0	0
PMS	344	343	0	0	0	0	0	0	0	0
PHS	476	468	0	0	0	0	0	0	0	0
Academy	71	80	0	0	0	0	0	0	0	0
KVCS	203	202	0	0	0	0	0	0	0	0
SubTotal	1,674	1,673	0	0	0	0	0	0	0	0
Part-time students	0	1	0	0	0	0	0	0	0	0
Total Enrollment	1,674	1,674	0	0	0	0	0	0	0	0

Philomath School District 17J - 2022-2023 School Year -- Summary of Enrollment

School	09/15	10/20	11/17	12/12	01/19	02/16	03/14	04/20	05/18	06/15
CPS	169	167	167	167	165	165	166	167	166	165
PES	348	350	350	350	349	352	352	353	355	353
BL	28	27	27	27	29	30	31	31	33	33
PMS	331	330	332	329	329	333	334	328	331	327
PHS	471	458	456	448	431	444	443	410	413	411
Academy	57	69	70	74	82	82	81	83	84	88
KVCS	209	204	206	199	197	194	191	185	181	182
SubTotal	1,613	1,605	1,608	1,594	1,582	1,600	1,598	1,557	1,563	1,559
Part-time students	7	10	11	9	15	5	5	27	27	21
Total Enrollment	1,620	1,615	1,617	1,603	1,597	1,605	1,603	1,584	1,590	1,580

September 20, 2023

Dear Board Members,

My name is Kimberly Lopez. My term on the budget committee just came to an end in June. However, I am interested in renewing my position for another term.

I have been on the budget committee for a few terms and think that I am still a good member as I understand the budget process and can hopefully provide insight when needed.

As a mom of a freshman and a junior at the high school and a member of this community I appreciate the opportunity to serve in this way.

It has been an honor to serve on the committee and I look forward to your decision.

Respectfully submitted,

Kimberly Lopez



Jennifer Griffith <jennifer.griffith@philomath.k12.or.us>

Budget Committee

1 message

Rachael Morris <bikerider_1972@yahoo.com>

Thu, Aug 24, 2023 at 6:36 AM

To: Jennifer Griffith <Jennifer.Griffith@philomath.k12.or.us>

Cc: Susan Halliday <susan.halliday@philomath.k12.or.us>, Rick Wells <Rick.Wells@philomath.k12.or.us>

Jennifer,

Thank you for the letter about continuing to serve on the budget committee. I would like this email to serve as my official acceptance of continuing to serve on the budget committee for another term.

Thank you again, and happy new school year.

Rachael(Shelly) Brown

Sent from my iPhone



BUDGET COMMITTEE

CANDIDATE INFORMATION SHEET

Please fill out this form and return it to the Philomath School District Administration Office:
1620 Applegate St., Philomath, OR 97370

APPLICATIONS ARE DUE BY 12:00 NOON, ON FRIDAY, SEPTEMBER 29, 2023

Qualifications for Appointment: Candidate must live in the district; be a qualified voter in the district; and must not be an officer or employee of the school district. The School Board will review applications and make appointments at the October 19, 2023 Board meeting. Term of appointment is 3 years, unless otherwise noted in order to fill a vacancy.

NAME Alexandria Baldwin DATE 9/27/2023
HOME ADDRESS 704 N 11th St Philomath OR PHONE 541-281-0232
EMAIL ADDRESS alexandriagracedbaldwin@gmail.com
OCCUPATION Project Manager
SCHOOL/UNIVERSITY/COLLEGE ATTENDED OIT
NUMBER OF YEARS LIVING IN THE PHILOMATH SCHOOL DISTRICT 2
PRECINT WHERE YOU ARE REGISTERED TO VOTE Philomath

Do you have children in the School District? ☒ Yes ☐ No ☐ Children Graduated from District

Which School(s) do your children attend:

- | | |
|--|--|
| ☒ Clemens Primary | ☐ Philomath Middle School |
| ☒ Philomath Elementary | ☐ Philomath High School |
| ☐ Blodgett Elementary | ☐ Philomath Academy |
| ☐ Kings Valley Charter School | |

Have you worked on any school committees before? If yes, please list committee and responsibilities.

No, I have not.

Please list other community or Business activities you are involved with:

I've worked in construction project management for the past 5 years. During that time I've managed both public and private sector projects with budgets ranging from thousands to hundreds of millions of dollars.

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

I have a strong mathematical background including an engineering degree. I also have a strong desire to help out within the school district. I've always wanted to be that PTO mom, but I think I'm more cut out for the nuts and bolts of budgeting. By the end of the 3 year term I will have 3 children all in different Philomath Schools.

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

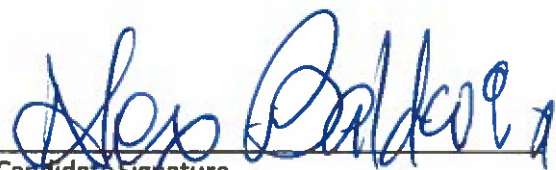
The budget committee would review and approve budgets for the upcoming school year. Ensuring that resources are allocated in the most beneficial way possible.

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

I will tell anyone who asks that Philomath is the best school district I've ever been involved with. I moved to Philomath because of the school. I would love to be a part of keeping things great.

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

I would be aware of the divers and unique needs of our student population to ensure our decisions are inclusive of everyone.


Candidate Signature


Date

Philomath School District 17J

Report on Compliance with Public School Standards

2022-23 School Year

By November 1 of each year, school district superintendents are required by [OAR 581-022-2305: District Assurances of Compliance with Public School Standards](#) to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22.

The table below contains a summary of **Philomath** School District's compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#) during the 2022-23 school year. For each rule reported as out of compliance, **Philomath** School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2024-25 school year.

What are the requirements of the standards? For a general overview of what each rule/standard requires, consult this high-level [Rules at a Glance summary](#). For specific, comprehensive requirements, use the links below for each individual rule.

