

Meeting Packet

REGULAR SESSION

4/10/2025

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J
Philomath High School Community Conference Room
2054 Applegate Street, Philomath

4/10/2025 07:00 PM

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

The Board will meet in executive session at 6:00 pm per ORS 192.660(2)(d) to carry on labor negotiations for those who are designated by the governing body to carry on labor negotiations; and per ORS 192.660(2)(i) to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

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

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Approval of Consent Agenda

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

iii. Request for Agenda Modifications

2. Public Comment

C. REPORTS~

1. Student Government Report

2. Association Reports

- PEA
- OSEA

3. School Stuff

- Facilities
- Student Services
- Technology

4. Superintendent Report

5. Financial Report

- Board Report (p. 6)
- Appropriations (p. 7)
- PSD Cash Flow (p. 8)
- PES Student Activities Report (p. 9)
- PMS Student Activities Report (p. 10)
- PHS Student Activities Report (p. 12)
- Enrollment Totals (p. 16)

D. STRATEGY AND DISCUSSION ~

1. 19th Street Construction
2. Safety Committee Updates
3. Facility Update

E. DISCUSSION & ACTION ITEMS ~

1. Student Representatives to the Board
2. Close 2024-2025 Interdistrict Transfer
3. Softball Field Naming Committee
4. Second Reading Policies

- GCAA (p. 17)
- GBNAA-JHFF (p. 24)
- JHFF-GBNAA (p. 27)

F. MEETING CLOSURE ~

1. Next Meeting Agenda Items
2. Board Thanks
3. Board Requests
4. Adjournment

G. IMPORTANT DATES

Apr 19	5:30 pm	Blodgett Summit Community Club Fundraiser at Blodgett ES
April		World Autism Month
May 6	6:00 pm	First Budget Committee Meeting
May 8	7:00 pm	Regular Board Meeting
May 5-9		Teacher Appreciation Month
May 6-12		National Nurses Week
May 20		Second Budget Committee Meeting, if needed

CONSENT AGENDA

April 10, 2025

Updated: 4/8/25 11:13 AM

- A. Minutes:**
- B. Out of State Travel:** None
- C. Personnel/Staffing Adjustments:** None
 - 1. Retirements:** None
 - 2. Resignations:**
 - i. David Dunham as of 6/16/2025 High School Language Arts Teacher
 - 3. New Hires:**
 - i. Anna Ayres Temporary IA – High School
 - 4. Staff Reassignments/Changes in FTE:** None
 - 5. Coaches:** None
 - 6. Extra Duty Assignments:** None



April 10, 2025

Board Members:

The year is flying by at the speed of light, it's hard to believe that we are already in April with only a couple months left in the school year.

We will have a 2025-26 Proposed budget ready for review by the end of April in preparation for our Budget Committee meeting on May 6th. While we wait for updates from the Legislative Session we will continue to budget at the initial Governor's recommended budget level of \$11.359B SSF allocation for the 2025-27 Biennium.

Please see the enrollment report included in the board packet, enrollment is 1625 including part-time students.

March 2025 General Fund Expenditures totaled \$1,849,006. Expenditures that exceeded \$10,000 are as follows:

• American Fidelity	\$ 11,107	(PFMLI contributions)
• NW Natural	\$ 15,156	(February gas bill)
• CTL Corporation	\$ 23,940	(Staff Chromebook purchase)
• Ednetics, Inc.	\$ 25,729	(partial payment Key Card system)
• Pacific Power	\$ 26,886	(February power bill)
• Oregon Educators Benefit Board	\$ 212,988	(February Insurance premiums OEBB)
• Kings Valley Charter School	\$ 240,442	(March SSF payment to KVCS)
• PERS	\$ 249,065	(February PERS payments)

