



**Steve Spencer**  
Superintendent

**Rachel Alpert**  
Assistant Superintendent

**2024-2025**  
**Board of Directors**

**Ed Dressel**  
**Lu Ann Meyer**  
**Rob Ogilvie**  
**Zach Steele**  
**Jon Woods**

**Juli Lichtenberger**  
Board Secretary

Please join us at our  
school board meetings.  
Unless otherwise  
scheduled the board  
meets the second and  
fourth Mondays  
of the month.

**District Office**  
**Board Room**  
**6:30 p.m.**

**Mission Statement**  
*Dallas School District  
is centered on students,  
powered by  
collaboration, built on  
equity, and driven by  
excellence.*

**Our Vision**  
*Each student is known  
by name, strength, and  
need – pursuing a life  
of engagement,  
innovation, and  
success.*

**Tagline:**  
Ask yourself...Is it  
good for kids?

**Dallas School District**  
**111 SW Ash Street**  
**Dallas OR 97338**  
**503.623.5594 ph**

**Agenda**  
**Board Meeting**  
**October 14, 2024**  
**6:30 p.m.**

**<https://dsd2-org.zoom.us/j/84855147461>**  
**District Office Board Room**

- 1.0 Welcome/Pledge of Allegiance**
- 2.0 Approval of the Agenda**
- 3.0 Good News**
  - 3.1 McKenzie Darr was awarded the Oregon School Psychologist of the Year by the Oregon School Psychologists Association! Congratulations McKenzie.
  - 3.2 Dallas High School recently held an American Red Cross blood drive. They surpassed their goal with 32 pints of blood collected by 42 donors.
  - 3.3 Thank you, Sean Johnson and the Technology Department, for your work.
  - 3.4 The varsity football team is 5-0 and ranked first in the power ranking.
  - 3.5 Cross Country hosted the first annual Dragon Mile in front of the home football crowd, where three runners broke the previously held girls record for the mile time. Kelsey Rodli, set the new mile record with a time of 5:23, Amber Green and Jazmine Irving also put themselves in the record books with 5:25 and 5:45 times. Rodli was selected as our Student Athlete of the month!
- 4.0 Student Report – Annie Edmiston**
- 5.0 Public Comment**
- 6.0 Announcements**
  - 6.1 October Calendar 331
    - 6.1.1 Next Board Meeting October 28, 2024 at 6:30 p.m.
    - 6.1.2 Board Work Session at Dallas High School October 29, 2024 at 8:00 a.m.
    - 6.1.3 Citizens Oversight Committee Meeting November 5, 2024 at 5:30 p.m.
    - 6.1.4 District Equity Advisory Committee Meeting November 7, 2024 at 5:00 p.m.
    - 6.1.5 Finance Committee Meeting October 17, 2024 at 5:30 p.m.
- 7.0 Consent Agenda**
  - 7.1 Approval of the September 23, 2024 Board Minutes 332
  - 7.2 Staffing Report 335
  - 7.3 GCDA/GDDA – Criminal Records Checks and Fingerprinting 336
  - 7.4 EBCA – Safety Threats 342
  - 7.5 LBEA – Resident Student Denial for Virtual Charter School Attendance 343

7.6	JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements	345
7.7	JEA – Compulsory School Attendance	348
<b>8.0</b>	<b>Financial Report – Tami Montague</b>	
8.1	Finance Committee	351
<b>9.0</b>	<b>Future Farmers of America Student Report</b>	
<b>10.0</b>	<b>Policies First Read</b>	
10.1	GCBDA/GDBDA – Family Leave	355
10.2	EBBB – Injury or Illness Reports	357
10.3	DJC – Bidding Requirements	359
10.4	EBCB – Emergency Procedure Drills and Instruction	363
<b>11.0</b>	<b>Administrative Rules (Information Only)</b>	
11.1	DJC-AR – Exemptions from Competitive Bidding and Special Procurements	365
<b>12.0</b>	<b>Reports</b>	
12.1	Enrollment Report	371
12.2	Charter School Enrollment Reports	373
12.3	Charter School Financial Reports	375
12.4	Charter School Minutes and Agendas	383
<b>13.0</b>	<b>Executive Session per ORS 192.660</b>	
	(2)(i) To Evaluate the Employment-Related Performance of District Personnel	
<b>14.0</b>	<b>Adjourn</b>	



## Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled “public comment.” It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board’s work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item. All public comment during a Board meeting is limited to 3 minutes for each individual. Up to 5 minutes may be granted to one person who represents a group of 3 or more with similar testimony. The Board Chairperson may adjust or extend allowable time limits, if necessary.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

There are three ways to provide public comment at a Board meeting.

- 1) If you wish to address the Board in person during a Board meeting, please fill out the request for public comment form available outside the boardroom. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board executive assistant with your request by simply handing them the public participation form. This will be directed to the board chair.
- 2) If you wish to address the Board remotely (via Zoom) during a Board meeting, please email Juli Lichtenberger, Executive Assistant to the Superintendent and Board, ([juli.lichtenberger@dsd2.org](mailto:juli.lichtenberger@dsd2.org)) at least two hours prior to the start of the meeting. Clearly label the subject line as “Public Comment”. In the email state that you would like to address the board remotely during the meeting, and include the topic.

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**Steve Spencer, Superintendent**

**Rachel Alpert, Assistant Superintendent**

Board of Directors: Ed Dressel • Lu Ann Meyer • Rob Ogilvie • Zach Steele • Jonathan Woods

- 3) If you wish to address the Board in hard copy or email please submit to Juli Lichtenberger, Executive Assistant to the Superintendent and Board, at [juli.lichtenberger@dsd2.org](mailto:juli.lichtenberger@dsd2.org) at least two hours prior to the start of the meeting. Clearly label the subject line or document as "Public Comment"

If you have questions about the district, we encourage you to contact our superintendent.

Thank you for your interest in Dallas School District.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception  
Dallas School District 2  
111 SW Ash Street  
Dallas, OR 97338  
503-623-5594

Or: e-mail [compliance.officer@dsd2.org](mailto:compliance.officer@dsd2.org)



# OCT 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		<b>01</b> Citizens Oversight Committee Meeting 5:30 p.m.	<b>02</b>	<b>03</b> District Equity Advisory Committee Meeting 5:00 p.m.	<b>04</b>	<b>05</b>
<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b> No School State Inservice Day	<b>12</b>
<b>13</b>	<b>14</b> Homecoming Week  Board Meeting 6:30 p.m.	<b>15</b> Homecoming Week	<b>16</b> Homecoming Week	<b>17</b> Homecoming Week  Finance Committee Meeting 5:30 p.m.	<b>18</b> Homecoming Week	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Board Meeting 6:30 p.m.	<b>29</b> Board Work Session with Dallas High School 8:00 a.m.	<b>30</b>	<b>31</b> No School Assessment Day		

**Minutes**  
**Board Meeting**  
**September 23, 2024**  
**6:30 p.m.**  
<https://dsd2-org.zoom.us/j/84855147461>  
**District Office Board Room**

**Present:** Lu Ann Meyer, Rob Ogilvie, Zach Steele, Steve Spencer, Juli Lichtenberger, Rachel Alpert, Bob Archer, Reed Langdon, Nick Ingalls, Tim Larson, Tami Montague, Tyler Lalack, Ann Ziehl, Todd Baughman

**Visitors:** Bill Diehm, Erin Sutro, Jennifer Lenoue, Kendra Steele

**Excused:** Ed Dressel, Jon Woods

**1.0 Welcome/Pledge of Allegiance**

**2.0 Approval of the Agenda**

Agenda item 14.0 will be removed this evening and rescheduled to another meeting. Zach Steele moved to approve the agenda with the deletion of agenda item 14.0, seconded by Rob Ogilvie. The motion passed unanimously.

**3.0 Good News**

3.1 Lyle's new Structured Learning Program (SLP) is off to a great start. Good news was shared. Board Chair, Lu Ann Meyer, thanked the Administrative Team and the Itemizer Observer for the communication that has gone out to the community recently. Steve Spencer, Superintendent, shared highlights from his Leading Now Cohort which he recently attended.

**4.0 Public Comment**

No public comment.

**5.0 Announcements**

5.1 September & October Calendars

5.1.1 Next Board Meeting October 14, 2024 at 6:30 p.m.

5.1.2 Citizens Oversight Committee Meeting October 1, 2024 at 5:30 p.m.

5.1.3 District Equity Advisory Committee Meeting October 3, 2024 at 5:00 p.m.

**6.0 Consent Agenda**

6.1 Approval of the September 9, 2024 Board Minutes

Zach Steele moved to approve the Consent Agenda, seconded by Rob Ogilvie. The motion passed unanimously.

**7.0 Building Metrics Report – Tim Larson & Todd Baughman**

Todd Baughman, Morrison Campus Principal, shared highlights from the provided report. Student attendance has been a strong focus for the staff. Morrison currently has a wait list and is working closely with Dallas High School. Discussion was held.

Tim Larson, Dallas High School Principal, shared highlights from the provided report. Dragons Academy currently has 55 students enrolled in the program. Empathy interviews began last year for any student with a failing grade. Staff are working toward building relationships with students. Discussion was held.

**8.0 Integrated Plan Progress Annual Report – Nick Ingalls**

Nick Ingalls, Director of Teaching and Learning, shared the annual report which includes two narrative questions and is necessary for Student Investment Account requirements. Strategies tied to the outcomes were shared including a restructure at Whitworth Elementary School adding some third-grade classrooms and adding a Structured Learning Program classroom to Lyle to spread the K-5 needs out across elementary buildings. Areas for growth tied to outcomes highlights were shared.

**9.0 Citizens Oversight Committee Application (Board Action)**

Steve Spencer shared that John Hockman has been attending the meetings as an observer and recommends approving the application. Zach Steele moved to approve John Hockman as a member of the Citizens Oversight Committee with Steve Spencer's recommendation, seconded by Rob Ogilvie. The motion passed unanimously.

**10.0 Assistant Superintendent Contract (Board Action)**

Steve Spencer recommended approval of the contract. Rob Ogilvie moved to approve the Assistant Superintendent Contract, seconded by Zach Steele. The motion passed unanimously.

