



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
March 10, 2025
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 Girls wrestling took 3rd place in state while the boys team took 5th place. Congratulations to state champions Polly Olliff, three-time state champion, and Carson Langford, Freshman.
 - 3.2 Lyle hosted OSU's Family Science and Engineering Night last week.
 - 3.3 Congratulations to Annie Edmiston for being named Dallas Junior First Citizen of the Year.
- 4.0 Student Report – Annie Edmiston**
- 5.0 Public Comment**
- 6.0 Announcements**
 - 6.1 March & April Calendars 933
 - 6.1.1 Board Work Session at LaCreole Middle School
March 11, 2025 at 8:00 a.m.
 - 6.1.2 No Board Meeting March 24, 2025
 - 6.1.3 Next Board Meeting April 14, 2025 at 4:00 p.m. following a
Work Session at Whitworth Elementary School at 3:00 p.m.
 - 6.1.4 Citizens Oversight Committee Meeting April 1, 2025 at
5:30 p.m.
 - 6.1.5 Finance Committee Meeting March 20, 2025 at 5:30 p.m.
- 7.0 Consent Agenda**
 - 7.1 Approval of the February 10, 2025 Board Minutes 935
 - 7.2 Approval of the February 24, 2025 Board Minutes 938
 - 7.3 Staffing Report 942
- 8.0 Financial Report – Tami Montague 943**
- 9.0 Dallas Community School Charter Renewal Request
(Board Action)**
- 10.0 Citizens Oversight Committee Member Application for
Micky Garus (Board Action) 947**
- 11.0 Staffing Recommendation 2024-25 (Board Action) –
Rachel Alpert 948**

12.0	Policies - First Read	
12.1	EBBAA – Infection Control and Bloodborne Pathogens	951
13.0	Administrative Rules (Information Only)	
13.1	JHCD-AR – Medications	954
13.2	JHCD/JHCDA-AR – Medications (Delete)	965
14.0	Reports	
14.1	Enrollment Report	973
14.2	Charter School Enrollment Reports	975
14.3	Charter School Financial Reports	977
14.4	Charter School Minutes and Agendas	1008
14.5	Draft Citizens Oversight Committee Meeting Minutes	1015
15.0	Executive Session per ORS 192.660	
	(2)(i) To Evaluate the Employment-Related Performance of District Personnel	
16.0	Adjourn	



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) 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.

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 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

MAR 2025

WOMEN'S HISTORY MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03	04 Citizens Oversight Committee Meeting 5:30 p.m.	05	06	07	08
09	10 Board Meeting 6:30 p.m.	11 Board Work Session with LaCreole 8:00 a.m.	12	13	14	15
16	17	18	19 K-5 Conferences	20 K-5 Conferences Finance Committee Meeting 5:30 p.m.	21 K-12 Conferences	22
23	24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29
30	31					

APR 2025

BLACK WOMEN'S HISTORY MONTH
NATIONAL ARAB AMERICAN HERIGATE MONTH

SUN	MON	TUE	WED	THU	FRI	SAT
		01 Citizens Oversight Committee Meeting 5:30 p.m.	02	03	04	05
06	07	08	09	10	11 No School District Assessment Day	12
13	14 No School Inservice Day Board Work Session with Whitworth 2:30 p.m. Board Meeting 3:30 p.m.	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Budget Committee Meeting 6:00 p.m. Board Meeting 7:00 p.m.	29	30			

Minutes
Board Meeting
February 10, 2025
6:30 p.m.
<https://dsd2-org.zoom.us/j/84855147461>
District Office Board Room

Present: Lu Ann Meyer, Ed Dressel, Jon Woods, Zach Steele, Annie Edmiston, Steve Spencer, Juli Lichtenberger, Rachel Alpert, Sean Johnson, Bob Archer, Nick Ingallas, Tami Montague, Tim Larson, Pam Lybarger, Darrick Bruns, Todd Baughman, Tyler Lalack

Visitors: Jennifer Rienhart, Andy Johnson, Toni Hannan, Stephanie Hofferber, Wendy Sparks, Jennifer Williamson, Casey Sparks

Excused: Rob Ogilvie

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

Zach Steele moved to approve the agenda as printed, seconded by Ed Dressel. The motion passed unanimously by the Board members present; Lu Ann Meyer, Ed Dressel, Jon Woods and Zach Steele.

3.0 Open Dallas Community School Charter Renewal Hearing

Meeting opened at 6:32 p.m.

3.1 Application for Renewal – Andy Johnson and Dallas Community School Board Members

3.2 Dallas Community School Annual Board Report – Andy Johnson
 Andy Johnson, Director of Dallas Community School (DCS), shared highlights from the year. DCS is graduating the first high school class at Dallas Community School this year. DCS has put together a continuous improvement plan, is working through the charter renewal process, has completed an accreditation process, and has purchased a second building this year. Mission and vision statements have been adopted by the school. Andy Johnson read a letter from a Dallas Community School student, Bridget. Libby McMorro, student, shared experiences while at DCS. Zach Nelson, high school student shared his experience while at Dallas Community High School. Discussion was held.

4.0 Charter Renewal Public Comment

No public comment.

5.0 Close Dallas Community School Charter Renewal Hearing

Hearing closed at 6:50 p.m.

6.0 Good News

- 6.1 Lyle's PTC hosted a very successful jogathon last week.
- 6.2 Whitworth had a good turn out from the annual Camp-Read-A-Lot. Roughly 15,600 pages were read during the event.
Darrick Bruns, Whitworth Principal, shared good news with the Board.

7.0 Student Report – Annie Edmiston

Annie Edmiston shared highlights from Dallas High School.

8.0 Public Comment

No public comment.

9.0 Announcements

- 9.1 February Calendar
 - 9.1.1 Next Board Meeting February 24, 2025 at 3:45 p.m. following at Work Session at Lyle Elementary School at 2:45 p.m.
 - 9.1.2 Citizens Oversight Committee Meeting March 4, 2025 at 5:30 p.m.
 - 9.1.3 District Equity Advisory Committee Meeting March 6, 2025 at 5:00 p.m.
 - 9.1.4 Finance Committee Meeting February 20, 2025 at 5:30 p.m.

10.0 Consent Agenda

- 10.1 Approval of the January 27, 2025 Board Minutes
- 10.2 Staffing Report
Zach Steele moved to approve the Consent Agenda, seconded by Ed Dressel. The motion passed unanimously by the board members present; Lu Ann Meyer, Ed Dressel, Jon Woods, and Zach Steele.

11.0 Financial Report – Tami Montague

Tami Montague, Director of Fiscal Services, shared the financial report for month ending January 31, 2025. Discussion was held.

12.0 Accreditation Report – Jennifer Williamson, Cognia

Tim Larson, Dallas High School Principal, introduced Jennifer Williamson with Cognia. Jennifer Williamson shared highlights from the accreditation report. Areas of strength and areas of improvement were gathered and shared. Next steps were shared.

13.0 Needs Assessment – Nick Ingalls

Nick Ingalls, Director of Teaching and Learning, shared highlights from the Needs Assessment application which includes three grants. Consistent trends across the assessment were shared. Discussion was held.

14.0 Policies First Read

- 14.1 JECA – Admission of Resident Students
- 14.2 JHCD – Medications
- 14.3 JHCD/JHCDA – Medication (Delete)

Rachel Alpert, Assistant Superintendent, shared changes in the draft policies presented. Move to Consent Agenda at the next meeting.

15.0 Reports

- 15.1 Enrollment Report
- 15.2 Charter School Enrollment Reports
- 15.3 Charter School Financial Reports
- 15.4 Charter School Minutes and Agendas

16.0 Adjourn at 7:17 p.m.

Board Chair / Lu Ann Meyer

Date

Board Secretary / Juli Lichtenberger

Date

Minutes
Work Session at Lyle Elementary School – 2:45 p.m.
Board Meeting at District Office – 3:45 p.m.
February 24, 2025
<https://dsd2-org.zoom.us/j/84855147461>

Present: Lu Ann Meyer, Rob Ogilvie, Zach Steele, Jon Woods, Steve Spencer, Juli Lichtenberger, Sean Johnson, Nick Ingalls, Pam Lybarger, Darrick Bruns, Tim Larson, Bob Archer, Rachel Alpert, Reed Langdon

Visitors: Lyle Staff

Excused: Ed Dressel

Work Session with Lyle Elementary School

- **Introductions**
 Reed Langdon, Principal, welcomed the Board.
- **Showcase your School**
 - Good relationships with the staff
 - Communication with administration and office staff
 - Successful jogathon, supportive community and parents
 - Behavior team including help in teaching fine motor skills to students
 - Addition of SLP classroom
 - Science of Reading implementation
 - Lower numbers in kindergarten classrooms
 - Student Intervention Team process has been successful
- **What are some challenges you face which the Board can help you overcome?**
 - Need for smaller class sizes, especially in first grade
 - Staffing for Special Education support, PE, and Kindergarten assistance
 - Lack of volunteers in the school
 - Discussion regarding high school students coming to the building to help while receiving high school credit and experience
 - Discussion about advocating for education with legislators
- **Discussion**
 - Badge access for staff from the parking lot
 - Curriculum that matches the level students are at
 - Aligning Science of Reading with the Science of Writing
 - Equity of student needs and time EAs are available

Adjourned at 3:32 p.m.

Regular Board meeting was called to order at 3:48 p.m.

Present: Lu Ann Meyer, Rob Ogilvie, Zach Steele, Jon Woods, Steve Spencer, Juli Lichtenberger, Sean Johnson, Nick Ingalls, Pam Lybarger, Darrick Bruns, Tim Larson, Bob Archer, Rachel Alpert, Reed Langdon, Todd Baughman, Tami Montague, Liz Postlewait, Tyler Lalack

Visitors: Crystal Baker, Kelli McGuire, Julie Reimer, Joan Taylor, Jennifer Lenoue, Kristine Blanchard, Stephanie Hofferber, Trina Timmerman

Excused: Ed Dressel

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

Rob Ogilvie moved to approve the agenda, seconded by Zach Steele. The motion passed unanimously by the Board members present; Lu Ann Meyer, Rob Ogilvie, Zach Steele and Jon Woods.

3.0 Good News

- 3.1 Mary Tharp is the recipient of the first semester Edustaff Excellence Award for her work in the District as a substitute. She was honored at Lyle during an assembly.
Steve Spencer, Superintendent, shared good news with the Board.
Tyler Lalack, LaCreole Middle School Principal, and Tim Larson, Dallas High School Principal, shared good news from the buildings.

4.0 Student Report – Annie Edmiston

Tabled.

5.0 Public Comment

Crystal Baker, staff member, addressed the Board regarding staff safety.

6.0 Announcements

- 6.1 February & March Calendars
6.1.1 Next Board Meeting March 10, 2025 at 6:30 p.m.
6.1.2 Board Work Session at LaCreole Middle School on March 11, 2025 at 8:00 a.m.
6.1.3 Citizens Oversight Committee Meeting March 4, 2025 at 5:30 p.m.
6.1.4 Finance Committee Meeting March 20, 2025 at 5:30 p.m.

7.0 Consent Agenda

- 7.1 JECA -Admission of Resident Students
7.2 JHCD - Medications
7.3 JHCD/JHCDA – Medication (Delete)

Zach Steele moved to approve the Consent Agenda, seconded by Jon Woods. The motion passed unanimously by the Board members present; Lu Ann Meyer, Rob Ogilvie, Zach Steele and Jon Woods.

8.0 Building Metrics Report – Liz Postlewait, Reed Langdon & Darrick Bruns

Liz Postlewait, Oakdale Heights Elementary School Principal, shared highlights from the metrics report. Third grade had good gain in district benchmarks for reading since the Fall. The building is calibrating reporting of the discipline incidents reports. Discussion was held about the data.

Reed Langdon, Lyle Elementary School Principal, shared highlights. Behavior is an area of excitement with the lowering of 100 incidents this year from the same time last year. Discussion was held about the data provided. Reed Langdon explained behavior incidents are more often student aggression, especially during recess.

Darrick Bruns, Whitworth Elementary School Principal, shared highlights from the metrics report. This is the first time Whitworth's had third graders in several years. Multiple years of intervention data was shared. Discussion was held.

9.0 District Calendar 2025-26 School Year (Board Action) – Rachel Alpert

Rachel Alpert, Assistant Superintendent, shared the proposed district calendar for next school year. The calendar has a different look than in the past. Zach Steele moved to approve the district calendar for 2025-2026 with the addition of graduation dates for Morrison and Dallas High School, the last day of school for seniors at Dallas High School, and 8th grade recognition. It was seconded by Rob Ogilvie. The motion passed unanimously by the Board members present; Lu Ann Meyer, Rob Ogilvie, Zach Steele and Jon Woods.

10.0 Transfers of Nonresident Students for the 2025-26 School Year (Board Action) – Steve Spencer

Steve Spencer recommended the Board approve a cap for nonresident students at 100 for the 2025-26 school year. Rob Ogilvie made a motion to set a cap for transfers of nonresident students at 100 for the 2025-26 school year, seconded by Zach Steele. The motion passed unanimously by the Board members present; Lu Ann Meyer, Rob Ogilvie, Zach Steele and Jon Woods.

11.0 Resolution #24-25-06 Recognizing Classified Appreciation Week, March 3-7, 2025 (Board Action)

Steve Spencer shared appreciation for classified staff. Zach Steele moved to approve Resolution #24-25-06 Recognizing Classified Appreciation Week, March 3-7, 2025 as printed, seconded by Jon Woods. The motion passed unanimously by the Board members present; Lu Ann Meyer, Rob Ogilvie, Zach Steele and Jon Woods. The Board asked Steve Spencer to share a thank you to the classified staff on behalf of them.

12.0 Reports

12.1 Citizens Oversight Committee Draft Minutes

13.0 Superintendent Evaluation Process Discussion

Lu Ann Meyer, Board Chair, reminded Board members to provide responses regarding the Superintendent evaluation to Oregon School Boards Association by Friday. Lu Ann Meyer shared the process for the remainder of the process. Discussion was held.