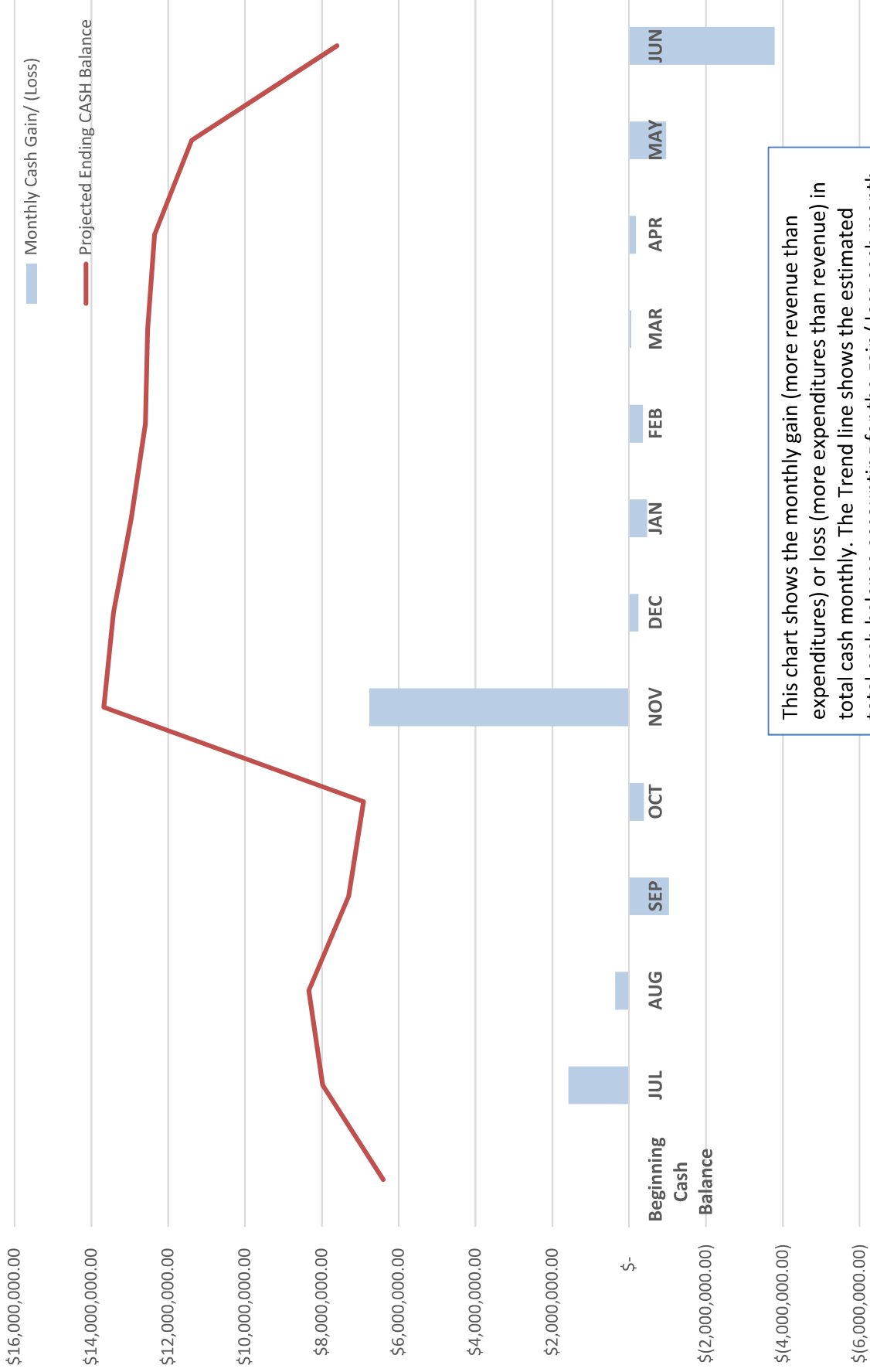
Respectfully Submitted,
Jennifer Griffith
Business Manager

PHILOMATH SCHOOL DISTRICT, 17J
Appropriations, Budget vs. Actual
Fiscal Year 2024-2025

