



Philomath School District 17J

Regular Board Meeting

April 16, 2026

Date and Time

Thursday April 16, 2026 at 7:00 PM PDT

Location

Philomath High School Community Conference Room

Agenda

	Time
I. Opening Items	7:00 PM
A. Call the Meeting to Order	
B. Open Session	5 m
1. Pledge of Allegiance	
2. Approval of Consent Agenda	
3. Request for Agenda Modifications	
4. Public Comment: To comment, please arrive before the meeting begins and complete a green "Request Card", and turn it into the Board Secretary prior to the meeting. Please email michele.mcrae@philomath.k12.or.us by 3:00 pm on the day of the meeting to submit a comment via email.	

	Time
II. Reports	7:05 PM
A. Student Government Report	5 m
B. Association Reports	5 m
• PEA	
• OSEA	
C. Superintendent's Report	10 m
D. Financial Report	5 m
E. School Board Liaison Check-In	5 m
III. Discussion Items	7:35 PM
A. 2025-2026 District Objectives	30 m
• Overall Structure	
• Attendance Actions	
• Literacy Foundations	
B. Safety Procedures	15 m
Emergency Response - Safety (including ICE)	
C. Student Representative to the Board	5 m
IV. Action Items	8:25 PM
A. Approve 2027-2028 School Year Calendar	5 m
B. Policies	5 m
V. Closing Items	8:35 PM
A. Board Recognition	10 m
B. Next Meeting Agenda Items	3 m
• District Objectives	

Time

- Student Services Report
- Facilities Report
- Student Representative to School Board

C. Board Thanks

5 m

D. Board Requests

E. Adjourn Meeting

Coversheet

Open Session

Section: I. Opening Items
Item: B. Open Session
Purpose:
Submitted by:
Related Material: Consent Agenda.pdf
Regular Board Meeting Minutes March 12, 2026.pdf
Special Board Meeting Minutes April 6, 2026.pdf

Philomath School District 17J

CONSENT AGENDA

April 16, 2026

Updated: 4/10/26 2:27 PM

A. Minutes:

1. March 12, 2026 Regular Board Meeting Minutes
2. April 6, 2026 Special Board Meeting Minutes

B. Out of State Travel: None

C. Unpaid Leave of Absence Request:

1. Lisa Cowden, PES Teacher Unpaid Leave for the 2026-2027 School Year

D. Personnel/Staffing Adjustments:

1. Retirements:

- a. Steve Bennet PMS Teacher – Effective 6/12/26
- b. Glenda Bush PMS IA – Effective 6/11/26
- c. D’ette Hendrix PES RTII Asst. – Effective 6/11/26

2. Resignations:

- a. Amber Vaughn PHS Teacher – Effective 6/12/26
- b. Berakah Simpkins PES IA – Effective 6/11/26
- c. Anna Ayres PMS IA – Effective 4/18/26

3. New Hires: None

4. Staff Reassignments/Changes in FTE: None

5. Coaches: None

6. Extra Duty Assignments: None

REGULAR BOARD MEETING

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

Philomath High School Library
2054 Applegate Street, Philomath

3/12/2026 07:00 PM

I. EXECUTIVE SESSION

- A. **Executive Session:** The Board met in executive session at 5:30 pm per ORS 192.660(2)(f) to consider records exempt by law from public inspection; and per ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.

II. REGULAR SESSION

- A. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Tom Klipfel at 7:05 pm on March 12, 2026 at the Philomath High School Library located at 2054 Applegate Street. Those in attendance included Philomath School District Board of Directors Tom Klipfel, Erin McMullen, Sandi Hering, Ryan Cheeke and Erin Gudge; Superintendent Susan Halliday; Business Manager Jennifer Griffith; and Executive Assistant Michele McRae.
- B. **Open Session**
 1. **Pledge of Allegiance:** Superintendent Halliday led us in the Pledge of Allegiance.
 2. **Approval of Consent Agenda:** Director Hering moved to approve the Consent Agenda as presented. Director Gudge seconded the motion, and the Board approved it unanimously. Motion passed 5-0.
 3. **Request for Agenda Modifications:** Superintendent Halliday said that the Transportation Contract was removed from the agenda due to a protest that was filed, per the process.
 4. **Public Comment:** Zane Gosda commented to support a teacher. He has 7 children currently attending schools in the District. He spoke positively about how the teacher supported and helped some of his students. Crosbie Walsh is a father of two students in this district. He said that he is here to speak in support of the teacher who has served the disadvantaged and the most challenged in the community for over a decade.

III. REPORTS

- A. **ASB report:** The high school student body representatives, Lucy and Laura, reported that they hosted a fundraiser called Pop-Up Kindness, where students could buy a soda for a classmate. They're preparing for 3rd Trimester events. They will have their annual field day

along with their homegoing events. Superintendent Halliday reported on feedback from high school students that was sent out in a survey.

B. Association Reports

1. **PEA:** Emily Helpenstell, the PEA Vice-President, said that they are waiting for further information about their evaluation process. She expressed their appreciation for the effort that has gone into updating the district's emergency procedures and the complexities in planning around "what if's". They asked that hiring decisions be made soon, so that they can hire the best possible candidates.
2. **OSEA:** No report tonight.

- C. Superintendent's Report:** Superintendent Halliday reported that her report was included in the packet. She said that Classified employees week was celebrated. Today is exclusion day for students who weren't vaccinated or excused from vaccinations, and Philomath had no students excluded. She said that a survey went out to staff about the 2027-2028 calendar and that the draft calendar will be brought to the April Board meeting for adoption. Battle of the Books Regionals took place and Philomath students participated. Summer learning will take place the last 2 weeks in June, and the Bridges program will take place in August.
- D. Financial Report:** The financial reports were included in the Board packet, and Jennifer Griffith, the District's Business Manager, reported that the State School Estimate for 2026-2027 has been released. She said that the Local Option Equalization Grant has been allocated for this year, and the District should receive the full amount for this year.
- E. School Board Liaison Check-In:** Director McMullen reported that she spent time at the Philomath Academy.

