# Woodburn School District

# Regular Board Meeting

# June 23, 2026

**WOODBURN SCHOOL DISTRICT 103**
**Regular Board Meeting Agenda**
**Woodburn School District Office**
**1390 Meridian Dr.**
**Woodburn, OR 97071**
**June 23, 2026 - 5:45 PM**

**Regular Board Meeting: Agenda**

1) **CALL TO ORDER: (5:45)**
   1. Pledge of Allegiance
   2. Adoption of the Agenda
2) **STAFF, STUDENTS AND SCHOOL RECOGNITION:**
   1. 2026 Retiree(s) (5:48)
3) **BUDGET HEARING: (6:00-6:10)**
   *The Board will temporarily set aside any business to conduct a public hearing on the 2026-2027 Budget approved by the Budget Committee on June 2, 2026. Please submit your public comment in advance. Thank you.*
4) **PUBLIC COMMENT: (6:10-6:30)**
5) **REPORTS:**
   1. Board Reports (6:30-6:35)
   2. Office of the Superintendent
      1. WSD Preschool (6:35-6:50) 3
6) **CONFIRMATION ITEMS: (6:50-6:55)**
   1. Meeting Minutes: May 26, 2026 - Regular Board Meeting; June 2, 2026 - Second Budget Committee Meeting 9
   2. Personnel 13
   3. Surplus Property Disposal Report 15
   4. Acceptance of Gift/Donations 27
   5. Funding Proposals & Applications
      1. Mockingbird Foundation — $4,770 to support Audtio Production Stations' Technical Education Program (WHS)
7) **BOARD ACTION ITEMS:**
   1. NEW BUSINESS:
      1. Appoint Student Representative(s) on the Board (6:55-7:10) 30
      2. 2026-2027 Superintendent Evaluation Timeline (7:10-7:15) 31
      3. 2026-2027 Budget — Resolution No. 26-002 (7:15-7:25) 32
      4. 2026 - 2029 Woodburn School District Strategic Plan (7:25-7:35) 121
      5. Policy Update: First Reading (7:35-7:45) 127
8) **FUTURE AGENDA ITEMS: (7:45)**
9) **BOARD CALENDAR: (7:47)**
   - July 21, 2026 - Organization Board Meeting & Board Retreat - 10:00 am - 8:00 pm
10) **COMMUNITY ENGAGEMENT:**
    1. Community Engagement Worksheet (7:48-7:55)
11) **EXECUTIVE SESSION:** **278**
    1. ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection. (7:55-8:05)
    2. ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (8:05-9:05)
12) **BOARD ACTION ITEM: (9:05)**
    1. Board Action on Executive Session Item (2)(f)
13) **ADJOURNMENT: (9:10)**

# Woodburn School District

***Our Mission is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.***

To: Juan Larios, Superintendent

From: Chrissy Chapman, Director of Teaching and Learning

Date: June 17, 2026

Re: Preschool Report

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**Background Information:**

The Woodburn School District has been operating a preschool program for 11 years. The program currently consists of 7 classrooms and 1 classroom for the Teen Parenting Program for infants and toddlers. The program serves 123 preschool students, and 8 infants and toddlers.

Slide Deck

**Recommended Action:** None

# Woodburn School District Preschool

Board Presentation
June 23, 2026

## Woodburn School District Early Learning

**Administrators:**
Martha Torres
Chrissy Chapman

**ECE Instructional Coach/KPI Coordinator:**
Imelda Amaya

**Program secretary:**
Cipriano/Heritage -Teresa Reyes
CLC-Karla Padron



# WSD Preschool Program

| Preschool Promise | Title IC Preschool | Title 1A Preschool |
|---|---|---|
| • 4 Classrooms at Cipriano<br>• 72 slots total<br>• Funded by the Oregon Department of Early Learning and Care (DELC)<br>• Income based qualification<br>• Families who live within Marion and Polk county<br>• Serves children age 3-4<br>• Spanish/English Dual Language | • 1 Classroom at Cipriano<br>• 16 slots total<br>• Family must be identified for Title IC program<br>• Serves children age 3-4<br>• Spanish/English Dual Language<br><br>Out of School<br>*Ready for Kinder at home<br>*Home visits with educational activities | • 2 Classrooms (Heritage and CLC)<br>• 36 slots (20 at HE and 16 at CLC)<br>• Families who live within WSD boundaries<br>• Families who do not qualify for Title IC or PS<br>• Priority to children who will transition kinder (age 4)<br>• Spanish/English (CLC) & Russian/English (Heritage) Dual Language |

Total of **124 preschool** slots, service hours 7:30-2:20 pm

# WSD Teen Parent Program

- 1-Infant/Toddler Classroom at CLC
- Capacity for up to 8 children
- Available for any Teen Parent enrolled in the Woodburn School District
- Service Hrs 8:00am-3:45pm
  - Transportation Provided



# WSD Preschool Program Capacity & Enrollment

| Program | Capacity | Current Enrollment | Attendance % |
|---|---|---|---|
| Preschool Promise<br>*85% attendance requirement | 72 | 72 | 87% |
| Migrant PreK | 16 | 15 | 91% |
| Title IA<br>• Heritage<br>• Creative Learning Center | 20<br>16 | 20<br>16 | 89%<br>92% |
| Teen Parent Program reimbursable by DELC | 8 | 8 | N/A |
| Total | 132 | | **90%** Average attendance |

# WSD Preschool Assessments/Screenings

Student observations

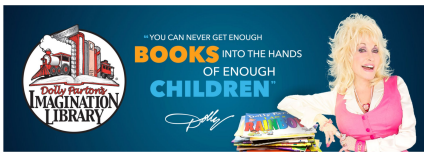
- TS-Gold **Assessment Tool**
  - Social-emotional
  - Physical
  - Language
  - Cognitive
  - Literacy
  - Mathematics
- 3 cycles a year
  - Fall
  - Winter
  - Spring
- TS-Gold objectives are aligned to the Oregon's Early Learning Guidelines and Kindergarten Readiness
- Health Screenings
  - Vision
  - Dental
  - Hearing






# Kindergarten Partnership & Innovation (KPI)

- **Kindergarten Transition Support/Activities**
  - Ready for Kindergarten parent workshops (Birth-age 5)
  - Parenting Classes
  - Kindergarten Transition Presentations
  - Dolly Parton-Imagination Library
    - Once the whole state is on board families will have the option to select bilingual books
  - Professional Development for Prek-3 grade educators
  - Supplemental Materials
    - Early Literacy Focus




READY! for Kindergarten®

MARION & POLK earlylearninghub

# WSD Preschool Accomplishments

## Program Highlights

- ★ WSD has been providing preschool services for 12 years
- ★ Balanced schedule between free play and explicit teaching
- ★ Instruction in Spanish/English and Russian/English
- ★ Ready for kindergarten parent workshops
  - **Ages 0-3**-Completed
    - 25+ families participated
  - **Ages 3-4**-In progress
    - 40+ families attending

## Future Plans

- Moving Cipriano classrooms to the Success building for the 2026-27 school year



# Profile of a Woodburn Graduate

Leadership

Inspiration to explore other countries

Equity focused

Accepting/open (progress)

Real world skills, CTE, financial literacy skills

Give back to others

Aware of and ready for real world, local and global issues

Bilingual - Academic Language and Communication

Readers - The love for reading and researching for lifetime

Global citizen

Have a post high school plan

Learning skills to apply to the real world

Expand upon other languages

Worldly engagement

Confidence to advocate for self

Global awareness working with others

Emotional Intelligence

Appropriate mannerisms, respect, discipline toward school staff & beyond high school

Access to any program (ex. AP, CTE)

Positive self image. SEL skills

A sense of who they are outside of the Woodburn community

Reading and Writing

Accountability

Soft skills - CTE

College & Career Readiness

Critical thinking skills and can analyze on their own

Bilingual

Effective Communication

Good command of content and enthusiasm to keep learning

Critical thinking skills

Growth mindset

Perception after leaving Woodburn bubble - What does it mean to be from Woodburn?