14.0 Adjourn at 4:41 p.m.

Board Chair / Lu Ann Meyer

Date

Board Secretary / Juli Lichtenberger

Date

www.dallas.k12.or.us

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Staffing Report
Monday, March 10, 2025

3/4/2025	Licensed	Cassie	Heckard	Resignation	Resignation w/o DSD benefits	6/12/2025	OHE	Teacher	8	1	190	Original hire 8/30/21
3/4/2025	Licensed	Amy	Morrison	Resignation	Resignation w/o DSD benefits	6/12/2025	LMS	Teacher	8	1	190	Original hire 08/25/14

Steve Spencer, Superintendent

Rachel Alpert, Assistant Superintendent

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

Dallas School District 2024-2025	General Fund Operations								February 2025
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	\$0	\$2,101,783	\$0		\$2,101,783	\$2,500,000	-\$398,217		
Local Sources (Property Taxes, Interest, Fees)	\$90,931	\$9,721,041	\$1,139,468		\$10,860,509	\$10,502,489	\$358,020		
Flow Through ESD, County School Funds	\$0	\$54,737	\$45,000		\$99,737	\$90,000	\$9,737		
State Sources (SSF, Common School Fund, High Cost Disability)	\$2,395,119	\$21,793,158	\$7,800,194		\$29,593,352	\$29,903,961	-\$310,609		
Federal Sources (In Lieu of Property Taxes)	\$500	\$1,202	\$2,507		\$3,709	\$3,550	\$159		
Other Sources	\$0	\$908	\$0		\$908	\$0	\$908	Sale of fixed assets	
TOTAL REVENUE	\$2,486,550	\$31,571,046	\$8,987,169	\$0	\$40,558,215	\$40,500,000	\$58,215		
AVAILABLE RESOURCES (REV + BEG FUND BAL)	\$2,486,550	\$33,672,829	\$8,987,169	\$0	\$42,659,999	\$43,000,000	-\$340,001		
Expenditures by Appropriation	Current MTD	Current YTD	Add: Encumbrances	Adjustments*	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes	
Instruction	\$2,033,876	\$13,895,601	\$10,488,511	\$812,643	\$25,196,756	\$25,136,381	-\$60,375		
Support Services	\$1,162,484	\$9,247,290	\$5,701,625	\$437,577	\$15,386,492	\$14,908,619	-\$477,873		
Enterprise and Community Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Facilities Acquisition and Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Transfers to Other Funds	\$0	\$117,664	\$0		\$117,664	\$168,000	\$50,336		
Contingencies					\$0	\$827,000	\$827,000		
Unappropriated Ending Fund Balance					\$0	\$1,960,000	\$1,960,000		
TOTAL EXPENDITURES	\$3,196,360	\$23,260,556	\$16,190,136	\$1,250,221	\$40,700,912	\$43,000,000	\$2,299,088		
SURPLUS / (DEFICIT)	-\$709,811	\$8,310,490			\$1,959,087				
Ending Fund Balance					\$1,959,087	4.83%	of Revenues	Board Policy 8%	
Investment Account Balances by Type	Yield	Beg Bal	Deposits	Withdrawals	End Bal		Debt Obligation		
General Operations (5703.5018)	4.70%	\$11,356,337	\$2,280,837	\$2,713,168	\$10,924,006	Annual Debt	Paid YTD	Due by June 30, 2025	
Debt Service (5770)	4.70%	\$3,869,554	\$27,154	\$0	\$3,896,708	\$3,698,920	\$661,666	\$3,037,254	
Capital Projects (3974.6022)	4.70%	\$20,039,194	\$72,230	\$0	\$20,111,424				
Total District		\$35,265,085	\$2,380,222	\$2,713,168	\$34,932,138				

Dallas School District 2024-2025	Fund Group	Appropriation Monitoring					February 2025
GENERAL OPERATIONS	F100s	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Instruction		\$13,916,802	\$10,488,511.35	\$24,405,314	\$25,336,381	\$931,067	+
Support Services		\$9,248,343	\$5,701,625	\$14,949,968	\$15,249,619	\$299,651	+
Enterprise and Community Services		\$0	\$0	\$0	\$0	\$0	+
Facilities Acquisition and Construction		\$0	\$0	\$0	\$0	\$0	+
Transfers to Other Funds		\$117,664	\$0	\$117,664	\$168,000	\$50,336	+
Contingencies				\$0	\$1,960,000	\$1,960,000	+
TOTAL		\$23,282,810	\$16,190,136	\$39,472,945	\$42,714,000	\$3,241,055	+
SPECIAL GRANTS & PROJECTS	F200s	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Instruction		\$2,657,839	\$2,491,576	\$5,149,415	\$6,914,856	\$1,765,441	+
Support Services		\$965,223	\$557,425	\$1,522,648	\$2,110,162	\$587,514	+
Enterprise and Community Services		\$690,155	\$550,280	\$1,240,434	\$1,287,500	\$47,066	+
Transfers to Other Funds				\$0	\$96,000	\$96,000	+
TOTAL		\$4,313,216	\$3,599,281	\$7,912,497	\$10,408,518	\$2,496,021	+
DEBT SERVICE	F300s	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Debt Service		\$619,448	\$0	\$619,448	\$6,045,516	\$5,426,068	+
TOTAL		\$619,448	\$0	\$619,448	\$6,045,516	\$5,426,068	+
CAPITAL PROJECTS (BOND)	F400s	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Facilities Acquisition and Construction		\$2,157,806	\$2,214,238	\$4,372,044	\$10,380,000	\$6,007,956	+
Contingencies				\$0	\$5,000,000	\$5,000,000	+
TOTAL		\$2,157,806	\$2,214,238	\$4,372,044	\$15,380,000	\$11,007,956	+
UNEMPLOYMENT INSURANCE FUND	F700s	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Support Services		\$127,526	\$22,474	\$150,000	\$700,000	\$550,000	+
TOTAL		\$127,526	\$22,474	\$150,000	\$700,000	\$550,000	+
TOTAL APPROPRIATION SUMMARY	ALL	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)	*Notes
Instruction		\$16,574,641	\$12,980,088	\$29,554,729	\$32,251,237	\$2,696,508	
Support Services		\$10,341,092	\$6,281,524	\$16,622,616	\$18,059,781	\$1,437,165	
Enterprise and Community Services		\$690,155	\$550,280	\$1,240,434	\$1,287,500	\$47,066	
Facilities Acquisition and Construction		\$2,157,806	\$2,214,238	\$4,372,044	\$10,380,000	\$6,007,956	
Transfers to Other Funds		\$117,664	\$0	\$117,664	\$264,000	\$146,336	
Debt Service		\$619,448	\$0	\$619,448	\$6,045,516	\$5,426,068	
Contingencies		\$0	\$0	\$0	\$6,960,000	\$6,960,000	
TOTAL		\$30,500,806	\$22,026,129	\$52,526,935	\$75,248,034	\$22,721,099	
UNAPPORTIONED	ALL				\$2,700,580		
TOTAL BUDGET	ALL				\$77,948,614		

Dallas School District 2024-2025	Capital Projects Funds						February 2025	
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	\$20,765,308	\$0	\$20,765,308			
Interest	\$719,882	\$80,235	\$612,833	\$187,167	\$800,000	\$1,519,882	\$2,000,000	-\$480,118
OSCIM Grant	\$0	\$0	\$1,435,429	\$2,564,571	\$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 - EnergyTrust, Seismic, Etc.	\$0	\$0	\$0	\$0	\$0	\$0	\$1,310,508	-\$1,310,508
TOTAL REVENUE	\$31,597,278	\$80,235	\$2,048,262	\$2,751,738	\$4,800,000	\$36,397,278	\$35,301,524	\$1,095,754
TOTAL AVAILABLE RESOURCES	\$31,597,278		\$22,813,571		\$25,565,308			
Expenditures by Building	Prior Year Cumulative Total	Current MTD	Current YTD	Encumbered	Annual Forecast	Project Total ALL Years	Original Proj Budget	Variance Fav / (Unfav)
Lyle Elementary	\$55,360	\$38,200	\$475,057	\$429,536	\$904,594	\$959,954	\$3,865,970	\$2,906,016
Oakdale Elementary	\$271,699	\$0	\$19,274	\$244,285	\$263,559	\$535,259	\$2,095,520	\$1,560,261
Whitworth Elementary	\$158,929	\$0	\$86,319	\$174,548	\$260,867	\$419,795	\$2,728,840	\$2,309,045
LaCreole Middle School	\$4,059,693	\$0	\$413,231	\$283,509	\$696,740	\$4,756,433	\$6,739,312	\$1,982,879
Dallas High School	\$1,763,936	\$39,828	\$363,170	\$442,690	\$805,860	\$2,569,796	\$9,727,985	\$7,158,189
Morrison Building	\$800,940	\$0	\$531,973	\$165,157	\$697,130	\$1,498,069	\$991,650	-\$506,419
District Wide Management/Oversight/Planning	\$3,662,218	\$15,628	\$268,782	\$474,513	\$743,295	\$4,405,513	\$9,152,247	\$4,746,734
TOTAL EXPENDITURES	\$10,772,774	\$93,656	\$2,157,806	\$2,214,238	\$4,372,044	\$15,144,818	\$35,301,524	\$20,156,706
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	\$15,628	\$268,782	\$474,513	\$743,295	\$4,405,513	\$9,152,247	\$4,746,734
800 Critical Facility Upgrade (CFU)	\$3,280,869	\$72,296	\$1,480,998	\$328,872	\$1,809,871	\$5,090,740	\$12,940,452	\$7,849,712
900 New Construction	\$3,094,187	-\$275	\$348,518	\$283,509	\$632,027	\$3,726,214	\$11,718,750	\$7,992,536
830 Health Safety & Security	\$735,500	\$6,007	\$59,508	\$1,127,344	\$1,186,851	\$1,922,352	\$1,490,075	-\$432,277
TOTAL EXPENDITURES	\$10,772,774	\$93,656	\$2,157,806	\$2,214,238	\$4,372,044	\$15,144,818	\$35,301,524	\$20,156,706
Reserved for Future Projects	\$20,824,503				\$427,956	\$21,252,459		\$21,252,459



Citizens Oversight Committee

Application for Citizens Oversight Committee Member

NAME: Micky L Garus	OCCUPATION: Owner/American Glove Co.
ADDRESS: [REDACTED] Dallas, Or 97338	Home Phone: Cell Phone: [REDACTED] E-mail Address: [REDACTED]

Team Member Expectations:

- Attend scheduled COC meetings
- Participate in Board meetings as needed to provide updates on progress

What contribution do you think you would make to the Committee?

My understanding of Dallas and the trust I have earned with a large portion of our community, puts me in a unique situation to rally support for various projects that people may otherwise be skeptical of. I believe I do a good job of bridging the gap between government and the average citizen. I can be very influential.

What experience do you have related to this type of work?

I have been very engaged in the betterment of our community for several years. I have experience in budgeting, marketing, serving on several boards, and in elected office. I understand the unique culture of our community and the importance of a well rounded education.

In order to help us have a well-rounded group, we would like to know what committees or organizations you are involved with.

Polk County Sheriff Advisory Team Chair, Friends of Dallas PD PAC President, Polk County Republican Party PCP/Homeless/Public Safety Committee Chair.

Please return this form to Juli Lichtenberger by e-mail, juli.lichtenberger@dsd2.org or by mail, 111 SW Ash Street, Dallas, OR 97338

This application could be subjected to release with a public records request.

DALLAS SCHOOL DISTRICT NO. 2**Dallas, Oregon****March 10, 2025**

Board action does not guarantee employment for the 2025-2026 school year. All positions are contingent upon adequate funding from the state of Oregon.

STAFFING RECOMMENDATIONS 2025-2026

- A. The following teachers have been evaluated by their immediate supervisor and are recommended for appointment as a contracted teacher beginning with the 2025-2026 school year.

Lyle
Dietz, Clair
Erickson, Baylee

Myers, Ashley
Patterson, Robert

Whitworth
Duval, Lee
Pickard, Amber

Dallas High School
Bull, Danielle
Delaney, Laura
Finnegan, Amy
Zelenka, Michelle

LaCreole

- B. The following teachers are recommended for renewal of their probationary contract.

Oakdale
Hayworth, Erik
Muna, De' Jana

Shinn, Tom
Ussery, Sarah
Yim, Samantha

Lyle
Arnold, Mary

Dallas High School
Burroughs, Stephen
Ferris, Kayla
Finnegan, Amy

Whitworth
Schmitt, Andria
Zapata, Karen

Morrison Campus
McGinnis, Cindy

LaCreole
Bunn, Jennifer
Fox, Tom
King, Alexander

PADTC
Marin, Anthony

- C. The following teachers are recommended for a contract extension.

Oakdale Heights Elementary School
Anderson, Heather
Craytor-Mabry, Lana
Dunbar, Elaine
Ebner, Amy
Hormann, Kyle
Hoyt, Cassandra
Instenes, Glenda
Jackson, Maddy

Jones, Linda
Long, Nicole
Ludwig, Ann
Nielsen, Melissa
Petersen, Jon
Saxman, Jayna
Schleusner, Malery
Schrock, Heidi

Lyle Elementary School

Boyd, Emily
 Fagin, Stacy
 Hofferber, Stephanie
 Jones, Lynden
 Jones, Zachary
 LaMont, Sydney
 Larios, Teresa
 Lavier, David
 Lomer, Kyla
 McArthur, Loni
 McCarley, Melanie
 Perrigo, Amanda
 Reimer, Julie
 Shafer, Christal
 Sublet, Kari
 Westendorf, Jennifer

Whitworth Elementary School

Blake, Elizabeth
 Bradley, Katie
 Button, Craig
 Christensen, Diana
 Cramer, Danielle
 Cross, Brooke
 Davis, Carolyn
 Elliott, Jena
 Fast, Michele
 Harms, Deanne
 Kuust, Colleen
 Lewing, Ellen
 Lund, Chris
 Luther, Keeton
 Miller, Nolan
 Robinson, Arriel
 Schmoyer, Gretchen
 Stutzman, Tanya
 Williamson, Brian

LaCreole Middle School

Acosta, Isaac
 Armitage, Melina
 Arrant, Samantha
 Bogle-Todd, Emily
 Combs, Hillary
 DeMartino, Sarah
 Dindinger, Emilee
 Fisher, Mollie
 Guffey, Ken
 Hodge, Lydia
 Jackson, Anna
 Kopet, Breanna
 Mansour, Karina
 Morrison, Amy
 Noack, Kimberly
 Petersen, Julie
 Price, Merryellen

Reinhardt, Andrew
 Reinhardt, Jennifer
 Schilling, Michele
 Sutro, Erin
 Vidrio, Charlotte
 Wright, Hailee

Dallas High School

Baer, Jeff
 Cromwell-Fawcett, Blair
 Davis, Jack
 Dickerson, Brandy
 Fawcett, Aaron
 Flugum, David
 Hill, Brittney
 Huff, Kristen
 Jackson, Andrew
 Jackson, Brandi
 Jones, John
 Lassetter, Rory
 Lavier, Shana
 Markee, Austin
 Masei, Bill
 Middleton, Debra
 Misner, Dennis
 Moran, Jim
 Olliff, Tony
 Pires, Dustin
 Ratzlaff, Kelleigh
 Rowley, Ryan
 Schmelling, Emily
 Schwartz, Trent
 Shafer, Roger
 Shinkle, Julia
 Shreve, Natalie
 Steele, Kendra
 Tally, Anna
 Unger, Brodie
 Wiebelhaus, Erica
 Woolner, Kurt
 Zach, Kyler
 Zelenka, Michelle

Daily Living Skills

Fenton, Teresa

PADTC

Anderson, Kimberly
 Darling, Jackson

Morrison Campus

Faulkner, Micah
 Glazner, Melissa
 Harriman, Robert
 Virden, Debra
 White, Judy

District Office

Darr, McKenzie

Lenoue, Jennifer

Wulf, Kris

- D. The following temporary assignments will conclude at the end of the 2024-2025 school year:
- | | | |
|---------------------|-------------------|--------------------|
| Bolkan, Danielle | Cornman, Julianne | Johnson, Stephanie |
| Lindemann, Juli Ann | Woolner, Kristi | Woolner, Riley |
- E. The following administrators are recommended for renewal of their probationary contract effective July 1, 2025:
- | | | |
|-----------------|---------------|-----------------|
| Ingalls, Nick | Lalack, Tyler | Postlewait, Liz |
| Snively, Ronald | | |
- F. The following administrators will be issued a new three-year contract effective July 1, 2025:
- | | | |
|-----------------|---------------|---------------|
| Bruns, Darrick | Langdon, Reed | Lybarger, Pam |
| Ritter, Shannon | | |

Dallas School District 2

Code: EBBAA
 Adopted: 10/24/22

Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, AIDS, HBV¹ and/or other bloodborne pathogens².

The district shall develop an Exposure Control Plan in accordance with the requirements of law³ that includes infection control procedures, and procedures to minimize and eliminate exposure incidents to bloodborne pathogens.

