



## PHILOMATH SCHOOL DISTRICT 17J

### REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

11/16/2023 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 \(p. 5\)](#)

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

[September 21, 2023 Minutes \(p. 13\)](#)

[October 19, 2023 Minutes \(p. 17\)](#)

###### iii. Request for Agenda Modifications

##### 2. Student Government Report

##### 3. Public Comment

#### B. REPORTS~

##### 1. Association Reports

- PEA
- OSEA

##### 2. Social Emotional Learning/MTSS

##### 3. Superintendent's Report

##### 4. Financial Report

[Board Report November 2023.pdf \(p. 21\)](#)

[Financial Statement 10-2023.pdf \(p. 22\)](#)

[PES ASB Report.pdf \(p. 27\)](#)

[PMS ASB Report.pdf \(p. 28\)](#)

[PHS ASB Report.pdf \(p. 30\)](#)

[Enrollment Totals.pdf \(p. 34\)](#)

## **C. STRATEGY AND DISCUSSION ~**

- 1. Communication Protocols**
- 2. 16th & Cedar Road Improvements**
- 3. State Report Cards**

[BES State Report.pdf \(p. 35\)](#)  
[CPS State Report.pdf \(p. 37\)](#)  
[PES State Report.pdf \(p. 39\)](#)  
[PMS State Report.pdf \(p. 41\)](#)  
[PHS State Report.pdf \(p. 43\)](#)  
[PA State Report.pdf \(p. 45\)](#)  
[KVCS State Report.pdf \(p. 47\)](#)  
[District State Report.pdf \(p. 49\)](#)

- 4. Initiation of Superintendent's Evaluation (OSBA)**

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

### **1. Policies (Second Reading)**

- i. BD-BDA: Board Meetings**

[BD-BDA.pdf \(p. 51\)](#)

- ii. BDC: Executive Sessions**

[BDC.pdf \(p. 55\)](#)

- iii. BF: Policy Development**

[BF.pdf \(p. 58\)](#)

- iv. BFC: Adoption and Revision of Policies**

[BFC.pdf \(p. 59\)](#)

- v. EFA: Local Wellness**

[EFA \(p. 61\)](#)

- vi. GCBDA-GDBDA: Family Medical Leave**

[GCBDA-GDBDA \(p. 71\)](#)

- vii. Delete Current GCBDA/GDBDA-AR(1): Federal Family and Medical Leave/State Family Medical Leave**

- viii. GCBDA/GDBDA-AR(1): Family Leave**

[GCBDA/GDBDA-AR\(1\) \(p. 73\)](#)



ix. GCPC/GDPC: Retirement of Staff

[GCPC-GDPC.pdf \(p. 87\)](#)

x. JECB: Admission of Non-Resident Students

[JECB.pdf \(p. 89\)](#)

xi. LBE: Public Charter Schools

[LBE.pdf \(p. 91\)](#)

xii. LBEA: Resident Student Denial for Virtual Public Charter School Attendance

[LBEA \(p. 93\)](#)

2. OSBA Work Session #2 - Set Date

3. Superintendent's Contract

[Superintendent's Contract \(p. 95\)](#)

E. MEETING CLOSURE ~

1. Next Meeting Agenda Items

2. Board Thanks

3. Board Requests

4. Adjournment

F. IMPORTANT DATES

November		Native American Heritage Month
Nov 22-24		Thanksgiving Break
Nov 29	6:00 pm	EBAC Potluck
Nov 30	6:00 pm	Emerging Bilingual Advisory Committee Potluck (CPS)
Dec 1-2		PHS Musical Performances
Dec 3		International Day of Persons with Disabilities
Dec 5	7:00 pm	PES Choir/Band Concert
Dec 7	7:00 pm	PMS Winter Concert
Dec 11-12		PES Winter Concerts
Dec 13	6:30 pm	BES Winter Program
Dec 13	8:00-9:00 pm	Regular Board Meeting
Dec 18-Jan 1		Winter Break
Jan 24	6:30 pm	EBAC Meeting
Feb 21	6:30 pm	EBAC Meeting
Apr 24	6:30 pm	EBAC Meeting
May 22	6:30 pm	EBAC Meeting

## CONSENT AGENDA

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**November 16, 2023**

**Updated: 11/9/23 3:13 PM**

**A. List of Bills:**

1. October 2023

**B. Minutes:**

1. September 21, 2023
2. October 19, 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. Gemma Punzo, Student Services Specialist

3. **New Hires:**

- i. PMS IA                  Pamela Monnette
  - ii. PHS Kitchen        Thomas Sarpola

4. **Staff Reassignments/Changes in FTE:** None

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: 10/01/2023 To Date: 10/31/2023  
 From Check: To Check:  
 From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
213	10/02/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$701.80	1109	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
214	10/24/2023	SCHOLASTIC INC.	\$299.44	1133	Printed	Expense	<input type="checkbox"/>		
215	10/27/2023	PINION PROPERTY MGT.	\$203.00	1135	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
216	10/27/2023	PETTY CASH/SCH DIST 17J	\$199.77	1143	Printed	Expense	<input type="checkbox"/>		
1705	10/03/2023	BORTON, PEPPER	\$104.00	1110	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1706	10/03/2023	CLACKAMAS HIGH SCHOOL	\$200.00	1110	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1707	10/03/2023	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$2,660.79	1110	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1708	10/03/2023	NORTH MARION HIGH SCHOOL	\$357.11	1110	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1709	10/03/2023	PHILOMATH MIDDLE SCHOOL	\$45.00	1112	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1710	10/11/2023	DUNHAM, DAVE	\$39.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1711	10/11/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$2,023.50	1121	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1713	10/11/2023	MPTV	\$340.33	1121	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1714	10/11/2023	REXIUS FOREST BY-PRODUCTS INC	\$1,500.00	1121	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1715	10/11/2023	CERNY, LEN	\$47.55	1122	Printed	Expense	<input type="checkbox"/>		
1716	10/11/2023	MATTSON, JESSICA	\$11.60	1122	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1717	10/16/2023	CHEER STUFF	\$442.00	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1718	10/16/2023	CREATIVE GRAPHICS	\$59.99	1125	Printed	Expense	<input type="checkbox"/>		
1719	10/16/2023	DUNHAM, DAVE	\$84.50	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1720	10/16/2023	ELLIS, DAVID	\$108.00	1125	Printed	Expense	<input type="checkbox"/>		
1721	10/16/2023	IDEA PRINT WORKS, INC	\$1,389.16	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1722	10/16/2023	MATTSON, JESSICA	\$13.99	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1723	10/16/2023	THOMPSON, RICHARD THOMAS	\$295.00	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	

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1724	10/16/2023	WEST ALBANY HIGH SCHOOL	\$400.00	1125	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1726	10/23/2023	CASH	\$100.00	1130	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1727	10/23/2023	DAVID DOUGLAS HIGH SCHOOL	\$125.00	1130	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1728	10/23/2023	GLADSTONE HIGH SCHOOL	\$125.00	1130	Printed	Expense	<input type="checkbox"/>		
1729	10/23/2023	HILBERG, AUTUMN	\$484.55	1130	Printed	Expense	<input type="checkbox"/>		
1730	10/23/2023	MID-VALLEY VOLLEYBALL OFFICIALS ASSOC.	\$476.96	1130	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1731	10/23/2023	SWEET HOME HIGH SCHOOL	\$125.00	1130	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1732	10/23/2023	TUALATIN HIGH SCHOOL	\$125.00	1130	Printed	Expense	<input type="checkbox"/>		
1733	10/25/2023	FULTON, JOE	\$400.00	1134	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
1734	10/25/2023	HERFF JONES INC	\$6,768.00	1134	Printed	Expense	<input type="checkbox"/>		
1735	10/25/2023	HILBERG, AUTUMN	\$240.00	1134	Printed	Expense	<input type="checkbox"/>		
1736	10/25/2023	PHILOMATH SCOUT LODGE	\$825.00	1134	Printed	Expense	<input type="checkbox"/>		
1737	10/31/2023	DUNHAM, DAVE	\$65.97	1146	Printed	Expense	<input type="checkbox"/>		
1738	10/31/2023	PHILOMATH SCOUT LODGE	\$1,000.00	1146	Printed	Expense	<input type="checkbox"/>		
22496	10/06/2023	CINTAS CORP	\$8,914.52	1117	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22497	10/13/2023	ACTIVE INTERNET TECHNOLOGIES, LLC	\$16,020.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22498	10/13/2023	APPLGATE DOOR CO	\$568.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22499	10/13/2023	BETTER PORTABLE TOILETS, INC.	\$455.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22500	10/13/2023	CENTRAL WELDING SUPPLY CO., INC	\$92.66	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22501	10/13/2023	CLF CONSTRUCTION	\$6,150.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22502	10/13/2023	COMMERCIAL FITNESS EQUIPMENT	\$565.87	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22503	10/13/2023	COPIERS NORTHWEST	\$150.38	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	

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22504	10/13/2023	CORVALLIS RENTAL EQUIPMENT, INC.	\$1,834.60	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22505	10/13/2023	CTL Corporation	\$18,240.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22506	10/13/2023	CTX	\$671.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22507	10/13/2023	DEMCO INC.	\$1,610.10	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22508	10/13/2023	DOUBLE EAGLE PAVING, LLC	\$3,143.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22509	10/13/2023	EDNETICS, INC.	\$20,284.08	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22510	10/13/2023	EVERDAY SPEECH, LLC	\$4,865.24	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22511	10/13/2023	GARRETT HEMANN ROBERTSON	\$2,218.20	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22512	10/13/2023	INGRAM LIBRARY SERVICES	\$2,465.54	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22513	10/13/2023	K12 Management DBA FuelEd	\$400.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22514	10/13/2023	LAWRENCE CO	\$210.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22515	10/13/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$202.45	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22516	10/13/2023	LINN-BENTON-LINCOLN ESD	\$200.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22517	10/13/2023	MID COLUMBIA BUS COMPANY, INC.	\$13,441.63	1124	Printed	Expense	<input type="checkbox"/>		
22518	10/13/2023	MPTV	\$2,069.09	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22519	10/13/2023	ODP BUSINESS SOLUTIONS, LLC	\$408.52	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22520	10/13/2023	OREGON SCHOOL BOARDS ASSOC	\$4,186.52	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22521	10/13/2023	PHILOMATH FIRE AND RESCUE	\$540.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22522	10/13/2023	PHILOMATH HIGH SCHOOL	\$150.00	1124	Printed	Expense	<input type="checkbox"/>		
22523	10/13/2023	REXIUS FOREST BY-PRODUCTS INC	\$2,797.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22524	10/13/2023	ROTO ROOTER	\$562.50	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22525	10/13/2023	SCHAEFERS RECREATION	\$835.46	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	

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22526	10/13/2023	SCHOOL SPECIALTY, INC	\$417.99	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22527	10/13/2023	SIEMENS INDUSTRY, INC	\$1,417.00	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22528	10/13/2023	STAPLES BUSINESS ADVANTAGE	\$9,274.71	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22529	10/13/2023	SUPREME SCHOOL SUPPLY CO	\$266.00	1124	Printed	Expense	<input type="checkbox"/>		
22530	10/13/2023	TWGW, INC.	\$95.77	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22531	10/13/2023	WALTER E. NELSON OF EUGENE	\$333.18	1124	Printed	Expense	<input checked="" type="checkbox"/>	10/31/2023	
22532	10/31/2023	AFLAC	\$45.50	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22533	10/31/2023	AMERICAN FIDELITY - INS	\$4,157.71	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22534	10/31/2023	AMERICAN FIDELITY ASSURANCE CO	\$10,217.80	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22535	10/31/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,931.34	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22536	10/31/2023	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22537	10/31/2023	INVESCO INVESTMENT SERVICES, INC.	\$10,206.34	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22538	10/31/2023	NEWPORT TRUST COMPANY	\$4,184.68	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22539	10/31/2023	OREGON DEPARTMENT OF REVENUE	\$1,027.18	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22540	10/31/2023	OSEA	\$2,570.56	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22541	10/31/2023	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22542	10/31/2023	PHILOMATH EDUCATION ASSOC	\$686.00	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22543	10/31/2023	PRUDENTIAL ANNUITIES	\$1,064.30	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22544	10/31/2023	TEXAS LIFE	\$1,701.03	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22545	10/31/2023	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1141	Printed	Payroll Ded	<input type="checkbox"/>		
22546	10/31/2023	ACCUTY, LLC	\$7,500.00	1145	Printed	Expense	<input type="checkbox"/>		

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22547	10/31/2023	AMERICAN RED CROSS- Training Services	\$42.00	1145	Printed	Expense	<input type="checkbox"/>		
22548	10/31/2023	AT&T ONENET SERVICE	\$25.49	1145	Printed	Expense	<input type="checkbox"/>		
22549	10/31/2023	BEARCOM	\$2,356.93	1145	Printed	Expense	<input type="checkbox"/>		
22550	10/31/2023	BENTON COUNTY ENVIRONMENTAL HEALTH	\$798.00	1145	Printed	Expense	<input type="checkbox"/>		
22551	10/31/2023	BETTER PORTABLE TOILETS, INC.	\$635.48	1145	Printed	Expense	<input type="checkbox"/>		
22552	10/31/2023	CENTRAL WELDING SUPPLY CO., INC	\$250.72	1145	Printed	Expense	<input type="checkbox"/>		
22553	10/31/2023	CENTURYLINK	\$71.60	1145	Printed	Expense	<input type="checkbox"/>		
22554	10/31/2023	CHASE PLUMBING, LLC	\$464.00	1145	Printed	Expense	<input type="checkbox"/>		
22555	10/31/2023	CORVALLIS CLINIC PC	\$165.00	1145	Printed	Expense	<input type="checkbox"/>		
22556	10/31/2023	CORVALLIS HEATING, LLC	\$771.00	1145	Printed	Expense	<input type="checkbox"/>		
22557	10/31/2023	CREATIVE GRAPHICS	\$144.00	1145	Printed	Expense	<input type="checkbox"/>		
22558	10/31/2023	ELECTRIC GROUP, THE	\$11,936.25	1145	Printed	Expense	<input type="checkbox"/>		
22559	10/31/2023	HOUGHTON MIFFLIN HARCOURT	\$225.85	1145	Printed	Expense	<input type="checkbox"/>		
22560	10/31/2023	INTRADO INTERACTIVE SERVICES CORP.	\$1,440.44	1145	Printed	Expense	<input type="checkbox"/>		
22561	10/31/2023	K12 Management DBA FuelEd	\$2,820.00	1145	Printed	Expense	<input type="checkbox"/>		
22562	10/31/2023	KELSO'S CHOICE	\$577.45	1145	Printed	Expense	<input type="checkbox"/>		
22563	10/31/2023	KINGS VALLEY CHARTER SCHOOL	\$6,765.00	1145	Printed	Expense	<input type="checkbox"/>		
22564	10/31/2023	KLETT WORLD LANGUAGES, INC.	\$7,143.11	1145	Printed	Expense	<input type="checkbox"/>		
22565	10/31/2023	MACMILLAN HOLDINGS LLC	\$1,329.15	1145	Printed	Expense	<input type="checkbox"/>		
22566	10/31/2023	MCAM NORTHWEST, INC.	\$1,000.00	1145	Printed	Expense	<input type="checkbox"/>		
22567	10/31/2023	MID COLUMBIA BUS COMPANY, INC.	\$85,688.45	1145	Printed	Expense	<input type="checkbox"/>		

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22568	10/31/2023	N2Y, LLC	\$734.99	1145	Printed	Expense	<input type="checkbox"/>		
22569	10/31/2023	NORTHWEST NATURAL GAS CO.	\$5,352.67	1145	Printed	Expense	<input type="checkbox"/>		
22570	10/31/2023	ODHS RECEIVING & TRUST	\$27,135.81	1145	Printed	Expense	<input type="checkbox"/>		
22571	10/31/2023	ODP BUSINESS SOLUTIONS, LLC	\$291.03	1145	Printed	Expense	<input type="checkbox"/>		
22572	10/31/2023	OSU MOTOR POOL	\$193.32	1145	Printed	Expense	<input type="checkbox"/>		
22573	10/31/2023	PACIFIC POWER	\$22,354.98	1145	Printed	Expense	<input type="checkbox"/>		
22574	10/31/2023	PHILOMATH RENTAL	\$317.45	1145	Printed	Expense	<input type="checkbox"/>		
22575	10/31/2023	PLATT ELECTRIC SUPPLY INC	\$1,193.54	1145	Printed	Expense	<input type="checkbox"/>		
22576	10/31/2023	POOL, WENDY K.	\$625.00	1145	Printed	Expense	<input type="checkbox"/>		
22577	10/31/2023	RAM STEEL INC	\$968.84	1145	Printed	Expense	<input type="checkbox"/>		
22578	10/31/2023	ROBERT LLOYD SHEET METAL, INC.	\$3,085.49	1145	Printed	Expense	<input type="checkbox"/>		
22579	10/31/2023	SCHOLASTIC INC.	\$2,248.75	1145	Printed	Expense	<input type="checkbox"/>		
22580	10/31/2023	SMEED COMMUNICATION SERVICES	\$525.00	1145	Printed	Expense	<input type="checkbox"/>		
22581	10/31/2023	SPAETH LUMBER COMPANY	\$182.75	1145	Printed	Expense	<input type="checkbox"/>		
22582	10/31/2023	TWGW, INC.	\$128.95	1145	Printed	Expense	<input type="checkbox"/>		
22583	10/31/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1145	Printed	Expense	<input type="checkbox"/>		
22584	10/31/2023	WALTER E. NELSON OF EUGENE	\$217.90	1145	Printed	Expense	<input type="checkbox"/>		
22585	10/31/2023	WAXIE SANITARY SUPPLY	\$1,640.17	1145	Printed	Expense	<input type="checkbox"/>		
22586	10/31/2023	WILLAMETTE SAW SERVICE	\$1,391.00	1145	Printed	Expense	<input type="checkbox"/>		
22587	10/31/2023	WILLAMETTE VALLEY MUSIC CO.	\$2,886.94	1145	Printed	Expense	<input type="checkbox"/>		
22588	10/31/2023	YOU SCIENCE, LLC	\$2,303.00	1145	Printed	Expense	<input type="checkbox"/>		
46135	10/31/2023	ANDERTON, CHERYL M	\$154.21	11	Printed	Payroll	<input type="checkbox"/>		
46136	10/31/2023	BUSHNELL, DIANA B	\$1,101.87	11	Printed	Payroll	<input type="checkbox"/>		



# Benton County School District 17J

## Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 10/01/2023 To Date: 10/31/2023

From Check: To Check:

From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
46137	10/31/2023	FIRTH, ALEX L	\$1,286.26	11	Printed	Payroll	<input type="checkbox"/>		
46138	10/31/2023	STUCKI, NICHOLE A	\$279.14	11	Printed	Payroll	<input type="checkbox"/>		
46139	10/31/2023	WEEBER, KYAH M	\$52.02	11	Printed	Payroll	<input type="checkbox"/>		
46140	10/31/2023	COKE, KIMBERLY S	\$571.35	11	Printed	Payroll	<input type="checkbox"/>		
46141	10/31/2023	MCGUIRE, LAURA A	\$628.18	11	Printed	Payroll	<input type="checkbox"/>		
46142	10/31/2023	SCHULZE, MOLLY K	\$702.07	11	Printed	Payroll	<input type="checkbox"/>		
46143	10/31/2023	ZIMMERMAN, MOLLY E	\$246.47	11	Printed	Payroll	<input type="checkbox"/>		
46144	10/31/2023	SCHWINABART, DARLA J	\$2,102.62	11	Printed	Payroll	<input type="checkbox"/>		
46145	10/31/2023	LATZ, COOPER E	\$747.68	11	Printed	Payroll	<input type="checkbox"/>		
46146	10/31/2023	VAN PATTEN, CANDACE M	\$3,871.48	11	Printed	Payroll	<input type="checkbox"/>		
46147	10/31/2023	CHAMBERS, TINA L	\$1,432.28	11	Printed	Payroll	<input checked="" type="checkbox"/>	10/31/2023	
46148	10/31/2023	SKAAR, LINDA M	\$4,141.21	11	Printed	Payroll	<input type="checkbox"/>		
46149	10/31/2023	MOONE, EUGENIA L	\$958.72	12	Printed	Payroll	<input type="checkbox"/>		

Total Amount:

\$418,489.59

End of Report

# REGULAR SESSION

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

9/21/2023 07:00 PM

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

The Board convened into Executive Session at 6:03 pm Per ORS 192.660(2)(f) to consider records exempt by law from public inspection; and per 192.660(2)(i) to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

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

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Rick Wells at 7:04 pm. Those in attendance included Board members, Rick Wells, Erin Gudge, Joe Dealy, Sandi Hering and Ryan Cheeke; Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Executive Assistant, Michele McRae; and Student Representative to the Board, Raegan McKinley.
  - i. **Pledge of Allegiance:** Director Hering led us in the Pledge of Allegiance.
  - ii. **Approval of Consent Agenda:** Director Gudge moved to approve the Consent Agenda as presented. Director Dealy seconded the motion. The motion was approved unanimously by the Board. Motion passes 5-0.
  - iii. **Request for Agenda Modifications:** Director Wells said that Item D3: Superintendent's Contract will not be discussed tonight. Also, OSBA has recommended to not discuss Item D2: Compensation for School Board Members. These items were removed from the agenda. The Communicable Disease Management Plan will be approved at the October meeting.
2. **Student Government Report:** The ASB President updated everyone with the list of activities that they have been working on.
3. **Public Comment:**
  - i. Nina Petrovic spoke about Diversity, Inclusion and Equity. She requested that groups be recognized during the months that they are being honored.
  - ii. Melissa Malusky said that they have been promised a covered play area, so she suggested a rented cover. Director Wells told her to do the leg work to find out the

costs and bring that back to Jennifer and Joey. Danielle Carter read a statement on behalf of all of the instructional assistants at Clemens Primary School. She said that IA's were cut from one IA per classroom, to six IA's for nine classrooms. She said that they are not learning the student's learning styles or building relationships with them. Their behavior specialist is covering six recesses. She said that it is an unsafe situation. Her principal is unable to pay extra duty time.