IV. DISCUSSION ITEMS

A. Strategic Plan/Objective Updates

1. **Attendance:** Superintendent Halliday said they are starting to fill in Strategic Plan data for regular attenders. She said that when the administrators get together as a whole, they will start to talk about how they can help improve student attendance. She expounded on the data that she presented. She showed some resources available to help schools with attendance issues. Director Klipfel said that at the next meeting, they should talk about what the next steps should be. Director McMullen, pointed out that one of their other goals, building relationships, meshes with the attendance issues.
- B. Safety Procedures:** Superintendent Halliday presented a plan for student safety and following policies and procedures to make sure students are kept safe in all situations. She shared a document showing standard operating protocols for different situations. Director Klipfel encouraged Superintendent Halliday to ask the staff for feedback about the document.
- C. Legislative Updates:** Superintendent Halliday highlighted some of the legislative updates. The Local Option Levy Equalization Grant will be funded. She pointed out that HB 4075 passed and the money will be taken from the State School Fund, and it opens the door to continue to take money from that fund. No additional money was allotted for Outdoor School, so schools will have to decide how to handle increases for Outdoor School.

V. **ACTION ITEMS**

- A. **Licensed Renewals:** Director Gudge moved to approve the licensed renewal list as presented in the Board packet. Director Cheeke seconded the motion, and the Board approved it unanimously. Motion passes 5-0.
- B. **Licensed Non-Renewals:** Director Gudge moved to accept the Superintendents recommendation to non-renew the employee as listed by employee number on the non-renewal list. Director Hering seconded the motion, and the Board approved it unanimously. Motion passes 5-0.
- C. **Inter-District Transfer Allowances for the 2026-2027 School Year:** Director Cheeke moved to accept the recommended inter-district transfer numbers as presented in the Board packet. Director Gudge seconded the motion, and the Board approved the motion unanimously. Motion passes 5-0.
- D. **Public Complaints:** Director Klipfel said that there are two public complaints against employees. Director Gudge moved to accept the public complaints and delegate the authority to Board Chair Klipfel to respond to them. Director McMullen seconded the motion and the Board approved it unanimously. Motion passes 5-0. Director Klipfel said that he will reach out to the complainant to schedule the hearings simultaneously.
- E. **Executive Session Action:** This motion was made during Licensed Non-Renewals.

VI. **CLOSING ITEMS**

- A. **Board Recognition:** Director Klipfel congratulated recipients of Samaritan Awards. Board Members Ryan Cheeke, Sandi Hering, and Superintendent Halliday were all recipients of Samaritan Awards from a ceremony in February. He also congratulated the girl's basketball team for advancing to the tournament, and Robotics was congratulated for advancing to Regionals.
- B. **Next Meeting Agenda Items:** Attendance plans and other objectives on the Strategic Plan; safety document, policies, pool update.
- C. **Board Thanks**
- D. **Board Requests**
- E. **Adjournment:** Board Chair Tom Klipfel adjourned the meeting at 8:22 pm.

Board Chair

Superintendent

Date

REGULAR BOARD MEETING

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

Philomath High School Library

2054 Applegate Street, Philomath

4/6/2026 07:00 PM

I. OPEN SESSION

- A. Call the Meeting to Order:** Board Chair Tom Klipfel called the meeting to order at 7:11 pm. Those present were Board Directors Tom Klipfel, Erin McMullen, Sandi Hering, Ryan Cheeke, and Erin Gudge; Superintendent Halliday, Executive Assistant Michele McRae, and legal representative Elizabeth Polay.
- B. Executive Session:** The Board convened into executive session at 7:11 pm per ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or agent, unless he or she requests an open meeting; and per ORS 192.660(2)(f) to consider records exempt by law from public inspection.
- C. Open Session:** The Special Session of the Philomath School District Board of Directors was called to order by Board Chair Tom Klipfel at 7:44 pm on April 6, 2026 at the Philomath High School Library located at 2054 Applegate Street. Those in attendance included Philomath School District Board of Directors Tom Klipfel, Erin McMullen, Sandi Hering, Ryan Cheeke and Erin Gudge; Superintendent Susan Halliday; Business Manager Jennifer Griffith; and Executive Assistant Michele McRae.
 - 1. **Request for Agenda Modifications:** There were no modifications to the agenda.

II. ACTION ITEMS

- A. Complaint Resolution:** Director Cheeke moved to deny both of the complaints filed. Director Hering seconded the motion, and the Board approved it unanimously. Motion passes 5-0.
- B. Award Transportation Contract:** Director Hering moved to award the transportation contract to First Student. Director Gudge seconded the motion, and the Board approved it unanimously. Motion passes 5-0.

C. Adjournment: Board Chair Tom Klipfel adjourned the meeting at 7:50 pm.

Board Chair

Superintendent

Date

Coversheet

Financial Report

Section: II. Reports
Item: D. Financial Report
Purpose: FYI
Submitted by:
Related Material: Board report April 2026 (1).pdf
Appropriations 4.6.26.pdf
PSD_Cash Flow for FY25.26 4.6.26.pdf
PES Student Activities 4.6.26 (1).pdf
PMS Student Activities 4.6.26 (1).pdf
PHS Student Activities 4.6.26.pdf
041626 Enrollment.pdf



Philomath School District 17J

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

April 16, 2026

Board Members:

Thank you to the board for approving the District’s recommendation to award the transportation contract to First Student. We began working with First Student on contract negotiations last week.

