

Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING
August 18, 2021
292 5th Street
Yoncalla, OR 97499

Until further notice, due to COVID-19 concerns, and the meeting will be available on Facebook Live.

<https://www.facebook.com/yhseagles/>

- 5:30 PM CALL TO ORDER
- A. Adjourn to Executive Session under ORS192.660(2)(a) to consider the employment of a public officer, staff member or individual agent.
- 6:00 PM RECONVENE REGULAR MEETING
- I. AWARDS, RECOGNITION, CORRESPONDANCE
- II. PUBLIC FORUM
The public is invited to share any comments they may have with the board via email. Emails should be received by 4:00 PM on August 18, 2021. Please send your comments to laurie.simlness@yoncalla.k12.or.us
- III. ADJUSTMENTS TO THE AGENDA
- IV. CONSENT AGENDA
- A. Minutes of the Board Meeting, July 1, 2021
B. Accounts Payable/Funding Update
C. Superintendent Goals
- V. INFORMATION ITEMS
- A. Mask Mandate
B. Board and Superintendent Working Agreement
C. Board Policies
- IIBGA
 - IIBGA-AR
- VI. REPORTS
- A. High School Principal Report
B. Transition Specialist Report
C. Dean of Students Report
D. Financial Update
E. Superintendent Report
- VII. ACTION ITEMS
- VIII. ANNOUNCEMENTS
- IX. OTHER BUSINESS
- X. ADJOURN

Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING MINUTES

July 1, 2021
292 5th Street
Yoncalla, OR 97499

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BOARD MEMBERS PRESENT

Cathey Grimes, Board Chair
David Anderson, Vice Chair-
Eric Gustafson-
Jen Bailey
Della Corcutt

ADMINISTRATION PRESENT

Brian Berry
Don Hakala
Erin Helgren
Chelsea Ross
Danielle Littlefield
Laurie Simlerness
Cody Reed

5:30 PM CALL TO ORDER

NEW BOARD MEMBER WELCOME AND INTRODUCTIONS. New board member Della Orcutt introduced, and she and re-elected board members Cathey Grimes, Dave Anderson and Jen Bailey were sworn in.

REORGANIZATION OF SCHOOL BOARD

- A. Swear in new Board Member. Della Orcutt, Cathey Grimes, Dave Anderson and Jen Bailey were sworn in.
- B. Elect Board Chair. Director Bailey nominated Director Grimes as Board Chair, Director Gustafson seconded, Director Grimes was elected unanimously as Board Chair.
- C. Elect Vice Chair. Director Gustafson nominated Director Anderson as Vice Chair, Director Bailey seconded, Director Anderson was elected unanimously as Vice Chair.

I. AWARDS, RECOGNITION, CORRESPONDENCE.

II. PUBLIC FORUM

The public was invited to share any comments they may have with the board via email. Emails should be received by 4:00 PM on June 16, 2021, and sent to: laurie.simlerness@yoncalla.k12.or.us

No comments were received.

IV. ADJUSTMENTS TO THE AGENDA

Remove the typo from the word "goal" from Consent Item C.

Adjustment: at the end of the regular meeting, recess into: Executive Session, under ORS.192.660(2)(a), to consider the employment of a public officer, staff member or individual agent.

Director Bailey made a motion to approve the agenda as adjusted, Director Anderson seconded, passed unanimously.

V. CONSENT AGENDA

- A. Minutes of the June 16, 2021 School Board meeting
Minutes of the June 28, 2021 School Board meeting
- B. Accounts payable/funding update

- C. Designate Brian Berry as Chief Executive Officer/Clerk
- D. Designate Danielle Littlefield as Deputy Clerk
- E. Designate Brian Berry as Custodians of Funds
- F. Authorize Facsimile Signature of Brian Berry and Danielle Littlefield
- G. Appoint Brian Berry as Budget Officer
- H. Designate Brian Berry as District Election Authority
- I. Designate US Bank as Bank Depository
- J. Authorize Investment of Funds with Local Government Investment Pool and US Bank
Appoint Dole Coalwell Attorneys OR OSBA as General Legal Counsel
- K. Appoint Oregon School Boards Association as Labor Relations Consultant
- L. Appoint Zolezzi Insurance as Insurance Agent of Record
- M. Designate Neuner, Davidson and Cooley as auditor of Record
- N. Appoint Brian Berry as person designated to represent Yoncalla SD in matters
- O. pertaining to AHERA (Asbestos Hazard Emergency Response Action)
Surplus of obsolete computer equipment

P.
Director Anderson made a motion to approve, Director Bailey seconded, passed unanimously.

VI. DISCUSSION ITEM

2021-2022 Goals

VII. REPORTS

- A. Superintendent Report, presented by Brian Berry

VIII. ACTION ITEMS

- A. Consider for approval out of state trip for High School Girls Basketball Team.
Director Anderson made a motion to approve, Director Gustafson seconded, passed unanimously.

IX. FUTURE DATES OF IMPORTANCE

- School Board Meeting, August 18, 2021, 6:00 PM

X. OTHER BUSINESS

None.

- XI. RECESS.** The regular meeting was recessed into Executive Session, under ORS.192.660(2)(a), to consider the employment of a public officer, staff member or individual agent.

RECONVENE AND ADJOURN.