## **C. REPORTS~**

### **1. Association Reports**

- i. **PEA:** Dave Dunham, co-president of the Philomath Education Association, reported that they now have 101 licensed staff members. He said that the addition of more students has put more pressure on the licensed staff. He said that they would like to continue to work with the district to alleviate staffing issues.
- ii. **OSEA:** There was no OSEA report.

### **2. Superintendent's Report**

- i. Mark Henderson, PHS Principal, reported that they are focusing on trauma informed care and targeted feedback, and they are looking at instructional practices. He reported that a team went to a training in Sacramento this last summer, and they are committed to implementing Professional Learning Communities.
- ii. Steve Bell, PMS Principal, reported that at the middle school, they currently have approximately 50 staff members. He said that they are working on student participation, being involved, and feeling welcome.
- iii. Eric Beasley, Blodgett ES and Philomath ES Principal, said that it has been fun learning about the culture in Philomath. He spoke about all of the activities that have been taking place in the elementary schools. He said that the OSU Extension Service has done a wonderful job on the outdoor courtyard. He added that they have a lot on their plate when it comes to curriculum and instruction. Eric reported that he is applying for a federal grant through AmeriCorp that will help support students.
- iv. Abby Couture, Clemens Primary School Principal, updated everyone on what CPS has been working on.
- v. Cynthia Barthuly updated everyone on what the Student Services Office has been working on.
- vi. Superintendent Halliday reported that King's Valley Charter School could not present tonight.
- vii. Superintendent Halliday said that she is the half-time principal at the Philomath Academy. She said that the Academy has been very busy this year with students in the morning. She said that the Academy is not an online school, but that the classes are teacher interactive.
- viii. She reported that The Paul Merriman Invitational Cross-Country Meet will still take place this year. She will have more information on the progress of the Downing Forest at the next meeting, and she will report on the reforestation plan.

- ix. The District has been implementing a new student information system and a new food service program, and it has been a struggle working through all of the issues that are normal in working through new systems.
- x. She will be working on the physical education minutes implementation. The state is requiring us to have 150 minutes of physical education every week for each student. She said that music and physical education have always been a priority, so they are talking about ways to keep music while implementing the state requirement.
- xi. Director Gudge asked about the shortened day at the Academy. Superintendent Halliday reported that students are attending in the morning to do school work and then staying in the afternoon if they need extra help with their work.

### **3. Financial Report**

- i. Jennifer Griffith, the PSD Business Manager, recognized the district office staff with the business of late hires, food service implementation and our new student information system.
- ii. She included enrollment figures in the Board packet. She said that current enrollment is higher than the number initially reported to ODE, so there may be a recalculation by ODE. She said that the source of the increase of enrollment is from inter-district transfers primarily from the Corvallis School District.
- iii. She may not find out about a recalculation from ODE until January after 2<sup>nd</sup> period ADM is submitted. Director Hering asked if it's possible to close inter-district transfers. Superintendent Halliday said that she wants to talk to the Board about this next month. She said that we need to consider the facility capacity. Director Cheeke asked what happens when more students begin to attend from the new construction. Superintendent Halliday said that they were expecting more students with the new construction from previous years, but enrollment did not increase, and there is a lower birth rate in Oregon right now. Superintendent Halliday said that we can look at modular buildings, rented spaces and creative spaces. The district cannot go out for another bond until 2027.

## **D. STRATEGY AND DISCUSSION ~**

### **1. State Report Card**

- i. Superintendent Halliday thanked the principals for the information and narratives that they put together for the state report cards. She reviewed the information that was gathered. The state report cards will be released in October.

### **2. HB 2753 – Compensation for School Board Members:** This item was removed from the agenda.

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

- 1. **OSBA Work Session #2 – Set Date:** They are still working on finding a day and time for OSBA to complete the training for the Board.
- 2. **PSD/KVCS Joint Board Meeting – Set Date:** The Board chose the 24<sup>th</sup> of October for their meeting date. Director Wells would like the meeting to take place at King's Valley Charter School at 6:00 pm. Director Gudge asked if the Board Liaison Roles had all been assigned.

## F. MEETING CLOSURE ~

1. **Next Meeting Agenda Items:** Compensation for board members, communicable disease management plan, recognition for heritage months under important dates.
2. **Board Thanks:** Director Dealy went to two school open houses and reported that attendance was good. He said that there weren't as many attendees at the high school, which is normal. Director Gudge thanked everyone who attended. She thanked the new board members for being open and asking questions. Rick thanked the board members for stepping up at the BBQ. He was grateful to be able to interact with the staff. He said that the community and staff stepped up to work on the cross-country track. Rick apologized for not attending the open house, but he was working out of town. Sandi was sick during the open house, so she couldn't attend. Sandi thanked everyone for the extra thankless hours that they put in. Sandi would like the Board to host a breakfast for their hard work.
3. **Board Requests:** Director Wells requested that the Board members sign up for the OSBA conference if they wish to attend.
4. **Adjournment:** Board Chair Rick Wells adjourned the meeting at 8:55 pm.

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Board Chair

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Superintendent

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Date

# REGULAR SESSION

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

10/19/2023 07:00 PM

### A. REGULAR SESSION

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair, Rick Wells, on October 19, 2023 at 7:02 pm at the Philomath School District Office at 1620 Applegate Street, Philomath, OR. Those in attendance included Board members, Rick Wells, Joe Dealy, Erin Gudge, Sandi Hering and Ryan Cheeke; Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Executive Assistant, Michele McRae.
  - i. **Pledge of Allegiance:** Director Cheeke led us in the Pledge of Allegiance.
  - ii. **Approval of Consent Agenda:** Director Dealy moved to approve the Consent Agenda as presented. The motion was seconded by Director Gudge. The motion was approved unanimously by the Board. Motion passes 5-0.
  - iii. **Request for Agenda Modifications:** There were no requests for Agenda Modifications.
2. **Student Government Report:** ASB reported that there will be a tailgater before the football game on the 27<sup>th</sup>, and the annual Haunted Halls event will take place on the 28<sup>th</sup>. There will be a Veterans Day assembly on November 9<sup>th</sup>. Veteran's from the community will be invited to attend. They are also hosting a blood drive.
3. **Public Comment:** There were no public comments.
4. **Staff Recognition:** Superintendent Halliday recognized our technology department for National IT Professional Day. They are very busy especially during this time of year, and they do amazing work for the District. She also recognized the custodians for School Custodians Day. They are also a very hard-working group. It was also National School Lunch Week, and they are working extremely well to get our new lunch program up and running. It is also National School Bus Safety Week, and our bus drivers are appreciated for safely transporting our students to school and back.

### B. REPORTS

1. **Association Reports**
  - i. **PEA:** There was no PEA report.

- ii. **OSEA:** There was no OSEA report.

## **2. Committee Reports**

- i. **EBAC:** Lyn Kawai reported that the Emergent Bilingual Advisory Council Meetings take place on a regular basis and she invited the Board members to attend.
- ii. **SEAC:** Stephanie Brandt reported that she has been on the Special Education Advisory Committee for three years. They met in October and set three goals for the year. They are planning a celebration for December 2<sup>nd</sup> for commemoration of the landmark legislation that made education more accessible for all children. Also, they are working with librarians and the media specialist to improve representation for students with exceptionalities. Lastly, they are working on their Autism Resource Event scheduled for this spring. She said that last spring's event was a success.

## **3. Superintendent's Report:**

- i. Superintendent Halliday read the Native Land Acknowledgement that the District has with the Consolidated Tribes of the Siletz and asked everyone to take a moment to listen to and consider the Acknowledgement.
- ii. She followed up on public comment from a past meeting and reported that all staff have been paid for all extra time worked.
- iii. The Philomath Frolic Board donated a canopy to Clemens Primary School, so that students will have a covered area to play under on rainy days. The District will continue to work on a plan to build a permanent structure. The District still has the resources set aside to build a structure at CPS.
- iv. The Paul Mariman Invitational Cross-Country Meet was a success this year.
- v. The District is still working through Synergy issues and the implementation of food services.

- 4. Financial Report:** Business Manager Jennifer Griffith reported that enrollment is holding steady. She said that other districts are reporting a lower enrollment around the state. The financial reports were included in the Board packet. There were no questions.

## **C. STRATEGY AND DISCUSSION**

- 1. RTIi Update:** Clemens Primary School Principal Abby Couture explained the purpose of Response to Intervention and Instruction. RTIi provides targeted and effective intervention in reading and math. Progress monitoring is used for those students who need interventions. Elementary School Principal Eric Beasley explained the iReady system and how test result data helps staff to help students. He explained how the extra supports are scheduled. Director Gudge asked if other students were missing instruction while students are receiving extra support. Eric answered that no one is missing instruction while others are receiving extra supports. Abby presented math data. She explained the progress that they are working towards. Abby said that she would present again in February to show their progress. Abby and Eric invited the Board to visit their schools.
- 2. Social Emotional Learning:** This will be presented at the November Board Meeting.

## D. DISCUSSION & ACTION ITEMS

1. **Budget Committee Applicants:** Jennifer Griffith reported that there are three applications for budget committee membership and there are three open seats on the budget committee. Director Hering moved to approve the applications as presented. Director Dealy seconded the motion. The motion was approved unanimously by the Board. Motion passes 5-0.
2. **Division 22 Assurances:** Superintendent Halliday went through the Division 22 Assurances and explained non-compliance areas and how the District plans to remedy them. One area is Language Arts materials and the other is the minutes requirement for physical education. Director Dealy moved to accept the Division 22 Assurances as presented. Director Cheeke seconded the motion. It was approved unanimously by the Board. Motion passes 5-0.
3. **Communicable Disease Management Plans:** Superintendent Halliday reported that we are following Benton County's Health Plan guidance. Director Gudge moved to approve the Communicable Disease Management Plans as presented. Director Dealy seconded the motion. The Board approved the plans unanimously. Motion passes 5-0.
4. **December Meeting Date:** Director Dealy moved to reschedule the Regular Board Meeting scheduled for December 21<sup>st</sup> to Wednesday, December 13<sup>th</sup> at 8:00 pm. Director Cheeke seconded the motion. The Board approved the motion unanimously. Motion passes 5-0.
5. **OSBA Board Training, Part 2:** Superintendent Halliday is working with the OSBA presenter to find a time to finish Board training.

## E. MEETING CLOSURE

1. **Next Meeting Agenda Items:** Director Wells reminded everyone about the King's Valley Charter School joint board meeting this Tuesday at 6:00 pm. Director Gudge let everyone know that there will be second reading policies to adopt on the November agenda. Director Cheeke asked for more guidelines and expectations for new Board members.
2. **Board Thanks:** Director Gudge thanked Superintendent Halliday for adding information to her report about Indigenous Peoples' Day. She thanked everyone for attending board meetings. Director Hering thanked Superintendent Halliday and everyone in the schools for hosting and attending the listening sessions at the schools. Director Dealy thanked the middle school for hosting site council. Director Wells thanked everyone in the district for the work they do, and for making the district what it is: an outstanding district. He also thanked the companies that donated money towards the staff BBQ: Marcotte Distilling, Consumer's Power, Philomath Rotary, Philomath Frolic, Pioneer Connect, Mainline Pump, and Oregon State Credit Union. Thanks also to the City of Philomath for loaning their BBQ, so the Board members could BBQ for all of the staff.
3. **Board Requests:** Director Gudge said that in a recent public comment, a member of the public asked that we honor our Heritage and History months. She read a statement recognizing October's LGBTQ2+ History Month. Director Wells will contact OSBA to conduct



the Superintendent's evaluation again. He said that answers are confidential when going through OSBA, so people will be more honest in their responses. OSBA hasn't released a policy yet based on HB 2753. Director Cheeke asked about background checks for Board members. They talked about reevaluating the policy.

**4. Adjournment:** Board Chair Rick Wells adjourned the meeting at 9:00 pm.

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Board Chair

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Superintendent

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Date



November 16, 2023

Board Members:

The Board Packet includes enrollment information as of November 8, 2023. Enrollment for the 2023-24 school year is remaining higher than we predicted. ODE has not released information regarding a re-balancing of the State School Fund as of the writing of this letter.

The Fall Budget information session has been scheduled in December in previous years. Due to many schedule conflicts, I propose we move this informational session to early January. The 2024-25 Budget preparation calendar will be presented at the January regular Board meeting for approval.

The financial reports included in this board packet show an overview of General Fund transactions through October 2023 with comparisons from the previous 2 years. Projection reports are also included.

October 2023 General Fund Expenditures totaled \$1,992,220. Expenditures that exceed \$10,000 are as follows:

• Invesco Investment Services	\$ 10,206	(403b Retirement Emp. Contributions)
• American Fidelity Assurance Co.	\$ 10,218	(Paid Leave OR payment)
• The Electric Group	\$ 11,936	(Various Electrical work in District)
• Mid Columbia Bus Company	\$ 13,442	(August 2023 transportation invoice)
• Active Internet Technologies, LLC	\$ 16,020	(Annual website host fee)
• CTL Corporation	\$ 18,240	(60 Chromebooks – grant funds)
• Ednetics	\$ 20,284	(Laptop & Battery backup purchase)
• Pacific Power	\$ 22,355	(Monthly power bill)
• ODHS Receiving & Trust	\$ 27,136	(YTP Grant, required Match funds)
• Mid Columbia Bus Company	\$ 85,688	(September 2023 transportation invoice)
• Kings Valley Charter School	\$ 232,583	(October SSF payment to KVCS)

Respectfully Submitted,

Jennifer Griffith  
Business Manager



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

### YTD Local Sources

**3.46%** of Budget

Prior Year YTD: 1.97% of Actuals

### YTD State Sources

**42.34%** of Budget

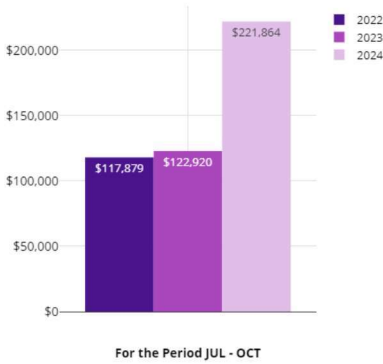
Prior Year YTD: 36.85% of Actuals

### YTD All Sources (except 5400s)

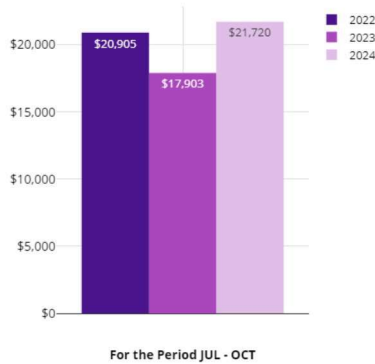
**30.86%** of Budget

Prior Year YTD: 26.62% of Actuals

#### Local Sources (1000s)



#### Property Taxes (1100s)



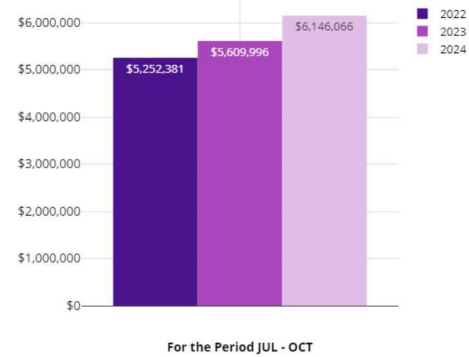
#### Interest Earnings (1500s)



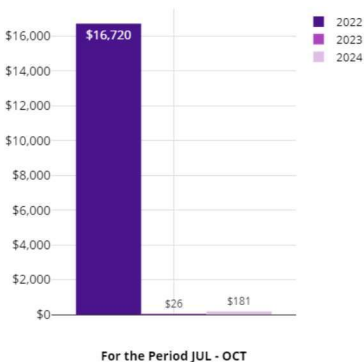
#### State Sources (3000s)



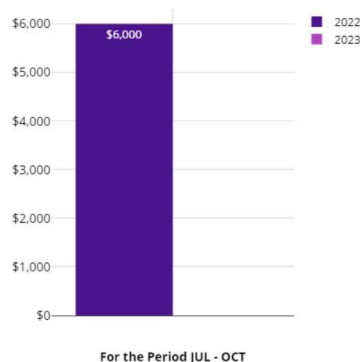
#### State School Fund (3101)



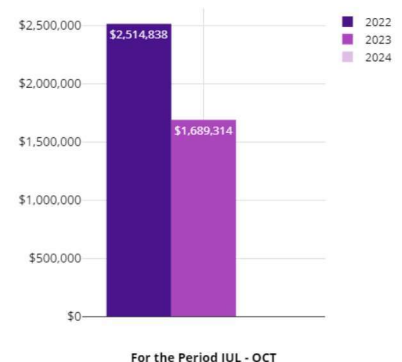
#### Intermediate Sources (2000s)



#### Federal Sources (4000s)



#### Other Sources (5000s)



## YTD Salary and Benefits

**21.21%** of Budget

Prior Year YTD: 21.25% of Actuals

## YTD Purchased Services

**34.35%** of Budget

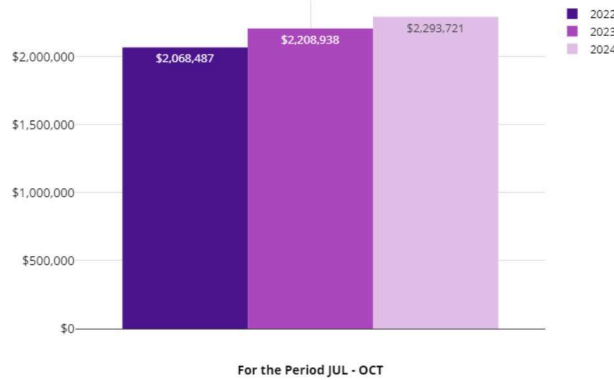
Prior Year YTD: 27.30% of Actuals

## YTD Other Expenses

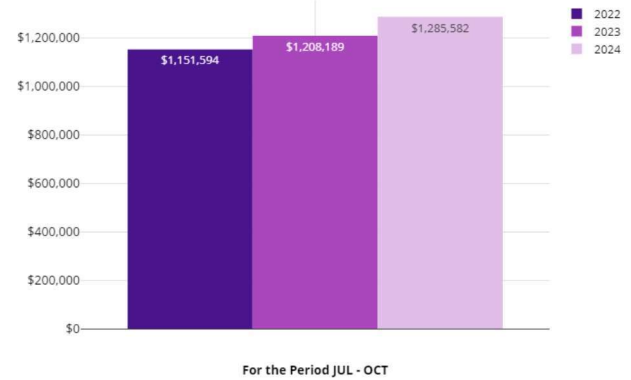
**73.34%** of Budget

Prior Year YTD: 66.74% of Actuals

Salaries (100s)