As you can see from the enrollment report included in the board packet, we are currently at 1606 students. We are seeing the typical spring decline in enrollment as the end of the school year is getting close.

We continue to work through budgeting for the 2026-27 school year. A proposed budget is scheduled to be available for the Budget Committee review by the end of April.

ODE has been releasing 2024-25 State School Fund reconciliation estimates over the last few weeks. As they continue to collect actual data for 2024-25, ODE recalculates the reconciliations. We knew that we would have a negative adjustment because of the State Forest Funding received late in the 2024-25 fiscal year. Other data that affect the adjustments include a large increase in the statewide transportation actual costs, and statewide actual local revenue. As of 4/7/2026 the 2024-25 adjustment is listed at negative \$534,983. I anticipate this to decrease during the final calculations as they distribute the SSF reserve amount. The adjustment may still end up a bit higher than the original estimate of \$300,000 due to some of the unknowns at the state level. The next estimate will be available by 4/22/2026. This adjustment will be subtracted from our regular May 2026 SSF payment.

The District intends to participate in the joint agreement through the Oregon Association of School Business Officials (OASBO) with ECONorthwest to perform a Pension Obligation Bond analysis. They will provide an objective, statistically based analysis to inform our decision-making as to whether or not we pursue another PERS bond. The cost for participating will be \$2,500 to the district.

Included in the board packet are the following financial reports:

- Enrollment
- Appropriations
- ASB Student Activities reports
- Cash Flow report

March 2026 General Fund Expenditures totaled \$1,999,400. Expenditures that exceeded \$25,000 from all fund sources are as follows:

- | | | |
|----------------------------------|------------|---------------------------------|
| • Corvallis School District | \$ 35,753 | (February Food Service Expense) |
| • Oregon Educators Benefit Board | \$ 218,326 | (March Insurance premiums OEBC) |
| • PERS | \$ 309,433 | (February PERS payments) |
| • Kings Valley Charter School | \$ 255,555 | (March SSF payment to KVCS) |

Respectfully Submitted,
Jennifer Griffith
Business Manager

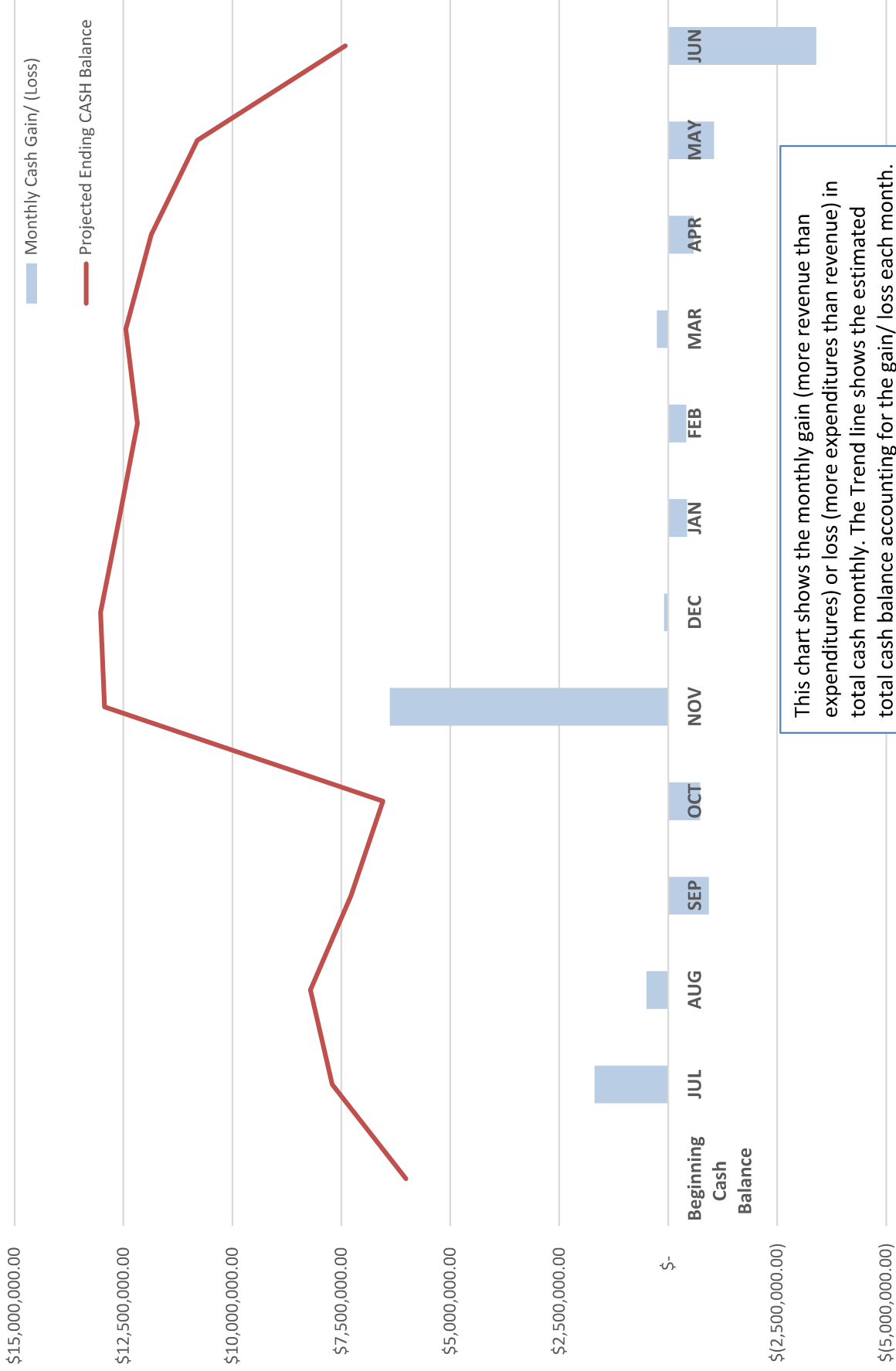
4/6/2026

PHILOMATH SCHOOL DISTRICT, 17J
Appropriations, Budget vs. Actual
Fiscal Year 2025-2026