Director Gustafson made a motion to approve, Director Anderson seconded, passed unanimously. The meeting was adjourned at 8:37 PM

**Yoncalla School District
Financial Overview
Actuals As of July 31, 2021**

GENERAL FUND						
Revenue	2020-21	2021-2022	2021-2022		Estimated Totals	Over (Under) Budget
	Unaudited Actuals	Adopted Budget	YTD Actuals	Encumbrances		
Local Revenue:						
1111-Current Taxes	\$ 970,326	\$ 955,000	\$ -	\$ 955,000	\$ 955,000	\$ -
1112-Prior Years' Taxes	\$ 63,543	\$ 50,000	\$ 6,429	\$ 42,000	\$ 48,429	\$ (1,571)
1113-County Tax Sales	\$ 7,436	\$ -	\$ -	\$ -	\$ -	\$ -
1510-Interest on Investments	\$ 13,691	\$ 20,000	\$ 806	\$ 15,000	\$ 15,806	\$ (4,194)
1740-Co-Curricular Fees	\$ 935	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -
1990-Miscellaneous Income	\$ 84,294	\$ 65,000	\$ 34,422	\$ 51,000	\$ 85,422	\$ 20,422
2101-County School Fund	\$ 2,773	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -
2102-General ESD Funds	\$ 40,465	\$ 38,000	\$ -	\$ 38,000	\$ 38,000	\$ -
2199- Other immediate resources	\$ 937	\$ -	\$ -	\$ -	\$ -	\$ -
State Revenue						
3101-School Support Fund	\$ 3,032,232	\$ 2,768,715	\$ 473,808	\$ 2,294,715	\$ 2,768,523	\$ (192)
3103-Common School Fund	\$ 22,947	\$ 25,210	\$ 12,281	\$ 12,605	\$ 24,886	\$ (324)
3299-Other Restricted Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenue						
4801-Federal Forest Fees	\$ 24,189	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
5300- Sale Comp Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 4,263,768	\$ 3,943,425	\$ 527,746	\$ 3,429,820	\$ 3,957,566	\$ 14,141
Total Expenditures (Below)	\$ 3,867,612	\$ 5,098,425	\$ 171,660	\$ 4,552,512	\$ 4,724,172	\$ (374,253)
Revenue Over (Under) Expenditures	\$ 396,156	\$ (1,155,000)	\$ 356,086	\$ (1,122,692)	\$ (766,606)	\$ 388,394
Beginning Fund Balance		\$ 1,600,000	\$ -	\$ 1,600,000	\$ 1,600,000	\$ (1,600,000)
Ending Fund Balance	\$ 396,156	\$ 445,000	\$ 356,086	\$ 477,308	\$ 833,394	\$ (1,211,606)
Expenditures By Function						
Instruction	\$ 1,988,843	\$ 2,252,512	\$ 935	\$ 2,237,512	\$ 2,238,447	\$ (14,065)
Support Services	\$ 1,754,825	\$ 1,905,913	\$ 170,726	\$ 1,820,000	\$ 1,990,726	\$ 84,813
Enterprise & Community Service	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
Transfers	\$ 123,944	\$ 485,000	\$ -	\$ 485,000	\$ 485,000	\$ -
Contingency	\$ -	\$ 445,000	\$ -	\$ -	\$ -	\$ (445,000)
Totals by Function	\$ 3,867,612	\$ 5,098,425	\$ 171,660	\$ 4,552,512	\$ 4,724,172	\$ (374,253)

Yoncalla School District #32

***** BOARD REPORT APPROPRIATIONS*****

From Date: 7/1/2021 To Date: 7/31/2021

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.0000.000.000.000.00	UNDESIGNATED	(\$5,543,425.00)	(\$171,707.35)	(\$171,707.35)	(\$5,371,717.65)	\$0.00	(\$5,371,717.65)	96.90%
100.1000.0000.000.000.000.00	UNDESIGNATED	\$2,252,512.00	\$937.04	\$937.04	\$2,251,574.96	\$942,926.50	\$1,308,648.46	58.10%
100.2000.0000.000.000.000.00	UNDESIGNATED	\$1,905,913.00	\$170,770.31	\$170,770.31	\$1,735,142.69	\$1,092,638.88	\$642,503.81	33.71%
100.3000.0000.000.000.000.00	UNDESIGNATED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
100.5000.0000.000.000.000.00	UNDESIGNATED	\$485,000.00	\$0.00	\$0.00	\$485,000.00	\$0.00	\$485,000.00	100.00%
100.6000.0000.000.000.000.00	UNDESIGNATED	\$445,000.00	\$0.00	\$0.00	\$445,000.00	\$0.00	\$445,000.00	100.00%
100.7000.0000.000.000.000.00	UNDESIGNATED	\$445,000.00	\$0.00	\$0.00	\$445,000.00	\$0.00	\$445,000.00	100.00%
	FUND: GENERAL FUND - 100	\$0.00	\$0.00	\$0.00	\$0.00	\$2,035,565.38	(\$2,035,565.38)	0.00%
Grand Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$2,035,565.38	(\$2,035,565.38)	0.00%