Math, Internships during HS and post HS testing skills

Working in teams

Participate in a club, sport, or organization

Respect for differences

Dual language/Seal of Biliteracy

High levels of academic skills to be admitted to the next level

Ready for whatever pathway comes next after HS

Give back to others

Inclusion

Culture a passion

Manage Stress

WOODBURN SCHOOLS

Diverse In Culture, Unified In Mission

**WOODBURN SCHOOL DISTRICT 103**
**Regular Board Meeting Minutes**
**Woodburn School District Office**
**1390 Meridian Dr.**
**Woodburn, OR 97071**
**May 26, 2026 - 5:45 PM**

The Woodburn School District Board of Directors met for a Regular Board Meeting. The following members were present:
Debbie Ballweber, Board Chair
Michael Vasquez, Board Vice-Chair
Anabel Hernandez-Mejia, Board Member
Ryan Beyer, Board Member
Juan Larios, Superintendent
Jenne Marquez, Board Secretary

Absent Rosie Burkoff,

1) **CALL TO ORDER: 5:45 pm**
   1. Pledge of Allegiance
   2. Adoption of the Agenda
      Michael moved to adopt the agenda as presented. Ryan Beyer seconded the motion. The motion carried unanimously.

2) **STAFF, STUDENTS AND SCHOOL RECOGNITION:**
   1. 2026 TechStart Oregon Technology Student of the Year
      Teacher Stephanie Partlow introduced Alondra Saldaña Simano who received the 2026 TechStart Oregon Technology Student of the Year award.

   2. 2025-2026 Retirees
      The 2025-2026 Retirees were recognized.

3) **PUBLIC COMMENT:**
   Charles Sanderson, Teacher; RE: Contract Negotiations
   Megan Randall, RE: Barganing
   Max Sanchez, RE: District finances (audit) and negotiations
   Jason Levin, RE: District Finances
   Cheri Chambers, RE: Contract Negotations
   Julia Vera, RE: District finances
   Miranda Ratliff, Staff Member, RE: [staff pay]
   Carol Kramer – 2 topics:
   1. WEA Barganing
   2. Rapid Response Team

   Kathy Mincer, Special Ed Mentor and Co-Chair WEA Bargaining Team
   Chelsea Frankovich, RE: Baragaining concerns
   Tony Salm, RE: Bargaining
   Erich VanBergen, Teacher; RE: Success school move

4) **REPORTS:**
   1. Board Reports
      Ryan – District Migrant Awards Night
      Anabel – events, volunteer at PBIS nights, parent club, Dia del Niño, migrant awards night.
      Michael – audit for tonight, OPB
      Debbie – PD visits – secretaries, counselors, participated in OPB Think Out Loud interview

2. Operations Reports
    1. Business Office: 2024-2025 Audit Report & Financial Report
       Pauly Rodgers presented the 2024-2025 Audit Report.
       Board survey for Audit will be sent to Board after July 1st.
       Director Bishop provided a finacial report.

5) **CONFIRMATION ITEMS: 6:51 pm**

Michael Vasquez moved to approve the confirmation items as presented. Anabel Hernandez-Mejia seconded the motion. The motion carried.

1. Meeting Minutes: April 14, 2026 - Special Board Meeting; April 28, 2026 - Regular Board Meeting
2. Personnel
3. Surplus Property Disposal Report
4. Acceptance of Gift/Donations
5. Funding Proposals & Applications (N/A)

6) **BOARD ACTION ITEMS:**

1. NEW BUSINESS:
    1. Substance Use Prevention and Intervention Plan
       Ryan Beyer moved to approve the Substance Use Prevention and Interverntion Plan as presented. Anabel Hernandez-Mejia seconded the motion. The motion carried unanimously.

    2. Interdistrict Transfers for 2026-2027
       Anabel Hernandez-Mejia moved to open interdistrict transfer slots for the following programs for 2026-2027 school year: K-5, Dual Language Programs and Grades 6-10.
       Ryan Beyer seconded the motion. The motion carried unanimously.

7) **FUTURE AGENDA ITEMS:**

none

8) **BOARD CALENDAR:**

- May 28, 2026 - Preschool Visits - 11:00 am – Michael and Anabel will attend.
- June 2, 2026 - Second Budget Committee Meeting - 5:45 pm
- June 4, 2026 - WHS Class of 2026 Graduation - 6:00 pm
- June 9, 2026 - Board Work Session - 5:45 pm
- June 23, 2026 - Regular Board Meeting - 5:45 pm

9) **EXECUTIVE SESSION:**

The Board of Directors closed the open meeting at 7:17 pm.
At 7:22 pm they moved into Executive Session pursuant to:

1. ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Executive Session was closed at 8:43 pm and the open meeting was resumed.

10) **ADJOURNMENT: 8:43 pm**

**WOODBURN SCHOOL DISTRICT 103**
**Second Budget Meeting Minutes**
**Woodburn School District Office**
**1390 Meridian Dr.**
**Woodburn, OR 97071**
**June 2, 2026 - 5:45 PM**

The Woodburn School District Budget Committee met for a Second Budget Meeting on Tuesday, June 2, 2026. The following individuals were present:

Scott Trevor, Budget Committee Chair
Debbie Ballweber, Board Chair
Michael Vasquez, Board Vice-Chair
Natalya Feokistov, Budget Committee Vice-Chair
Ryan Beyer, Board Member
Rick Puente, Budget Committee Member
Anabel Hernandez-Mejia, Board Member
Rosie Burkoff, Board Member
Janeece Price, Budget Committee Member
Devon Freeland, Budget Committee Member

**Second Budget Meeting: Agenda**

1) **CALL TO ORDER:**
   Presenter: Scott Trevor, Budget Committee Chair
   1. Pledge of Allegiance
   2. Adoption of Agenda
      Debbie Ballweber moved to adopt the agenda. Anabel Herandez-Mejia seconded the motion. The motion carred with 8-0 votes.
2) **PUBLIC COMMENT:**
   None

3) **REQUESTS FROM COMMITTEE:**
   1. Information Request
   Shared current budget, 3.75 budget reduction.
   True over all reduction – 11.0 FTE through attrition.
   1 Director, 8 Licensed, 2.0 Classified
   *Rosie Burkoff joined the committee meeting at 5:49 pm
   This mainly impacts secondary, this does not impact programs

   **Devon Freeland joined the meeting at 5:58 pm.

   How much money is 11.0 FTE – saving close to 1.5 M

During the pandemic we did not make many changes but since then we have had a reduction of about 500 students so staffing reductions through atrition have been made since 2022-23 SY.

4) **BUDGET COMMITTEE DISCUSSION OF PROPOSED BUDGET:**
   The Budget Committee discussed the proposed budget.

5) **BUDGET COMMITTEE ACTION:**
   1. Meeting Minutes: May 5, 2026 - Budget Work Session & First Meeting

Debbie Ballweber moved to accept the minutes as presented. Ryan Beyer seconded the motion. Motion carried 10-0.

2. Approve the 2026-2027 Budget and Taxes
   Devon Freeland moved to approve the Woodburn School District 2026-2027 budget as presented. Rosie Burkoff seconded the motion. The motion carried 10-0.

   Debbie moved to approve the tax rate of $4.5247 per $1,000 of assessed value, subject to the Education Limitation. Anabel Hernandez-Mejia seconded the motion. The motion carried 10-0.

   Michael Vasquez moved to approve the tax rate for the General Obligation Bond Debt Service of $6,644,379, excluded from the Education Limitation. Debbie Ballweber seconded the motion. The motion carried. 10-0.

6) **ADJOURNMENT 6:46 pm**

# Woodburn School District

***Our Mission is to engage, inspire, and prepare all students to learn, lead and contribute toward a just community, both local and global.***

To: Juan Larios, Superintendent

From: Sarah Bishop, Director of Human Resources & Business

Date: 6/23/2026

Re: Human Resource Office Personnel Actions Board Note

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**Background Information:** This report shows the personnel actions taken through 5/14/2026. Contained in this report for your review are the following actions: Hiring of Licensed staff, other personnel, resignations, retirements and retirements and working back additional time.