**11.0 Policies First Read**

11.1 GCDA/GDDA – Criminal Records Checks and Fingerprinting

11.2 EBCA – Safety Threats

11.3 LBEA – Resident Student Denial for Virtual Charter School Attendance

11.4 JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements

11.5 JEA – Compulsory School Attendance

Discussion was held. Move to Consent Agenda for the next meeting.

**12.0 Administrative Rules (Information Only)**

12.1 JEA-AR – Compulsory Attendance Notices and Citations

12.2 IGBAF-AR – Special Education – Individualized Education Program (IEP)

Discussion was held. Slight language change is needed in the IGBAF-AR and will be reflected in that AR.

**13.0 Reports****13.1 Enrollment Report**

Enrollment will continue to be monitored closely. High school enrollment is up and wonder if it is due to CTE.

**13.2 Citizens Oversight Committee Draft Minutes****14.0 Executive Session per ORS 192.660**

(2)(i) To Evaluate the Employment-Related Performance of District Personnel  
Agenda item was removed.

**15.0 Adjourn at 7:14 p.m.**

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**Board Chair / Lu Ann Meyer**

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**Date**

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**Board Secretary / Juli Lichtenberger**

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**Date**

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338



Staffing Report  
Monday, October 14, 2024

9/11/2024	Classified	Madelon	Delaney	Re Hire	Re Hire	9/10/2024	Lyle	EA Special Needs III DLC	E09H	5.5	0.6875	E1	Replaces .5 of Sue Finnegan
9/12/2024	Classified	Wendy	Latta	New Hire	New Hire	9/16/2024	DHS	Clerical DHS	O06A	8	1	C1	Replaces Bree Ann Liddle
9/10/2024	Licensed	Kristina	Curtis	Resignation	Resignation w/o DSD benefits	9/13/2024	WW	Special Education Teacher		8	1	190	Original licensed hire 5/2018
9/12/2024	Classified	Kayla	Thommen	Resignation	Resignation w/o DSD benefits	9/11/2024	LCMS	Special Needs II	E05B	8	1	E1	Original hire 6/2021
9/12/2024	Licensed	Jonathan	Watkins	Resignation	Resignation w/o DSD benefits	9/27/2024	OHE	Teacher		8	1	190	Original hire 5/1121
9/12/2024	Classified	Brittany	Talley	CoS	Moving from Lyle SLP to LMS SLP	9/30/2024	LMS	EA Special Needs III SLP		5.5	0.6875	E1	Replaces Hannah Petersen
9/12/2024	Classified	David	Shurtleff	New Hire	New Hire	10/0/24	WW	EA Special Needs III SLP	E09I	5.5	0.6875	E1	Replaces .5 of Sue Finnegan
9/12/2024	Classified	Jocelyn	Moreno-Gutierrez	New Hire	New Hire		LCMS	Special Needs II	E05B	8	1	E1	Replaces Kayla Thommen
9/12/2024	Classified	Morgan	Smith	New Hire	New Hire		OHE	EA Special Needs III DLC	E09H	5.5	0.6875	E1	Replaces Rachel Gaylord
10/8/2024	Classified	Kristen	Allen	New Hire	Hire	10/7/2024	Lyle	EA Special Needs III SLP	E09I	5.5	0.6875	E1	Replaces Brittney Talley
10/8/2024	Licensed	Stephanie	Johnson	Temp New Hire	Temp New Hire	10/8/2024	OHE	Teacher		8	1	190	Temp 1 year replaces Jonathan Watkins
10/8/2024	Licensed	Devin	Hammill	Resignation	Resignation w/o DSD benefits	10/18/2024	DHS	Spanish Teacher		8	1	190	Original hire 07/2017
10/8/2024	Licensed	Riley	Woolner	Temp New Hire	Temp New Hire	10/21/2024	DHS	Spanish Teacher		8	1	190	Temp 1 year replaces Devin Hammill
10/8/2024	Licensed	Baylee	Anderson	Resignation	Resignation w/o DSD benefits	10/8/2024	DO	Sped Teacher		8	1	190	Original hire licensed 05/2019
10/8/2024	Licensed	Jessica	Dehm	Resignation	Resignation w/o DSD benefits		DO	Sped Teacher		8	1	190	Original hire licensed 05/2013

Steve Spencer, Superintendent

Rachel Alpert, Assistant Superintendent

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## Dallas School District 2

Code: GCDA/GDDA  
 Adopted:  
 Orig. Code(s): GCDA/GDDA; GCDA/GDDA-AR

### **Criminal Records Checks and Fingerprinting \*** (Version 2)

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

#### **Requirements for Employees <sup>{1}</sup> not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)**

All newly hired employees<sup>2</sup> not identified under Oregon Revised Statutes (ORS) 342.223<sup>3</sup> are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district<sup>4</sup> or private school, and has not resided outside the state between the two periods of employment<sup>{5}</sup>.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks ~~and fingerprinting~~ for individuals applying for employment with the district and not requiring licensure shall be paid by the {district.} Fees associated with fingerprinting for same shall be paid by the {individual.} An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.}

The district {may<sup>6</sup>} ~~{shall not}~~ begin the employment of an individual {on a probationary basis pending} ~~{before}~~ the return and disposition of the required criminal records checks.

<sup>1</sup> {If the district wants to include the larger section on TSPC-licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC-licensed individuals, omit this bracketed language.}

<sup>2</sup> Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>3</sup> ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

<sup>4</sup> As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

<sup>5</sup> {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

<sup>6</sup> Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

When the criminal records check indicates an individual has been convicted of any crimes<sup>7</sup> prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual {may} {will not} be employed by the district, or if employed by the district {may} {will} be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law {may} {will not} be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

~~{Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.}~~

OR

### **{Requirements for TSPC Licensed, Certified or Registered Individuals}**

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.}

### **Requirements for Contractors<sup>{8}</sup>**

<sup>7</sup> See OAR 581-021-0511(8).

<sup>8</sup> {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}



All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students<sup>9</sup> or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent {for designee} will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification<sup>10</sup> from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual {may} ~~{will}~~ be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

### Requirements for Volunteers

~~{{<sup>11</sup>}}~~ The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Volunteer coaches;
2. Overnight chaperone.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check {may} ~~{will not}~~ begin {on a probationary basis pending} ~~{before}~~ the return and disposition of a state and national criminal records check based on fingerprints.}

~~{{<sup>12</sup>}}~~ Any ~~V~~volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

<sup>9</sup> “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

<sup>10</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

~~<sup>11</sup> {If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}~~

<sup>12</sup> {If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}



{The service of a volunteer allowed to have direct, unsupervised contact with students {may} {will not} begin {on a probationary basis pending} {before} the return and disposition of a criminal records check.}

~~{A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, {will} {will not} be required to submit to an in-state criminal records check.}~~

{A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number {may} {will} result in immediate termination from the ability to volunteer in the district.}

{Fees associated with a required fingerprinting for volunteers shall be paid by the {individual} {district}. Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the {individual} {district}.

{A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.}

### **Requirements for Others**

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

### **Notification**

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or {volunteer} forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers {or the ability to volunteer} are contingent upon the results of such checks;
3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment{,}{or} contract status{ or the ability to volunteer in the district};
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;

5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts~~[,]~~~~[ or]~~ ODE forms {(written or electronic)} ~~{may}~~~~{will}~~ result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status~~;~~~~[-]~~
7. ~~{A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number {may} {will} result in immediate termination from the ability to volunteer in the district.} {The district {may} {will} remove the volunteer from the position allowing direct, unsupervised contact with students.}~~

### Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment~~[,]~~~~[ or]~~ contract~~{ or volunteering}~~.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

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#### Legal Reference(s):

ORS 181A.180  
ORS 181A.230  
ORS 326.603  
ORS 326.607  
ORS 332.107

ORS 336.631  
ORS 342.143  
ORS 342.223  
OR 414-061-0010 – 061-0030  
OR 581-021-0510 – 021-0512

OR 581-022-2430  
OR 584-050-0012  
OR 584-050-0100

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

## Dallas School District 2

Code: EBCA  
Adopted:

### Safety Threats\*\*

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

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#### Legal Reference(s):

ORS 192.660(2)(k)

ORS 332.107

ORS 339.324

## Dallas School District 2

Code: LBEA  
Adopted: 9/25/23

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

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

~~The district may send a notice of approval or disapproval to a parent<sup>†</sup> of a student who has sent a notice to the district of intent to enroll the student in a virtual public charter school not sponsored by the district (See OAR 581-026-0305(3)). The district may respond with an approval or disapproval to a parent within eight business days of receipt of the notice from the parent.~~

A parent must give notice to the district of intent to enroll their student in a virtual public charter school not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment.

If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

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

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;

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

4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

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

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

END OF POLICY

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**Legal Reference(s):**

ORS 332.107

ORS 338.125

OAR 581-026-0305

OAR 581-026-0310

House Bill 3204 (2023).

Corrected 12/27/23

## Dallas School District 2

Code: JHFE/GBNAB  
 Adopted: 9/10/12  
 Revised/Readopted: 5/25/21; 1/09/23  
 Orig. Code(s): JHFE

### Suspected Abuse of a Child Reporting Requirements\*\*

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse<sup>1</sup> shall ~~orally report or cause an oral report immediately by telephone or otherwise make a report to the local office of the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system<sup>2</sup> for its designee or to a~~ the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any **person**<sup>3</sup> with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~ described above.

The report must contain, ~~If-if known, the report shall contain~~ the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>4</sup>, agents<sup>5</sup>, volunteers<sup>6</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or through its centralized child abuse reporting system or to a designee or the local law enforcement agency pursuant to ORS 419B.015, and to a~~ the designated licensed administrator.

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> {How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)}

<sup>3</sup> "Person" could include adult, student or other child.

<sup>4</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>6</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.



The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Assistant Superintendent ~~director of human resources~~ who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~and~~ the centralized child abuse reporting system of ~~local~~ DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.



The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor or agent for the district is prohibited. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited except as required to meet the obligations of the volunteer position.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

ORS 339.370 - 339.400  
ORS 418.257 - 418.259

ORS 419B.005 - 419B.050

OAR 581-022-2205

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

## Dallas School District 2

Code: JEA  
 Adopted: 3/13/18  
 Revised/Readopted: 5/08/23  
 Orig. Code: JEA

### Compulsory School Attendance\*\*

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having legal control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send~~have~~ the child to school~~attend~~ and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having legal control of a child, who is five years of age and who have~~has~~ enrolled the child in a public school, are required to send~~have~~ the child to school~~attend~~ and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. [A citation for violation of ORS 339.035 may be issued.]