	Appropriations	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund (100)					
1000 Instruction	15,381,817	9,639,781	5,380,034	15,019,815	362,002
2000 Support Services	8,702,563	6,068,560	1,947,643	8,016,203	686,360
4000 Facilities	224,000	186,794	-	186,794	37,206
5200 Transfers	970,000	691,225	-	691,225	278,775
6000 Contingency	368,000	-	-	-	368,000
Sub Totals	25,646,380	16,586,360	7,327,677	23,914,037	1,732,343
Local/State/Federal Programs Funds					
Special Revenue Fund (200)					
1000 Instruction	2,276,262	1,323,214	671,033	1,994,247	282,015
2000 Support Services	1,511,713	377,109	202,447	579,556	932,157
3000 Community Services	785,716	423,516	114,943	538,459	247,257
4000 Facilities	360,000	307,429	-	307,429	52,571
5200 Transfers	-	-	-	-	-
Sub Totals	4,933,691	2,431,268	988,423	3,419,691	1,514,000
Pool Operations Fund (295)					
1000 Instruction	9,346	6,155	2,123	8,278	1,068
2000 Support Services	-	-	-	-	-
3000 Community Services	180,354	146,772	23,408	170,180	10,174
Sub Totals	189,700	152,927	25,531	178,458	11,242
Assoc. Student Body (284, 285, 286)					
1000 Instruction	806,119	355,597	76,067	431,664	374,455
Debt Service Funds (300)					
5000 Debt Service	1,837,600	547,200	1,290,400	1,837,600	-
Capital Improvement Funds (400)					
1000 Instruction	-	-	-	-	-
2000 Support Services	547,500	262,156	42,215	304,371	243,129
4000 Facilities	470,667	68,818	-	68,818	401,849
Sub Totals	1,018,167	330,974	42,215	373,189	644,978
Unemployment Fund (600)					
2000 Support Services	151,500	16,468	210	16,678	134,822
Reserve Funds (700)					
1000 Instruction	79,750	44,853	31,360	76,213	3,537
2000 Support Services	115,850	47,200	14,326	61,526	54,324
3000 Community Services	2,400	1,400	1,000	2,400	-
Sub Totals	198,000	93,453	46,686	140,139	57,861
Total Appropriations	34,781,157	20,514,247	9,797,209	30,311,456	4,469,701
Total Unappropriated	19,417,070	-	-	-	19,417,070
Total Adopted Budget	54,198,227	20,514,247	9,797,209	30,311,456	23,886,771

2024-2025 Philomath SD - Monthly Cash Gain/Loss

(Trend line Estimates Ending Cash Balance)



This chart shows the monthly gain (more revenue than expenditures) or loss (more expenditures than revenue) in total cash monthly. The Trend line shows the estimated total cash balance accounting for the gain/ loss each month.

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2024-2025

From: 7/1/2024 To: 6/30/2025

Print Detail

Page Break by Activity

Exclude Encumbrances Reverse Signs Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	6,681.14	670.00	(3,743.77)	3,607.37	.00	3,607.37
284.0000.9701.097.797.812 PES Bloodgett	1,657.60	1,700.46	(2,078.73)	1,279.33	.00	1,279.33
284.0000.9701.097.797.815 CPS Donations	950.09	3,275.24	(5,273.50)	(1,048.17)	(1,229.00)	(2,277.17)
284.0000.9701.097.797.816 PES Grants	3,232.76	4,398.00	(5,507.15)	2,123.61	.00	2,123.61
284.0000.9701.097.797.826 PES Field Trips	.00	.00	.00	.00	.00	.00
284.0000.9701.097.797.827 PES Library	507.69	.00	.00	507.69	.00	507.69
284.0000.9701.097.797.828 PES Donations-Unrestricted	1,232.02	22,404.62	(19,163.01)	4,473.63	(3,286.25)	1,187.38
284.0000.9701.097.797.830 PES Music	223.02	577.00	(175.28)	624.74	.00	624.74
284.0000.9701.097.797.834 Falcon Swag Fund Balance	141.11	1,421.86	(1,260.38)	302.59	.00	302.59
284.0000.9701.097.797.842 PES Social Committee	369.85	967.89	(196.97)	1,140.77	.00	1,140.77
284.0000.9701.097.797.846 PES Yearbook	1,532.76	2,222.00	1,535.73	5,290.49	.00	5,290.49
284.0000.9701.097.797.847 PES Students in Need	(14.88)	74.00	(32.70)	26.42	.00	26.42
284.0000.9701.097.797.849 CPS Students in Need	(29.80)	50.00	.00	20.20	.00	20.20
284.0000.9701.097.797.850 PES School Supplies	.00	.00	.00	.00	.00	.00
284.0000.9701.097.797.851 CPS Cub Swag Fund Balance	.00	.00	.00	.00	.00	.00
GRAND TOTALS	16,483.36	37,761.07	(35,895.76)	18,348.67	(4,515.25)	13,833.42