	Appropriations	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund (100)					
1000 Instruction	16,345,987	10,374,320	5,820,387	16,194,707	151,280
2000 Support Services	8,985,487	6,477,954	2,476,288	8,954,242	31,245
3000 Enterprise & Commun.	1,276	-	-	-	1,276
4000 Facilities	5,000	-	-	-	5,000
5200 Transfers	710,000	614,608	-	614,608	95,392
6000 Contingency	375,000	-	-	-	375,000
Sub Totals	26,422,750	17,466,882	8,296,675	25,763,557	659,193
Local/State/Federal Programs Funds					
1000 Instruction	2,442,233	1,336,247	734,226	2,070,473	371,760
2000 Support Services	1,677,204	353,743	375,865	729,608	947,596
3000 Community Services (Includes Pool Ops Fund)	1,148,967	716,400	192,407	908,807	240,160
4000 Facilities	80,000	-	-	-	80,000
5200 Transfers	-	-	-	-	-
Sub Totals	5,348,404	2,406,390	1,302,498	3,708,888	1,639,516
Assoc. Student Body (284, 285, 286)					
1000 Instruction	824,478	334,528	66,178	400,706	423,772
Debt Service Funds (300)					
5100 Debt Service	1,873,745	596,873	1,094,400	1,691,273	182,472
Capital Improvement Funds (400)					
2000 Support Services	480,000	308,740	2,387	311,127	168,873
4000 Facilities	471,852	-	-	-	471,852
5100 Debt Service	-	-	-	-	0
Sub Totals	951,852	308,740	2,387	311,127	640,725
Unemployment Fund (600)					
2000 Support Services	80,000	11,211	210	11,421	68,579
Trust & Agency Funds (700)					
1000 Instruction	85,500	49,562	34,213	83,775	1,725
2000 Support Services	138,000	39,841	14,179	54,020	83,980
3000 Community Services	7,500	2,900	1,000	3,900	3,600
Sub Totals	231,000	92,303	49,392	141,695	89,305
Total Appropriations	35,732,229	21,216,927	10,811,740	32,028,667	3,703,562
Total Unappropriated	21,359,755	-	-	-	21,359,755
Total Adopted Budget	57,091,984	21,216,927	10,811,740	32,028,667	25,063,317

2025-2026 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

From: 7/1/2025 To: 6/30/2026

Fiscal Year: 2025-2026

Print Detail

Exclude Encumbrances

Reverse Signs

Page Break by Activity

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284,0000.9701.097.797.810 PSD Food Pack Program	2,354.12	12,257.15	(5,917.58)	8,693.69	.00	8,693.69
284,0000.9701.097.797.812 PES Blodgett	3,555.91	1,905.15	(663.77)	4,797.29	.00	4,797.29
284,0000.9701.097.797.815 CPS Donations	109.49	8,308.68	(6,274.06)	2,144.11	.00	2,144.11
284,0000.9701.097.797.816 PES Grants	2,475.01	6,950.00	(1,943.83)	7,481.18	.00	7,481.18
284,0000.9701.097.797.825 PES Playground Donations Fund Balance	.00	9,097.36	(153.16)	8,944.20	.00	8,944.20
284,0000.9701.097.797.826 PES Field Trips	.00	10.00	.00	10.00	.00	10.00
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	668.91	13,504.42	(7,490.87)	6,682.46	(300.00)	6,382.46
284,0000.9701.097.797.830 PES Music	1,924.74	1,612.87	(2,703.64)	833.97	.00	833.97
284,0000.9701.097.797.834 Falcon Swag Fund Balance	902.59	1,193.50	(1,893.20)	202.89	.00	202.89
284,0000.9701.097.797.842 PES Social Committee	957.75	804.58	(710.93)	1,051.40	.00	1,051.40
284,0000.9701.097.797.846 PES Yearbook	4,253.49	2,210.00	(239.00)	6,224.49	.00	6,224.49
284,0000.9701.097.797.847 PES Students in Need	26.42	.00	.00	26.42	.00	26.42
284,0000.9701.097.797.849 CPS Students in Need	20.20	.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	17,756.32	57,853.71	(27,990.04)	47,619.99	(300.00)	47,319.99

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025 To: 6/30/2026

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	455.60	.00	(455.60)	.00	.00	.00
285.0000.9701.098.798.501 PMS Art	1,713.65	300.00	(370.02)	1,643.63	.00	1,643.63
285.0000.9701.098.798.502 PMS Athletics	3,532.78	988.00	(519.83)	4,000.95	.00	4,000.95
285.0000.9701.098.798.503 PMS Band	1,215.95	4,245.00	(1,846.80)	3,614.15	.00	3,614.15
285.0000.9701.098.798.504 PMS Band Repair/Replace	379.76	105.00	(484.75)	.01	.00	.01
285.0000.9701.098.798.506 PMS Choir Beginning Balance	466.80	2,022.89	(204.00)	2,285.69	.00	2,285.69
285.0000.9701.098.798.507 PMS Donations	.00	26,520.00	(25,112.00)	1,408.00	.00	1,408.00
285.0000.9701.098.798.508 PMS Drama	17,977.15	7,457.89	(2,924.99)	22,510.05	(3,875.00)	18,635.05
285.0000.9701.098.798.510 PMS Library	129.47	.00	.00	129.47	.00	129.47
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	17,079.91	.00	.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	137.13	715.07	(13.00)	839.20	.00	839.20
285.0000.9701.098.798.520 PMS Science	12.14	500.00	.00	512.14	.00	512.14
285.0000.9701.098.798.521 PMS Shop	1,177.80	2,190.00	(2,273.37)	1,094.43	.00	1,094.43
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,528.99	400.00	(400.00)	1,528.99	.00	1,528.99
285.0000.9701.098.798.523 PMS Student Body Fees	476.80	7,560.00	(5,269.41)	2,767.39	.00	2,767.39
285.0000.9701.098.798.524 PMS Suspension Account	755.19	444.85	(444.85)	755.19	.00	755.19
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	585.90	4,100.00	(3,800.00)	885.90	.00	885.90