~~The district will develop procedures for issuing a citation.~~

A parent who is not supervising their child by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c); failing to supervise a child is a Class A violation.

### Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools:

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent, legal guardian or private teacher:
  - a. When a child is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the Willamette Education Service District (ESD) in writing within 10 days of such occurrence. In

Compulsory School Attendance\*\* – JEA

addition, when such ~~aa home-schooled~~ student moves to a new ESD, the parent, guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, the school districts of ~~home-schooled~~ students who are registered with the ESD and reside in their district;

- b. Each child being taught as described above ~~by a parent or private teacher~~ shall be examined no later than August 15, following grades 3, 5, 8 and 10:
    - (1) If the child was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew from public school;
    - (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.
  - c. Procedures for homeschooling children with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
  - d. Examinations ~~testing each child~~ shall be from the list of approved examinations from the State Board of Education;
  - e. The examination must be administered by a neutral, individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
  - f. The person administering the examination shall score the examination and report the results to the parent or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD;
  - g. All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian;
  - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
  7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
  8. Children excluded from attendance as provided by law.
  9. Children who are eligible military children<sup>1</sup> are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

<sup>1</sup> "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 - 419B.558.

END OF POLICY

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**Legal Reference(s):**

ORS 153.018  
ORS 163.577  
ORS 339.010 - 339.095  
ORS 339.139

ORS 339.990  
OAR 581-021-0026  
OAR 581-021-0029

OAR 581-021-0076  
OAR 581-021-0077



Dallas School District 2024-2025	Fund Group	Appropriation Monitoring						September 2024
GENERAL OPERATIONS	F100	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Instruction		\$3,520,316	\$20,579,158.32	\$24,099,474	\$25,336,381	\$1,236,907	+	
Support Services		\$3,131,153	\$11,077,607	\$14,208,760	\$15,249,619	\$1,040,859	+	
Enterprise and Community Services			\$0	\$0	\$0	\$0	+	
Facilities Acquisition and Construction				\$0	\$0	\$0	+	
Transfers to Other Funds				\$0	\$168,000	\$168,000	+	
Contingencies				\$0	\$1,960,000	\$1,960,000	+	
TOTAL		\$6,651,469	\$31,656,766	\$38,308,234	\$42,714,000	\$4,405,766	+	
SPECIAL GRANTS & PROJECTS	F200	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Instruction		\$554,588	\$4,452,352	\$5,006,940	\$6,914,856	\$1,907,916	+	
Support Services		\$343,073	\$1,027,278	\$1,370,351	\$2,110,162	\$739,811	+	
Enterprise and Community Services		\$133,995	\$1,040,426	\$1,174,421	\$1,287,500	\$113,079	+	
Transfers to Other Funds				\$0	\$96,000	\$96,000	+	
TOTAL		\$1,031,657	\$6,520,056	\$7,551,712	\$10,408,518	\$2,856,806	+	
DEBT SERVICE	F300	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Debt Service		\$0	\$0	\$0	\$6,045,516	\$6,045,516	+	
TOTAL		\$0	\$0	\$0	\$6,045,516	\$6,045,516	+	
CAPITAL PROJECTS (BOND)	F400	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Facilities Acquisition and Construction		\$1,697,492	\$2,320,213	\$4,017,705	\$10,380,000	\$6,362,295	+	
Contingencies				\$0	\$5,000,000	\$5,000,000	+	
TOTAL		\$1,697,492	\$2,320,213	\$4,017,705	\$15,380,000	\$11,362,295	+	
UNEMPLOYMENT INSURANCE FUND	F700	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Support Services				\$0	\$700,000	\$700,000	+	
TOTAL		\$0	\$0	\$0	\$700,000	\$700,000	+	
TOTAL APPROPRIATION SUMMARY	ALL	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Instruction		\$4,074,904	\$25,031,511	\$29,106,415	\$32,251,237	\$3,144,822		
Support Services		\$3,474,226	\$12,104,885	\$15,579,111	\$18,059,781	\$2,480,670		
Enterprise and Community Services		\$133,995	\$1,040,426	\$1,174,421	\$1,287,500	\$113,079		
Facilities Acquisition and Construction		\$1,697,492	\$2,320,213	\$4,017,705	\$10,380,000	\$6,362,295		
Transfers to Other Funds		\$0	\$0	\$0	\$264,000	\$264,000		
Debt Service		\$0	\$0	\$0	\$6,045,516	\$6,045,516		
Contingencies		\$0	\$0	\$0	\$6,960,000	\$6,960,000		
TOTAL		\$9,380,618	\$40,497,034	\$49,877,651	\$75,248,034	\$25,370,383		
UNAPPORTIONED	ALL				\$2,700,580			
TOTAL BUDGET	ALL				\$77,948,614			



Dallas School District 2024-2025	General Fund Operations							September 2024
Resources primarily come from the State School Fund Grant formula and may be used for general operations of the school district								
GENERAL FUND OPERATIONS (FUND 100)	Current MTD	Current YTD	Add: Projections	Adjustments*	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Beginning Fund Balance			\$2,111,493		\$2,111,493	\$2,500,000	-\$388,507	Based on Unaudited "Final" Sept 1
Local Sources (Property Taxes, Interest, Fees)	\$59,243	\$90,806	\$10,412,641		\$10,503,447	\$10,502,489	\$958	
Flow Through ESD, County School Funds	\$0	\$0	\$90,000		\$90,000	\$90,000	\$0	
State Sources (SSF, Common School Fund, High Cost Disability)	\$2,395,119	\$9,583,352	\$20,320,609		\$29,903,961	\$29,903,961	\$0	
Federal Sources (In Lieu of Property Taxes)	\$0	\$0	\$3,550		\$3,550	\$3,550	\$0	
Other Sources	\$0	\$0	\$0		\$0	\$0	\$0	
TOTAL REVENUE	\$2,454,362	\$9,674,158	\$30,826,800	\$0	\$40,500,958	\$40,500,000	\$958	
AVAILABLE RESOURCES (REV + BEG FUND BAL)	\$2,454,362	\$9,674,158	\$32,938,293	\$0	\$42,612,451	\$43,000,000	-\$387,549	
Expenditures by Appropriation	Current MTD	Current YTD	Add: Encumbrances	Adjustments*	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Instruction	\$2,050,117	\$3,499,170	\$20,579,158	\$1,337,124	\$25,415,452	\$25,136,381	-\$279,071	
Support Services	\$1,088,070	\$3,130,189	\$11,077,607	\$551,990	\$14,759,786	\$14,908,619	\$148,833	
Enterprise and Community Services					\$0	\$0	\$0	
Facilities Acquisition and Construction					\$0	\$0	\$0	
Transfers to Other Funds				\$168,000	\$168,000	\$168,000	\$0	
Contingencies					\$0	\$827,000	\$827,000	
Unappropriated Ending Fund Balance					\$0	\$1,960,000	\$1,960,000	
TOTAL EXPENDITURES	\$3,138,187	\$6,629,360	\$31,656,766	\$2,057,113	\$40,343,238	\$43,000,000	\$2,656,762	
SURPLUS / (DEFICIT)	-\$683,824	\$3,044,798			\$2,269,213			
Ending Fund Balance					\$2,269,213	5.60%	of Revenues	Board Policy 8%
Investment Account Balances by Type	Yield	Beg Bal	Deposits	Withdrawals	End Bal		Debt Obligation	
General Operations (5703,5018)	5.30%	\$3,230,536	\$2,234,901	\$2,506,967	\$2,958,470	Annual Debt	Paid YTD	Due by June 30, 2025
Debt Service (5770)	5.30%	\$875,608	\$10,798	\$0	\$886,406	\$3,698,920	\$0	\$3,698,920
Capital Projects (3974,6022)	5.30%	\$22,051,548	\$88,383	\$2,428,920	\$19,711,011			
Total District		\$26,157,693	\$2,334,082	\$4,935,887	\$23,555,887			

Dallas School District 2024-2025		Capital Projects Funds						September 2024	
Proceeds from 2022 voter approved bonds sold to complete a variety of construction projects around the district.									
CAPITAL CONSTRUCTION F403 Voter Approved Bond	Prior Year Cumulative Total	Current MTD	Current YTD	Add: Projections	Annual Forecast	Revenue Total ALL Years	Project Budget	Variance Fav / (Unfav)	
Beginning Fund Balance	\$0	\$0	\$0	\$20,824,503	\$20,824,503				
Interest	\$719,882	\$87,651	\$282,414	\$800,000	\$1,082,414	\$1,802,296	\$2,000,000	-\$197,704	
OSCIM Grant	\$0	\$0	\$0	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$0	
Bond Issuance #1 2022	\$12,756,016	\$0	\$0	\$0	\$0	\$12,756,016	\$12,756,016	\$0	
Bond Issuance #2 2024	\$15,235,000	\$0	\$0	\$0	\$0	\$15,235,000	\$15,235,000	\$0	
Bond Proceeds	\$2,886,380	\$0	\$0	\$0	\$0	\$2,886,380	\$0	\$2,886,380	
Other Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$1,310,508	-\$1,310,508	
TOTAL REVENUE	\$31,597,278	\$87,651	\$282,414	\$4,800,000	\$5,082,414	\$36,679,691	\$35,301,524	\$1,378,167	
TOTAL AVAILABLE RESOURCES	\$31,597,278		\$282,414		\$25,906,917				
Expenditures by Building	Prior Year Cumulative	Current MTD	Current YTD	Encumbered	Annual Forecast	Project Total ALL Years	Original Proj Budget	Variance Fav / (Unfav)	
Lyle Elementary	\$55,360	\$72,729	\$287,133	\$338,282	\$625,416	\$680,776	\$3,865,970	\$3,185,194	
Oakdale Elementary	\$271,699	\$19,145	\$19,274	\$244,285	\$263,559	\$535,259	\$2,095,520	\$1,560,261	
Whitworth Elementary	\$158,929	\$44,020	\$86,319	\$174,548	\$260,867	\$419,795	\$2,728,840	\$2,309,045	
LaCreole Middle School	\$4,059,693	\$79,105	\$391,800	\$344,893	\$736,693	\$4,796,386	\$6,739,312	\$1,942,926	
Dallas High School	\$1,763,936	\$238,897	\$279,592	\$428,557	\$708,149	\$2,472,085	\$9,727,985	\$7,255,900	
Morrison Building	\$800,940	\$318,708	\$509,313	\$180,177	\$689,490	\$1,490,430	\$991,650	-\$498,780	
District Wide Management/Oversight/Planning	\$3,662,218	\$88,212	\$124,061	\$609,471	\$733,531	\$4,395,749	\$9,152,247	\$4,756,498	
TOTAL EXPENDITURES	\$10,772,774	\$860,816	\$1,697,492	\$2,320,213	\$4,017,705	\$14,790,479	\$35,301,524	\$20,511,045	
Expenditures by Project Type	Prior Year Cumulative Total	Current MTD	Current YTD	Encumbered	Annual Forecast	Project Total ALL Years	Project Budget	Variance Fav / (Unfav)	
000 District Wide Management/Oversight/Planning	\$3,662,218	\$88,212	\$124,061	\$609,471	\$733,531	\$4,395,749	\$9,152,247	\$4,756,498	
800 Critical Facility Upgrade (CFU)	\$3,280,869	\$721,100	\$1,180,382	\$300,481	\$1,480,863	\$4,761,732	\$11,158,452	\$6,396,720	
810 CTE Building/Expansion	\$0				\$0	\$0	\$1,782,000	\$1,782,000	
900 New Construction	\$3,094,187	\$40,441	\$348,239	\$291,883	\$640,122	\$3,734,309	\$11,718,750	\$7,984,441	
830 Health Safety & Security	\$735,500	\$11,063	\$44,811	\$1,118,378	\$1,163,189	\$1,898,689	\$1,490,075	-\$408,614	
TOTAL EXPENDITURES	\$10,772,774	\$860,816	\$1,697,492	\$2,320,213	\$4,017,705	\$14,790,479	\$35,301,524	\$20,511,045	
Reserved for Future Projects	\$20,824,503				\$21,889,212			\$21,889,212	



