



# Philomath School District 17J

## Regular Board Meeting July 7, 2025

Published on July 2, 2025 at 12:33 PM PDT

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### Date and Time

Monday July 7, 2025 at 7:00 PM PDT

### Location

Philomath High School Community Conference Room  
2054 Applegate Street

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### Agenda

	Time
<b>I. Opening Items</b>	<b>7:00 PM</b>
<b>A.</b> Call the Meeting to Order	
<b>B.</b> Open Session	10 m
1. Pledge of Allegiance	
2. Swearing in of Newly Elected Board Members	
3. Election of Board Officers for 2025-2026	
• Board Chair	
• Board Vice Chair	
1. Approval of Consent Agenda	

Time

2. Request for Agenda Modifications

<b>II. REPORTS</b>	<b>7:10 PM</b>
A. Superintendent's Report	5 m
<b>III. STRATEGY AND DISCUSSION</b>	<b>7:15 PM</b>
A. Set Date for Board Work Session	5 m
B. Set Regular Board Meeting Schedule for 2025-2026	5 m
C. Board Liaison Roles	
<b>IV. ACTION ITEMS</b>	<b>7:25 PM</b>
A. Second Reading Policies	5 m
• IKFA	
• IKFA-AR	
<b>V. Closing Items</b>	<b>7:30 PM</b>
A. Next Meeting Agenda Items	3 m
B. Board Thanks	5 m
C. Board Requests	3 m
D. Adjourn Meeting	1 m

# Coversheet

## Open Session

<b>Section:</b>	I. Opening Items
<b>Item:</b>	B. Open Session
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Officers.pdf Consent Agenda.pdf Board Meeting Minutes June 12, 2025.pdf

# Philomath School District 17J

Code: BCB  
Adopted: 11/17/05  
Revised/Readopted: 10/18/18  
Orig. Code: BCB

## Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

### Officers

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions; unless this duty is delegated by the Board chair to another Board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the Board chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies; and

Board Officers – BCB  
1-2

5. Properly post all Board meetings.

### **Board or District Spokesperson**

The Board may appoint one of its members, usually the Board chair, or another person, to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the majority of the Board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 255.335](#)  
[ORS 332.040](#)

[ORS 332.045](#)  
[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

#### **Cross Reference(s):**

BC/BCA - Board Organization

## Philomath School District 17J

### CONSENT AGENDA

**July 7, 2025**

**Updated: 7/1/25 10:07 AM**

**A. Minutes:**

1. Regular Session and Budget Hearing – June 12, 2025

**B. Annual Designations:**

1. Designate Chief Administrative Office – Susan Halliday
2. Designate Deputy Clerk/Business Manager – Jennifer Griffith
3. Designate Custodian of Funds – Susan Halliday
4. Designate Budget Officer – Jennifer Griffith
5. Designate Signatories of District Checks (1 of 3 signatures required) – Susan Halliday, Jennifer Griffith and Board Chair
6. Designate Auditor – Accuity, LLC
7. Designate Insurance Agent of Record – Zolezzi Insurance
8. Designate District Legal Counsel – Garrett, Hemann, Robertson
9. Designate Depositories for School Funds – Citizens Bank, Wells Fargo, Local Government Investment Pool
10. Designate Supervisory Employees – Joey DiGiovannangelo, Mark Neville, Nicole Byerley, Jennifer Griffith
11. Designate Confidential Employees – Michele McRae, Dawnelle Davis, Megan Caputo, Mary Ackermann, Heather Stueve, Tina Hoch and Laura Bryant
12. Designate Paper of Record – Gazette Times
13. Authorize Superintendent to Apply for Grant Funds

**C. Out of State Travel:**

1. Jennifer Griffith ASBO Annual Conference, Ft. Worth, Texas

**D. Personnel/Staffing Adjustments:**

**1. Retirements:**

- i. Chad Matthews PMS Assistant Principal

**2. Resignations:** None at this time

**3. New Hires:**

- i. Kyra Crawford CPS Teacher
- ii. Molly Schulze KVCS Intervention Teacher
- iii. Kathryn Russell CPS Intervention/Special Education Teacher
- iv. Lee Ann McAvoy KVCS Speech Language Pathologist