**Recommended Action:** Approve personnel actions as presented.

**Actions**
**Background Information:** **June 23, 2026**
**Contact Person: Sarah Bishop**

***Action Requested: It is recommended that the Board approve the following licensed staff.***

| NAME | POSITION | LOCATION | FUNDING | DATE |
|---|---|---|---|---|
| **LICENSED HIRING** | | | | |
| Villa, Jesus | Teacher – Spanish Language | Valor MS | Local | 8/24/2026 |

**OTHER PERSONNEL ACTIONS FOR YOUR INFORMATION**

| | | | | |
|---|---|---|---|---|
| **HIRING** | | | | |
| Estrada, Teresa | Office Specialist II | Nellie Muir | Local | 5/29/2026 |
| Gribskov, Michelle | NSII | WHS | Local | 5/21/2026 |
| **RESIGNATION** | | | | |
| Boenhlein, Lisa | Speech Language Pathologist | FPMS | Local | 6/11/2026 |
| Castellanos Vega, Gustavo | Educational Assistant | Lincoln | SIA | 07/17/2026 |
| Harry, Alison | Special Ed. Assistant | Lincoln | Local | 6/10/2026 |
| Hayden, Lindsay | Special Ed. Teacher | Nellie Muir / SS | Local | 6/11/2026 |
| Lopez, Alisa | Teacher – Reading Resource | Heritage | Title 1A & Early Literacy Grant | 6/11/2026 |
| Nicosia, Angelica | Special Ed. Teacher | Nellie Muir / SS | Local | 6/11/2026 |
| Parker, Lesley | Speech Language Pathologist | Heritage | Local | 6/11/2026 |
| Pietruszewski, Lee | Teacher – Language Arts & Social Studies | FPMS | Local | 6/11/2026 |
| Stonebraker, Michael | Teacher – Language Arts | Success HS | Local | 6/11/2026 |
| **RETIREMENT** | | | | |
| Yager, Mark C. | Custodian | Facilities | Local | 7/06/2026 |
| **RETIREMENT (Under PERS and working back additional time)** | | | | |
| Wall, Betty | Human Resources Specialist – Retirement Date | HR/ DO | Local | 7/31/2026 |
| Wall, Betty | Human Resources Specialist – Working Back Dates | HR/ DO | Local | 8/1/2026-6/30/2027 |
| **OTHER** | | | | |
| **TERMINATION** | | | | |
| **LAYOFF** | | | | |
| **CHANGE OF STATUS** | | | | |

# Woodburn School District

***Our promise is to engage, inspire, and prepare each student to learn, lead, and contribute toward an equitable community, both local and global.***

To: Juan Larios, Superintendent

From: Sarah Bishop, Director of Business

Date: June 16, 2026

Re: Surplus Property Disposal Request

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**Background Information:**

Items submitted for review have been evaluated by a responsible party and are either past their useful life or no longer functional.

**Recommended Action:** Approve Surplus Property Disposal requests as presented.

Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☑ ~~FP~~ | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Jande Wirkkula
Requester's Name

6/11/26
Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 11 Boxes | Outdated/Damaged FictionBooks | Ø |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | Ø |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/11/26

District Signature — Date: 6-16-26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☒ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Crystal Mingear — Requester's Name
6/11/26 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 1 | Shredder, smells burnt when you try to start it doesn't shred. | $0 |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | $0 |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/12/26

District Signature — Date: 6-16-26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

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# Woodburn School District 103

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Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☒ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Crystal Mingear — Requester's Name — Date: 6/11/26

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 2 | Speaker sets, doesn't project sound | $0 |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | $0 |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/12/26

District Signature — Date: 6.16.26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

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Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☒ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Crystal Mingear — Requester's Name
6/11/26 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 9 | Cloth chairs - seats & backing are ripped/have holes | $0 |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | $0 |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/12/26

District Signature — Date: 6-26-26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

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Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☒ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Crystal Mingear — Requester's Name
6/11/26 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 16 | Chromebooks (I.T. said they were too old to update and they are missing keys and/or won't turn on) page attached has I.D. numbers. | Ø |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | $ Ø |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/12/26

District Signature — Date: 6-20-26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

| Count: | Laptop ID Number |
|---|---|
| 1 | 43497 |
| 2 | 43182 |
| 3 | 43492 |
| 4 | 43493 |
| 5 | 43480 |
| 6 | 42248 |
| 7 | 27871 |
| 8 | 43190 |
| 9 | 42260 |
| 10 | 43585 |
| 11 | 43181 |
| 12 | 42249 |
| 13 | 43183 |
| 14 | 43584 |
| 15 | 43531 |
| 16 | 30734 |

Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

# Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☒ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Janae Wirkkula
Requester's Name

6/2/26
Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 11 Boxes | Outdated/damaged library books | Ø |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | Ø |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature

6/3/2026
Date

District Signature

6/4/26
Date

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☒ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Janae Wirkkula — Requester's Name
6/8/26 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 2 Boxes | Outdated Curriculum (Soc. Stu) | Ø |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | Ø |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/11/26

District Signature — Date: 6.16.26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) $ Amount (Remit to Business Office) _____ Date _____

☐ DONATION _____ (Organization Name) Date _____

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☒ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Erin Haulon — Requester's Name
5/26/2026 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 32 | Harcourt Brace, Social Studies: The World copyright 2000 ISBN-0-15-312102-5 | 20 on Ebay so $640.~ |
| | | |
| | | |
| | | |
| | | |
| | Total Value: | 640.- |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 5/29/26

District Signature — Date: 6/1/26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) _____ ($ Amount (Remit to Business Office)) _____ (Date)

☐ DONATION _____ (Organization Name) _____ (Date)

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☐ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Jessica Richardo-Ramirez (Requester's Name) Date: 06/11/26

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 1 | American Reading Company | 0 |
| 12 | Reading Fountas & Pinnell | 0 |
| 1 | The Reading Workshop | 0 |
| 1 | When Readers Struggle | 0 |
| | | |
| | Total Value: | 0 |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date: 6/11/26

District Signature — Date: 6-18-26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) $ Amount (Remit to Business Office) _____ Date _____

☐ DONATION _____ (Organization Name) Date _____

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO Copy - Maintenance Copy - Building

# Woodburn School District 103

Code: **DN-AR**
Revised/Reviewed: 01/11; 2/21/13
Orig. Code(s): DN-AR

## Surplus Property Disposal Request/Record

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ AIS | ☐ Bridges | ☐ CLC | ☐ WAAST | ☐ DO | ☐ FP | ☐ VA | ☐ WC |
| ☐ WACA | ☐ WeBss | ☐ WHS | ☐ SUCCESS | ☐ HE | ☐ LN | ☒ NM | ☐ WA |

**THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF**

A. Juan Olgaran — Requester's Name
6-10-26 — Date

B. ITEM INFORMATION

| QUANTITY | DESCRIPTION (make, model, serial number, if applicable) | ESTIMATED VALUE |
|---|---|---|
| 15 | Grado 5, Volúmen 2 (students book, SPN) | 0 |
| 2 | Recursos del maestro 5th grade (SPN) | 0 |
| 4 | Guia de actividades, 5th grade (SPN) | 0 |
| 3 | Teacher's guide, 5th grade (SPN) | 0 |
| | | |
| | Total Value: | |

C. DISPOSAL APPROVAL

Principal/Supervisor Signature — Date 6/11/26

District Signature — Date 6.18.26

D. DISPOSITION RECORD

☐ SALE _____ (Vendor Name) $ Amount (Remit to Business Office) _____ Date _____

☐ DONATION _____ (Organization Name) Date _____

☐ RECYCLE _____ (Date)

☐ DISPOSAL _____ (Date)

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO  Copy - Maintenance  Copy - Building

# Woodburn School District

***Our Mission is to engage, inspire, and prepare each student to learn, lead, and contribute toward an equitable community, both local and global.***

To: Juan Larios, Superintendent

From: Jenne Marquez, Executive Secretary to the Superintendent & Board

Date: June 16, 2026

Re: Gifts and Donations

---

**Background Information:** provided are receipts from gifts and donations to our schools and the District.

A copy of the gift receipt is provided to the donator upon request.

**Recommended Action:** to accept Gifts and Donations as presented.

DIVERSE IN CULTURE; UNIFIED IN MISSION

1390 Meridian Drive • Woodburn, Oregon 97071 • Tel. 503-981-9555 • Fax 503-981-8018

# GIFT RECEIPT

Germann Family Scholarship

Donor Name

18687 Nixon Ave

Address

West Linn, OR 97068-1621

City, State, Zip

503-432-5433

Phone

Woodburn School District Tax ID: 93-6000798

| GIFT DESCRIPTION |
|---|
| |
| Scholarship for WHS Student Alana Lopez Luis in the amount of $2,500.00 and WHS Student Melany Enriquez. |
| |
| |
| |
| |
| |
| |

| Office Use | |
|---|---|
| Received By: | Sara Knight |
| Date Received: | 5/26/2026 |
| Destination of Gift: | WHS Scholarship Alanna Lopez Luis & Melany Enriquez |

DIVERSE IN CULTURE; UNIFIED IN MISSION

965 North Boones Ferry Road • Woodburn, Oregon 97071 • Tel. 503-981-9555 • Fax 503-981-8018

# GIFT RECEIPT

Mark Wagegner
Donor Name

Address

City, State, Zip

503-740-9217
Phone

Woodburn School District Tax ID: 93-6000798

| GIFT DESCRIPTION |
| --- |
| Office Supplies |
| |
| |
| |
| |
| |
| |
| |
| |

| Office Use | |
| --- | --- |
| Received By: | Tatiana Santillan |
| Date Received: | RECEIVED JUN 01 2026 |
| Destination of Gift: | WSD Office |

# Woodburn School District

***Our Mission is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.***

To: Board of Directors

From: Jenne Marquez, Board Secretary

Date: June 16, 2026

Re: Student Representative(s) on the Board

---

**Background Information:**

In September 2025 the Woodburn School Board of Directors revised Board Policy BCBA Board-Student Communication to establish two positions of student representative on the Woodburn School Board. Additionally, the Board reviewed and adopted Administrative Rule BCBA-AR Student Representative(s) on the Board to establish eligibility, roles and responsibilities, and a timeline. Applications opened in late Winter 2026 closed on April 15, 2026. (Webpage linked here) The Board received 5 total applications with one student withdrawing.