## Dallas School District 2

Code: GCBDA/GDBDA  
 Adopted: 6/14/17  
 Revised/Readopted: 1/09/23  
 Orig. Code: GCBDA/GDBDA

### Family Leave

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

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

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

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

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

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

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years<sup>1</sup>, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.<sup>2</sup>

<sup>1</sup> The wages are not required to have been earned for work in the district.

<sup>2</sup> See OAR 471-070-1010 for additional information.

Federal and state leave entitlements generally run concurrently.

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

END OF POLICY

**Legal Reference(s):**

ORS 332.507

ORS 657B.010

ORS 659A.090

ORS 659A.093

ORS 659A.096

ORS 659A.099

ORS 659A.150 - 659A.186

OAR 839-009-0200 - 0320

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9<sup>th</sup> Cir. 2014).

Senate Bill 999 (2023).

**Cross Reference(s):**

GCBDD/GDBDD - Sick Time

Corrected 12/27/23

## Dallas School District 2

Code: EBBB  
 Adopted: 1/23/18  
 Revised/Readopted: 10/24/22  
 Orig. Code: EBBB

### Injury/ or Illness Reports

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. [Staff members will report self-administered first-aid<sup>2</sup> treatment to an immediate supervisor.] All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

When an accident occurs and appropriate steps are taken to care for the accident victim, the staff member under whose supervision and accident occurred, shall file a written report, within 24 hours, to the district's safety officer using the Accident Report Form. Reports will cover property damage as well as personal injury. This report is mandatory and shall be filed regardless of how slight or severe the accident may appear to be.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in in-patientovernight hospitalizationfor medical treatment<sup>4</sup> other than first aid, loss of an eye, amputation or avulsion<sup>5</sup>, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>6</sup> shall be reported<sup>7</sup> to OSHA within eight hours.

<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

<sup>3</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting conditioninjury or illness. (OAR 437-001-0700(6))

<sup>4</sup> "Medical treatment" includes managing or caring for a patient for the purpose of combatting is the management or care of a patient to combat disease or disorder. The following are not considered medical treatment: visits to a physician or other licensed doctor or health care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

<sup>5</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>6</sup> A "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>7</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

All injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records on and reports on serious injuries, illnesses, and including accidents involving district property, or employees, students or visiting publics. and These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future and monthly and annual analyses of accident data. The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent for review annually<sup>8</sup>.

END OF POLICY

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**Legal Reference(s):**

ORS 339.309

OAR 437-001-0700

OAR 437-002-0360

OAR 437-001-0015

OAR 437-001-0704

OAR 437-002-0377

OAR 437-001-0760

OAR 581-022-2225

Corrected 5/16/24

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<sup>8</sup> Annual reporting is required, but may occur more often.

## Dallas School District 2

Code: DJC  
 Adopted:  
 Orig. Code(s): DJC

### Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*<sup>1</sup> shall apply to the district.<sup>2</sup>

OR

~~{The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has adopted its own rules of procedure that will govern district purchasing.<sup>3</sup> Consequently, the model rules<sup>4</sup> adopted by the Attorney General shall not apply to the district. The district shall review its rules each time the Attorney General adopts a modification of the model rules to determine whether any modifications need to be made to district rules, as required by ORS 279A.065(6)(b). New rules, as necessary, shall be adopted by the LCRB. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.}~~

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

### Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. Small Procurement. For purchases of goods and services with a contract price not exceeding \$25,000, the district can use any manner deemed practical or convenient, including direct selection

<sup>1</sup> Oregon Administrative Rules (OAR) 137-045 - 049

<sup>2</sup> See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

<sup>3</sup> ~~{The district should insert date of adoption of such rules and their location here and remove brackets.}~~

<sup>4</sup> ~~Oregon Administrative Rules (OAR) 137-045 - 049~~

or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.

2. Intermediate Procurement. For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.
3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency<sup>5</sup>, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
  - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
  - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
  - c. That the goods or services are for use in a pilot or experimental project; or
  - d. Other findings that support the conclusion that the goods or services are available from only one source.<sup>6</sup>
6. Special Procurements. "Special procurement" means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285, this policy, and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement.<sup>{7}</sup>

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<sup>5</sup> "Emergency" means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

<sup>6</sup> If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

<sup>7</sup> {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}



7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.<sup>8</sup> Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.<sup>9</sup> All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.<sup>10</sup>

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

### Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.<sup>11</sup> The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes<sup>12</sup>:
  - a. The request for the quotes shall be in writing (unless not reasonably practicable)<sup>13</sup>;
  - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and

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<sup>8</sup> This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19)). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

<sup>9</sup> {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

<sup>10</sup> See ORS 670.600 and OAR 459-005-0020.

<sup>11</sup> Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

<sup>12</sup> If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

<sup>13</sup> For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.
5. Community Benefit Contracts. "Community benefit contract" means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
  - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
  - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
  - c. Provide employer -paid family health insurance; and
  - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires "the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management."

END OF POLICY

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**Legal Reference(s):**

ORS Chapter 279  
ORS Chapter 279A  
ORS Chapter 279B  
ORS Chapter 279C

ORS 670.600  
OAR Chapter 125, Divisions 246 -  
 249

OAR Chapter 137, Divisions 045 -  
 049  
OAR 459-005-0020

OREGON PROCUREMENT MANUAL, Oregon Department of Administrative Services.



## Dallas School District 2

Code: EBCB  
 Adopted: 2/09/16  
 Revised/Readopted: 10/24/22  
 Orig. Code: EBCB

### Emergency Procedure Drills and Instruction

Each administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on emergency procedures fires, earthquakes, safety threats, and drills for students, shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

#### Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

#### Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

#### Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats\*\*).

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

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**Legal Reference(s):**

ORS 192.660(2)(k)

ORS 339.324

ORS 336.071

ORS 476.030

OAR 581-022-2225

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE.

## Dallas School District 2

Code: DJC-AR

Revised/Reviewed:

Orig. Code(s): DJC-AR

### Exemptions from Competitive Bidding and Special Procurements (Version 2)

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts below threshold levels in accordance with ORS 279B.065 (small procurements for goods and services), 279B.070 (intermediate procurements for goods and services) and 279C.412 (intermediate procurements for public improvements);
2. Special procurements for goods and services in accordance with ORS 279B.085 and OAR 137-047-0285;<sup>1</sup>
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

#### SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

To proceed with a special procurement, the district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB). This request shall describe the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement.

The special procurement must be unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts; and (A) must be reasonably expected to result in substantial cost savings to the district or to the public; or (B) must substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or any related rules.

After LCRB approval, the district may proceed with a special procurement. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district.

When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

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<sup>1</sup> Procurement law for goods and services uses the term "special procurement." Procurement law for public improvement contracts does not use the term "special procurement," but a comparable exemption is allowed under ORS 279C.335.

The following are additional considerations and requirements for specific types of special procurements. The request submitted to the LCRB should address these provisions and satisfy any requirements.

### **Brand Names or Equal<sup>2</sup>**

1. “Brand name or equal specification” means a specification that uses one or more manufacturers’ names, makes, catalog numbers or similar identifying characteristics needed to meet the district’s requirements and that authorizes bidders or proposers to offer goods or services that are equivalent or superior to those named or described in the specification.
2. “Brand name specification” means a specification limited to one or more products, brand names, makes, manufacturer’s names, catalog numbers or similar identifying characteristics.”
3. “Specification” means any description of the physical or functional characteristics of, or of the nature of, goods or services to be procured by a contracting agency.<sup>3</sup>

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the district because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district. The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Nothing in the law or this administrative regulation may be construed as prohibiting the district from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the contracting agency.

A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

1. That use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
2. That use of a brand name specification would result in substantial cost savings to the contracting agency;
3. That there is only one manufacturer or seller of the product of the quality, performance or functionality required; or
4. That efficient utilization of existing goods requires the acquisition of compatible goods or services.

### **Advertising Contracts, Purchase of<sup>4</sup>**

The district traditionally purchases advertising in newspapers, however, the district may also purchase advertising in other media, such as radio, television or the internet. Advertising contracts may be procured without competitive procurement based on findings of:

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<sup>2</sup> For additional guidance, see OAR 125-247-0691.

<sup>3</sup> Specification may include a description of any requirement for inspecting, testing or preparing goods or services for delivery.

