

Meeting Packet

REGULAR SESSION

1/24/2024

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

1/24/2024 07:00 PM

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

The Board will meet in Executive Session at 6:00 pm (closed to the public) per ORS 192.660 (2)(i) to review and evaluate the performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Consent Agenda

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

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

[Work Session November 16, 2023 \(p. 11\)](#)

[Regular Board Meeting Minutes December 13, 2023 \(p. 12\)](#)

[Field Trip Requests \(p. 16\)](#)

iii. Request for Agenda Modifications

2. Public Comment

3. Student Government Report

C. REPORTS~

1. Association Reports

- PEA
- OSEA

2. Accuity LLC, Auditors

3. Approval of 2022-2023 Audit

[Audit \(p. 30\)](#)

4. City of Philomath Proposal: 16th & Cedar Streets

[City of Philomath Memo \(p. 31\)](#)

[City of Philomath A \(p. 34\)](#)

[City of Philomath B \(p. 35\)](#)

[City of Philomath C \(p. 37\)](#)

5. City of Philomath Proposal Approval

6. Social Emotional Learning

7. Superintendent Report

i. Board Appreciation

8. Financial Report

[Board Report \(p. 39\)](#)

[Financial Report \(p. 40\)](#)

[PES Student Activities Report \(p. 45\)](#)

[PMS Student Activities Report \(p. 46\)](#)

[PHS Student Activities Report \(p. 48\)](#)

[Enrollment Totals \(p. 52\)](#)

D. STRATEGY AND DISCUSSION ~

1. Strategic Plan

E. DISCUSSION & ACTION ITEMS ~

1. Approval of 2024-2025 Budget Calendar

[Budget Prep Calendar \(p. 53\)](#)

2. Resolution 2324-02 Transfer Appropriations Within a Fund for Fiscal Year 2023-2024

[Resolution No. 2324-02 \(p. 54\)](#)

3. Integrated Guidance Grant Presentation and Approval

[Integrated Guidance \(p. 55\)](#)

4. Early Literacy Grant Presentation and Approval

[Early Literacy Grant \(p. 61\)](#)

F. MEETING CLOSURE ~

1. Next Meeting Agenda Items

i. February Agenda Items

Approval of 2024-2025 Calendar

Renewal/Non-Renewal of Licensed Staff
King's Valley Charter School Annual Report

2. Board Thanks
3. Board Requests
4. Adjournment

G. IMPORTANT DATES

Feb 15	7:00-9:00 pm	Regular Board Meeting
February		Black History Month

CONSENT AGENDA

January 24, 2024

Updated: 1/19/24 3:48 PM

A. List of Bills:

1. December 2023

B. Minutes:

1. November 16, 2023 Work Session
2. December 13, 2023 Regular Board Meeting

C. Resolutions: None

D. Leave of Absence: None

E. Out of State Travel:

- i. Art Club to Seattle, WA
- ii. Cheerleading to Centralia WA
- iii. 4th Grade Field Trip to Fort Vancouver & State Capital

F. Personnel/Staffing Adjustments

1. Retirements: None

2. Resignations:

- i. Breanne Felix CPS Instructional Asst

3. New Hires:

- i. Saralyn Harvey CPS Admin Asst
- ii. Heather Stueve Student Services Specialist
- iii. Elisabeth Strand PA Instructional Asst

4. Coaches: None

5. Staff Reassignments/Changes in FTE: None

6. Extra Duty Assignments: None

Benton County School District 17J

Reprint Check Listing

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date: 12/01/2023

To Date: 12/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
284	12/11/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$1,003.00	1194	Printed	Expense	<input type="checkbox"/>		
285	12/11/2023	NEW MORNING BAKERY	\$150.00	1194	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1756	12/05/2023	DDCA	\$200.00	1192	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1757	12/05/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$1,237.75	1192	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1758	12/05/2023	MID-VALLEY SOCCER REFEREES ASSOCIATION	\$170.00	1192	Printed	Expense	<input type="checkbox"/>		
1759	12/05/2023	SILVA, BENITO	\$318.16	1192	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1760	12/12/2023	CASCADE HIGH SCHOOL	\$400.00	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1761	12/12/2023	ECKER, JEANNA	\$325.00	1197	Printed	Expense	<input type="checkbox"/>		
1762	12/12/2023	GRANTS PASS HIGH SCHOOL	\$450.00	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1763	12/12/2023	LATZ, JOLENE	\$320.94	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1764	12/12/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$566.05	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1765	12/12/2023	MATTA, TONY	\$350.00	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1766	12/12/2023	SHONNARDS	\$1,477.50	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1767	12/12/2023	WHISPER CANYON RANCH, LLC	\$1,690.96	1197	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1768	12/14/2023	WOOSLEY, TROY	\$660.00	1203	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1769	12/15/2023	BLANCHET CATHOLIC SCHOOL	\$30.00	1205	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
1770	12/15/2023	WEBB, SHANNON	\$300.42	1205	Printed	Expense	<input type="checkbox"/>		
1771	12/20/2023	JUNCTION CITY ATHLETICS	\$100.00	1212	Printed	Expense	<input type="checkbox"/>		
1772	12/20/2023	SIUSLAW HIGH SCHOOL	\$50.00	1212	Printed	Expense	<input type="checkbox"/>		
22667	12/15/2023	ACCUITY, LLC	\$8,000.00	1204	Printed	Expense	<input type="checkbox"/>		
22668	12/15/2023	ADVANCED WOODCRAFT	\$1,791.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22669	12/15/2023	BEACOCK MUSIC	\$318.32	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
22670	12/15/2023	BETTER PORTABLE TOILETS, INC.	\$146.25	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22671	12/15/2023	CANON FINANCIAL SERVICES, INC.	\$2,229.76	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22672	12/15/2023	CENTRAL WELDING SUPPLY CO., INC	\$269.91	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22673	12/15/2023	CENTURYLINK	\$71.48	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22674	12/15/2023	CERTIFIED SYSTEMS, INC.	\$3,423.69	1204	Printed	Expense	<input type="checkbox"/>		
22675	12/15/2023	CORVALLIS SCHOOL DISTRICT 509J	\$22,197.92	1204	Printed	Expense	<input type="checkbox"/>		
22676	12/15/2023	CRIMINAL INFORMATION SERVICES, INC.	\$85.50	1204	Printed	Expense	<input type="checkbox"/>		
22677	12/15/2023	CTX	\$671.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22678	12/15/2023	DAKTECH COMPUTERS	\$1,499.00	1204	Printed	Expense	<input type="checkbox"/>		
22679	12/15/2023	EDMENTUM	\$2,880.00	1204	Printed	Expense	<input type="checkbox"/>		
22680	12/15/2023	EDNETICS, INC.	\$5,020.67	1204	Printed	Expense	<input type="checkbox"/>		
22681	12/15/2023	ET BURNER & BOILER SERVICE, INC.	\$3,542.50	1204	Printed	Expense	<input type="checkbox"/>		
22682	12/15/2023	GARRETT HEMANN ROBERTSON	\$1,567.50	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22683	12/15/2023	INDUSTRIAL WELDING SUPPLY INC	\$240.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22684	12/15/2023	J.W. PEPPER & SONS, INC.	\$538.07	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22685	12/15/2023	KATSIKIS, OPHELIA	\$45.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22686	12/15/2023	MID COLUMBIA BUS COMPANY, INC.	\$98,939.91	1204	Printed	Expense	<input type="checkbox"/>		
22687	12/15/2023	MPTV	\$332.11	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22688	12/15/2023	NORTHWEST NATURAL GAS CO.	\$13,376.54	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22689	12/15/2023	ODP BUSINESS SOLUTIONS, LLC	\$674.32	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22690	12/15/2023	OREGON LOCK & ACCESS	\$2,566.36	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	

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22691	12/15/2023	OSU MOTOR POOL	\$52.15	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22692	12/15/2023	PALMAR ROOFING & SIDING	\$11,641.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22693	12/15/2023	PERFORMANCE SYSTEMS INTEGRATION, LLC	\$1,875.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22694	12/15/2023	PLATT ELECTRIC SUPPLY INC	\$317.96	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22695	12/15/2023	ROBERT LLOYD SHEET METAL, INC.	\$8,555.99	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22696	12/15/2023	ROBINSON, SOPHIE	\$45.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22697	12/15/2023	SCHAEFERS RECREATION	\$449.11	1204	Printed	Expense	<input type="checkbox"/>		
22698	12/15/2023	VACUUM TUBE SOURCE	\$1,615.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22699	12/15/2023	VALLEY MEDICAL REPAIR, INC.	\$46.00	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22700	12/15/2023	VARITONE ARCHITECTURE LLC	\$300.00	1204	Printed	Expense	<input type="checkbox"/>		
22701	12/15/2023	WAXIE SANITARY SUPPLY	\$1,299.36	1204	Printed	Expense	<input checked="" type="checkbox"/>	12/31/2023	
22702	12/29/2023	AFLAC	\$45.50	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22703	12/29/2023	AMERICAN FIDELITY - INS	\$4,112.71	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22704	12/29/2023	AMERICAN FIDELITY ASSURANCE CO	\$10,254.98	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22705	12/29/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,931.34	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22706	12/29/2023	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22707	12/29/2023	ASCENSUS TRUST	\$4,184.68	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22708	12/29/2023	INVESCO INVESTMENT SERVICES, INC.	\$10,206.34	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22709	12/29/2023	OSEA	\$2,555.72	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22710	12/29/2023	PenServ Plan Services, Inc/ Foresters	\$1,630.00	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22711	12/29/2023	PHILOMATH EDUCATION ASSOC	\$686.00	1215	Printed	Payroll Ded	<input type="checkbox"/>		

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22712	12/29/2023	PRUDENTIAL ANNUITIES	\$1,064.30	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22713	12/29/2023	TEXAS LIFE	\$2,311.71	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22714	12/29/2023	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1215	Printed	Payroll Ded	<input type="checkbox"/>		
22715	12/29/2023	AT&T ONENET SERVICE	\$20.46	1221	Printed	Expense	<input type="checkbox"/>		
22716	12/29/2023	BIG'S TREE SERVICE, LLC	\$3,000.00	1221	Printed	Expense	<input type="checkbox"/>		
22717	12/29/2023	CENTRAL MECHANICAL, LLC	\$250.00	1221	Printed	Expense	<input type="checkbox"/>		
22718	12/29/2023	CERTIFIED SYSTEMS, INC.	\$1,350.00	1221	Printed	Expense	<input type="checkbox"/>		
22719	12/29/2023	ENVIRONMENTAL PROTECTION SERVICES	\$389.62	1221	Printed	Expense	<input type="checkbox"/>		
22720	12/29/2023	J.W. PEPPER & SONS, INC.	\$39.99	1221	Printed	Expense	<input type="checkbox"/>		
22721	12/29/2023	LINN-BENTON COMMUNITY COLLEGE	\$444.89	1221	Printed	Expense	<input type="checkbox"/>		
22722	12/29/2023	NORTHWEST NATURAL GAS CO.	\$4,994.97	1221	Printed	Expense	<input type="checkbox"/>		
22723	12/29/2023	ODP BUSINESS SOLUTIONS, LLC	\$466.50	1221	Printed	Expense	<input type="checkbox"/>		
22724	12/29/2023	PACIFIC POWER	\$22,426.79	1221	Printed	Expense	<input type="checkbox"/>		
22725	12/29/2023	ROBERT LLOYD SHEET METAL, INC.	\$2,893.87	1221	Printed	Expense	<input type="checkbox"/>		
22726	12/29/2023	ROTARY CLUB OF PHILOMATH	\$105.00	1221	Printed	Expense	<input type="checkbox"/>		
22727	12/29/2023	ROTO ROOTER	\$225.00	1221	Printed	Expense	<input type="checkbox"/>		
22728	12/29/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1221	Printed	Expense	<input type="checkbox"/>		
46174	12/29/2023	LATZ, COOPER E	\$34.93	16	Printed	Payroll	<input type="checkbox"/>		
46175	12/29/2023	ANDERTON, CHERYL M	\$154.21	17	Printed	Payroll	<input type="checkbox"/>		
46176	12/29/2023	HALL, JAMES R	\$1,592.49	17	Printed	Payroll	<input type="checkbox"/>		
46177	12/29/2023	STUCKI, NICHOLE A	\$279.14	17	Printed	Payroll	<input type="checkbox"/>		
46178	12/29/2023	AYNES, ETHAN J	\$152.79	17	Printed	Payroll	<input type="checkbox"/>		

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
46179	12/29/2023	WEEBER, KYAH M	\$35.76	17	Printed	Payroll	<input type="checkbox"/>		
46180	12/29/2023	HARVEY, SARALYN R	\$260.90	17	Printed	Payroll	<input type="checkbox"/>		
46181	12/29/2023	SCHWINABART, DARLA J	\$2,037.63	17	Printed	Payroll	<input type="checkbox"/>		
46182	12/29/2023	VAN PATTEN, CANDACE M	\$3,872.58	17	Printed	Payroll	<input type="checkbox"/>		
46183	12/29/2023	LATZ, COOPER E	\$1,520.26	17	Printed	Payroll	<input type="checkbox"/>		
46184	12/29/2023	SKAAR, LINDA M	\$4,142.18	17	Printed	Payroll	<input type="checkbox"/>		

Total Amount: \$302,868.47

End of Report

WORK SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

11/16/2023 6:00 PM

A. WORK SESSION

1. **Call to Order:** Board Chair Rick Wells called the meeting to order at 6:05 PM. Those in attendance included Philomath School District Board Members: Rick Wells, Joe Dealy, Erin Gudge, Sandi Hering and Ryan Cheeke; Superintendent Susan Halliday; Executive Assistant Michele McRae; OSBA Presenter Vince Adams.
2. **OSBA Presentation:** Vince Adams from the Oregon School Boards Association, explained the process for evaluating the Philomath School District Superintendent. The process includes the superintendent's self-evaluation, a targeted feedback survey, and the Board's individual ratings that will be compiled into one rating. All of the information will be compiled for one final presentation.
3. **Initiating the Superintendent's Evaluation:** The Board took action to initiate the evaluation process. Director Gudge moved to approve the use of OSBA's/COSA's Superintendent's Evaluation Workbook as their guiding document for the Board's evaluation of the Superintendent. Director Dealy seconded the motion, and the Board approved it unanimously. Motion passes 5-0. Director Gudge moved to approve using the Targeted Feedback Survey, the Board's rating, and the Superintendent's Dossier. Director Dealy seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.