Interviews were conducted on May 12 and June 9, 2026. The following candidates were interviewed:

- Abigail Trapala Vera
- Betzy Trapala
- Edwin Estevez Ramos
- Jazmin Sanchez-Zaragoza

It is my recommendation that the Board follow a similar voting process to appoint the Student Representative(s) on the Board as filling a Board Vacancy (BBE-AR Vacancies on the Board, #5, b-e).

**Recommended Action:** Appoint two Student Representative(s) on the Board

# 2026-2027 Superintendent Evaluation Timeline - DRAFT

| Action | Date | Person(s) |
|---|---|---|
| Board/superintendent **review the evaluation process, standards and timelines** to be used for the school year. This also includes approval/timeline of Targeted Feedback Survey (TFS, if being used) and superintendent goals (if applicable). Board formally adopts all of these in open session. | June 23, 2026 | Board & Superintendent |
| Board/superintendent **review/approve annual Superintendent goals** to be used as part of the evaluation process in open session. | July Org Meeting | Board & Superintendent |
| **Check- in meetings** - Superintendent reports interim progress on evaluation standards and goals (if applicable) to the board.<br><br>Recommend at least quarterly meetings. Typically, these should occur in July, Oct, and Jan. These meetings can be conducted in executive session as long discussion are evaluative in nature. | -September/October<br>-December | Superintendent |
| **Superintendent presents their self-evaluation** and/or "artifacts of evidence" of performance to the Board.<br><br>**TFS summary of results** in executive session or open session will be presented (if applicable). **Superintendent exits.** (N/A) | January Work Session | Board & Superintendent |
| **Board individual-evaluations** due and submitted to the board secretary by (date TBD). Results must be compiled. | February 2027 | Board Secretary |
| **Board members discuss their individual evaluations** and develop the board's written summative evaluation that will be shared with the superintendent. | February Work Session | |
| **Board chair presents draft of the summative evaluation (i.e., a "preview" copy)** to the superintendent prior to the (March) board meeting. | February Regular Meeting | Board Chair |
| **Board and superintendent meet to discuss and clarify the summative evaluation document.** Superintendent exits executive session.<br><br>Changes to the evaluation may be made at this time.<br><br>**Board votes in open session to approve the summative evaluation.**<br><br>**A copy of the final (approved) written summative evaluation form is placed in the superintendent's personnel folder.** | March Regular Meeting | Board & Superintendent |
| Notify superintendent of contract extension/non-extension (if applicable) | By April 1, 2027 | Board |
| Superintendent/board set evaluation superintendent goals for upcoming year. | July 2027 | Board/Superintendent |

**Adopted:**

***Notes:*** *Evaluation meetings may be held in executive session unless otherwise requested by the superintendent to be done in open session ORS 192.660(2)(i). This adopted timeline shall serve as notice to the superintendent of the pending stated executive sessions within this document.*

# Woodburn School District

***Our Mission is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.***

To: Juan Larios, Superintendent

From: Sarah Bishop, Director of Business

Date: June 15, 2026

Re: Budget Adoption

---

**Background Information:**

Following is the 2026 - 2027 Woodburn School District budget that has been approved by the Budget Committee.

**Recommended Action:**

Adopt the 2026 -2027 Woodburn School District budget.

**RESOLUTION No. 26-002**

## RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Woodburn School District
hereby adopts the budget for fiscal year 2026-2027 in the total amount of $146,821,110.*
This budget is now on file at 1390 Meridian Drive in Woodburn, Oregon.

## RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1 ,2026, for the following purposes:

| **General Fund** | |
|---|---|
| Instruction…..... | 54,581,622 |
| Support Services……. | 39,613,478 |
| Enterprise & Community Services | 4,502 |
| Transfers……...… | 2,126,300 |
| Contingency……..... | 250,000 |
| **Total……...** | **$96,575,902** |

| **Debt Service Fund 304, 314, 316** | |
|---|---|
| Debt Service | 7,147,300 |
| Transfers……...… | 180,000 |
| **Total……** | **$7,327,300** |

| **Major Maintenance Reserve Fund 405** | |
|---|---|
| Support Services……. | 1,400,000 |
| Facilities Acquisition….. | 105,000 |
| **Total……** | **$1,505,000** |

| **Special Revenue Fund** | |
|---|---|
| Instruction…… | 16,514,032 |
| Support Services……. | 6,371,954 |
| Enterprise & Comm….. | 1,863,130 |
| Transfers……. | 426,300 |
| **Total……** | **$25,175,416** |

| **Nutrition Services Fund 205** | |
|---|---|
| Enterprise & Comm….. | 6,163,500 |
| **Total……** | **$6,163,500** |

| **Construction Excise Tax Fund 410** | |
|---|---|
| Facilities Acquisition….. | 3,376,000 |
| **Total……** | **$3,376,000** |

| **Athletic Reserve Fund 420** | |
|---|---|
| Instruction…..... | 50,000 |
| Facilities Acquisition….. | 1,065,050 |
| **Total……** | **$1,115,050** |

| | |
|---|---|
| **Total APPROPRIATIONS**, All Funds . . . . | **$ 141,238,168** |
| Total Unappropriated and Reserve Amounts, All Funds . . . . | 5,582,942 |
| **TOTAL ADOPTED BUDGET . . . .** | **$ 146,821,110 *** |

*(* amounts with asterisks must match)*

## RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026- 2027:

**(1)** At the rate of $ 4.5247 per $1000 of assessed value for permanent rate tax;

**(3)** In the amount of $6,644,379 for debt service on general obligation bonds;

## RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

### Subject to the Education Limitation

Permanent Rate Tax.....$ 4.5247/$1000

### Excluded from Limitation

General Obligation Bond Debt Service…..$6,644,379

## ENDING FUND BALANCE COMMITMENTS AND POLICIES

**Ending Fund Balance Assignments**

BE IT RESOLVED that in compliance with GASB 54 the authority to classify portions of the ending fund balance be granted to the Superintendent and the Director of Business

**Spending As It Relates to Ending Fund Balance Policy**

The Board of Directors considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classification of fund balances are spent, the Board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

**Authority**

The Board of Directors reserves the authority to establish and modify commitments of ending fund balance.

The above resolution statements were approved and declared adopted on June 23, 2026.

X_____ X_____

Board Chair Attested to: Superintendent

150-504-059 (Rev. 11-05-21)




# WOODBURN SCHOOL DISTRICT

## 2026 – 2027 BUDGET HEARING

PREPARED BY: SARAH BISHOP
DIRECTOR OF BUSINESS & HUMAN RESOURCES
1390 Meridian Drive, Woodburn, Oregon 97071

**TABLE OF CONTENTS**


| | |
|---|---|
| Budget Message | 1 |
| Budget Analysis | 5 |
| Organization | 9 |
| Adopted Budget Calendar | 13 |
| General Fund Revenue | 15 |
| General Fund Expenditures | 21 |
| Special Revenue | 27 |
| Debt Service | 29 |
| Capital Projects | 31 |
| Function Description | 33 |
| Budget Detail Pages | Appendix-A |

Dear Woodburn Community,

It is both an honor and a responsibility to present the 2026-27 budget proposal for the Woodburn School District. This budget is more than a financial plan, it is a reflection of our shared commitment to the success and well-being of every student we serve.

Guided by our Strategic Plan, this budget provides the foundation to bring our promise to life: to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global. We remain steadfast in our focus on creating meaningful opportunities for every student to graduate prepared for college, career, and life, while fostering a culture rooted in engagement, belonging, and strong partnerships.