<sup>4</sup> See OAR 125-247-0288(5) for additional guidance.

1. Advertisements are placed in a particular source because of the specific audience that source serves;
2. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities; or
7. It is unknown whether contracts for advertisements placed with radio, television, the internet or other media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

### **Advertising Contracts, Sale of**

The district may sell advertising for district publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

### **Equipment Repair and Overhaul<sup>5</sup>**

The district may enter into a public contract for equipment repair or overhaul without competitive bidding when competitive procurement is not practical. This may include when service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, or service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. The district will use a competitive procedure to the extent practicable.

If the repair or overhaul qualifies as an emergency, the district may use emergency procurement procedures.

### **Copyrighted Materials**

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<sup>5</sup> For additional guidance, see OAR 127-247-0288(6).

Contracts for the procurement or distribution of textbooks are exempt from public procurement requirements. Purchase of copyrighted materials available from only one source may be procured through the sole source procedures. Requests for special procurement approval for the purchase of other copyrighted materials may be submitted to the LCRB with supporting information.

### **Used Personal Property or Equipment, Purchase<sup>6</sup>**

The district may purchase used property or equipment without obtaining competitive bids or quotes, if at the time of purchase, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used,” at the time of district purchase.

### **Information Technology and Telecommunication Contracts<sup>7</sup>**

The district may enter into a contract to acquire information technology hardware and software and services (including telecommunications) without competitive bidding if, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism.

### **Renegotiation of Existing Contracts with Incumbent Contractors**

The district may amend or renegotiate contracts with existing vendors, service providers or other parties in accordance with OAR 137-047-0800.

### **EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS**

Oregon law<sup>8</sup> allows for exceptions to competitive bidding for public improvement contracts or classes of contracts when the LCRB approves findings that:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the district.

In approving a finding, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

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<sup>6</sup> For additional guidance, see OAR 125-247-0288(10). When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

<sup>7</sup> For additional guidance, see OAR 127-247-0185.

<sup>8</sup> See ORS 279C.335.



1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvement;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
11. Whether the public improvement involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In granting this exemption, the LCRB shall:

1. If appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition;
2. Require and approve or disapprove written findings by the district that support awarding a particular public improvement contract or a class of public improvement contracts, without the competitive bidding requirements. The findings must show that the exemption complies with the requirements outlined in this administrative regulation; and
3. If the procurement involves construction manager/general contractor services, require the district conduct the procurement in accordance with OAR 137-049-0690.

Notification of a proposed exemption under this section must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the date on which the LCRB intends to take action to approve or disapprove the exemption. The notice must state that in response to a written request, the district will hold a public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement.<sup>9</sup> If a hearing is held, the district shall offer an opportunity for any interested party to appear and comments. If the district must act promptly because of circumstances beyond the district's control that do not constitute an emergency, notification of the proposed exemption may be published simultaneously with the district's solicitation of contractors, as long as responses to the solicitation are due at least five days after the agency intends to take action to approve or disapprove the proposed exemption.

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<sup>9</sup> The district may hold a hearing even if there is no written request.

Dallas School District Enrollment Report  
October 2024

School	Capacity	Kgtn	1	2	3	4	5	Total	Last Month	Oct 23/24	Oct 22/23	Oct 21/22	Oct 20/21
Lyle	[460]	19	28	27	21								
		19	28	28	23								
		18	27	27	24								
		16											
Total		72	83	82	68			305	299	325	331	329	325
Oakdale	[412]	21	26	25	21								
		21	23	23	23								
		21	25	23	24								
				24									
Total		63	74	95	68			300	297	333	356	341	351
Whitworth	[437]				21	25	28						
					22	25	27						
						28	26						
						28	26						
						29	27						
						28	27						
Total					43	163	161	367	368	362	384	335	389
Total K-5								972	964	1020	1071	1005	1065

[illegible]

LVCS CHARTER	Current	Last Year	Dallas Community School									
In District	137	136	KG	1st	2nd	3rd	4th	5th	6th	7th		
Out of Dist	76	93	10	22	18	22	23	23	25	34		
Total	213	229				8th	9th	10th	11th	12th		
High school extended	228		Total	252		17	19	21	10	8		
In 2006 Morrison was a charter school with 80 students.			First year 2015-16									
Elementary reconfiguration effective 09/10 school year.												
Last Year Extended Campus 2015-16												

**LUCKIAMUTE VALLEY CHARTER SCHOOLS**  
**2024-25**  
**October**

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<b>STUDENT TOTALS</b>		
	Current #'s	Last Year
In District	137	136
Out of District	76	93
<b>TOTAL STUDENT #'s</b>	<b>213</b>	<b>229</b>

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<b>BREAKDOWN BY GRADE LEVELS</b>		
	Current #'s	Last yr.
Kindergarten	21	24
1st Grade	23	23
2nd Grade	23	22
3rd Grade	24	25
4th Grade	25	26
5th Grade	25	22/15
6th Grade	29	25
7th Grade	20	25
8th Grade	22	22

**NUMBERS CURRENT AS OF 10/01/2024**

## Dallas Community School Enrollment 2024-25

	Jun 2024	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
K	18	11	0	0	0	0	0	0	0	0	0
1	14	22	0	0	0	0	0	0	0	0	0
2	20	16	0	0	0	0	0	0	0	0	0
3	28	23	0	0	0	0	0	0	0	0	0
4	23	24	0	0	0	0	0	0	0	0	0
5	23	24	0	0	0	0	0	0	0	0	0
6	32	25	0	0	0	0	0	0	0	0	0
7	23	36	0	0	0	0	0	0	0	0	0
8	23	18	0	0	0	0	0	0	0	0	0
K-8 Total:	204	199	0	0	0	0	0	0	0	0	0
9	16	21	0	0	0	0	0	0	0	0	0
10	11	21	0	0	0	0	0	0	0	0	0
11	8	11	0	0	0	0	0	0	0	0	0
12	0	9	0	0	0	0	0	0	0	0	0
DCHS Total:	35	62	0	0	0	0	0	0	0	0	0
Grand Total:	239	261	0	0	0	0	0	0	0	0	0



LUCKIAMUTE VALLEY CHARTER SCHOOL  
2024-25  
BOARD REPORT SUMMARY

REVENUE		JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
R1200	District Reimbursement													-
R1510	Earnings on investments	988.53	918.78	5.26										1,912.57
R1630	Special Functions													-
R1600	Food Service Sales	227.10	50.00	1,400.00										1,677.10
R1920	Donations Private Sources	2,775.00												2,775.00
R1990	Miscellaneous Income	339.89	2,000.00	15.00										2,354.89
R3101.	State School Funds		694,911.43	231,637.14										926,548.57
R3102	OR Free Expanded Eligible Breakfast													-
R3120	Reduced Breakfast/Lunch													-
R3299	Restricted State Grants		10,202.86	3,460.27										13,663.13
R4500	Restricted Federal Grants Thru State													-
R4700	Grants in aid													-
R5400	Beginning Fund Balance	479,228.85												479,228.85
TOTAL REVENUE		4,330.52	708,083.07	236,517.67	-	-	-	-	-	-	-	-	-	1,428,160.11

EXPENDITURES BY OBJECT		100	200	300	400	500	600	TOTAL EXPENDITURES
Salaries		31,821.80	32,534.32	141,493.51				205,849.63
Benefits		11,553.63	14,756.46	75,356.67				101,666.76
Services		3,836.77	20,759.76	11,244.26				35,840.79
Supplies		5,451.75	38,257.67	18,737.07				62,446.49
Equipment/Improvements		8,355.00	7,013.45	4,557.45				19,925.90
Dues & Fees		34,607.90	3,112.92	700.00				38,420.82
TOTAL EXPENDITURES		95,626.85	116,434.58	252,088.96	-	-	-	464,150.39

EXPENDITURES BY FUNCTION		1000	2000	3000	4000	TOTAL EXPENDITURES
Instruction		5,362.18	43,164.12	153,815.32		202,341.62
Support		88,258.67	69,910.46	81,319.56		239,488.69
Food Services		2,006.00	760.00	16,954.08		19,720.08
Construction			2,600.00			2,600.00
TOTAL EXPENDITURES		95,626.85	116,434.58	252,088.96	-	464,150.39

FUND BALANCE 387,932.52 591,648.49 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20 576,077.20

10/03/24

Accrual Basis

# Luckiamute Valley Charter Schools

## Profit & Loss Budget vs. Actual\_General Funds

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
R1200 • District Pass-Thru		362,089.00	-362,089.00	
R1510 • Earnings on Investments	1,912.57	50.00	1,862.57	3,825.1%
R1920 • Donations	2,775.00	7,000.00	-4,225.00	39.6%
R1990 • Miscellaneous	2,354.89	4,000.00	-1,645.11	58.9%
R3101 • State School Funds	926,548.57	2,713,925.00	-1,787,376.43	34.1%
R4500 • Restricted Rev. from Fed		9,000.00	-9,000.00	
R4700 • Grants in Aid		20,000.00	-20,000.00	
R5400 • Beginning Fund Balance				
Total Income	948,931.26	3,116,064.00	-2,167,132.74	30.5%
Gross Profit	948,931.26	3,116,064.00	-2,167,132.74	30.5%
Expense				
1000 • 1000-INSTRUCTION				
1100 • Regular Programs				
1111 • Elementary Grades K-5				
1111-111 • Licensed Salaries	35,117.98	352,238.00	-317,120.02	10.0%
1111-112 • Classified Salaries	14,425.37	150,500.00	-136,074.63	9.6%
1111-121 • Substitute Salaries	1,254.61	20,000.00	-18,745.39	6.3%
1111-131 • Extra Duty Salaries	1,308.33	27,200.00	-25,891.67	4.8%
111-211 • PERS-Employer	14,263.19	132,485.00	-118,221.81	10.8%
111-212 • PERS-EPPT	3,349.63	31,796.00	-28,446.37	10.5%
111-220 • Social Security	3,955.91	40,540.00	-36,584.09	9.8%
111-231 • Worker's Comp	633.70	3,286.00	-2,652.30	19.3%
111-240 • Health Insurance	7,443.20	104,400.00	-96,956.80	7.1%
111-241 • OR-PFL	242.75	2,120.00	-1,877.25	11.5%
111-310 • Instruction Services		5,000.00	-5,000.00	
111-355 • Printing	414.03	5,000.00	-4,585.97	8.3%
111-399 • Purchased Services		3,000.00	-3,000.00	
111-410 • Supplies	5,598.53	26,000.00	-20,401.47	21.5%
111-420 • Textbooks	30,138.86	26,000.00	4,138.86	115.9%
111-460 • Non-Consumables		6,000.00	-6,000.00	
111-470 • Computer Software	450.00	500.00	-50.00	90.0%
111-480 • Computer Hardware		2,000.00	-2,000.00	