B. MEETING CLOSURE

1. **Adjournment:** Board Chair Rick Wells adjourned the meeting at 6:54 PM.

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

12/13/2023 8:00 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 December 13, 2023 at 8:09 pm at the Philomath School District Boardroom at 1620 Applegate Street in Philomath, Oregon. Those in attendance included Board members Rick Wells, Joe Dealy, Erin Gudge, Sandi Hering and Ryan Cheeke; Superintendent Susan Halliday; Business Manager, Jennifer Griffith; Board Executive Assistant Michele McRae; Student Representative to the Board Raegan McKinney; and, Philomath News Reporter, Brad Fuqua.
 - i. **Pledge of Allegiance:** Director Hering led us in the Pledge of Allegiance.
 - ii. **Approval of Consent Agenda:** Director Gudge motioned to approve the Consent Agenda as presented. Director Cheeke seconded the motion. The Board unanimously approved the motion. Motion passes 5-0.
 - iii. **Request for Agenda Modifications:** There were no requests for agenda modifications.
2. **Student Government Report:** Raegan McKinley presented the Student Government Report and reported the activities of the student body. She said that winter sports are underway. The Drama Club performed 'Newsies'. Director Hering went to see the school musical 'Newsies' and she said that it was fabulous.
3. **Public Comment:** There were no public comments.

B. REPORTS

1. **Association Reports**
 - i. **PEA:** Nichole Stueve reported that they are continuing to work with Superintendent Halliday on some issues.
2. **Superintendent's Report:**
 - i. Superintendent Halliday reported that Dr. Anita Archer, a renowned educational consultant to school districts across the country, visited students and staff at Philomath Elementary School to observe and to talk about Intervention and Response implementation. Molly Bell and Robert Blackman coordinated this event to make her visit possible.

- ii. PSD Administrators have been engaged in professional learning with the Center for Educational Leadership for the last 18 months. The work is designed to create and sustain mutual accountability that supports leaders in creating instructional practices and rigorous learning environments where all students thrive.
- iii. The special education department is working on the yearly census.
- iv. Principals Abby Couture and Eric Beasley are working on the Early Literacy Grant. It is due on January 8th.
- v. Mike Hood put together a Fall Athletic Awards Night. The PHS Presentation of 'Newsies' was fabulous! Robin Crissey, Erica Hall, Andrea Heidinger, Don Meeker and Shannon Webb, who are all providing quality Arts education to our students, presented wonderful winter concerts.

3. **Financial Report:**

- i. The Philomath School District Business Manager, Jennifer Griffith, reported that there is a resolution in the packet for the Board to approve to allocate unexpected revenue. Half of the money will be allocated for a covered play structure for Clemens Primary School, and the other half will go into the general fund.
- ii. The Board is being asked to name the Philomath News as the paper of record for the District. Legal counsel was consulted, and they said we are within the legal confines to make this decision.
- iii. Resolution 2324-01: Director Dealy moved to approve Resolution 2324-01 as presented. Director Gudge seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

C. **STRATEGY AND DISCUSSION**

- 1. **Downing Reforestation Plan:** Superintendent Halliday reported that Forestry Teacher Simon Babcock submitted the plan to replant the Downing Forest, and it was included in the Board packet. The types of trees to be planted are listed on the plan, and seedlings have been donated, and they will be planted this fall. Director Cheeke asked who is doing the brush control. Superintendent Halliday said it will be a combination of facilities and the forestry program.

D. **DISCUSSION & ACTION ITEMS**

- 1. **City of Philomath Proposal: 16th & Cedar Streets**
 - i. Director Wells said that this will be on next month's agenda.
- 2. **2023-2024 Academic Calendar:** Superintendent Halliday explained the calendar issue. February 16th, a previous inclement weather make-up day, is being proposed to add to the calendar as a teacher work day to get to 190 contract days for teachers. Nicole Stueve said that she and Dave Dunham are fine with adding the 16th as a work day, but she hopes that if there are snow days later, the Board will take into consideration the heavy load that the teachers have taken on with the implementation of Synergy. Director Dealy asked if the students will have enough instructional minutes if we have snow days. Superintendent Halliday said that students will have enough minutes to meet the state requirements, but if not, the state has a process in place to remedy the issue. Director Gudge moved to approve the 2023-2024 revised school calendar as presented with February 16th added as a teacher work day. Director Dealy seconded the motion, and the Board unanimously approved it. Motion passes 5-0.

3. **Strategic Planning Contract:** Superintendent Halliday reported that she and Director Wells began talking about a Strategic Plan for the District about six months ago. Director Cheeke and Director Dealy watched a presentation by Studer Education, along with Superintendent Halliday. If they decide to contract with Studer Education, it would be a multi-year contract to engage the community and stakeholders to help build the plan, however, the contract is voidable at any time. She said that when the district can go out for a bond again, we can look at how we want our facilities to support our academic goals. She said the commitment is a 3-year contract that is voidable at any time. Director Gudge said that she has reservations about using this company because she has had dealings with them through her employment. She added that she wants to keep her employment separate from her Board work, however, she knows too much about this organization. She asked if OSBA has resources to help with a Strategic Plan. Director Dealy would like a more economical plan that will put less stress on the administration. Director Cheeke said that he thinks we need a plan, and he likes the idea of someone who isn't local to help with the plan because they won't have biases that may be here. Superintendent Halliday said that she will reach out to COSA and OSBA to see if they have resources for building a Strategic Plan. The Board would like to have a Work Session in January to discuss this. Director Wells wants to know definitively whether or not the District has to go out for bids for this.
4. **Declaring Newspaper of Record:** Chairman Wells would like a motion if the Board would like Philomath News to be our paper of record. Director Gudge moved to declare Philomath News as our official paper of record. Director Dealy seconded the motion, and the Board unanimously approved it. Motion passes 5-0.
5. **OSBA Elections:**
 - i. Director Dealy moved to support Sarah Finger McDonald for OSBA's Position 10. Director Gudge seconded the motion. Motion passes 5-0.
 - ii. Director Gudge reported that Resolution #1 gives a voice to rural school districts and takes it to the state level. The point of the vote is to gain a majority vote to turn this into a caucus. Director Dealy moved to approve OSBA's Resolution #1. Director Hering seconded the motion. Motion passes unanimously, 5-0.

E. MEETING CLOSURE

1. **Next Meeting Agenda Items:** Director Dealy would like to discuss the Strategic Plan in January. Director Cheeke asked about a facilities plan and he would like it to be revisited. Superintendent Halliday said that we should look at every plan that we have. Director Hering asked if we could talk about the bids for the covered play area for Clemens PS. Jennifer Griffith said that eight or nine people showed up for the pre-bid meeting.
2. **Board Thanks:** Director Gudge thanked everyone, and everyone who supports senior students, and for the communications from staff regarding college bound students. She also thanked the performing arts department. Director Dealy thanked staff who are writing letters of recommendation for students who are applying for trade schools, college, etc. Director Wells thanked everyone in the district. He attended the Blodgett winter program tonight, and said that it was a wonderful program. Director Dealy said that he went to a site council meeting today. He said that they are looking at ways to get books into students' hands without the parents having to pay for them. Director Cheeke said that Mr. Meeker does a great job with the student performances.

3. **Board Requests: None**

4. **Adjournment:** Director Wells adjourned the meeting at 9:29 pm.

Board Chair

Superintendent

Date

Team/Club: Art Club

Head Coach/Advisor: Andrez Heidinger

Destination: Seattle, WA Event: SA tour & Art viewing

Departure Date: April 11 Return Date: April 14

Transportation Mode (bus, car, etc.): Bus or Train (researching cost now)

Account charged: Art Club

Parent Permission

a) Blanket permission _____ b) Specific forms _____ (attach form if applicable)

Supervision Requirements and Plan

General Requirements

1. Supervisors must be Philomath School District a) employees or b) approved volunteer (over 21 years old).
2. Co-ed activities require male and female supervisors (at least 1 must be a PSD employee).
3. Annually all supervisors must complete supervision training and mandatory reporter training.
4. Ratio of 1 supervisor to 10 students. Exceptions must be pre-approved by principal.
5. At the end of all events, supervisors are to remain until all students are picked up.

Daytime Supervision

1. Supervisors will review daily student behavior expectations and address any issues as they arise.
2. Zones of supervision will be established based on the specific logistical and situational needs of the event(s).
3. Supervisors will actively supervise, be proactive, and move strategically through the supervision zones.
4. Reasonable supervision is expected at all times.
5. Bus / vehicle supervision: No supervisor will transport student alone (1 on 1). In large vehicles (i.e. buses) there must be at least 1 adult in addition to the bus driver. Supervisors need to spread out throughout the bus, with the primary position in the back observing all students in front of them.

Nighttime Supervision

Same standards apply as daytime, additionally:

1. In hotel rooms: a) male and female students sleep separately. b) Supervisors sleep separate from students unless adult is a parent of student(s) in the room. c) Blue tape placed on doors (from supervision training) d) Periodic room checks throughout night; male supervisors check male rooms / female supervisors check female rooms. d) Reasonable lights out times established
2. Large space / sleepover style (rented house, gym): a) Supervisors DO sleep in large area, NOT in separate room. b) Supervise sleep at strategic locations- in between points and at exits. c) Separate males and females by space / rooms / or floors. d) Reasonable lights out times establish.

Supervision Requirements and Plan, Continued

Reporting

1. Contact school administration in cases of health issues and violations of student conduct code (as discussed in training).
2. Mandatory Reporters: As a supervisor of Philomath School District, you are a mandatory reporter. You must report any abuse or neglect concerns immediately to DHS, local law

enforcement, and school administration. Do not wait to alert DHS or law enforcement, inform school administration as soon as you are able.

Important Contact Numbers

1. Benton County Sheriff: 541-766-6858
2. Philomath Police: 541-766-6925
3. Corvallis Police: 541-766-6925
4. DHS: 855-503-7233
5. Principal and/or Athletic Director (numbers provided to trip leaders)

Special Supervision Needs

In the space below (or attach) please add any additions to the supervision plan that are unique:

By signing below I acknowledge that:


1. I am responsible for meeting the requirements of the supervision plan.
2. I am responsible for following PHS policies and procedures.
3. I am responsible for helping to enforce school and district policies.
4. I am responsible for the health and well-being of all students under my care.
5. I will provide reasonable / adequate supervision throughout the duration of the event.
6. I understand that failure to meet any of the criteria named above may lead to disciplinary action up to, and including, dismissal.