~~Infection Control~~

~~Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available for each room in the building and for district vehicles, including school buses.~~

~~In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.~~

~~The information shall emphasize infection — how infection is spread as well as how it is not spread.~~

~~Bloodborne Pathogens~~

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;

¹ ~~HIV — Human Immunodeficiency Virus; AIDS — Acquired Immune Deficiency Syndrome; HBV — Hepatitis B Virus~~

² “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis ~~Hepatitis B virus (HBV) and human immunodeficiency virus~~ ~~Human Immunodeficiency Virus (HIV)~~. 29 CFR 1910.1030(b)

³ See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan.

2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of ~~hepatitis immunization with~~ Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually^[4] thereafter. Staff will receive the annual training⁵ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁶ in close proximity⁷ to all employees in the building and for district vehicles, including each bus⁸.

Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that, ~~as required by Oregon Administrative Rule (OAR) 437-002-1030~~, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including a sharps injury log, will be maintained in accordance with law⁹ ~~as required by OAR 437-002-1030(3) and 437-002-1035~~.

The Exposure Control Plan ~~district~~ will be accessible to employees in accordance ~~with law~~¹⁰ ~~the local health department in delivering HIV, AIDS and HBV education~~.

Students will be instructed in safe practices to prevent transmission of bloodborne pathogens in accordance with Oregon Health Standards.

END OF POLICY

⁴ Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv))

⁵ See 29 CFR 1910.1030(g)(2) for information about training requirements.

⁶ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need.

⁷ "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

⁸ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

⁹ See OAR 437-002-1030(3) and OAR 437-002-1035.

¹⁰ See 29 CFR 1910.1020(e) for requirements on providing access.

Legal Reference(s):ORS 332.107OAR 437-002-0161OAR 437-002-0360OAR 437-002-1030OAR 437-002-1035OAR 581-022-2050OAR 581-022-2220OAR 581-053-0240(23)OAR 581-053-0250(1)OAR 581-053-0640(2)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

Dallas School District 2

Code:
Adopted:

JHCD-AR

Medications**/*

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions¹

- a. “Administer” means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient by: (1) a practitioner or the practitioner’s authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
- b. “Adrenal crisis” means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. “Adrenal insufficiency” means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. “Delegation” means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. “Designated personnel” means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. “Medication” means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. “Medication” also means any prescription for bronchodilators or auto injectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. “Medication” does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
- h. “Nonprescription medication” means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

¹ There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

- j. “Opioid overdose” means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)
- k. “Prescriber²” means a “practitioner” as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
- l. “Prescription medication” means a “prescription drug” as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with “Caution: Federal law prohibited dispensing without prescription” or “Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian”; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
- m. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
- n. “Short-acting opioid antagonist” means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person³. During

² A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

³ An online training may qualify as “in-person” when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice; and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

- e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
- f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Short-Acting Opioid Antagonists

{A short-acting opioid antagonist may be administered by any district personnel⁴ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The principal or district nurse shall immediately call emergency medical services and notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and
- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

⁴ Including district personnel who have not received medication administration training.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health care plan for the student;
- e. In the event that a student experiences symptom of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is:
 - (i) Provided in the original manufacturer's container by the student's parent or guardian; or
 - (ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
- (c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication⁵ includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a

⁵ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;

- c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
- h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Them self

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to them self without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁶ and must have:

⁶ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

- P
- (a) The written permission of the student's parent or guardian;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
- R
- (a) The written permission of the student's parent or guardian; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
 - c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, auto injectable epinephrine or bronchodilators/inhalers;
 - d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited⁷;
 - e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
 - f. A student shall not administer medication to them self until the necessary permission form and written instructions have been submitted as required by the district;
 - g. The permission for a student to administer medication to them self may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
 - h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;
 - i. A student permitted to administer medication to them self may be monitored by designated personnel to monitor the student's response to the medication.
 - j. [The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.]

⁷ Except for short-acting opioid antagonists.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
- b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
- c. Nonprescription medication must be kept in original manufacturer's bottle or box.
- d. Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt and initialed by the two individuals who counted or witnessed the procedure, documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the district nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- e. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- f. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- g. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- h. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, district nurse and principal will be notified immediately.
- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
- (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
 - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
 - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.
- b. All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper⁸ or electronic form and will include, but not be limited to:
- (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.
- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

⁸ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Auto injectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the auto injectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.

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Dallas School District 2

Code:
Adopted:

JHCD/JHCDA-AR
2/27/23

Medications**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. "Medication" means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. "Prescription medication" means any medication that under federal or state law requires a prescription by a prescriber.
- c. "Nonprescription medication" means medication that under federal law does not require a prescription from a prescriber.
- d. "Adrenal crisis" means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. "Adrenal insufficiency" means adrenal insufficiency as defined in ORS 433.800.
- f. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. "Prescriber"¹ means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

¹ A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

- i. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. "Designated personnel" means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district's policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

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(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

(d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;

- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documentation will be made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

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- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and

- (b) A written order from the student's prescriber that includes:

- (i) Name of the student;
 (ii) Name of the medication;
 (iii) Dosage;
 (iv) Method of administration;
 (v) Frequency of administration;
 (vi) A statement that the medication must be administered while the student is in school;
 (vii) Other special instructions, if any; and
 (viii) Signature of the prescriber.

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- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students

- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the

presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

- c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box;
 - (2) Medications requiring refrigeration will be stored in a separate refrigerator used for the storage of medication;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

9. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, district nurse and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within 10 school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and

- (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

D Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

Dallas School District Enrollment Report
March 2025

School	Capacity	Kgtn	1	2	3	4	5	Total	Last Month	Mar 23/24	Mar 22/23	Mar 21/22	Mar 20/21
Lyle	[460]	19	30	27	21								
		20	28	26	24								
		16	28	25	23								
		16											
Total		71	86	78	68			303	303	340	346	316	324
Oakdale	[412]	22	26	26	22								
		22	23	25	23								
		23	25	25	24								
				26									
Total		67	74	102	69			312	313	334	356	356	354
Whitworth	[437]				21	26	28						
					22	26	27						
						28	25						
						27	25						
						26	27						
						26	26						
Total					43	159	158	360	367	362	382	341	371
Total K-5								975	983	1036	1084	1013	1049

[illegible]

LUCKIAMUTE VALLEY CHARTER SCHOOLS

2024-25

March

STUDENT TOTALS

	Current #'s	Last Year
In District	139	132
Out of District	71	92
TOTAL STUDENT #'s	210	224

BREAKDOWN BY GRADE LEVELS

	Current #'s	Last year
Kindergarten	22	23
1st Grade	21	23
2nd Grade	23	22
3rd Grade	24	23
4th Grade	25	25
5th Grade	25	21/15
6th Grade	29	24
7th Grade	20	25
8th Grade	21	23

NUMBERS CURRENT AS OF 3/3/2025

Dallas Community School Enrollment 2024-25

	Jun 2024	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
K	18	11	10	10	10	10	12	13	0
1	14	22	22	23	23	23	20	20	0
2	20	16	18	19	19	19	19	19	0
3	28	23	22	22	23	23	22	22	0
4	23	24	23	24	24	24	24	25	0
5	23	24	23	23	23	23	22	21	0
6	32	25	25	26	26	25	25	27	0
7	23	36	34	32	34	34	32	32	0
8	23	18	17	19	19	19	19	19	0
K-8 Total:	204	199	194	198	201	200	195	198	0
9	16	21	19	19	19	19	19	19	0
10	11	21	21	21	21	21	21	21	0
11	8	11	10	11	11	11	9	9	0
12	0	9	8	8	8	8	8	9	0
DCHS Total:	35	62	58	59	59	59	57	58	0
Grand Total:	239	261	252	257	260	259	252	256	0

REVENUE										JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	YTD Total
R1200	District Pass Thru Reimbursement																	
R1510	Earnings on	988.53	918.78	892.85	924.67	871.30	77,859.15	863.43	807.15								731.60	77,859.15
R1630	Special Functions																	6,998.31
R1600	Food Serv	227.10	50.00	1,400.00	2,595.00	2,024.40	727.15		1,585.00								1,068.00	9,676.65
R1920	Donations	200.00																200.00
R1990	Miscellaneous	339.89	2,000.00	15.00	533.00		98.00											2,975.89
R3101.	State School Funds	694,911.43	231,637.14	231,637.14	231,637.14	231,637.14	218,926.99		218,926.99								218,926.69	2,046,603.52
R3102	OR Free Expanded Eligible Breakfast				486.23	13.00	525.32										458.27	1,482.82
R3120	Reduced Breakfast/Lunch																	-
R3299	Restricted State Grants		10,202.86	3,460.27	881.70	12,985.62	280.30		89,475.55								32,701.81	149,988.11
R4300	Restricted Rev Direct from FED				5,843.10	5,493.96	3,086.22		798.00									15,221.28
R4500	Restricted Federal Grants Thru State				3,380.07												11,111.86	14,491.93
R4700	Grants in aid																399.95	399.95
R5400	ing Fund B	563,327.60																
TOTAL REVENUE		1,755.52	708,083.07	237,405.26	246,270.91	253,025.42	302,366.56	311,592.69	265,398.18									2,325,897.61

EXPENDITURES BY OBJECT										100	200	300	400	500	600	700	TOTAL EXPENDITURES
100	Salaries	31,821.80	32,534.32	141,493.51	214,015.81	149,686.19	133,172.15	146,713.53	154,526.04								1,003,963.35
200	Benefits	11,553.63	14,756.46	73,528.13	102,470.15	74,363.31	69,657.30	97,620.05	74,920.45								518,869.48
300	Services	3,836.77	20,759.76	11,244.26	34,424.03	6,402.37	26,193.65	27,288.04	8,313.12								138,462.60
400	Supplies	5,451.75	38,257.67	20,813.36	20,436.02	12,834.64	11,048.42	7,974.62	16,415.00								133,231.48
500	Equipment	8,355.00	7,013.45	4,557.45	-		6,344.96	5,272.46	1,530.00								33,073.32
600	Dues & Fees	34,607.90	3,112.92	700.00	1,066.68	391.58	2,698.41	453.86	76.37								43,107.72
700	Contingency																-
TOTAL EXPENDITURES		95,626.85	116,434.58	252,336.71	372,413.29	243,678.09	249,114.29	285,322.56	255,780.98								1,870,707.95

EXPENDITURES BY FUNCTION										1000	2000	3000	4000	6000	TOTAL EXPENDITURES
1000	Instructor	5,362.18	43,164.12	157,143.12	247,192.63	163,430.01	145,453.61	182,947.16	169,575.45						1,114,268.28
2000	Support	88,258.67	69,910.46	80,044.11	106,511.20	65,273.22	91,707.61	87,363.67	68,867.33						657,936.27
3000	Food Serv	2,006.00	760.00	15,149.48	18,709.46	14,974.86	11,953.67	14,553.35	17,338.20						95,445.02
4000	Construction		2,600.00					458.38							3,058.38
6000	Operating Contingency														-
TOTAL EXPENDITURES		95,626.85	116,434.81	252,336.71	372,413.29	243,678.09	249,114.29	285,322.56	255,780.98						1,870,707.95

FUND BALANCE 469,456.27 1,061,104.53 1,046,172.82 920,030.44 929,377.77 982,630.04 1,008,900.40 1,018,517.60

Luckiamute Valley Charter Schools
Balance Sheet
As of February 28, 2025

03/03/25
Accrual Basis

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
.1000 · Operating Account 7001075924	686,949.13
.1002 · Food Service-144000940	24,204.78
.1006 · Money Market -7566012082	364,972.42
1072 · Bill.com Money Out Clearing	-38.98
Total Checking/Savings	1,076,087.35
Accounts Receivable	
.1200 · Accounts Receivable	-24.50
Total Accounts Receivable	-24.50
Other Current Assets	
.1110 · Prepaid Expenses	9,212.10
2121 · Payroll Asset	-0.33
Total Other Current Assets	9,211.77
Total Current Assets	1,085,274.62
TOTAL ASSETS	<u>1,085,274.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
.2000 · Accounts Payable	6,563.71
Total Accounts Payable	6,563.71
Credit Cards	
1703 · Credit Card at Elan Financial	2,027.50
Total Credit Cards	2,027.50
Other Current Liabilities	

Luckiamute Valley Charter Schools
Balance Sheet
As of February 28, 2025

	Feb 28, 25
.2100 · Payroll Liabilities	42,874.89
2110 · Direct Deposit Liabilities	9,570.88
2112 · Deferred Revenue	5,720.04
Total Other Current Liabilities	58,165.81
Total Current Liabilities	66,757.02
Total Liabilities	66,757.02
Equity	
.3000 · Fund Balance	489,160.74
3900 · Retained Earnings	74,166.86
Net Income	455,190.00
Total Equity	1,018,517.60
TOTAL LIABILITIES & EQUITY	1,085,274.62

Luckiamute Valley Charter Schools
Profit & Loss

February 2025

	Feb 25
Ordinary Income/Expense	
Income	
R1510 · Earnings on Investments	731.60
R1600 · Food Service Sales	1,068.00
R3101 · State School Funds	218,926.69
R3102 · OR Free Expanded Eligible (EIG)	458.27
R3299 · Other Restricted State Gr	32,701.81
R4500 · Restricted Rev. from Fed	11,111.86
R4700 · Grants in Aid	399.95
Total Income	265,398.18
Gross Profit	265,398.18
Expense	
1000 · 1000-INSTRUCTION	
1100 · Regular Programs	
1111 · Elementary Grades K-5	
111-111 · Licensed Salaries	34,890.44
111-112 · Classified Salaries	13,075.91
111-121 · Substitute Salaries	9,372.16
111-131 · Extra Duty Salaries	600.00
111-211 · PERS-Employer	13,413.50
111-212 · PERS-EPPT	3,145.95
111-220 · Social Security	3,887.06
111-231 · Worker's Comp	36.80
111-240 · Health Insurance	7,146.71
111-241 · OR-PFL	231.59
111-355 · Printing	946.58
111-410 · Supplies	2,093.64
Total 1111 · Elementary Grades K-5	88,840.34
1121 · Middle Programs 6-8	
121-111 · Licensed Salaries	21,488.93
121-112 · Classified Salaries	4,886.42
121-121 · Substitute Salary	3,839.56

Luckiamute Valley Charter Schools
Profit & Loss
February 2025

	Feb 25
121-131 · Extra Duty Salaries	2,035.71
121-211 · PERS-Employer	7,833.15
121-212 · PERS-EPPT	1,877.71
121-220 · Social Security	2,268.59
121-231 · Workers Comp	16.19
121-240 · Health Insurance	3,482.70
121-241 · OR-PFL	127.16
121-355 · Printing	440.12
121-410 · Consumables	2,192.75
121-420 · Textbooks	775.92
Total 121 · Middle Programs 6-8	51,264.91
Total 1100 · Regular Programs	140,105.25
1250 · Special Programs	
125-111 · Certified Salaries	5,141.50
125-112 · Classified Salaries	5,561.01
125-121 · Substitute Salaries	207.00
125-211 · PERS Employer	2,880.83
125-212 · PERS-EPPT	690.57
125-220 · Social Security	880.48
125-231 · Workers Comp	8.51
125-240 · Health Insurance	1,800.00
125-241 · OR-PFL	62.24
125-340 · Travel	237.06
Total 1250 · Special Programs	17,469.20
1270 · Title I	
127-111 · Licensed Salaries	7,920.70
127-211 · PERS	2,300.88
127-212 · PERS-EPPT	511.24
127-220 · Social Security	639.32
127-231 · Worker's Comp	5.18
127-240 · Health Insurance	600.00
127-241 · OR-Paid Family Leave	23.68