10/03/24

Accrual Basis

Luckiamute Valley Charter Schools  
Profit & Loss Budget vs. Actual\_General Funds  
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Total 1111 · Elementary Grades K-5	118,684.04	938,065.00	-819,380.96	12.7%
1121 · Middle Programs 6-8				
121-111 · Licensed Salaries	20,070.01	252,840.00	-232,769.99	7.9%
121-121 · Substitute Salary	1,504.80	13,000.00	-11,495.20	11.6%
121-211 · PERS-Employer	9,637.30	63,210.00	-53,572.70	15.2%
121-212 · PERS-EPPT	2,310.19	15,170.00	-12,859.81	15.2%
121-220 · Social Security	1,787.89	19,342.00	-17,554.11	9.2%
121-231 · Workers Comp	234.37	1,568.00	-1,333.63	14.9%
121-240 · Health Insurance	4,565.63	79,201.00	-74,635.37	5.8%
121-241 · OR-PFL	144.17	1,011.00	-866.83	14.3%
121-310 · Instruction Services		10,500.00	-10,500.00	
121-355 · Printing	126.75	2,000.00	-1,873.25	6.3%
121-399 · Purchased Services		8,000.00	-8,000.00	
121-410 · Consumables	3,594.14	6,000.00	-2,405.86	59.9%
121-420 · Textbooks	2,855.32	5,000.00	-2,144.68	57.1%
121-460 · Non-consumable		6,000.00	-6,000.00	
121-470 · Computer Software		500.00	-500.00	
121-480 · Computer Hardware	758.98	2,000.00	-1,241.02	37.9%
Total 1121 · Middle Programs 6-8	52,591.70	485,342.00	-432,750.30	10.8%
Total 1100 · Regular Programs	171,275.74	1,423,407.00	-1,252,131.26	12.0%
1250 · Special Programs				
125-111 · Certified Salaries	5,100.33	62,204.00	-57,103.67	8.2%
125-112 · Classified Salaries	8,473.73	106,797.00	-98,323.27	7.9%
125-211 · PERS Employer	5,434.63	42,250.00	-36,815.37	12.9%
125-212 · PERS-EPPT	1,302.75	10,140.00	-8,837.25	12.8%
125-220 · Social Security		12,929.00	-12,929.00	
125-231 · Workers Comp	138.88	1,048.00	-909.12	13.3%
125-240 · Health Insurance	1,800.00	28,800.00	-27,000.00	6.3%
125-241 · OR-PFL	86.20	676.00	-589.80	12.8%
125-390 · General Professional/Tech		100,000.00	-100,000.00	
Total 1250 · Special Programs	22,440.52	364,844.00	-342,403.48	6.2%
1270 · Title I				

10/03/24

Accrual Basis

Luckiamute Valley Charter Schools  
Profit & Loss Budget vs. Actual\_General Funds  
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
127-111 · Licensed Salaries	5,321.08	64,853.00	-59,531.92	8.2%
127-211 · PERS	1,650.20	18,159.00	-16,508.80	9.1%
127-212 · PERS-EPPT	355.26	3,891.00	-3,535.74	9.1%
127-220 · Social Security	452.97	4,961.00	-4,508.03	9.1%
127-231 · Worker's Comp	55.55	402.00	-346.45	13.8%
127-240 · Health Insurance	600.00	13,200.00	-12,600.00	4.5%
127-241 · OR-Paid Family Leave	23.68	259.00	-235.32	9.1%
Total 1270 · Title I	8,625.61	105,725.00	-97,099.39	8.2%
Total 1000 · 1000-INSTRUCTION	202,341.87	1,893,976.00	-1,691,634.13	10.7%
2000 · SUPPORT SERVICES				
2220 · Library/Media Center				
222-430 · Library Books	1,081.64	500.00	-500.00	56.9%
222-450 · Periodicals		1,900.00	-818.36	
Total 2220 · Library/Media Center	1,081.64	2,400.00	-1,318.36	45.1%
2230 · Assessment and Testing				
223-312 · Testing Services	797.50	10,000.00	-9,202.50	8.0%
Total 2230 · Assessment and Testing	797.50	10,000.00	-9,202.50	8.0%
2240 · Instructional Staff Development				
224-312 · Instruction Improvement Service	3,600.00	15,000.00	-11,400.00	24.0%
224-341 · Travel	434.65	1,500.00	-1,065.35	29.0%
224-410 · Supplies		4,000.00	-4,000.00	
Total 2240 · Instructional Staff Development	4,584.65	20,500.00	-15,915.35	22.4%
2310 · School Board				
231-300 · Purchased Services		4,000.00	-4,000.00	
231-354 · Advertisement		600.00	-600.00	
231-382 · Legal Services		3,000.00	-3,000.00	
231-410 · Consumables	1,809.93	2,000.00	-190.07	90.5%
231-640 · Dues and Fees	2,290.00	4,800.00	-2,510.00	47.7%
231-651 · Liability Insurance	32,522.00	32,522.00		100.0%

Luckiamute Valley Charter Schools  
Profit & Loss Budget vs. Actual\_General Funds  
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Total 2310 · School Board	36,621.93	46,922.00	-10,300.07	78.0%
2410 · School Administration				
241-112 · Confidential Salaries	11,851.36	70,233.00	-58,381.64	16.9%
241-113 · Administrator salaries	31,533.32	179,800.00	-148,266.68	17.5%
241-131 · Extra Duty Salary	20,383.33	15,000.00	5,383.33	135.9%
241-211 · PERS-Employer	11,632.90	69,558.00	-57,925.10	16.7%
241-212 · PERS-EPPT	693.02	16,694.00	-16,000.98	4.2%
241-220 · Social Security	4,943.84	21,285.00	-16,341.16	23.2%
241-231 · Workers Comp	242.78	1,725.00	-1,482.22	14.1%
241-240 · Health Insurance	3,200.00	28,200.00	-25,000.00	11.3%
241-241 · OR-PFL	179.30	1,060.13	-880.83	16.9%
241-340 · Travel	407.67	14,800.00	-14,392.33	2.8%
241-351 · Telephone	851.03	2,400.00	-1,548.97	35.5%
241-353 · Postage	142.10	1,000.00	-857.90	14.2%
241-390 · Professional Development	1,981.02	1,000.00	981.02	198.1%
241-410 · Consumables	377.33	4,000.00	-3,622.67	9.4%
241-460 · Non-Consumables		3,000.00	-3,000.00	
241-480 · Computer Hardware		1,000.00	-1,000.00	
241-640 · Dues and Fees	767.82	2,500.00	-1,732.18	30.7%
Total 2410 · School Administration	90,410.10	433,255.13	-342,845.03	20.9%
2500 · Support services-business				
2520 · Fiscal services				
252-114 · Managerial Classified	23,750.01	95,000.00	-71,249.99	25.0%
252-211 · PERS - Company	6,376.77	25,550.00	-19,173.23	25.0%
252-212 · PERS EPPT	1,528.59	6,132.00	-4,603.41	24.9%
252-220 · Social Security	1,943.34	7,818.00	-5,874.66	24.9%
252-231 · Workers Comp	91.39	634.00	-542.61	14.4%
252-232 · Unemployment		30,000.00	-30,000.00	
252-240 · Health-Employer	1,726.52	7,200.00	-5,473.48	24.0%
252-241 · OR-PFL	101.91	380.00	-278.09	26.8%
252-380 · Payroll and Accounting Servi...		3,000.00	-3,000.00	
252-381 · Audit Services		8,500.00	-8,500.00	
252-410 · Supplies	106.08	500.00	-393.92	21.2%
252-470 · Software	2,035.36	10,000.00	-7,964.64	20.4%

10/03/24

Accrual Basis

Luckiamute Valley Charter Schools  
Profit & Loss Budget vs. Actual\_General Funds  
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
252-480 · Computer Hardware		250.00	-250.00	
252-640 · Dues and Fees	75.00	1,800.00	-1,725.00	4.2%
252-690 · Grant Indirect Charges		166,361.00	-166,361.00	
Total 2520 · Fiscal services	37,734.97	363,125.00	-325,390.03	10.4%
2540 · Plant services				
254-112 · Classified Salaries	6,108.80	40,596.00	-34,487.20	15.0%
254-211 · PERS-Company	869.67	10,149.00	-9,279.33	8.6%
254-212 · PERS-EPPT	208.47	2,436.00	-2,227.53	8.6%
254-220 · Social Security	467.32	3,106.00	-2,638.68	15.0%
254-231 · Worker's Comp	34.12	252.00	-217.88	13.5%
254-241 · OR-PFL	24.43	162.00	-137.57	15.1%
254-322 · Repairs and Maintenance	14,971.61	35,000.00	-20,028.39	42.8%
254-324 · Rental	1,911.00	7,500.00	-5,589.00	25.5%
254-325 · Electricity	2,833.15	19,000.00	-16,166.85	14.9%
254-326 · Fuel		1,000.00	-1,000.00	
254-327 · Water	64.00	5,000.00	-4,936.00	1.3%
254-328 · Garbage	1,391.74	5,400.00	-4,008.26	25.8%
254-329 · Other property services	2,291.00	15,000.00	-12,709.00	15.3%
254-351 · Telephone		7,000.00	-7,000.00	
254-410 · Supplies	1,222.55	15,000.00	-13,777.45	8.2%
254-460 · Non-consumables	139.30	10,000.00	-9,860.70	1.4%
254-520 · Major Building Improvements	9,371.51	22,000.00	-12,628.49	42.6%
254-530 · Improvements Other	3,256.96	5,000.00	-1,743.04	65.1%
254-541 · Equipment	4,697.43	5,000.00	-302.57	93.9%
Total 2540 · Plant services	50,571.39	208,601.00	-158,029.61	24.2%
2550 · Transportation				
255-331 · Transportation	1,808.69	60,000.00	-58,191.31	3.0%
Total 2550 · Transportation	1,808.69	60,000.00	-58,191.31	3.0%
Total 2500 · Support services-business	90,115.05	631,726.00	-541,610.95	14.3%
2660 · Technology Services				
266-112 · Classified Salaries	4,500.00	18,000.00	-13,500.00	25.0%