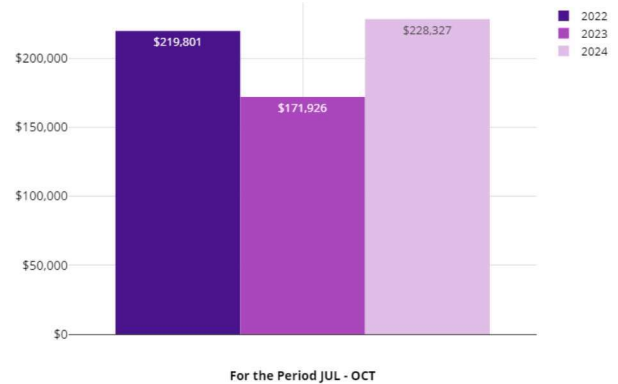
Benefits (200s)



Purchased Services (300s)



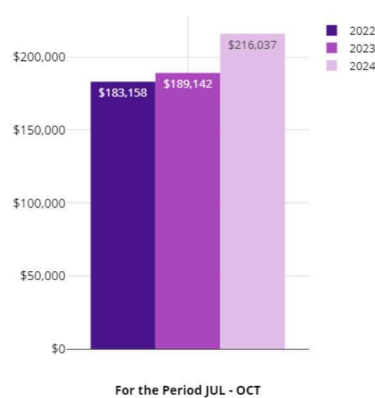
Supplies (400s)



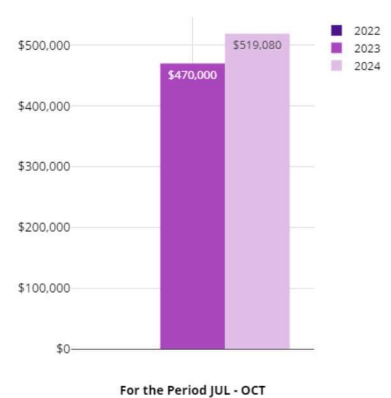
Capital Outlay (500s)



Other Objects (600s)



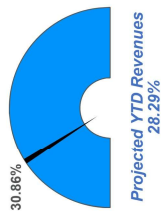
Transfers (700s)



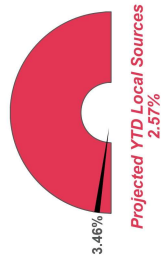
# 100 General Fund Revenue Dashboard Summary

For the Period Ending October 31, 2023

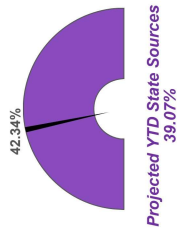
## Actual YTD Revenues



## Actual YTD Local Sources



## Actual YTD State Sources

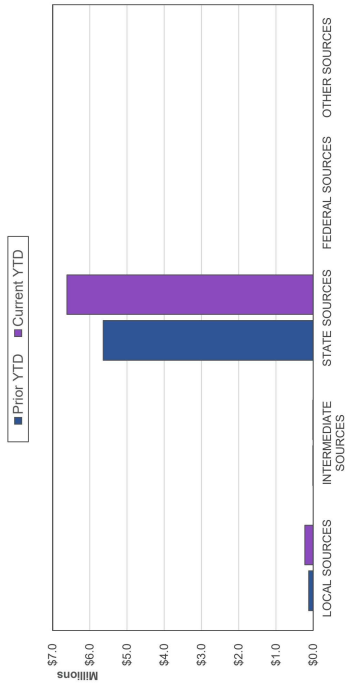


## General Fund Revenues

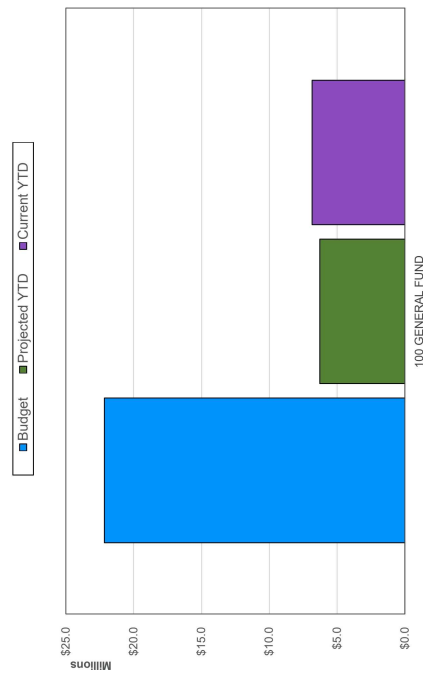
### Top 10 General Fund Sources of Revenue (Year-to-Date)

Slate School Fund (SSF)	\$6,620,092
Interest On Investments	\$94,954
Miscellaneous	\$50,330
Kings Valley Charter School Fees	\$46,433
Property Taxes	\$15,815
Rentals	\$4,885
Local Option Levy Taxes	\$4,256
Contributions And Donations From Private Sources	\$3,543
Penalties And Interest On Taxes	\$1,648
Restricted Revenue	\$181
<b>Percent of Total Revenues Year-to-Date</b>	<b>100.00%</b>

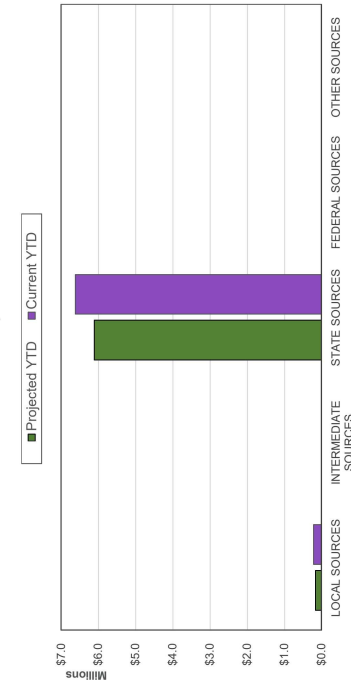
### General Fund Revenue by Source | Prior YTD vs. Current YTD



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



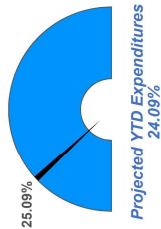
### General Fund Revenue by Source | Projected YTD vs. Current YTD



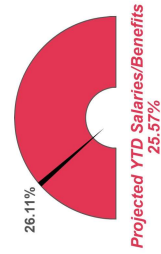
# 100 General Fund Expense Dashboard Summary

For the Period Ending October 31, 2023

## Actual YTD Expenditures



## Actual YTD Salaries/Benefits



## Actual YTD Other Objects

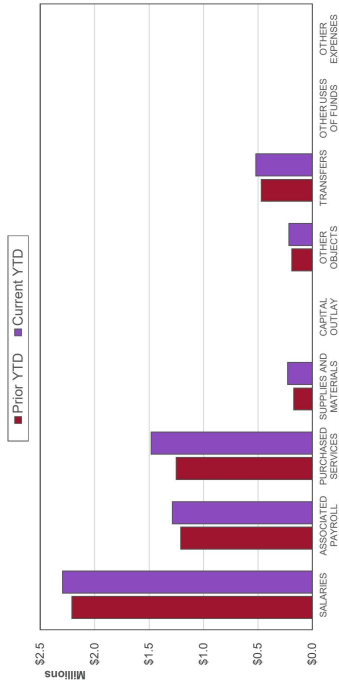


## General Fund Expenditures

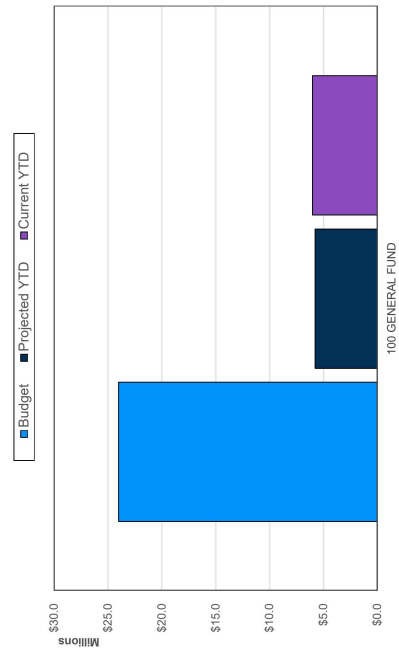
### Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$996,164
Charter School Payments, Adm	\$747,556
Transfers to other funds	\$519,080
Classified Salaries	\$461,351
Administrator Salaries	\$404,475
Public Employees Retirement System	\$377,353
Medical Insurance	\$369,201
Unrepresented Salaries	\$255,399
Charter School, Remote Elementary	\$230,878
Pers Bond 1	\$185,400
<b>Percent of Total Expenditures Year-to-Date</b>	<b>75.48%</b>

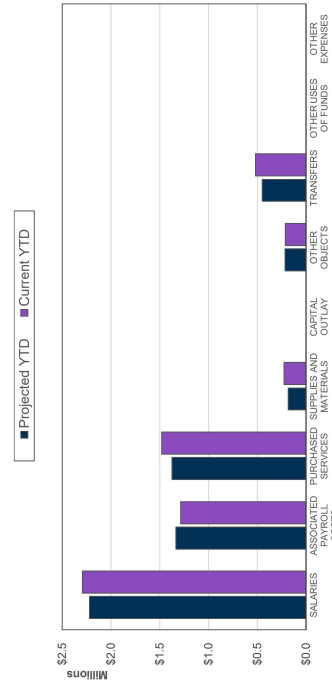
### General Fund Expenditures by Object | Prior YTD vs. Current YTD



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



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

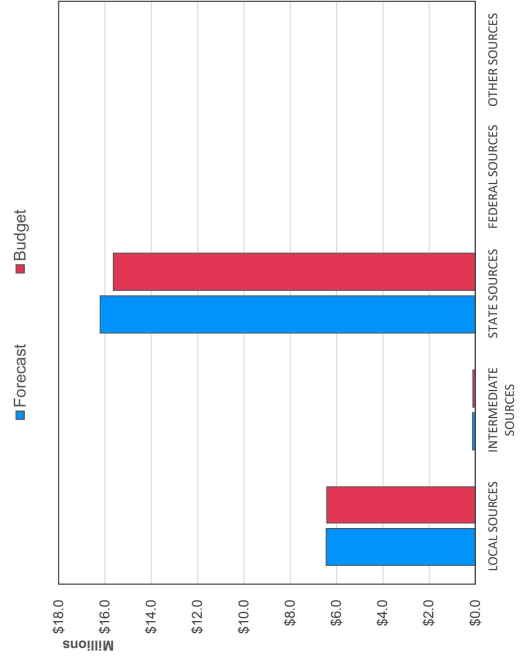


# 100 General Fund | Financial Projection by Object

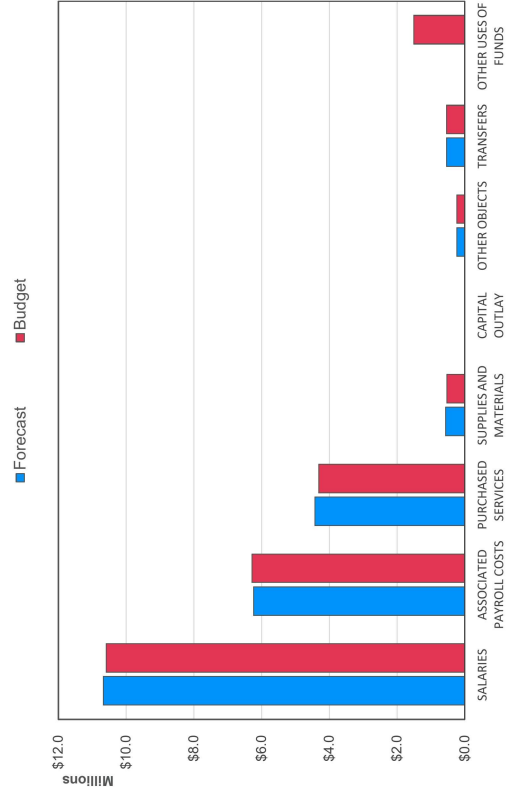
For the Period Ending October 31, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 1,689,314	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,839,574	\$ (239,574)
<b>REVENUES</b>						
Local Sources	122,920	221,864	6,219,401	6,441,265	6,417,877	23,388
Intermediate Sources	26	181	118,000	118,181	118,000	181
State Sources	5,638,771	6,620,092	9,583,425	16,203,517	15,636,407	567,110
Federal Sources	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 5,761,717</b>	<b>\$ 6,842,138</b>	<b>\$ 15,920,826</b>	<b>\$ 22,762,964</b>	<b>\$ 22,172,284</b>	<b>\$ 590,680</b>
<b>EXPENDITURES</b>						
Salaries	2,208,938	2,293,721	8,377,968	10,671,689	10,588,559	(83,130)
Associated Payroll Costs	1,208,189	1,285,582	4,953,360	6,238,942	6,285,765	46,823
Purchased Services	1,252,334	1,481,087	2,946,443	4,427,530	4,312,036	(115,494)
Supplies and Materials	171,926	228,327	342,088	570,415	528,008	(42,407)
Capital Outlay	-	-	8,520	8,520	8,800	280
Other Objects	189,142	216,037	20,072	236,110	236,820	710
Transfers	470,000	519,080	20,000	539,080	540,000	920
Other Uses of Funds	-	-	-	-	1,511,870	1,511,870
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,500,529</b>	<b>\$ 6,023,835</b>	<b>\$ 16,668,450</b>	<b>\$ 22,692,286</b>	<b>\$ 24,011,858</b>	<b>\$ 1,319,572</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 261,188</b>	<b>\$ 818,303</b>	<b>\$ (747,624)</b>	<b>\$ 70,679</b>	<b>\$ (1,839,574)</b>	
<b>ENDING FUND BALANCE</b>			<b>\$ 1,670,679</b>			

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

☒ Reverse Signs

☒ Subtotal By Journal

☐ Exclude Encumbrances

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	10,036.52	460.00	(149.37)	10,347.15	.00	10,347.15
284.0000.9701.097.797.812 PES Blodgett	6,514.85	.00	(299.44)	6,215.41	.00	6,215.41
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	(5,176.42)	1,102.91	.00	1,102.91
284.0000.9701.097.797.830 PES Music	(173.43)	404.00	(453.60)	(223.03)	.00	(223.03)
284.0000.9701.097.797.834 Falcon Swag Fund Balance	.00	10.00	877.18	887.18	.00	887.18
284.0000.9701.097.797.842 PES Social Committee	732.65	873.72	(513.18)	1,093.19	.00	1,093.19
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	(203.00)	(232.80)	.00	(232.80)
284.0000.9701.097.797.850 PES School Supplies	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	29,155.57	16,599.17	(5,917.83)	39,836.91	(9,124.83)	30,712.08

End of Report



# Benton County School District 17J

## Student Activities Summary Report

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

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
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	167.00	.00	3,448.03	.00	3,448.03
285.0000.9701.098.798.503 PMS Band	3,192.97	1,000.00	(253.78)	3,939.19	(1,610.00)	2,329.19
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	319.25	.00	823.96	.00	823.96
285.0000.9701.098.798.508 PMS Drama	12,244.16	.00	.00	12,244.16	(1,271.00)	10,973.16
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	100.30	.00	193.93	.00	193.93
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	(471.76)	654.94	(300.00)	354.94
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	8,115.00	(2,967.54)	10,181.19	.00	10,181.19
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

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

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
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	(286.96)	268.04	.00	268.04
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
<b>GRAND TOTALS</b>	65,564.92	10,836.55	(4,162.44)	72,239.03	(3,181.00)	69,058.03

End of Report

# Benton County School District 17J

## Student Activities Summary Report

Fiscal Year: 2023-2024

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

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance (217.41)	Range Revenue .00	Range Expenditures (1,483.98)	Balance (217.41)	Encumbrances .00	Available Balance (217.41)
286.0000.9701.099.799.000 Beginning Fund Balance Student Activities	149.09	.00		149.09	.00	149.09
286.0000.9701.099.799.600 PHS Over/Short		.00		.84	.00	.84
286.0000.9701.099.799.603 PHS AP Testing	2,699.71	955.13	(1,483.98)	2,170.86	(475.62)	1,695.24
286.0000.9701.099.799.604 PHS Art	432.00	120.00	.00	552.00	.00	552.00
286.0000.9701.000.799.605 PHS Art Club	432.00	120.00	.00	552.00	.00	552.00
286.0000.9701.099.799.605 Beginning Fund Balance Student Activities	6,238.15	10,331.05	(4,346.00)	12,223.20	(1,937.92)	10,285.28
286.0000.9701.099.799.606 PHS ASB	(9,701.60)	30,182.88	(18,121.49)	2,359.79	.00	2,359.79
286.0000.9701.099.799.607 PHS Athletic Officials	2,818.52	8,896.98	(2,003.17)	9,712.33	(599.41)	9,112.92
286.0000.9701.099.799.611 PHS Athletics	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.612 PHS AV Technology	7,328.20	2,400.00	(5,500.00)	4,228.20	3,111.06	7,339.26
286.0000.9701.099.799.613 PHS Baseball	4,301.84	.00	(481.17)	3,820.67	.00	3,820.67
286.0000.9701.099.799.616 PHS Botany	15,084.01	3,226.50	(310.68)	17,999.83	(3,552.91)	14,446.92
286.0000.9701.099.799.617 PHS Boys Basketball	7,257.42	22,909.08	(15,869.41)	14,297.09	5,255.63	19,552.72
286.0000.9701.099.799.618 PHS Cheerleading	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.619 PHS Cinematic Art Club	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	7,356.17	1,729.00	(3,819.08)	5,266.09	(574.52)	4,691.57
286.0000.9701.099.799.621 PHS Cross Country	6,508.60	2,040.00	(5,828.00)	2,720.60	3,293.09	6,013.69
286.0000.9701.099.799.622 PHS Dance Team	693.01	.00	.00	693.01	.00	693.01
286.0000.9701.099.799.625 PHS Donation	.00	5,275.00	.00	5,275.00	.00	5,275.00
286.0000.9701.099.799.627 PHS Driver Education	16,422.83	4,093.00	(6,131.02)	14,384.81	(1,179.63)	13,205.18
286.0000.9701.099.799.633 PHS Robotics Fund Balance						



# Benton County School District 17J

## Student Activities Summary Report

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

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.658 PHS OWC Activities Account	.00	1,500.00	(873.13)	626.87	.00	626.87
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	1,045.00	(324.00)	1,418.43	.00	1,418.43
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	10,620.00	(10,967.50)	1,500.00	.00	1,500.00
286.0000.9701.099.799.665 PHS Preschool	1,853.93	2,400.00	(1,211.30)	3,042.63	.00	3,042.63
286.0000.9701.099.799.666 PHS Prom	4,816.66	425.00	(1,825.00)	3,416.66	(2,745.00)	671.66
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	1,900.22	(150.00)	10,096.67	.00	10,096.67
286.0000.9701.099.799.675 PHS School of Business	2,449.64	.00	(119.48)	2,330.16	.00	2,330.16
286.0000.9701.099.799.676 PHS Science	.00	.00	(73.14)	(73.14)	.00	(73.14)
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	2,197.00	(1,586.30)	1,437.99	(936.48)	501.51
286.0000.9701.099.799.680 PHS Softball	8,266.01	(40.00)	.00	8,226.01	(550.00)	7,676.01
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	12,865.00	(12,795.00)	320.00	.00	320.00
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

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

Fiscal Year: 2023-2024

☐ Print Detail

☐ Page Break by Activity

☐ Exclude Encumbrances ☒ Reverse Signs ☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.687 PHS Tennis	6,514.44	1,650.00	(110.74)	8,053.70	.00	8,053.70
286.0000.9701.099.799.689 PHS Theatre	5,518.04	.00	(2,048.00)	3,470.04	(1,531.59)	1,938.45
286.0000.9701.099.799.690 PHS Track	1,858.05	4,290.00	.00	6,148.05	(135.00)	6,013.05
286.0000.9701.099.799.693 PHS Volleyball	6,513.65	11,227.00	(9,253.01)	8,487.64	(961.95)	7,525.69
286.0000.9701.099.799.695 PHS Warrior Wellness	3,212.68	.00	(132.00)	3,080.68	.00	3,080.68
286.0000.9701.099.799.696 PHS Wrestling	(516.25)	2,040.00	.00	1,523.75	(475.00)	1,048.75
286.0000.9701.099.799.697 PHS Yearbook	15,647.03	11,595.00	(17,095.31)	10,146.72	(10,332.00)	(185.28)
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	6,699.33	.00	(250.00)	6,449.33	.00	6,449.33
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
<b>GRAND TOTALS</b>	212,203.43	169,951.84	(136,973.27)	245,182.00	(19,791.50)	225,390.50