**4. Staff Reassignments/Changes in FTE:**

- i. Ryan Nakata PES IA to Maintenance II
- ii. Amy Pallari PES to PHS Library Media Assistant

**5. Coaches:**

- i. Katelynn Romviel Varsity Dance Assistant Coach

**6. Extra Duty Assignments:**

None at this time

# REGULAR BOARD MEETING AND BUDGET HEARING

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J  
Philomath High School Community Conference Room  
2054 Applegate Street, Philomath  
6/12/2025 07:00 PM

### A. EXECUTIVE SESSION

The Board convened into Executive Session per ORS 192.660 (2)(d) to conduct deliberations with persons 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; and per ORS 192.660(2)(k) to consider matters relating to school safety or a plant that responds to safety threats made toward a school.

### B. REGULAR SESSION

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Rick Wells at 7:03 pm on June 12, 2025 at the Philomath High School Community Conference Room located at 2054 Applegate Street. Those in attendance included Philomath School District Board of Directors Rick Wells, Joe Dealy, Sandi Hering, Erin Gudge, and Ryan Cheeke; Superintendent Susan Halliday; Business Manager Jennifer Griffith; Executive Assistant Michele McRae.
  - i. **Pledge of Allegiance:** Director Wells led us in the Pledge of Allegiance.
  - ii. **Approval of Consent Agenda:** Director Dealy moved to approve the consent agenda as presented in the Board packet. Director Hering seconded the motion, and the Board approved it unanimously. The motion passed 5-0.
  - iii. **Request for Agenda Modifications:** Superintendent Halliday requested that policies IKFA and IKFA-AR be added to E2, Second Reading Policies.
2. **Public Comment**
  - i. Philomath's Mayor, Christopher McMorran, thanked the outgoing Board members for their service and for playing a big role in his life and in the lives of the Philomath students. He outlined the city's new strategic plan. He said that they are highlighting a few projects that they are committing to the city. One project is bike and pedestrian connectivity and another is the water treatment plant work. Director Gudge asked when the community visioning process will begin. Christopher said that it will begin in the upcoming fiscal year. He said that they held the "If I Were Mayor Contest" recently, and the police and fire departments helped out by transporting students who participated.

- ii. Tom Klipfel, incoming new Board member, introduced himself, and thanked the outgoing Board members for their service.
3. **Student Government Report:** No Report Tonight.
4. **Close Regular Session:** Board Chair Rick Wells closed the Regular Session at 7:14 pm.
5. **Open 2025-2026 Budget Hearing for Discussion:** Board Chair Rick Wells opened the 2025-2026 Budget Hearing at 7:14 pm. Business Manager Jennifer Griffith reported that she didn't receive any comments about the proposed budget, so there are no changes to the proposed budget that was approved by the budget committee. Superintendent Halliday said that the budget is based on the states release of \$11.36 billion to the State School Fund. There are still unknowns with the Student Investment Account, Measure 98 and Every Student Succeeds Act. Director Gudge said that she wants everyone to keep in mind that there are some inspections taking place on the pool, and the outcome of the inspections could affect the budget.
6. **Close Budget Hearing:** Board Chair Rick Wells closed the Budget Hearing at 7:27 pm.
7. **Reopen Regular Session:** Board Chair Rick Wells reopened the Regular Session at 7:27 pm.
8. **2025-2026 Budget Actions**
  - i. Resolution 2425-05: A Resolution to Adopt the Budget and Make Appropriations: Director Dealy moved to approve the Resolution as presented. Director Cheeke seconded the motion, and the Board approved it unanimously. Motion passed 5-0.
  - ii. Resolution 2425-06: A Resolution Imposing and Categorizing the Tax: Director Gudge moved to approve the Resolution as presented. Director Dealy seconded the motion and the Board approved it unanimously. Motion passed 5-0.