End of Report

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285.0000.9701.098.798.500 PMS Apparel	655.60	.00	(200.00)	455.60	.00	455.60
285.0000.9701.098.798.501 PMS Art	1,346.04	285.00	(167.00)	1,464.04	.00	1,464.04
285.0000.9701.098.798.502 PMS Athletics	2,514.43	810.00	(737.15)	2,587.28	.00	2,587.28
285.0000.9701.098.798.503 PMS Band	(18.02)	4,348.07	(1,793.21)	2,536.84	.00	2,536.84
285.0000.9701.098.798.504 PMS Band Repair/Replace	379.76	.00	.00	379.76	.00	379.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	592.27	1,549.03	(1,380.50)	760.80	.00	760.80
285.0000.9701.098.798.508 PMS Drama	14,235.12	8,600.27	(7,775.76)	15,059.63	(1,599.00)	13,460.63
285.0000.9701.098.798.510 PMS Library	80.47	.00	.00	80.47	.00	80.47
285.0000.9701.098.798.511 PMS Life Skills	612.11	.00	.00	612.11	.00	612.11
285.0000.9701.098.798.512 PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	23,262.91	.00	(6,183.00)	17,079.91	.00	17,079.91
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	25.00	.00	.00	25.00	.00	25.00
285.0000.9701.098.798.519 PMS School Enhancement	133.63	235.90	(322.40)	47.13	.00	47.13
285.0000.9701.098.798.520 PMS Science	12.14	.00	.00	12.14	.00	12.14
285.0000.9701.098.798.521 PMS Shop	(593.64)	1,960.00	(969.76)	396.60	.00	396.60
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,428.99	150.00	(50.00)	1,528.99	.00	1,528.99
285.0000.9701.098.798.523 PMS Student Body Fees	648.87	8,730.00	(5,363.18)	4,015.69	.00	4,015.69
285.0000.9701.098.798.524 PMS Suspension Account	1,101.88	822.14	(1,010.44)	913.58	.00	913.58
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	221.77	.00	.00	221.77	.00	221.77
285.0000.9701.098.798.529 PMS Student Wellness	3,585.90	500.00	(3,500.00)	585.90	.00	585.90
285.0000.9701.098.798.530 PMS Oregon Research Institute	1,674.93	.00	(1,687.16)	(12.23)	.00	(12.23)

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Exclude Encumbrances

Reverse Signs

Subtotal By Journal

Page Break by Activity

	Range Beg. Balance	Range Revenue	Range Expenditures	Range Balance	Encumbrances	Available Balance
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	586.72	250.00	.00	836.72	.00	836.72
285.0000.9701.098.798.535 PMS School Supplies	10.00	.00	.00	10.00	.00	10.00
285.0000.9701.098.798.536 PMS Turkey Bingo	.00	1,301.09	(1,301.09)	.00	.00	.00
285.0000.9701.098.798.537 PMS Fitness	426.02	.00	(454.12)	(28.10)	.00	(28.10)
285.0000.9701.098.798.538 PMS Engineering	64.84	625.62	(715.60)	(25.14)	.00	(25.14)
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS	57,204.39	30,167.12	(33,610.37)	53,761.14	(1,599.00)	52,162.14