Staff / Coach

- | | <u>Print name</u> | <u>Sign name</u> |
|----|-------------------|------------------|
| 1. | Andrez Heidinger | Andrez Heidinger |
| 2. | | |
| 3. | | |
| 4. | | |

Philomath School District Approved and Trained Chaperone/Supervisor (willing to this date)

- | | | |
|----|--------------------|--------------|
| 1. | Beth Aschenbrenner | Kiki Klipfel |
| 2. | Jessica Mathson | Kim StClair |
| 3. | Alice Eldridge | |
| 4. | Rachel Lewis | |

APPROVED	DENIED	APPROVED	DENIED	APPROVED	DENIED
					
PRINCIPAL		SUPERINTENDENT		PSD BOARD (Out of State ONLY)	

OR TRAIN FROM ALBANY

- SATURDAY, APRIL 13**

- **9AM breakfast**
- **10 am to 12 pm- Museum**
- **12 to 2- Lunch and walk around town**
- **2PM GO TO CATCH BUS (OR TRAIN)**

First Bus	8:00 am	6:45 hrs	2:45 pm	\$299
OSU Corvallis (14th/Jefferson)			University of Washington	
Bus Direct				
3:15 pm			10:00 pm	\$299
University of Washington			OSU Corvallis (14th/Jefferson)	
6:45 hrs				
Bus Direct				
Continue				

8:26 AM - 2:05 PM 5h 39m Direct

Deft
Timothy



Philomath High School

'Home of the Warriors'

Athletic Team/Club Overnight Request and Supervision Plan

received
1/12 Bauer

Team/Club: Cheerleading

Head Coach/Advisor: Kohler

Destination: Centralia Washington Event: NCA Cheer Camp

Departure Date: 6/22/24 Return Date: 6/26/24

Transportation Mode (bus, car, etc.): OSU vans

Account charged: Cheer ASB

Parent Permission

- a) Blanket permission ☒ b) Specific forms _____ (attach form if applicable)

Supervision Requirements and Plan

General Requirements

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Supervision Requirements and Plan, Continued

Reporting

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Philomath High School

'Home of the Warriors'

Athletic Team/Club Overnight Request and Supervision Plan

2. **Mandatory Reporters:** As a supervisor of Philomath School District, you are a mandatory reporter. You must report any abuse or neglect concerns immediately to DHS, local law enforcement, and school administration. Do not wait to alert DHS or law enforcement, inform school administration as soon as you are able.

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1. I am responsible for meeting the requirements of the supervision plan.
2. I am responsible for following PHS policies and procedures.
3. I am responsible for helping to enforce school and district policies.
4. I am responsible for the health and well-being of all students under my care.
5. I will provide reasonable / adequate supervision throughout the duration of the event.
6. I understand that failure to meet any of the criteria named above may lead to disciplinary action up to, and including, dismissal.

Staff / Coach

<u>Print name</u>	<u>Sign name</u>
1. Kathy Kohler	Kathy Kohler
2. Sharon Rice	Sharon Rice
3. _____	_____
4. _____	_____

Philomath School District Approved and Trained Chaperone/Supervisor

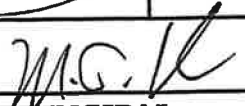

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____



Philomath High School

'Home of the Warriors'

Athletic Team/Club Overnight Request and Supervision Plan

APPROVED	DENIED	APPROVED	DENIED	APPROVED	DENIED
					
PRINCIPAL		SUPERINTENDENT		PSD BOARD	

(Out of State ONLY)

Event: NCA Cheer Camp 2024

Destination: Great Wolf Lodge, Centralia, Washington

Transportation: OSU Motorpool 12 passenger vans (2)

Participants: PHS Cheerleaders

Supervisors: Kathy Kohler, Shannon Rice, Corren Webster

Meals provided by host unless otherwise noted

Day 0 (6/22/2024)

Depart PHS via OSU vans at 12:00pm

Arrive at GWL for check in ~ 3:30pm

Settle in, decorate rooms/doors, play games, eat dinner (provided by parents).

Day 1

Breakfast (provided by parents)

11:00 am Check in to camp eat lunch

1:00pm Classes begin

4:30 pm Break for dinner

5:30 pm classes resume

9:00 pm Return to rooms

10:00 pm Lights out

Day 2

7:30 am Breakfast

8:15 am Classes begin

11:30 am Break for lunch

12:30 pm Resume classes

4:30 pm Break for dinner

"Free time" may be used at water park or in the gym with supervision

10:00 pm Lights out

Day 3

7:30 Breakfast

8:15 am Classes begin

11:30 am Break for lunch

12:30 pm Resume classes

4:30 pm Break for dinner

"Free time" may be used at water park or in the gym with supervision

10:00 pm Lights out

Day 4

7:30 am Breakfast

8:30 classes begin

12:00 pm Load up and head home

Lunch

Return to PHS ~4:30 pm

item	Est. Cost	notes
Coaching Certs	\$225.00	3 coaches at \$75 each
NCA Camp	\$8,370.00	Rate based on rooms, not number of participants. Estimating 15 student athletes and 3 coaches. Meals included.
GWL Snack pack	\$449.85	Will get each student athlete a snack pack, souvenir, credit to gift shop, and arcade. (29.99 each)
Transportation	\$730.00	Rates based on 2 vans, \$45 per day, .36 per mile. 5 days and 744 miles
Camp Gear*	\$3,450.00	Camp gear will replace several items normally purchased throughout the season. (230 each)
Day 0	\$780.00	Check in the night before to avoid early morning travel. \$260 per room
total	\$14,004.85	
-cost per athlete	\$768	Includes Day 0, camp fee, GWL Snack pack, and camp gear to be used throughout season
Student athletes are to raise their funds by June 20th. Any fees not covered by fundraising will be the parent responsibility.		
Parents will receive fee agreement at parent meeting on May 28th. Signed agreement is due June 7th.		
Approved fundraisers as of 1/11/24 are Krispy Kreme Doughnuts (6/1/24) and online donations (5/1/24 - 6/20/24).		
Currently exploring additional fundraising opportunities		
*Camp gear includes, 2 shorts, 3 skirts, 1 tank, 3 t-shirts, and poms. These items will be utilized for various events, spirit theme days, games, etc. in our season.		



RESORT - 4 DAY

2023

Sample

NFHS KEY:

CROWD LEADER AMBASSADOR SPIRIT RAISER ATHLETE ENTERTAINER LEADERSHIP

Time	Class	Notes
1:00 PM	Opening Rally	Meet your NCA Staff!!
1:15 PM	Material Demos	GD #1, Perf #1, Chant w/ 1-3-1 method, Band Chant
1:30 PM	Band Chant / Coaches' Meeting	Great Game Day Dance to incorp Dance Team/Mascot
2:15 PM	Cheer Class	Learn Game Day Cheer #1 & Performance Cheer #1
2:45 PM	Chant Class	Select 2 chants to learn from Chants #1-5
3:15 PM	Buddy Time	Introductions, Spirit Book, National Bid/NFHS Process
3:45 PM	Stunt S.A.F.E. / Coaches Return	Philosophy ensure the safety of all teams while stunting
4:00 PM	Skill Drills	Skills necessary to keep your team safe while stunting
4:15 PM	Team Time / Coaches Reception	Intro to our camp theme! / Coaches meet w/ Buddy
4:30 PM	DINNER	
5:30 PM	Practice Time with Coach	Optional practice time if needed
6:00 PM	Stunt Foundations	Core stunts & technique make up the foundation stunting
6:45 PM	Skill Check	Evaluate the current level of the team for stunt classes
	The NCA Game Day Experience	Developing the perfect Game Day atmosphere!
7:00 PM	Game Day Entrance	NCA Staff will demo a Game Day Entrance & Cheer
7:05 PM	Game Day Fundamentals	Learn what makes a solid foundation for Game Day!
7:10 PM	Practice Implementing	Use the Game Day Cheer learned during Cheer Class
7:25 PM	Game Day Props	How to properly use props & people on game day!!
7:30 PM	Performing with Props	Practical application using signs, poms, flags & megas
7:45 PM	Game Day Skills	Enhance your Game Day with appropriate skills
7:50 PM	Time to Stunt with Props	Work on getting in/out of stunts with props
8:05 PM	Final Thoughts	Bring it all together to make the ultimate GD Experience!
8:10 PM	Leader's Reception/Material Review	Team Leaders meet with their NCA Buddy instructor
8:30 PM	Team Time	Team Building Activities
8:50 PM	Announcements	
8:55 PM	Spirit Sticks	Given to teams exemplifying team spirit throughout the day
9:00 PM	Tally Ho	Camp Dismissed! Have a great night!

DAY 1

Time	Class	Notes
8:15 AM	Leaders in Training	Team Leaders attend additional leadership classes
8:30 AM	Team Time / Coaches' Meeting	Camp Starts / Coaches head to meeting location
8:35 AM	Cheerobics / Band Chant Review	Fun warm up to get the body moving & ready to go
8:45 AM	Jump Class	Work on & improve upon jumps & exercises
9:05 AM	Chant Class	Select 2 chants to learn from Chants #6-10
9:35 AM	Stunt Class	Core+, Stunt Progressions 1, 2, & 3 w/ prop incorp
10:35 AM	Dance Showcase	Demo of Hip Hop & Advanced Dance
10:40 AM	Specialty Classes	Hip Hop Dance, Advanced Danced & Optional Stunts
11:30 AM	LUNCH	
12:30 PM	Practice Time with Coach	Optional practice time if needed
1:00 PM	Custom Coaching #1	1 st Eval on Cheer (with entrance) & Chant w/ Buddy
1:30 PM	Custom Coaching #2	1 st Eval on Cheer (with entrance) & Chant w/ Buddy
2:00 PM	Custom Coaching #3	1 st Eval on Cheer (with entrance) & Chant w/ Buddy
2:30 PM	Evaluation	2 nd Evaluation of a Cheer (with entrance) & Chant
3:15 PM	Pyramid Workshop	Team works on Static & Transitional pyramids
4:00 PM	Team Time	Team Building Activities
4:15 PM	Spirit Sticks / Stick Skits / Mascots	Given to teams exemplifying team spirit throughout the day
4:30 PM	Tally Ho	Camp Dismissed! Remember, tomorrow is FUN DAY!!
	DINNER	
	Practice Time / Free Time	Optional practice time with coach if needed

DAY 2

* Opportunity for home fight song & additional material feedback.



RESORT - 4 DAY

2023

NFHS KEY:

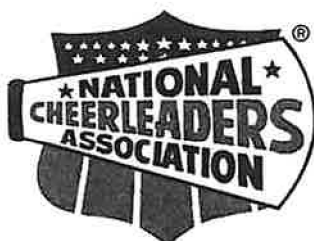
CROWD LEADER	AMBASSADOR	SPIRIT RAISER	ATHLETE	ENTERTAINER	LEADERSHIP
--------------	------------	---------------	---------	-------------	------------

Time	Class	Notes	
8:15 AM	Leaders in Training	Team Leaders attend additional leadership classes	L
8:30 AM	Team Time / Coaches' Meeting	Camp Starts / Coaches head to meeting location	S
8:45 AM	Band Chant Review	Review Band Chant for Custom Coaching	
9:00 AM	Cheerobics	Fun Day warm up to get the body moving & ready to go	A
9:10 AM	Jump Class	Continue to work & improve upon jumps & exercises	A
9:30 AM	Stunt Class / Coaches Return	Core+, Stunt Progressions 1, 2, & 3, Cradles	A
10:20 AM	All-American Cheer & Demo	This cheer is used for All-American Tryouts ONLY	
10:50 AM	Specialty Classes	Pom Dance, Sideline Spirit Dance, AA Workshop & Opt. Stunts	E
11:30 AM	LUNCH		
12:30 PM	Practice Time with Coach	Optional practice time if needed	
1:00 PM	Custom Coaching #2	1st Eval on Band Chant w/ NCA Buddy	C
1:30 PM	Custom Coaching #3	1st Eval on Band Chant w/ NCA Buddy	C
2:00 PM	Custom Coaching #1	1st Eval on Band Chant w/ NCA Buddy	C
2:30 PM	Final Evaluation	2nd Evaluation of the Band Chant	E
3:15 PM	Pyramid Workshop	Team works on Static & Transitional pyramids	A
3:45 PM	Top Team & All-American Sign-Up	Optional final day competition sign up	
4:00 PM	Spirit Sticks	Given to teams exemplifying team spirit throughout the day	
4:10 PM	Team Time	Shower of Praise	
4:30 PM	Tally Ho	Camp Dismissed! Have a great night!	
	DINNER		
	Practice Time / Free Time	Optional practice time with coach if needed	

FUN DAY 3

Time	Class	Notes	
8:30 AM	Coaches' Meeting		
	All-American Warm-Up	Optional All-American Team Tryout	
8:45 AM	All-American Tryout	3 stamina jumps, spirited entrance, & AA cheer	
9:30 AM	Final Day Competition Warm-Up	All final day competitions are optional	
	Final Day Competitions	Teams can compete in ALL 3	
9:50 AM	Top Team Chant	No Entrance, as taught, 1-3-1, Allow levels & ripples	C
10:10 AM	Top Team Band Chant	Crowd effective & practical. No Stunts or Tumbling	C
10:40 AM	Top Team Cheer	Showcasing team skills & crowd leading abilities	C
11:10 AM	Material Showcase	Advanced, Hip Hop & Spirit Dance / AA Cheer / Seniors	
11:25 AM	Awards Presentation	Camp awards h&ed out	
11:40 AM	Spirit Sticks	Take it home with you, if you earn one on the final day!	
11:45 AM	Closing	Final thoughts & message to camp	
12:00 PM	Tally Ho	Camp Dismissed!! Travel safe!	