Luckiamute Valley Charter Schools
Profit & Loss
February 2025

	Feb 25
Total 1270 · Title I	12,001.00
Total 1000 · 1000-INSTRUCTION	169,575.45
2000 · SUPPORT SERVICES	
2100 · Support Services - Students	
2113 · Social Work Services	
211-111 · Licensed Salaries	5,321.08
211-211 · PERS-Employer	1,331.87
211-212 · PERS-EPPT	319.26
211-220 · Social Security	403.44
211-231 · Workers Comp	2.59
211-240 · Health Insurance	1,060.70
211-241 · OR-PFL	21.28
Total 2113 · Social Work Services	8,460.22
Total 2100 · Support Services - Students	8,460.22
2240 · Instructional Staff Development	
224-312 · Instruction Improvement Service	200.00
Total 2240 · Instructional Staff Development	200.00
2310 · School Board	
231-410 · Consumables	25.69
231-640 · Dues and Fees	5.00
Total 2310 · School Board	30.69
2410 · School Administration	
241-112 · Confidential Salaries	6,130.95
241-113 · Administrator salaries	14,766.66
241-131 · Extra Duty Salary	583.33
241-211 · PERS-Employer	5,674.15
241-212 · PERS-EPPT	846.86
241-220 · Social Security	1,659.09
241-231 · Workers Comp	10.60
241-240 · Health Insurance	2,300.00

Luckiamute Valley Charter Schools
Profit & Loss
February 2025

	Feb 25
241-241 · OR-PFL	58.85
241-390 · Professional Development	293.89
241-410 · Consumables	209.26
241-640 · Dues and Fees	6.37
Total 2410 · School Administration	32,540.01
2500 · Support services-business	
2520 · Fiscal services	
252-114 · Managerial Classified	7,916.67
252-211 · PERS - Company	2,113.33
252-212 · PERS EPPT	506.59
252-220 · Social Security	640.28
252-231 · Workers Comp	2.63
252-240 · Health-Employer	526.52
252-241 · OR-PFL	51.45
252-380 · Payroll and Accounting Servi...	700.00
Total 2520 · Fiscal services	12,457.47
2540 · Plant services	
254-112 · Classified Salaries	3,931.29
254-131 · Extra Duty Plant Services	708.33
254-211 · PERS-Company	596.70
254-212 · PERS-EPPT	143.04
254-220 · Social Security	300.75
254-231 · Worker's Comp	3.88
254-241 · OR-PFL	15.73
254-322 · Repairs and Maintenance	1,287.51
254-325 · Electricity	3,147.15
254-327 · Water	148.58
254-328 · Garbage	415.23
254-329 · Other property services	497.00
254-410 · Supplies	245.67
254-460 · Non-consumables	593.33
254-530 · Improvements Other	1,530.00

Luckiamute Valley Charter Schools

Profit & Loss

February 2025

03/03/25

Accrual Basis

	Feb 25
Total 2540 • Plant services	13,564.19
Total 2500 • Support services-business	26,021.66
2660 • Technology Services	
266-112 • Classified Salaries	1,500.00
266-220 • Social Security	114.75
Total 2660 • Technology Services	1,614.75
Total 2000 • SUPPORT SERVICES	68,867.33
3000 • ENTERPRISE & COMMUNITY	
3120 • Food Services	
312-112 • Classified Salary	4,116.39
312-121 • Substitute	532.00
312-211 • PERS-Employer	713.65
312-212 • PERS-EPPT	171.07
312-220 • Social Security/Medicare	355.59
312-231 • Workers Comp	4.47
312-240 • Health Insurance	1,082.70
312-241 • OR-PFL	18.59
312-450 • Food	10,278.74
312-640 • Dues and Fees	65.00
Total 3120 • Food Services	17,338.20
Total 3000 • ENTERPRISE & COMMUNITY	17,338.20
6560 • Payroll Expenses	
Total Expense	255,780.98
Net Ordinary Income	9,617.20
Net Income	9,617.20

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

03/03/25
Accrual Basis

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
R1200 • District Pass-Thru	77,859.15	583,421.00	-505,561.85	13.3%
R1510 • Earnings on Investments	6,998.31	50.00	6,948.31	13,996.6%
R1600 • Food Service Sales	9,676.65	10,000.00	-323.35	96.8%
R1920 • Donations	200.00	7,000.00	-6,800.00	2.9%
R1990 • Miscellaneous	2,975.89	4,000.00	-1,024.11	74.4%
R3101 • State School Funds	2,046,603.52	2,713,925.00	-667,321.48	75.4%
R3102 • OR Free Expanded Eligible (EIG)	1,482.82	8,000.00	-6,517.18	18.5%
R3120 • Reduced Breakfast/Lunch (SF)				
R3299 • Other Restricted State Gr	149,988.11	98,391.00	51,597.11	152.4%
R4300 • Restricted Rev. Direct from Fed	6,641.10	1.00	6,640.10	664,110.0%
R4500 • Restricted Rev. from Fed	23,072.11	49,000.00	-25,927.89	47.1%
R4700 • Grants in Aid	399.95	20,000.00	-19,600.05	2.0%
R5400 • Beginning Fund Balance				
Total Income	2,325,897.61	3,493,788.00	-1,167,890.39	66.6%
Gross Profit	2,325,897.61	3,493,788.00	-1,167,890.39	66.6%
Expense				
1000 • 1000-INSTRUCTION				
1100 • Regular Programs				
1111 • Elementary Grades K-5				
111-111 • Licensed Salaries	228,936.77	425,415.00	-196,478.23	53.8%
111-112 • Classified Salaries	79,675.16	186,500.00	-106,824.84	42.7%
111-121 • Substitute Salaries	28,149.93	20,000.00	8,149.93	140.7%
111-131 • Extra Duty Salaries	8,746.33	27,200.00	-18,453.67	32.2%
111-211 • PERS-Employer	94,489.04	161,975.00	-67,485.96	58.3%
111-212 • PERS-EPPT	22,192.51	38,347.00	-16,154.49	57.9%
111-220 • Social Security	24,090.72	48,892.00	-24,801.28	49.3%
111-231 • Worker's Comp	1,330.99	3,963.00	-2,632.01	33.6%
111-240 • Health Insurance	54,476.75	117,600.00	-63,123.25	46.3%
111-241 • OR-PFL	1,595.15	2,557.00	-961.85	62.4%
111-310 • Instruction Services		5,000.00	-5,000.00	
111-355 • Printing	2,700.98	5,000.00	-2,299.02	54.0%
111-399 • Purchased Services	465.00	3,000.00	-2,535.00	15.5%

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
111-410 • Supplies	16,897.84	46,610.00	-29,712.16	36.3%
111-420 • Textbooks	30,756.36	26,000.00	4,756.36	118.3%
111-460 • Non-Consumables	4,397.45	24,000.00	-19,602.55	18.3%
111-470 • Computer Software	1,084.80	500.00	584.80	217.0%
111-480 • Computer Hardware		2,000.00	-2,000.00	
Total 111 • Elementary Grades K-5	600,073.73	1,144,559.00	-544,485.27	52.4%
1121 • Middle Programs 6-8				
121-111 • Licensed Salaries	143,895.43	252,840.00	-108,944.57	56.9%
121-121 • Substitute Salary	12,970.45	13,000.00	-29.55	99.8%
121-211 • PERS-Employer	45,321.57	63,210.00	-17,888.43	71.7%
121-212 • PERS-EPPT	10,864.19	15,170.00	-4,305.81	71.6%
121-220 • Social Security	14,377.15	19,342.00	-4,964.85	74.3%
121-231 • Workers Comp	539.19	1,568.00	-1,028.81	34.4%
121-240 • Health Insurance	26,392.63	79,201.00	-52,808.37	33.3%
121-241 • OR-PFL	681.01	1,011.00	-329.99	67.4%
121-310 • Instruction Services		10,500.00	-10,500.00	
121-355 • Printing	1,223.23	2,000.00	-776.77	61.2%
121-399 • Purchased Services	4,693.50	8,000.00	-3,306.50	58.7%
121-410 • Consumables	9,631.19	6,000.00	3,631.19	160.5%
121-420 • Textbooks	4,828.73	5,000.00	-171.27	96.6%
121-460 • Non-consumable	253.92	6,000.00	-5,746.08	4.2%
121-470 • Computer Software	400.20	500.00	-99.80	80.0%
121-480 • Computer Hardware	758.98	2,000.00	-1,241.02	37.9%
Total 1121 • Middle Programs 6-8	306,510.46	485,342.00	-178,831.54	63.2%
Total 1100 • Regular Programs	906,584.19	1,629,901.00	-723,316.81	55.6%
1250 • Special Programs				
125-111 • Certified Salaries	32,143.15	62,204.00	-30,060.85	51.7%
125-112 • Classified Salaries	46,266.98	106,797.00	-60,530.02	43.3%
125-211 • PERS Employer	29,489.72	42,250.00	-12,760.28	69.8%
125-212 • PERS-EPPT	7,069.05	10,140.00	-3,070.95	69.7%
125-220 • Social Security	5,810.86	12,929.00	-7,118.14	44.9%
125-231 • Workers Comp	313.76	1,048.00	-734.24	29.9%
125-240 • Health Insurance	15,600.00	28,800.00	-13,200.00	54.2%

03/03/25

Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
125-241 • OR-PFL	441.37	676.00	-234.63	65.3%
125-390 • General Professional/Tech		100,000.00	-100,000.00	
Total 1250 • Special Programs	139,131.96	364,844.00	-225,712.04	38.1%
1270 • Title I				
127-111 • Licensed Salaries	42,025.72	64,853.00	-22,827.28	64.8%
127-211 • PERS	11,917.51	18,159.00	-6,241.49	65.6%
127-212 • PERS-EPPT	2,581.54	3,891.00	-1,309.46	66.3%
127-220 • Social Security	4,209.01	4,961.00	-751.99	84.8%
127-231 • Worker's Comp	136.89	402.00	-265.11	34.1%
127-240 • Health Insurance	3,600.00	13,200.00	-9,600.00	27.3%
127-241 • OR-Paid Family Leave	152.08	259.00	-106.92	58.7%
Total 1270 • Title I	68,372.78	105,725.00	-37,352.22	64.7%
Total 1000 • 1000-INSTRUCTION	1,114,088.93	2,100,470.00	-986,381.07	53.0%
2000 • SUPPORT SERVICES				
2100 • Support Services - Students				
2113 • Social Work Services				
211-111 • Licensed Salaries	34,426.48	64,853.00	-30,426.52	53.1%
211-211 • PERS-Employer	8,616.97	16,213.00	-7,596.03	53.1%
211-212 • PERS-EPPT	2,065.56	3,891.00	-1,825.44	53.1%
211-220 • Social Security	3,041.90	4,961.00	-1,919.10	61.3%
211-231 • Workers Comp	18.13	402.00	-383.87	4.5%
211-240 • Health Insurance	6,364.20	13,200.00	-6,835.80	48.2%
211-241 • OR-PFL	133.68	259.00	-125.32	51.6%
Total 2113 • Social Work Services	55,376.39	103,779.00	-48,402.61	53.4%
Total 2100 • Support Services - Students	55,376.39	103,779.00	-48,402.61	53.4%
2220 • Library/Media Center				
222-430 • Library Books		500.00	-500.00	
222-450 • Periodicals	1,081.64	1,900.00	-818.36	56.9%
Total 2220 • Library/Media Center	1,081.64	2,400.00	-1,318.36	45.1%

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual_ All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
2230 • Assessment and Testing				
223-312 • Testing Services	10,645.31	10,000.00	645.31	106.5%
Total 2230 • Assessment and Testing	10,645.31	10,000.00	645.31	106.5%
2240 • Instructional Staff Development				
224-312 • Instruction Improvement Service	4,499.00	15,000.00	-10,501.00	30.0%
224-341 • Travel	984.65	1,500.00	-515.35	65.6%
224-410 • Supplies		4,000.00	-4,000.00	
Total 2240 • Instructional Staff Development	5,483.65	20,500.00	-15,016.35	26.7%
2310 • School Board				
231-300 • Purchased Services		4,000.00	-4,000.00	
231-340 • Board Travel_Conference	2,317.51	1.00	2,316.51	231,751.0%
231-354 • Advertisement		600.00	-600.00	
231-382 • Legal Services		3,000.00	-3,000.00	
231-410 • Consumables	1,840.50	2,000.00	-159.50	92.0%
231-640 • Dues and Fees	4,715.00	4,800.00	-85.00	98.2%
231-651 • Liability Insurance	32,869.00	32,522.00	347.00	101.1%
Total 2310 • School Board	41,742.01	46,923.00	-5,180.99	89.0%
2410 • School Administration				
241-112 • Confidential Salaries	47,129.21	70,233.00	-23,103.79	67.1%
241-113 • Administrator salaries	108,366.62	179,800.00	-71,433.38	60.3%
241-131 • Extra Duty Salary	23,299.98	15,000.00	8,299.98	155.3%
241-211 • PERS-Employer	35,012.95	69,558.00	-34,545.05	50.3%
241-212 • PERS-EPPT	3,630.79	16,694.00	-13,063.21	21.7%
241-220 • Social Security	13,474.83	21,285.00	-7,810.17	63.3%
241-231 • Workers Comp	514.10	1,725.00	-1,210.90	29.8%
241-240 • Health Insurance	14,700.00	28,200.00	-13,500.00	52.1%
241-241 • OR-PFL	496.76	1,060.13	-563.37	46.9%
241-340 • Travel	1,171.55	14,800.00	-13,628.45	7.9%
241-351 • Telephone	2,117.73	2,400.00	-282.27	88.2%
241-353 • Postage	485.22	1,000.00	-514.78	48.5%
241-390 • Professional Development	4,462.75	6,000.00	-1,537.25	74.4%
241-410 • Consumables	2,585.98	4,000.00	-1,414.02	64.6%

03/03/25

Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
241-460 · Non-Consumables	189.87	3,000.00	-2,810.13	6.3%
241-480 · Computer Hardware		1,000.00	-1,000.00	
241-640 · Dues and Fees	2,435.82	2,500.00	-64.18	97.4%
Total 2410 · School Administration	262,524.44	438,255.13	-175,730.69	59.9%
2500 · Support services-business				
2520 · Fiscal services				
252-114 · Managerial Classified	63,333.36	95,000.00	-31,666.64	66.7%
252-211 · PERS - Company	16,943.42	25,550.00	-8,606.58	66.3%
252-212 · PERS EPPT	4,061.54	6,132.00	-2,070.46	66.2%
252-220 · Social Security	5,394.22	7,818.00	-2,423.78	69.0%
252-231 · Workers Comp	190.48	634.00	-443.52	30.0%
252-232 · Unemployment		30,000.00	-30,000.00	
252-240 · Health-Employer	4,359.12	7,200.00	-2,840.88	60.5%
252-241 · OR-PFL	292.13	380.00	-87.87	76.9%
252-380 · Payroll and Accounting Servi...	3,965.14	3,000.00	965.14	132.2%
252-381 · Audit Services	9,850.00	8,500.00	1,350.00	115.9%
252-410 · Supplies	197.58	500.00	-302.42	39.5%
252-470 · Software	2,312.11	10,000.00	-7,687.89	23.1%
252-480 · Computer Hardware		250.00	-250.00	
252-640 · Dues and Fees	256.90	1,800.00	-1,543.10	14.3%
252-690 · Grant Indirect Charges		166,361.00	-166,361.00	
Total 2520 · Fiscal services	111,156.00	363,125.00	-251,969.00	30.6%
2540 · Plant services				
254-112 · Classified Salaries	26,336.66	40,596.00	-14,259.34	64.9%
254-211 · PERS-Company	3,821.13	10,149.00	-6,327.87	37.7%
254-212 · PERS-EPPT	915.98	2,436.00	-1,520.02	37.6%
254-220 · Social Security	2,014.74	3,106.00	-1,091.26	64.9%
254-231 · Worker's Comp	78.28	252.00	-173.72	31.1%
254-241 · OR-PFL	105.34	162.00	-56.66	65.0%
254-322 · Repairs and Maintenance	21,793.21	35,000.00	-13,206.79	62.3%
254-324 · Rental	4,742.93	7,500.00	-2,757.07	63.2%
254-325 · Electricity	13,863.43	19,000.00	-5,136.57	73.0%
254-326 · Fuel		1,000.00	-1,000.00	
254-327 · Water	2,238.81	5,000.00	-2,761.19	44.8%