At the same time, we recognize the important responsibility entrusted to us by our community, to be thoughtful stewards of public resources and to uphold the trust placed in our district.

As we look ahead, it is important to speak openly about our current financial reality. Across Oregon, school funding has not consistently kept pace with the true cost of sustaining staffing and programs. While the upcoming State School Fund is known, it remains insufficient to meet projected expenditures, and future funding beyond next year is uncertain, particularly as new state leadership and priorities may emerge.

This uncertainty is further compounded by shifts in federal funding. We have already experienced decreases in key federal allocations, and there remains the possibility of additional reductions. These resources are critical in supporting some of our most essential services, particularly those that advance equity for multilingual learners, migrant students, students receiving special education services, and those experiencing poverty. While these programs are vital, federal funding cannot be relied upon as a stable, long-term source of support.

Despite these challenges, we approach this work with deep care and commitment. We are proud of the Woodburn School District, of our students, our staff, and the programs that provide rich, well-rounded learning experiences that support academic, social-emotional, and life success. This budget is designed to protect and sustain those strengths both now and into the future.

Woodburn remains financially stable today, and that stability is not by chance. It is the result of careful stewardship and difficult decisions made over time to protect our district from the financial crises many others are now facing. Our goal is to continue that path, thoughtfully, responsibly, and with a long-term perspective.

A key component of that stability has been our ending fund balance, which serves as a critical safeguard against the unpredictability of state and federal funding. It allows us to maintain stability without immediately resorting to significant reductions in staff or programs. However, we must also acknowledge that we are drawing down these reserves. This year alone, our ending fund balance decreased by approximately $3 million simply to maintain current operations.

With approximately 77% of our budget dedicated to staffing, even modest changes in compensation have significant and ongoing impacts. While state funding has increased slightly in recent years, those increases have not kept pace with inflation, requiring the district to rely on reserves to sustain current staffing and programs. As we move forward, we will continue to thoughtfully align staffing levels with student enrollment, utilizing strategies such as attrition and careful planning to minimize impacts on students, programs, and services.

In addition, rising operational costs impacted by inflation across all areas of the district continue to place pressure on our budget. We must also acknowledge the reality of the investments necessary to upkeep and maintain our

infrastructure and buildings to ensure quality district facilities. These realities require us to carefully balance our commitment to fair and competitive compensation with our responsibility to protect programs, staffing levels, and the long-term financial health of the district. As part of this work, we will continue to seek opportunities to organize our systems and resources for long-term sustainability, particularly in areas where funding sources are unstable or declining, so that we can protect the programs our students depend on now and into the future.

This budget reflects that balance. It prioritizes maintaining current staffing aligned with enrollment, sustaining key programs, and continuing to invest in the areas that matter most to our students and community. At the same time, it reflects a cautious and responsible approach to an uncertain future.

Through it all, we remain guided by our Strategic Plan, ensuring that every decision reflects our values, aligns with our mission, and supports the success of every student.

This budget is an investment not only in today's students, but in the future of Woodburn. Together, through partnership, transparency, and a shared sense of purpose, we will continue building a district where every student is engaged, inspired, and prepared to succeed.

Thank you for your continued trust, partnership, and unwavering support of our students, staff, and schools.

**Revenue Assumptions:**

- The investment of, $101,658,844, 51% of the biennial allocation
- Our ADM (student enrollment) will remain relatively flat
- An anticipated reduction of over $100,000 in federal grants. This reduction is compounded due to increased rollup and operational costs

**Expenditure Assumptions**

- We will honor negotiated contracts with licensed and classified staff. Total General Fund staffing costs represent 77% of expenditures
- The budget was built on an anticipated 3% increase in wages
- Ending fund balance and contingency of $5,082,942, 5% of the general fund revenue (the lowest allowable amount per Board policy)
- Per student allocations at buildings will remain the same as the prior budget year

**Staffing and Program Assumptions**

- We will continue working to align staffing levels with student enrollment through attrition
- We will shift staff funding to maintaining programming and essential staffing
- We will reduce 8.75 General Fund FTE
    - 4.0 Special Education
        - 2.0 Licensed
        - 2.0 Classified
    - 3.75 Secondary
        - 3.75 Licensed
    - 1.0 Administrator
        - Director of Human Resources
- There will be no General Fund changes in Elementary FTE
- We will increase special revenue FTE by 10.0
    - 5.0 FTE are a transfer from the General Fund
        - 4.0 Classified
        - 1.0 Licensed

- We will have an overall true reduction of 3.75 FTE
    - 1.0 Director
    - 2.0 Licensed Secondary
    - 0.75 Classified

Respectfully,

Juan Larios

Superintendent
Woodburn School District

Woodburn School District is the 27th largest of 197 districts in Oregon. The District is projected to serve approximately 5,116 students in the 2026 – 27 school year. Woodburn School District is comprised of two high schools, including one alternative high school, two middle schools and four elementary schools.

The District is located between Salem and Wilsonville on the I-5 corridor. The community, first settled in the 1850's, is supportive of its school and many community members are active in school organizations. The major employers include state and local government, education, healthcare providers, and other area businesses. The economy is based primarily on government, agriculture, food processing, wood and paper products and light manufacturing.

**BUDGET PRESENTATION**

The Woodburn School District is proud to publish and provide budget information to the Budget Committee and our community.

The District's goal is to present the budget data in a manner that provides a clear, accurate account of the District's education programs and services for the 2026-27 fiscal year. The information contained in this budget document has been developed, in part, from a combination of District staff and community feedback.

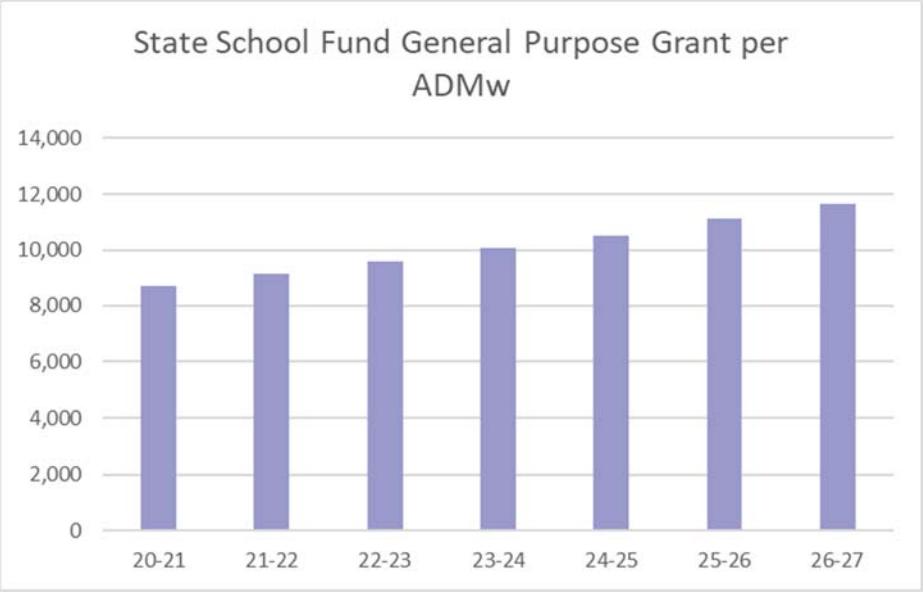
We welcome the opportunity to discuss any financial information or to answer questions regarding the data presented in this report.