10/03/24

Accrual Basis

Luckiamute Valley Charter Schools  
Profit & Loss Budget vs. Actual\_General Funds  
July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
266-211 · PERS Employer		4,500.00	-4,500.00	
266-212 · PERS-Pick-Up		1,080.00	-1,080.00	
266-220 · Social Security	562.77	1,377.00	-814.23	40.9%
266-241 · OR-PFL		72.00	-72.00	
266-361 · Service Area Direction		1,000.00	-1,000.00	
Total 2660 · Technology Services	5,079.64	26,029.00	-20,949.36	19.5%
Total 2000 · SUPPORT SERVICES	239,474.79	1,170,832.13	-931,357.34	20.5%
4000 · FACILITIES ACQUISITION & CONSTR				
4150 · Building Acq, const, impr. Ser				
415-520 · Building Improvements		27,000.00	-27,000.00	
415-530 · Improvements-Other	2,600.00	10,000.00	-7,400.00	26.0%
Total 4150 · Building Acq, const, impr. Ser	2,600.00	37,000.00	-34,400.00	7.0%
Total 4000 · FACILITIES ACQUISITION & CONS...	2,600.00	37,000.00	-34,400.00	7.0%
Total Expense	464,150.65	3,101,808.13	-2,637,657.48	15.0%
Net Ordinary Income	484,780.61	14,255.87	470,524.74	3,400.6%
Net Income	484,780.61	14,255.87	470,524.74	3,400.6%

## Dallas Community School

Financial Report - Q1, July 2024 to September 2024

Bank Balances as of:	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024
Umpqua Bank Balance	\$574,666.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Live Oak Bank CD	\$204,667.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Bank Balances as of:	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025
Umpqua Bank Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Live Oak Bank CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Revenue/Resources	JUL 2024	AUG 2024	SEP 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
State School Funding	\$381,849.34	\$0.00	\$0.00	\$381,849.34	\$2,023,428.96	\$2,405,278.30	15.88%
Interest Income	\$879.30	\$0.00	\$0.00	-	-	-	-%
Misc. Income	\$0.00	\$0.00	\$0.00	-	-	-	-%
<b>Total Revenue</b>	<b>\$382,728.64</b>	<b>\$0.00</b>	<b>\$0.00</b>				

General Fund - Expenditures by Object Code	JUL 2024	AUG 2024	SEP 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
100 Salaries	\$75,104.49	\$0.00	\$0.00	\$75,104.49	\$966,096.91	\$1,041,201.40	7.21%
200 Associated Payroll	\$14,505.91	\$0.00	\$0.00	\$14,505.91	\$557,765.65	\$572,271.56	2.53%
300 Services	\$30,515.37	\$0.00	\$0.00	\$30,515.37	\$432,383.13	\$462,898.50	6.59%
400 Supplies and Materials	\$4,475.00	\$0.00	\$0.00	\$4,475.00	\$80,525.00	\$85,000.00	5.26%
411 K-8 Allotments	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	0.00%
500 Equipment/Facility	\$5,089.00	\$0.00	\$0.00	\$5,089.00	\$11,911.00	\$17,000.00	29.94%
600 Dues & Fees	\$24,803.50	\$0.00	\$0.00	\$24,803.50	\$23,196.50	\$48,000.00	51.67%
<b>Total Expenditures</b>	<b>\$154,493.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$154,493.27</b>	<b>\$2,221,878.19</b>	<b>\$2,376,371.46</b>	

SIA - Expenditures by Object Code	JUL 2024	AUG 2024	SEP 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
100 Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$107,927.91	\$107,927.91	0.00%
200 Associated Payroll	\$717.44	\$0.00	\$0.00	\$717.44	\$41,540.91	\$42,258.35	1.70%
300 Services	\$0.00	\$0.00	\$0.00	\$0.00	\$29,000.00	\$29,000.00	0.00%
400 Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$3,300.00	\$3,300.00	0.00%
411 K-8 Allotments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500 Equipment/Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600 Dues & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$717.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$717.44</b>	<b>\$181,768.82</b>	<b>\$182,486.26</b>	

### Notes from the Business Office

#### Revenue Highlights:

- We received our double passthrough payment for June and July, totaling \$381,849.34, with each month contributing \$190,924.67. Our budget had anticipated a monthly payment of \$200,439.86. Unfortunately, the state readjusted the charter school ADMw rate in late spring, resulting in a reduction of \$475 per student, which translates to a 5% decrease in revenue (State Fund Passthrough) as we begin the school year. While we may have the opportunity to adjust our projections as enrollment stabilizes in the fall, this adjustment does not fully address the overall deficit in per-student funding that we will face this year.

#### Expenditures Highlights:

- The 500 Object Code is currently at 30% of its annual budget, primarily due to our liability insurance payment, which is paid in full at the beginning of each fiscal year.

#### Restricted Grant Highlights:

- We are currently addressing some missing expenses as the accountant and I work on refining the journal entries and ensuring that all supporting documentation is properly aligned for the auditors. We expect these issues to be resolved in the coming months, leading to more accurate reporting.

# LUCKIAMUTE VALLEY CHARTER SCHOOLS

## BOARD MINUTES

August 21, 2024

### BRIDGEPORT CAMPUS

**CALL TO ORDER** At 6:35 by Vicki Avery.

**BOARD MEMBERS PRESENT:** Vicki Avery, Matt Beasley, Kendall Cates, Greg Oldham, Fred Weisensee.      **Absent:** Portia Perkins

**STAFF MEMBERS PRESENT:** Christy Wilkins, Daniel Shimek, Christine Caponi

**BOARD SECRETARY:** Donna Santa Maria

**PUBLIC IN ATTENDANCE:** Josh Delsman, Luke Bernard, Josh Kibbey, Colleen Kibbey, Mike Kibbey

**1. APPROVAL OF AGENDA-** Greg motioned for approval and Fred seconded. All in favor.

## **2. CONSENT AGENDA**

**2.1** – June Board Minutes approved. Fred made a motion to approve, and Greg seconded. No discussions. All in favor.

## **3. ANNOUNCEMENTS**

**3.1** Next Board Meeting- September 25, 2024, at Pedee Campus. 6:30pm.

**4. PUBLIC COMMENTS-** None

## **5. REPORTS-**

### **5.1 Directors Report- Christy Wilkins.**

- Facilities Report- **Bridgeport Campus.**

Garden Classroom-The transformation to a Garden teaching classroom continues with commercial sinks, ovens, an island and more. Daniel has given his construction talents and continues to oversee the remodeling with other contractors. A big thank you to Daniel!

First/Second Grade classrooms- Serv Pro was hired for the extensive extermination, sanitization, deodorization and air quality check on the first and second grade classrooms. The removal of the stairs in front of first grade that were constructed due to Covid were removed due to blocking access under the building.

Admin Building Bathroom Repair-internal parts were replaced.

Main Building/K 5 Café- Fifth grade classroom got a much need cleaning and painting. The kitchen will expand into the adjacent office providing a larger prep area to improve efficiency. The building's HVAC system has reached its life span, and the recommendation is to replace the 3 units over a period of a few years.

Playground Structure- The four person swing set has arrived and will need to be installed in a different area due to measurement differences. That will complete the new playground area.

New Curriculum- A new ELA curriculum will be used this year. The teachers have attended professional development training provided by the publisher SAVVAS.

#### **Pedee Campus-**

Greenhouse- The greenhouse is finished and passed inspection. Thank you to Lua Siegel and Daniel for the time and work in seeing this completed.

New Curriculum- New Science curriculum (Stile) was purchased for grades 6-8. It meets the standards for the OSSA.

#### **All School-**

PE and Health Instruction- Josh Kibbey will be teaching PE at both campuses for the school year. This is a full-time position. Josh has instructed Bridgeport elementary students and many of the middle school students. The students love Josh, and we are confident he will have great success.

#### Important Dates-

Monday, **August 26<sup>th</sup>**-All staff back to work.

Tuesday, **September 3<sup>rd</sup>**- First day for students grades 1-8. Kindergarten students will meet with Kristy Vincent for individual assessments all week.

Monday, **September 9<sup>th</sup>**- Kindergarten first day.

Thursday, **September 12<sup>th</sup>**- Pedee Open House

Thursday, **September 26<sup>th</sup>**- Bridgeport Open House.

**5.2 Student Enrollment-** As of August 21, 2024, LVCS has 222 students enrolled. 6th grade is down to 32 students. There continues to be a wait list for every grade except 7th grade.

**5.3. Policy Protocols- Christine Caponi-**

LVCS now has a subscription with OSBA. OSBA sends the updated policies for review to LVCS. The policies and recommendation of the director will be presented to the board as a first reading. The then board has a month to review each policy and the directors recommendations. Those policies will be presented in the following month in the consent agenda for approval, allowing for further review if requested. This process streamlines and simplifies the process.

**5.4 Financial Reports- Christine Caponi-**

Christine has been explaining different aspects of the financials at board meetings. The system is also set up on the overhead screen for everyone to see. This meeting was focused on the accounts payable, check balancing and profit and loss. Questions, discussions and clarity were achieved.

**5.5 Review of revised budget-Christine Caponi- Action Item**

Christine discussed the revised budget explaining increase in insurance rates, funding that has ended, the impact of school enrollment, over anticipating the incoming state funds, remote funding and Sped costs. In the coming months a more precise picture will develop, and financial decisions can be made with more assurance. The goal is to not have to owe the state/ODE, not to dip into savings and to have a zero-bottom line, equalizing balance. Greg made a motion to approve the revised budget and Matt seconded the motion. All in favor.