End of Report

**2023 / 2024 SCHOOL YEAR**  
**ENROLLMENT FIGURES as of: November 16, 2023**

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	123	96		7			0	0	20	
1st	114	<u>87</u>		7			1	0	19	
2nd	113		87	6			0	1	19	
3rd	121		95	10			0		16	
4th	105		84	<u>5</u>			1	1	14	
5th	121		<u>98</u>				3		20	
6th	142				121		1		20	
7th	129				114		2	1	12	
8th	130				<u>108</u>		6	1	15	
9th	136					108	10	0	18	
10th	160					129	18		13	
11th	155					119	25	0	11	
12th	131					<u>105</u>	<u>20</u>	<u>0</u>	6	
Totals		183	364	35	343	461	87	4	203	

**TOTAL FULL-TIME ENROLLMENT - All Schools** 1,676

**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	183	0	0	0	0	0	0	0
PES	367	367	364	0	0	0	0	0	0	0
BL	35	35	35	0	0	0	0	0	0	0
PMS	344	343	343	0	0	0	0	0	0	0
PHS	476	482	461	0	0	0	0	0	0	0
Academy	71	80	87	0	0	0	0	0	0	0
KVCS	203	202	203	0	0	0	0	0	0	0
SubTotal	1,674	1,687	1,676	0	0	0	0	0	0	0
Part-time students	0	1	4	0	0	0	0	0	0	0
Total Enrollment	1,674	1,688	1,680	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

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Blodgett Elementary School

PRINCIPAL: Eric Beasley | GRADES: K-4 | 35177 Tum Tum Rd, Blodgett 97326 | 541-453-4101



### School Environment

### Students We Serve



**33**

Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



\*

Ever English Learners



1

Languages Spoken

\*

Students with Disabilities

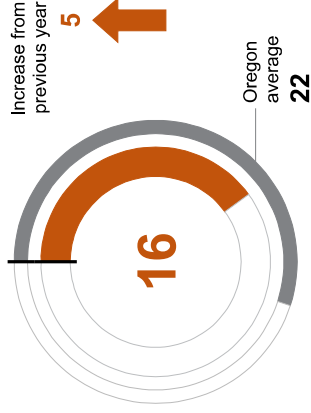
86%

Required Childhood Vaccinations

\* <10 students or data unavailable

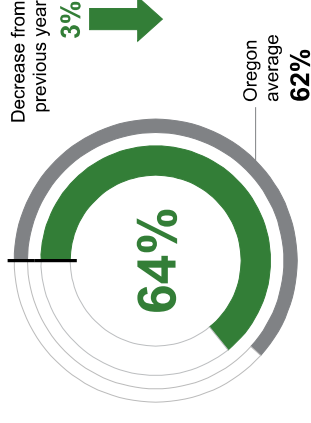
### CLASS SIZE

Median class size.



### REGULAR ATTENDERS

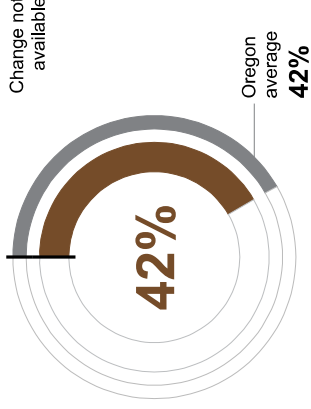
Students who attended more than 90% of their enrolled school days.



### Academic Success

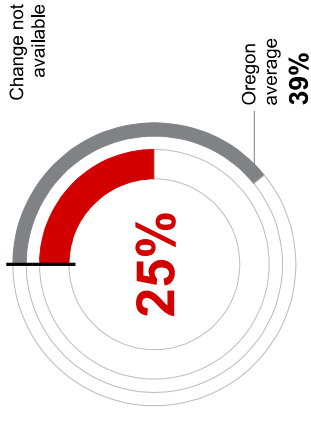
#### ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



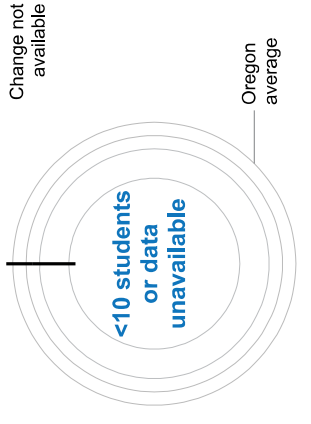
#### MATHEMATICS

Students meeting state grade-level expectations.



#### SCIENCE

Students meeting state grade-level expectations.



### School Goals

The mission of the Philomath School District is to "graduate every every student and transition each of them into a job, training, or college." Blodgett Elementary School supported this mission through goals that address the importance of early academic success in literacy and numeracy and of student self-management and safety. Key success factors include the following:

- Student Attendance
- Reading at or above grade level
- Math at or above grade level
- Technology Literacy

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, and promote implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

Blodgett Elementary strives to ensure all school community members feel welcome and safe. Students and families are greeted each day as they enter the school. Mutual respect and kindness are two important attitudes seen and practiced throughout our school. At BES, we also believe that making mistakes is part of the learning process. This mindset encourages true learning and growth. BES participates in Inspired, a character education program, and in Kelso's Choice, a program teaching conflict management skills, for all students.



**OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED**  
**Blodgett Elementary School**

## Outcomes



## Our Staff (rounded FTE)

2

## Teachers



Educational assistants



Counselors/  
Psychologists/  
Social Workers



80%

Average teacher retention rate over the past three years



# 100%

% of licensed teachers  
with more than 3 years  
of experience



oz

Same principal in the last 3 years



## REGULAR ATTENDERS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	61%
Free/Reduced Price Lunch	<10 students or data unavailable
Ever English Learner	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	71%
Male	57%
Non-Binary	<10 students or data unavailable

## ENGLISH LANGUAGE ARTS

[illegible]

# MATHEMATICS

[illegible]

## About Our School

## BULLYING, HARASSMENT, AND SAFETY POLICIES

BES is committed to a safe, secure learning environment. BES provides equitable support for all students. Educational equity is a measure of achievement, fairness, and opportunity in education. Our school utilizes Positive Behavioral Interventions and Supports (PBIS) to guide student behavior. Our school counselor teaches several small groups to support specific student needs. All students understand the Zones of Regulation, practicing social and emotional regulation for self-control. Student engagement is enhanced, as all adults know students by name.

## EXTRACURRICULAR ACTIVITIES

Our rural setting and small enrollment limits, our ability to offer extra-curricular activities, though our students are actively engaged in the community in many ways such as 4-H and PYAC. BES strives to be an anchor to the Blodgett community, providing a place for gathering and special events.

## PARENT ENGAGEMENT

We resumed the opportunity for parents to volunteer in their children's classrooms and on extra-curricular activities, like field trips and special events. Events that bring families into the school, such as Open House Night and music performances also resumed. Additionally, teachers engage parents in their student learning, parent-teacher conferences, and one-on-one meetings.

## COMMUNITY ENGAGEMENT

- Blodgett appreciates community support. We engage with community partners in the following ways:
  - Benton County Historical Museum, supporting student projects and field trips
  - Benton County Schools Credit Union, supporting classroom grants
  - Blodgett-Summit Community Club, supporting classroom and school projects, including scholarships for PHS graduates
  - Corvallis Arts Center, supporting student projects
  - Oregon Department of Fish and Wildlife, supporting student projects
  - Strengthening Rural Families, supporting families in rural Benton County

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Clemens Primary School

PRINCIPAL: Abby Couture | GRADES: K-1 | 535 S 19th St, Philomath 97370 | 541-929-2082



### School Environment

### Students We Serve



**169**

Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



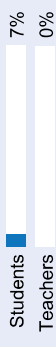
Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander

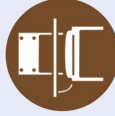


White



\*

Ever English Learners



**3**

Languages Spoken

**15%**

Students with Disabilities

**91%**

Required Childhood Vaccinations

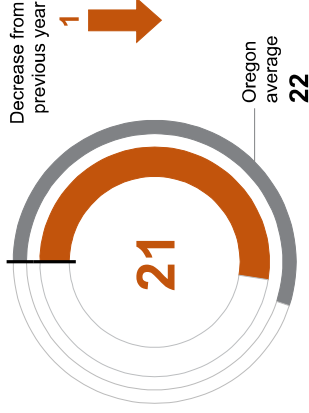
**31%**

Free/Reduced Price Lunch

\* <10 students or data unavailable

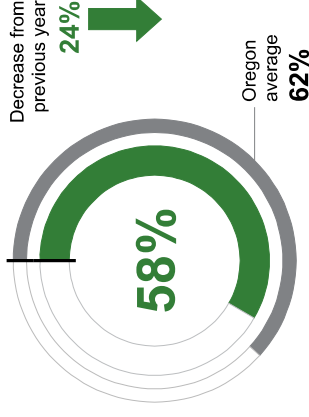
### CLASS SIZE

Median class size.



### REGULAR ATTENDERS

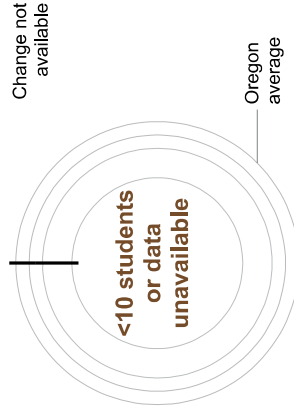
Students who attended more than 90% of their enrolled school days.



### Academic Success

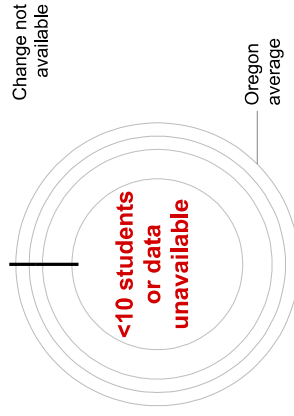
#### ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



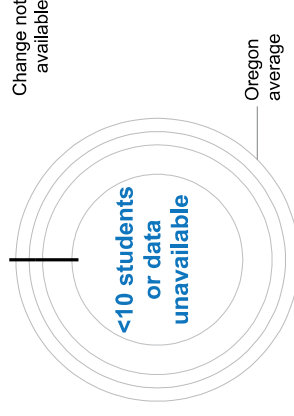
#### MATHEMATICS

Students meeting state grade-level expectations.



#### SCIENCE

Students meeting state grade-level expectations.



### School Goals

The Clemens staff nurtures, respects, and challenges all individuals as they grow into life-long learners. While attending Clemens Primary School, students will develop a love for learning by participating in engaging, hands-on, highly valuable lessons. They will read and be exposed to exciting, developmentally appropriate literature, use current technology respectfully and appropriately, apply hands-on science and math concepts, participate as a member of a cooperative team, demonstrate mastery and application of knowledge, and become self-directed learners.

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

Clemens Primary School takes proactive steps to ensure that on any given day, all students and their families feel safe, supported and secure within our building, regardless of race, socioeconomic status, or personal beliefs. Our friendly staff promotes cultural understanding and celebrates diversity. We strive to build cultural proficiency so students can successfully incorporate classroom practices, structures and processes that eliminate inequities based on race and ethnicity and build successful relationships that nurture high achievement across all diverse backgrounds.

# OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

## Clemens Primary School

### Outcomes



#### Our Staff (rounded FTE)



#### REGULAR ATTENDERS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	50%
Multiracial	64%
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	59%
Free/Reduced Price Lunch	62%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	58%
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	67%
Male	51%
Non-Binary	<10 students or data unavailable

#### ENGLISH LANGUAGE ARTS

<10 students or data unavailable
<10 students or data unavailable
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#### MATHEMATICS

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### About Our School

#### BULLYING, HARASSMENT, AND SAFETY POLICIES

At Clemens Primary School we strive to prevent instances of bullying before it begins. We do this by teaching our students the appropriate, healthy ways of interacting with one another. Our full-time counselor teaches an evidence-based social emotional curriculum to our students on a weekly basis. In addition, we have implemented a school-wide Positive Behavior Interventions and Supports (PBIS) system designed to decrease instances of bullying. All staff members are trained on what bullying is, what the school's policies and procedures are regarding bullying, and how to enforce the rules if bullying is to occur.

#### EXTRACURRICULAR ACTIVITIES

Clemens Primary School partners with our local Philomath Youth Activities Club (PYAC) to provide after school care for students in KG-3rd grade. PYAC also provides opportunities for students to play on various sports teams, including: flag football, volleyball, basketball, wrestling, t-ball, softball and baseball. In addition to the sports mentioned above, we have a community dance class, run by one of our KG teachers, for children interested in ballet and hip hop.

#### PARENT ENGAGEMENT

The Clemens staff is committed to creating a positive learning environment in which all students learn to think critically, creatively and reflectively. We believe family and school partnerships help each child reach their full potential in these areas, and helps to develop a life-long love of learning within our students. We connect with parents by providing volunteer opportunities within the classroom and on field trips. Our partnership with Strengthening Rural Families (SRF) allows us to offer parenting classes for parents with children aged 2-5. We also host multiple family-based activities such as family movie nights and community presentations/assemblies throughout the school year.

#### COMMUNITY ENGAGEMENT

The educators and students within the Philomath School District value the opportunity for community engagement on a multitude of levels. Local organizations work in partnership with our schools to provide advanced, unique, and engaging learning opportunities for all students within our community. Our schools were built and designed to encourage multiple opportunities for student learning with help from our community partners. In addition to educational opportunities, we actively seek community input when making important decisions, or planning for future improvements within the school system.

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Philomath Elementary School

PRINCIPAL: Eric Beasley | GRADES: 2-5 | 239 S 16th St, Philomath 97370 | 541-929-3253



### School Environment

### Students We Serve



**353**  
Student Enrollment

#### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



**<5%**

Ever English Learners



**5**

Languages Spoken

**15%**

Students with Disabilities

**96%**

Required Childhood Vaccinations

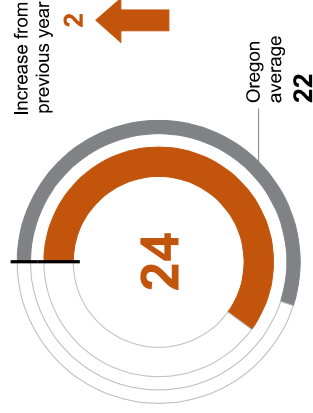
**30%**

Free/Reduced Price Lunch

\* <10 students or data unavailable

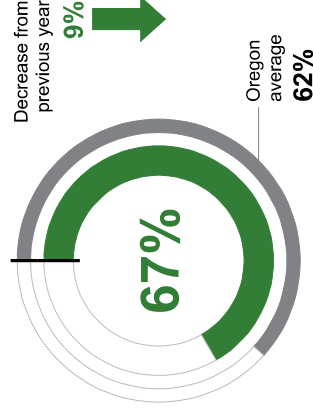
#### CLASS SIZE

Median class size.



#### REGULAR ATTENDERS

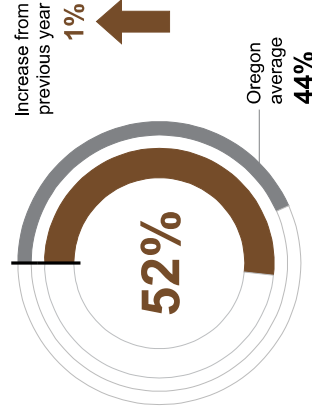
Students who attended more than 90% of their enrolled school days.



### Academic Success

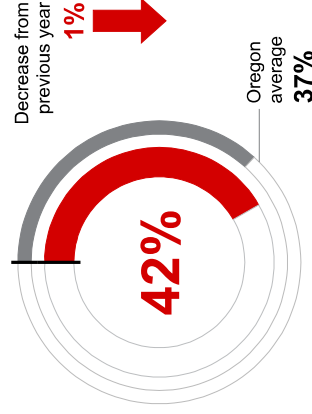
#### ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



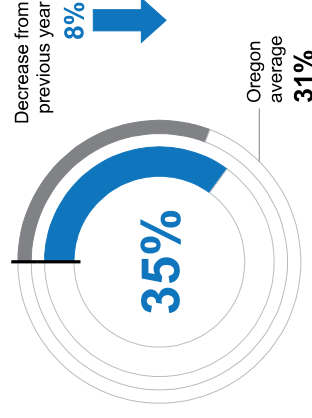
#### MATHEMATICS

Students meeting state grade-level expectations.



#### SCIENCE

Students meeting state grade-level expectations.



#### School Goals

The mission of the Philomath School District is to "graduate every student and transition each of them into a job, training, or college." We believe all students can learn and succeed at high levels, and we base our instruction on a balanced and comprehensive curriculum. We recognize the importance of foundational skills in reading, writing and math instruction, and we work hard to provide meaningful and integrated learning experiences in all content areas. Key success factors include the following:

- Student attendance,
- Reading at or above grade level,
- Math at or above grade level.

#### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, and promote implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

#### Safe & Welcoming Environment

PES strives to ensure all school community members feel welcome and safe. Mutual respect and kindness are practiced throughout our school. At PES, we believe in the Growth Mindset, where making mistakes is part of the learning process. PES Promotes character education and social-emotional learning programs to support student wellness. We utilize Kelso's Choice problem solving to teach conflict resolution. We promote a positive school community with a focus on being Safe, Respectful, and Responsible citizenship in all settings.



# OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

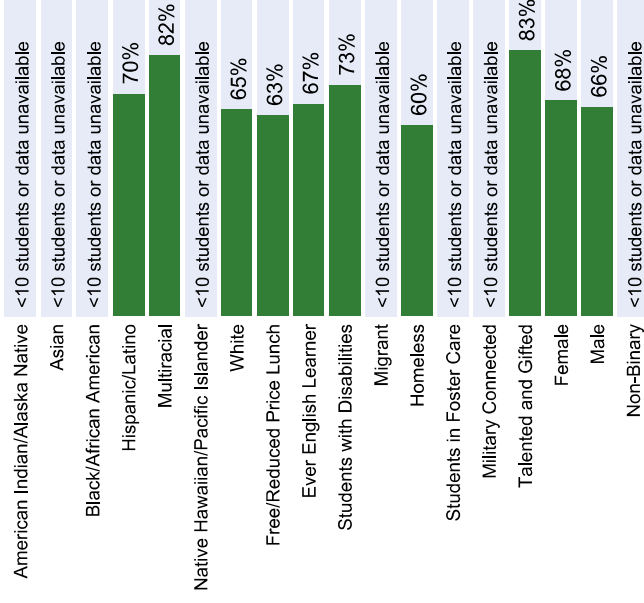
## Philomath Elementary School

### Outcomes

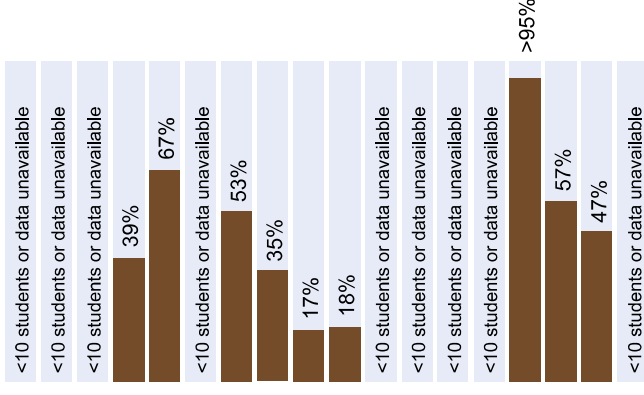
#### Our Staff (rounded FTE)



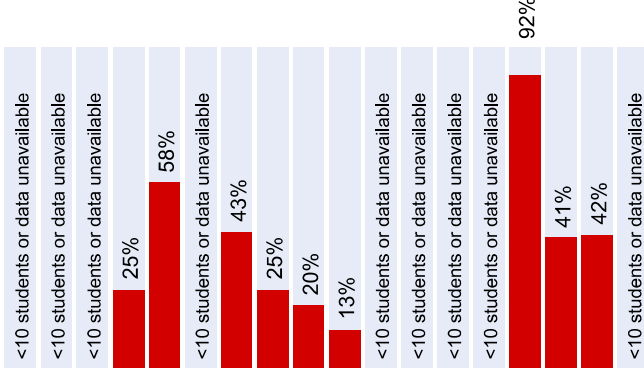
#### REGULAR ATTENDERS



#### ENGLISH LANGUAGE ARTS



#### MATHEMATICS



### About Our School

#### BULLYING, HARASSMENT, AND SAFETY POLICIES

PES is committed to a safe learning environment. PES believes in providing equitable support for all students. Our school utilizes Positive Behavioral Interventions and Supports (PBIS). Our school counselor provides instruction to all students. We build social-emotional skills through a program called "Every Speech" and our school team quickly responds to reports related to student well-being. For safety, students all receive a Child Protection Unit - taught by our school counselor and we utilize a Standard Response Protocol (SRP) for emergency response.