End of Report

Yoncalla School District #32

***** BOARD REPORT EOM-Revenues*****

From Date: 7/1/2021 To Date: 7/31/2021

Fiscal Year: 2021-2022

Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1111.000.000.000.00	CURRENT YEAR TAXES	(\$955,000.00)	\$0.00	\$0.00	(\$955,000.00)	\$0.00	(\$955,000.00)	100.00%
100.0000.1112.000.000.000.00	PRIOR YEARS' TAXES	(\$50,000.00)	(\$6,428.64)	(\$6,428.64)	(\$43,571.36)	\$0.00	(\$43,571.36)	87.14%
100.0000.1510.000.000.000.00	EARNINGS ON INVESTMENTS	(\$20,000.00)	(\$805.89)	(\$805.89)	(\$19,194.11)	\$0.00	(\$19,194.11)	95.97%
100.0000.1740.000.000.000.00	CO-CURRICULAR FEES	(\$8,000.00)	\$0.00	\$0.00	(\$8,000.00)	\$0.00	(\$8,000.00)	100.00%
100.0000.1990.000.000.000.00	MISC. LOCAL SOURCES	(\$65,000.00)	(\$34,422.25)	(\$34,422.25)	(\$30,577.75)	\$0.00	(\$30,577.75)	47.04%
100.0000.2101.000.000.000.00	COUNTY SCHOOL FUND	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)	\$0.00	(\$3,500.00)	100.00%
100.0000.2102.000.000.000.00	GENERAL ESD FUNDS	(\$38,000.00)	\$0.00	\$0.00	(\$38,000.00)	\$0.00	(\$38,000.00)	100.00%
100.0000.3101.000.000.000.00	SCHOOL SUPPORT FUND	(\$2,768,715.00)	(\$473,808.00)	(\$473,808.00)	(\$2,294,907.00)	\$0.00	(\$2,294,907.00)	82.89%
100.0000.3103.000.000.000.00	COMMON SCHOOL FUND	(\$25,210.00)	(\$12,281.20)	(\$12,281.20)	(\$12,928.80)	\$0.00	(\$12,928.80)	51.28%
100.0000.4801.000.000.000.00	FEDERAL FOREST FEES	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GENERAL FUND: GENERAL FUND - 100	(\$1,600,000.00)	\$0.00	\$0.00	(\$1,600,000.00)	\$0.00	(\$1,600,000.00)	100.00%
		(\$5,543,425.00)	(\$527,745.98)	(\$527,745.98)	(\$5,015,679.02)	\$0.00	(\$5,015,679.02)	90.48%
201.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$124,000.00)	\$0.00	\$0.00	(\$124,000.00)	\$0.00	(\$124,000.00)	100.00%
201.0000.4501.000.000.000.00	ESSER REVENUE	(\$1,561,000.00)	\$0.00	\$0.00	(\$1,561,000.00)	\$0.00	(\$1,561,000.00)	100.00%
	FUND: ESSER - 201	(\$1,685,000.00)	\$0.00	\$0.00	(\$1,685,000.00)	\$0.00	(\$1,685,000.00)	100.00%
202.0000.1510.000.000.000.00	INTEREST ON INVESTMENTS	(\$1,000.00)	(\$9.09)	(\$9.09)	(\$990.91)	\$0.00	(\$990.91)	99.09%
202.0000.5200.000.000.000.00	TRANSFER FROM GENERAL FUND	(\$435,000.00)	\$0.00	\$0.00	(\$435,000.00)	\$0.00	(\$435,000.00)	100.00%
202.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-BLDG IM FUND: BLDG IMP/REPR - 202	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
		(\$451,000.00)	(\$9.09)	(\$9.09)	(\$450,990.91)	\$0.00	(\$450,990.91)	100.00%
206.0000.3102.000.000.000.00	SCHOOL SUPPORT LUNCH MATCH	(\$900.00)	\$0.00	\$0.00	(\$900.00)	\$0.00	(\$900.00)	100.00%
206.0000.4504.000.000.000.00	NATL SCHOOL BREAKFAST REIMB	(\$120,000.00)	(\$9,886.50)	(\$9,886.50)	(\$110,113.50)	\$0.00	(\$110,113.50)	91.76%
206.0000.4505.000.000.000.00	NATL SCHOOL LUNCH REIMBURSEME	(\$200,000.00)	(\$11,383.20)	(\$11,383.20)	(\$188,616.80)	\$0.00	(\$188,616.80)	94.31%
206.0000.4910.000.000.000.00	USDA COMMODITIES	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
206.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
206.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-FOOD SE FUND: FOOD SERVICES - 206	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
		(\$360,900.00)	(\$21,269.70)	(\$21,269.70)	(\$339,630.30)	\$0.00	(\$339,630.30)	94.11%
208.0000.1510.000.000.000.00	INTEREST ON INVESTMENTS	(\$295.00)	(\$16.18)	(\$16.18)	(\$278.82)	\$0.00	(\$278.82)	94.52%
208.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-UNEMPL FUND: UNEMPLOYMENT RESERVE - 208	(\$67,000.00)	\$0.00	\$0.00	(\$67,000.00)	\$0.00	(\$67,000.00)	100.00%
		(\$67,295.00)	(\$16.18)	(\$16.18)	(\$67,278.82)	\$0.00	(\$67,278.82)	99.98%
209.0000.1510.000.000.000.00	INTEREST ON INVESTMENTS	(\$1,100.00)	(\$61.08)	(\$61.08)	(\$1,038.92)	\$0.00	(\$1,038.92)	94.45%
209.0000.1970.000.000.000.00	PERS RESERVE	(\$22,000.00)	(\$445.40)	(\$445.40)	(\$21,554.60)	\$0.00	(\$21,554.60)	97.98%
209.0000.5400.000.000.000.00	BEGINNING FUND BALANCE FUND: PERS RESERVE - 209	(\$176,235.00)	\$0.00	\$0.00	(\$176,235.00)	\$0.00	(\$176,235.00)	100.00%
		(\$199,335.00)	(\$506.48)	(\$506.48)	(\$198,828.52)	\$0.00	(\$198,828.52)	99.75%
210.0000.1760.000.000.000.00	CLUB FUNDRAISING	(\$105,000.00)	\$0.00	\$0.00	(\$105,000.00)	\$0.00	(\$105,000.00)	100.00%
210.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-STUDENT FUND: STUDENT BODY - 210	(\$40,000.00)	\$0.00	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	100.00%
		(\$145,000.00)	\$0.00	\$0.00	(\$145,000.00)	\$0.00	(\$145,000.00)	100.00%
211.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$35,000.00)	\$0.00	\$0.00	(\$35,000.00)	\$0.00	(\$35,000.00)	100.00%
211.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-TECHNOI FUND: TECHNOLOGY FUND - 211	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
		(\$40,000.00)	\$0.00	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	100.00%
251.0000.3299.000.000.000.00	OTHER RESTRICT GRANTS - SIA FUND: STUDENT INVESTMENT ACCOUNT - 251	(\$248,000.00)	\$0.00	\$0.00	(\$248,000.00)	\$0.00	(\$248,000.00)	100.00%
		(\$248,000.00)	\$0.00	\$0.00	(\$248,000.00)	\$0.00	(\$248,000.00)	100.00%
280.0000.3299.000.000.000.00	PROMISE PRESCHOOL GRANT	(\$366,000.00)	\$0.00	\$0.00	(\$366,000.00)	\$0.00	(\$366,000.00)	100.00%