03/03/25

Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
254-328 · Garbage	4,067.15	5,400.00	-1,332.85	75.3%
254-329 · Other property services	4,906.00	15,000.00	-10,094.00	32.7%
254-351 · Telephone		7,000.00	-7,000.00	
254-410 · Supplies	3,012.33	15,000.00	-11,987.67	20.1%
254-460 · Non-consumables	942.62	10,000.00	-9,057.38	9.4%
254-520 · Major Building Improvements	9,520.83	22,000.00	-12,479.17	43.3%
254-530 · Improvements Other	5,751.73	5,000.00	751.73	115.0%
254-541 · Equipment	11,042.39	5,000.00	6,042.39	220.8%
Total 2540 · Plant services	121,347.54	208,601.00	-87,253.46	58.2%
2550 · Transportation				
255-331 · Transportation	33,789.65	60,000.00	-26,210.35	56.3%
Total 2550 · Transportation	33,789.65	60,000.00	-26,210.35	56.3%
Total 2500 · Support services-business	266,293.19	631,726.00	-365,432.81	42.2%
2660 · Technology Services				
266-112 · Classified Salaries	12,000.00	18,000.00	-6,000.00	66.7%
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	1,021.77	1,377.00	-355.23	74.2%
266-241 · OR-PFL		72.00	-72.00	
266-361 · Service Area Direction		1,000.00	-1,000.00	
Total 2660 · Technology Services	13,055.64	26,029.00	-12,973.36	50.2%
Total 2000 · SUPPORT SERVICES	658,115.27	1,279,612.13	-621,496.86	51.4%
3000 · ENTERPRISE & COMMUNITY				
3120 · Food Services				
312-112 · Classified Salary	26,883.05	46,140.00	-19,256.95	58.3%
312-211 · PERS-Employer	3,182.37	11,074.00	-7,891.63	28.7%
312-212 · PERS-EPPT	762.86	2,768.00	-2,005.14	27.6%
312-220 · Social Security/Medicare	2,120.11	3,530.00	-1,409.89	60.1%
312-231 · Workers Comp	79.05	286.00	-206.95	27.6%
312-240 · Health Insurance	5,696.20	12,658.00	-6,961.80	45.0%

03/03/25

Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual All Funds
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
312-241 · OR-PFL	110.56	277.00	-166.44	39.9%
312-410 · Supplies	291.32	1,000.00	-708.68	29.1%
312-450 · Food	49,657.26	72,750.00	-23,092.74	68.3%
312-460 · Non Consumables		1,000.00	-1,000.00	
312-640 · Dues and Fees	2,831.00	500.00	2,331.00	566.2%
Total 3120 · Food Services	95,445.02	151,983.00	-56,537.98	62.8%
Total 3000 · ENTERPRISE & COMMUNITY	95,445.02	151,983.00	-56,537.98	62.8%
4000 · FACILITIES ACQUISITION & CONSTR				
4150 · Building Acq, const, impr. Ser		27,000.00	-27,000.00	
415-520 · Building Improvements	3,058.38	10,000.00	-6,941.62	30.6%
415-530 · Improvements-Other				
Total 4150 · Building Acq, const, impr. Ser	3,058.38	37,000.00	-33,941.62	8.3%
Total 4000 · FACILITIES ACQUISITION & CONS...	3,058.38	37,000.00	-33,941.62	8.3%
Total Expense	1,870,707.61	3,569,065.13	-1,698,357.52	52.4%
Net Ordinary Income	455,190.00	-75,277.13	530,467.13	-604.7%
Net Income	455,190.00	-75,277.13	530,467.13	-604.7%

Dallas Community School

Financial Report - Q2, October 2024 to December 2024

Bank Balances as of:	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024
Umpqua Bank Balance	\$574,666.03	\$965,586.13	\$936,080.91	\$1,326,387.75	\$1,313,780.39	\$1,029,263.94
Live Oak Bank CD	\$204,667.75	\$205,550.84	\$206,409.07	\$207,299.67	\$208,165.20	\$209,063.38

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							
	OCT 2024	NOV 2024	DEC 2024	Actual YTD	Budget YTD	Annual Budget	% Over
State School Funding	\$190,924.67	\$190,924.67	\$190,924.67	\$1,336,472.69	\$1,202,639.10	\$2,405,278.20	
Interest Income	\$890.60	\$865.53	\$898.18	-	-	-	-%
Restricted Grants	\$0.00	\$0.00	\$51,659.77	-	-	-	-%
Misc. Income	\$0.00	\$1,292.50	\$30.00	-	-	-	-%
Total Revenue	\$191,815.27	\$193,082.70	\$243,512.62				

100-General Fund - Expenditures by Object Code							
	OCT 2024	NOV 2024	DEC 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
100 Salaries	\$73,061.64	\$63,349.84	\$75,425.63	\$461,349.67	\$579,851.73	\$1,041,201.40	44.31%
200 Associated Payroll	\$45,661.85	\$33,225.59	\$42,470.61	\$240,496.57	\$331,774.99	\$572,271.56	42.02%
300 Services	\$16,031.54	\$28,567.19	\$27,399.40	\$179,615.65	\$283,282.85	\$462,898.50	38.80%
400 Supplies and Materials	\$299.05	\$8,065.38	\$1,420.81	\$22,550.65	\$62,449.35	\$85,000.00	26.53%
411 K-8 Allotments	\$11,489.11	\$9,576.96	\$8,382.87	\$40,976.44	\$109,023.56	\$150,000.00	27.32%
500 Equipment/Facility	\$0.00	\$0.00	\$99.97	\$5,188.97	\$11,811.03	\$17,000.00	30.52%
600 Dues & Fees	\$1,988.17	\$423.19	\$2,029.28	\$46,054.25	\$1,945.75	\$48,000.00	95.95%
Total Expenditures	\$148,531.36	\$143,208.15	\$157,228.57	\$996,232.20	\$1,380,139.26	\$2,376,371.46	

200-Special Revenue Funds - Expenditures by Object Code							
	OCT 2024	NOV 2024	DEC 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
100 Salaries	\$8,760.36	\$22,840.71	\$12,679.33	\$61,555.07	-\$61,555.07	\$0.00	0.00%
200 Associated Payroll	\$761.10	\$14,136.21	\$3,714.48	\$20,174.31	-\$20,174.31	\$0.00	0.00%
300 Services	\$637.00	\$6,389.35	\$0.00	\$13,067.21	-\$13,067.21	\$0.00	0.00%
400 Supplies and Materials	\$0.00	\$3,961.79	\$3,792.22	\$14,642.01	-\$14,642.01	\$0.00	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%
Total Expenditures	\$10,158.46	\$47,328.06	\$20,186.03	\$109,438.60	-\$109,438.60	\$0.00	

401-Capital Projects - Expenditures by Object Code							
	OCT 2024	NOV 2024	DEC 2024	Actual YTD	Budget YTD	Annual Budget	BVA%
300 Services	\$11,500.51	\$0.00	\$0.00	\$11,500.51	-\$11,500.51	\$0.00	0.00%
400 Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
411 K-8 Allotments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500 Equipment/Facility	\$180,319.97	\$0.00	\$302,798.29	\$483,118.26	-\$483,118.26	\$0.00	0.00%
600 Dues & Fees	\$0.00	\$0.00	\$0.00	\$4,744.36	-\$4,744.36	\$0.00	0.00%
Total Expenditures	\$191,820.48	\$0.00	\$302,798.29	\$499,363.13	-\$499,363.13	\$0.00	

Notes from the Business Office

Revenue Highlights:

- This month, we received our regular state pass-through payment totaling **\$190,924.67**, along with **\$51,659.77** restricted grants, and \$30.00 in miscellaneous revenue.

Expenditures Highlights:

- In December, expenditures for object codes 100, 200, 300, and 400—covering salaries, payroll-related costs, services, supplies, and materials—are tracking as expected at an average of 45% of the annual budget for this time of year. December marks the halfway point of our fiscal year. We anticipate that 411-K-8 allotments will continue to increase during the winter months. Overall, expenditures remain aligned with our budgetary goals.

Capital Project Expenditure Highlights (401 Fund):

- I've added the Capital Projects section to this report. To date, we've spent approximately \$500K and are awaiting the final invoice from Blue Spruce Contractors to close out the project. I'll provide a complete summary in the coming months.

Restricted Grant Highlights (200 Fund):

- To date, approximately **\$109,438.60** has been expensed using restricted grant funds from the 200 fund. The district was invoiced for QTR 2 in January and this revenue will be reflected next board meeting. Grant expenditures are on track for this point in the fiscal year.

Investment Options

Here's a comparison of CD investment options to maximize returns while staying within our public fund restrictions. The tables outline estimated earnings for \$100,000 and \$200,000 across different timelines. Edward Jones offers the most competitive rates overall, with strong short- and long-term options. SELCO Community Credit Union (in Salem) provides a solid alternative, particularly through its Tier 2 Rewards program, and WaFd Bank has some short-term specials. Oregon State Credit Union offers insured options but with lower returns.

1. Edward Jones

- **Top Rates:**
 - 3 months: 4.35% APY
 - 6 months: 4.25% APY
 - 1 year: 4.20% APY
 - 2 years: 4.25% APY
 - 5 years: 4.20% APY

Investment	Timeline	Rate (APY)	Earnings (Approx)
\$100,000	3 months	4.35%	\$1,087.50
\$200,000	3 months	4.35%	\$2,175.00
\$100,000	6 months	4.25%	\$2,125.00
\$200,000	6 months	4.25%	\$4,250.00
\$100,000	1 year	4.20%	\$4,200.00
\$200,000	1 year	4.20%	\$8,400.00
\$100,000	2 years	4.25%	\$8,668.13
\$200,000	2 years	4.25%	\$17,336.25
\$100,000	5 years	4.20%	\$22,837.68
\$200,000	5 years	4.20%	\$45,675.36

2. SELCO Community Credit Union

- **Standard Certificates (Tier 2 with Rewards):**

- 6 months: 4.25% APY
- 1 year: 4.25% APY
- 18 months: 4.00% APY
- 5 years: 3.85% APY
- **Standard Certificates (Base):**
 - 6 months: 3.75% APY
 - 1 year: 3.75% APY
 - 5 years: 3.35% APY

Investment	Timeline	Rate (APY)	Earnings (Approx)
\$100,000	6 months	4.25%	\$2,125.00
\$200,000	6 months	4.25%	\$4,250.00
\$100,000	1 year	4.25%	\$4,250.00
\$200,000	1 year	4.25%	\$8,500.00
\$100,000	18 months	4.00%	\$6,018.58
\$200,000	18 months	4.00%	\$12,037.15
\$100,000	5 years	3.85%	\$21,149.67
\$200,000	5 years	3.85%	\$42,299.34

3. WaFd Bank

- **CD Specials:**
 - 7 months: 4.25% APY (with qualifying account)
 - 13 months: 4.00% APY

Investment	Timeline	Rate (APY)	Earnings (Approx)
\$100,000	7 months	4.25%	\$2,479.17
\$200,000	7 months	4.25%	\$4,958.33
\$100,000	13 months	4.00%	\$4,333.33
\$200,000	13 months	4.00%	\$8,666.67

4. Oregon State Credit Union (OSCU)

- **Certificates of Deposit:**
 - 6-11 months: 3.75% APY
 - 12-23 months: 3.45% APY
 - 60 months: 3.00% APY

Summary of Best Earnings

1. **Edward Jones:** Best overall short-term and long-term rates (up to 4.35% APY for 3 months).
2. **SELCO Tier 2 Rewards:** Excellent short-term rates (up to 4.25% APY for 6 or 12 months).
3. **WaFd Bank CD Specials:** Competitive short-term rates (4.25% APY for 7 months with qualifying account).
4. **OSCU CDs:** Decent rates, but lower overall (up to 3.75% APY for 6-11 months).

Our Rates at a Glance

January 28, 2025

Whatever your specific income needs, Edward Jones can help determine which investments may be right for you. Below are some examples of the many income investments Edward Jones offers.

FDIC-insured Certificates of Deposit ¹

Term	APY
3 months	4.35%
6 months	4.25%
9 months	4.20%
1 year	4.20%
2 years	4.25%
3 years	4.20%
4 years	4.15%
5 years	4.20%

Maturities and/or rates may not be available in all states.

Treasury Bills, Notes & Bonds ²

3-month	3.96%	YTM ¹⁰
6-month	4.10%	YTM ¹⁰
1-year	4.02%	YTM ¹⁰
2-year	4.11%	YTM ¹⁰
5-year	4.21%	YTM ¹⁰
10-year	4.39%	YTM ¹⁰
30-year	4.66%	YTM ¹⁰

Government-sponsored Enterprise Notes ³

Fannie Mae, Freddie Mac, TVA	3.48%	to	5.43%	YTM ¹⁰
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Corporate Bonds ⁴

Investment Grade	1.84%	to	6.17%	YTM ¹⁰
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Tax-free Bonds ⁵

AAA	2.07%	to	4.44%	YTM ¹⁰
AA	1.80%	to	4.73%	YTM ¹⁰
A	2.11%	to	4.57%	YTM ¹⁰

Updated as of market close January 28, 2025. Rates and yields shown are subject to availability and change without notice. Rates are provided for informational purposes only and should not be deemed a solicitation for any specific investment.

Please see page 2 for important disclosure information.

Jeremy W Santee-Malloy
Financial Advisor

Consumer Price Index (YOY)

2.90%	Rate effective: Dec 2024
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Prime Rate

7.50%	Rate effective: December 19, 2024
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Personal Line of Credit ⁶

Pricing Group Assets Under Care	Rate
Less than \$100,000.00	9.50%
\$100,000.00 to \$249,999.99	9.25%
\$250,000.00 to \$499,999.99	8.75%
\$500,000.00 to \$999,999.99	8.25%
\$1,000,000.00 to \$2,499,999.99	7.00%
\$2,500,000.00 to \$4,999,999.99	6.75%
\$5,000,000.00 to \$9,999,999.99	6.50%
\$10,000,000.00 and over	6.25%

Rates effective: December 19, 2024

The margin interest rate is variable and is established based on the higher of a base rate of 4.00% or the current prime rate.

FDIC Insured Bank Deposit ⁷

Effective Date of the INSD Rate		12/31/2024
Insured Rate Tier	Pricing Group Range	Interest Rate
1	Less than \$250,000	0.45%
2	\$250,000 to \$499,999.99	1.05%
3	\$500,000 to \$999,999.99	1.05%
4	\$1,000,000 to \$9,999,999.99	1.55%
5	\$10,000,000 and above	2.05%

Interest on Uninvested Cash Balances ⁸

Retirement	0.50%
Nonretirement	0.50%

Edward Jones Money Market Fund ⁹

7-day Current Yield

Taxable Money Market Fund

Investment Shares	3.75%
Retirement Shares	3.74%
Rates effective: January 27, 2025 *	

* Restricted availability. See page 2, footnote 9.