## C. REPORTS

1. **Association Reports**
  - i. **PEA:** Mallory Crane and Alice Ochs, PEA's new co-presidents, both work at Clemens Primary School, and they're both excited to fill the role and represent the licensed staff. They reported that they are currently in negotiations with the District, and it's going well.
  - ii. **OSEA:** No OSEA report tonight.
2. **School Stuff**
  - i. **Nurses Report:** The annual nurses report was included in the Board packet.
3. **Superintendent's Report**
  - i. Superintendent Halliday named and thanked all of the staff who are leaving the District. She thanked the new Board members who are taking on the work of serving on the School Board, and she thanked outgoing Board members, Director Wells and Director Dealy for their dedication to the District.
  - ii. Superintendent Halliday gave an update on graduations in the District and an update on summer learning in the District. She also outlined the beginning of the year events for 2025-2026.
4. **Financial Report**
  - i. Jennifer Griffith thanked the Board for adopting the 2025-2026 Budget. She said there is another resolution in the packet for them to approve.

- ii. Jennifer just found out about State Forest Revenue for FY 2023-24. She explained that it will be considered Local Revenue for the State School Fund estimate reconciliation for the FY 2024-25, and it will be corrected in the May reconciliation. This amount will be deducted from the 2024-25 State School Fund.
- iii. Jennifer added that the business office is working to close out the 2024-2025 fiscal year, and opening the new year's financial business.

#### D. STRATEGY AND DISCUSSION

1. **Student Representative to the Board Update:** Superintendent Halliday outlined the process of the Student Representative to the Board, and she proposed that the process begin earlier in the spring, so it aligns with ASB Elections. Director Gudge requested that the policy be reviewed at a summer work session.
2. **Summer School Update:** Superintendent Halliday explained summer credit recovery and other summer school classes.
3. **July and August Board Meetings:** Director Wells suggested an early meeting for the July Board Meeting. Officers will be elected, and the annual organizational business will be approved. Everyone said they are available on Monday, July 7<sup>th</sup>.
4. **PEA Negotiations:** Superintendent Halliday reported that they are working their way through the articles and some issues. There are two more scheduled bargaining sessions planned in June, and they'll begin bargaining again in August.

#### E. DISCUSSION & ACTION ITEMS

1. **Inter-District Transfer Allowances**
  - i. Philomath Academy Principal Garth Gerot requested that five inter-district transfer slots be open for 6<sup>th</sup> grade, five for 7<sup>th</sup> grade and five for 8<sup>th</sup> grade. Director Dealy moved to approve the inter-district transfer spots for the Philomath Academy as presented. Director Gudge seconded the motion, and the Board approved it unanimously. The motion passed 5-0.
2. **Second Reading Policies**
  - i. Superintendent Halliday read policies IKFA and IKFA-AR and explained the reasoning for adopting them. The Board suggested some changes and the policies will be brought back to the next meeting for approval.
  - ii. JECA: Admission of Resident Students: Director Dealy moved to approve policy JECA. Director Gudge seconded the motion, and the Board approved it unanimously. The motion passed 5-0.
  - iii. GCBDC/GDBDC: Safe Leave Policy: This is a new policy that was highly recommended by the Oregon School Boards Association. Director Gudge moved to adopt policy GCBDC/GDBDC as presented in the Board packet. Director Dealy seconded the motion, and the Board approved it unanimously. Motion passed 5-0.
  - iv. GCBDC/GDBDC-AR: This does not require approval because it an administrative regulation.
3. **Resolution 2425-07:** A Resolution transferring Appropriations Within Fund for Fiscal Year 2024-2025: Director Dealy moved to approve Resolution 2425-07 as presented. Director Cheeke seconded the motion, and the Board approved it unanimously. The motion passed 5-0.