Yoncalla School District #32

***** BOARD REPORT EOM-Revenues*****

From Date: 7/1/2021 To Date: 7/31/2021

Fiscal Year: 2021-2022

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: PROMISE PRESCHOOL - 280	(\$366,000.00)	\$0.00	\$0.00	(\$366,000.00)	\$0.00	(\$366,000.00)	100.00%
281.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	(\$115,000.00)	(\$5,000.00)	(\$5,000.00)	(\$110,000.00)	\$0.00	(\$110,000.00)	95.65%
281.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$250,000.00)	\$0.00	\$0.00	(\$250,000.00)	\$0.00	(\$250,000.00)	100.00%
281.0000.4510.000.000.000.00	ESSA	(\$55,000.00)	\$0.00	\$0.00	(\$55,000.00)	\$0.00	(\$55,000.00)	100.00%
281.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SPECIAL	(\$54,650.00)	\$0.00	\$0.00	(\$54,650.00)	\$0.00	(\$54,650.00)	100.00%
	FUND: SPECIAL PROJECTS - 281	(\$474,650.00)	(\$5,000.00)	(\$5,000.00)	(\$469,650.00)	\$0.00	(\$469,650.00)	98.95%
286.0000.4590.000.000.000.00	FED VIA ST-TITLE I (A)	(\$140,000.00)	\$0.00	\$0.00	(\$140,000.00)	\$0.00	(\$140,000.00)	100.00%
	FUND: TITLE I (A) - 286	(\$140,000.00)	\$0.00	\$0.00	(\$140,000.00)	\$0.00	(\$140,000.00)	100.00%
289.0000.4590.000.000.000.00	FED REV VIA STATE	(\$16,000.00)	\$0.00	\$0.00	(\$16,000.00)	\$0.00	(\$16,000.00)	100.00%
	FUND: REAP/SRSA - 289	(\$16,000.00)	\$0.00	\$0.00	(\$16,000.00)	\$0.00	(\$16,000.00)	100.00%
290.0000.4506.000.000.000.00	PERKINS II VOCATIONAL GRANT	(\$4,000.00)	\$0.00	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	100.00%
	FUND: PERKINS GRANT - 290	(\$4,000.00)	\$0.00	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	100.00%
296.0000.4590.000.000.000.00	FED REV VIA STATE	(\$85,000.00)	\$0.00	\$0.00	(\$85,000.00)	\$0.00	(\$85,000.00)	100.00%
	FUND: IDEA - 296	(\$85,000.00)	\$0.00	\$0.00	(\$85,000.00)	\$0.00	(\$85,000.00)	100.00%
297.0000.4590.000.000.000.00	FED REV VIA STATE	(\$32,000.00)	\$0.00	\$0.00	(\$32,000.00)	\$0.00	(\$32,000.00)	100.00%
297.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$15,700.00)	\$0.00	\$0.00	(\$15,700.00)	\$0.00	(\$15,700.00)	100.00%
	FUND: TITLE II (A) - 297	(\$47,700.00)	\$0.00	\$0.00	(\$47,700.00)	\$0.00	(\$47,700.00)	100.00%
298.0000.4300.000.000.000.00	INDIAN EDUCATION GRANT	(\$19,000.00)	\$0.00	\$0.00	(\$19,000.00)	\$0.00	(\$19,000.00)	100.00%
	FUND: INDIAN EDUCATION GRANT - 298	(\$19,000.00)	\$0.00	\$0.00	(\$19,000.00)	\$0.00	(\$19,000.00)	100.00%
700.0000.1510.000.000.000.00	INTEREST ON INVESTMENTS	(\$75.00)	(\$3.80)	(\$3.80)	(\$71.20)	\$0.00	(\$71.20)	94.93%
700.0000.1920.000.000.000.00	CONTRIBUTIONS & DONATIONS	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	100.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SCHOLAR	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
	FUND: SCHOLARSHIP - 700	(\$16,075.00)	(\$3.80)	(\$3.80)	(\$16,071.20)	\$0.00	(\$16,071.20)	99.98%
Grand Total:		(\$9,908,380.00)	(\$554,551.23)	(\$554,551.23)	(\$9,353,828.77)	\$0.00	(\$9,353,828.77)	94.40%