1 Certificates of Deposit – Annual Percentage Yield (APY), effective January 28, 2025.

APY interest cannot remain on deposit; periodic payment of interest is required. Certificates of deposit (CDs) offered by Edward Jones are bank-issued and FDIC-insured up to \$250,000 (principal and accrued interest accrued but not yet paid) per depositor, per depository institution, for each account ownership category. Edward Jones is not a bank or FDIC-insured institution and deposit insurance only covers the failure of an insured bank. FDIC insurance for brokered-CDs offered by Edward Jones is provided by the FDIC-insured banks that issue the CDs on a "pass-through" basis, which requires certain conditions to be met for coverage to apply. The list of those banks frequently changes. For a list of banks in our network offering brokered-CDs, visit <https://www.edwardjones.com/brokered-cd-banks>. Contact your financial advisor to determine availability. Above-referenced maturities and rates subject to availability and price change. CD values are subject to interest rate risk such that when interest rates rise, the prices of CDs can decrease. If CDs are sold prior to maturity, the investor can lose principal value. FDIC insurance does not cover losses in market value. Early withdrawal may not be permitted. Yields quoted are net of all commissions. CDs require the distribution of interest and do not allow interest to compound. CDs offered through Edward Jones are issued by banks and thrifts nationwide. All CDs sold by Edward Jones are registered with the Depository Trust Corp (DTC).

2 Treasury Notes and Bonds – These are exempt from state income tax and backed as to the timely payment of principal and interest. All rates expressed as yield to maturity as of 01/28/2025 unless otherwise indicated. Yield and market value will fluctuate if sold prior to maturity, and the amount received from the sale of these securities may be less than the amount originally invested. U.S. Treasury Bills, Notes and Bonds are not insured by the FDIC, are not deposits, and may lose value.

3 Government-sponsored Enterprise Notes – These notes are not guaranteed and are not debts or obligations of the United States or any federal agency or instrumentality other than the sponsoring enterprise. They are not FDIC-insured, are not deposits, and may lose value. They are backed by (and only by) the full faith and credit of the issuer.

4 Corporate Bonds – Investment-grade bonds are those with a rating of AAA to BBB by Standard & Poor's or Aaa to Baa2 by Moody's. If bonds are also insured as to the timely payment of principal and interest, no representation is made as to the insurer's ability to meet its commitments. Corporate Bonds are not FDIC-insured, are not deposits, and may lose value.

5 Tax-free Bonds – These are exempt from federal income tax; however, they may be subject to state and local taxes and the alternative minimum tax (AMT). These bonds are not FDIC-insured, are not deposits, and may lose value.

6 Personal Line of Credit – Our Personal Line of Credit is a margin loan and is available only on certain types of accounts. Investing on margin or using a margin loan involves risk and is not appropriate for everyone. You can lose more funds than you deposit in the margin account. If the value of the securities in your margin account decline, you may be required to deposit cash or additional securities. In the event of a margin call, the firm can sell securities or other assets in your accounts and can do so without notice to you. You may not be entitled to choose which securities or other assets in your accounts are liquidated or sold to meet a margin call. The firm can increase its maintenance margin requirements at any time and/or not grant an extension of time on a margin call. Interest will begin to accrue from the date of the loan and be charged to the account.

7 FDIC Insured Bank Deposit – Edward Jones is not a bank or FDIC-insured institution and deposit insurance only covers the failure of an insured bank. FDIC insurance for deposits held in the Insured Bank Deposit Program ("Program") is provided by the FDIC-insured banks that participate in the Program, on a "pass-through" basis which requires certain conditions to be met for coverage to apply. For a current list of the network of FDIC-insured banks participating in the Program, see Insured Bank Deposit at <https://www.edwardjones.com/bankdeposit>. Additional information concerning how interest rates are determined and other important disclosures are included in the Program Disclosure, available from your financial advisor or at <https://www.edwardjones.com/bankdeposit>. For more information on FDIC insurance, visit www.fdic.gov.

8 Cash Interest is held in the account as a "free credit balance," which is a liability of Edward Jones and payable on demand to the client. Free credit balances are presumed to be awaiting investment and should not be held solely for the purpose of earning interest. Free credit balances are used by Edward Jones in the ordinary course of its business subject to the requirements of Rule 15c3-3 under the Securities Exchange Act of 1934. The use of clients' free credit balances generates revenue for Edward Jones, in the form of interest and income, which Edward Jones retains as additional compensation. For more information on how Edward Jones is compensated, please see Understanding How We Are Compensated for Financial Services, which is available from your financial advisor or at <https://www.edwardjones.com/disclosures/account-fees>.

Cash Interest is calculated daily based on the cash balance of the account for that day and is paid monthly. Rates for Cash Interest are determined by Edward Jones and are influenced by many factors including Federal Reserve Board policy as well as other market conditions. Edward Jones is not a bank or FDIC-insured institution and deposit insurance only covers the failure of an insured bank. FDIC insurance for deposits held as Cash Interest is provided by the FDIC-insured banks where funds are deposited into accounts held for the benefit of Edward Jones' clients, on a "pass-through" basis, which requires certain conditions to be met for coverage to apply. For a current list of the network of FDIC-insured banks where Cash Interest may be deposited, see <https://www.edwardjones.com/uninvested-cash>.

9 As of February 9, 2019, the Edward Jones Money Market Fund (Fund) is no longer available for new brokerage accounts or existing brokerage accounts that did not have the Fund selected as the sweep option on that date. The Fund is still available for new and existing pooled plans, vendor-held retirement plans, Advisory Solutions accounts and Guided Solutions accounts.

Edward Jones Money Market Fund – Yields represent past performance. Past performance is not a guarantee of future results. Current performance may be lower or higher than the performance quoted. Yields will fluctuate as market conditions change. The seven-day net annualized yield is based on the average net income per share for the seven days ended on the date of calculation and offering price on that date.

You should carefully consider the investment objectives, risks, and charges and expenses before investing. The prospectus and summary prospectus, containing this and other information, are available from your financial advisor. You should read the prospectus and summary prospectus carefully before investing.

You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the Fund is not insured or guaranteed by the FDIC or any other government agency, is not a deposit, and may lose value. The Fund's sponsor has no legal obligation to provide financial support to the Fund, and you should not expect that the sponsor will provide financial support to the Fund at any time.

10 Yields to Maturity (YTM) – All rates expressed as yield to maturity as of January 28, 2025, unless otherwise indicated. Yield and market value may fluctuate if sold prior to maturity, and the amount received from the sale of these securities may be less than the amount originally invested.

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Certificates



SELCO RATE AND FEE SCHEDULE

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This Rate and Fee Schedule, in combination with the attached Certificate Truth-in-Savings Account Disclosures, sets forth current conditions, rates, and fees applicable to Certificate of Deposit accounts at SELCO Community Credit Union. SELCO may offer other rates and fees, or amend these rates and fees, from time to time without notice. Each account holder agrees to the terms set forth on this Schedule and attached Disclosures and acknowledges that they are part of the applicable Membership and Account Agreement.

APY is Annual Percentage Yield.

SELCO Rate Guarantee: If you open a Certificate account with us, and we increase the offering rate on the same product and term within 30 days of your account's opening, we'll automatically raise your rate to match the new rate.

Rates effective Wednesday, January 29, 2025 and subject to change without notice.

STANDARD CERTIFICATES

The following rates apply to both consumers and business entities.

Term	Dividend Rate	APY	Dividend Rate with Certificate Reward		APY with Certificate Reward	
6 Months	3.698 %	3.75 %	Tier 1:	3.941 %	Tier 1:	4.00 %
			Tier 2:	4.184 %	Tier 2:	4.25 %
One Year	3.698 %	3.75 %	Tier 1:	3.941 %	Tier 1:	4.00 %
			Tier 2:	4.184 %	Tier 2:	4.25 %
18 Months	3.455 %	3.50 %	Tier 1:	3.698 %	Tier 1:	3.75 %
			Tier 2:	3.941 %	Tier 2:	4.00 %
Two Years	3.211 %	3.25 %	Tier 1:	3.455 %	Tier 1:	3.50 %
			Tier 2:	3.698 %	Tier 2:	3.75 %
Three Years	3.113 %	3.15 %	Tier 1:	3.357 %	Tier 1:	3.40 %
			Tier 2:	3.601 %	Tier 2:	3.65 %
Four Years	3.162 %	3.20 %	Tier 1:	3.406 %	Tier 1:	3.45 %
			Tier 2:	3.650 %	Tier 2:	3.70 %
Five Years	3.309 %	3.35 %	Tier 1:	3.552 %	Tier 1:	3.60 %
			Tier 2:	3.796 %	Tier 2:	3.85 %
Seven Years	3.552 %	3.60 %	Tier 1:	3.796 %	Tier 1:	3.85 %
			Tier 2:	4.038 %	Tier 2:	4.10 %

COLLEGE SAVINGS CERTIFICATES

Term	Dividend Rate	APY
6 Months	3.698 %	3.75 %
One Year	3.698 %	3.75 %
Two Years	3.211 %	3.25 %

IRA CERTIFICATES

Term	Dividend Rate	APY
One Year	3.844 %	3.90 %
Two Years	3.357 %	3.40 %
Three Years	3.260 %	3.30 %
Four Years	3.309 %	3.35 %
Five Years	3.455 %	3.50 %

Certificates

Truth-in-Savings Account Disclosures



Standard Certificates

1. **Dividend Rate and APY:**
 - a. The Dividend Rates and Annual Percentage Yields (APY) are set forth in the Rate & Fee Schedule. They are fixed and will be in effect for the term of the account except that if SELCO raises the offering rate on your specific certificate and term within 30 calendar days of account opening, your rate will automatically adjust to match the new, higher rate.
 - b. The APY is a percentage rate that reflects the total amount of dividends to be paid on an account based on the Dividend Rate and frequency of compounding for an annual period. The APY is based on an assumption that dividends will remain on deposit until maturity; withdrawal of dividends will reduce earnings.
2. **Certificate Reward:** SELCO membership accounts meeting Certificate Reward program requirements automatically receive a higher dividend rate on all standard certificates. The reward rate is applied at the end of business on the day the Certificate is opened and remains in effect throughout the term.
 - a. Program qualification is based on the average daily balance of all SELCO savings deposit accounts held by the member's household* over the 9-month (270-day) period immediately preceding Certificate account opening.
 - All SELCO savings, certificate, money market, Investor Plus, IRA, HSA, and escrow share accounts are included in calculating the average daily balance for reward program qualification.
 - Checking account balances are not included in calculating reward program qualification.
 - b. Households with a 9-month average balance of \$25,000-\$99,999 receive a Tier 1 dividend rate and APY on Standard Certificates.
 - c. Households with a 9-month average balance of \$100,000 or more receive a Tier 2 dividend rate and APY on Standard Certificates.

*"Household," as used herein, means relatives of the member who claim the same primary residence as the member.
3. **Compounding, Crediting, and Accrual of Dividends:**
 - a. Dividends begin to accrue on cash and noncash item (e.g., check) deposits on the business day you make the deposit.
 - b. Dividends are calculated by the daily balance method, which applies a daily periodic rate to the principal in the account each day.
 - c. Dividends will be compounded and credited quarterly. The Dividend Period begins on the first calendar day of the quarter and ends on the last calendar day of the quarter.
 - d. Dividends are periodically posted to the Certificate account by default. Upon request, dividends may be periodically posted to your checking or savings account.
4. **Minimum Balance and Transaction Limitations:** The minimum balance required is \$500 and additional deposits are not allowed. After your account is opened, you may make withdrawals of dividends. Withdrawal of any portion of the principal requires the account to be closed and may also trigger an early withdrawal penalty.
5. **Early Withdrawal Penalty:** In addition to closing the account, we may impose a penalty if you withdraw any portion of the principal before the maturity date.
 - a. Amount of Penalty: The amount of the early withdrawal penalty is based on the account's term, as follows:
 - Terms less than 12 months: 90 days' dividends
 - Terms of 12-23 months: 150 days' dividends
 - Terms of 24-35 months: 180 days' dividends
 - Terms of 36-59 months: 240 days' dividends
 - Terms of 60 months or greater: 365 days' dividends
 - b. How the Penalty Works: The penalty is calculated as a forfeiture of part of the dividends that have been earned. In other words, if the account has not yet earned enough dividends or if the dividend has already been paid, the penalty will be deducted from the principal.
 - c. Exceptions to Early Withdrawal Penalties: At our discretion, we may pay the account before maturity without imposing an early withdrawal penalty:
 - When an account owner dies or is determined incompetent by a court or other body of competent jurisdiction; or
 - When you withdraw funds to purchase products from SELCO Investment and Retirement Services or SELCO Services Group with seven days' advance notice of the early withdrawal.
6. **Maturity and Renewal:** Your account will mature on the maturity date stated on your Certificate Account Receipt or Renewal Notice. By default, consumer Certificates will automatically renew for another term of the same duration upon maturity. Alternatively, you may opt to have your Certificate renew for a different term, or have the Certificate funds transferred to your checking or savings account. Certificates held by business entities will not automatically renew. After maturity and automatic renewal, you have a 10-day grace period to withdraw funds without being charged an early withdrawal penalty. SELCO reserves the right to not renew any account and in that case will provide written notice of nonrenewal 30 days prior to the scheduled renewal date.
7. **Nontransferable/Non-Negotiable:** Your account is nontransferable and non-negotiable. The funds in your account may not be pledged to secure any obligation of an owner, except obligations of SELCO.
8. **Business Entity Certificates:** Updated beneficial ownership information may be required of business members at Certificate account opening.

Special Certificate Offers

Standard Certificate terms and disclosures apply except those that are inconsistent with the following Special Certificate terms:

1. **Maturity And Renewal:** By default, Special Certificate Offers will automatically renew for a 6-month term upon maturity.
2. **Certificate Rewards:** Special Certificate Offers are not eligible for Certificate Reward dividends, but balances do count toward Certificate Reward qualification.

College Savings Certificates

Standard Certificate terms and disclosures apply except those that are inconsistent with the following College Savings Certificate terms:

1. **Minimum Balance and Transaction Limitations:** The minimum opening balance is \$100 and unlimited additional deposits of \$50 or more are allowed.
2. **Age and Membership Limitations:** College savings certificates are available only to SELCO Vault account holders age 17 or younger.
3. **Maturity and Renewal:** If a College Savings Certificate matures after the account holder's 18th birthday, it will not automatically renew. In that case, at maturity the balance will transfer to the owner's SELCO savings account.

4. **Certificate Rewards:** College Savings Certificates are not eligible for Certificate Reward dividends, but balances do count toward Certificate Reward qualification.

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IRA Certificates

Standard Certificate terms and disclosures apply to IRA Certificates except those that are inconsistent with the following IRA Certificate terms:

1. **Transaction Limitations:** After your account is opened, you may transfer dividends to your IRA share account. Withdrawal of any portion of the principal requires the account to be closed and may be subject to early withdrawal penalty and other tax penalties. However, a withdrawal based upon a Required Minimum Distribution (RMD) is allowed and the account can remain open.
2. **Maturity And Renewal:** Your account will automatically renew for another term upon maturity. You have a grace period of ten (10) days after maturity to transfer funds back into your designated IRA share account without being charged an early withdrawal penalty. The Credit Union reserves the right not to renew this account and will provide written notice of non-renewal thirty days prior to the scheduled renewal date.
3. **Exceptions to Early Withdrawal Penalty:** At our discretion, we may pay the account before maturity without imposing an early withdrawal penalty:
 - When an account owner dies or is determined incompetent by a court or other body of competent jurisdiction; or
 - When you withdraw funds to purchase products from SELCO Investment and Retirement Services or SELCO Services Group with seven days' advance notice of the early withdrawal.
 - When a withdrawal is based upon a Required Minimum Distribution (RMD).
4. **Certificate Rewards:** IRA Certificates are not eligible for Certificate Reward dividends, but balances do count toward Certificate Reward qualification.