**F. MEETING CLOSURE**

1. **Next Meeting Agenda Items:** Swearing in of new Board Directors; Board hosted barbecue.
2. **Board Thanks:** Director Gudge thanked Brad Fuqua for the lovely article and coverage of the Philomath Academy’s graduation. She thanked the staff who are leaving. She thanked Directors Wells and Dealy for the work, heart and soul that they have put into this District. Director Hering thanked all of the staff for doing their parts to make this District great. She thanked Directors Wells and Dealy. Director Cheeke thanked Directors Wells and Dealy also. Director Dealy thanked all of the staff for making this district run well. He said the Board is necessary, but it’s the staff who have boots on the ground that make it run. Director Wells thanked and listed all of the staff that he worked with since 2003. He thanked all of the superintendents that he has worked with while he was on the Board. He praised the graduation ceremonies through the years, and he said that that is one of the best parts about being a Board member – watching the students walk across the stage. He said that all of the personnel in the District are wonderful people.
3. **Board Requests:** There were no Board requests.
4. **Adjournment:** Board Chair Rick Wells adjourned the meeting at 8:24 pm.

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Board Chair

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Superintendent

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Date

# Coversheet

## Superintendent's Report

<b>Section:</b>	II. REPORTS
<b>Item:</b>	A. Superintendent's Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Superintendent's Report.pdf



# Philomath School District 17J

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

*Graduate EVERY student and transition each into a job, training, or college.*

## Philomath School District 17J

### Board of Directors

#### Superintendent Report

July 7, 2025

#### End of Year:

With the exception of our full-year staff, all others are hopefully off enjoying some rest, relaxation, and rejuvenation time.

- Congratulations to graduates of Philomath High School (06/07/2025), Philomath Academy (06/11/2025), and Kings Valley Charter School (06/14/2025)! We are proud of your accomplishments and look forward to seeing where your future leads each of you.
  - Philomath Academy 18 Graduates and 3 GED Completers
  - Philomath High School 115 Graduates
  - Kings Valley Charter School 6 Graduates

#### Summer Learning:

The Philomath School District will be offering three summer learning opportunities this year.

- High School Credit Recovery:
  - Scheduled for the final two weeks in June (June 16-27, 2025)... already complete.
- Extended School Year (ESY):
  - August 4-21, 2025
  - Monday-Thursday from 9:00am-Noon @ CPS
- Lit Camp (Incoming K-3):
  - Monday-Thursday from 9:00am-Noon @ CPS
  
- Summer Lunch available at Clemens Primary School (12:00pm-12:45pm) each weekday.

#### Strategic Planning Update:

- Thanks to all who participated in the Strategic Planning meeting on June 23, 2025. Great opportunities for discussion.
- Next meeting will take place in August TBD.

**State Funding and Legislative Updates:**

- SB 5516 (State School Fund) \$11.36 Billion (2025-2027)
- SB 5515
  - Student Investment Account \$1.109 Billion
  - High School Success \$338.1 Million
- SB 849 (PERS Unfunded Liability Relief) Net Contribution Rates Reduced by 1.68% (25-27)
- SB 916 (Unemployment for Striking) Allow striking public employees unemployment.
- HB 2953 (SpEd % Cap) Did not move forward.
- HB 2448 (High Cost Disability) Did not move forward.
- SB 437 and HB 3431 Did not move forward.  
(Public Meeting Notice)

**Federal Funding Updates:**

- Congress passed the FY25 (2025-2026) budget via a continuing resolution in March 2025.
- The official start of the funding period is July 1, 2025.
- Must receive funding notice by September 30, 2025.
- Several key federal programs are proposed to be eliminated or consolidated for the FY26 (2026-2027) school year.