Category: Teaching & Learning

Subcategory: Curriculum & Instruction

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2030 District Curriculum	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2045- Prevention Education in Drugs and Alcohol	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2050 Human Sexuality Education	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2055 Career Education	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2060 Comprehensive School Counseling	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2263 Physical Education Requirements *Elementary Grades	Out of compliance	All K-5 programs meeting for less than 150 minutes per week.	See Attached
581-022-2263 Physical Education Requirements *Middle Grades	Out of Compliance with 2022-23 requirements (225/week) and with revised requirements (150/week average)	7th Grade and 8th Grade in compliance with 150 minutes; 6th Grade not in compliance.	See Attached
581-022-2320 Required Instructional Time	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2340 Media Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2500 Programs and Services for TAG Students	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2350 Independent Adoptions of Instructional Materials	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2355 Instructional Materials Adoption	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Assessment & Reporting

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2100 Administration of State Assessments	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2110 Exception of Students with Disabilities from State Assessments	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2115 Assessment of Essential Skills: Diploma Requirements	Waived for 2022-23 school year	Not applicable	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2120 Essential Skill Assessments for English Language Learners	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2270 Individual Student Assessment, Recordkeeping and Reporting	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2445 Universal Screenings for Risk Factors of Dyslexia	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Program & Service Requirements

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2315 Special Education for Children with Disabilities	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2325 Identification of Academically Talented and Intellectually Gifted Students	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2330 Rights of Parents of TAG Students	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2505 Alternative Education Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: High School Diploma

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2000 Diploma Requirements	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2005 Veterans Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2010 Modified Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2015 Extended Diploma	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2020 Alternative Certificate	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2025 Credit Options	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: Health & Safety

Subcategory: Policies & Practices

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2205 Policies on Reporting of Child Abuse	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2220 Health Services	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2310 Equal Education Opportunities	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2312 Every Student Belongs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2345 Auxiliary Services	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Plans & Reports

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-0107 Operational Plans for the 2022-23 School Year	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2223 Healthy and Safe Schools Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2225 Emergency Plans and Safety Programs	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2230 Asbestos Management Plans	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2267 Annual Report on Restraint and Seclusion	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2510 Suicide Prevention Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Athletics & Interscholastic Activities

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2210 Anabolic Steroids and Performance Enhancing Substances	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2215 Safety of School Sports – Concussions	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2308 Agreements Entered Into with Voluntary Organizations	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: District Performance & Accountability

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2250 District Improvement Plan	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2255 School and District Performance Report Criteria	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2260- Records and Reports	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2265 Report on PE Data	Waived for 2022-23 school year	Not applicable	Not applicable
581-022-2300 Standardization	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2305 District Assurances of Compliance with Public School Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2370 Complaint Procedures	In compliance	The district has met all of the requirements for this rule.	Not applicable

Category: Human Resources/Staffing

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2335 Daily Class Size	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2400 Personnel	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2405 Personnel Policies	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2410 Teacher and Administrator Evaluation and Support	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2415 Core Teaching Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2420 Educational Leadership - Administrator Standards	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses	In compliance	The district has met all of the requirements for this rule.	Not applicable
581-022-2440 Teacher Training Related to Dyslexia	In compliance	The district has met all of the requirements for this rule.	Not applicable

Communicable Disease Management Plan

Philomath School District 17J



1620 Applegate Street
Philomath, Oregon 97370
541-929-3169

The purpose of this plan is to document the district's efforts to protect students, staff, and community members from communicable disease in the school setting. It's intended to be utilized in conjunction with the district's Bloodborne Pathogen Exposure Control Plan.

The success of this plan is contingent upon a Whole Child, Whole School, and Whole Community approach. The district is grateful for guidance and support from the Centers for Disease Control and Prevention (CDC), Oregon Department of Education (ODE), Oregon Health Authority (OHA), Oregon Occupational Health and Safety Administration (OSHA), Benton County Health Department, community health care providers, and district-employed nurses in its implementation.

Communicable diseases can be transmitted from person to person by various routes. A basic understanding of how these diseases are transmitted and common prevention measures can help decrease the spread of infections. Early identification of signs and symptoms of communicable disease is of paramount importance to maintain the health of the school population and decrease school absenteeism.

In the school environment, communicable diseases can easily be transmitted from one individual to another. This can occur between students, school staff, and visitors. The purpose of this management plan and effective prevention measures include education, avoidance of risk factors, sanitation, vaccination, early recognition of symptoms, health assessment, prompt diagnosis, and appropriate isolation or treatment.

Oregon public health law mandates that persons who work in or attend school who are diagnosed with certain diseases or conditions be excluded from school until no longer contagious. However, diagnosis often presumes a physician visit and specific testing, and schools must often make decisions regarding exclusion based on non-diagnostic but readily identifiable signs or symptoms, until documented test results can be obtained and local health department guidelines are given.

Regulations:

Oregon laws outline responsibilities for communicable disease control in a school setting.

- **ORS 333-019-0010** *(excerpted)*
 - 2) *To protect the public health, an individual who attends or works at a school or child care facility, or who works at a health care facility or food service facility may not attend or work at a school or facility while in a communicable stage of a restrictable disease, unless otherwise authorized to do so under these rules.*
 - 3) *A susceptible child or employee in a school or children's facility who has been exposed to a restrictable disease that is also a reportable disease for which an immunization is required under OAR 333-050-0050 must be excluded by the school administrator, unless the local health officer determines, in accordance with section (4) of this rule, that exclusion is not necessary to protect the public's health.*
- **OAR 581-022-2220** *(excerpted)*
 - 1) *The school district shall maintain a prevention-oriented health services program for all students which provides: (b) Communicable disease control, as provided in Oregon Revised Statutes; and*
 - (g) *Compliance with Oregon-OSHA Bloodborne Pathogens standard (Div. 2/Z 1910.1030) for all persons who are assigned to job tasks that may put them at risk for exposure to blood or other potentially infectious materials (OPIM) (ORS 191.103)*
 - 2) *School districts shall adopt policies and procedures which consider admission, placement and supervision of students with communicable diseases, including but not limited to Hepatitis B (HBV), Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency Syndrome (AIDS).*

School District policy outlines an action plan for communicable disease control in a school setting.