End of Report

Benton County School District 17J

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286.0000.9701.099.799.000 Student Activities	(217.41)	.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	149.09	.00	.00	149.09	.00	149.09
286.0000.9701.099.799.604 PHS Art	423.22	2,486.30	(1,389.36)	1,520.16	(700.00)	820.16
286.0000.9701.099.799.605 PHS Art Club Beginning Fund Balance	56.23	.00	.00	56.23	.00	56.23
286.0000.9701.099.799.606 PHS ASB	6,130.10	7,537.71	(4,499.10)	9,168.71	.00	9,168.71
286.0000.9701.099.799.607 PHS Athletic Officials	.00	38,654.96	(29,755.14)	8,899.82	(250.00)	8,649.82
286.0000.9701.099.799.611 PHS Athletics	14,929.55	10,472.83	(7,690.69)	17,711.69	.00	17,711.69
286.0000.9701.099.799.613 PHS Baseball	4,365.51	18,320.00	(20,095.60)	2,589.91	(600.00)	1,989.91
286.0000.9701.099.799.616 PHS Botany	4,221.12	.00	(1,063.19)	3,157.93	.00	3,157.93
286.0000.9701.099.799.617 PHS Boys Basketball	13,633.33	13,115.00	(14,593.22)	12,155.11	(7,990.20)	4,164.91
286.0000.9701.099.799.618 PHS Cheerleading	14,591.91	47,053.65	(39,748.75)	21,896.81	(7,455.00)	14,441.81
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	(8.42)	435.44	.00	435.44
286.0000.9701.099.799.620 PHS Community Service Club-G. Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	8,549.33	5,090.76	(2,610.32)	11,029.77	(600.00)	10,429.77
286.0000.9701.099.799.622 PHS Dance Team	8,334.01	17,312.54	(12,915.99)	12,730.56	(1,818.00)	10,912.56
286.0000.9701.099.799.625 PHS Donation	693.01	.00	.00	693.01	.00	693.01
286.0000.9701.099.799.627 PHS Driver Education	.00	9,625.00	(9,625.00)	.00	.00	.00
286.0000.9701.099.799.629 PHS Drama Club Beginning Fund Balance	.00	5,301.47	(1,583.46)	3,718.01	(700.00)	3,018.01
286.0000.9701.099.799.633 PHS Robotics Fund Balance	16,191.54	14,844.44	(21,934.13)	9,101.85	(1,452.48)	7,649.37
286.0000.9701.099.799.634 Robotics PHRED FLL Fund Balance	1,000.00	1,000.00	(1,188.00)	812.00	.00	812.00
286.0000.9701.099.799.635 PHS Foods	1,810.54	4,066.59	(1,084.90)	4,792.23	.00	4,792.23

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286.0000.9701.099.799.636 PHS Football	3,500.59	25,472.50	(10,864.93)	18,108.16	(3,070.90)	15,037.26
286.0000.9701.099.799.637 PHS Forestry	8,042.13	1,802.00	(751.75)	9,092.38	(1,000.00)	8,092.38
286.0000.9701.099.799.638 PHS GED	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.639 PHS German Class	353.54	.00	.00	353.54	.00	353.54
286.0000.9701.099.799.640 PHS Girls Basketball	17,692.43	18,635.00	(15,225.04)	21,102.39	(9,557.28)	11,545.11
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	799.94	720.00	(522.00)	997.94	.00	997.94
286.0000.9701.099.799.642 PHS Green Team	289.83	.00	.00	289.83	.00	289.83
286.0000.9701.099.799.643 PHS Racial Equity/Culture Club	145.00	.00	(39.40)	105.60	.00	105.60
286.0000.9701.099.799.644 PHS Life Skills	5,651.57	.00	(285.52)	5,366.05	(150.00)	5,216.05
286.0000.9701.099.799.645 PHS Library	(105.01)	.00	.00	(105.01)	.00	(105.01)
286.0000.9701.099.799.646 PHS Lifeguard	(20.00)	230.00	.00	210.00	.00	210.00
286.0000.9701.099.799.647 PHS Link Crew	215.54	.00	.00	215.54	.00	215.54
286.0000.9701.099.799.649 PHS Manufacturing Technology	6,944.08	2,480.00	(807.01)	8,617.07	(1,962.60)	6,654.47
286.0000.9701.099.799.652 PHS Misc Books	105.78	.00	.00	105.78	.00	105.78
286.0000.9701.099.799.653 PHS Music Band	2,866.97	5,925.00	(686.09)	8,105.88	.00	8,105.88
286.0000.9701.099.799.654 PHS Music Choir	319.00	325.00	(200.00)	444.00	.00	444.00
286.0000.9701.099.799.655 PHS Music Tour	9,354.61	.00	.00	9,354.61	.00	9,354.61
286.0000.9701.099.799.656 PHS National Honor Society	1,992.93	120.00	.00	2,112.93	.00	2,112.93
286.0000.9701.099.799.657 PHS OWC Athletics Account	5,201.48	11,321.66	(8,750.31)	7,772.83	.00	7,772.83
286.0000.9701.099.799.658 PHS OWC Activities Account	(927.71)	6,000.00	(445.54)	4,626.75	.00	4,626.75
286.0000.9701.099.799.659 PHS Parking/Student Safety	1,436.71	2,185.00	(1,389.29)	2,232.42	.00	2,232.42