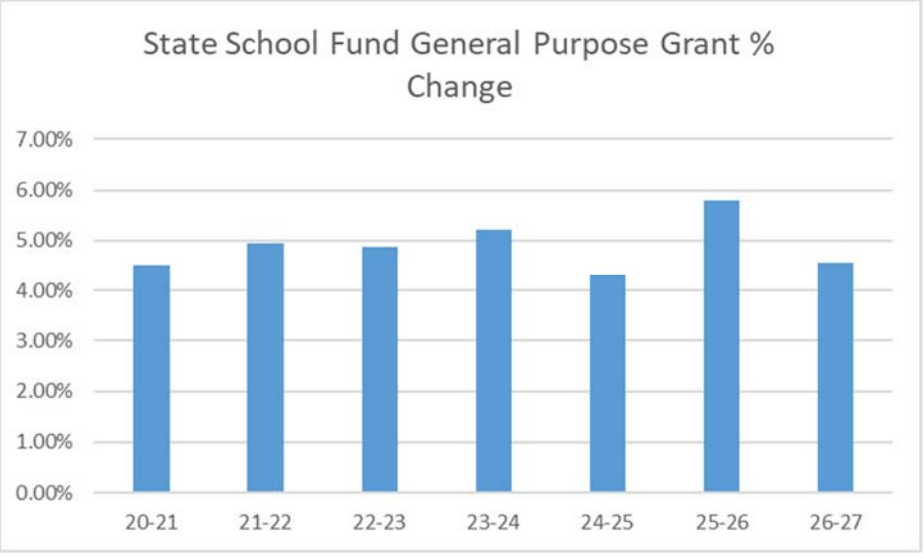
**STATE FUNDING OF K-12 EDUCATION**

During the 1990's, Oregon voters approved a property tax limitation that shifted major responsibility for funding K-12 programs from local property taxes to Oregon's General Fund. The measures approved by the voters required the Oregon Legislature to replace these property taxes. As property taxes were reduced, the reliance on the State General Fund increased. As one of the few states that does not have a sales tax, the State of Oregon's primary revenue sources are the state income tax and lottery revenues. Therefore, the funding for K-12 education statewide are significantly affected by fluctuations in the economic climate. In addition, prior to 2007, Oregon's Kicker Law required the state to return any income tax collections in excess of two percent of projections to tax payers. This effectively kept the state from being able to "save" during the good times in anticipation of economic downturns. During the 2007 legislative session, a bill was passed that allowed the state to create a Rainy Day Fund – a first attempt to stabilize school funding.

The State School Fund (SSF) allocated funding for each attending student in Oregon through a weighted distribution system. A seven year historical review of SSF dollars per ADMw (Average Daily Membership weighted) is shown in the chart below.

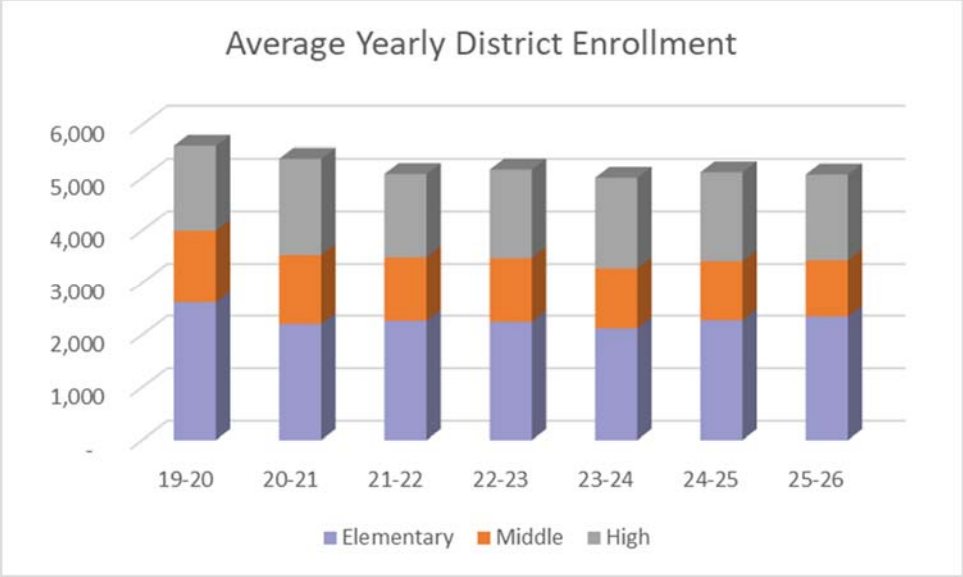



This chart details the percentage change in the per pupil State School Fund allocation over the past seven years.



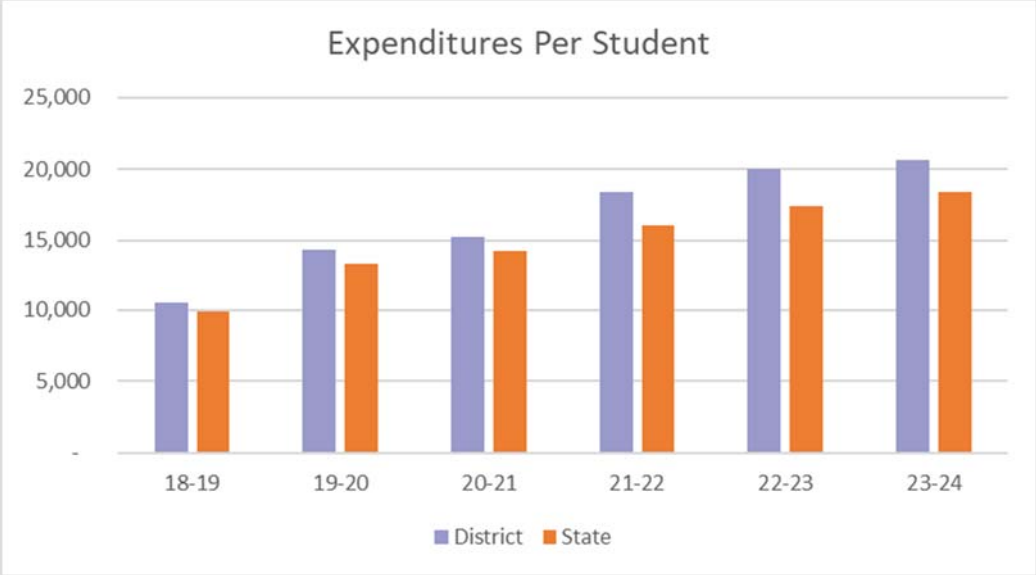
**ENROLLMENT CHANGES**

Since the 2015 – 2016 school year, student enrollment in the Woodburn School District has decreased by 546 students. The District is projecting a student population of 5,116 for October 1, 2026, compared with 5,662 students in the 2015 - 2016 school year.




**EXPENDITURES PER STUDENT**

Below is a depiction of the Woodburn School District's expenditure per student. Expenditures per student have continued to increase year over year, with the District spending more per student than the statewide average.



**2026 – 2027 BUDGET AT A GLANCE**

- The 2026-27 school year is the second year of the 2025 - 2027 biennium.
- The General Fund expenses are anticipated to increase by $3,859,657 or 3.80%.
- Employee insurance cap increases and cost of living changes are currently being negotiated with the Certified Association.
- Woodburn School District's PERS rate will be 28.02 percent for Tier One and Tier Two employees and 24.84 percent for OPSRP.

**Historic PERS Rates**

| | 2013 - 2015 | 2015 - 2017 | 2017 - 2019 | 2019 - 2021 | 2021 - 2023 | 2023 - 2025 | 2025 - 2027 |
|---|---|---|---|---|---|---|---|
| Tier I/ Tier II | 22.29% | 22.33% | 27.20% | 32.03% | 26.83% | 27.87% | 28.02% |
| OPSRP | 20.29% | 17.64% | 21.87% | 26.58% | 23.72% | 25.03% | 24.84% |

## ORGANIZATION OVERVIEW

### BOARD OF DIRECTORS

The Board of Directors is comprised of five elected members serving four-year terms. Board members are community volunteers and do not receive compensation for their work. Board members establish policy, based on Oregon and Federal laws governing schools. The Boards regular meetings are generally held on the third Tuesday of each month. Regular sessions, special sessions, work sessions and Budget Committee meetings are open to the public. Executive sessions are held as needed for specific purposes as provided by state law. Notices of all meetings are posted on the District website.

### SUPERINTENDENT

Superintendent Juan Larios, was appointed by the Board to serve as the Chief Executive Officer of the District. The Superintendent is a professional educator employed to advise the Board on all matters concerning management of the schools, and to administer laws, regulations, and policies adopted by the Board.

As the leader for Teaching and Learning in Woodburn School District, the Superintendent is responsible for guiding the development of the curriculum and education programs that address the needs of students, and providing leadership and advocacy for education. The Superintendent is accountable for the fiscal management of the District, guiding the direction of employees, and ensuring their ongoing professional development.

### DIRECTOR OF BUSINESS & HUMAN RESOURCES

Director of Business and Human Resources, Sarah Bishop, is responsible to the Board and administration for all financial operations.



**STRATEGIC PLAN**

**OUR MISSION**

Our promise is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.

**OUR VISION**

Woodburn School District is a diverse, multilingual, and equitable community of learners where each student is supported and prepared to succeed.