- GBEB Communicable Diseases – Staff
- GBEB-AR Communicable Diseases – Staff
- JHCC Communicable Diseases – Students
- JHCC-AR Communicable Diseases – Students

Introduction

Seasonal Respiratory Illness and Seasonal Influenza

Seasonal Respiratory Illness:

There are several viruses that routinely circulate in the community to cause upper viral respiratory illnesses. These viruses include rhinoviruses, coronaviruses, adenoviruses, enteroviruses, respiratory syncytial virus, human metapneumovirus, and parainfluenza. The “common cold” is caused by rhinoviruses, adenoviruses, and coronaviruses. The symptoms of these seasonal illnesses may vary in severity but include cough, low-grade fever, sore throat (SDDH, 2019; Weatherspoon, 2019).

Seasonal Influenza:

Influenza (flu) is a contagious respiratory illness caused by influenza viruses. There are two main types of influenza (flu) virus: Types A and B. The influenza A and B viruses that routinely spread in people (human influenza viruses) are responsible for seasonal flu epidemics each year. Influenza can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, very young children, and people with underlying health conditions or weak immune systems, are at high risk of severe flu complications. Routine symptoms associated with flu include fever, cough, sore throat, runny nose, muscle aches, headaches, fatigue, and sometimes vomiting (CDC, 2020).

Novel, Variant and Pandemic Viruses:

Novel viruses refer to those not previously identified. A novel virus may be a new strain or a strain that has not previously infected human hosts. When a virus that has historically infected animals begins to infect humans, this is referred to as a variant virus. Pandemic refers to the global circulation of a novel or variant strain of respiratory viruses. The most common viruses associated with novel and pandemic outbreaks are influenza A and human coronavirus. A flu pandemic occurs when a new virus that is different from seasonal viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to these viruses. Pandemic flu can be more severe, causing more deaths than seasonal flu. Because it is a new virus, a vaccine may not be available right away. A pandemic could, therefore, overwhelm normal operations in educational settings (CDC, 2016).

Seasonal Flu vs. Pandemic Flu	
Influenza is one of the world’s greatest infectious disease challenges. But did you know that seasonal flu and pandemic flu are not the same?	
What is Seasonal Flu? Influenza (flu) is a contagious respiratory illness caused by flu A and B viruses that infect the human respiratory tract. Annual flu epidemics occur among people worldwide.	What is Pandemic Flu? A flu pandemic is a global outbreak of a new flu A virus in people that is very different from current and recently circulating seasonal flu A viruses.
How often do seasonal flu epidemics occur? Epidemics of seasonal flu happen every year. Fall and winter is the time for flu in the United States.	How often do flu pandemics occur? Flu pandemics happen rarely. Four flu pandemics have happened in the past 100 years.
How do seasonal flu viruses spread? Flu viruses are thought to spread mainly from person to person through droplets made when someone with flu coughs, sneezes, or talks near a person (within 6 feet).	How do pandemic flu viruses spread? Pandemic flu viruses spread in the same way as seasonal flu, but a pandemic virus will likely infect more people because few people have immunity to the pandemic flu virus.

Seasonal Flu vs. Pandemic Flu Influenza is one of the world's greatest infectious disease challenges. But did you know that seasonal flu and pandemic flu are not the same?	
Is there a vaccine for seasonal flu? Seasonal flu vaccines are made each year to vaccinate people against seasonal flu. Everyone six months and older should get a flu vaccine every year. For most people, only one dose of vaccine is needed.	Is there a vaccine for pandemic flu? Although the U.S. government maintains a limited stockpile of some pre-pandemic flu vaccines, vaccines may not be widely available in the early stages of a pandemic. Two doses of a pandemic flu vaccine will likely be needed.
Are there medications to treat seasonal flu? Prescription medications called antiviral drugs can treat seasonal flu. During a severe flu season, there can be spot shortages of these drugs.	Are there medications to treat pandemic flu? Flu antiviral medications may be used to treat pandemic flu if the virus is susceptible to these drugs. While a limited amount of flu antiviral drugs are stockpiled for use during a pandemic, supplies might not be enough to meet demand during a pandemic.
Who is at risk for complications from seasonal flu? Young children, people 65 years and older, pregnant women, and people with certain long-term medical conditions are more likely to have serious flu complications.	Who is at risk for complications from pandemic flu? Because this is a new virus not previously circulating in humans, it's not possible to predict who would be most at risk of severe complications in a future pandemic. In some past pandemics, healthy young adults were at high risk for developing severe flu complications.

Centers for Disease Control and Prevention. May 7, 2019.

Purpose:

The purpose of this document is to provide a guidance process to non-pharmaceutical interventions (NPIs) and their use during a novel viral respiratory pandemic. NPIs are actions, apart from getting vaccinated and taking antiviral medications, if applicable, that people and communities can take to help slow the spread of respiratory illnesses such as pandemic flu or novel coronaviruses. NPI's, specifically in regards to pandemic planning, are control measures that are incrementally implemented based on the level of threat to a community. This document should be used as a contingency plan that is modified with a response planning team based on the current level of pandemic threat.

Control Measures:

While prophylactic vaccines and antiviral medication are appropriate interventions in some viral respiratory conditions, specifically seasonal influenza. These are not always accessible for novel strains. Non-pharmaceutical interventions (NPI's) are essential actions that can aid in the reduction of disease transmission. It is important to note that disease that is widely spread in the community has many options for transmission beyond the school setting, and the school district can only account for NPI's in the school setting and at school-sponsored events (CDC, 2017).

Everyday Measures:

Control measures to limit the spread of communicable diseases should be an active part of the school comprehensive and preventative health services plan. Routine control measures include:

- Hand hygiene (washing your hands for 20 seconds with soap and water with appropriate friction).
- Respiratory etiquette (cover your coughs and sneezes and throw the tissue in the garbage each use).
- Routine sanitizing of shared areas and flat surfaces.
- Stay home when you are sick and until 24 four hours fever free, without using fever-reducing medication.