End of Report

Goal Statement 1:

Each student will enjoy positive, engaging learning environments.

Performance Indicators:

(Insert indicators of success here)

1.1 Create professional learning opportunities for grades preK-12 for all staff.

- Intentional focus on PreK- 6th grade in implementing Conscious Discipline, Growing Early Mindsets (GEM) and deepening understanding of DIBELS and using data and assessment to drive educational outcomes.
- Prepare a shared vision of professional development for all Instructional Assistants that is evidenced based and supports classroom practices.
- All K-8 staff trained in Dibels to move forward on data based decision making. Quarterly student progress reports will be presented to the Board.

1.2 Provide mentors for all 1st year staff. Provide time for each mentor/mentee to meet and work towards goals.

- Ensure the two new teachers at the elementary school have meaningful mentoring opportunities. Seek opportunities for cross building mentoring.
- Create explicit opportunities for all staff to share teaching strengths and community knowledge with new staff.
- Ensure that the new special education teacher has a mentor to help with paperwork and data driven decision making.

1.3 Develop a summer learning program for grades K-12.

- Design a program for grades K-12 that will meet the needs of those students who wish to be part of a summer learning opportunity.
- Set up and support curriculum for grades K-6 physical education.

1.4 Develop an after school program for grades K-6.

- Design a program that uses data to target learning needs among students.

1.5 Develop a set of procedures for Special Education at the PreK-6 grade level.

- Set up criteria for Pre-referrals including data used towards the referral process.
- Contract with a 3rd party person to review current IEP's and the quality of services provided.
- Build a sustainable process for special education services at the elementary school.

Goal Statement 2:

Each child will possess the knowledge and skills necessary to be successful in post-secondary education and careers, and the self-reliance to be a productive citizen.

Performance Indicators:

(Insert indicators of success here)

2.1 Expand on the career readiness system for all students via the AVID program for grades 7-12.

- Invite the elementary staff to learn the primary teaching strategies within an AVID school.
- Look into the cost of adding AVID to grades 3-6.
- Invite the Dean of Students to AVID trainings.
- Begin conversations about rigor within the classroom at the 7-12 grade levels.

2.2 Expand opportunities for guest speakers in classes.

- Dependent on COVID 19 restrictions: utilizing community social capital, invite local community members to visit Prek- 6th grade and share occupations/careers.
- Dependent on COVID 19 restrictions, grades 7-12 will expand opportunities to learn from guest speakers in career related areas. These opportunities will include speakers from post-secondary institutions, speakers from career related occupations, field trips to businesses and looking into apprentice opportunities.

2.3 Implement a program based around character education throughout grades preK-12.

- Support anti-bullying, social emotional learning, self-management, mindfulness, equity and inclusion discussions among staff.
- Support anti-bullying, social emotional learning, self-management, mindfulness, equity and inclusion discussions among students.

Goal Statement 3:

A strong sense of community is recognized and nurtured among all stakeholders.

Performance Indicators:

(Insert indicators of success here)

3.1 Ensure that textbook adoption is in the budget and all grades have access to current materials in all core classes.

- Set up a committee to look at curriculum adoption options each year.
- Have the Site Council look over all curriculum information and make recommendations for possible improvements.
- Begin conversations with Indian Ed to embed Indigenous studies, PreK-6th grade.

3.2 Post information consistently on Facebook at the Pre-K-12 level.

- Parents will be sent information about math strategies that can be completed at home.
- Send home a one-page quarterly community mailing to highlight district progress towards math progress at all levels.
- Continue to produce a monthly newsletter for preK-12.

3.3 Put together a parent group that represent all grades Pre-school through 12th grade.

- Continue to build and strengthen membership in YEP's (Yoncalla Engage Parents)
- In light of COVID 19, consider alternate ways of engagement and leadership for parent leaders.
- Parents will be part of the Yoncalla Blueprint for opening up the school.

3.4 Create a plan potential scenarios in case of a move to distance learning.

- Update the Communicable Disease Plan
- Set up technology in case there is a closing of the school and we go to distance learning.
 - Purchasing Chromebooks for all students.
 - Having Hot spots for families who do not have internet access.
 - Purchase Canvas and Zoom in case it is needed.

Goal Statement 4:

Facilities and finances are managed effectively and efficiently for the benefit of each child.