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286.0000.9701.099.799.660 PHS PE Fees	280.60	75.00	.00	355.60	.00	355.60
286.0000.9701.099.799.661 PHS Peer Counseling	195.74	.00	.00	195.74	.00	195.74
286.0000.9701.099.799.664 PHS PHS Pay to Play	.00	22,650.00	(14,450.00)	8,200.00	.00	8,200.00
286.0000.9701.099.799.665 PHS Preschool	2,623.32	2,200.00	(3,784.51)	1,038.81	.00	1,038.81
286.0000.9701.099.799.666 PHS Prom	6,663.42	696.25	(1,795.00)	5,564.67	(4,600.25)	964.42
286.0000.9701.099.799.668 PHS Golf fund Balance	.00	5,706.00	(2,400.00)	3,306.00	(3,084.36)	221.64
286.0000.9701.099.799.670 PHS Scholarship	700.77	.00	.00	700.77	.00	700.77
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos-BES fundraiser	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.674 PHS School Enhancement	10,160.84	840.87	2,332.25	13,333.96	(2,083.72)	11,250.24
286.0000.9701.099.799.675 PHS School of Business	1,875.43	.00	(874.03)	1,001.40	.00	1,001.40
286.0000.9701.099.799.676 PHS Science	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.678 PHS Soccer Boys	917.60	2,926.00	.00	3,843.60	.00	3,843.60
286.0000.9701.099.799.679 PHS Soccer Girls	1,351.09	3,591.00	(4,075.18)	866.91	.00	866.91
286.0000.9701.099.799.680 PHS Softball	9,860.06	12,020.00	(10,361.28)	11,518.78	(3,319.37)	8,199.41
286.0000.9701.099.799.681 PHS Spanish Class	1,401.35	.00	(405.85)	995.50	.00	995.50
286.0000.9701.099.799.682 PHS Youth Transition Program	1,432.52	35.00	(40.00)	1,427.52	.00	1,427.52
286.0000.9701.099.799.684 PHS Student Body Fee	2,040.00	15,585.00	(17,305.00)	320.00	.00	320.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	400.00	355.00	(615.00)	140.00	.00	140.00
286.0000.9701.099.799.686 PHS Swim Team	693.48	1,948.20	(2,637.90)	3.78	.00	3.78
286.0000.9701.099.799.687 PHS Boys Tennis	5,131.61	300.00	.00	5,431.61	(355.50)	5,076.11
286.0000.9701.099.799.688 PHS Girls Tennis	4,489.92	150.00	.00	4,639.92	(27.10)	4,612.82
286.0000.9701.099.799.689 PHS Theatre	4,112.10	5,009.33	(2,765.37)	6,356.06	.00	6,356.06

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2024-2025

From: 7/1/2024 To: 6/30/2025

Print Detail

Page Break by Activity

Exclude Encumbrances Reverse Signs Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.690 PHS Track	625.35	4,201.43	(301.17)	4,525.61	(2,683.00)	1,842.61
286.0000.9701.099.799.692 PHS Boys Volleyball Fund Balance	.00	300.00	.00	300.00	.00	300.00
286.0000.9701.099.799.693 PHS Girls Volleyball	11,209.45	6,569.01	(4,764.24)	13,014.22	(2,135.00)	10,879.22
286.0000.9701.099.799.695 PHS Warrior Wellness	2,310.43	21.28	(105.68)	2,226.03	.00	2,226.03
286.0000.9701.099.799.696 PHS Wrestling	1,560.66	13,096.89	(10,130.37)	4,527.18	(1,887.68)	2,639.50
286.0000.9701.099.799.697 PHS Yearbook	(252.74)	16,970.00	(3,690.32)	13,026.94	(19,081.50)	(6,054.56)
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship	7,701.36	1,213.46	.00	8,914.82	.00	8,914.82
286.0000.9701.099.799.705 HS Student Transcript Fees	9.24	67.52	.00	76.76	.00	76.76
GRAND TOTALS	237,113.01	386,624.65	(287,920.80)	335,816.86	(76,563.94)	259,252.92