COUGH ETIQUETTE

COVER YOUR COUGH



- Cover your mouth and nose with a tissue when you cough or sneeze

OR

- Cover your mouth and nose using your upper sleeve, not your hands, when you cough or sneeze

- Put the used tissue in a waste basket

- Wash your hands with soap and water

OR

- Clean them with an alcohol-based hand rub if soap and water are not available

If you're visiting a hospital or personal care home when you have a cough or cold, you may be asked to put on a surgical mask to protect others from infection.

HELP
PREVENT
THE SPREAD OF
INFECTION

Manitoba 



Symptoms chart image from <https://www.beaumont.org/health-wellness/blogs/is-it-allergies-or-covid-19>
 Hand washing image from <https://info.debgroupp.com/blog/what-is-the-correct-hand-washing-technique>

Control Measures for Novel or Variant Viruses:

Control measures associated with novel or variant viruses are based on the severity of the specific virus. Some novel viruses are so mild they may go undetected, while others may present with more transmissibility or severity. Since new viruses have no historical context, public health guidance evolves as increased numbers of cases are identified, and patterns and risks are identified, and thus the guidance is unique to each specific event, respectively.

That being said, historical pandemic responses have provided a baseline set of evidence-based guidelines to create a framework for a response plan for such events in the school setting. Control measures are incremental based on the current situation. The current situation will be defined by the public health entities based on the severity, the incidence and the proximity to the school setting leading to level based responses.

When cases of novel viruses are identified globally:

When the novel disease is identified, it is the due diligence of school health services personnel and school administration to pay close attention to trends. When a novel strain is identified, routine control and exclusion measures should continue. Other situations that may arise, including foreign travel by students or staff, which may result in extended absenteeism. In cases where student or staff travel is restricted secondary to pandemic events, it is the staff and

parent's responsibility to communicate this restriction to the school district. Routine infection control and communication should continue.

Routine Practices:

Personal NPI's	Community NPI's	Environmental NPI's	Communication
• Routine hand hygiene • Respiratory etiquette • Stay home when ill	• Routine illness exclusion (Appendix A)	• Routine sanitizing	• Routine seasonal illness prevention and exclusion communication.

NPI = Non-Pharmaceutical Intervention

When Cases of Novel Viruses are Identified Regionally or Nationally:

When the novel disease is identified in the U.S., it is important to identify the geographical location and the specific public health messaging and direction. The Centers for Disease Control and Prevention (CDC) will have current guidance. When novel viruses emerge in the state, the Oregon Health Authority (OHA) will provide direct guidance. OHA will have an alert for pandemic-specific content that can be subscribed to for updates. Both District nurses are subscribed to this alert to keep the team updated. If the region impacted is in Benton County, the Local Health Department (LHD) will provide school-centered communication, in collaboration with PSD Nurse, and will potentially host conference calls.

Level One Actions: Prevention Focused – Virus Detected in Region

Personal NPI's	Community NPI's	Environmental NPI's	Communication
• Increase routine hand hygiene. • Use alcohol-based hand sanitizer when hand washing is not an option. • Cover coughs/sneezes, throw away tissues at each use, wash hands. • Stay home when ill for at least 72 hours after fever free w/o use of fever-reducing medication.	• Identify baseline absentee rates to determine if rates have increased by 20% or more. • Increase communication and education on respiratory etiquette and hand hygiene. • Teachers provide age-appropriate education. • Communicable disease surveillance to monitor/ report illness. • Increase space between students in the classroom. • Instruct students in smaller cohorts, as feasible.	• Increase sanitizing of flat and shared surfaces. • Devise prevention and post-exposure sanitizing strategies based on current recommendations. • Isolate students who become ill at school until parents can pick up. • Discourage the use of shared items/ utensils in the classroom.	• Provide communications to families based on the current situation, general information, and public health guidance. • Provide communication to staff of the current situation. • Provide communication to immune-compromised student families to defer to personal providers in regards to attendance.

Note: For school year 2020-2021, actions will also comply with guidance from ODE, OHA, and the State of Oregon.

Level Two Actions: Intervention Focused (includes Level 1 Actions)

(When cases are identified in communities).

Personal NPI's	Community NPI's	Environmental NPI's	Communication
- Refer to public health-specific guidance. - Be prepared to allow staff and students to stay home if someone in their house is sick.	- Refer to public health-specific guidance. - Increase space between people at school as much as possible (at least 3'). - Temporarily dismiss students attending childcare facilities and K-12 schools. (Staff report to work; students do not come to school).	- Refer to public health-specific guidance. - Modify, postpone, or cancel large school events, as coordinated with the local health department (LHD).	- Work with LHD to establish timely communication with staff and families. - Provide communication to staff about the use of sick time and a reminder to stay home when sick. - Advise parents to report actual symptoms when calling students in sick as part of communicable disease surveillance.

Note: For school year 2020-2021, actions will also comply with guidance from ODE, OHA, and the State of Oregon.

Level Three Actions: Response Focused (includes Level 1 and 2 Actions)

(When cases are identified in schools).

Personal NPI's	Community NPI's	Environmental NPI's	Communication
Follow public health directions.	Follow exclusion guidance designated by the local Public Health authority, which may include student dismissal.	Follow local Public Health direction on environmental cleaning, which may include school closure and canceling major events.	- Coordinate communication with the local Public Health authority. - Identify potentially immediately-impacted student populations.

Note: For school year 2020-2021, actions will also comply with guidance from ODE, OHA, and the State of Oregon.

Level Four Actions: Post Event

Personal NPI's	Community NPI's	Environmental NPI's	Communication
- Routine hand hygiene and respiratory etiquette when the local Public Health authority deems process may return to baseline. - Stay home when ill and until 72 hours fever free w/o use of fever-reducing medications.	Routine illness exclusion when local Public Health authority deems processes may return to baseline.	Routine sanitizing when local Public Health authority deems processes may return to baseline.	- Routine seasonal illness prevention and exclusion communication. - Participate in post-event evaluation to determine what worked/ did not work in response. - Determine plans needed to make up lost academic time.

Note: For the school year 2020-2021, actions will also comply with guidance from ODE, OHA, and the State of Oregon.