#### EXTRACURRICULAR ACTIVITIES

Philomath Elementary patterns with our community to offer multiple extracurricular opportunities during and after the school day. Opportunities include: Oregon Battle of the Books and our music program puts on several performances during the year. Before School Band is offered for 5th graders and Choir for 4th and 5th graders. Our PTO supports connection nights along with a running program to support student wellness. We've continued to partner with the Philomath Youth Activities Club (PYAC) Lego Robotics to support after school programs.

#### PARENT ENGAGEMENT

Parents play a vital role in Philomath Schools. We welcome parent volunteers in our buildings and create multiple opportunities for parents to engage in our school communities. Examples of Parent Engagement opportunities include: Back to School Night (B2S), music performances, gallery night, supporting our running program, and positive behavior celebration assemblies. Additionally, teachers engage parents in their student learning through conferences, Parent-Teacher Organization (PTO) meetings, field trips, and other community events.

#### COMMUNITY ENGAGEMENT

The Philomath community provides multiple opportunities to partner with our schools and enrich the lives of our students. Community organizations who partner with our school include but are not limited to: Maxivity Creative Space for Artists-in-Residence, Philomath Community Library for literacy events, Philomath Food Bank supporting PSD Food Pantry, Philomath Police and Fire Department support for Bike Rodeo, Strengthening Rural Families partnership through Benton County, Philomath Youth Activities Club (PYAC), and AmeriCorps Vista program building volunteer capacity for our schools.

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Philomath Middle School

PRINCIPAL: Steve Bell | GRADES: 6-8 | 2021 Chapel Dr, Philomath 97370 | 541-929-3167



### School Environment

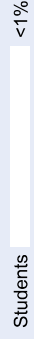
### Students We Serve



**329**  
Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



\*

Ever English Learners



4

Languages Spoken

12%

Students with Disabilities

91%

Required Childhood Vaccinations

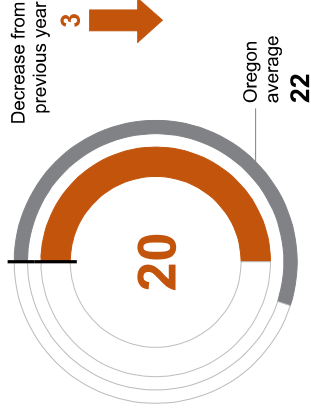
29%

Free/Reduced Price Lunch

\*<10 students or data unavailable

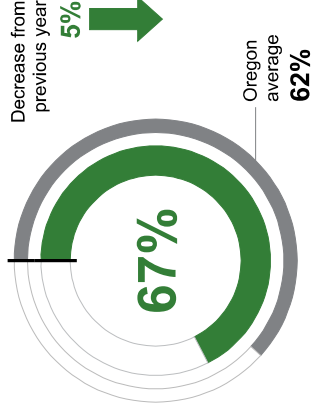
### CLASS SIZE

Median class size.



### REGULAR ATTENDERS

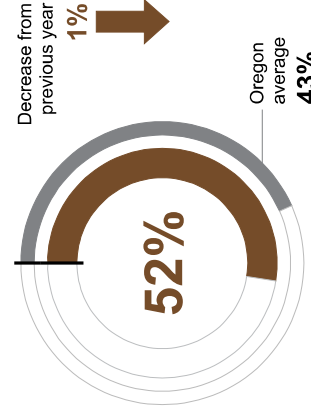
Students who attended more than 90% of their enrolled school days.



### Academic Success

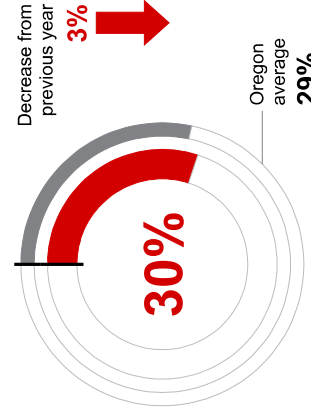
#### ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



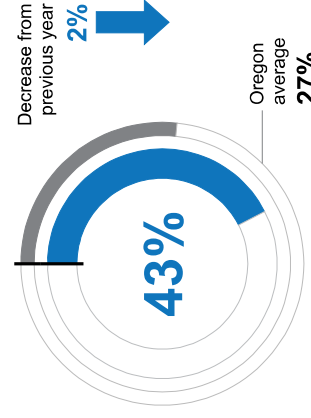
#### MATHEMATICS

Students meeting state grade-level expectations.



#### SCIENCE

Students meeting state grade-level expectations.



### School Goals

Our District vision is to "Graduate every student and transition each into a job, training, or college." We support this by providing challenging academics with a focus on student growth and support. We teach with AVID strategies and skills, and are in the early stages developing an RTI system. The key success factors at the middle school are:

- Student Engagement
- Student Attendance
- Literacy
- Mathematics
- Technology Literacy

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

Programs and events at Philomath Middle School that specifically support a safe and welcoming learning environment: 'Be Good People'- a weekly social emotional curriculum, Brave, a program recognizing awesome humans doing awesome things in awesome ways, School Spirit- all students are given a 'Future Shirt' with school logo and high school graduation year, School Supplies-all students are given free school supplies, Advisory – a daily period building community and contributing to our school culture.

# OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

## Philomath Middle School

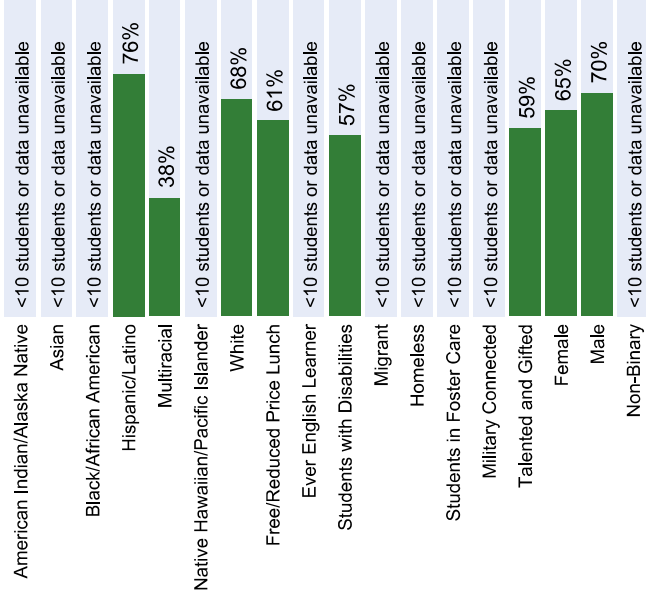
### Outcomes



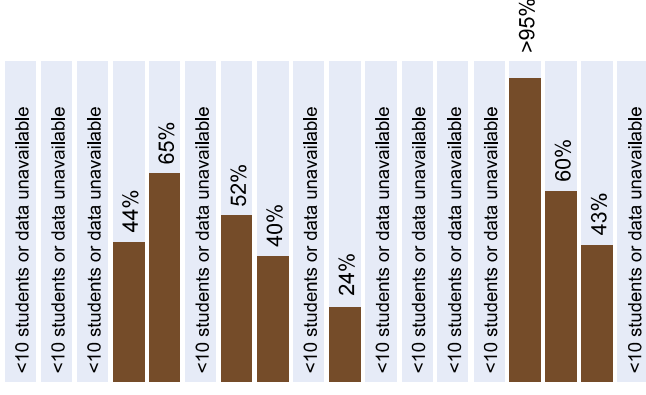
#### Our Staff (rounded FTE)



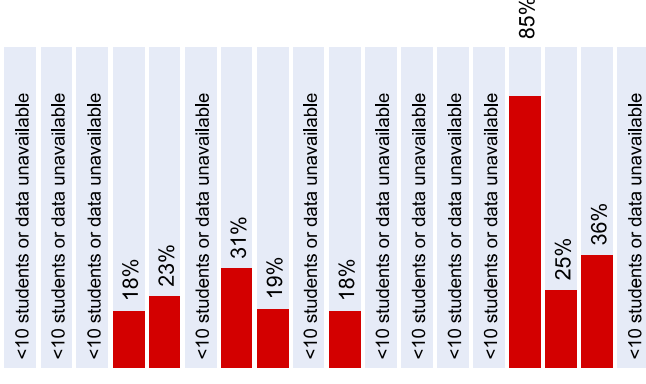
#### REGULAR ATTENDERS



#### ENGLISH LANGUAGE ARTS



#### MATHEMATICS



### About Our School

#### BULLYING, HARASSMENT, AND SAFETY POLICIES

It is the responsibility of the PMS community to provide a safe and secure environment for all people through programs such as: Passport-a positive behavior support recognition, HERO Challenge-a bullying prevention and self-awareness program for all 7th grade students, Boys Council-empowering boys to become self-motivated and build friendships, Girls Circle-empowering girls to become self-motivated and build friendships, Active Supervision-students are known by name, engaged at school. As a school building we observe and practice "I Love U Guys" procedures for school safety.

#### EXTRACURRICULAR ACTIVITIES

Philomath Middle School provides opportunities for students to participate in activities and athletics before, during, and after school such as: Drama, Archery, Basketball, Cross Country, Track, Battle of the Books, Jazz Band, Intramurals, and PHRED Robotics.

#### PARENT ENGAGEMENT

Site Council- monthly meeting to review school curriculum, professional learning, and student social issues  
Parent Conferences-Fall and Spring conferences offered in the morning and evening with various modes of interaction  
Newsletter-monthly publication of school events published and distributed to parents and guardians  
Daily Announcements-student announcements are updated daily on the school website  
Synergy- digital gradebook is available to parents to check on their child's assignments and attendance  
Assemblies – parents are invited to attend assemblies that give recognition to our students and community

#### COMMUNITY ENGAGEMENT

Back to School Night / Open House – we open our doors to the community to see the school and meet the school staff.  
Career Day- community members share their careers with our students.  
Rotary Student of the Month – honors an 8th grade student each month.  
Veterans Day Assembly – honors our Veterans of our community.  
Philomath Youth Activities Club- providing students athletics and activities.  
Strengthening Rural Families-provides support to families in rural Benton County.

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Philomath High School

PRINCIPAL: Mark Henderson | GRADES: 9-12 | 2054 Applegate St, Philomath 97370 | 541-929-3211

2022-23

### Students We Serve



**433**  
Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



**<5%**

Ever English Learners



**5**

Languages Spoken

**11%**

Students with Disabilities

**93%**

Required Childhood Vaccinations

**26%**

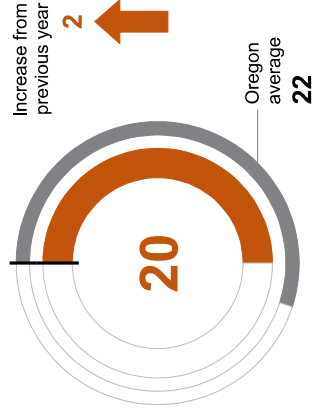
Free/Reduced Price Lunch

\*<10 students or data unavailable

### School Environment

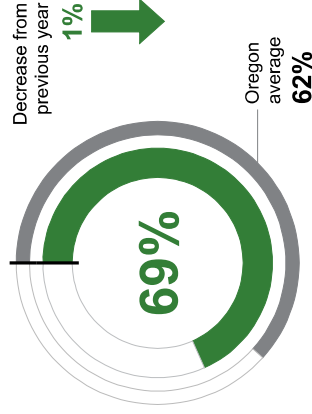
#### CLASS SIZE

Median size of classes in core subjects.



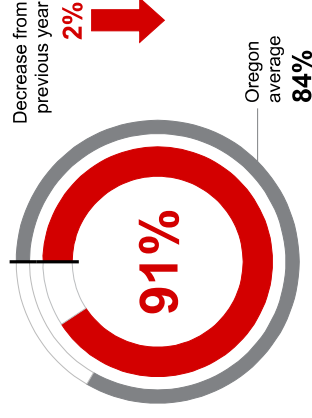
#### REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.



#### ON-TRACK TO GRADUATE

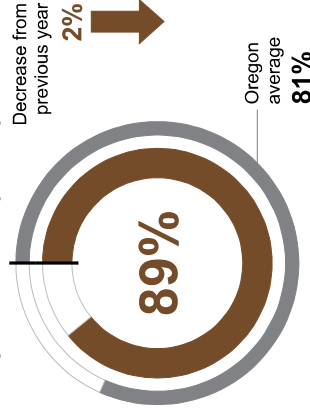
Students earning one-quarter of graduation credits in their 9th grade year.



### Academic Success

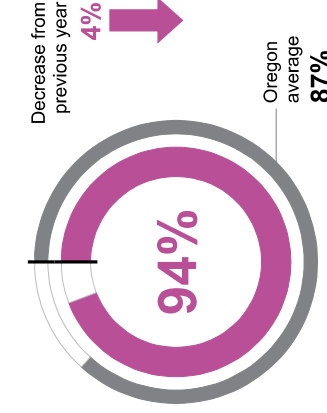
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2018-19 graduating in 2021-22.



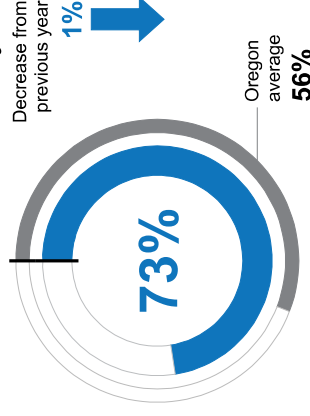
#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2017-18 finishing in 2021-22.



#### COLLEGE GOING

Students enrolling in a two or four year college within 16 months of completing high school in 2020-21. Data from the National Student Clearinghouse.



### School Goals

Philomath High School offers a welcoming, safe, and inclusive environment. We value extracurricular participation, wanting EVERY student to find connection with a school-sponsored activity. PHS focuses on dynamic, academic interventions seeking to increase our on-time graduation rate to 100%. PHS promotes CTE offerings with a focus on completion of CTE pathways. Advanced Placement (AP) offerings include access for underclassmen. PHS communicates with students and families through School Messenger, the PHS web page, hallway televisions, weekly newsletter, PHS Twitter and Instagram, and posting daily announcements.

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, and promote implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

Philomath High School is committed to providing and welcoming environment. Supports include the following:

- Clearly-communicated school rules and boundaries;
- Mental health supports, including crisis management;
- School Clubs;
- Appropriate safety training for all staff, volunteers, and coaches/advisors; and
- Access to Safe Oregon reporting.



# OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

## Philomath High School

### Outcomes



#### Our Staff (rounded FTE)



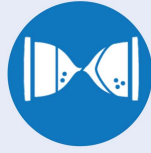
**26**  
Teachers



**9**  
Educational assistants



**2**  
Counselors/  
Psychologists/  
Social Workers



**95%**  
Average teacher retention rate over the past three years

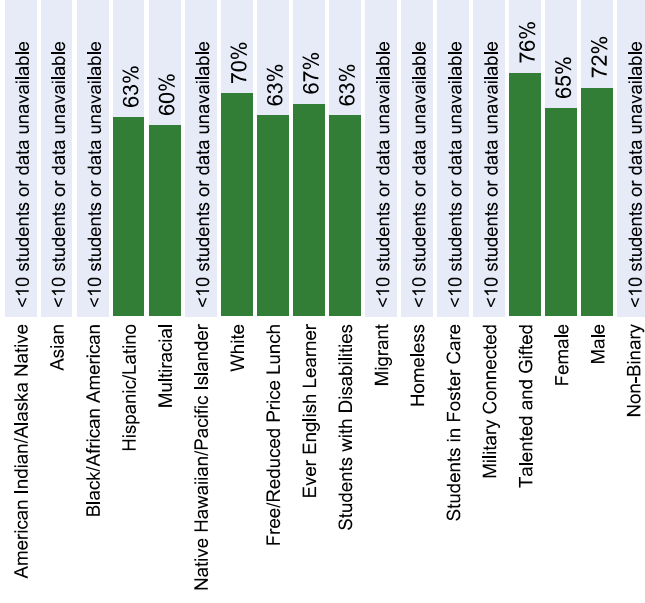


**89%**  
% of licensed teachers with more than 3 years of experience

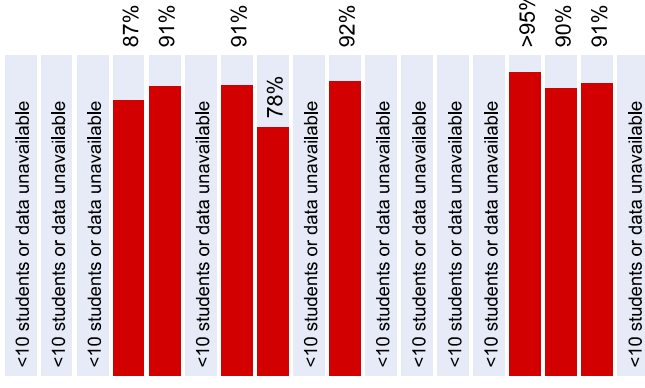


**No**  
Same principal in the last 3 years

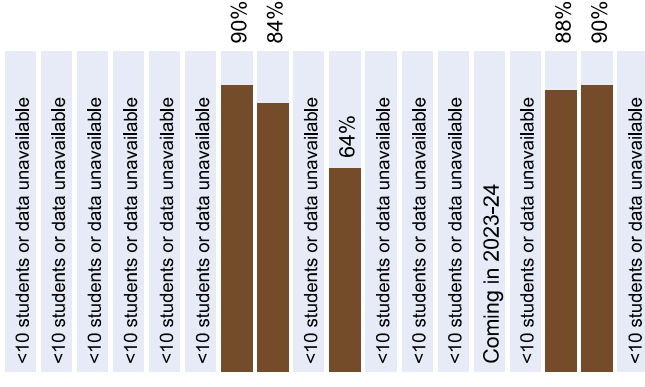
#### REGULAR ATTENDERS



#### ON-TRACK TO GRADUATE



#### ON-TIME GRADUATION



### About Our School

#### ADVANCED COURSEWORK

Philomath High School offers the following advanced courses:

- AP American Government
- AP Calculus
- AP Computer Science
- AP Environmental Science
- AP U.S. History
- College Writing

Generally, enrolled students take multiple sections of an advanced course.

#### CAREER & TECHNICAL EDUCATION

Career and Technical Education is highly accessed by students at Philomath High School. Courses are offered in the following areas of study:

- Business Management;
- Culinary Arts;
- Forestry;
- Health Occupations; and
- Industrial and Engineering Systems.