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selco.org





Business Deposit Rates

AZ, ID, NV, NM, OR, TX, UT & WA Regions

CD Specials:

\$1,000 minimum deposit to open. Deposits over \$1 million are subject to approval. A penalty may be assessed for early withdrawal. Promotion may be discontinued at any time.

Terms	Without Qualifying ² Checking: Rate/APY%	With Qualifying ² Checking or \$25,000 New Money: Rate/APY%	Renewal Term
4-5 Months	Not Available	4.16/4.25	4-5 Months
7 Months	4.06/4.15	4.16/4.25	6 - 11 Months
13 Months	3.82/3.90	3.92/4.00	12 - 17 Months
19 Months	3.34/3.40	3.44/3.50	18 - 23 Months

Fixed Rate Certificates of Deposit:

\$1,000 minimum deposit to open (\$500 for minors). Deposits over \$1 million are subject to approval. A penalty may be assessed for early withdrawal.

Choice of Terms	\$1,000 + Rate/APY %	\$90,000 + Rate/APY %	Renewal Term
14 Days - 2 Months	N/A	0.10/0.10	14 Days - 2 Months
3 Months	0.05/0.05	0.10/0.10	3 Months
4 - 5 Months	See Above	Listed CD	Specials
6 - 11 Months	0.15/0.15	0.20/0.20	6 - 11 Months
12 - 17 Months	0.20/0.20	0.25/0.25	12 - 17 Months
18 - 23 Months	0.20/0.20	0.25/0.25	18 - 23 Months
24 - 35 Months	0.20/0.20	0.25/0.25	24 - 35 Months
36 - 47 Months	0.20/0.20	0.25/0.25	36 - 47 Months
48 - 59 Months	0.25/0.25	0.30/0.30	48 - 59 Months
60 Months	0.30/0.30	0.35/0.35	60 Months

Effective 1/22/2025 and subject to change. Interest rates and Annual Percentage Yields (APYs) for accounts over \$1 million are subject to approval. Service charges or withdrawals will reduce earnings. Please ask us for details.

¹Daily Balance

²Qualifying checking accounts include any Business Checking.

Business Premium Money Market:

\$100 initial deposit to open. \$1,000 minimum¹ to earn interest and avoid \$12 monthly service charge. Promotion may be discontinued at any time.

\$1,000 - \$14,999	Interest Rate/APY% 0.80/0.80
\$15,000+	Interest Rate/APY% 0.99/1.00

Business Money Market:

\$100 initial deposit to open. \$1,000 minimum¹ to earn interest and avoid \$12 monthly service charge.

\$1,000 - \$89,999	Interest Rate/APY% 0.80/0.80
\$90,000 +	Interest Rate/APY% 0.90/0.90

Business Savings:

\$25 initial deposit to open. \$100 minimum¹ to earn interest and \$200 to avoid \$5 monthly service charge.

Interest Rate/APY%	0.40/0.40
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Business Interest Checking:

\$100 initial deposit to open. \$1,000 minimum¹ to earn interest. \$5,000 minimum to avoid \$15 service charge.

\$1,000 - \$9,999	Interest Rate/APY% 0.15/0.15
\$10,000 +	Interest Rate/APY% 0.25/0.25

Business Account Rate and Fee Schedule



Business account rates

Each account holder agrees to the terms set forth on this Business Account Rate and Fee Schedule and acknowledges that it is part of the Business Membership and Account Agreement.

Accounts	Minimum balance to open account	Minimum balance to earn dividends	Dividend rate	Annual percentage yield
Free Business Checking	\$25	N/A	N/A	N/A
Smart Business Checking [§]	\$25	\$1,000**	0.05%	0.05%
Select Business Checking	\$25	\$10,000**	See chart below	See chart below
Business Basic Savings*	\$5	\$100***	0.15%	0.15%
Business Money Market [§]	\$5	\$1,000**	1.00%	1.00%
Business Investor's Money Market	\$10,000	\$10,000**	See chart below	See chart below

Select Business Checking	Balance: \$0-9,999	Balance: \$10,000-24,999	Balance: \$25,000-49,999	Balance: \$50,000-99,999	Balance: \$100,000 and more
Dividend rate	0.00%	0.05%	0.10%	0.15%	0.20%
Annual percentage yield	0.00%	0.05%	0.10%	0.15%	0.20%

Investor's Money Market [§]	Balance: \$0-9,999	Balance: \$10,000-24,999	Balance: \$25,000-49,999	Balance: \$50,000-99,999	Balance: \$100,000 and more
Dividend rate	0.00%	1.44%	1.49%	1.69%	1.73%
Annual percentage yield	0.00%	1.45%	1.50%	1.70%	1.75%

* Following a three-month grace period, Business Basic Savings must maintain a minimum daily balance of more than \$250 or, if less than \$250, have one other account type to avoid a \$3 service fee per calendar month. If you have multiple Business Basic Savings accounts, each account may receive a separate fee based on each individual balance.

** Average daily balance that must be maintained to earn dividends.

*** Minimum daily balance that must be maintained each day to earn dividends.

§ See Truth-in-savings disclosure on next page.

Accurate as of 10/11/24



Truth-in-savings disclosure

1. **Rate information.** The dividend rate and annual percentage yield may change monthly as determined by the Board of Directors. The annual percentage yield is a percentage rate that reflects the total amount of dividends to be paid on an account based on the dividend rate and frequency of compounding for an annual period. Accounts closed prior to crediting dividends will not receive accrued dividends. The Investor's Money Market and Select Business Checking accounts are tiered rate accounts. The dividend rate and annual percentage yield applicable to each account depend on the balance ranges set forth on the preceding page. Once a balance range is met, the dividend rate and annual percentage yield for that range will apply to the entire balance in your account.
2. **Nature of dividends.** Dividends are paid from current income and available earnings after required transfers to reserves at the end of the dividend period. The dividend rate and annual percentage yield set forth on the preceding page are the prospective rates that the credit union anticipates paying for the dividend period. The dividend period begins on the first calendar day of the month and ends on the last calendar day of the month. Dividends begin to accrue on cash and non-cash (e.g., check) deposits on the business day you make the deposit into your account. Dividends are compounded and credited monthly. If you close your account before accrued dividends are credited, accrued dividends will not be paid.
3. **Balance information.** Dividends and minimum balance for Business Basic Savings accounts, Business Money Market accounts, and Business Investor Money Market accounts are calculated by the daily balance method, which applies a daily periodic rate to the principal in the account each day. For Business Money Market accounts, there is a daily minimum balance requirement of \$1,000 to earn dividends. For Business Investor's Money Market accounts, there is a daily minimum balance requirement of \$10,000 to earn dividends. Dividends and minimum balance for Smart Business Checking accounts and Select Business Checking accounts are calculated by the average daily balance method, which applies a periodic rate to the average daily balance in the account for the period. The average daily balance is determined by adding the full amount of principal in the account for each day of the period and dividing that figure by the number of days in the period. For Smart Business Checking accounts, there is an average daily minimum balance requirement of \$1,000 to avoid a service fee. For Select Business Checking accounts, there is an average daily minimum balance requirement of \$10,000 to avoid a service fee.



Business account service fees

Membership	
Membership fee	\$10
Accounts	
Business Basic Savings only¹	
\$250 minimum balance	No charge
Less than \$250 minimum balance	\$3 per calendar month
Business Money Market	No charge
Business Investor's Money Market	No charge
Free Business Checking	
No minimum balance	No charge
Checks deposited - first 100 checks	Free
Checks deposited - 100+ checks	\$0.20 each
Cash deposited - \$0 - \$3,000	Free
Cash deposited - over \$3,000	\$0.10 per \$100
Checks cleared - first 100 checks	Free
Checks cleared - over 100 checks	\$0.20 each
Smart Business Checking	
\$3,000 average daily balance	No charge
Less than \$3,000 average daily balance	\$10 per statement period
Checks deposited - first 250 checks	Free
Checks deposited - 250+ checks	\$0.15 each
Cash deposited - \$0 - \$5,000	Free
Cash deposited - over \$5,000	\$0.10 per \$100
Checks cleared - first 200 checks	Free
Checks cleared - 200+ checks	\$0.15 each
Select Business Checking	
Account service fee	\$15 per statement period
Checks deposited	\$0.12 each
Cash deposited	\$0.12 per \$100
Checks cleared	\$0.12 each
Account closure fee	
Inactive membership fee	No charge
Non-MICR encoded checks	\$5 per month
Mis-encoded checks	No charge
Overdraft paid (Courtesy Payment)	No charge
Fees limited to five overdraft paid fees per day, per account; \$10 fee waived if item is \$10 or less	\$10 per item
Returned item fee (non-sufficient funds)	\$10 per presentment ²
Fees limited to one returned item fee per day, per account; \$10 fee waived if item is \$10 or less	
Overdraft protection transfer	No charge
Returned deposited item	\$10 per item
Returned item deposited through third-party ATM location	\$10 per item and correspondent fees
Dishonored non-credit union check written by authorized signer	\$30 per check
Business Online Banking	\$5 per month
Cash Management (must have Business Online Banking)	
Online wire transfers	\$20 per month
Domestic outgoing	\$10 per wire
International outgoing	\$25 per wire
ACH Origination	\$20 per month
Per item fee	\$0.10 per transaction
ACH return fee	\$5 per transaction
Desktop Remote Deposit Capture service	\$20 per month
Check Positive Pay service	\$20 per month
Wire transfers	
Domestic	
Outgoing	\$30
International wire	
U.S. funds	\$35 + third-party fees ⁵
Foreign currency	\$35 + third-party fees ⁵
Incoming wire	\$15
Business supplies	
Business checks	Fees depend on the style and quantity ordered
Endorsement stamp	Fees depend on the style and quantity ordered
Temporary checks	\$2 per page
Cashier's checks	
Cashier's checks	\$5 per check
Stop payment	\$30
Automated teller machines (ATMs)	
Owned by Oregon State Credit Union	Free
CO-OP® Network (These ATMs are not owned by Oregon State Credit Union)	
1-6 transactions per month	Free
More than 6 transactions per month	\$1.50 per transaction
Other machines	\$1.50 per transaction
Miscellaneous	
Check images printed and mailed	\$25 per month
Check collections or exchange	\$10 + third-party fees ⁵
Deposit bag	\$7 per bag
Member in good standing letter	No charge
Mortgage amortization schedule	No charge
Notary service	\$5 per document
Electronic bill paying	
Online account access or bill pay	No charge
Bill pay stop payment	\$25
Plastic card replacement	\$6 per card
Safe deposit box rental	\$35 to \$110 per year
Safe deposit drilling fee	\$25 + third-party fees ⁵
Safe deposit re-keying fee	\$25 + third-party fees ⁵
Redemption of foreign currency ³	\$10 + third-party fees ⁵
Purchase of foreign currency	\$10 + third-party fees ⁵
Special services provided by third-party vendors	Actual charge
IRS incorrect SSN or TIN fee	Actual charge
Bad address fee	\$5 per month
Locator research fee	\$25
Levy or garnishment processing fee	\$75
Stop payment of business check	\$25
Check copy	\$5 per check
Statement copy	\$5 per statement
Account research	\$25 per hour
In-branch cash advance service fee	\$15 ⁴
Pay by phone	\$15 per transaction

Accurate as of 10/11/24



Business account service fee disclosures

- 1 Following a three-month grace period, Business Basic Savings must maintain a minimum daily balance of more than \$250 or, if less than \$250, have one other account type to avoid a \$3 service fee per calendar month. If you have multiple Business Basic Savings accounts, each account may receive a separate fee based on each individual balance.
- 2 If we do not pay an overdraft item, there may be a fee as set forth within our fee schedule. We may charge a fee each time an item is submitted for payment. Returned item fees are limited to one per day per account.
- 3 Minimum redemption amount is \$50.
- 4 Service fee is charged on cash advances requested in one of our branch locations using a non-Oregon State Credit Union credit or debit card.
- 5 Third-party fees are determined by our vendor partners. The total fee (our fee plus third-party fees) will be disclosed at time of service.



Add-on certificate offer

Term	Balance ranges		
	Subject to minimum opening balance of \$250		
	\$250-24,999	\$25,000-99,999	\$100,000 and more
6 months*	3.50 (3.56)**	3.50 (3.56)**	3.50 (3.56)**

Certificate account rates

Term	Balance ranges		
	Subject to minimum opening balance of \$500		
	\$500-24,999	\$25,000-99,999	\$100,000 and more
6-11 months	3.68* (3.75)**	3.68* (3.75)**	3.68* (3.75)**
12-23 months	3.39* (3.45)**	3.39* (3.45)**	3.39* (3.45)**
24-35 months	3.15* (3.20)**	3.15* (3.20)**	3.15* (3.20)**
36-47 months	2.96* (3.00)**	2.96* (3.00)**	2.96* (3.00)**
48-59 months	2.96* (3.00)**	2.96* (3.00)**	2.96* (3.00)**
60 months	2.96* (3.00)**	2.96* (3.00)**	2.96* (3.00)**

* Member Merits do not apply to add-on certificate offers or business/organization accounts, excluding trust accounts. IRA certificates are not eligible for add-on certificate offers.

** Rates in parentheses () indicate annual percentage yield after compounding daily and posting monthly.

See page 6 for Certificate account disclosures.

Accurate as of 10/11/24



Certificate account disclosures

Each account holder agrees to the terms set forth on the certificate account rates page and in these disclosures and acknowledges that they are part of the Business Membership and Account Agreement.

1. **Rate information:** The dividend rates and annual percentage yields are based upon the balance ranges as set forth in the certificate account rates chart. The annual percentage yield is a percentage rate that reflects the total amount of dividends to be paid on an account based on the dividend rate and frequency of compounding for an annual period. The dividend rate and annual percentage yield are fixed and will be in effect for the term of the account.
2. **Compounding and crediting:** Dividends will be compounded daily and credited monthly. The dividend period begins on the first calendar day of the month and ends on the last calendar day of the month.
3. **Balance information:** The minimum balance required to open and maintain each account is \$500. Dividends are calculated by the daily balance method, which applies a daily periodic rate to the principal in the account each day.
4. **Accrual of dividends:** Dividends begin to accrue on cash and non-cash (e.g., check) deposits on the business day you make the deposit into your account.
5. **Transaction limitations:** After your account is opened, you may not make additional deposits to your certificate account, unless the account is an add-on certificate. You may make additional deposits to your add-on certificate's principal balance after the account is open, until maturity. If your add-on certificate rate is for new money only, any additional deposits must also be new money. You may make dividend withdrawals from all certificate accounts. A withdrawal of dividends will reduce earnings.
6. **Maturity:** Your account will mature within the term set forth at the time of opening your certificate.
7. **Early withdrawal penalty:** We may impose a penalty if you withdraw any of the principal before the maturity date.
 - a. **How the penalty works:** If certificate funds other than dividends are withdrawn prior to maturity, a penalty is imposed. The penalty assessed may reduce the remaining balance after the withdrawal. If the amount withdrawn reduces the balance below the minimum balance required, the certificate will be canceled, and the penalty will be taken from the entire principal balance.
 - b. **Amount of penalty:** The amount of the early withdrawal penalty is based on the term of your account. Term of 365 days or more = \$25, plus 3 percent of the amount withdrawn. Term of 364 days or fewer = \$25, plus 1 percent of the amount withdrawn. Earned dividends will not be subject to a penalty.
 - c. **Exceptions to early withdrawal penalty:** We may pay the account before maturity without imposing an early withdrawal penalty when an account owner dies or is determined legally incompetent by a court or other body of competent jurisdiction.
8. **Renewal policy:** Your certificate account will automatically renew for another term upon maturity, at an interest rate offered for that certificate at the time of renewal. There is no grace period. Any changes to the certificate account after the maturity date will result in withdrawal penalties. You may not make additional deposits to a certificate account after it automatically renews to a non-promotional rate term at maturity.
 - The 70-day Anniversary Certificate, 5-month promotional add-on certificate and 8-month promotional certificate will automatically renew at maturity to a non-promotional 6-month certificate at an interest rate offered for that non-promotional certificate at the time of renewal.
 - The 15-month promotional certificate, including the 15-month promotional add-on certificate, will automatically renew to a non-promotional 12-month certificate at an interest rate offered for that non-promotional certificate at the time of renewal.
9. **Nontransferable/nonnegotiable:** Your account is nontransferable and nonnegotiable. The funds in your account may not be pledged to secure any obligation of an owner, except obligations with the credit union. The par value of a regular share in the credit union is \$5.
10. **Flexible terms:** Flexible terms range from 182 days - 5 years. Flexible terms do not apply to special Certificate offer.
11. **Earned interest:** Earned interest may be withdrawn without penalty before the certificate matures.
12. **Federally insured:** Accounts are federally insured up to \$250,000.