Special Considerations:

- **Employee Sick Leave:**

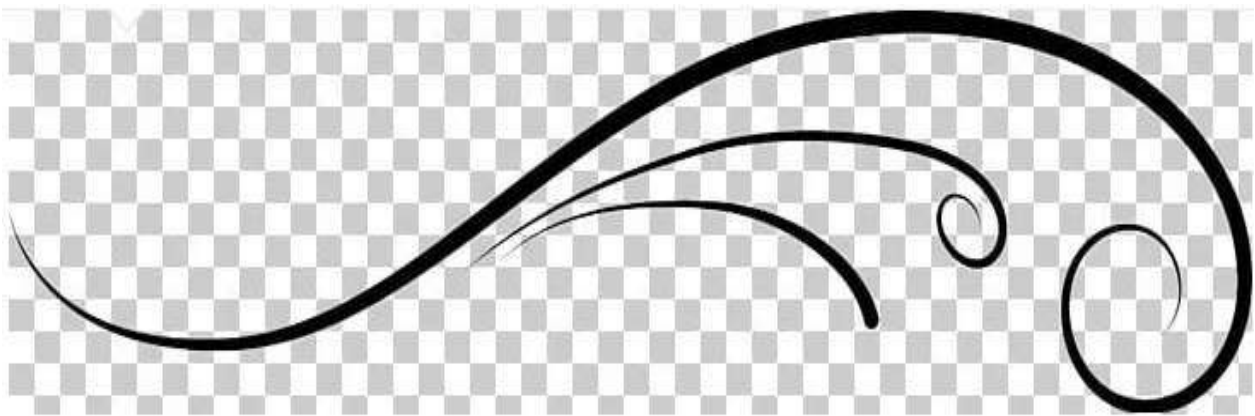
Philomath School District administration should work together to determine the need to temporarily revise or flex sick leave to accommodate any public health guidance in regards to lost work, such as maximum incubation period exclusion (usually 10-14 days). Prolonged exclusion may occur with individuals who are contacted to identified cases, who are immune-compromised, or who are identified as potential cases.

- **School Closures:**

If school closure is advised by the local Public Health Department, consultation should occur between legal, union, and district administration to ensure processes are uniformly understood, agreed to, and administered.

- **Immuno-Compromised Students:**

Students with immune-compromising health conditions and treatments may require exclusion from school outside of public health guidance. These students should provide documentation from their personal health provider.



Communicable Disease Management Plan

Plan Component	Required	Recommendations/ Considerations
Protocol to notify the local Public Health authority of: - Any confirmed communicable disease-cases among students or staff. - Any cluster illnesses among students or staff (2 or more).	- Contact Laura Bryant, (541-609-6401) or Tina Hoch (541-609-6246), PSD District Nurses. - Nurse Laura or Tina will: - Contact LPHA: - Benton County (541-766-6835) - Polk County (503-623-8175-KVCS Only) - Contact Office of the Superintendent (541-929-3169) - Information to be provided to parents regarding the need to notify the school immediately upon identification of communicable disease in a student.	- If anyone who has entered the school is diagnosed with a communicable disease, contact Laura Bryant or Tina Hoch, PSD District Nurses. - Nurse Laura or Tina will: - Contact LPHA: - Benton County (541-766-6835) - Polk County (503-623-8175-KVCS Only) - Contact Office of the Superintendent (541-929-3169)
Protocol for screening students and staff upon entry to school each day.	- Daily Contact Tracing will be maintained through normal student attendance protocols. - Data collected at entry screen will include the following: - Symptoms and/or Exposures Noted - Any student or staff with communicable disease symptoms will be sent home or isolated until able to go home.	- Screening protocol must recognize that students and staff who have conditions that cause chronic symptoms (e.g., asthma, allergies, etc.) should not be automatically excluded from school. Cough is an exception: Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students with a chronic cough that are under the care of a provider and have provided documentation that the condition is non-infectious, or other symptoms that are chronic or baseline symptoms (e.g.,

Philomath School District
08/06/2020 Initial Approval
09/25/2023 Updated Draft

		asthma, allergies, etc.)
Plan Component	Required	Recommendations/ Considerations
Protocol for screening students and staff upon entry to school each day. (Continued)	- Communicable disease symptoms may also include the following, however these are less specific and not recommended as sole criteria for exclusion from school: - Headache - Muscle or body aches - Nausea - Fatigue - Congestion/ Runny Nose - See Appendix D for Delta symptoms. Note: Diarrhea and vomiting are allowable conditions for restriction from school..	
Communication protocol for communicable disease cases.	- Contact Laura Bryant (541-609-6401) or Tina Hoch (541 609-6246), PSD District Nurses - Nurse Laura or Tina will: - Contact LPHA: - Benton County (541-766-6835) - Polk County (503-623-8175-KVCS Only) - Contact Office of the Superintendent (541-929-3169) - District administrative team will be responsible for communication with parents, families, and staff.	- Parents of all students who were exposed to a person diagnosed with a communicable disease, and all exposed adults, should be notified within 24 hours and advised to quarantine at home for the LPHA recommended number of days following exposure and to seek testing should symptoms develop, or as directed by public health. - Consult with LPHA officials on what constitutes “exposure” .

Plan Component	Required	Recommendations/ Considerations
Daily logs for each stable group or each individual student to support contact tracing of cases if necessary.	● Daily Contact Tracing will be maintained by each school through normal attendance protocols. ● Itinerant staff or visitors must sign in at the school office upon arrival. ● Data will include the following: ○ Name ○ Arrival & Dismissal Time to/from School	
Record of anyone entering the facility.	● Office staff in each school will be responsible for maintaining a daily log of visitors outside existing cohorts. ● District Office staff will be responsible for maintaining a daily log of visitors outside the existing office cohort. ● Daily log will consist of the following: ○ Name ○ Contact Information ○ Date of Visit ○ Time of Entry and Exit	

Plan Component	Required	Recommendations/ Considerations
Protocol to restrict any potentially sick persons from physical contact with others. (Isolation Measures)	● An adequate supply of face coverings are available in each school and classroom. ● Each school will have a designated space to isolate students or staff who develop a communicable disease symptom. ● Isolate students or staff members who report or develop symptoms, with staff supervision and symptom monitoring, until they are able to go home. (Monitoring to be completed by PSD District Nurse or designee). ● While waiting to go home, people displaying symptoms should wear a face covering, as should supervising staff. If people are nauseous, struggling to breathe, or in distress, they should not wear any face covering.	● Anyone developing cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school must be: ○ Immediately isolated from others; and ○ Sent home as soon as possible. ● Anyone with these symptoms must remain home until 24 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving. ● Involve PSD School Nurse in the development of protocols and assessment of symptoms.