Performance Indicators:

(Insert indicators of success here)

4.1 Create a course of action for District grounds keeping.

- Working with Brian Cool, solidify a comprehensive maintenance plan for the preschool outdoor area.
- Resume conversations and planning for the elementary playground. Seek out funding for Play Scape.

4.2 Continue with facilities management throughout the District by putting together a monthly maintenance meeting.

- Support the development and utilization of an easy to use maintenance communication/scheduling tool.
- Set up weekly meetings with administration and maintenance to prioritize work throughout the district.
- Put together a district custodial plan for reopening the schools.

4.3 Manage both ESSER 3, Measure 98 Grant Money

- ESSER 3 funds will be used for a variety of purposes including facility issues and staff hiring for COVID related issues.
- Measure 98 funds will be used to improve career related opportunities for grades 7-12.

**Board and Superintendent
Working Agreement**

**Yoncalla School District
2021-2022**

The Board of Directors is the educational policy making body for Yoncalla School District. To ensure that the District's priorities are met, the School Board and the Superintendent must function together as a leadership team. To enhance the unity among team members, effective group agreements must be in place. The following represents the group agreements for the Board and Superintendent.

The Board Job Description

1. Focus on policy making, planning and evaluation of the Superintendent's performance, rather than day-to-day operations.
2. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members do not have statutory authority to take individual action in policy or district and school administrative matters.
3. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
4. Recognize and respect the Superintendent's responsibility as the educational leader and manager of the school district.
5. Assist the Superintendent in gaining acceptance and support in the community.
6. Operate as representatives and make decisions in the best interest of the whole district. Give careful consideration to all issues brought to you by individuals and special interests. Actively solicit input and listen to all perspectives.
7. Value the role we play in the community and represent the district, when possible, by attending school and community events.
8. Be an advocate for public education in the district, region, state and national levels, by speaking up for and on the behalf of public education whenever required.
9. Recognize the role of the Chair to speak for, and about the Board and to describe the Board's process and positions. Recognize the Board Chair will be the official spokesperson for the Board to the media/press on issues of media concern.

Operational Agreements

1. Any Board member may request that an item be placed on the agenda for Board consideration by contacting the Superintendent or the Board Chair.
2. Whenever possible, Board members and the Superintendent should not introduce new items for discussion unless other Board members and the Superintendent have had prior notice and understand the issue in question. Last minute items which fall with the budget and are necessary for the ongoing, timely operation of the district will be allowable (approving hires, meeting grant deadlines, etc.)
3. During meetings, Board members will direct questions for staff through the Chair and the Superintendent.
4. At a designated time on board agendas, the community may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

5. Demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.
6. Cast a vote on all matters except when a conflict of interest arises as described in policy.
7. Understand that the Superintendent may step in during Board discussions at meetings to provide clarification or raise awareness of situations.
8. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.

Communication Agreements

1. Communicate directly with the Superintendent when a question arises, or a concern is voiced by a staff member, student, and parent or community member.
2. Only the Superintendent or working collaboratively with the Board Chair is to contact the school's lawyer and/or negotiator. If a board member needs to talk to them, s/he must contact the Superintendent who will arrange a meeting.
3. From time-to-time the Board may be required to make findings of fact that may be appealed to another agency. In these situations, no Board member will have personal contact with parties who have a personal interest in the findings and in the Board's decision prior to the time the decision is made. The purpose of this agreement is to help ensure that no individual Board member will receive information regarding a pending matter that is not available to all Board members prior to the time the decision is made. (Examples of such decisions include personnel matters and official land use decisions).
4. The Board encourages input; however, anonymous calls or letters will not receive Superintendent or Board action, discussion or response. All other community concerns brought to a Board member should be channeled through the Superintendent's office.
5. Listen to all citizen concerns in an attempt to fully understand the issue.
 - a. Specifics will be noted (time, place, and date, those involved).
 - b. Encourage the citizen to follow the chain of command:
 - Refer to staff member involved
 - Refer to principal
 - Refer to Superintendent
 - Refer to Board Chair/ possible placement on the Board agenda.
 - c. Remind the citizen of due process and that a Board member must remain impartial in case the situation comes before the entire board.
 - d. Inform the Superintendent within 24 hours. (check back for resolution)
 - e. In the rare instance that an issue does not move toward resolution using the above stated strategies, the issue may be brought to the Board/Superintendent team for approval to be formally heard by the Board.

Annual Organization and Evaluation

1. Participate in the development of annual goals and action plans in support of established District Priorities.

Expectations of the Superintendent

1. Work toward becoming a team with Board members.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish priorities, goals, and action plans for the school district.
4. Provide data to the Board members, as to ensure that data driven decisions can be made.
5. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external and internal change.
6. Distribute appropriate information to all Board members.
7. Communicate with Board members promptly and effectively.
8. Demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.
9. Represent the school district by being visible in the community.
10. Provide follow-up information to Board members on concerns and issues they have referred to the Superintendent – close the communication gap.
11. Provide additional written communication between Board meetings as needed.

This document will be reviewed annually and can be revisited at any time by request of a Board member or Superintendent.