**6. Adjourn-** Meeting was adjourned by Vicky Avery at 8:07pm.



## Community Innovation Partners Dallas Community School Agenda September 5, 2024

### Mission Statement:

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

### Vision:

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

### In Person

689 Main St.  
Dallas, OR 97338

### Join Zoom Meeting

<https://us02web.zoom.us/j/87471057418?pwd=SDdHT2dRZEFUZEEdXTGZ5bGY0dkJvdz09>

1. 5:30 PM: Board Meeting Call to Order
2. Consent Agenda:
  - a. September 5, 2024 Agenda
  - b. August 1, 2024 Minutes
  - c. August 15, 2024 Special Session Minutes
3. Review Agreements:
  - a. DCS Board Member Code of Conduct
4. Public Comment:
5. Treasurer's Report - Brian McCoy/Erin Miller
  - a. July 2024 Financials
6. Director Report - Andy Johnson
  - a. Facilities/Lending Update
  - b. Staff Update
  - c. Strategic Plan, Plan
  - d. Policy Update Plan
  - e. Calendar Review - SEPT, OCT, NOV
7. Board Discussion and Action:
  - a. Policy Updates - "OSBA - Required Folder"
  - b. Mission e3 Concept
8. Adjourn

Next Meeting: October 3, 2024 @ 5:30 PM



## Board Meeting Minutes for Thursday, August 1, 2024 @ 5:30 p.m.

PLEASE NOTE: ON VIDEO CONFERENCE

**Date:** August 1, 2024  
**Location:** Zoom Meeting

### In Attendance

**President:** Wendy Sparks  
**Vice President:** Erin Miller - Zoom  
**Secretary:** Heather Irwin  
**Treasurer:** Brian McCoy - Absent  
**Board Members:** Jessica Mackey - Zoom, Doug Akin - Absent  
**Staff:** Andy Johnson, Dawn Adams, Toni Hannan  
**Visitors:** N/A

### Mission Statement:

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

### Vision:

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

1. **Call to order:** 5:30 PM
2. **Consent Agenda:** Erin M. moved to approve the consent agenda as presented. Jess M. seconded the motion. The motion was unanimously approved.
  - a. August 1, 2024 Agenda
  - b. July 2, 2024 Minutes
3. **Review Agreements:**
  - a. **DCS Board Member Code of Conduct:** Wendy S. reviewed the DCS Board Member Code of Conduct.
4. **Public Comment:** No comment.
5. **Treasurer's Report:**
  - a. **June Financials - Brian M.:** In Brian's absence due to illness, Erin M. provided an overview of the financial summary. She reported that the organization is currently in a strong financial position and noted that the 2023-24 fiscal year

concluded on a positive note. The summary reflected a stable financial outlook, and there were no questions from the board.

## 6. Director Report - Andy Johnson

- a. **Facilities Update:** Andy J. reported that progress is being made with the loan process, and the organization has received a letter of interest. He also shared that he and Cammi M. have met with the furniture vendors, and that phase of the project is underway. The bidding process was completed, which he described as both formal and insightful. Andy J. expressed confidence that the project will be on track, with the expectation of moving into the new building by January.
- b. **Mission and Vision:** Andy J. reviewed the DCS Mission and Vision, explaining the e3 concept—Engage, Empower, Equip—a student-centered framework. He emphasized the importance of considering how policies, budgets, and decisions align with this mission by asking how they engage, empower, and equip students. Andy J. noted that the mission naturally fosters inclusion, creating a strong foundation for recruitment and promotion. He highlighted that staff are beginning to use this shared language, leading to a unified narrative across the organization.

Jess M. praised the plan, calling it dynamic and a strong framework. Wendy S. inquired about formally adopting the mission and vision tonight, but it was decided to add it to the next agenda for a vote since a few board members were absent. Wendy S. also asked if Andy J. could begin implementing the framework before the formal vote. The board members in attendance agreed, expressing consensus to proceed, with formal adoption scheduled for September. Andy J. will continue working with the e3 framework, and further discussion will follow. The board is supportive of moving forward.

- c. **Update on Executive Director Goals:** Andy J. provided an update on the progress of his goals. The first goal, establishing introductions with the Oregon Department of Education (ODE), has been completed. Andy J. has had ongoing communication with Kate Pattison, who has been very supportive. He also identified some challenges and mentioned that Rhonda H. suggested a proactive approach by creating a syllabus for each homeschool student, which he believes is a great idea.

The long-range planning for the new facility is underway, with collaboration between the DCS team and the architect. Andy J. is actively preparing for the upcoming school year, focusing on developing procedures, and finalizing handbooks for K-8, high school, and employees. Additionally, he is working on his administrative license.

Andy noted that he now needs new goals. Wendy S. suggested that Andy J. and

the staff draft a strategic three-year plan for the school to make board meetings more goal-oriented. She highlighted the importance of updating policies, working on board training, charter renewal, accreditation, and other key areas. Erin M. added that the website should also be included in the goals. There were no further questions from the board.

Andy J. shared updates on some exciting professional development activities over the summer. Chelsea W. attended a Project-Based Learning (PBL) conference and is enthusiastic about implementing the new strategies and insights she gained. Nick R. is very excited to attend a conference in Grand Ronde and is eager to apply what he learns.

Andy J. reported that he reached out to Tina Mondel regarding the accreditation process. Tina indicated that she might be able to expedite our timeline. Andy expressed a goal of completing the accreditation by February, and Tina confirmed that this timeline is possible. However, no final decision has been made at this time.

## **7. Board Discussion and Action:**

- a. **Charter Renewal:** Andy J. shared that he has been in discussions with Steve S. regarding the charter renewal process and what will be required. The application is due in December, followed by a Dallas School District Meeting. The application, available for download online, largely parallels the work we are already doing with Cognia. Christy P. and Bill C. have been instrumental in this process.

Andy J. proposed having Bill C. and Christy P. meet with Steve S. to develop a detailed plan. Wendy S. noted that there is a community component to the charter renewal process that will need attention starting in September. She will be heavily involved in this aspect and plans to meet with Audrey M. to formulate a strategy.

- b. **Oregon State Credit Union Loan Application:** The board discussed selecting a lender for the high school remodel project and expressed interest in working with Oregon State Credit Union. Wendy S. motioned to proceed with Oregon State Credit Union as our lender for the high school remodel project, with a loan amount not to exceed \$600,000. Erin M. seconded the motion, and Jess M. approved. The motion passed unanimously.
- c. **Executive Director Salary:** There was a discussion regarding Andy's compensation. He will receive a Cost of Living Adjustment (COLA) increase, and his merit increase is scheduled to be implemented in February.
- d. **Policy Discussion:** Andy J. is collaborating with Christy P. and OSBA to develop specific policies for our students and intends to present these at a special board

meeting on August 15th. Wendy S. will schedule a special board meeting to review the proposed policies. She'll contact Doug and Brian to confirm their availability for this session.

**8. Adjourn:** 6:53 PM

**Next meeting:** Thursday, September 5, 2024 @ 5:30 PM

**Board Meeting Minutes for Thursday, August 15, 2024 @ 5:00 p.m.  
SPECIAL SESSION**

PLEASE NOTE: This meeting was held in person and on video conference.

**Date:** August 15, 2024  
**Location:** 689 Main St., Dallas, OR. 97338, and Zoom

**In Attendance**

**President:** Wendy Sparks  
**Vice President:** Erin Miller  
**Secretary:** Heather Irwin  
**Treasurer:** Brian McCoy  
**Board Members:** Jessica Mackey, Doug Akin - Zoom  
**Staff:** Andy Johnson, Toni Hannan  
**Visitors:** Tess McCoy

**Mission Statement:**

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

**Vision:**

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

**1. Call to order: 5:00 PM**

**2. Consent Agenda:**

**a. August 15, 2024 Agenda**

Wendy proposed several modifications to the agenda for clarification and alignment with current policies. The changes included renaming item 3.a.i. from "Expanded Options" to "Expanded Options Program - Policy IGBHE," item 3.a.ii. from "Honors diploma" to "Honors Diploma Requirements - Policy IKF," item 3.a.iii. from "Weighted Grades" to "Grade 9-12 Grading, Class Rank, and Grade Point Average - Policy IK," and item 3.a.iv. from "Valedictorian/Salutatorian" to "Suicide Prevention - Policy JHH."

Erin M. moved to approve the consent agenda with the proposed changes, and Wendy S. seconded the motion. The motion passed unanimously.

**3. Public Comment: No comment.**

**4. Board Discussion and Action:**

a. **Policy**

- i. **Expanded Options Program - Policy IGBHE:** Andy provided an overview of the Expanded Options Program policy, highlighting its key components. Following his summary, the board engaged in a discussion, during which revisions were proposed. Erin M. then moved to adopt the policy with the agreed-upon changes, and Wendy S. seconded the motion. The revised policy was unanimously approved by the board. The final version of the revised policy is attached to these minutes.
  - ii. **Honors Diploma Requirement - Policy IKF:** Wendy S. provided context on the aspects of the policy that are non-negotiable, distinguishing them from the areas open to revision. Following this, Andy presented an overview of the Honors Diploma Requirements Policy, emphasizing the mandatory elements that must remain intact. The board then engaged in a discussion, during which revisions were proposed. Erin M. moved to adopt the policy with the suggested changes, and Brian M. seconded the motion. The board unanimously approved the revised policy. The final version of the revised policy is attached to these minutes.
  - iii. **Grade 9-12 Grading, Class Rank, and Grade Point Average - Policy IK:** Andy presented an overview of the Grade 9-12 Grading, Class Rank, and Grade Point Average policy, outlining its essential components. After his presentation, the board engaged in a discussion, proposing revisions. Brian M. then moved to adopt the policy with the agreed-upon changes, and Jess seconded the motion. The board unanimously approved the revised policy, and the final version is attached to these minutes.
  - iv. **Suicide Prevention - Policy JHH:** Andy presented an overview of the Suicide Prevention policy, outlining its essential components. After his presentation, the board engaged in a discussion, proposing revisions. Wendy S. then moved to adopt the policy with the agreed-upon changes, and Erin M. seconded the motion. The board unanimously approved the revised policy, and the final version is attached to these minutes.
- b. **High School Remodel Project - Blue Spruce Builders:** Wendy S. informed the board that a vote was needed to select Blue Spruce Builders for the high school remodel project. After a brief discussion, Wendy S. moved to approve the engagement of Blue Spruce Builders. Jess seconded the motion, which was unanimously passed by the board.

5. **Adjourn: 6:21 PM**

**Next meeting: Thursday, September 5, 2024 @ 5:30 PM**