Plan Component	Required	Recommendations/ Considerations
Environmental Management: Encourage hand hygiene on entry to school every day. - Wash with soap and water for 20 seconds OR - Use an alcohol-based hand sanitizer with 60-95% alcohol. Hand washing is required before every meal and following restroom usage.	- Staff members will encourage students and staff to: - Practice hand hygiene upon entry to school; - Hand washing prior to meals; and - Hand washing following restroom use.	
Environmental Management: Appropriate cleaning and contingency plans for routine infection prevention, and for closing cohorts, schools, or districts based on identified communicable disease cases and in compliance with public health and CDC guidelines.	- Protocols will be provided for: - Cleaning and disinfection for routine infection prevention; - Cleaning following school-wide communicable disease exposure. - Specific locations for supplies and materials will be designated in each school. The Maintenance Director and School Custodial staff will be responsible.	- Routine cleaning and disinfecting will follow current <i>CDC Guidelines for Cleaning and Disinfecting</i>. - Cleaning classrooms between groups; - Cleaning playground equipment between groups; - Cleaning restrooms; - Etc...

Plan Component	Required	Recommendations/ Considerations
Physical Distancing and Protection: Maintain three feet of physical distance between people to the degree possible; six feet while actively eating or drinking.	- Any breach to required distance will be mitigated through additional protections. - Protocol for minimizing interactions between cohorts and minimizing changes in stable cohorts while balancing educational needs for individual curricula.	Ensure that school schedules address physical distancing requirements.

Appendix A
Symptom Recognition

ALLERGIES, COLD, FLU AND COVID-19

Most common symptoms for each



SYMPTOMS	Allergies	Cold	Flu	COVID-19
Body aches		✓		sometimes
Chills		rarely	✓	sometimes
Dry cough	✓	✓	✓	✓
Fatigue	sometimes	✓	✓	✓
Fever		rarely	✓	✓
Headache	✓	rarely	✓	sometimes
Itchy eyes	✓			
Loss of taste/smell	sometimes	rarely	sometimes	✓
Nasal congestion	✓	✓	✓	rarely
Nausea/vomiting/ diarrhea		sometimes	sometimes	sometimes
Runny nose	✓	✓	✓	rarely
Sneezing	✓	✓	✓	sometimes
Sore throat	sometimes	✓	✓	sometimes
Shortness of breath	sometimes	rarely	✓	✓

chart taken from <https://www.beaumont.org/health-wellness/blogs/is-it-allergies-or-covid-19>

Appendix B

Stay-At-Home Guidance

School and Illness: Should Your Child Stay Home?

The following guidelines will help you decide whether your child is too ill to go to school.

Your child is too ill to go to school if he or she has any of these signs:

- Seems very tired and needs bed rest (this is common with flu symptoms)
- Has vomiting or diarrhea (**Do NOT send until student is FREE OF symptoms for 24 hours without the use of medicine**)
- Becomes short of breath or is wheezing
- Has a cough that disrupts normal activity, *unless documented asthma, allergies, or other reason under the care of a provider.*
- Has distracting pain from earache, headache, sore throat or recent injury
- Has yellow or green drainage from eye(s)
- Break out in a rash; not all rashes require that a child stay home from school. Check with your child's doctor. Impetigo would require staying home until treated with an antibiotic for 24 hours.
- Live lice visible in hair. Treat the student for live lice. Student may return the day after treatment.

Fever: Your child should not go to school if they have a temperature at or above 100.4* F. Students may return to school after they are feeling better (a temp. below 100.4°F without a fever reducer in their system).

Contagious Disease: Your child should stay home from school if he/she has a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye." A disease may be contagious before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. **Good hand washing will help prevent the spread of germs in most settings.**

If your child has chickenpox or strep throat, please ask your doctor when he/she may return to school. In general, children who have active chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for 24 hours and feeling well enough to concentrate.

During cold and flu season, **please** pay extra attention to signs and symptoms. We want all individuals to stay as healthy as possible! **Good hand washing is incredibly important! Please wash hands often and wear a face mask in public.**

We know it may be hard to get a doctor's appointment right away. Here are some helpful tips when caring for your child while at home:

- Have them drink plenty of liquid
- Keep the sick child/children isolated as much as possible
- Keep them as comfortable and resting as much as possible
- Use over the counter medication when necessary
- Make sure the sick child/children and caregiver are washing their hands frequently
- If your child has COVID-19 symptoms contact your health care provider and the school

Respectfully,

Tina Hoch, RN Lori Haslam, RN
Philomath School District Nurse

Appendix C



COVID-19 Student Health Screening

Primary Symptoms:

- Cough
- Temperature of 100.4° or greater
- Chills
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

Other Symptoms:

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nasal congestion or runny nose
- Nausea or vomiting
- Diarrhea



IMPORTANT: *If your student has traveled outside the state or country, it is recommended to immediately self-quarantine for 14 days prior to returning to school.*

Please review all questions with your child.

- ✓ Have one or more Primary symptoms?
- ✓ Have two or more Other symptoms?
- ✓ No symptoms, but have a positive COVID-19 test?
- ✓ No symptoms, but have had close contact with someone (within 6 feet for a cumulative of 15 minutes or more, over a 24 hour period) with a confirmed or presumptive case of COVID-19?

If your child is not feeling well, we hope they feel better soon!

Here are instructions for what to do next:

1

STAY HOME

If your child is not already at home, avoid contact with others and go straight home immediately.