**OUR VALUES**

- Accountability
- Civic Responsibility
- Cultural Diversity
- Equity
- Family and Community Partnerships
- Lifelong Learning
- Multilingualism

**GOALS AND OBJECTIVES**

Each student will graduate, prepared to pursue college, career options, and success in life. Each student will:

- Demonstrate proficiency in all state academic areas
- Have the opportunity to become bilingual and biliterate
- Have a clear understanding, exploration of, and support for all post-secondary pathways
- Have support to employ problem solving strategies and social emotional skills
- Be prepared to successfully apply their learning to civic opportunities

Foster our culture of engagement and partnerships

- Each student will be prepared to cultivate community relationships leading to service learning that supports their academic and life goals
- Staff will engage and collaborate with families and community members to meaningfully support social, emotional, and educational growth of students
- Family and community members will be prepared to actively participate in school and district activities and have an active voice in decision-making
- With support, each student will practice ownership of their social, emotional, and educational growth
- Students and staff will cultivate a culturally inclusive community within their school

Strengthen our stewardship of public resources and community trust. Woodburn School District will:

- Ensure quality district facilities for current enrollment, anticipated future growth, and educational needs
- Allocate financial and human resources with transparency and integrity, aligning expenditures equitably to support the district's mission, vision, values, and goals
- Be a leader in recruiting, hiring, developing, and retaining quality staff, reflective and supportive of our student community

**BOARD OF DIRECTORS**

Woodburn School District is governed by a Board of Directors, comprising five elected members serving four-year terms. Board members are community volunteers and do not receive compensation for their work. The Board elects a chairperson and a vice-chairperson from the five members. The Board has legal authority for all public schools in the Woodburn School District, within the framework set by the Oregon Legislature and the State Board of Education. The Board establishes policy, based on Oregon and federal laws governing schools. The Board acts to interpret the educational needs of the District, then meets those needs with policies and facilities that motivate students and stimulate the learning process. The Board is also responsible for employing the Superintendent to administer the District.

The ongoing duties of the Board include allocating resources, formulating policy, and interacting with the community in support of the District's mission. The Board of Directors supports the District's efforts to achieve the objectives of the Strategic Plan by setting annual Board goals that align with the main strategic areas, and by holding staff accountable to show measurable progress toward identified outcomes. The Board members and their terms are as follows:

Board Vice - Chair, Position 1

Term Ends June 2027

**Michael Vasquez**



Board Chair, Position 2

Term ends June 2029

**Debbie Ballweber**



Board Member, Position 3

Term ends June 2029

**Anabel Hernandez-Mejia**



Board Member, Position 4

Term Ends 2027

**Rosie Burkoff**



Board Member, Position 5

Term Ends 2029

**Ryan Beyer**



**BUDGET COMMITTEE**

The Woodburn School District's Budget Committee comprises all five Board members and an equal number of community members who are appointed by the Board. No staff members are allowed to serve on the Budget Committee. The appointed Budget Committee members are appointed for three-year terms. The terms are staggered so that, as near as practicable, one third of the appointive members' terms end each year.

Budget Committee Membership:

| Name | Expiration |
|---|---|
| Michael Vasquez | June 30, 2027 |
| Debbie Ballweber | June 30, 2029 |
| Anabel Hernandez-Mejia | June 30, 2029 |
| Rosie Burkoff | June 30, 2027 |
| Ryan Beyer | June 30, 2029 |
| Devon Freeland | June 30, 2027 |
| Natalya Feoktistov | June 30, 2027 |
| Scott Trevor | June 30, 2026 |
| Janeece Price | June 30, 2026 |
| Rick Puente | June 30, 2026 |



**ADOPTED BUDGET CALENDAR**

| | | |
|---|---|---|
| 1. | Appoint Budget Officer | July 22, 2025 |
| 2. | Appoint Budget Committee | July 22, 2025 |
| 3. | Prepared Proposed Budget | January through May |
| 4. | Publish 1st Notice of Budget Committee Meeting | April 2026 |
| 5. | Publish 2nd Notice of Budget Committee Meeting | April 2026 |
| 6. | Budget Work Session | March 3, 2026 |
| 7. | Budget Committee Meeting | May 5, 2026 |
| 8. | Subsequent Budget Committee Meeting (if needed) | June 2, 2026 |
| 9. | Publish Notice of Budget Hearing | June 2026 |
| 10. | Hold Budget Hearing | June 23, 2026 |
| 11. | Enact Resolutions to Adopt | June 23, 2026 |
| 12. | Submit Tax Certification Documents | By July 15* |
| 13. | Send Copy of all Budget Documents to County Clerk | By September 30* |

*ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend or holiday, then the deadline is extended to the next business day.




EXIT

**GENERAL FUND REVENUES**

The General Fund is used to account for all transactions related to the District's operation, except those required to be accounted for in other funds. Major Revenue sources include local property taxes and the State School Fund.

General Fund expenditures encompass the day-to-day operations of the District, except for those expenditures related to programs funded by federal, state, and local sources for designated purposes, such as payment of bonded debt, capital facility acquisition and construction, food service, internal services, and trust and agency.

General Fund expenditures are subject to appropriation. Year-end unreserved fund balances are carried forward to the following year as Beginning Fund Balances.



**CURRENT YEAR'S TAXES**

The current tax levy is one of the main sources of revenue for funding the operation of the Woodburn School District. It is based on the assessed valuation of all taxable property within the District. It is collected by the Marion County treasurer and includes current taxes, prior year taxes, and any penalties or interest paid.

The tax amount remains stable due to property tax limitation Ballot Measures 5, 47 and 50. The current rate is 4.5247 per $1,000 of assessed value to support the General Fund.

Current Year Taxes

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 10,132,306 | 11,836,331 | 11,853,625 | 13,163,102 |

**INTEREST ON INVESTMENTS**

Interest on investments is interest earned from the investment of District revenue. Currently, the District only invests General Fund monies in the Local Government Investment Pool.

Interest on Investments

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 1,069,146 | 1,330,330 | 855,000 | 900,000 |

**COUNTY SCHOOL FUND**

An act of Congress granted roughly 6 percent of acquired state lands for the support of K – 12 education. Revenue comes from state leasing rights, unclaimed property, forest management and gifts. The funds are invested and the earnings are distributed to K – 12 districts.

County School Fund

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 38,989 | 61,507 | 70,000 | 70,000 |

**STATE SOURCES**

State sources make up approximately 73.30 percent of all revenue received in the General Fund. The State School Fund, Common School Fund, state timber taxes, and transportation reimbursement comprise state sources. The Oregon Department of Education is required to provide Districts with estimates of State School Support in March of each year. The current estimate is based on a $11.359 billion K – 12 allocation for the 2025-2027 biennium.

State Sources

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 63,810,255 | 70,097,890 | 71,686,637 | 74,130,851 |

**BEGINNING FUND BALANCE**

The Beginning Fund Balance is rolled over from the Ending Fund balance of the prior year and is used to provide revenue until tax revenues are received in November. The 26-27 Beginning Fund Balance of $11,958,891 is 11.76 percent of the total revenues.

Beginning Fund Balance

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 21,017,739 | 15,095,909 | 12,028,925 | 11,958,891 |

**TOTAL REVENUES**

| 2023 - 24 Actuals | 2024 - 25 Actuals | 2025 - 26 Approved | 2026 - 27 Approved |
|---|---|---|---|
| 97,876,709 | 100,191,380 | 97,799,187 | 101,658,844 |

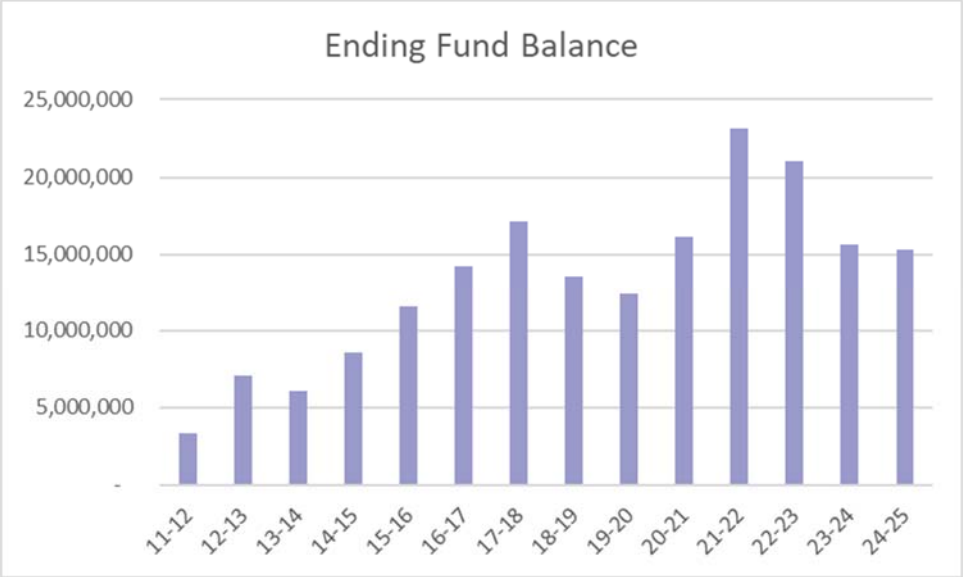




**BEGINNING FUND BALANCE AND FINANCIAL STABILITY**

With the uncertainty in state funding, an important element in maintaining sustainability from one year to another is the Beginning Fund Balance. The Beginning Fund Balance is used to maintain a positive cash flow until tax revenues are received in November, and to smooth out unexpected shortages of revenues.