DAY 4



nca.varsity.com | 800.NCA.2WIN



PES Field Trip Request Form

Date of Trip: February 22, 2024

Teacher: Byron Holroyd and Melissa Fitzsimons **Grade:** 4th Grade

Sub Needed? NO

Leave Time of Trip: 8:15 am

ETA Return to PES: 5 pm

Number of Students: 45

Number of Staff: 2

Number of Volunteers: 10

Destination and City: Fort Vancouver and State Capital

Mode of Transportation: Bus
(bus, car, walk, etc.)

Total Funds Requested, if any: Bus Cost

Other Information:

Approved	Not Approved	Approved	Not Approved
		 01-11-2024	
Principal		Superintendent	

School Board Approver

To view the audit for the 2022-2023 school year, visit our website at Philomathsd.net

Click on Departments, Business Office, Budget & Financial Information, Audit Reports, and 2022-2023 Financial Audit Report



Philomath School District 17J Agenda Item Summary

Title/Topic: City of Philomath Proposal: 16th & Cedar Streets

Meeting Date: January 18, 2024
Staff Contact: Susan Halliday
Board Contact: Rick Wells
City Contact: Chris Workman
City Liaison: Teresa Nielson

ISSUE STATEMENT

Shall the School Board approve the necessary deed transfers and easements to allow for the widening and extension of S 16th Street to Cedar and 17th?

BACKGROUND

During development of the 2018 Transportation System Plan (TSP) in Philomath, numerous concerns arose regarding the circulation of people, school buses and vehicles around the Philomath schools. While the schools do not physically sit on the same property, their close proximity to each other (1-2 blocks) results in their function more as a single campus than individual sites. This collective school "campus" is integrated into the local street network and neighborhood, as well as popular through routes for freight and vehicular traffic traveling south in Benton County.

A project to further study school circulation was added to the Financially Constrained Project List of the TSP, demonstrating the priority of the issues identified by the community. In 2019, the City of Philomath submitted a request to the Corvallis Area Metropolitan Planning Organization (CAMPO) to fund Ts-1, the School Circulation and Safety Study. The project was funded, and CAMPO staff agreed to work with the city in collaboration with a technical consultant to complete the study. While the project initially received funding in 2020, staffing transitions at the school district and CAMPO and a lack of school-related traffic present during the COVID-19 pandemic delayed the actual project kickoff until 2022. With the beginning of the 2022-2023 school year came a renewed focus on conflicts between vehicles, pedestrians and school buses.

Following the community-wide survey, on-site visit and joint work sessions of the School Board and City Council, the contracted traffic engineering firm, Kittelson and Associates, Inc., produced the Philomath School Circulation and Safety Report in March 2023. In the subsequent joint meeting in April, school and city officials reviewed the report and prioritized the recommended projects in the report. At that time, it was agreed to proceed with the widening and extension of S. 16th Street in front of the

elementary school in an effort to improve traffic flow during school drop-off and pick-up times as well as reduce the traffic flow at the intersection of 19th and Applegate Streets.

In additional conversations, the City has confirmed that the School District will not be required to pay for the replacement sidewalks in front of the school or be charged any other construction cost associated with this project. The City will pay the full cost of engineering and constructing the project, including re-alignment of the gravel running track and replacement of the parameter fencing. According to the draft bid documents, construction will take place between June 17, 2024 and August 30, 2024.

The city's engineer of record, Westech Engineering Inc., has proceeded with engineering the street widening and extension of the street to Cedar and 17th Street, added sidewalks, accounted for stormwater runoff, bus/vehicle pull outs, and all other factors concerning this project over the past eight months. Following frequent check-ins with the city manager and school superintendent, the project is ready to go out for bid by the end of this month.

The attached diagram shows the land transfers required to create enough public right-of-way for 16th Street to be extended to Cedar and 17th Street. Two school properties and one city property will be impacted. To legally create the right-of-way, the engineer has recommended a two-step process. First, transfer all the future right-of-way to one property, tax lot 5900 owned by the school district. This includes 984 square feet from tax lot 2600 (green) and 22,389 square feet from tax lot 2700 (yellow). Second, convey ownership of the property needed to the City for public right-of-way, a total of 22,389 square feet (blue hash lines). To eliminate small fragments of property on either side of the new right-of-way, 306 square feet will transfer from lot 5900 to lot 2600 (pink) and 12,761 square feet will transfer from lot 2700 to lot 5900 (yellow, no-hash).

In addition to these deed transfers, the city is seeking a sidewalk and pedestrian easement along the front of the elementary school that will allow the new sidewalks to be as wide as possible and for the back of the sidewalk to match the location of the current sidewalk. The current sidewalk is mostly located on school property, not public right-of-way. Either the sidewalk will need to be narrowed (not desired) or the easement must be granted to allow pedestrian use of the wider sidewalk (see the exhibit titled Attachment B).

The surveyor is preparing the legal descriptions of each property and the deeds that will transfer ownership of each property as described. The easement needed has already been prepared. These are technical documents that should be reviewed by city and school staff/attorneys prior to signing and recording.

Staff is seeking approval to execute the deeds and easement necessary to widen and extend 16th Street to Cedar and 17th Street. The City will pay all recording fees and provide copies of fully executed documents to the superintendent.

BOARD OPTIONS

1. Authorize School Superintendent Susan Halliday to approve and execute the deeds and easements needed to complete the S 16th Street widening and Extension Project.
2. Do not authorize the school superintendent to approve and execute the deeds and easements and direct staff on how to proceed.

RECOMMENDED MOTION

"I move to authorize School Superintendent Susan Halliday to approve and execute the deeds and easements needed to complete the S 16th Street Widening and Extension Project."

ATTACHMENTS

- A. Land Transfer Diagram for S 16th Street Project.
- B. Sidewalk and Pedestrian Easement to the City of Philomath
- C. Project Layout

16th
Street

Step 1: Get most of the future right-of-way onto one tax lot, lot 5900
Step 2: Make one deed transfer from Lot 5900 for use as public right-of-way (hashed area).

School District
Lot 5900

Lot 2700 (District) to
Lot 5900 (District)
12,761 sqft.

Lot 5900 (District) to
Lot 2600 (City)
306 sqft.

Lot 2600 (City) to
Lot 5900 (District)
984 sqft.

City Public Works
Lot 2600

School District
Lot 2700

Lot 5900 (District) to
Public Right-of-Way
(Step 2; hashed area)
22,389 sqft.

Cedar Street

1"=30'

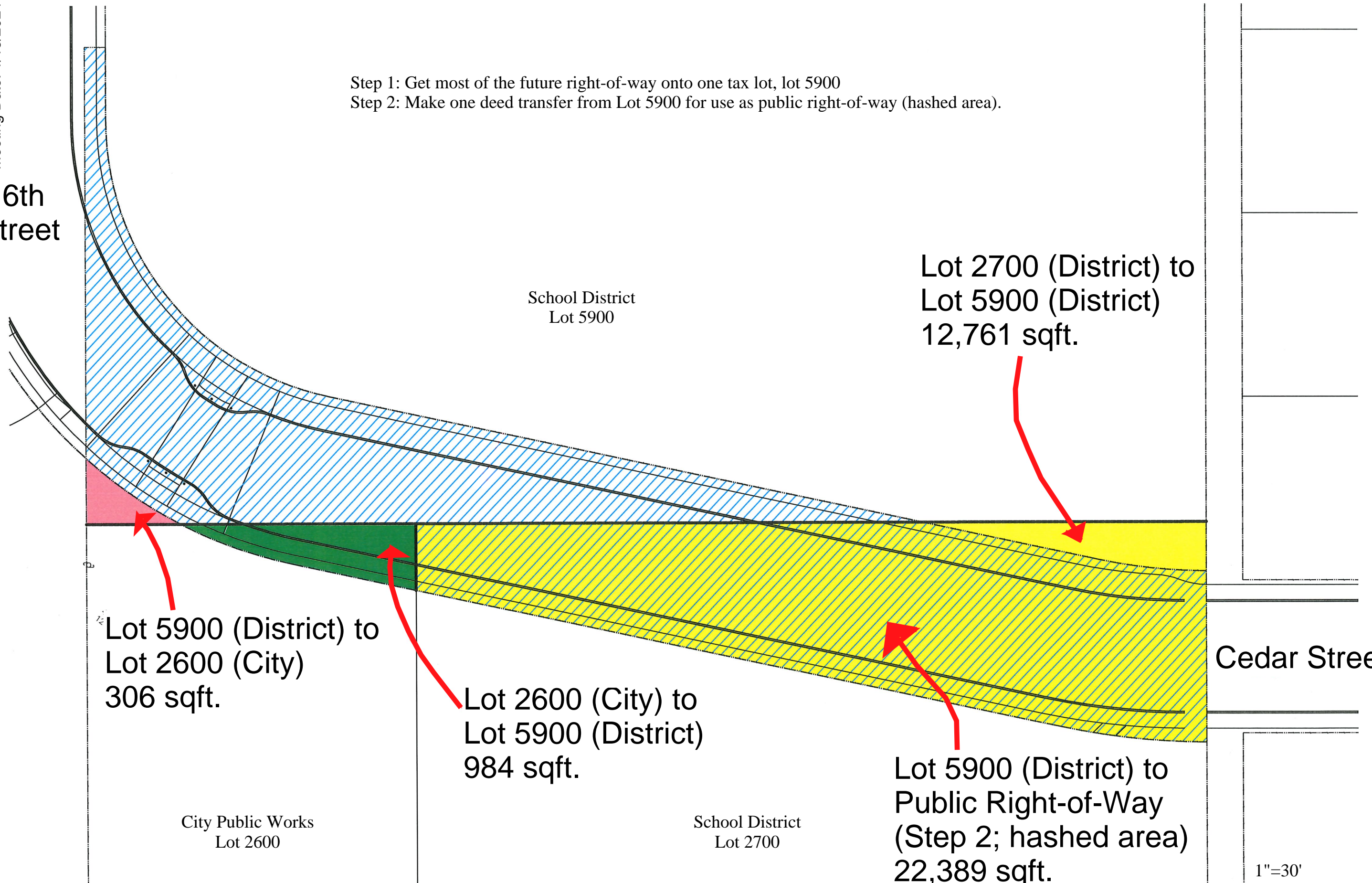


EXHIBIT _

Legal Description For:
4' Wide Sidewalk and Pedestrian Easement
Property vested in:
School District Number 17-C

A 4.00-foot wide strip of land situated in the southeast one-quarter of Section 12, Township 12 South, Range 6 West of the Willamette Meridian, in the City of Philomath, Benton County, Oregon, and being a portion of that property described in that instrument recorded in Book 125, Page 207, Benton County Deed Records, said strip being more particularly described as follows:

Beginning at the most Westerly northwest corner of said property described in Book 125, Page 207, said point being on the east right of way of S 16th Street, said point bears South 88°15'32" East 7.00 feet and South 01°40'36" West 180.00 feet from the northeast corner of Farm Lot No. 1 of Brown's Addition to the City of Philomath, as platted and recorded in Volume 1, Page 18, Book of Town Plats for Benton County; leaving said east right of way and running thence:
South 88°15'32" East 4.00 feet along the north line of said property;
thence leaving said north line, South 01°40'36" East, being parallel with said east right of way, a distance of 372.00 feet;
thence North 88°19'24" West 4.00 feet to a point on said east right of way;
thence North 01°40'36" East 372.00 feet along said east right of way to the Point of Beginning, containing 1,488 square feet of land, more or less.

Bearings are based on the Oregon Coordinate Reference System (OCRS) Salem Zone, referenced to NAD 83 (2011) Epoch 2010.00.