#### EXTRACURRICULAR ACTIVITIES

Philomath High School is committed to student participation in extracurricular activities. Available opportunities include the following:

- Athletics:
  - Fall: Cheer, Cross Country, Dance, Football, Soccer, Volleyball
  - Winter: Basketball, Cheer, Dance, Swimming, Wrestling
  - Spring: Baseball, Softball, Tennis, Track & Field
- Performing Arts
  - Band, Choir, Theatre
- School Clubs
  - Chess, Equestrian, Equity, Forestry, German, Green Team, Pride, Robotics, Skiing

#### PARENT & COMMUNITY ENGAGEMENT

Parents and community members are kept engaged in the following ways:

- Back-to-School Open House
- Parent/Teacher Conferences
- Parent Volunteer Opportunities
- Emerging Bilingual Advisory Committee (K-12)
- Special Education Advisory Committee (K-12)
- PHS Principal Advisory Council
- Monthly Chats with the Principal
- PHS Forestry Council
- PHS Booster Club
- University Presentations
- Local Business Presentations
- Weekly Warrior Newsletter

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Philomath Academy

PRINCIPAL: Dan Johnson | GRADES: K-12 | 2054 Applegate St, Philomath 97370 | 541-929-3169



### Students We Serve



**84**

Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



\*

Ever English Learners



**3**

Languages Spoken

**13%**

Students with Disabilities

**91%**

Required Childhood Vaccinations

**51%**

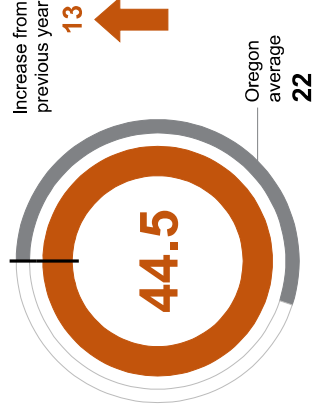
Free/Reduced Price Lunch

\* <10 students or data unavailable

### School Environment

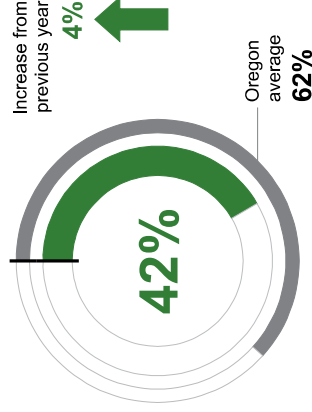
#### CLASS SIZE

Median size of classes in core subjects.



#### REGULAR ATTENDERS

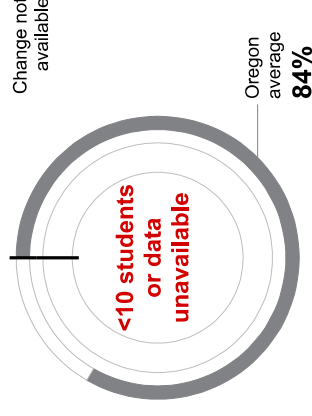
Students who attended more than 90% of their enrolled school days.



### Academic Progress

#### ON-TRACK TO GRADUATE

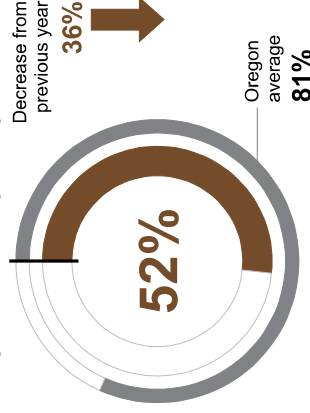
Students earning one-quarter of graduation credits in their 9th grade year.



### Academic Success

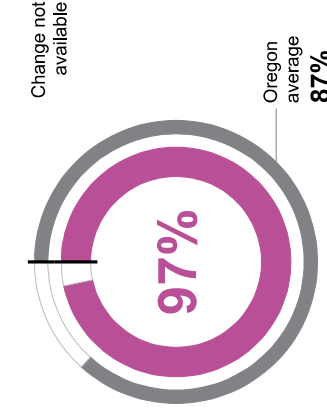
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2018-19 graduating in 2021-22.



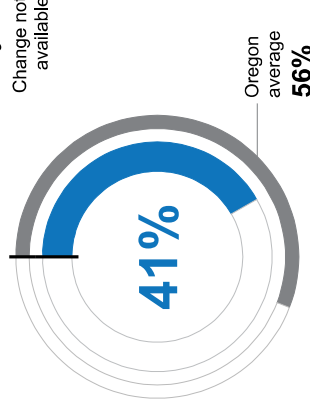
#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2017-18 finishing in 2021-22.



#### COLLEGE GOING

Students enrolling in a two or four year college within 16 months of completing high school in 2020-21. Data from the National Student Clearinghouse.



### School Goals

*At the Philomath Academy, we inspire curiosity. Curiosity supports a willingness to try, leading to resilience.*

**Resilience and overcoming setbacks leads to mastery.**

The Philomath Academy (PA) meets with each student and family to set an educational path forward, tailoring coursework to support students to their highest potential. Each student is challenged to apply their education beyond the classroom to meet 21st Century learning targets of Critical Thinking & Problem-Solving; Communication; Creativity & Innovation; and Collaboration.

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

The Philomath Academy is a welcoming, student-centered learning environment. Located in the Philomath School District Office, students are invited to a safe learning space that addresses the needs of each individual learner. PA provides an alternative to the traditional classroom, allowing for expansion of knowledge and skill through flexible learning opportunities that recognize individual strength and need. Staff work cooperatively with students to assist in meeting academic and social-emotional goals.

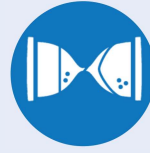
# OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED

## Philomath Academy

### Outcomes



#### Our Staff (rounded FTE)



REGULAR ATTENDERS	ON-TRACK TO GRADUATE	ON-TIME GRADUATION
American Indian/Alaska Native	<10 students or data unavailable	<10 students or data unavailable
Asian	<10 students or data unavailable	<10 students or data unavailable
Black/African American	<10 students or data unavailable	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable	<10 students or data unavailable
Multiracial	<10 students or data unavailable	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable	<10 students or data unavailable
White	43%	44%
Free/Reduced Price Lunch	30%	44%
Ever English Learner	<10 students or data unavailable	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable	<10 students or data unavailable
Migrant	<10 students or data unavailable	<10 students or data unavailable
Homeless	<10 students or data unavailable	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable	<10 students or data unavailable
Military Connected	<10 students or data unavailable	Coming in 2023-24
Talented and Gifted	<10 students or data unavailable	<10 students or data unavailable
Female	52%	46%
Male	33%	64%
Non-Binary	<10 students or data unavailable	<10 students or data unavailable

### About Our School

#### ADVANCED COURSEWORK

The Philomath Academy offers the following advanced courses:

- AP Calculus
- AP Chemistry
- AP English 11 Language & Composition
- AP English 12 Literature & Composition
- AP Psychology
- AP Statistics

#### CAREER & TECHNICAL EDUCATION

The Philomath Academy partners with Philomath High School, Linn-Benton Community College, and others to provide students with access to CTE courses and related experiences. These partnerships allow students to engage in the following areas of study:

- Business Management;
- Culinary Arts;
- Forestry;
- Health Occupations; and
- Manufacturing Technology.

#### EXTRACURRICULAR ACTIVITIES

Philomath Academy students participate in interscholastic athletics and activities with Philomath Middle and Philomath High Schools. We also partner with the Philomath Youth Activities Club (PYAC). Participation opportunities include:

- Athletics:
  - Fall: Cheer, Cross Country, Dance, Football, Soccer, Volleyball
  - Winter: Basketball, Cheer, Dance, Swimming, Wrestling
  - Spring: Baseball, Softball, Tennis, Track & Field
- Middle School: Basketball, Cross Country, Track & Field
- PYAC: Middle School Baseball, Football, Softball, Volleyball
- PYAC Elementary Baseball, Basketball, Cheer, Flag Football, Softball, Volleyball
- Performing Arts
  - Band, Choir, Theatre
- School Clubs

#### PARENT & COMMUNITY ENGAGEMENT

The Philomath Academy engages students, parents, and community through a variety of opportunities:

- Open House (annual);
- Home Visits;
- Individual Student/ Family Orientation;
- Hygiene Closet;
- Weekend Food-Pack Program;
- Career Fair;
- Graduation.

# OREGON AT-A-GLANCE SCHOOL PROFILE

## Kings Valley Charter School

PRINCIPAL: Athena Lodge | GRADES: K-12 | 38840 Kings Valley Hwy, Philomath 97370 | 541-929-2134

2022-23

### Students We Serve



**184**  
Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native



Asian



Black/African American



Hispanic/Latino



Multiracial



Native Hawaiian/Pacific Islander



White



\*

Ever English Learners



1

Languages Spoken

**23%**

Students with Disabilities

**86%**

Required Childhood Vaccinations

**42%**

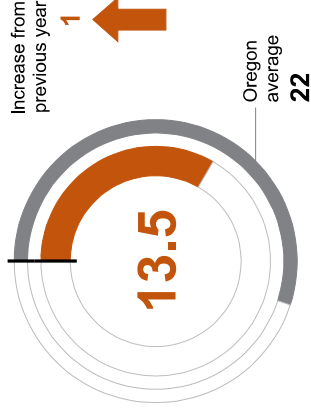
Free/Reduced Price Lunch

\* <10 students or data unavailable

### School Environment

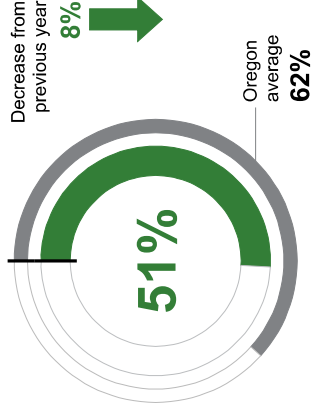
#### CLASS SIZE

Median size of classes in core subjects.



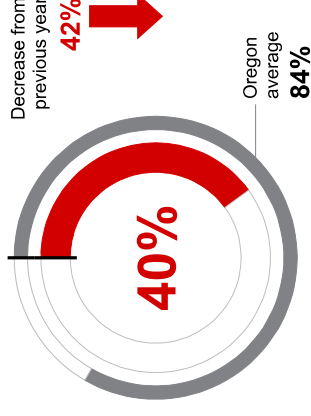
#### REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.



#### ON-TRACK TO GRADUATE

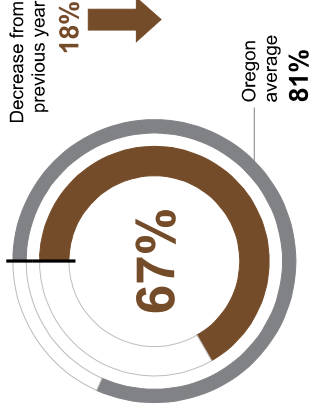
Students earning one-quarter of graduation credits in their 9th grade year.



### Academic Success

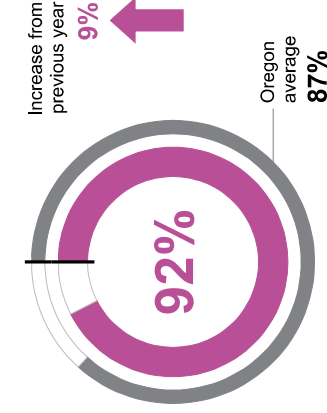
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2018-19 graduating in 2021-22.



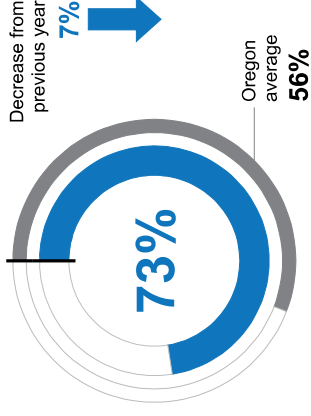
#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2017-18 finishing in 2021-22.



#### COLLEGE GOING

Students enrolling in a two or four year college within 16 months of completing high school in 2020-21. Data from the National Student Clearinghouse.



### School Goals

Our goals at Kings Valley Charter School are to provide a strong education in reading, writing, and math; to focus on bringing those who are behind up to grade level or higher; to allow students to reach their full potential academically; to contribute to the development of life-long learners, and for students to have ownership for their individual achievement. KVCS strives to achieve academic excellence for all students while promoting self-motivation, responsibility, and a positive attitude. Finally, we strive to prepare our graduates for their next phase of life whatever that may entail.

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, and promote implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

### Safe & Welcoming Environment

KVCS's small school size allows students to be known well and cared about by staff and peers. Students interact with each other at multiple age levels - elementary students have "reading buddies," and middle/high students can be aides in the elementary classrooms. The older students will act as mentors for the elementary-aged students and work to develop a strong sense of belonging and community. This builds relationships across the grade levels. Our school counselor and social-emotional learning coordinator help provide additional student support and skills to be successful.



**OREGON AT-A-GLANCE SCHOOL PROFILE CONTINUED**  
**Kings Valley Charter School**

## Outcomes

## Our Staff (rounded FTE)

14 Teachers

## Teachers

9

Educational assistants

0

Counselors/  
Psychologists/  
Social Workers

87%

Average teacher retention rate over the past three years

86%

% of licensed teachers  
with more than 3 years  
of experience

oz

Same principal in the last 3 years



REGULAR ATTENDERS		ON-TRACK TO GRADUATE		ON-TIME GRADUATION	
American Indian/Alaska Native	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Asian	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
Black/African American	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Hispanic/Latino	<div><div>33%</div></div>	<10 students or data unavailable	<10 students or data unavailable	
Native Hawaiian/Pacific Islander	Multiracial	<div><div>43%</div></div>	<10 students or data unavailable	<10 students or data unavailable	
	White	<div><div>53%</div></div>	<10 students or data unavailable	<10 students or data unavailable	
Free/Reduced Price Lunch	<div><div>37%</div></div>	<div><div>60%</div></div>	<10 students or data unavailable	<10 students or data unavailable	
Ever English Learner	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
Students with Disabilities	<div><div>46%</div></div>	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Migrant	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
Homeless	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Students in Foster Care	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
Military Connected	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	Coming in 2023-24	
Talented and Gifted	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Female	<div><div>53%</div></div>	<10 students or data unavailable	<10 students or data unavailable	
Male	<div><div>49%</div></div>	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	
	Non-Binary	<10 students or data unavailable	<10 students or data unavailable	<10 students or data unavailable	

## About Our School

## ADVANCED COURSEWORK

**WORLD LANGUAGE COURSES:** High school students are able to enroll in a world language course of their choosing.

**AP, HONORS & DUAL ENROLLMENT COURSES:**  
AP Courses are offered for high school students. Students from grades 9 through 12 are offered AP Sciences, History, Government, Math, and Literature classes. Honors courses in Literature are also available. We offer College Now, Chemekeeta Partnership courses, and LBCC Partnership courses.

## CAREER & TECHNICAL EDUCATION

- Culinary CTE Pathway is offered to students with plans to grow the program into ag sciences and natural resources.

- Our Leadership and Career Foundations courses encourage students to learn skills, plan, and prepare for work and life beyond high school.
- We utilize 'You Science' to help students explore careers and plan for opportunities after high school.
- Students in 12th grade participate in an internship experience.

## EXTRACURRICULAR ACTIVITIES

Field trips are a significant part of learning at KVCS. They give opportunities for exploring beautiful natural areas near the school, building relationships with peers and adults, providing community service, and putting classroom learning into hands-on practice. Students also have the option to participate in athletics and after school clubs. A list of our current activities can be found on our website, **The BRIDGE** (Building Relationships, Igniting Decisions, Gathering Eagles) is our middle/high after school program designed to provide opportunities for students to forge social bonds outside of the traditional classroom setting. Through these opportunities, it helps students engage in building peer relationships and service learning as a means to support academic success.

## PARENT & COMMUNITY ENGAGEMENT

- Parents are encouraged to volunteer 20 hours/year.
- Monthly "Project Days" allow parents to teach elementary students a special skill or craft. Parents can also be assistants in these classes. Community members also have come in to present and teach students.
- We encourage parent volunteers in the classroom and chaperone field trips.
- The KVCS Parent Teacher Organization offers a way to support the school with fundraising and community activities.
- KVCS offers 3 sets of conference dates throughout the school year to facilitate communication regarding student progress.

# OREGON AT-A-GLANCE DISTRICT PROFILE

## Philomath SD 17J

SUPERINTENDENT: Susan Halliday | 1620 Applegate Street, Philomath 97370 | 541-929-3169



### Students We Serve



**1,585**  
Student Enrollment

### DEMOGRAPHICS

American Indian/Alaska Native

Students <1%  
Teachers 0%

Asian

Students 1%  
Teachers 1%

Black/African American

Students <1%  
Teachers 0%

Hispanic/Latino

Students 10%  
Teachers 2%

Multiracial

Students 7%  
Teachers 2%

Native Hawaiian/Pacific Islander

Students <1%  
Teachers 1%

White

Students 82%  
Teachers 95%

**<5%**  
Ever English Learners



**10**  
Languages Spoken

**14%**  
Students with Disabilities

**14%**  
Mobile Students

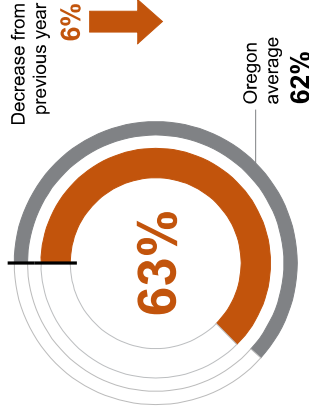
**31%**  
Free/Reduced Price Lunch

\*<10 students or data unavailable

### District Environment

#### REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.

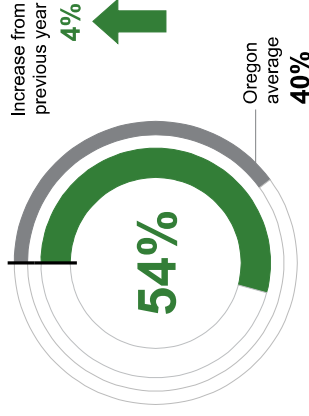


### Academic Success

#### Grade 3

##### ENGLISH LANGUAGE ARTS

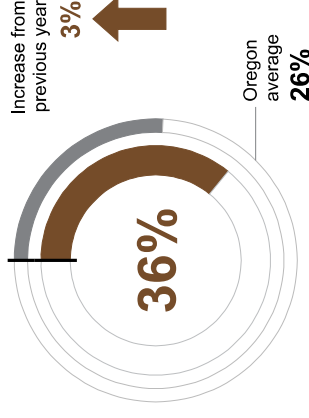
Students meeting state grade-level expectations.



#### Grade 8

##### MATHEMATICS

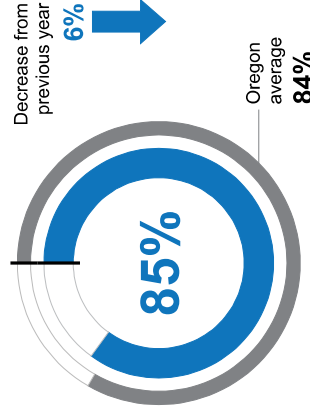
Students meeting state grade-level expectations.



### High School Success

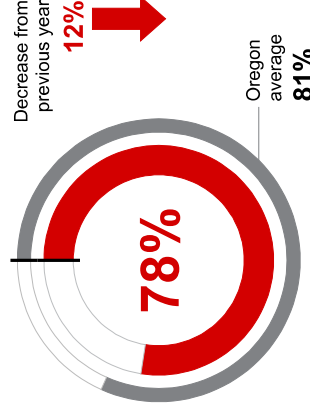
#### ON-TRACK TO GRADUATE

Students earning one-quarter of graduation credits in their 9th grade year.



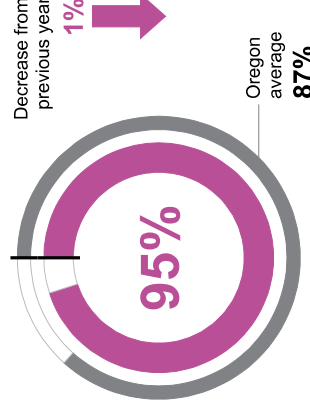
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2018-19 graduating in 2021-22.



#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2017-18 finishing in 2021-22.



### District Goals

Our vision is to "graduate EVERY student and transition each into a job, training, or college." We enjoy watching our students demonstrate academic, social, and emotional growth, especially following two years of heavy COVID-19 protocols. We measure success by reviewing the following Key Success Factors during a student's learning career: 1) Attendance at school, 2) Engagement in athletics and activities, 3) Academic knowledge and skill, 4) On-track for graduation from high school, and 5) Post-graduation plans for job, training, and/or college. Please check in with your child's school to learn more!

### State Goals

The Oregon Department of Education is partnering with school districts and local communities to ensure a 90% on-time, four year graduation rate by 2027. To progress toward this goal, the state will prioritize efforts to improve attendance, provide a well-rounded education, invest in implementing culturally responsive practices, and promote continuous improvement to close opportunity and achievement gaps for historically and currently underserved students.