End of Report

2024 / 2025 SCHOOL YEAR
ENROLLMENT FIGURES as of: April 10, 2025

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	88	68	5			0	3	12	
1st	112	<u>91</u>	5			0	1	15	
2nd	117	90	6			0	1	20	
3rd	118	96	4			1	1	16	
4th	127	96	<u>10</u>			0	0	21	
5th	103	<u>88</u>				0	1	14	
6th	134			111		1	0	22	
7th	135			114		6	0	15	
8th	136			<u>116</u>		1	0	19	
9th	133				110	13	0	10	
10th	132				99	18	0	15	
11th	145				112	23	0	10	
12th	145				<u>116</u>	<u>23</u>	<u>0</u>	6	
Totals	159	370	30	341	437	86	7	195	

TOTAL FULL-TIME ENROLLMENT - All Schools 1,618

Philomath School District 17J - 2024-2025 School Year -- Summary of Enrollment

School	09/12	10/10	11/14	12/09	01/09	02/13	03/13	04/10	05/08	06/12
CPS	169	160	158	158	152	162	161	159		
PES	365	365	367	362	369	369	370	370		
BL	32	32	32	32	31	29	29	30		
PMS	351	349	349	347	353	347	345	341		
PHS	452	445	442	443	442	437	433	437		
Academy	78	72	78	77	77	81	86	86		
KVCS	193	194	195	194	190	194	196	195		
SubTotal	1,640	1,617	1,621	1,613	1,614	1,619	1,620	1,618	0	0
Part-time students	0	10	9	9	9	7	7	7		
Total Enrollment	1,640	1,627	1,630	1,622	1,623	1,626	1,627	1,625	0	0

Philomath School District 17J - 2023-2024 School Year -- Summary of Enrollment

School	09/23	10/19	11/16	12/13	01/18	02/29	03/21	04/18	05/16	06/20
CPS	178	178	183	179	180	179	179	172	171	171
PES	367	367	364	367	370	374	376	376	373	373
BL	35	35	35	35	35	35	35	35	35	35
PMS	344	343	343	352	343	345	345	341	337	339
PHS	476	482	461	448	450	460	457	455	443	444
Academy	71	80	87	85	93	90	98	99	101	97
KVCS	203	202	203	208	205	202	200	199	199	195
SubTotal	1,674	1,687	1,676	1,674	1,676	1,685	1,690	1,677	1,659	1,654
Part-time students	0	1	4	0	0	6	7	7	6	6
Total Enrollment	1,674	1,688	1,680	1,674	1,676	1,691	1,697	1,684	1,665	1,660

Philomath School District 17J

Code: GCAA
Adopted: 10/09/06
Revised/Readopted: 8/19/19
Orig. Code: GCAA

Standards for Competent and Ethical Performance of Oregon Educators

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes (ORS).
2. Oregon Administrative Rules (OAR) may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by TSPC the commission under Oregon law Revised Statutes (ORS) or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under ORS Oregon Revised Statutes.
3. The TSPC commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The TSPC commission will promptly investigate complaints:
 - a. The TSPC commission may at its discretion defer action to charge an educator against whom a complaint has been filed under law Oregon Revised Statutes when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the TSPC commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the TSPC commission of the status of any complaints on which the TSPC commission has deferred action.

Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. "Administrator": any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license;
2. "Competent": discharging required duties as set forth in these rules;
3. "Educator": any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering and supervising;
4. "Ethical": conforming to the professional standards of conduct set forth in these rules;

5. “Sexual conduct”: means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve ~~any conduct with a student that includes, but is not limited to:~~
- a. ~~The intentional touching of the breast or sexual or other intimate parts of a student;~~
 - b. ~~Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;~~
 - c. ~~Sexual advances or requests for sexual favors directed toward the~~ towards a student; or
 - d. ~~Of Verbal or physical conduct of a sexual nature that are~~ when directed toward the a student or that have ~~when such conduct has~~ the effect of unreasonably interfering with the a student’s educational performance, or of creating ~~creates~~ an intimidating or hostile or ~~offensive~~ educational environment. ~~or~~

“Sexual conduct” does not include:

- e. Touching ~~Verbal~~ or other physical contact:

- (1) That is necessitated by the nature of the district employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer; and
- (2) For ~~conduct~~ which there is no sexual intent.