Signatures below demonstrate our commitment to a transparent, collegial and democratic process. Dated _____ 2020

Eric Gustafson, Board Member

Dave Anderson, Vice Chair

Della Orcutt, Board Member

Jen Bailey, Board Member

Cathey Grimes, Board Chair

Brian Berry, Superintendent

OSBA Model Sample Policy

Code: IIBGA
Adopted:

Electronic Communications System

(Does the district participate in the federal [E-Rate](#) program and receive funding for, but not limited to, computers and Internet access? If yes, this policy is required.)

~~The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.~~

The district's [electronic communication](#) system will be used to provide statewide, national and global communications opportunities for staff and students [and for the advancement and promotion of teaching and learning.](#)

The superintendent will establish administrative regulations for the use of the district's [electronic communication](#) system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, [social media](#), [chat rooms](#) and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; [and](#)
8. Installing measures designed to restrict minors' access to materials harmful to minors.

~~[The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. The^{1} Administrative regulations~~

^{1} If the district allows staff to download and store district proprietary information, including personally recognizable information about district students or staff, OSBA recommends including this content and an indicated related item in the model administrative regulation. See #3 on page 2 of model sample administrative regulation IIBGA-AR.}

developed shall ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).]

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, copyright law, and will include a complaint procedure for reporting violations.

~~The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.~~

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations will may result in discipline up to and including expulsion. Staff violations will may also result in discipline up to and including dismissal. Violations of law will may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

~~ORS 30.765~~
~~ORS 133.739~~
~~ORS 163.435~~
~~ORS 164.345~~
~~ORS 164.365~~

ORS 167.060 - 167.100
ORS Chapter 192
~~ORS 260.432~~
ORS 332.107
ORS 339.250
ORS 339.270

OAR 581-021-0050
OAR 581-021-0055
OAR 584-020-0040
OAR 584-020-0041

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l) (20122018); 47 C.F.R. Section 54.520 (20172019).
Copyrights, 17, U.S.C. §§ 101-1332 (20122018); 19 C.F.R. Part 133 (20172020).

~~Oregon Attorney General's Public Records and Meetings Manual, Appendix H, (2014).~~

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (20122018).

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8107 (20122018); 34 C.F.R. Part 84, Subpart F (20172020).

Controlled Substances Act, 21 U.S.C. § 812, Schedules I through V (20122018); 21 C.F.R. §§ 1308.11-1308.15 (20172020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (20122018); 29 C.F.R. Part 1630 (20172020); 28 C.F.R. Part 35 (20172020).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (20122018); 34 C.F.R. Part 99 (20172020).

~~Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).~~

Every Student Succeeds Act, 20 U.S.C. § 7131 (20122018).

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

OSBA Model Sample Policy

Code: IIBGA-AR
Revised/Reviewed:

Electronic Communications System

(Does the district participate in the federal E-Rate program and receive funding for, but not limited to, computers and Internet access? If yes, an administrative regulation (AR) is required; most content in this model sample AR is highly recommended best practice to support the E-Rate program and student safety.)

Definitions

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

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

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

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

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s electronic communications system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;

(Choose one of the following options for #3)

3. *Option A.* ~~Provide a system for authorizing~~ Prohibit staff use of personal electronic devices to download [{³ } or access] district proprietary information, ~~that insures the protections of said information and insures its removal from the device when its use is no longer authorized [.]~~ [Allow staff use of personal electronic devices to access the district’s electronic communications system when it is consistent with district board policies and administrative regulations] (See Staff User Agreement);]

OR

3. *Option B.* [Provide a system for authorizing staff use of personal electronic devices to [download [or] [access] district proprietary information that ensures the protections of said information in accordance with board policy. The district will ~~provide~~ provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use of the personal electronic device is no longer authorized, to ~~insure~~ ensure verification that information downloaded has been properly removed from the personal electronic device; (See Staff User Agreement)]

4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district’s electronic communications system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. ~~[Install and use desktop and/or server virus detection and removal software;]~~
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal

³ If not keeping this bracketed language, consider the second proposed sentence in this item if it aligns with district practice. If keeping this bracketed language, consider that the district may not need the second proposed sentence.

may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;

8. Prohibit access by minors, ~~as defined by CIPA and this regulation~~, to inappropriate matter on the Internet and World Wide Web;
9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, [social media, chat rooms, applications] and other forms of direct electronic communication;
10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking [and social media] websites, [applications] and in chat rooms;
11. [Determine which users and sites, accessible as part of the district’s electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access, accordingly;]
12. [Determine which users will be provided access to the district’s ~~e-mail~~ electronic communications system;]
13. [Program its computers to display a message reinforcing key elements of the district’s ~~E~~electronic ~~C~~ommunications ~~S~~ystem policy and administrative regulation when accessed for use;]
14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. [The district may establish a retention schedule for the removal of e-mail;]
 - d. [E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;]
 - e. Information and data entered or stored on the district’s computers and e-mail system may ~~become discoverable evidence~~ be subject to disclosure if a public records request is made or a lawsuit is filed against the district. “Deleted” or “purged” data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;

- f. [The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the [supervising teacher] or [system coordinator] stating the need for the increase;]
 - g. ~~Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;~~ [Passwords used on the district's electronic communications system will be changed at [90]-day intervals;]
 - h. Transmission of any communications or materials related to activities ~~regarding political campaigns is prohibited~~ by ORS 260.432 is not allowed.
15. [Ensure all student[, staff] and nonschool system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file in the [school office];^{4}]
16. [Notify users of known copyright infringing activities and deny access to or remove the material.]