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025 To: 6/30/2026

Print Detail

Exclude Encumbrances

Reverse Signs

Page Break by Activity

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Range Balance	Encumbrances	Available Balance
285.0000.9701.098.798.530 PMS Oregon Research Institute	(12.23)	.00	.00	(12.23)	.00	(12.23)
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	555.76	300.00	.00	855.76	.00	855.76
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	1,650.00	(950.00)	700.00	(700.00)	.00
285.0000.9701.098.798.537 PMS Fitness	(28.10)	.00	.00	(28.10)	.00	(28.10)
285.0000.9701.098.798.538 PMS Engineering	(55.66)	1,176.43	(510.76)	610.01	(51.47)	558.54
285.0000.9701.098.798.539 MS Robotics PHRED FLL Fund Balance	.00	3,680.52	(1,129.78)	2,550.74	.00	2,550.74
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS	53,170.32	64,355.65	(46,709.16)	70,816.81	(4,626.47)	66,190.34

End of Report

Benton County School District 17J

Student Activities Summary Report

From: 7/1/2025 To: 6/30/2026

Fiscal Year: 2025-2026

Print Detail

Page Break by Activity

Exclude Encumbrances Reverse Signs Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Student Activities	(217.41)	.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	149.09	.00	(149.09)	.00	.00	.00
286.0000.9701.099.799.604 PHS Art	1,589.69	2,310.53	(2,935.50)	964.72	(500.00)	464.72
286.0000.9701.099.799.605 PHS Art Club Beginning Fund Balance	464.23	.00	(77.81)	386.42	.00	386.42
286.0000.9701.099.799.606 PHS ASB	3,999.41	7,190.77	(4,744.14)	6,446.04	(1,140.00)	5,306.04
286.0000.9701.099.799.607 PHS Athletic Officials	7,501.00	34,489.97	(25,878.49)	16,112.48	.00	16,112.48
286.0000.9701.099.799.611 PHS Athletics	18,456.06	8,727.80	53.90	27,237.76	(615.00)	26,622.76
286.0000.9701.099.799.613 PHS Baseball	8,974.79	10,525.32	(14,184.82)	5,315.29	(6,860.04)	(1,544.75)
286.0000.9701.099.799.616 PHS Botany	2,798.50	.00	(1,014.00)	1,784.50	.00	1,784.50
286.0000.9701.099.799.617 PHS Boys Basketball	12,665.52	15,288.40	(6,674.89)	21,279.03	.00	21,279.03
286.0000.9701.099.799.618 PHS Cheerleading	20,055.88	25,686.37	(24,730.87)	21,011.38	(4,591.00)	16,420.38
286.0000.9701.099.799.619 PHS Cinematic Art Club	435.44	.00	.00	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	12,603.62	6,856.80	(3,998.58)	15,461.84	.00	15,461.84
286.0000.9701.099.799.622 PHS Dance Team	8,517.48	10,031.40	(4,453.99)	14,094.89	(2,095.54)	11,999.35
286.0000.9701.099.799.625 PHS Donation	1,693.01	.00	.00	1,693.01	.00	1,693.01
286.0000.9701.099.799.627 PHS Driver Education	3,500.00	13,650.00	(9,675.00)	7,475.00	.00	7,475.00
286.0000.9701.099.799.629 PHS Drama Club Beginning Fund Balance	4,332.12	.00	.00	4,332.12	.00	4,332.12
286.0000.9701.099.799.633 PHS Robotics Fund Balance	13,443.79	16,524.00	(21,180.51)	8,787.28	(1,192.90)	7,594.38
286.0000.9701.099.799.635 PHS Foods	3,310.80	2,170.00	(668.89)	4,811.91	.00	4,811.91
286.0000.9701.099.799.636 PHS Football	15,098.86	16,461.52	(10,842.28)	20,718.10	(3,290.90)	17,427.20

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025 To: 6/30/2026

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.637 PHS Forestry	7,754.12	4,085.00	(590.72)	11,248.40	(500.00)	10,748.40
286.0000.9701.099.799.638 PHS GED	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.639 PHS German Class	726.19	.00	.00	726.19	.00	726.19
286.0000.9701.099.799.640 PHS Girls Basketball	21,814.77	12,397.05	(15,181.28)	19,030.54	(1,300.00)	17,730.54
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	1,085.92	1,020.00	(1,112.02)	993.90	.00	993.90
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	67.67	60.00	(114.49)	13.18	.00	13.18
286.0000.9701.099.799.644 PHS Unified Basketball	5,468.18	1,337.79	(1,211.84)	5,594.13	(99.75)	5,494.38
286.0000.9701.099.799.645 PHS Library	(105.01)	.00	149.09	44.08	.00	44.08
286.0000.9701.099.799.646 PHS Lifeguard	210.00	.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
286.0000.9701.099.799.648 PHS Life Skills	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.649 PHS Manufacturing Technology	9,244.03	2,935.00	(2,858.95)	9,320.08	(2,766.42)	6,553.66
286.0000.9701.099.799.652 PHS Misc Books	130.78	36.00	.00	166.78	.00	166.78
286.0000.9701.099.799.653 PHS Music Band	9,378.47	500.00	(3,024.20)	6,854.27	.00	6,854.27
286.0000.9701.099.799.654 PHS Music Choir	120.07	.00	.00	120.07	.00	120.07
286.0000.9701.099.799.655 PHS Music Tour	7,104.61	.00	.00	7,104.61	.00	7,104.61
286.0000.9701.099.799.656 PHS National Honor Society	2,481.37	180.00	.00	2,661.37	.00	2,661.37
286.0000.9701.099.799.657 PHS OWC Athletics Account	6,363.12	8,220.02	(7,082.03)	7,501.11	(575.94)	6,925.17
286.0000.9701.099.799.658 PHS OWC Activities Account	3,537.50	6,000.00	(3,737.50)	5,800.00	.00	5,800.00
286.0000.9701.099.799.659 PHS Parking/Student Safety	1,825.00	2,122.00	(2,679.77)	1,267.23	.00	1,267.23