Already at school?

Students will stay in Isolation space until parent/guardian are able to pick them up. For the health and safety of others, please have a plan for picking your child up right away.

If in doubt, keep your child home until you have spoken with someone from the CSD

2

CALL

Call your child's school.

You will be contacted by the CSD Nursing Department to discuss how long your child needs to quarantine and to determine if household members should also quarantine.

If your child or someone in your household has a positive test, you may also be contacted by your local health department for contact tracing purposes.

3

CONTACT

If your child has had close contact with someone with a confirmed or presumptive case or your child displays symptoms of COVID-19, you are encouraged to contact your primary care physician.

If you do not have a primary care provider, please contact the Benton County COVID phone bank at 541-766-8120.

The Philomath School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

Appendix D

Delta Variant Symptoms

DELTA SYMPTOMS

A U.K. study suggests that people infected with the Delta variant may have different symptoms than those identified previously for COVID-19. Patients have reported:

- HEADACHES
- SORE THROAT
- RUNNY NOSE
- FEVER

If you have symptoms, you should get tested and stay home and away from others.

LANE COUNTY PUBLIC HEALTH
PREVENT. PROMOTE. PROTECT

Appendix E

Staff Training Sign-Off

Training Protocols	Person(s) Responsible
Personal Protective Equipment	PSD Maintenance and School Custodians
Healthy Hygiene Practices	PSD Nurse and School Administrators
Physical Distancing	School Administrators and Custodians
Cleaning and Sanitizing Protocols	PSD Maintenance and School Custodians
Entry Screening	PSD Nurse and School Administrators
In-Person Contact	District and School Administrators
Contact Tracing	PSD Nurse and School Administrators
Exclusions	PSD Nurse
In-Person Reporting	PSD Nurse and School Administrators

I have read and understand the Philomath School District Communicable Disease Management Plan and related materials and have received the necessary instruction to follow the plan.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Philomath Academy

Contact Name and Title: Beth Edgemon - Counselor

Contact Phone: 541-929-8729 Contact Email: beth.edgemon@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath Academy located in the counselor's office. • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	● Emergency Plan located in the red folder located in the Philomath Academy Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	● Benton County Mental Health ● Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Beth Edgemon - Counselor	
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	TBD	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	• Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	• Advises on prevention/response procedures that are required to maintain student services.	Joey DiGiovannangelo - Maintenance Mid Columbia Bus Co. – Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	• Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to the school community.	Beth Edgemon - Counselor	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support (staff member in which to consult surrounding a communicable disease event)	- Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. - Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	- Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. - Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools for School Leaders](#)
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff.
COVID-19 Diagnostic Testing	PSD will not offer COVID-19 diagnostic testing.
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSD will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Philomath High School

Contact Name and Title: Mark Henderson, Principal

Contact Phone: 541-929-3211

Contact Email: mark.henderson@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath High School located in the performing arts dressing room • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	● Emergency Plan located in the red folder located in the Philomath High School Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	● Benton County Mental Health ● Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Mark Henderson - Principal	Dee Dee Collins & Mike Hood Assistant Principals
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	TBD	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	• Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	• Advises on prevention/response procedures that are required to maintain student services.	Joey DiGiovannangelo - Maintenance Mid Columbia Bus Co. - Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	• Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to the school community.	Mark Henderson - Principal	Dee Dee Collins & Mike Hood Assistant Principals

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support (<i>staff member in which to consult surrounding a communicable disease event</i>)	- Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. - Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools for School Leaders](#)
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff.
COVID-19 Diagnostic Testing	PSD will not offer COVID-19 diagnostic testing.
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSd will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Philomath Middle School

Contact Name and Title: Steve Bell - Principal

Contact Phone: 541-929-3167

Contact Email: steve.bell@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath Middle School located in the front office area, secondary location in school annex. • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	Emergency Plan located in the red folder located in the Philomath Middle School Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	- Benton County Mental Health - Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Steve Bell – Principal	Jamon Ellingson - Asst. Principal
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	Greg Hudson	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	● Supports building lead/administrator in determining the level and type of response that is necessary. ● Reports to the LPHA any cluster of illness among staff or students. ● Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	● Advises on prevention/response procedures that are required to maintain student services.	Joey DiGiovannangelo - Maintenance Mid Columbia Bus Co. - Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	● Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. ● Share communications in all languages relevant to the school community.	Steve Bell - Principal	Jamon Ellingson - Asst. Principal

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	● Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. ● Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	● Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. ● Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3. Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff. PSD will not offer COVID-19 diagnostic testing.
COVID-19 Diagnostic Testing	
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSD will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Philomath Elementary School

Contact Name and Title: Eric Beasley - Principal

Contact Phone: 541-929-3253 Contact Email: eric.beasley@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath Elementary School & Blodgett located in the private office area near the teacher's room. • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	● Emergency Plan located in the red folder located in the Philomath Elementary School Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	● Benton County Mental Health ● Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Eric Beasley - Principal	Mike McDonough - Asst. Principal
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	Emily Helpenstell - Teacher	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	● Supports building lead/administrator in determining the level and type of response that is necessary. ● Reports to the LPHA any cluster of illness among staff or students. ● Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	● Advises on prevention/response procedures that are required to maintain student services.	oeY DiGiovannangelo - Maintenance Mid Columbia Bus Co. - Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	● Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. ● Shares communications in all languages relevant to the school community.	Eric Beasley - Principal	Mike McDonough - Asst. Principal

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support (staff member in which to consult surrounding a communicable disease event)	- Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. - Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	- Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. - Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools for School Leaders](#)
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff.
COVID-19 Diagnostic Testing	PSD will not offer COVID-19 diagnostic testing.
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSD will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Clemens Primary School