# OREGON AT-A-GLANCE DISTRICT PROFILE CONTINUED

## Philomath SD 17J

### Outcomes



#### Our Staff (rounded FTE)



**12**

Administrators



**101**

Teachers



**45**

Educational assistants



**6**

Counselors



**0**

Social Workers



**1**

Licensed Librarians



**<1**

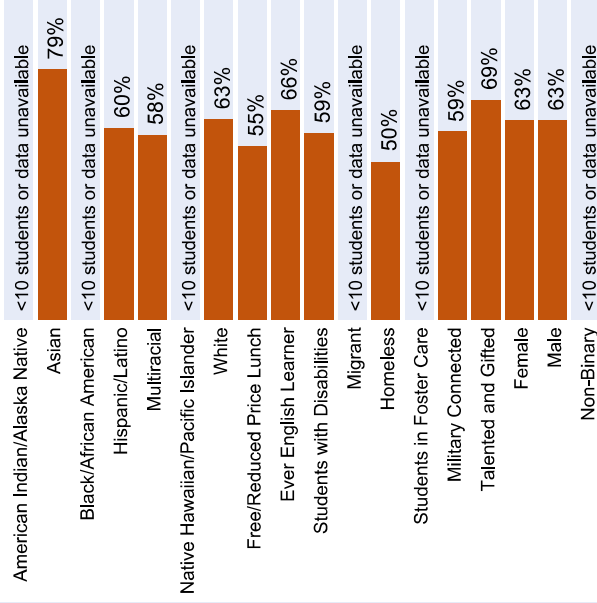
Psychologists



**85%**

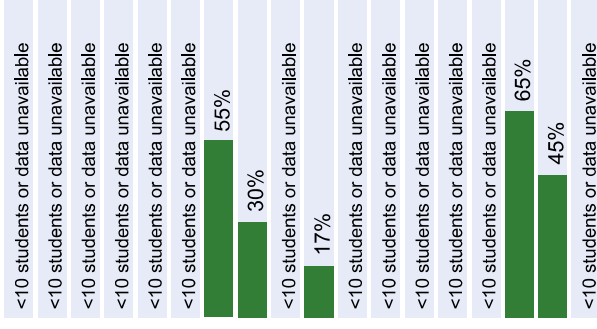
% of licensed teachers with more than 3 years of experience

#### REGULAR ATTENDERS



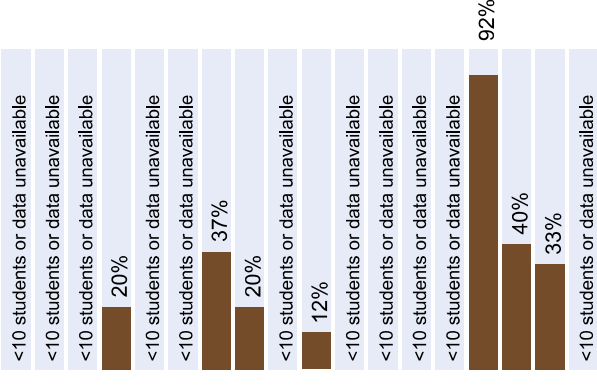
#### Grade 3

##### ENGLISH LANGUAGE ARTS

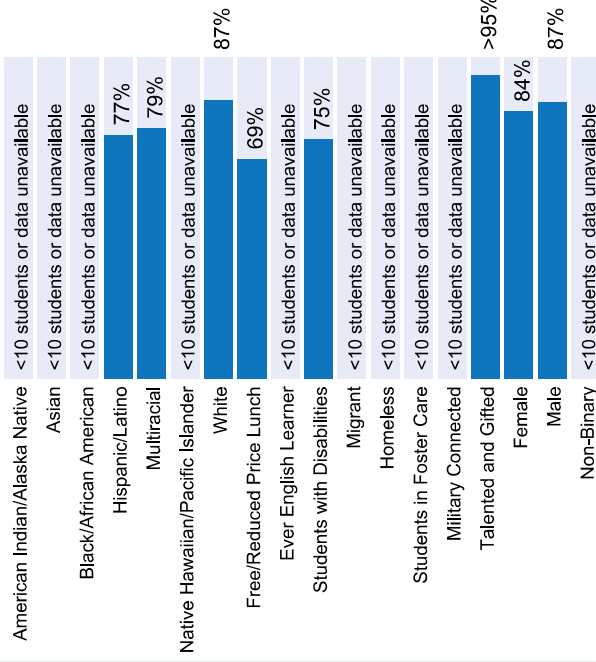


#### Grade 8

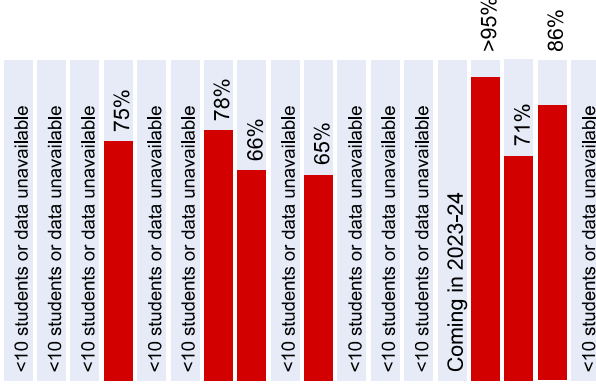
##### MATHEMATICS



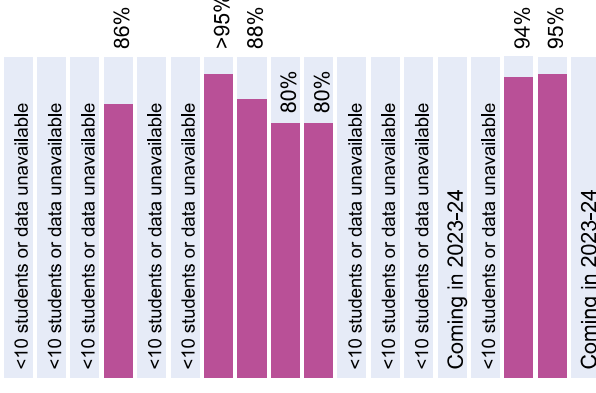
#### ON-TRACK TO GRADUATE



#### ON-TIME GRADUATION



#### FIVE-YEAR COMPLETION



# Philomath School District 17J

Code: BD/BDA  
Adopted: 10/18/18  
Revised/Readopted: 1/20/22

## Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening<sup>1</sup> of a quorum of the Board as the district’s governing body to make a decision<sup>2</sup> or to deliberate<sup>3</sup> toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board governing body, i.e. a work session. “Meeting” does not include any on-site inspection. The affirmative vote of any project or program the attendance majority of members of the Board at any national, regional or state association is required to which the Board or its members belong transact any business.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information on how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings<sup>4</sup> [and/or] [posted on the district’s website].<sup>5</sup>

<sup>1</sup> “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

<sup>2</sup> “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

<sup>3</sup> “Deliberation” means discussion or communication that is part of a decision-making process.

[<sup>4</sup> When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting[, at the designated portion of the agenda,] by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.]

<sup>5</sup> When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit



All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>6</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice~~those with disabilities~~, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they ~~are~~<sup>were</sup> not included in the notice.

If requested to do so at least 48 hours~~10 business days~~ before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other~~a translation service or other~~ appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least [72] hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. {<sup>7</sup>}

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property, refer to Policy KGBB.

## 1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may ~~also~~<sup>be</sup> scheduled if less than a quorum is present at a meeting, ~~or~~<sup>if</sup> additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to

~~written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.~~

<sup>6</sup> ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

{<sup>7</sup> Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

## 2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such ~~communication. Electronic~~ communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting

~~Electronic communications~~ may contain:

- ~~a. Agenda item suggestions;~~
- ~~b. Reminders regarding meeting times, dates and places;~~
- ~~c. Board meeting agendas or information concerning agenda items;~~
- ~~d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~
- ~~e. Individual responses to questions posed by community members, subject to other limitations in Board policy.~~

~~f.a.~~ Communications to, between or among members of a governing body that are:

- (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
- (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
- (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

~~g.b.~~ Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.*

## 3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

#### 4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

#### 5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>8</sup>

#### **{<sup>9</sup>}Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGE) at least once during the Board member's term of office and shall verify attendance in accordance with OGE procedures.

END OF POLICY

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#### **Legal Reference(s):**

[ORS Chapter 192](#)

[ORS 255.335](#)

[ORS 433.835 - 433.875](#)

[ORS 332.040 - 332.061](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

[House Bill 2805](#) (2023).

#### **Cross Reference(s):**

ACA - Americans with Disabilities Act

BDC - Executive Sessions

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<sup>8</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.

<sup>9</sup> {This is required for Board members in districts with total expenditures for a fiscal year of \$1 million or more. This number will be reviewed by OGE at least once every five years. If the district has total expenditures of less than \$1 million, this language can be kept, but "shall" should be replaced with "is encouraged to."}

# Philomath School District 17J

Code: BDC  
Adopted: 10/18/18

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student<sup>1</sup> and matters pertaining to or examination of the confidential ~~medical~~ records of ~~the~~ student, ~~including that student's educational program.~~

An executive session may be included as an agenda item ~~convened by order~~ of an existing meeting in accordance with ~~the~~ Board policy BDDC - ~~chair, upon request of three~~ Board Meeting Agenda ~~members~~ or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the ~~by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting.~~ The presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.<sup>1</sup> (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer<sup>2</sup>, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

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<sup>1</sup> This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

<sup>2</sup> To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To ~~review~~ discuss matters pertaining to or examination of the confidential ~~medical~~ records of a student, ~~including that student's educational program~~. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor ~~student~~ students or examination of the confidential ~~medical~~ records of a student ~~including that student's educational program~~; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential ~~medical~~ records ~~and educational program~~; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Executive Sessions – BDC  
2-3

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S  
[House Bill 2806](#) (2023)

**Cross Reference(s):**

BD/BDA - Board Meetings  
BDDG - Minutes of Board Meetings  
CBG - Evaluation of the Superintendent

# Philomath School District 17J

Code: BF  
Adopted: 11/17/16  
Revised/Readopted: 10/18/18  
Orig. Code: BF

## Policy Development

The Board has the authority and responsibility to establish policy. The district shall be governed by a set of written policies, as required by law. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the district. Policies are public records and shall be available as requested. The policies shall be consistent with Oregon law and all federal laws and regulations.

The Board, in the development of these policies, shall be guided by the recommendations of the superintendent and shall provide an opportunity for staff and community input during the development and/or subsequent review of these policies. Policies should be reviewed **and** their effectiveness evaluated.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

# Philomath School District 17J

Code: BFC  
Adopted: 5/18/17  
Revised/Readopted: 10/18/18  
Orig. Code: BFC

## Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To provide an opportunity for interested parties to respond, new policies or amendments to policies will be presented to the Board as follows:

1. Under the direction of the superintendent, district personnel will recommend updates by selecting qualified employees to review specific policies in need of revision in order to give written input on local policy needs to the Board.
2. A superintendent's subcommittee shall be established to review each proposed policy change. Members of the subcommittee ~~will~~ **may** include:
  - a. Two Board members, appointed by the Board chair;
  - b. Two community members, appointed by the Board via an application process;
  - c. Superintendent; and
  - d. Ex-officio members invited by the superintendent as appropriate to the topic of the policy.
3. The superintendent will bring the subcommittee's recommendations to the Board for first reading as an information item of the Board packet. No Board action is needed.
4. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
5. The second review of a proposed policy (or policies) will occur in a scheduled Board meeting as part of the consent agenda and will constitute the second reading and adoption of the policy (or policies). If a Board member requests to discuss a policy listed for a second reading and adoption, the policy will be moved from the consent agenda to the regular agenda for discussion.

When, in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.



Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

**Cross Reference(s):**

BCE - Board Committees

# Philomath School District 17J

Code: EFA  
Adopted: 11/15/18  
Revised/Readopted: 4/20/23

## Local Wellness

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

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

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

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

## POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

### Implementation

The district shall manage and coordinate the implementation of this local wellness policy. Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity~~], physical education]~~ and other school-based activities that promote student wellness.

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

### **~~Record Keeping~~**

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

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

### **Notification of Policy**

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy. The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

### **Triennial Progress Assessments**

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

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy<sup>{1}</sup>; and
3. A description of the progress made in attaining the goals of the district's policy.

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

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

## Community Involvement, Outreach and Communications (Review of, and Updating Policy)<sup>{2}</sup>

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

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

### ~~[Wellness Advisory Committee<sup>{3}</sup>~~

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

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

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

- ~~a. Parents, caregivers and students;~~
- ~~b. Representatives of the school nutrition program (e.g., school nutrition director);~~
- ~~c. Physical education and/or health education teachers;~~
- ~~d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);~~
- ~~e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);~~
- ~~f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);~~
- ~~g. Board members;~~
- ~~h. Supplemental Nutrition Assistance Program (SNAP) education coordinators;~~
- ~~i. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and~~
- ~~j. Members of the general public.~~

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

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

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

~~6. The wellness advisory committee will meet [four] times per year to review of the local wellness policy.~~

~~7. The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.~~

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

## **NUTRITION PROMOTION AND NUTRITION EDUCATION**

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

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

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

- ~~1. {<sup>4</sup>} [Students and staff will receive consistent nutrition messages throughout the school environment;~~
- ~~2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program[ (which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating)], and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;~~
- ~~3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;~~
- ~~4. Teachers will receive curriculum-specific training;~~
- ~~5. Parents and families are encouraged through school communications to send healthy snacks/meals and [reusable] water bottles with their student to school;~~
- ~~6. Families and community organizations are involved, to the extent practicable, in nutrition education;~~
- ~~7. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);~~

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<sup>4</sup> {The goals listed are examples; districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

8. ~~Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.~~

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

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

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

### **School Meals**

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

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

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

### **Water**

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

### **Competitive Foods and Beverages**

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<sup>5</sup> {The goals listed are examples; districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards<sup>6</sup>. ~~These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.~~

## **Celebrations and Rewards/Incentives**

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

## **[Fund Raising]**

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

## **Food and Beverage Marketing in Schools**

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

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

## **PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

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

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

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

1. ~~{<sup>7</sup>}[Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;~~
2. ~~Staff encourages and provides support for parental involvement in their children's physical education;~~

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<sup>6</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

<sup>7</sup> {The goals listed are examples; districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}



3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. ~~{<sup>8</sup>} Every public school student in [pre-]kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade [5] [6] shall participate for a least 150 minutes during each school week, and students in grades [6] [7] through 8 for at least an average of 150 minutes during each school week, as calculated over the duration of a school year;~~
6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;
8. ~~{<sup>9</sup>}~~ At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;
9. ~~Physical activity is a planned part of all school community events;~~
10. ~~Materials promoting physical activity are sent home with students and published on the district website.]~~

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

### Other Activities that Promote Student Wellness

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

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

1. ~~[Seoliosis screenings;~~

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

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

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



2. Safe Routes to Schools Program;
3. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
4. Nonfood-related fund raisers;
5. Physical activity energizers during transitions from one subject to another;
6. Intramural sports;
7. Monthly/Weekly school walks;
8. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
9. Use of alternates to food as rewards in the classroom;
10. Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;
11. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
12. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
13. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).]

#### **[<sup>11</sup>] Employee Wellness<sup>12</sup>]**

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

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

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

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

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

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

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

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

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

## {DEFINITIONS

1. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. "Food and beverage marketing"<sup>13</sup> is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of

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

promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

3. “Oregon Smart Snacks Standards”<sup>14</sup> means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day~~;~~, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities~~;~~.

“School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day~~;~~.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.531](#)  
[ORS 327.537](#)  
[ORS 329.496](#)  
[ORS 332.107](#)

[ORS 336.423](#)  
[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)

[OAR 581-051-0306](#)  
[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).  
National School Lunch Program, 7 C.F.R. Part 210 (2022).  
School Breakfast Program, 7 C.F.R. Part 220 (2022).  
[House Bill 3199](#) (2023).

**Cross Reference(s):**

EFAA - District Nutrition and Food Services

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<sup>14</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

# Philomath School District 17J

Code: GCBDA/GDBDA  
Adopted: 2/18/14  
Revised/Readopted: 8/19/19  
Orig. Code: GCBDA/GDBDA

## Family Medical Leave

(If the district has more than 50 employees use this version)

When applicable, the district will comply with the ~~all~~ provisions of the Family and Medical Leave Act (FMLA) <sup>{<sup>1</sup>}</sup>, ~~of 1993~~, the Oregon Family Leave Act (OFLA) <sup>{<sup>2</sup>}</sup>, ~~of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances)~~, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) ~~of 2009~~, and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

~~FMLA applies to districts with 50 or more employees within 75 miles of the employee's worksite, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.~~

~~OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.~~

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, ~~and~~ have worked at least 1,250 ~~1250~~ hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in ~~in~~ order for an employee to be eligible for the benefits under OFLA, the ~~an~~ employee must work an average of 25 hours or more per week during the ~~and have been employed at least~~ 180 calendar days immediately prior to the first day of the start of the requested ~~family medical leave of absence~~. For parental leave purposes, ~~however~~, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins; there ~~There~~ is no minimum average number of hours worked per week. Special requirements apply during public health emergencies ~~when determining employee eligibility for parental leave~~.

<sup>{1}</sup> Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

<sup>{2}</sup> OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years<sup>3</sup>, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.<sup>4</sup>

Federal and state leave entitlements generally run concurrently.

The superintendent [for designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 332.507</a>	<a href="#">ORS 659A.096</a>	<a href="#">ORS 659B.010</a>
<a href="#">ORS 659A.090</a>	<a href="#">ORS 659A.099</a>	<a href="#">OAR 839-009-0200 - 0320</a>
<a href="#">ORS 659A.093</a>	<a href="#">ORS 659A.150 - 659A.186</a>	

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).  
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).  
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).  
Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9<sup>th</sup> Cir. 2014).  
Senate Bill 999 (2023).

**Cross Reference(s):**

GCBDD/GDBDD - Sick Time

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<sup>3</sup> The wages are not required to have been earned for work in the district.

<sup>4</sup> See OAR 471-070-1010 for additional information.

# Philomath School District 17J

Code: GCBDA/GDBDA-AR(1)

Revised/Reviewed:

## Family Leave \*

(Version 1)

{Highly recommended administrative regulation (AR). The law does not require districts to have this information in an AR, but the district is required to follow the law. Having an AR in place can assist with compliance. This AR is intended for districts with 50 or more employees. If the district has between 25 and 50 employees, use version 2 of GCBDA/GDBDA-AR(1) - Family Leave \*. If the district does not have 25 employees, the district should not use this AR.}

(if the district has more than 50 employees, use this version)

### Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.<sup>1</sup> For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week.

An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
  - a. Is eligible to take leave OFLA at the time the employee separates; and
  - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:

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<sup>1</sup> The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

- a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
- b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify leave in the same leave year;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave;
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason;
4. An employee unable to work because of a disabling compensable injury<sup>2</sup> need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, the district must consider days, paid or unpaid, an employee is maintained on payroll. Full-time public school teachers who have been maintained on payroll by the district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

### **Qualifying Reason**

Eligible employees may access FMLA leave for the following reasons:

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<sup>2</sup> As defined in ORS 656.005.

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care<sup>3</sup> or continuing treatment by a health care provider<sup>4</sup>.
2. Parental leave<sup>5</sup> (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care<sup>{6}</sup> under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, child or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means:
  - a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
  - b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
  - c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
  - d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.<sup>7</sup>
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):

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<sup>3</sup> Inpatient care means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 29 CFR 825.114.

<sup>4</sup> Continuing treatment includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR 815.115.

<sup>5</sup> Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

<sup>6</sup> {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this AR.}

<sup>7</sup> This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).



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- a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
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3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed<sup>8</sup> in conjunction with a statewide public health emergency declared by a public health official.<sup>9</sup>
  4. Bereavement Leave: leave related to the death of a covered family member.<sup>10</sup>
  5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
  6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same leave year may be reconfirmed at the start of each qualified leave requested.