EXPIRES: 6-30-24

NE CORNER OF
FARM LOT NO. 1,
BROWN'S ADDITION
TO THE CITY OF
PHILOMATH

APPLEGATE STREET

S88°15'32"E 7.00'

POINT OF
BEGINNING

S01°40'36"W 180.00'

S88°15'32"E
4.00'

TAX LOT
12612DB05800

LOCATED IN THE S.E. 1/4 SEC. 12,
T. 12 S., R. 6 W., W.M.,
CITY OF PHILOMATH,
BENTON COUNTY, OREGON



SCALE: 1" = 60'
DATE: 12/20/2023

OWNER:
SCHOOL DISTRICT
NUMBER 17-C,
BENTON COUNTY,
OREGON
B. 125, P. 207

SOUTH 16TH STREET
56' R/W

N01°40'36"E 372.00'

S01°40'36"W 372.00'

TAX LOT
12612DB05900



SIDEWALK & PEDESTRIAN
EASEMENT
1,488 SQ FT

N88°19'24"W
4.00'



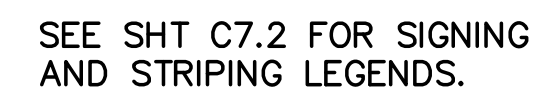
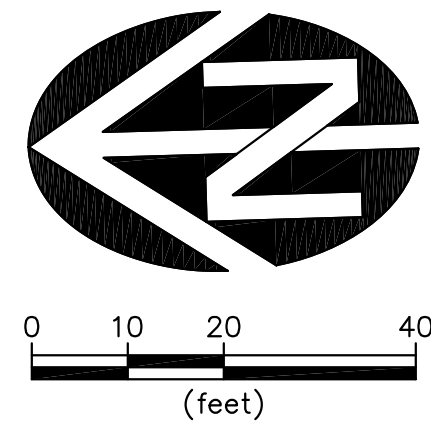
BARKER
SURVEYING

3657 KASHMIR WAY SE
SALEM, OREGON 97317
PHONE (503) 588-8800
FAX (503) 363-2469
EMAIL: GREG@BARKERWILSON.COM

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 19, 1994
GREGORY L. WILSON
2687

EXPIRES: 6/30/2024



REVIEW

REVIEWED: 12/31/2023

WESTTECH ENGINEERING, INC.
CONSULTING ENGINEERS AND PLANNERS

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302
Phone: (503) 585-2474 Fax: (503) 585-3966
E-mail: westech@westech-eng.com

City of Philomath, Oregon
South 16th Street Improvements
Signing & Striping Plan
Start to STA 19+00

C7.1

960.2160.0

[illegible]

VERIFY SCALE

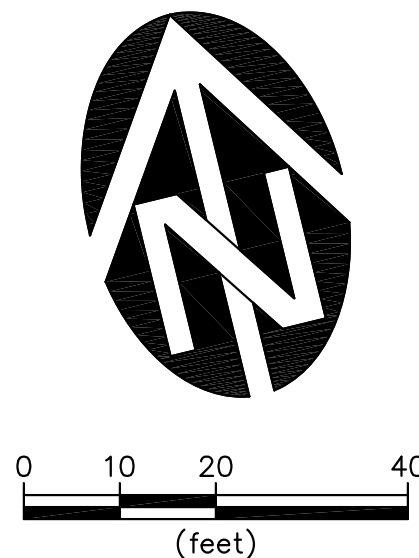
BAR IS ONE INCH ON ORIGINAL DRAWING

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

0 1"

DSN.	RCE
DRN.	RCE
CKD.	RCE

DATE: SEP 2023



NOTES:
 ">" = WITH ARROW POINTING RIGHT
 "<" = WITH ARROW POINTING LEFT
 "<>" = WITH ARROWS POINTING BOTH DIRECTIONS

NOTES:

1. ALL LONGITUDINAL STRIPING TO BE TRAFFIC MARKING PAINT AND CONFORM TO THE MOST CURRENT ODOT SPECIFICATION FOR BEAD BINDER PAINT UNLESS OTHERWISE SHOWN OR DIRECTED.
2. ALL STOP BARS, CROSSWALK STRIPING AND OTHER ROADWAY MARKING AND SYMBOLS 125 MIL THICK PRE-FORMED WEAR-RESISTANT THERMOPLASTIC WITH INTERMIX GLASS BEADS (PREMARK BD BY ENNIS-FLINT, OR OPTATRAC BY GEVEKO MARKINGS). INSTALLATION SHALL BE BY METHODS AND BY A CONTRACTOR APPROVED BY THE CITY.

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

1"

DSN. RCE

DRN. RCE

CKD. RCE

DATE: SEP 2023



WE

WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS AND PLANNERS

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97303
Phone: (503) 585-2474 Fax: (503) 585-3986
E-mail: westech@westech-eng.com

City of Philomath, Oregon
South 16th Street Improvements
Signing & Striping Plan
STA 19+00 to End

C7.2

JOB NUMBER
960.2160.C



January 18, 2024

Board Members:

Enrollment numbers as of January 11, 2024 are included in the board packet. Enrollment for the 2023-24 school year is remaining higher than we predicted. ODE released the re-balancing of the State School Fund. The District does have a new allocation for State School Fund that is an increase from previous estimates. The District leadership team is working on a plan for a supplemental budget to allocate these funds and will have that available for the February board meeting.

Thank you to all of the Board members that attended the Budget information session last week. The 2024-25 Budget preparation calendar is included in this Board meeting packet for Board approval.

Resolution 2324-02 is included in this Board packet for approval. This resolution transfers appropriations within the Trust & Agency funds (Fund 700) to accommodate expenditures in Function 3000 for union health insurance assistance, not originally budgeted.

Another, thank you to the Board for approving the award of the contract to Luna Design and Construction for the Clemens Primary Covered Playground project. We are excited to see this project come to fruition!

December 2023 General Fund Expenditures totaled \$1,926,186. Expenditures that exceed \$10,000 are as follows:

• Invesco Investment Services	\$ 10,206	(403b Retirement Contributions)
• American Fidelity Assurance Co.	\$ 10,255	(Paid Leave OR payment)
• Palmar Roofing & Siding	\$ 11,641	(Modular roof repair & replacement)
• Northwest Natural Gas	\$ 13,377	(Monthly gas bill November)
• Corvallis School District 509J	\$ 22,198	(September Food Service bill)
• Pacific Power	\$ 22,427	(Monthly power bill)
• Mid Columbia Bus Company	\$ 98,940	(November 2023 transportation)
• Kings Valley Charter School	\$ 234,949	(December SSF payment to KVCS)

Respectfully Submitted,

Jennifer Griffith
Business Manager

YTD Local Sources

93.69% of Budget

Prior Year YTD: 90.32% of Actuals

YTD State Sources

58.14% of Budget

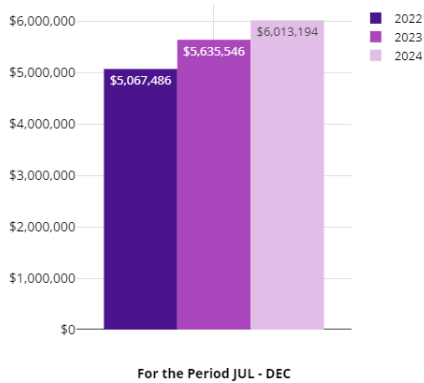
Prior Year YTD: 51.20% of Actuals

YTD All Sources (except 5400s)

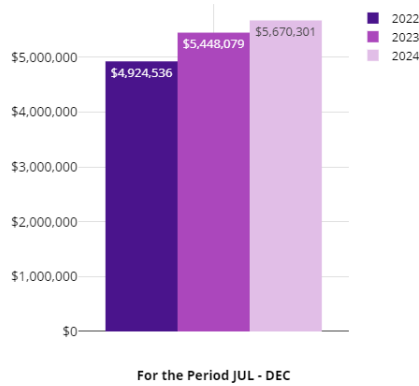
68.12% of Budget

Prior Year YTD: 62.08% of Actuals

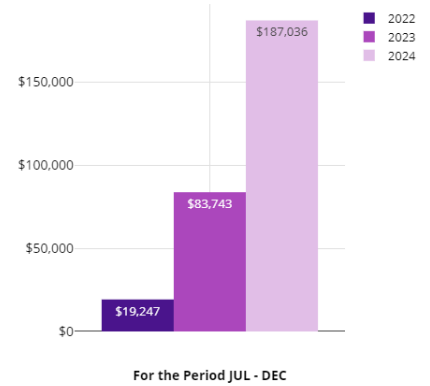
Local Sources (1000s)



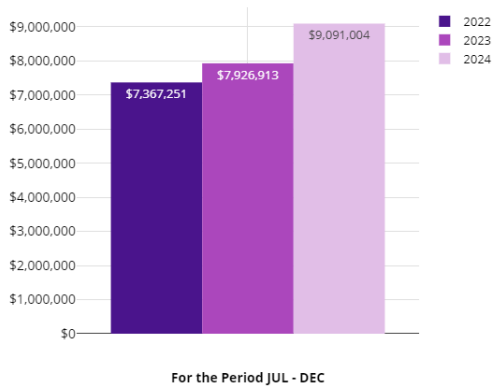
Property Taxes (1100s)



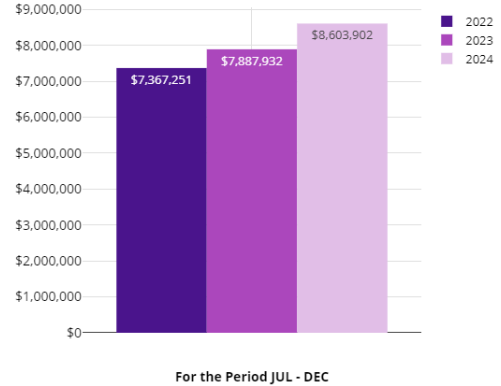
Interest Earnings (1500s)



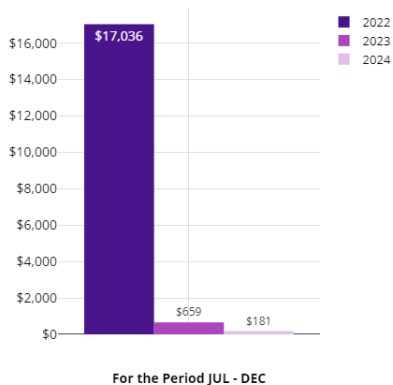
State Sources (3000s)



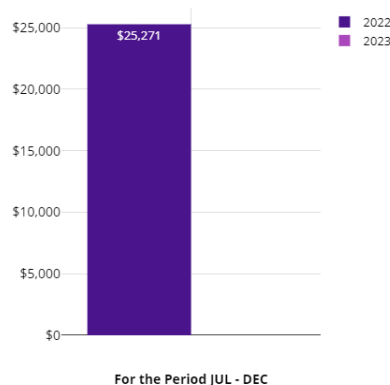
State School Fund (3101)



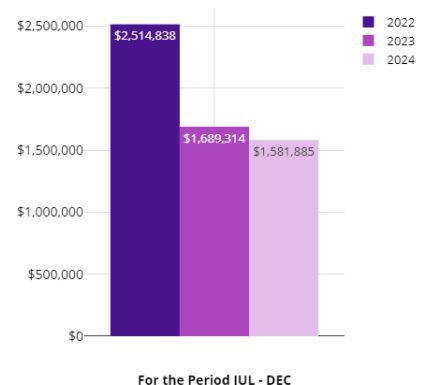
Intermediate Sources (2000s)



Federal Sources (4000s)



Other Sources (5000s)



YTD Salary and Benefits

38.67% of Budget

Prior Year YTD: 38.22% of Actuals

YTD Purchased Services

54.96% of Budget

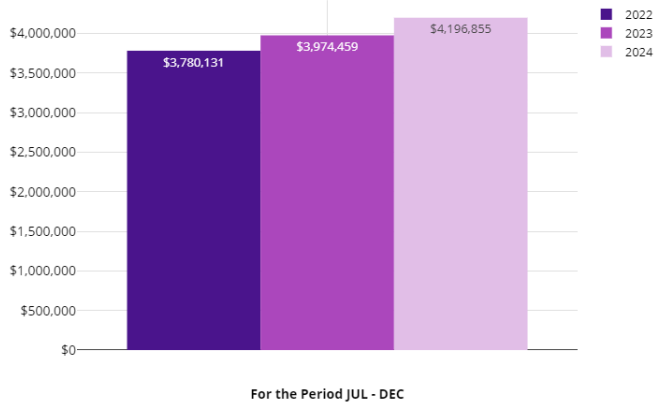
Prior Year YTD: 44.24% of Actuals

YTD Other Expenses

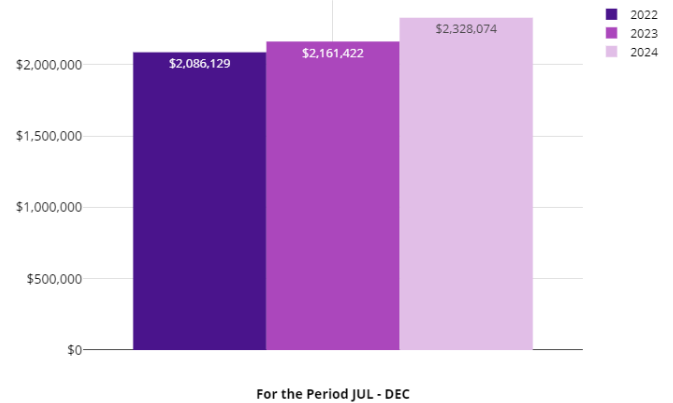
79.59% of Budget

Prior Year YTD: 73.31% of Actuals

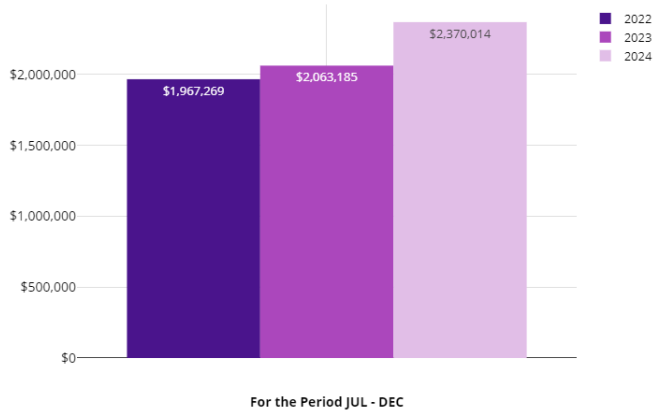
Salaries (100s)