Preliminary Allocations		No Award Notices	
	25-26		24-25
Title I-A (Improving Basic Programs)	\$203,793	Title I-C (Migrant Education)	Consortium (WESD)
Title I-D (Neglected & Delinquent Youth)	N/A	Title II-A (Teacher Quality)	\$33,359
McKinney-Vento	N/A	Title III (English Learners)	Consortium (Lane ESD)
Perkins CTE	Consortium (LBCC)	Title IV-A	\$15,924
		Title IV-B (21 <sup>st</sup> Century Community Learning Centers)	N/A
		Title V-B (Rural and Low Income)	N/A

**Oregon Executive Order 25-09:**

- Relates to Personal Electronic Device Policies for School Districts.
- Order issued on July 2, 2025.
- HB 2251, brought before the Oregon Legislature in the 2025 Session, did not move forward.
- Awaiting the following:
  - *Office Hour* sessions to discuss with the Oregon Department of Education.
  - Development of a relevant Q & A document.
  - Sample policy from OSBA (Oregon School Boards Association).
  - Return of school administrators in August.
- [ODE Policy Guidance](#) (updated 07/02/2025).

**Start of Year:**

<b>Day/ Date</b>	<b>Event/ Activity</b>
August 25, 2025 (Monday)	New Employee Orientation
August 26, 2025 (Tuesday) <ul style="list-style-type: none"> <li>Licensed and Classified</li> </ul>	<b>AM:</b> All-District Breakfast Professional Learning (PL) <b>PM:</b> School Staff Meetings/ PL
August 27, 2025 (Wednesday) <ul style="list-style-type: none"> <li>Licensed and Classified</li> </ul>	AM: School Staff Meetings/PL= Noon: BBQ Lunch <ul style="list-style-type: none"> <li>BBQ Reserved (Thanks Rick!)</li> <li>Donation Letter (SH)</li> <li>August Meeting Final Plan</li> </ul> PM: Classroom Prep
August 28, 2025 (Thursday) <ul style="list-style-type: none"> <li>Licensed Only</li> </ul>	All Day: Classroom Prep
September 2, 2025 (Tuesday)	*First ½ Day for 2 <sup>nd</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> , PA New, and Blodgett Kinder.
September 3, 2025 (Wednesday)	*First Full Day for All Students
September 2, 2025 (Tuesday)	First Day for 6 <sup>th</sup> -12 <sup>th</sup> Grade Students @KVCS
September 3, 2025 (Wednesday)	First Day for 1 <sup>st</sup> -5 <sup>th</sup> Grade Students @ KVCS
September 3-4, 2025 (W-TH)	Kinder Assessments @ KVCS
September 5, 2025 (Friday)	First Day for Kinder @ KVCS

\*Different Schedule for Clemens Primary School

**Clemens Primary School:**

<b>Day/ Date</b>	<b>Event/ Activity</b>
September 2, 2025 (Tuesday)	Student Assessment Day (By Appointment)
September 3, 2025 (Wednesday)	Student Assessment Day (By Appointment)
September 4, 2025 (Thursday)	½ Day of School (Only for Students with Last Name A-K)
September 5, 2025 (Friday)	½ Day of School (Only for Students with Last Name L-Z)
September 8, 2025 (Monday)	First Full Day for All CPS Students

## Important Dates to Remember

- July 7, 2025 (M) PSD School Board Meeting (7:00pm @ PHS)
- July 7-8, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- July 14-15, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- July 21-22, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- July 28-29, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- July 28-Aug. 2, 2025 (M-S) Moratorium Week (Athletics and Activities)
- August 4-7, 2025 (M-Th) Summer LitCamp (9:00am-Noon @ CPS for Incoming K-3<sup>rd</sup>)  
Extended School Year (9:00am-Noon @ CPS)
- August 4-5, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- August 7-8, 2025 (Th-F) PSD Administrator Retreat
- August 11-14, 2025 (M-Th) Summer LitCamp (9:00am-Noon @ CPS for Incoming K-3<sup>rd</sup>)  
Extended School Year (9:00am-Noon @ CPS)
- August 11-12, 2025 (M-T) KVCS Summer School (9:00am-1:00pm @ KVCS)
- August 12, 2025 (T) PHS Fall Coaches Meeting (6:00pm @ PHS)  
PHS Fall Sports Parent Meeting (7:00pm @ PHS)
- August 18-22, 2025 (M-F) Safety Town (10:00am @ CPS)
- August 18-21, 2025 (M-Th) Summer LitCamp (9:00am-Noon @ CPS for Incoming K-3<sup>rd</sup>)  
Extended School Year (9:00am-Noon @ CPS)  
KVCS Summer Enrichment Camp (9:00am-2:00pm @ KVCS)
- August 18, 2025 (M) PHS Registration (AM=Seniors; PM=Juniors)
- August 19, 2025 (T) PHS Registration (AM=Sophomores; PM=Freshman)
- August 20, 2025 (W) CPS, PA, PES, and PMS Registration (7:00am-3:00pm @ Each School)
- August 25, 2025 (M) New Employee Orientation
- August 26-28, 2025 (T-Th) PSD All Staff Inservice
- August 28, 2025 (Th) PHS Soccer Jamborees (Boys and Girls)