Luckiamute Valley Charter School
 Bridgeport Campus
 Board Meeting Minutes
 January 15, 2025

Call to Order: The meeting was called to order at 6:35pm

Board Members Present: Vicki Avery, Matt Beasley, Kendall Cates, Greg Oldham, Fred Weisensee

Staff Members Present: Christy Wilkins, Christine Caponi, Daniel Shimek

Board Secretary: Donna Santa Maria

Public in Attendance: None

1. Approval of Agenda: Fred made a motion to approve agenda with noted amendment of highlighted policies to be deleted, Greg seconded, all in favor.

2. Consent Agenda: Fred made a motion to approve December Board minutes as presented, Kendall seconded, all in favor.

3. Announcements: Next Board meeting will be February 19, 2025, at 6:30pm. Noted- Greg will be absent.

4. Public Comments: None

5. Old Business: None

6. New Business:

Policies: First Readings.

LVCS has signed up with OSBA for the specific charter school policies. These policies fall into four categories as listed below. The highlighted policies were removed by OSBA for further review.

Required

- o AC G1
- o AC R 1 D1
- o AC R 2 G1
- o GBN_JBA G1
- o IL G1
- o JBA_GBN G1
- o JHCD G1
- o JHCD R G1

Highly Recommended

- o GCBDA_GDBDA OR G1

- GCBDC_GDBDC G1
- GCBDC_GDBDC R G1
- GCBDD_GDBDD D1
- GCBDF_GDBDF G1
- GCBDF_GDBDF R G1

Optional

- IKJ G1

Delete

- GBN_JBA R 1 D1
- GBN_JBA R 2 D1
- GCBDA_GDBDA G1
- GCBDA_GDBDA OR R 1 D1
- JBA_GBN R 1 D1
- JBA_GBN R 2 D1
- JHCD_JHCDA G1
- JHCD_JHCDA R G1

Directors Report: Christy Wilkins

- LVCS Appreciates our Board- acknowledgement of each of the members dedication to our school was spoken and a few crafted items from students were handed out. Thank you to our Board!
- Stacey Zaback, the Middle School Science teacher was awarded the prestigious Presidential Award for Science and Math. We are proud of her! She will be honored at a ceremony at Washington D.C.
- Holidays- Secret Santa continues to be a fun Holiday event for the staff.

There were platters of food dropped off by parents as well as Tony Diaz visiting the classrooms as Santa.

- Professional Development- Curriculum for Math is being discussed and researched. PLCs continue to move forward.
- Staffing- Emily Daberkow was hired as a 4th grade assistant.
- Bridgeport Garden- a 20 x 20 Hoop house was donated by the Postman/Olund family! It will be installed by Lua with the help of volunteers.
- ORC3s- the membership to this organization will continue as it is providing guidance and advocacy specific to Charter Schools.

Finance Report: Christine Caponi

- Monthly Overview- monthly financials are in order and they include the Transaction report, Profit and Loss, Balance Sheet and Budget to Actual.
- Audit and Audit Letter- Audit letter and report was read. Greg made a motion to approve, Matt seconded, and all were in favor. Letter was signed by Board Chair.
- Financial Presentation- included Cash on Hand, Dues and Fees and Supplies and Materials, Purchased Services. Cash on Hand was discussed: Cash on Hand- a summary that shows monthly balances was shared and read; there were no concerns or questions. The Gardening Program Committee discussed long range goals and facilities to support in house cooking. The Food Program is discussing funding from grants for the program to be more cost effective. The 24/25 Budget is being monitored and will remain consistent through the end of the year. The planning process for the 2025-2026 school year is in its early stage.
- Resolution 250115-5 – funds to be transferred for Salaries, Sub Fund and Benefits was passed as presented. Matt motioned to approve, and Fred seconded. All in favor.

8. Enrollment - As of January 7, 2025, enrollment is 211. LVCS continues to have small class size and full enrollment with a waiting list for each class.

9. Adjournment: The meeting was adjourned at 8:25pm.

**Mission Statement:**

Through our **E3** model at Dallas Community School, we **ENGAGE** students by fostering curiosity, **EMPOWER** them through meaningful, real-world learning experiences, and **EQUIP** them with the skills needed to make a positive impact in their communities.

Community Innovation Partners Dallas Community School Agenda February 6, 2025

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. February 6, 2025 Agenda
 - b. January 9, 2024 Minutes
3. Public Comment:
4. Treasurer's Report - Brian McCoy/Erin Miller
 - a. December 2024 Financials
 - b. CD Investment Review
5. Director Report - Andy Johnson
 - a. Enrollment
 - b. Charter Renewal Timeline
 - c. Accreditation Update
 - d. Calendar Review - FEB, MAR, APR
6. Board Discussion and Action:
 - a. Andy's Review
 - b. Live Oak Bank Account Renewal
 - c. Grant - Youth Farmers Market: Audrey McMorrow
7. Adjourn

Next Meeting: March 6, 2025 @ 5:30 PM

Board Meeting Minutes for Thursday, January 9, 2025 @ 5:30 p.m.

PLEASE NOTE: IN PERSON & ON VIDEO CONFERENCE

Date: January 9, 2025
Location: 636 Main St., Dallas, OR 97338

In Attendance

President: Wendy Sparks
Vice President: Erin Miller
Secretary: Heather Irwin
Treasurer: Brian McCoy
Board Members: Jessica Mackey, Doug Akin
Staff: Andy Johnson, Dawn Adams
Visitors: Alex Burwash

Mission Statement: Through our **E3** model at Dallas Community School, we **ENGAGE** students by fostering curiosity, **EMPOWER** them through meaningful, real-world learning experiences, and **EQUIP** them with the skills needed to make a positive impact in their communities.

1. **Call to order:** 5:30 PM
2. **Consent Agenda:** Jess M. is removed from the list of attendees for the 12/5/2024 minutes, as she was not present. With these changes, Brian M. moves to approve the Consent Agenda. Erin M. seconds, and the motion is approved.
 - a. January 9, 2025 Agenda
 - b. December 5, 2024 Minutes
3. **Public Comment:** No comment.
4. **Treasurer's Report:**
 - a. **Financials - Brian M.:** Brian M. reviews the November 2024 financial summary with the board. No questions are raised.
5. **Director Report - Andy Johnson**
 - a. **Enrollment:** Andy J. reviews the current enrollment figures and provides an update, expressing confidence that the next informational meeting will draw a full house. The board also discusses the new high school signage, agreeing that it looks excellent.
 - b. **Charter Renewal Timeline:** Andy J. reports that the Letter of Intent has been submitted. On February 10, 2025, the Dallas School District 2 Board of Directors will hold its initial discussion on the charter renewal. At this meeting, Andy J. will

also present the annual report.

Following the required 30-day waiting period, the Dallas School District 2 Board of Directors will vote at the March 10 board meeting to authorize Steve S. to enter into negotiations with Dallas Community School. Andy J. noted that Steve S. suggested instructional hours and their impact on education could be a topic of discussion.

Negotiations will occur between March 10 and June 9, 2025, with Steve S. set to present the finalized charter for approval at the June 9 board meeting.

- c. **Facilities Update:** The meeting is being held in the new space, highlighting progress made so far. Andy J. provides an update on the ongoing work, describing the "surgical-style" installations that will continue until the project is fully completed.
- d. **Accreditation Update:** Andy J. explained that there were seven components required for submission, two of which had already been completed. He had been steadily working through the remaining pieces and was on track to meet the January 30 submission deadline.
- e. **Strategic Plan Development:** Andy J. stated that the current priorities are charter renewal and accreditation. He noted that more information regarding strategic plan development will be available once these tasks are completed.
- f. **Calendar Review:** (JAN, FEB, MAR) Andy J. reported that K-8 classes will begin on Monday. He also announced the high school ribbon-cutting ceremony, scheduled for tomorrow at 9:00 AM in partnership with the Chamber of Commerce. Additionally, he shared that a team of staff will attend the Deeper Learning conference this year, with Melina S., Cami M., and Chelsea H. participating from March 31, 2025, to April 4, 2025.

Andy J. highlighted the success of both the recent K-8 and high school exhibitions, noting the positive impact of strategic improvements in teacher and guide placement. He emphasized how these events showcased student talent and engagement. Moving forward, the K-8 model will include two exhibitions and a talent show to build on this momentum.

He also noted that Audrey M. 's community classes are fully booked, reflecting their popularity, and that a new high school instructional assistant has been hired using grant funding. Lastly, Andy shared the school's new initiative to promote state assessments to foster participation and school pride.

6. Board Discussion and Action:

- a. **Andy's Review:** Wendy S. will distribute the evaluation spreadsheet to the board team. Board members will compile the assessments and use the results to establish goals for the upcoming year. Andy confirmed that he's okay with the process being completed in open session.
- b. **Revised 2024-25 Budget Review:** Wendy suggested focusing on key areas to guide financial planning. Developing an annual operating budget that excludes the building project, setting a reserve goal based on the operating budget, and identifying available funds for reinvestment in future projects, while also establishing a threshold for reserves. She also emphasized the importance of exploring strategies for effectively reinvesting surplus funds.

Heather will consult Kevin to clarify the "unappropriated end balance," determine how reserves are calculated, and confirm whether a minimum reserve is required to maintain operations. The board also discussed examining potential deficits under various enrollment scenarios, including 100 students in the high school, 200 in K-8, and other possibilities. Heather will follow up with Kevin to incorporate these scenarios into financial planning. The budget will be presented again at the next meeting.

- c. **April Meeting-Move to 4/10/2025:** Doug A. motioned to move the meeting to April 10, 2025. Erin M. seconded the motion, and it was approved unanimously.

7. Adjourn:

Next meeting: Thursday, February 6, 2024 @ 7:24 PM

**Minutes
Citizens Oversight Committee
March 4, 2025
District Office Boardroom
5:30 pm**

- **Present:** Jerry Boudreaux, Tara Townley, Bob Archer, Steve Spencer, Bill Masei, Marlene Gillis, Lee Schlenker, Jen Reinhart, Candy Posey, Deena Loughry, John Hockman, Tami Montague, Natalie Castillo

- **Absent** – Gary Suderman, Sean Johnson

1.0 Welcome - Meeting called to order at 5:30 p.m.

2.0 Approval of Minutes

- A motion to approve the minutes from February 4, 2025, was made by Deena Loughry and seconded by Jen Reinhart

3.0 Financial Update

- Tami provided a financial update through the end of January
- Expenditures over the past month has been slow
- Additional revenue has started coming in for matching grant money. The district still has another \$2.5 million to claim from grants, that money can be claimed as the projects are completed.
- There is approximately \$20 million remaining for future projects
- The second issuance of the bond dollars has been completed

4.0 Old Business

Discussion on declining enrollment and the potential construction of a gym at LaCreole Middle School (LMS).

- Enrollment has decreased by 569 students since 2010, with projections showing a continued decline for the next four years.
- Community open house sessions have discussed concerns about declining enrollment and the current elementary grade structure
- A possible proposal for a Pre-engineered Metal Building (PEMB) for multiple uses instead of a traditional gym at LMS was discussed. The PEMB would be a phased project, with the district paying for the shell/exterior and community fundraising required for the interior.

- The bond language was clarified, noting that the LMS gym was not part of the original bond plans. The gym language was part of a pamphlet that was circulated by community members.
- Steve is seeking input from the committee regarding the LMS gym project. The school board will be asking for a recommendation from the committee. Steve is asking whether the committee thinks that they should:
 - Pause the project
 - Move forward with building the gym
 - Consider not building the gym at all
 - Consider building a Pre-engineered Metal Building (PEMB) instead of a gym, which could serve multiple purposes (indoor tennis, volleyball, basketball, wrestling, etc.)
- The committee will likely need to weigh the pros and cons of these options, including factors like the declining student enrollment, cost-effectiveness, potential community support, and long-term facility needs. It might be helpful for the committee to gather more community feedback before making a final recommendation to the School Board.
- The district has received a \$20,000 Technical Assistance Program (TAP) Grant, which is being used to conduct a Facility Assessment Report (FAR). The FAR will provide a detailed analysis of the following:
 - Completed maintenance: What repairs or upgrades have already been carried out.
 - Deferred maintenance: What maintenance has been delayed or postponed, potentially leading to future issues.
 - Current issues: Any ongoing or emerging problems that need attention.
 - The district is in the final phase of completing the FAR, and it will play a critical role in guiding the Long-Range Facility Planning Committee. The district will use the FAR to assess not only the physical condition of the facilities but also programmatic and educational needs, ensuring that the facilities align with the current and future demands of the district.
- The possibility of a larger bond and extended bond period to cover more funds was also discussed.
- The addition of an ADA-compliant elevator to the upper gym at LMS is planned.

5.0 New Business

5.1 – RFQ Selection –

- Nine contractors submitted qualifications to be considered for the upcoming bond work by the deadline of 2/13/25.
- The top four contractors invited to bid are Kirby Nagelhout Construction, Gerding Builders, P&C Construction, and Triplett Wellman. Inline Construction was selected as an alternate.
- The contract will cover the Athletic Vestibule, modernization of the CTE Building, and other projects at Dallas High School (DHS). Bids are due by April 3, 2025.
- Five abatement contractors attended the bid walk for the CTE building and the locker rooms at the LMS. This project is scheduled to take place over Spring Break.

5.2 – Upcoming Bond Work –

- DHS – Sidewalks and ADA access on Holman Ave and Ash St will be replaced in partnership with the City of Dallas.
- DHS – Replacement of portions of metal siding over the concrete masonry walls on the science wing and along the theater. And the metal roof at the athletic entrance will be replaced this summer.
- DHS – Bollman Theater LED lighting upgrade and stage rigging replacement.
- LED lighting upgrades will also take place at DHS, LMS, and District Office hallways, aiming for 100% completion by summer.
- LMS – Abatement of the ceiling in the locker rooms. Resealing the exterior rock wall on the gym.
- Portable Buildings – Roof replacements at elementary schools, with Post High's roof being replaced after the school year ends.
- Whitworth – The galvanized piping that leads into the building will be replaced with Pex and the water heater will be replaced as well.
- Morrison/District Office – New interior door hardware, T-grid ceiling to accommodate lighting, siding and paint for and miscellaneous critical facility upgrades and HVAC projects.

6.0 Public Input – N/A

7.0 Next Meeting – Meeting originally scheduled for April 1, 2025, but rescheduled to April 8, 2025, 5:30 PM, District Office Boardroom

8.0 Adjourn – The meeting was adjourned at 6:58 p.m.

Committee Chair **Jerry Boudreaux**

Date

Committee Secretary **Natalie Castillo**

Date