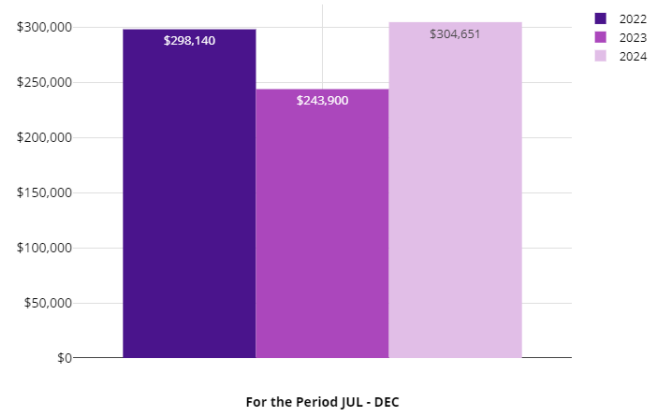
Benefits (200s)



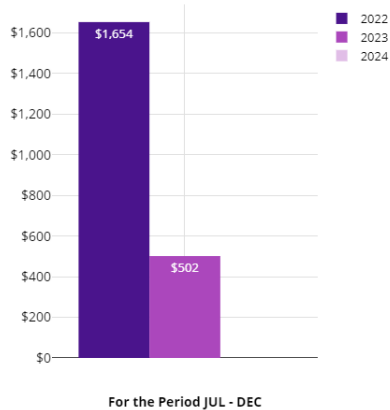
Purchased Services (300s)



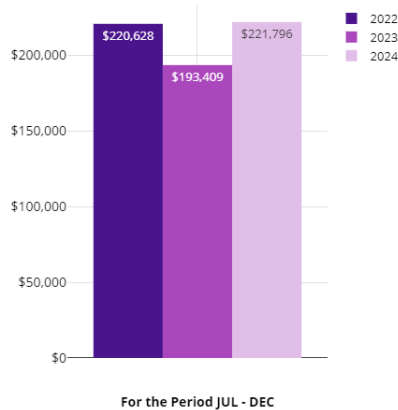
Supplies (400s)



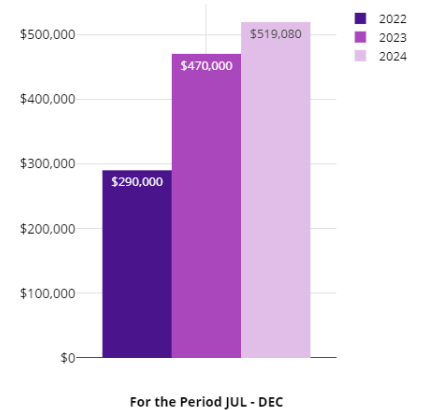
Capital Outlay (500s)



Other Objects (600s)



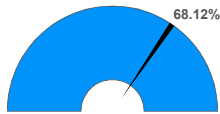
Transfers (700s)



100 General Fund Revenue Dashboard Summary

For the Period Ending December 31, 2023

Actual YTD Revenues



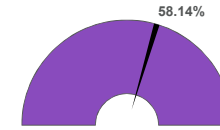
Projected YTD Revenues
64.88%

Actual YTD Local Sources



Projected YTD Local Sources
90.23%

Actual YTD State Sources



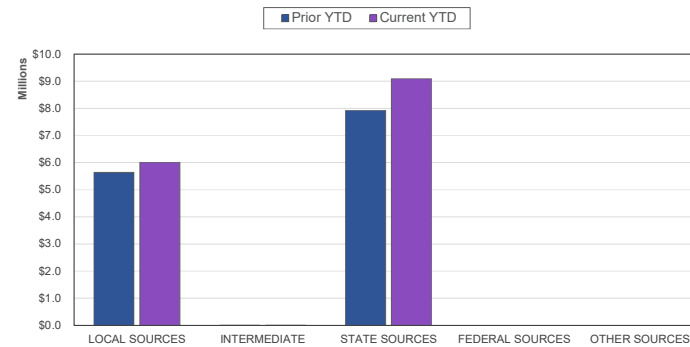
Projected YTD State Sources
54.78%

General Fund Revenues

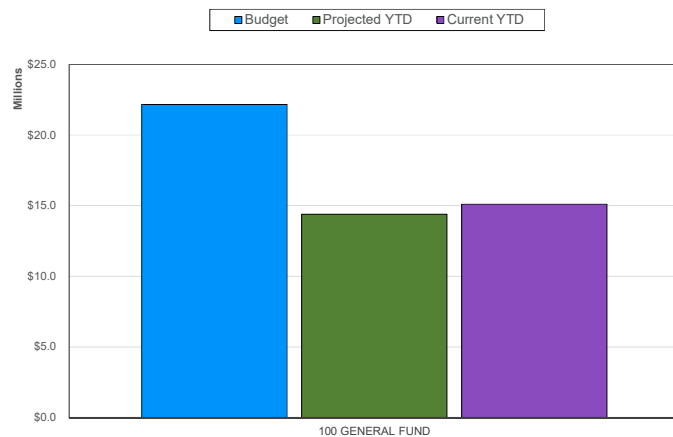
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$9,077,928
Property Taxes	\$4,368,746
Resources - Beginning Fund Balance	\$1,581,885
Local Option Levy Taxes	\$1,298,445
Interest On Investments	\$187,036
Miscellaneous	\$73,971
Kings Valley Charter School Fees	\$69,538
Restricted Grants-In-Aid	\$13,075
Rentals	\$7,805
Contributions And Donations From Private Sources	\$4,543
Percent of Total Revenues Year-to-Date	99.98%

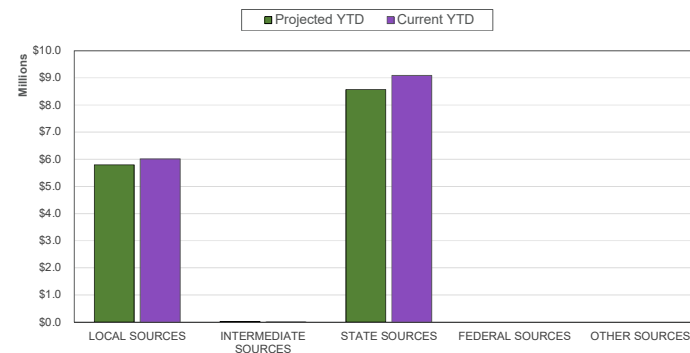
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



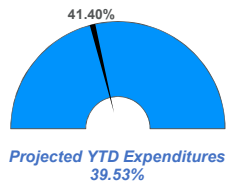
General Fund Revenue by Source | Projected YTD vs. Current YTD



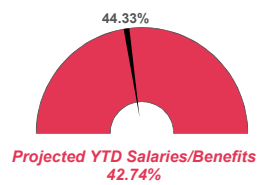
100 General Fund Expense Dashboard Summary

For the Period Ending December 31, 2023

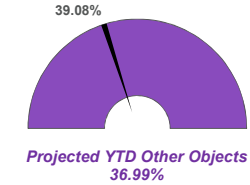
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

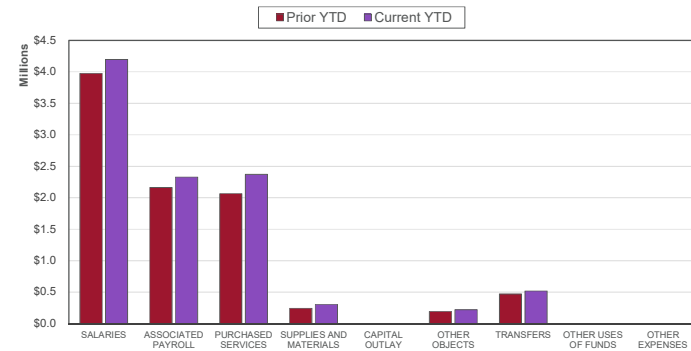


General Fund Expenditures

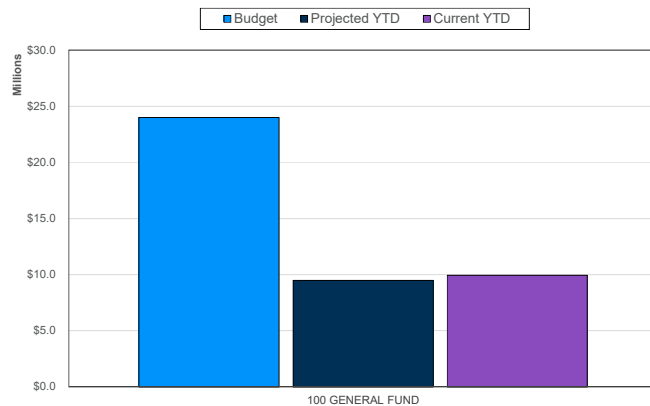
Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$1,989,434
Charter School Payments, Adm	\$1,126,236
Classified Salaries	\$822,541
Public Employees Retirement System	\$687,289
Medical Insurance	\$666,474
Administrator Salaries	\$602,108
Fund Transfers	\$519,080
Unrepresented Salaries	\$398,736
Charter School, Remote Elementary	\$344,992
Pers Bond 1	\$335,201
Percent of Total Expenditures Year-to-Date	75.37%

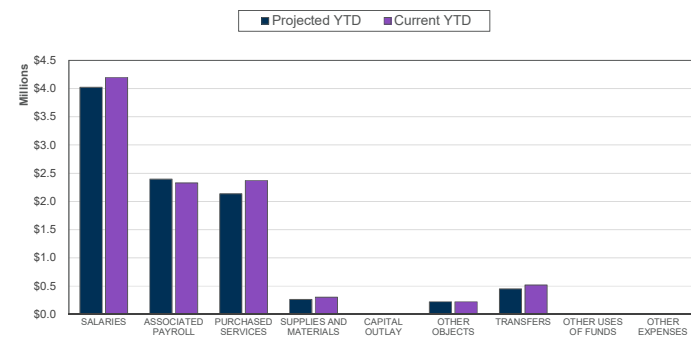
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



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



PHILOMATH SCHOOL DISTRICT, 17J
Appropriations, Budget vs. Actual
Fiscal Year 2023-2024

		Appropriations	YTD	Encumbrances	Resolutions	Totals	(Over)/Under Budget
General Fund (100)	1000 Instruction	13,913,402	5,607,886	8,337,459	200,000	13,945,345	168,057
	2000 Support Services	8,046,586	3,828,518	3,659,878	-	7,488,396	558,190
	3000 Community Services	-	-	-	-	-	-
	4000 Capital Projects	-	-	-	224,000	-	224,000
	5200 Transfers	540,000	519,080	-	-	519,080	20,920
	6000 Contingency	325,000	-	-	-	-	325,000
	Sub Totals	22,824,988	9,955,484	11,997,337	424,000	21,952,821	1,296,167
Local/State/Federal Programs Funds Special Revenue Fund (200)	1000 Instruction	2,117,374	566,940	807,200	-	1,374,140	743,234
	2000 Support Services	862,136	263,674	436,567	-	700,241	161,895
	3000 Community Services	667,526	129,204	177,655	-	306,859	360,667
	4000 Facilities	407,500	300	-	-	300	407,200
	5200 Transfers	-	-	-	-	-	-
	Sub Totals	4,054,536	960,118	1,421,422	-	2,381,540	1,672,996
Pool Operations Fund (295)	1000 Instruction	11,692	6,969	4,462	-	11,431	261
	2000 Support Services	-	-	-	-	-	-
	3000 Community Services	162,808	85,701	42,211	-	127,912	34,896
	Sub Totals	174,500	92,670	46,673	-	139,343	35,157
Assoc. Student Body (284, 285, 286)	1000 Instruction	806,755	227,992	55,774	-	283,766	522,989
Debt Service Funds (300)	5000 Debt Service	1,802,848	628,923	547,200	-	1,176,123	626,725
Capital Improvement Funds (400)	1000 Instruction	22,463	11,115	-	-	11,115	11,348
	2000 Support Services	394,037	241,724	22,707	-	264,431	129,606
	4000 Facilities	424,317	140	-	-	140	424,177
	Sub Totals	840,817	252,979	22,707	-	275,686	565,131
Unemployment Fund (600)	2000 Support Services	13,000	5,372	420	-	5,792	7,208
Reserve Funds (700)	1000 Instruction	67,250	22,624	41,977	-	64,601	2,649
	2000 Support Services	127,400	37,812	33,163	-	70,975	56,425
	3000 Community Services	-	500	1,600	-	2,100	(2,100)
	Sub Totals	194,650	60,936	76,740	-	137,676	56,974
						-	
						-	
Total Appropriations		30,712,094	12,184,474	14,168,273	424,000	26,352,747	4,783,347
Total Unappropriated		16,484,270	-	-	-	-	16,484,270
Total Adopted Budget		47,196,364	12,184,474	14,168,273	424,000	26,352,747	21,267,617