# Coversheet

## Board Liaison Roles

<b>Section:</b>	III. STRATEGY AND DISCUSSION
<b>Item:</b>	C. Board Liaison Roles
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Liaison Roles.pdf



# Philomath School District 17J

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

*Graduate EVERY student and transition each into a job, training, or college.*

## Philomath School District 17J

### Board of Directors

#### Board Liaison Roles

#### Liaison /'līə,zän,lē'ā,zän/ Noun

1. Communication or cooperation which facilitates a close working relationship between people or organizations;
2. A person who acts as a link to assist communication or cooperation between groups of people; or
3. Cooperation and the exchange of information between different organizations or between different sections of an organization.

#### School Assignments:

School/ Department	Assigned Board Member
Blodgett Elementary School	Ryan Cheeke
Clemens Primary School	Sandi Hering
Philomath Elementary School	Ryan Cheeke
Philomath Middle School	Joe Dealy
Philomath High School	Rick Wells
Philomath Academy	Erin Gudge

#### Other Liaison Roles:

Responsibility/ Task	Assigned Board Member(s)	
Budget Committee	All Board Members	
Clemens Community Pool Committee	Rick Wells	
Equity Committee	Erin Gudge	
SEAC (Special Education Advisory Committee)	Rick Wells	
Safety Committee (Facilities)	Ryan Cheeke	
Safety Committee (Security and Threat)	Sandi Hering	
Technology Advisory Committee		
PEA (Licensed Staff) Negotiations (2)	Erin Gudge	TBD
OSEA (Classified Staff) Negotiations (2)	Joe Dealy	Erin Gudge
Policy Sub-Committee (2)	Joe Dealy	Erin Gudge

#### Removed Liaison Roles:

- 
- Clemens Foundation
- Philomath Chamber of Commerce
- Philomath City Council
- Philomath Lions Club
- Philomath Pastors
- Philomath Rotary
- Philomath Youth Activities Club (PYAC)

#### School Liaison

Updated 01/14/2025

**Purpose:**

- Act as a communication bridge between school and Board.
- Understanding of successes, issues, and/or concerns across the District.
- Ability to identify themes of strength and need.
- Provide support to individual school sites across the District.

**Responsibilities:**

- Check in with school principal at least quarterly during school year.
- As you visit, ask about instruction and learning for all.
- Ensure receipt of school newsletter/ communication to keep up on overall school highlights and activities.
- Listen and share appropriate information and updates, including relaying any concerns to appropriate party(ies).
- Represent the Board at major events, whenever possible.

**Be Careful to Avoid:**

- Involving self in administrative/ operational matters, instead referring concerns to appropriate staff.
- Involving self in personnel matters involving schools, programs, and civic associations.

**Committee Liaison:**

**Purpose:**

- Act as a communication bridge between committee and Board.
- Understanding of successes, issues, and/or concerns across the District.
- Ability to identify themes of strength and need.
- Provide support to individual committees across the District.

**Responsibilities:**

- Check in with assigned administrator at least quarterly during school year.
- As you visit, ask about instruction and learning for all.
- Ensure receipt of any available newsletters or communication to keep up on overall highlights and activities.
- Listen and share appropriate information and updates, including relaying any concerns to appropriate party(ies).
- Represent the Board at major events, whenever possible.