Benton County School District 17J

Student Activities Summary Report

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From: 7/1/2025 To: 6/30/2026

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Page Break by Activity

Exclude Encumbrances Reverse Signs Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.660 PHS PE Fees	355.60	.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	8,250.00	22,050.00	(22,550.00)	7,750.00	.00	7,750.00
286.0000.9701.099.799.665 PHS Preschool	2,534.01	2,930.00	(4,142.90)	1,321.11	.00	1,321.11
286.0000.9701.099.799.666 PHS Prom	9,428.14	.00	(2,573.00)	6,855.14	(1,890.00)	4,965.14
286.0000.9701.099.799.668 PHS Boys Golf fund Balance	4,236.48	.00	(2,346.41)	1,890.07	(619.77)	1,270.30
286.0000.9701.099.799.669 PHS Girls Golf Fund Balance	.00	.00	2,068.26	2,068.26	.00	2,068.26
286.0000.9701.099.799.670 PHS Scholarship	700.77	.00	.00	700.77	.00	700.77
286.0000.9701.099.799.674 PHS School Enhancement	6,376.81	132.32	(737.45)	5,771.68	(3,324.20)	2,447.48
286.0000.9701.099.799.675 PHS School of Business	809.37	.00	(452.61)	356.76	.00	356.76
286.0000.9701.099.799.676 PHS Science	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.678 PHS Soccer Boys	3,843.60	3,241.00	(163.76)	6,920.84	(163.76)	6,757.08
286.0000.9701.099.799.679 PHS Soccer Girls	866.91	6,851.95	(6,213.02)	1,505.84	.00	1,505.84
286.0000.9701.099.799.680 PHS Softball	3,245.27	6,045.00	(4,918.39)	4,371.88	(2,780.70)	1,591.18
286.0000.9701.099.799.681 PHS Spanish Class	995.50	.00	(623.09)	372.41	.00	372.41
286.0000.9701.099.799.682 PHS Youth Transition Program	1,363.55	.00	(36.84)	1,326.71	.00	1,326.71
286.0000.9701.099.799.684 PHS Student Body Fee	1,040.00	16,195.00	(16,355.00)	880.00	.00	880.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	680.00	240.00	(700.00)	220.00	.00	220.00
286.0000.9701.099.799.686 PHS Swim Team	3.78	626.87	(510.89)	119.76	.00	119.76
286.0000.9701.099.799.687 PHS Boys Tennis	5,376.11	250.00	.00	5,626.11	(666.80)	4,959.31
286.0000.9701.099.799.688 PHS Girls Tennis	4,577.82	250.00	(164.49)	4,663.33	.00	4,663.33
286.0000.9701.099.799.689 PHS Theatre	6,356.06	1,706.00	(1,393.98)	6,668.08	.00	6,668.08

Benton County School District 17J

Student Activities Summary Report

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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	2,297.05	333.55	(545.50)	2,085.10	.00	2,085.10
286.0000.9701.099.799.692 PHS Boys Volleyball Fund Balance	.00	958.28	.00	958.28	.00	958.28
286.0000.9701.099.799.693 PHS Girls Volleyball	13,014.22	4,764.50	(8,939.51)	8,839.21	(150.00)	8,689.21
286.0000.9701.099.799.695 PHS Warrior Wellness	2,625.11	.00	(45.00)	2,580.11	.00	2,580.11
286.0000.9701.099.799.696 PHS Wrestling	2,984.98	16,762.37	(20,290.61)	(543.26)	.00	(543.26)
286.0000.9701.099.799.697 PHS Yearbook	4,238.14	17,890.00	(6,698.04)	15,430.10	(18,031.00)	(2,600.90)
286.0000.9701.099.799.698 PHS Lagestee PTP Waiver Scholarship-Restricted	8,914.82	1,843.58	.00	10,758.40	.00	10,758.40
286.0000.9701.099.799.705 HS Student Transcript Fees	76.76	296.96	(153.67)	220.05	.00	220.05
GRAND TOTALS	312,925.70	312,173.12	(267,084.57)	358,014.25	(53,153.72)	304,860.53

End of Report

**2025 / 2026 SCHOOL YEAR
ENROLLMENT FIGURES as of: April 16, 2026**

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	94	78	6			0	0	10	
1st	94	<u>76</u>	4			0	0	14	
2nd	117	92	5			0	0	20	
3rd	117	92	5			0	0	20	
4th	122	101	<u>3</u>			0	0	18	
5th	133	<u>114</u>				0	0	19	
6th	116			96		1	0	19	
7th	136			111		3	0	22	
8th	144			<u>126</u>		5	0	13	
9th	137				116	4	0	17	
10th	132				105	17	0	10	
11th	121				85	23	0	13	
12th	143				<u>121</u>	<u>13</u>	<u>0</u>	9	
Totals	154	399	23	333	427	66	0	204	