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 6/30/2024

☐ Print Detail

☐ Exclude Encumbrances

☒ Reverse Signs

☐ Page Break by Activity

☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	10,036.52	200.00	(1,021.22)	9,215.30	.00	9,215.30
284.0000.9701.097.797.812 PES Blodgett	6,514.85	.00	(1,974.30)	4,540.55	.00	4,540.55
284.0000.9701.097.797.815 CPS Donations	2,819.75	10,000.00	200.00	13,019.75	(9,124.83)	3,894.92
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	4,201.45	(6,197.18)	1,082.15	.00	1,082.15
284.0000.9701.097.797.830 PES Music	(173.43)	913.00	(516.55)	223.02	.00	223.02
284.0000.9701.097.797.834 Falcon Swag Fund Balance	.00	100.00	482.86	582.86	.00	582.86
284.0000.9701.097.797.842 PES Social Committee	732.65	915.77	(682.08)	966.34	.00	966.34
284.0000.9701.097.797.846 PES Yearbook	1,721.00	.00	1,642.96	3,363.96	.00	3,363.96
284.0000.9701.097.797.847 PES Students in Need	(62.43)	.00	.00	(62.43)	.00	(62.43)
284.0000.9701.097.797.849 CPS Students in Need	(29.80)	.00	.00	(29.80)	.00	(29.80)
284.0000.9701.097.797.850 PES School Supplies	.00	.00	.00	.00	.00	.00
GRAND TOTALS	29,155.57	17,980.22	(8,065.51)	39,070.28	(9,124.83)	29,945.45

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

☐ Exclude Encumbrances

☒ Reverse Signs

☐ Page Break by Activity

☒ 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	285.00	(150.00)	1,316.04	.00	1,316.04
285.0000.9701.098.798.502 PMS Athletics	3,281.03	527.00	(904.85)	2,903.18	.00	2,903.18
285.0000.9701.098.798.503 PMS Band	3,192.97	1,200.00	(2,017.77)	2,375.20	(611.00)	1,764.20
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	(488.45)	335.51	.00	335.51
285.0000.9701.098.798.508 PMS Drama	12,244.16	916.00	(365.98)	12,794.18	(3,671.00)	9,123.18
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	(27.32)	23,262.91	.00	23,262.91
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	103.98	.00	197.61	.00	197.61
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	2,238.00	(2,246.71)	622.99	(300.00)	322.99
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,428.99	397.22	(397.22)	1,428.99	.00	1,428.99
285.0000.9701.098.798.523 PMS Student Body Fees	5,033.73	8,295.00	(3,747.35)	9,581.38	.00	9,581.38
285.0000.9701.098.798.524 PMS Suspension Account	301.50	451.88	(301.50)	451.88	.00	451.88
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	221.77	.00	.00	221.77	.00	221.77
285.0000.9701.098.798.529 PMS Student Wellness	5,585.90	.00	.00	5,585.90	.00	5,585.90
285.0000.9701.098.798.530 PMS Oregon Research Institute	2,123.74	.00	.00	2,123.74	.00	2,123.74

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 6/30/2024

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☐ Exclude Encumbrances

☐ Page Break by Activity

☒ 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	700.00	(43.11)	961.89	.00	961.89
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	328.82	.00	.00	.00
285.0000.9701.098.798.537 PMS Fitness	426.02	.00	.00	426.02	.00	426.02
285.0000.9701.098.798.538 PMS Engineering	(76.51)	150.00	.00	73.49	.00	73.49
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS	65,564.92	15,583.33	(10,543.84)	70,604.41	(4,582.00)	66,022.41

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

☐ Exclude Encumbrances

☒ Reverse Signs

☐ Page Break by Activity

☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Beginning Fund Balance Student Activities	(217.41)	.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	149.09	.00	.00	149.09	.00	149.09
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	2,699.71	1,499.66	(2,021.38)	2,177.99	(278.82)	1,899.17
286.0000.9701.000.799.605 PHS Art Club	432.00	250.00	.00	682.00	.00	682.00
286.0000.9701.099.799.605 Beginning Fund Balance Student Activities	432.00	250.00	.00	682.00	.00	682.00
286.0000.9701.099.799.606 PHS ASB	6,238.15	10,546.05	(6,829.76)	9,954.44	(200.00)	9,754.44
286.0000.9701.099.799.607 PHS Athletic Officials	(9,701.60)	38,282.45	(38,526.09)	(9,945.24)	.00	(9,945.24)
286.0000.9701.099.799.611 PHS Athletics	2,818.52	9,346.98	(3,938.40)	8,227.10	630.59	8,857.69
286.0000.9701.099.799.612 PHS AV Technology	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.613 PHS Baseball	7,328.20	12,030.00	(6,624.89)	12,733.31	(1,356.39)	11,376.92
286.0000.9701.099.799.616 PHS Botany	4,301.84	.00	(545.49)	3,756.35	.00	3,756.35
286.0000.9701.099.799.617 PHS Boys Basketball	15,084.01	13,216.50	(3,584.43)	24,716.08	(3,728.21)	20,987.87
286.0000.9701.099.799.618 PHS Cheerleading	7,257.42	40,884.74	(29,246.61)	18,895.55	15,808.53	34,704.08
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	7,356.17	4,868.37	(4,027.92)	8,196.62	(346.52)	7,850.10
286.0000.9701.099.799.622 PHS Dance Team	6,508.60	5,296.00	(9,533.44)	2,271.16	3,218.10	5,489.26
286.0000.9701.099.799.625 PHS Donation	693.01	200.00	.00	893.01	.00	893.01
286.0000.9701.099.799.627 PHS Driver Education	.00	5,275.00	.00	5,275.00	.00	5,275.00
286.0000.9701.099.799.633 PHS Robotics Fund Balance	16,422.83	14,987.24	(15,164.65)	16,245.42	(1,596.00)	14,649.42

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 6/30/2024

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☐ Exclude Encumbrances

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.634 Robotics PHRED FLL Fund Balance	.00	1,000.00	(300.00)	700.00	.00	700.00
286.0000.9701.099.799.635 PHS Foods	3,468.39	1,375.00	(968.42)	3,874.97	.00	3,874.97
286.0000.9701.099.799.636 PHS Football	5,960.37	1,315.00	(6,622.98)	652.39	5,232.01	5,884.40
286.0000.9701.099.799.637 PHS Forestry	9,868.91	300.00	(1,722.33)	8,446.58	(500.00)	7,946.58
286.0000.9701.099.799.638 PHS GED	8.17	.00	.00	8.17	.00	8.17
286.0000.9701.099.799.639 PHS German Class	353.54	.00	.00	353.54	.00	353.54
286.0000.9701.099.799.640 PHS Girls Basketball	13,113.98	7,071.50	(6,428.59)	13,756.89	(1,709.97)	12,046.92
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	(.53)	480.00	.00	479.47	.00	479.47
286.0000.9701.099.799.642 PHS Green Team	159.83	.00	.00	159.83	.00	159.83
286.0000.9701.099.799.643 PHS Racial Equity Club	7.00	.00	.00	7.00	.00	7.00
286.0000.9701.099.799.644 PHS Life Skills	3,510.48	.00	.00	3,510.48	.00	3,510.48
286.0000.9701.099.799.645 PHS Library	(16.13)	.00	.00	(16.13)	.00	(16.13)
286.0000.9701.099.799.646 PHS Lifeguard	.00	140.00	.00	140.00	.00	140.00
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	160.00	(1,028.35)	319.64	.00	319.64
286.0000.9701.099.799.649 PHS Manufacturing Technology	7,550.87	1,745.00	(906.70)	8,389.17	(4,000.00)	4,389.17
286.0000.9701.099.799.652 PHS Misc Books	5.78	50.00	.00	55.78	.00	55.78
286.0000.9701.099.799.653 PHS Music Band	1,685.95	728.50	(470.00)	1,944.45	.00	1,944.45
286.0000.9701.099.799.654 PHS Music Choir	.00	319.00	.00	319.00	.00	319.00
286.0000.9701.099.799.655 PHS Music Tour	9,694.61	1,300.00	.00	10,994.61	.00	10,994.61
286.0000.9701.099.799.656 PHS National Honor Society	1,642.73	120.00	(525.00)	1,237.73	.00	1,237.73
286.0000.9701.099.799.657 PHS OWC Athletics Account	5,972.64	6,842.00	(5,761.94)	7,052.70	.00	7,052.70

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

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☒ 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	2,000.00	(873.13)	1,126.87	.00	1,126.87
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	1,060.00	(324.00)	1,433.43	.00	1,433.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	(63.99)	230.60	.00	230.60
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	15,420.00	(10,967.50)	6,300.00	.00	6,300.00
286.0000.9701.099.799.665 PHS Preschool	1,853.93	2,600.00	(2,838.21)	1,615.72	.00	1,615.72
286.0000.9701.099.799.666 PHS Prom	4,816.66	1,357.91	(3,992.00)	2,182.57	(825.00)	1,357.57
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	1,917.68	(150.00)	10,114.13	.00	10,114.13
286.0000.9701.099.799.675 PHS School of Business	2,449.64	.00	(555.22)	1,894.42	.00	1,894.42
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	(84.75)	4,211.36	.00	4,211.36
286.0000.9701.099.799.679 PHS Soccer Girls	827.29	2,243.00	(2,564.96)	505.33	.00	505.33
286.0000.9701.099.799.680 PHS Softball	8,266.01	(40.00)	(718.00)	7,508.01	(550.00)	6,958.01
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	270.68	.00	1,268.56	.00	1,268.56
286.0000.9701.099.799.684 PHS Student Body Fee	250.00	13,065.00	(12,855.00)	460.00	.00	460.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	.00	160.00	.00	160.00	.00	160.00
286.0000.9701.099.799.686 PHS Swim Team	267.86	1,955.00	(305.00)	1,917.86	.00	1,917.86

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023

To: 6/30/2024

☐ Print Detail

☐ Exclude Encumbrances

☒ Reverse Signs

☐ Page Break by Activity

☒ Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.687 PHS Boys Tennis	6,514.44	825.00	(3,312.59)	4,026.85	.00	4,026.85
286.0000.9701.099.799.688 PHS Girls Tennis	.00	825.00	3,201.85	4,026.85	.00	4,026.85
286.0000.9701.099.799.689 PHS Theatre	5,518.04	2,844.81	(4,067.80)	4,295.05	.00	4,295.05
286.0000.9701.099.799.690 PHS Track	1,858.05	4,290.00	(135.00)	6,013.05	.00	6,013.05
286.0000.9701.099.799.693 PHS Volleyball	6,513.65	15,362.15	(10,493.71)	11,382.09	275.00	11,657.09
286.0000.9701.099.799.695 PHS Warrior Wellness	3,212.68	.00	(208.43)	3,004.25	(150.00)	2,854.25
286.0000.9701.099.799.696 PHS Wrestling	(516.25)	12,461.09	(7,977.49)	3,967.35	(2,444.49)	1,522.86
286.0000.9701.099.799.697 PHS Yearbook	15,647.03	12,045.00	(17,095.31)	10,596.72	(10,332.00)	264.72
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	(35.87)	9.24	.00	9.24
286.0000.9701.099.799.708 Pool Timing System Fundraiser	.00	.00	.00	.00	.00	.00
GRAND TOTALS	212,203.43	273,846.31	(221,516.62)	264,533.12	(2,853.17)	261,679.95

End of Report

2023 / 2024 SCHOOL YEAR
ENROLLMENT FIGURES as of: January 18, 2024

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	120	93		7			0	0	20	
1st	114	<u>87</u>		7			1	0	19	
2nd	114		89	6			0	0	19	
3rd	122		95	10			1		16	
4th	106		85	<u>5</u>			1	0	15	
5th	122		<u>101</u>				2		19	
6th	141				118		2		21	
7th	128				113		2	0	13	
8th	131				<u>112</u>		4	0	15	
9th	133					104	11	0	18	
10th	162					124	25		13	
11th	152					116	25	0	11	
12th	131					<u>106</u>	<u>19</u>	<u>0</u>	6	
Totals		180	370	35	343	450	93	0	205	

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	12/13	01/18	02/15	03/21	04/18	05/16	06/20
CPS	178	178	183	179	180	0	0	0	0	0
PES	367	367	364	367	370	0	0	0	0	0
BL	35	35	35	35	35	0	0	0	0	0
PMS	344	343	343	352	343	0	0	0	0	0
PHS	476	482	461	448	450	0	0	0	0	0
Academy	71	80	87	85	93	0	0	0	0	0
KVCS	203	202	203	208	205	0	0	0	0	0
SubTotal	1,674	1,687	1,676	1,674	1,676	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	1,674	1,676	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