- f. Verbal, written or electronic communications that are provided as part of an education program that meets the state ~~has the effect of unreasonably interfering with a student’s~~ educational standards or a policy approved by the Board

- g. Conduct or communications described in above if the district employee, contractor, agent or volunteer is also a student and the conduct or communications:

- (1) Arise out of a consensual relationship between students;

- h. ~~Do not create performance or creates~~ an intimidating or hostile or ~~offensive~~ educational environment; and

- (1) Are not prohibited by law, any policies of the district or any applicable employment agreements.

6. “Sexual harassment”: any unwelcome ~~conduct with an individual which includes but is not limited to~~ sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

7. “Teacher”: any person who holds a teacher’s license as provided in ORS 342.125.

8. “Student”: means any person who is:

- a. In any grade from kindergarten through grade 12; or
- b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
- c. Who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The Competent Educator

The teacher or administrator demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

1. Use of state- and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available; and
5. Skill in the selection and use of teaching techniques conducive to student learning.

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent ~~educator~~ teachers by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;

3. Skill in implementing instructional programs through adequate communication with staff; and
4. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Multiple ways to assess the academic progress of individual students;
2. Skill in the application of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students; and
5. ~~Skill~~Skills in differentiating instruction.

The competent administrator demonstrates:

1. Skill in the use of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment and materials appropriately;

3. Using and maintaining student records as required by federal and state law and district policies and procedures;
4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

The competent administrator demonstrates:

1. Leadership skills in managing the school, its students, staff and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations and other programs as assigned and assures that staff is informed of these requirements; and
2. Skills in planning and staff ~~assignment~~utilization.

Human Relations and Communications

The competent educator works effectively with others — students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others; and
2. Skill in communicating with students, staff, parents and other patrons.

The competent administrator demonstrates:

1. Skill in helping students, staff, parents and other patrons to learn about the school, the district and its program;
2. ~~Skill~~Skills in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and
4. Skill in reconciling conflict.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-educator~~teacher~~ relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
 - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use the district's or school's name, property or resources for noneducational benefit without approval of the educator's supervisor or the appointing authority.


The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;~~and~~
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate; and
4. Respond to requests from a TSPC representative for information, furnish documents to TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

END OF POLICY

Legal Reference(s):

[OAR 584-020-0000 - 0035](#)

House Bill 4160 (2024).

Cross Reference(s):

GBJ - Weapons in Schools - Staff

Philomath School District 17J

Code: GBNAA/JHFF
Adopted: 7/13/20
Revised/Readopted: 5/19/22

Reporting Requirements for Suspected Sexual Conduct with Students

Sexual conduct with students by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students⁴ are subject to this policy. ~~Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.~~

⁵“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within ~~one calendar year~~ ~~90 days~~ prior to the sexual conduct.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

⁵ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the student services administrator who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

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

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

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

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 4160 (2024).

Cross Reference(s):

GBN/JBA - Sexual Harassment

GCAB - Personal Electronic Devices and Social Media - Staff

IIBGA - Electronic Communications System

JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student

JHFE - Reporting of Suspected Abuse of a Child

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

Philomath School District 17J

Code: JHFF/GBNAA
Adopted: 7/13/20
Revised/Readopted: 5/19/22

Reporting Requirements for Suspected Sexual Conduct with Students

Sexual conduct with students by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students⁴ are subject to this policy. ~~Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.~~

⁵“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within ~~one calendar year~~ ~~90 days~~ prior to the sexual conduct.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

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⁴ Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

⁵ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the student services administrator who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

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

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

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

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 4160 (2024).

Cross Reference(s):

GBNAA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students

GCAB - Personal Electronic Devices and Social Media - Staff

JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student

JHFE - Reporting of Suspected Abuse of a Child