Contact Name and Title: - Principal - Abby Couture - Principal

Contact Phone: 541-929-2082

Contact Email: abby.couture@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath High School located in the performing arts dressing room. • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	● Emergency Plan located in the red folder located in the Clemens Primary School Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	● Benton County Mental Health ● Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Abby Couture – Principal	
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	Char Opheim - Teacher	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	● Supports building lead/administrator in determining the level and type of response that is necessary. ● Reports to the LPHA any cluster of illness among staff or students. ● Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	● Advises on prevention/response procedures that are required to maintain student services.	Joey DiGiovannangelo - Maintenance Mid Columbia Bus Co. - Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	● Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. ● Share communications in all languages relevant to the school community.	Abby Couture - Principal	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	- Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. - Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	- Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. - Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools for School Leaders](#)
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff.
COVID-19 Diagnostic Testing	.PSD will not offer COVID-19 diagnostic testing.
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSd will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



Philomath School District 17J
1620 Applegate Street
Philomath, Oregon 97370

School/District/Program Information

District or Education Service District Name and ID: Philomath School District 17J

School or Program Name: Philomath Elementary School

Contact Name and Title: Eric Beasley - Principal

Contact Phone: 541-929-3253 Contact Email: eric.beasley@philomath.k12.or.us

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	PSD Communicable Disease Management Plan
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Individuals should be excluded from school for signs of infectious diseases, per existing school policy and protocols. • PSD follows the Exclusion Guidelines which are Included in the Communicable Disease Management Plan and Communicable Disease Guidance provided by OHA/ODE. • PSD partners with the Benton County Health Department whenever there is a known case to enforce health department isolation and quarantine periods for staff and students. Board Policy JHCC - Communicable Diseases - Students Board Policy GBEB - Communicable Diseases - Staff.PDF
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	• Required Isolation Space (Separate from Health Room) for Communicable Diseases: • Isolation space at Philomath Elementary School & Blodgett located in the private office area near the teacher's room. • Isolation space is accessible to all students, including those with mobility or other challenges. • Supervision staff are highly familiar with students at school and are able to provide care for individuals. • Safe, comfortable spaces in each school supervised by a competent adult. • First aid supplies available for use. • Nursing staff on call, as needed, for emergencies.

Plan Types	Hyperlinks and Descriptions
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	● Emergency Plan located in the red folder located in the Philomath Elementary School Office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	● Benton County Mental Health ● Trillium Family Services
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Eric Beasley - Principal	Mike McDonough - Asst. Principal
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease events, informing continuous improvement of the planning, prevention, response, and recovery system.	Emily Helpenstell - Teacher	Susan Halliday - Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	• Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner.	Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	• Advises on prevention/response procedures that are required to maintain student services.	oeY DiGiovannangelo - Maintenance Mid Columbia Bus Co. - Transportation 541-929-5474	Susan Halliday - Superintendent
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	• Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to the school community.	Eric Beasley - Principal	Mike McDonough - Asst. Principal

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support (staff member in which to consult surrounding a communicable disease event)	- Has responsibility over communicable disease response during periods of high transmission in the community at large. May act as school level support to Building lead/Administrator activating a scaled response. - Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Susan Halliday – Superintendent Tina Hoch – District Nurse Laura Bryant – District Nurse	Susan Halliday - Superintendent
Main Contact within Local Public Health Authority (LPHA)	- Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. - Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Benton County Health Department 541-766-6835	
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)



Suggested Resources:

1. [Equity Decision Tools for School Leaders](#)
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	• Secondary students have access to Canvas class activities. • Chromebooks are available for checkout. • Parents and students can access students directly through work email or phone. • Parents and students may contact the front office of individual schools and request assignments.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	By the beginning of the 2023-2024 school year school counselors, administration, and student support teams will utilize registration information and previous academic records to identify students who experience barriers to their education or who are disproportionately impacted by communicable diseases.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	By mid-September, 2023, counselors, administrators, and teachers will reach out to students' families to begin the process of developing a plan. For students who are identified later in the process, teachers will connect with families during conferences or by special appointment. By October, counselors in partnership with the teacher will develop a plan in consultation with the student and family based on the unique needs of each student. The plan will be written and reviewed periodically throughout the year to ensure that it continues to fulfill the support needs.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	All school staff will continue professional development to assist in this work, and to implement needed support for students disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable diseases. Selected professional development days will be dedicated to identification and support strategies school staff can use to serve ALL students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Vaccines are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.
Isolation	Individuals who report or develop symptoms will be provided services in a designated isolation area in the building, with adequate space and staff supervision and symptom monitoring by a District nurse, other school-based health care provider, or school staff until they are able to go home.
Symptom Screening	- PSD will utilize page 13 When to Keep Your Child Home provided by OHA Communicable Disease Guidance to inform parents about when it is safe to come to school. This is published on our district website and available in English and Spanish. - PSD will send home parent communication regarding communicable disease and the importance of staying home when your child is experiencing symptoms. - PSD will provide the same communication to our staff.
COVID-19 Diagnostic Testing	PSD will not offer COVID-19 diagnostic testing.
Airflow and Circulation	Ventilation systems will be checked and maintained monthly by maintenance staff. Where possible, increased ventilation and outdoor air supply will be provided.
Cohorting	- In elementary school, students will be assigned to classrooms. A student's assigned classroom will function as their cohort. - In middle school and high school, a student's assigned schedule will function as their cohort. - Every classroom is designed to support inclusion of English language learners, students with disabilities consistent with their Individualized Education Program (IEP) or 504 plans, and other students diverse by demographics. - The PSD Nursing Department will monitor attendance in collaboration with the building Office Manager by calculating the percentage of students/staff absent within each classroom and within the school. - Teachers will be encouraged to plan for learning spaces in their classrooms that offer physical distancing. - Teachers will be encouraged to minimize time standing in lines.
Physical Distancing	
Hand Washing	- PSD staff will continue to prioritize handwashing after students or staff use the restroom, handwashing before and after eating, and handwashing after sneezing and coughing. - The PSD Facilities Department will provide approved alcohol-based hand sanitizer in school hallways. - PSD will provide schools with clear signage on the importance of handwashing.
Cleaning and Disinfection	- Classrooms are cleaned and disinfected on a regular basis. - Surface cleaners are available for individual classrooms.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	District protocols to prevent the spread of communicable disease will be shared with students, staff, and families throughout the school year and are available on the district website.
PRACTICING PLAN TO BE READY	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.