## Definitions

1. Family member:
  - a. For the purposes of FMLA, "family member" means:
    - (1) Spouse<sup>11</sup>;
    - (2) Parent;
    - (3) Child; or
    - (4) Persons who are "in loco parentis".
  - b. For the purposes of OFLA, "family member" means:
    - (1) Spouse or domestic partner;

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<sup>8</sup> "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

<sup>9</sup> The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

<sup>10</sup> Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

<sup>11</sup> "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

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- (2) Child or the child's spouse or domestic partner;
- (3) Parent or the parent's spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
- (5) Grandparent or the grandparent's spouse or domestic partner;
- (6) Grandchild or the grandchild's spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.<sup>12</sup>

2. Child:

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- a. For the purposes of FMLA, "child" means a biological or adopted child, a child in foster care, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
- c. For the purposes of OFLA, "child" means a biological or adopted child, a child in foster care or stepchild of the employee, the child of the employee's domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

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<sup>12</sup> "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- a. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- b. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- c. The expectation to provide care because of the relationship or the prior provision of care;
- d. Cohabitation and its duration and purpose;
- e. Geographic proximity; and
- f. Any other factor that demonstrates the existence of a family-like relationship.

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For the purposes of FMLA , “next of kin” means the nearest blood relative other than the servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a public health emergency means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

## Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave][a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences] {<sup>13</sup>}. The same method for calculating the one-year period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

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{<sup>13</sup> Beginning July 1, 2024, districts are required to use the final bracketed option for OFLA purposes. See SB 999 (2023). Prior to making a change to the leave period calculation, 60 days’ notice must be provided to employees. FMLA continues to measure the leave year as 12 months, which could result in slight differences for some employees.}

## Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period<sup>14</sup>. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, an employee may be entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA.<sup>15</sup> Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.<sup>16</sup>

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12<sup>17</sup>. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of

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<sup>14</sup> An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

<sup>15</sup> Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

<sup>16</sup> Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

<sup>17</sup> For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

the leave period shall be used for calculating the employee's normal workweek<sup>18</sup>. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

### **Intermittent Leave**

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(30)(a).

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the party-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

### **Alternate Work Assignment**

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;

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<sup>18</sup> For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position to accommodate the employee's serious health condition, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

### **Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
  - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee would return to work during the three-week period before the end of the term.
  - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain on leave until the end of the school year, provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
  - (1) The leave will last more than two weeks; and
  - (2) The employee would return to work during the two-week period before the end of the school year.

- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

### **Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement the District requires eligible employees to use any available sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in order specified by the district and before taking FMLA and/or OFLA leave without pay during the leave period. ~~[an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.]~~<sup>19</sup> This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

### **Benefits and Insurance**

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.<sup>20</sup> The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

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<sup>19</sup> {Coordinate with any language regarding use of accrued leave during PMFLI from GDBDF/GDBDF or any equivalent plan information.}

<sup>20</sup> See also ORS 342.934(4)(d) in reduction force situations.



For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

### **Fitness-for-Duty Certification**

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

### **Application**

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an

employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.<sup>21</sup>

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

### **Medical Certification**

The district may require an eligible employee to provide medical documentation, when appropriate<sup>22</sup>, to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Any additional certifications, including second and third opinions, will be in accordance with applicable law.

### **Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.<sup>23</sup> The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.<sup>24</sup>

### **Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

### **Federal vs. State Law**

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<sup>21</sup> See OAR 839-009-0250(4)(c).

<sup>22</sup> Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

<sup>23</sup> [https://www.oregon.gov/boli/employers/Documents/BOLI\\_Printable\\_FamilyMedLv.pdf](https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf); electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

<sup>24</sup> <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

# Philomath School District 17J

Code: GCPC/GDPC  
Adopted: 8/19/19  
Revised/Readopted: 2/16/21

## Retirement of Staff

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

Retiring employees are encouraged to coordinate with PERS and the Superintendent to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.<sup>{1}</sup>

When an employee of the district retires under PERS, that employee's employment with the district will terminate. PERS-retired individuals may apply for open positions with the district.<sup>2</sup><sup>{3}</sup>, and may be allowed to return to their position in the district only for the remainder of the school year.

END OF POLICY

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### Legal Reference(s):

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<sup>1</sup> {House Bill 2296 (2023) modified Senate Bill 1049 (2019), which allows PERS-retired employees to continue to work for PERS-employers without hour restrictions; this provision is now set to expire at the end of 2034.}

<sup>2</sup> There must be a break in service for retired employees returning to work.

<sup>3</sup> {House Bill 2296 (2023) modified Senate Bill 1049 (2019), which allows PERS-retired employees to continue to work for PERS-employers without hour restrictions; this provision is now set to expire at the end of 2034.}

[ORS Chapter 237](#)  
[ORS Chapter 238](#)  
[ORS Chapter 238A](#)  
[ORS 243.303](#)  
[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).

OR. CONST., art. IX, §§ 10-13.

[House Bill 2296](#) (2023).

# Philomath School District 17J

Code: JECB  
Adopted: 5/19/14  
Revised/Readopted: 12/16/19; 3/14/22  
Orig. Code: JECB

## Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. Interdistrict Transfer Agreement. By written consent of the affected school boards, the student becomes a resident student of the attending district thereby allowing the attending district to receive State School Fund moneys;
2. Tuition Paying Student. By admitting nonresident student with tuition, whereby neither affected districts are eligible for State School Fund moneys;
3. Court Placement. If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may, based on district criteria, deny regular school or alternative education program admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

### Consent for Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

~~By March 30, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year. If no transfer limit is established by March 30, then all qualifying students will be admitted.~~

Annually, before the end of the school year, the Board shall establish the number of student transfer requests allowed by grade, into the district, to which consent will be given, upon recommendation of the administration. At any Regular or Special Board Meeting after the initial adoption, the Board may adopt new numbers upon the recommendation of the administration. The district will not accept transfer requests for the following year before the initial, annual adoption of numbers.

The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, gender identity, ethnicity, national origin, disability, health, whether a student has an individualized education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability, or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may only ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission (see the following paragraph for priorities), information about which schools the student prefers to attend, and whether the student is currently expelled.

~~If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; who previously received consent for admission because of a change in legal residence; or who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school, and did not enroll and attend school in another district following completion of that highest grade in the public charter school.~~

Approval of interdistrict requests will be given on a first come, first serve basis, however, the process will give priority to students who have siblings currently enrolled in the district; who previously received consent for admission because of a change in legal residence; or who attended a public charter school located in the same district in which the student seeks to attend.

The Board may revise the number of students to whom consent will be given at a time other than the annual date established by the Board. ~~if there are no pending applications for consent.~~

If the Board decides not to give consent to a student, the Board must provide a written explanation to the student.

The district may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students that are given consent. The district is not allowed to establish minimum standards for academics as a criteria for the student to remain in the district. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this district in the same or the following school year.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 327.006](#)  
[ORS 329.485](#)  
[ORS 335.090](#)

[ORS 339.115 - 339.133](#)  
[ORS 339.141](#)  
[ORS 339.250](#)  
[ORS 343.221](#)

[ORS 433.267](#)  
[OAR 581-021-0019](#)

# Philomath School District 17J

Code: LBE  
Adopted: 2/24/20  
Revised/Readopted: 2/16/21

## Public Charter Schools\*\*

Public charter schools may be established as a new public school or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process.

The public charter school will be located and operated within the sponsoring district except where authorized by law.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials



are available.<sup>1</sup> Students must adhere to state law, Board policies, regulations, and rules concerning student conduct and discipline.

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district will provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

~~The superintendent will develop administrative regulations to include, but not limited to, the proposal process, review, and appeal procedures, and program evaluation, renewal, and termination.~~

The superintendent will ensure administrative regulations are represented in the Charter Agreement.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.077](#)  
[ORS 327.109](#)  
[ORS 332.107](#)

[ORS 338](#)  
[ORS 339.141](#)  
[ORS 339.147](#)

[ORS 339.450](#)  
[ORS 339.460](#)  
[OAR 581-026-0005 - 0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).  
[Senate Bill 767](#) (2023).

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<sup>1</sup> This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

# Philomath School District 17J

Code: LBEA  
Adopted: 2/24/20  
Revised/Readopted: 2/16/21

## Resident Student Denial for Virtual Public Charter School Attendance\*\*

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. If applicable, ~~The the district may will~~ semiannually, ~~[annually, by October 1 and April 1],~~ calculate the percentage of ~~the number of~~ students residing in the district, who are attending ~~enrolled in~~ a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district ~~will may choose~~ may choose to not ~~to~~ approve additional students enrollment to such a virtual public charter school, ~~subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2).~~

A parent must give ~~The district may send a notice of approval or disapproval to a parent<sup>1</sup> of a student who has sent a~~ notice to the district of intent to enroll their student in a virtual public charter school not sponsored by the district, before enrolling their ~~the~~ student in such a ~~virtual public charter~~ school and notice of actual enrollment.

If ~~not sponsored by~~ the district is not approving the enrollment, the ~~(See OAR 581-026-0305(3)). The district must may~~ respond with a decision to not give ~~an approval or disapproval to a parent~~ within 10 calendar ~~ten business~~ days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and

A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and

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<sup>1</sup> ~~“Parent” means parent, legal guardian or person in “parental relationship” as defined in Oregon Revised Statute (ORS) 339.133.~~

5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 338.125](#)

[OAR 581-026-0305](#)

[OAR 581-026-0310](#)

[House Bill 3024](#) (2023).

EMPLOYMENT CONTRACT BETWEEN

**Susan M Halliday**

AND

**THE GOVERNING BOARD OF THE  
PHILOMATH SCHOOL DISTRICT NO. 17J  
OF PHILOMATH, OREGON**

for

**July 1, 2023 – June 30, 2026**

THIS AGREEMENT, takes effect on July 1, 2023, between Philomath School District No. 17J, acting through its *Board of Directors*, and Susan M. Halliday, hereinafter referred to as Superintendent.

**WITNESSETH:**

Whereas, the Superintendent is desirous of serving as the chief executive officer of the District and to perform all duties required by that office; and

Whereas, the District is desirous of securing a Superintendent of Schools to supervise and direct the schools and the educational program of the District under general supervision of the District's school board;

Now, therefore, in consideration of the mutual promises contained herein, the District hereby employs the Superintendent as Superintendent of Schools in and for said District, and the Superintendent hereby accepts such employment upon the terms and conditions following:

1. **TERM:** The District hereby employs the Superintendent for a period of three (3) years beginning on the first day of July 2023, and terminating on the 30th day of June 2026.

On or before March 15, 2025, the Board may notify the Superintendent in writing of the District's intention to either:

- A. Issue a new three-year contract effective July 1, 2026 through June 30, 2029, or
- B. Extend the current contract for a period not more than one year, or
- C. Provide, in writing, notice that this contract will not be renewed or extended.
- D. The provisions of the proposed renewal contract or its extension, and the compensation and benefits to be paid, shall be mutually agreed between the parties. If the parties are unable to agree on the terms of the contract renewal or extension by May 1, 2026, the Agreement shall expire on June 30, 2026 as provided.

2. **SALARY:** The Superintendent shall faithfully perform the duties of Superintendent of Schools for two hundred sixty (260) days each contract year and shall perform such duties as prescribed by the laws of the state of Oregon and by the rules and regulations made thereunder by the Board. The District shall pay the Superintendent a salary of \$138,150 for the 2023-2024 school year. The Superintendent will be paid in twelve (12) equal monthly payments.

The Superintendent's salary for 2024-2025 and 2025-2026 of this contract shall be increased on July 1 by a 3.0% per year cost-of-living adjustment (COLA). The Board and Superintendent may mutually agree to adjust benefits provided by the District to the Superintendent during the term of this contract, no later than April 30 of each year. The Board reserves the right to reduce the Superintendent's salary if the District closes temporarily due to budget restrictions, damage, or for disciplinary reasons.

3. **DUTIES:** The Superintendent shall devote full time, skill, labor, and attention to the operation of the District. As chief executive officer of the District, the Superintendent shall perform the duties of the District Superintendent as prescribed by the laws of the State of Oregon in accordance with Board policy. In addition to the powers and duties set forth in the Oregon Revised Statutes and Oregon Administrative Rules, the Superintendent shall have the additional powers and duties set forth in the position description of Superintendent.

The Superintendent shall direct and assign the staff of the District; shall organize, reorganize, and arrange the administration and supervision as best serves the District; shall select all personnel, subject to the approval of the Board; shall suggest policies, regulations, rules, and procedures deemed necessary for the well-ordering of the District; and in general will perform all duties incidental to the office of Superintendent and other such duties as may be specified and/or delegated by the Board.
4. **SUPERINTENDENT AND BOARD RESPONSIBILITIES:** Recognizing the need for open communication between the publicly elected Board and the Superintendent, the members of the Board, individually and collectively, further agree to share with the Superintendent, in a timely manner, criticisms, complaints, and suggestions called to their attention regarding School District operations. However, criticisms or complaints about the Superintendent will be shared with the Superintendent at the Board's discretion.
5. **GOALS AND OBJECTIVES:** Prior to the coming school year, the parties will meet to establish District and Superintendent goals and objectives for the ensuing school year. The Superintendent goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated as hereafter provided. The Superintendent and the Board shall meet not later than July 1 each year to discuss Superintendent/Board relationships and Superintendent Evaluation.
6. **SUPERINTENDENT'S CERTIFICATE:** The Superintendent shall furnish throughout the life of this Agreement a valid and appropriate license as defined in ORS 342.140 to act as Superintendent of the State of Oregon as directed by the Board. Should the Superintendent fail to maintain a license in good standing, this Agreement shall become null and void at the sole option of the Board.
7. **EVALUATION:** At least once each fiscal year, the Board and the Superintendent shall meet no later than the end of August pursuant to ORS 192.660 (1) for the purpose of evaluation of the performance of the Superintendent, including Board/Superintendent relationships. The Board and the Superintendent shall express recommendations and observations on how the Superintendent's performance may be continually improved. The evaluation of the Superintendent by the Board shall be in writing and will become a permanent attachment to the Superintendent's personnel file.
8. **PROFESSIONAL GROWTH OF SUPERINTENDENT:** The District encourages the continuing professional growth of the Superintendent subject to approval by the Board. This might include:
  - A. The operation, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
  - B. Utilizing support of a mentor to support individual learning and growth;
  - C. Seminars and courses offered by public or private educational institutions; and
  - D. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform her professional responsibilities for the District.

In its encouragement, the District shall permit, only upon the Board's prior approval, a reasonable amount of release time for the Superintendent. The District shall also pay for necessary fees for travel, meals, and lodging, only for prior approved activities and only upon the Superintendent's submission of receipts to the Board.

9. **VACATION:** The Superintendent shall be entitled to 20 days of vacation each year of this contract, in addition to holidays normally observed by the District. Said holidays are as follows:

Memorial Day	Thanksgiving (2 days)	New Year's Day
Independence Day	Christmas Eve Day	Martin Luther King Jr. Day
Labor Day	Christmas Day	Juneteenth
Veterans' Day	New Year' Eve Day	

A maximum of five (5) vacation days may be carried over into the second and subsequent years of the contract. As an exception to begin 2023-2024, the superintendent may carry over up to an additional 5 days of unused vacation to be used in August 2023. At no time will there be more than 25 days of vacation available to the superintendent in any contract year. Annually, the Superintendent may be compensated for no more than five days of unused vacation. In the event of termination or expiration of this Agreement, the Superintendent shall be compensated for not more than 5 days of unused accrued vacation days at the salary rate effective at the time of termination or expiration of this Agreement.

10. **SICK LEAVE:** Sick leave shall be accrued in accordance with ORS 332.507. It is further agreed that no more than half of total sick leave days may be used for personal reasons, at the discretion of the superintendent, with prior notification to the board.
11. **BEREAVEMENT LEAVE:** The Superintendent will be granted up to five (5) days of leave for death in the immediate family with notification to the Board Chair. Immediate family shall include the Superintendent's spouse, child, grandchild, mother, father, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece and nephew, aunt, uncle. Others may be approved at the Board's discretion.
12. **INSURANCE BENEFITS:** The Superintendent will receive insurance benefits from the District based on the OEBB package.

Currently, the OEBB package consists of the following:

- A. Medical insurance
- B. Dental coverage
- C. Vision
- D. Long-term disability insurance (employee only)
- E. Paid Leave Oregon
- F. The District agrees to purchase the above mentioned benefit programs within the underwriting rules and regulations as set forth by the carrier(s) in the master contract(s) held by the policy holder.

Insurance coverage is offered subject to the rules and regulations of the insurance carrier. Continuation of these specific insurance policies is contingent upon possible changes in the contract with the District's administrative staff. In no case shall the District's contribution to pay insurance premiums for the Superintendent exceed \$1,500 per month. Continuation of insurance benefits under this contract is also contingent on the Superintendent remaining in paid status with the District.

13. **FRINGE BENEFITS:**
- A. The District will establish a 403(b) retirement savings plan for the Superintendent, and shall contribute \$500 monthly as a non-elective contribution (pre-tax), and is contributed by the District in addition to the Superintendent's salary.

14. **PERS:** The District shall pay the employer and employee's contribution to PERS.
15. **HOUSING WITHIN THE DISTRICT:** It is understood that the Superintendent will live within the Philomath School District boundaries, unless otherwise approved by the Board. The Board has approved the superintendent to keep her current residence in Corvallis.
16. **EXPENSES:** The District shall pay to reimburse the Superintendent for reasonable expenses approved by the Board and incurred by the Superintendent in the performance of her duties under this Agreement per District policy requiring receipts prior to receiving reimbursement.
17. **TRANSPORTATION EXPENSE:** The Superintendent shall be reimbursed for all travel expenses at the IRS rate for reasonable travel expenses incurred by the Superintendent in the performance of her duties under this Agreement. Such reimbursements shall not exceed \$2,000 per year, without prior approval from the board.
18. **TUITION REIMBURSEMENT:** The District shall reimburse the Superintendent for tuition up to 9 hours per year upon receipt of verification of successful completion of approved professional development/licensing courses. What qualifies as successful completion of a course will be decided upon by the Board prior to the beginning of the course (*e.g.*, B or better in a graded course or pass in a pass/fail course).
19. **MEMBERSHIP DUES:** The District may pay the cost of the Superintendent's annual membership dues in the following organizations:
  - A. Confederation of Oregon School Administrators
  - B. AASA, The School Superintendents' Association
  - C. Association for Supervision and Curriculum Development.
  - D. Up to two civic organizations.

The Superintendent will assume cost for professional and/or civic organization membership beyond those listed above.

20. **TERMINATION OF EMPLOYMENT CONTRACT:**
  - A. **Termination for Cause:** In the event the District intends to act to terminate this Agreement prior to its termination date without the Superintendent's written concurrence, the Superintendent shall be entitled to a due process hearing before the Board prior to the occurrence of any purported act of termination. For the purposes of this subsection, "cause" includes, but is not limited to: breach of this Agreement, violation of board policy, job performance, misconduct, or other conduct prejudicial to the mission of the District. Due process shall include at least a written notice of the reasons why the District intends to terminate this Agreement, the right to appear before the Board in closed session or public hearing, at the option of the Superintendent, to be represented at the hearing by a representative of the Superintendent's choice, and the right to a written decision describing the results of the hearing. The District will give the Superintendent no less than ten (10) working days' notice in advance of termination. The Superintendent may be represented by counsel at such meeting at the Superintendent's sole cost and expense. This provision does not constitute a waiver of any rights the District or the Superintendent may have to enforce this Agreement in the courts under contract or other applicable law. The Superintendent will be paid for days actually worked, accrued vacation and holidays that occur prior to notice of termination of the Agreement, but will not be entitled to severance or other payments.

**B. No-Cause Termination:** In the event the District intends to act to terminate this Agreement prior to its termination date without any showing of cause, protocols in Oregon law (ORS 332.505) will be followed.

**C. Termination at the Request of the Superintendent:** In the event that the Superintendent intends to act to terminate this Agreement prior to its termination date, she shall give the District 90 day's written notice.

21. **MODIFICATION:** This Contract supersedes all prior agreements and understandings between the parties. The parties may, during the term of this agreement, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

IN WITNESS WHEREOF, the District pursuant to the authority of its Board of Directors, by resolution duly and regularly adopted on has caused two copies of this Agreement to be signed in the name of the District by the Chairperson of the School Board, and the Superintendent having hereunto affixed their hand the day and year herein below mentioned.

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**PHILOMATH SCHOOL DISTRICT NO. 17J**

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Rick Wells, Board Chairperson                      Date

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Susan Halliday, Superintendent                      Date