PHILOMATH SCHOOL DISTRICT 17J
Philomath, Oregon

2024-2025 BUDGET PREPARATION CALENDAR

- October 19, 2023 * Board selects and fills by Appointment all Budget Committee Vacancies
- January 11, 2024 * Budget Committee Informational Meeting: DO Board Room, Thursday, 6:00 pm
- Ongoing * Review of Enrollment/Staffing/Budget Issues by District and Site Staff
- January 18, 2024 * Adoption of the Budget Calendar by the Board of Directors**
- March 7, 2024 * Budget Work Session #1: DO Board Room, Thursday, 6:00 pm**
- April 11, 2024 * Budget Work Session #2: DO Board Room, Thursday, 6:00 pm (only if necessary)**
- April 15, 2024 * Publication of first public notice of Budget Committee meeting
(not more than 30 days before the meeting)
- May 2, 2024 * Early Release of Draft Budget Document
(7 days prior to Budget Meeting)
- May 9, 2024 * First Budget Committee Meeting: Present proposed budget and budget message;
DO Board Room, Thursday 6:00 p.m. - includes Community Listening Session &
Budget Approval**
- May 23, 2024 * Second Budget Committee Meeting: DO Board Room, Thursday 6:00 p.m. (only if
necessary)**
- June 3, 2024 * Publication of Notice of Budget Hearing, Financial Summary and Fund Summaries
(not more than 30 days nor less than 5 days prior to the hearing)
- June 20, 2024 * Regular Board Meeting & Public Budget Hearing on budget as approved by Budget
Committee: DO Board Room, Thursday 7:00 p.m.**
- Adopt final budget and make appropriations. The amount of tax levy in the
published budget may not be increased, a new fund added, or expenditures
increased by more than 10 percent without full republication and another public
hearing.**
- July 1, 2024 * Levy Certified to Assessor (No later than July 15, 2024)



Philomath School District

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

RESOLUTION NO. 2324-02

A RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN A FUND FOR FISCAL YEAR 2023-2024

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

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

The budget for fiscal year 2023-2024 is hereby amended, and the amounts appropriated by the Board of Directors under Resolution 2324-02 for the Trust & Agency funds are hereby amended as follows:

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<i>Trust & Agency (fund 700)</i>			
2000: Support Services	\$ 127,400	\$ (5,000)	\$ 122,400
3000: Community Services	\$ 0	\$ 5,000	\$ 5,000

Passed by the Board of Directors of Philomath School District this 18th day of January 2024.

By: _____
Board Chair

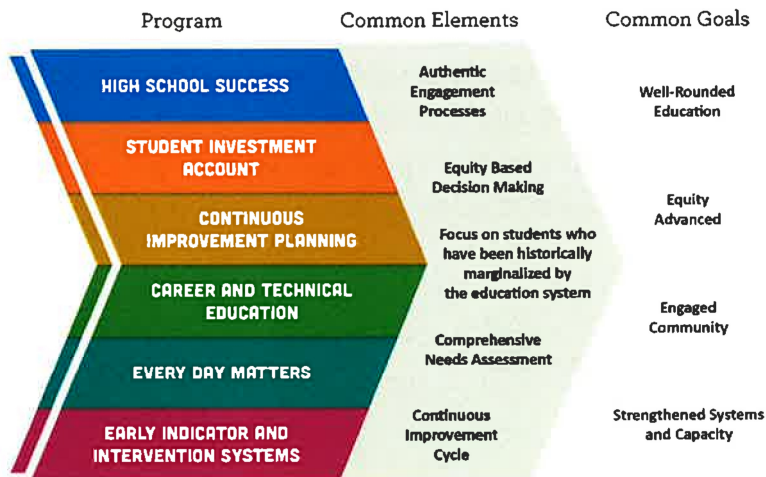
By: _____
Superintendent

Philomath School District 17J

Integrated Guidance Grant

Philomath SD Board of Directors
January 18, 2024

What is Integrated Guidance?



Integrated Guidance History

2022 - 2023

- ▶ Independent Applications
 - ▶ CTE (Career & Technical Education)
 - ▶ EIS (Early Indicator & Intervention Systems)
 - ▶ High School Success
 - ▶ SIA (Student Investment Account)

2023 - 2024

- ▶ Single, Integrated Application
 - ▶ CTE (Career & Technical Education)
 - ▶ EIS (Early Indicator & Intervention Systems)
 - ▶ Every Day Matters (Attendance)
 - ▶ High School Success
 - ▶ SIA (Student Investment Account)

Presentation Purpose

- ▶ Share information about the Philomath School District Integrated Guidance activities and application.
- ▶ Provide an opportunity for Board member questions and public comment on the activities and application.
- ▶ Request Approval:
 - ▶ 2022-2023 Final Reporting
 - ▶ 2023-2024 Integrated Guidance Plan

Integrated Guidance Outcomes 2022-2023

► Grant Totals:

Program	Amount
Early Indicator & Intervention Systems (EIS)	\$ 4,631.00
High School Success (HSS)	\$ 399,145.03 ** \$ 483,470.00
Student Investment Account (SIA)	\$1,078,036.37

** Plus 2021-2022 Carry-Over of \$84K

Key Activities

- Early Indicator and Intervention Systems
 - Synergy Student Information System (SIS)
- High School Success (Measure 98)
 - Career and Technical Education
 - Data Team Implementation
 - Teacher Collaboration Around Student Data
 - Systems to Support On-Time Graduation
 - Equitable Assignment to Advanced Courses
 - PLC (Professional Learning Communities) Professional Learning

Key Activities

- ▶ Student Investment Account
 - ▶ Behavior/ Mental Health Support Staff (1.0 FTE Licensed and 2.0 FTE Classified)
 - ▶ District Projects/ School Improvement Specialist (1.0 FTE)
 - ▶ ELD (English Language Development) Support Staff (1.0 FTE Classified)
 - ▶ Instructional Assistant Support (4.0 FTE Classified)
 - ▶ Extra-Curricular Fee Reduction (Middle and High School)
 - ▶ Literacy Intervention Materials
 - ▶ PLC (Professional Learning Communities) Professional Learning (High School Focus)
 - ▶ Professional Learning (Equity, RTIi, SEL
 - ▶ RTIi (Response to Instruction and Intervention) Specialists (3.0 FTE Licensed)
 - ▶ SEL (Social Emotional Learning) Instructional Materials
 - ▶ Student School Supplies and Fees

Integrated Guidance Plan 2023-2024

- ▶ Grant written for the 2023-2025 biennium. (\$3,266,729.36)
 - ▶ Includes EIIS, HSS, and SIA: EDM activities assumed in these accounts.
 - ▶ 2023-2024: \$1,749,112.45
 - ▶ 2024-2025: \$1,517,616.91**
 - ▶ Regional allocation for CTE, managed by Linn-Benton Community College.
 - ▶ KVCS Allocation: \$259,254.46 + \$221,074.28** = \$480,328.74

** 2024-2025 Amounts Not Yet Updated

Integrated Guidance Plan 2023-2024

Progress Markers

- ▶ Community Engagement
- ▶ Equity Tools
- ▶ Data Teams
- ▶ Literacy Assessment Inventory
- ▶ Communication
- ▶ Student Voice
- ▶ Strengths-Based Intervention Systems
- ▶ Literacy Plans
- ▶ 9th Grade On-Track
- ▶ School Climate
- ▶ Community Partnerships
- ▶ Financial Stewardship
- ▶ Balance Student Assessment
- ▶ Address Systemic Barriers
- ▶ Welcoming & Safe Schools

Proposed Activities and Budget

Investment/ Activity	Amount
RTIi Specialists (4.0 FTE Licensed)	\$407,700
ELD (English Language Development) Support Staff (1.0 FTE)	\$ 50,200
Instructional Assistant Support (6.5 FTE Classified)	\$145,000
CTE Coordinator (0.5 FTE)	\$ 55,000
CTE Services & Supplies (Printer, Clothing Closet, Food Handlers Cards, TB Testing for Health Occupations)	\$ 1,400
CTE Equipment (Manufacturing Technology)	\$ 7,327
Credit Recovery Support (1.0 Classified)	\$ 45,000
Career Day (Philomath Academy and Philomath Middle)	\$ 4,000
8 th Grade Success Coach (1.0 FTE Licensed)	\$ 84,000
Instructional Intervention Materials	\$ 5,000
Effective Instructional Programs Materials (Literacy & Math)	\$108,535
Reduce Extracurricular Fees (Athletics, Drama)	\$ 89,100

Proposed Activities and Budget (cont.)

Investment/ Activity	Amount
Summer Bridge Program (8 th to 9 th Grade)	\$ 24,000
Freshman Success Class	\$ 35,000
School Supplies for Students	\$ 60,000
Data Management (Synergy and SmartPass)	\$ 4,165
School Improvement and District Projects	\$200,995
Student Technology (Chromebooks and ClearTouch Panels)	\$ 55,000
Philomath Academy Staff (1.5 FTE Licensed)	\$126,600
Student Assessment Fees (AP and SAT/ACT)	\$ 7,500
Equity of Student Outcomes and Opportunities	\$ 15,000
LBCC Tuition Support	\$ 10,000
High School Success (including CEL)	\$ 15,000
Equity Team Support	\$ 5,000

Proposed Activities and Budget (cont.)

Investment/ Activity	Amount
SEL (Social Emotional Learning) Instructional Materials	\$ 7,500
Behavior/ Mental Health Support Staff	\$ 75,000
Family Support Liaison	\$ 25,000
School Psychologist	\$ 78,750

CTE Supports:

You Science Career Aptitude and Interest Survey	Perkins Funding
Business Equipment and Supplies	Perkins Funding
Culinary Equipment and Supplies	Perkins Funding
Health Occupations Equipment and Supplies	Perkins Funding

Philomath School District 17J

Early Literacy Success Grant

Philomath SD Board of Directors

January 18, 2024

Early Literacy Success Initiative

- ▶ Four Programs
 - ▶ Early Literacy Success Tribal Grants
 - ▶ Early Literacy Success Community Grants
 - ▶ Early Literacy Success School District Grants
 - ▶ Birth to Five Literacy Plan

Purpose:

- ▶ Increase early literacy for children from birth to 3rd grade.
- ▶ Reduce literacy academic disparities for student groups that have historically experienced academic disparities.
- ▶ Increase support to parents and guardians to enable them to be partners in the development of their children's literacy skills and knowledge.
- ▶ Increase access to early literacy learning through support that is research-aligned, culturally responsive, student-centered, and family-centered.

Presentation Purpose

- ▶ Share information about the Philomath School District Early Literacy Grant application, as required by the Early Literacy Success Initiative legislation.

Enrolled House Bill 3198

SECTION 4. Eligibility for grants

(4) An application described in subsection (3) of this section must be presented and approved by the school district board or the governing body of the public charter school at an open meeting following:

- (a) Oral presentation of the application by an administrator of the school district or public charter school to the school district board or the governing body of the public charter school; and
 - (b) Opportunity for the public to comment on the application.
- ▶ Provide an opportunity for Board member questions and public comment on the application.
 - ▶ Request approval for the Early Literacy Grant application.

Oregon House Bill 3198

- ▶ Literacy is the foundation for learning.
- ▶ "Literacy is inseparable from opportunity, and opportunity is inseparable from freedom. The freedom promised by literacy is freedom from—from ignorance, oppression, poverty—and freedom to—to do new things, make choices, and learn." *Kōichirō Matsuura, former Director-General of UNESCO.*
- ▶ Securing an Early Literacy Success School District Grant is the best way for our school district to have the resources necessary to boost and enhance our ability to deliver high-quality literacy instruction and interventions.
- ▶ Through this grant, our students will grow their literacy skills and become stronger readers and writers. This can lead to many benefits, including an increased sense of belonging, improved attendance, and increased graduation rates.

Early Literacy Plan

- ▶ Grant written for the 2023-2025 biennium. (\$191,834.15)
 - ▶ 2023-2024: \$93,998.73
 - ▶ 2024-2025: \$97,835.42
 - ▶ 25% Matching Fund Requirement (General Fund, Student Investment Account)
 - ▶ KVCS Allocation: \$41,690.33 + \$43,391.97 = \$85,082.30
- ▶ Application Submit to ODE on January 8, 2024.
- ▶ Key Areas of Focus:
 - ▶ Professional Development and Coaching
 - ▶ Extended Learning Programs
 - ▶ High-Dosage Tutoring
 - ▶ Research-Aligned Literacy Strategies

Proposed Activities and Budget

2023-2024		2024-2025	
Investment	Amount	Investment	Amount
RTIi Staff	\$61,999	Speech (SLP) Staff	\$50,000
Speech (SLP) Staff	\$23,000	Summer Lit Camp (K-3)	\$38,750
Early Literacy Materials	\$ 5,000	Early Literacy Materials	\$ 5,000
Admin Costs	\$ 4,000	Admin Costs	\$ 4,086