Electronic Communications System Access

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

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

(Choose one of the following options for #2)

~~3-2. [Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.]~~ [Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is [prohibited.] [permitted when consistent with board policy and administrative regulations and when during the school day.]

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

^{4} See sample user agreements at the end of this administrative regulation.

Oregon ethics laws, Board policy and administrative regulations[, when used on school property] [, and when on own time.].] [Personal use of the district’s system or district-owned computers or devices [including Internet and e-mail access] by Board members is prohibited.]

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

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

OR

~~[Students, staff, Board members, volunteers, district contractors and other members of the public may be permitted to use the district’s system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee’s work hours. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district’s policy governing use of district equipment and materials.]~~

[General Use Prohibitions/and Guidelines/Etiquette

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

1. **[General Use] Prohibitions**

The following conduct is strictly prohibited:

a. Attempts to use the district’s **electronic communications** system for:

- (1) [Unauthorized solicitation of funds;
- (2) Distribution of chain letters;
- (3) Unauthorized sale or purchase of merchandise and services;
- (4) Collection of signatures;
- (5) Membership drives;
- (6) Transmission of any materials regarding political campaigns.]

b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district’s system in violation of copyright law or applicable provisions of use or license agreements;

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

2. [Guidelines/Etiquette]

(Choose one of the following options)

[System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as ~~video~~/talk/chat/Internet relay chat only as approved by the ~~[supervising teacher]~~ ~~or~~ ~~[system~~

~~coordinator]. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;~~

- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:

- (1) [One subject per message - avoid covering various issues in a single e-mail message;
- (2) Use a descriptive heading;
- (3) Be concise - keep message short and to the point;
- (4) Write short sentences;
- (5) Use bulleted lists to break up complicated text;
- (6) Conclude message with actions required and target dates;
- (7) Remove e-mail in accordance with established guidelines;
- (8) Remember, there is no ~~expected~~ expectation of ~~right to~~ privacy when using e-mail. Others may read or access mail;
- (9) Always sign messages;
- (10) Always acknowledge receipt of a document or file.]

- g. ~~Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. [Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only.]; No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;~~
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.]

OR

[Use of ~~Appropriate~~ etiquette is expected of all users while using the district's electronic communications system ~~use etiquette is expected of all users~~ and is explained in district training sessions.]

Complaints

~~Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of t~~ [The district's established complaint procedure in ~~Electronic Communications System~~ Board policy and/or administrative regulation. See Board policy [KL - Public Complaints [and accompanying administrative regulation]] may be used to process complaints or concerns about violations of policy and administrative regulations.

[Violations/Consequences]

1. ^{5}Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of access to the district electronic communications system access up to and including permanent loss of privileges.
- b. Violations of law ~~will~~ may be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.]

2. ^{6}Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
- b. Violations of law ~~will~~ may be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rules (OAR) 584-020-0041.
- d. Violations of ORS 244.040 ~~will~~ may be reported to Oregon Government Ethics Commission (OGEC).]

3. [Others

- a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
- b. Violations of law ~~will~~ may be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.]

[Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, phone or internet ~~provider charges including, but not limited to, long distance charges, per minute (unit) surcharges, overage charges and/or equipment or line costs~~ service and/or related charges incurred by any home usage of the district's electronic communications system.
2. Any disputes or problems ~~regarding~~ resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and their ~~local phone company~~ internet service provider and/or ~~long distance~~ phone service provider.]

[Information Content/Third Party Supplied Information

^{5} Check to confirm this student language aligns with other published discipline or student conduct language, e.g., student handbook.}

^{6} Check to confirm this staff language aligns with other published discipline or conduct language, e.g., in staff handbook.}

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

[Sample Parent Letter]

[Dear Parents:

~~Your student has [requested] [been selected] to participate in the district's electronic communications program and needs your permission to do so.~~ Your student needs your permission to use the district's electronic communications system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

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

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

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

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

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

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

Sincerely,]

[System Coordinator/Administrator]

R3/03/174/22/21 | PHLF

[Student Agreement for an Electronic Communications System Account
Academic Year [2017-2018]

Student agreement must be renewed each academic year.

Student Section

Student Name _____ Grade _____

School _____

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

Student Signature _____ Date _____

Sponsoring Parent

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

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

Signature of Parent _____ Date _____

Home Email Address _____

Home Phone Number _____ Cell Number _____

Email Address _____

~~This space reserved for System Coordinator~~

Assigned Username: _____ Assigned Password: _____

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

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

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

Signature _____ Date _____

Home Address _____

Home Phone Number _____ Cell Number _____

Email Address _____ Date of Birth _____

~~This space reserved for System Coordinator~~

Assigned Username: _____ Assigned Password: _____

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

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

Signature of Parent _____ Date _____

Email Address _____ Home Address _____

Home Phone Number _____ Cell Number _____

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

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

~~I will not download [or access] district proprietary information to a personally-owned electronic device.~~

OR

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

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

Signature _____ Date _____

~~Home~~ Email Address _____

Home Phone Number _____ Cell Number _____

.....
~~This space reserved for System Coordinator~~

~~Assigned Username:~~ _____ ~~Assigned Password:~~ _____