**Be Careful to Avoid:**

- Involving self in administrative/ operational matters, instead referring concerns to appropriate staff.
- Involving self in personnel matters involving schools, programs, and civic associations.

# Coversheet

## Second Reading Policies

<b>Section:</b>	IV. ACTION ITEMS
<b>Item:</b>	A. Second Reading Policies
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	IKFA.pdf IKFA-AR.pdf

## Philomath School District 17J

Code: IKFA **DRAFT**

Adopted: 07/07/2025

Revised/ Readopted:

### Early Graduation

A student who wishes to graduate from high school in less time than the ordinary grade 9-12 sequence may request permission to complete graduation requirements on an altered schedule. The student and his/her parents will consult with high school guidance personnel to develop a graduation plan. Their intention to accomplish this plan will be stated in writing to the superintendent.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years upon the student's request and if the student's parent or guardian consents, if required.

END OF POLICY

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#### Legal Reference(s):

ORS 339.030

ORS 339.115

ORS 343.295

OAR 581-022-0102(17)

OAR 581-022-2000

OAR 581-022-2030

OAR 581-022-2505

## Philomath School District 17J

Code: IKFA-AR **DRAFT**

Adopted: 07/07/2025

Revised/ Readopted:

### Early Graduation

#### Eligibility:

- Student must be currently enrolled and in good academic standing.
  - Hold at least a 2.5 accumulative GPA in core academic classes (Language Arts, Mathematics, Science, and Social Science).
  - All course requirements must be met prior to early graduation date.

#### Criteria to Consider:

- If advanced, dual credit, or AP classes are full, priority will be given to students in their fourth year of high school.
- Students approved for early graduation who have completed all graduation requirements:
  - Cannot participate in any school-sponsored sport, club, or related activity after graduation.
  - Cannot be on campus during school day, except as a visitor (visitor procedures apply).
  - Can participate in Prom, graduation practice, the graduation ceremony, and the senior all night party the year they graduate.

#### Process:

- Submit letter of intent, explaining rationale for early graduation request, to principal of school in which student is enrolled.
  - For graduation one full year early, letter of intent must be submitted no later than May 1 of the sophomore (10<sup>th</sup> grade) year.
  - For graduation mid-way though senior year, letter of intent must be submitted no later than May 1 of the junior (11<sup>th</sup> grade) year... or no later than September 30 of the senior (12<sup>th</sup> grade) year.
- Working with your school counselor, outline a detailed course of study for the remainder of required credits, including how all requirements will be met.
- Request and plan must be signed by parent/ guardian (unless student is of legal age of 18); counselor, and school principal.
- Signed letter and plan will be submitted to the superintendent for final approval.

Early Graduation – IKFA-AR

1-1

**GED Completion:**

When considering options for careers and postsecondary education and training, some students may be well served by a high school equivalency certificate.

**Eligibility:**

- Student must be currently enrolled and working with a school advisor, counselor, or administrator to determine if GED is an option for positive school completion and move to available post-secondary experiences.
- Must be over the age of sixteen (16) in order to participate in GED testing.

**Criteria to Consider:**

- Students earning a GED:
  - Are eligible to return to a public school to continue work toward a high school diploma.
  - Are eligible to enroll in Oregon community college programs.
  - Are able to apply for financial aid to Oregon community college programs.

**Process:**

- Coordinate with school advisor, counselor, or administrator to determine if GED is a viable option for consideration.
- Create a plan for completion to share with school administrator.
- Parent/ guardian permission required for participation (unless student is of legal age of 18).
- School principal approves plan of action for GED.
- For completion, students must pass four (4) sub-tests to earn a GED.
  - Reasoning Through Language Arts;
  - Mathematical Reasoning;
  - Science; and
  - Social Studies.

END OF POLICY

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**Legal Reference(s):**

ORS 339.030  
ORS 339.115  
ORS 343.295  
OAR 581-022-0102(17)  
OAR 581-022-2000  
OAR 581-022-2030  
OAR 581-022-2505