TOTAL FULL-TIME ENROLLMENT - All Schools 1,606

Philomath School District 17J - 2025-2026 School Year - Summary of Enrollment

School	09/11	10/09	11/13	12/11	01/08	02/19	03/12	04/16	05/21	06/18
CPS	157	157	157	152	156	155	156	154		
PES	398	390	388	396	398	394	395	399		
BL	26	25	24	24	24	24	24	23		
PMS	347	340	338	339	337	338	338	333		
PHS	462	452	447	432	432	426	426	427		
Academy	55	61	62	69	65	64	65	66		
KVCS	201	204	208	207	207	207	205	204		
SubTotal	1,646	1,629	1,624	1,619	1,619	1,608	1,609	1,606	0	0
Part-time students	0	2	2	2	2	2	0	0		
Total Enrollment	1,646	1,631	1,626	1,621	1,621	1,610	1,609	1,606	0	0

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	160	158
PES	365	365	367	362	369	369	370	370	370	370
BL	32	32	32	32	31	29	29	30	30	28
PMS	351	349	349	347	353	347	345	341	338	335
PHS	452	445	442	443	442	437	433	437	436	434
Academy	78	72	78	77	77	81	86	86	88	90
KVCS	193	194	195	194	190	194	196	195	194	191
SubTotal	1,640	1,617	1,621	1,613	1,614	1,619	1,620	1,618	1,616	1,606
Part-time students	0	10	9	9	9	7	7	7	7	6
Total Enrollment	1,640	1,627	1,630	1,622	1,623	1,626	1,627	1,625	1,623	1,612

Coversheet

Approve 2027-2028 School Year Calendar

Section: IV. Action Items
Item: A. Approve 2027-2028 School Year Calendar
Purpose: Vote
Submitted by:
Related Material: 2027-2028 Calendar Draft.pdf

Philomath School District 17J Academic Calendar Draft

2027 – 2028

Calendar Key	
IS	Staff Inservice Days
	First Day for 2 nd , 6 th , and 9 th Grade
	First Day for 3-5, 7-8, & 10-12.
	Early Release for Students
)	Last Day for Students
	No Students – C/ G/ A
	No School (or Holiday)
MU	Inclement Weather Make-Up

August 2027						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						2

September 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

October 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

November 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17

December 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Winter Break					25
26	Winter Break					
						13

January 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

February 2028						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	MU	22	23	24	25	26
27	28	29				
						20

March 2028						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Spring Break					25
26	27	28	29	30	31	
						17

April 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	MU	29
30						18

May 2028						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

June 2028						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	MU	MU	MU	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						6

Dates to Remember:

October 27: End of Q1 – 41 Days
 November 23: End of T1 – 57 Days
 January 21: End of S1/ Q2 – 85/44 Days
 March 9: End of T2 – 60 Days
 April 6: End of Q3 – 46 Days
 June 8: End of S2/Q4 – 88/42 Days
 June 8: End of T3 – 56 Days

September TBD: Back to School Open House
 June Last Day for Seniors
 June PHS Graduation
 June PA Graduation
 June 1-June 1: Make up days if needed

Coversheet

Policies

Section: IV. Action Items
Item: B. Policies
Purpose: Vote
Submitted by:
Related Material: EEACC- Student Conduct on School Buses.pdf
EEACC-AR Transportation Discipline Procedure.pdf

Philomath School District 17J

Code: EEACC

Adopted: 10/19/2020

Revised: 11/13/2025

Student Conduct on School Buses

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and to and from district-sponsored activities and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. *Fighting, wrestling or boisterous activity is prohibited on the bus;
3. *Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. *Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. *Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. *Treat school bus and equipment as you would treat valuable furniture in your home;
11. *Students will not extend their hands, arms or heads through the bus windows;
12. Students will have written permission to leave the bus other than for home or school;
13. Students will converse in normal tones; loud or profane language is prohibited;
14. Students will not open or close windows without permission of the driver;
15. Students will keep the bus clean and must refrain from damaging it;
16. Students will be courteous to the driver, fellow students and passersby;
17. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to Oregon Administrative Rules (OAR), the district adopts the following rules:

1. Large items which cannot be safely transported while held in the student's lap or stored directly under the seat are generally prohibited unless the bus has a baggage compartment.
2. Large items may be allowed on the bus with the prior approval of the Transportation Supervisor. These items will only be allowed on the bus if transporting these items can meet the following ODE requirements:
 - a. The items can be placed in a location not adjacent to students.
 - b. The items can be secured by the driver in a manner that insures that they will not move even in the event of a bus collision.
 - c. The items do not block the aisle way or access to an emergency exit.

3. *Students shall not interfere with school bus operating controls except in an emergency or as instructed by the driver.
4. **Students will obey coaches, teachers and chaperones who are responsible for maintaining order on trips.
5. *Students will not do any disruptive activity which might cause the driver to have to stop to reestablish order.
6. *Students will not damage school property or the personal property of others.
7. *Students will not threaten or physically harm the driver or other passengers.
8. Devices that create sounds that are distracting to the driver may not be used on the bus.
9. Skateboards and scooters must be secured on buses.
10. Stay away from the bus when it is moving.
11. Students will not throw objects.

*These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

**Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

The superintendent will establish other administrative regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation and may be subject to other disciplinary action in accordance with district and school discipline policies.

END OF POLICY

Legal Reference(s):

ORS 339.240 OAR 581-053-0010
ORS 339.250 OAR 581-053-0210
ORS 820.100 to 820.190
OAR 581-021-0050 to 0075
OAR 581-023-0040
OAR 581-053-0002
OAR 581-053-0003
OAR 581-053-0004

Letter Opinion Office of the OR Attorney General (11/22/1988).

Cross Reference(s):

JFCB – Care of District Property by Students

DRAFT

Philomath School District 17J

Code: EEACC - AR

Adopted:

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

The following procedures address:

1. Safety Instructions;
2. Code of Conduct;
3. Violations;
4. Suspension Procedures;
5. Right of Appeal;
6. Reinstatement;
7. Education;
8. Special Education Students.

Safety Instruction:

- A. Within the first six weeks of each semester the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - a. Safe school bus riding procedures, including but not limited to loading, unloading, crossing;
 - b. Use of emergency exits; and
 - c. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
- B. Each September the transportation supervisor will direct all bus drivers to conduct a safety review with all other students.
 - a. The drivers shall review safe bus riding procedures.
 - b. The drivers shall review use of emergency exits.
- C. The transportation supervisor will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

Violations:

Each year the district will include the following procedures for violations in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

Disciplinary Procedures for Violations:

1. **First Citation-Warning:**
The driver verbally restates behavior expectations and issues a warning citation. The driver may assign the student to a particular seat.
2. **Second Citation:**
The student may be suspended from the bus after a conference, arranged by principal, has been held with the student, the parent, the bus driver, and the principal. The driver may assign the student to a particular seat.
3. **Third Citation:**
The student will receive a suspension from the bus for up to 30 days after a conference, arranged by the principal, has been held with the student, the parent, the bus driver, and the principal. Further violations of bus regulations will be considered a severe violation. The driver may assign the student to a particular seat.
4. **Fourth Citation:**
The student will receive a suspension from the bus for the remainder of the school year.
5. **Severe Violations:**
Any severe violation may result in the immediate suspension of the student for a minimum of ten days and up to a one-year period from the bus, which may carry over to the following school year. There will be a hearing at this time, arranged by principal, involving the student, the bus driver, the parent and the principal.

In all instances, the appeal process may be used if the student and/or parent desires.

All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.

Appeal Procedure:

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

- STEP I The student or his/her representative will discuss the issue with the principal.
- STEP II If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal. This is to be done within ten school days of the act or condition which is the basis of the complaint. The principal will, within three school days, arrange a student, parent, principal conference with the goal of resolving the issue. The principal also will notify the district transportation coordinator.
- STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- STEP IV If, after five school days from receipt of the principal's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.
- STEP V If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Please return this signed form to the driver on or before the second day of school. I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Parent/ Guardian Signature	Date	Student Name	Date
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Bus Route #: _____ Home Phone: _____ Work Phone: _____

Attending School:

- | | |
|---------------------|----------------------|
| Blodgett Elementary | Philomath Elementary |
| Clemens Primary | Philomath Middle |
| Philomath Academy | Philomath High |

Suspension Procedures:

Due process procedures used by the district governing student behavior shall be applied.

Reinstatement:

After the given suspension period, a conference to discuss reinstatement shall be conducted under the following guidelines:

- A. When deemed necessary, parent(s) and student shall be present at the conference;
- B. The principal shall fully explain matters and permit the parties involved to fully explain their position(s);
- C. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

Special Education Students:

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Disabled Students and accompanying administrative regulation.

Right of Appeal:

- A. At each step of the discipline procedures used in district-approved transportation services, parents, students, and/or a representative have a right to appeal.
- B. All appeals must be in writing.
- C. Appeals are to be made to the responsible person at the level of appeal.
- D. Final appeal may be made to the Board.
- E. Board decisions are final.

Philomath School District Bus Referral



Student's Name:	Date:	Time of Incident:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Driver's Name:	Route Number:	School:	

Referral Occurrence: 1st 2nd 3rd 4th SEVERE

Interventions Prior to Referral <i>(Log interventions below for reference, include date if known)</i>	Behaviors Referred to School
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Re-teaching of expectations <input checked="" type="checkbox"/> Seat change <input checked="" type="checkbox"/> Assigned seat / where: <input checked="" type="checkbox"/> Seat partner / who: <input checked="" type="checkbox"/> Conference with student <input checked="" type="checkbox"/> Other – please detail: 	<ul style="list-style-type: none"> <input type="checkbox"/> Not following driver directions <input type="checkbox"/> Bullying (same day notice to school office) <input type="checkbox"/> Eating or chewing gum <input type="checkbox"/> Fighting (same day notice to school office) <input type="checkbox"/> Inappropriate language, swearing <input type="checkbox"/> Late for bus <input type="checkbox"/> Physical contact – pushing, hitting, kicking (same day notice to school office) <input type="checkbox"/> Littering <input type="checkbox"/> Safety violation – circle violation: Standing or switching seats while bus in motion, part of body in bus aisle, yelling, any part of body out window, disruptive behavior, or _____ <input type="checkbox"/> Unsafe at bus stop, observed by _____ <input type="checkbox"/> Instigating or participating in _____ <input type="checkbox"/> Other – please detail below:

Others Involved in Incident: None Peers Bus Aide Driver Unknown Other

Incident details:

School/Administrative Action		
<ul style="list-style-type: none"> <input type="checkbox"/> Student conference <input type="checkbox"/> Behavior skills training <input type="checkbox"/> Behavior contract 	<ul style="list-style-type: none"> <input type="checkbox"/> Peer mediation <input type="checkbox"/> Restitution/restorative justice strategies/fix-it plan <input type="checkbox"/> Parent/guardian contacted 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of privilege _____ <input type="checkbox"/> Parent/guardian conference <input type="checkbox"/> Other _____ <input type="checkbox"/> Suspension from bus. Dates: _____
Details / Instructions:		
Parent/student comments:		

Parent Signature

Student Signature

Administrator: _____ Date: _____ Time: _____

Copy 1: School District Office Copy 2: School Principal Copy 3: Transportation