Board Policy DBDB outlines the need to maintain a fund cash balance of between 5 and 10 percent of the total adopted general fund revenues.

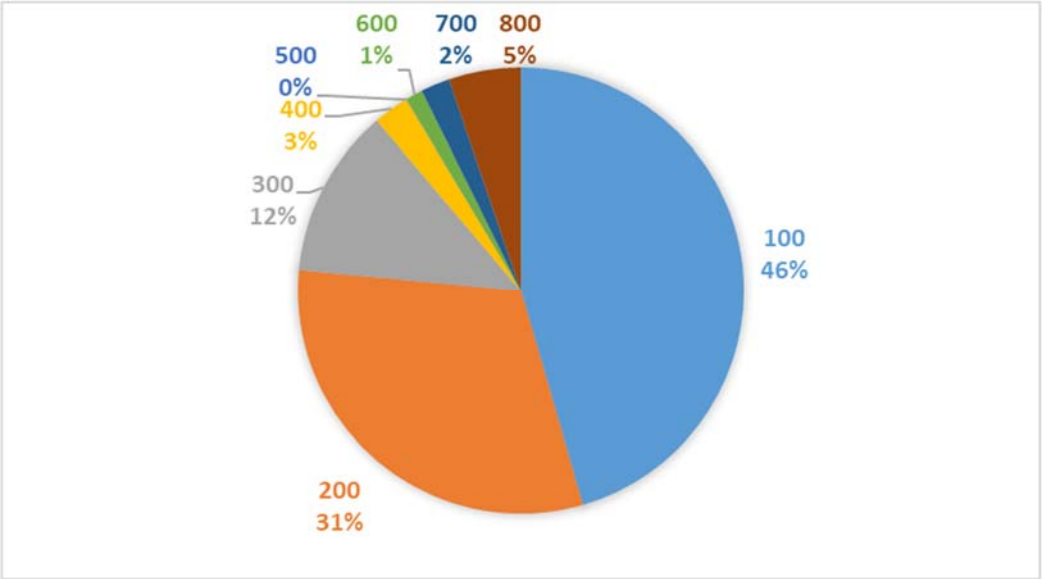


## GENERAL FUND REVENUE SUMMARY

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 100.0000.1111 | Current Year's Taxes | 10,132,306 | 11,836,331 | 11,853,625 | 13,163,102 | 13,163,102 |
| 100.0000.1112 | Prior Year's Taxes | 139,800 | 143,411 | 100,000 | 115,000 | 115,000 |
| 100.0000.1324 | Tuition for Community Services | 19,102 | 34,350 | - | 45,000 | 45,000 |
| 100.0000.1510 | Interest on Investments | 1,069,146 | 1,330,330 | 855,000 | 900,000 | 900,000 |
| 100.0000.1910 | Rentals | 24,895 | 28,153 | 25,000 | 25,000 | 25,000 |
| 100.0000.1920 | Contributions and Donations | - | 150 | - | - | - |
| 100.0000.1960 | Recovery of Prior Years' Expenditure | - | 42,772 | - | - | - |
| 100.0000.1980 | Fees Charged to Grants | 433,528 | 440,312 | 420,000 | 440,000 | 440,000 |
| 100.0000.1990 | Miscellaneous | 377,221 | 427,683 | 250,000 | 300,000 | 300,000 |
| **TOTAL LOCAL REVENUE** | | **12,195,998** | **14,283,492** | **13,503,625** | **14,988,102** | **14,988,102** |
| 100.0000.2101 | County School Funds | 38,990 | 61,507 | 70,000 | 70,000 | 70,000 |
| 100.0000.2102 | Education Service District Apportionment | 797,367 | 627,465 | 500,000 | 500,000 | 500,000 |
| 100.0000.2199 | Other Intermediate Sources | 16,360 | 15,676 | 10,000 | 10,000 | 10,000 |
| **TOTAL INTERMEDIATE REVENUE** | | **852,716** | **704,648** | **580,000** | **580,000** | **580,000** |
| 100.0000.3101 | State School Fund - General Support | 63,103,170 | 69,366,076 | 70,933,404 | 73,398,697 | 73,398,697 |
| 100.0000.3103 | Common School Fund | 707,085 | 731,814 | 753,233 | 732,154 | 732,154 |
| **TOTAL STATE SOURCES** | | **63,810,255** | **70,097,890** | **71,686,637** | **74,130,851** | **74,130,851** |
| 100.0000.4500 | Restricted Rev From Fed Gov't Through State | - | 9,442 | - | 1,000 | 1,000 |
| **TOTAL FEDERAL SOURCES** | | **-** | **9,442** | **-** | **1,000** | **1,000** |
| 100.0000.5300 | Sale of or Compensation of Fixed Assets | - | - | - | - | - |
| 100.0000.5400 | Resources - Beginning Fund Balance | 21,017,739 | 15,095,910 | 12,028,925 | 11,958,891 | 11,958,891 |
| **TOTAL OTHER SOURCES** | | **21,017,739** | **15,095,910** | **12,028,925** | **11,958,891** | **11,958,891** |
| **TOTAL REVENUE** | | **97,876,709** | **100,191,381** | **97,799,187** | **101,658,844** | **101,658,844** |



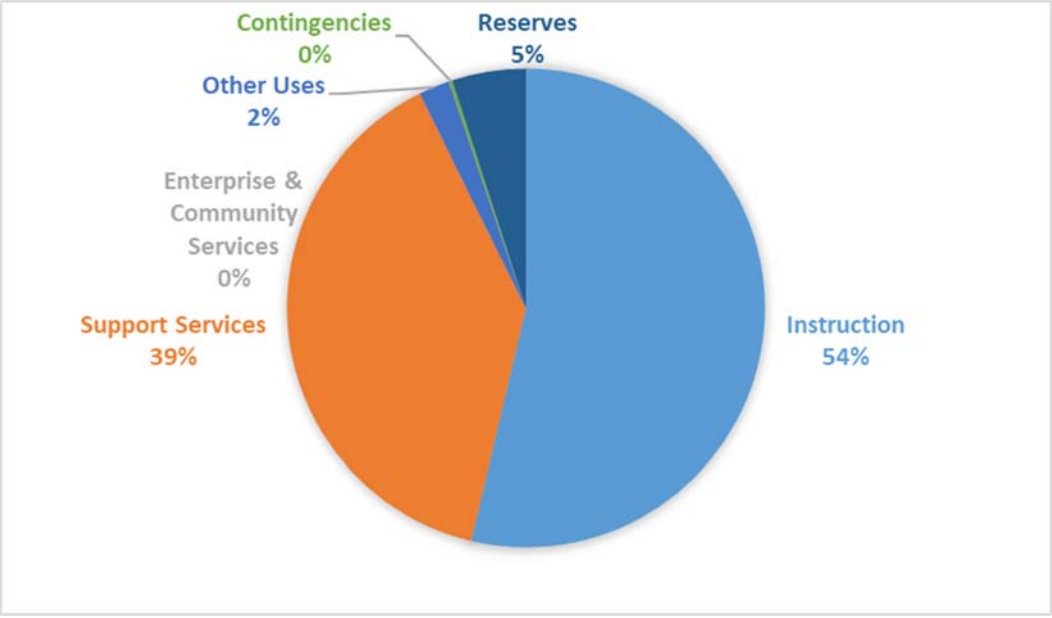
**GENERAL FUND EXPENDITURE BY OBJECT SUMMARY**




| Object | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Approved 2627 | Change from Prior Year |
|---|---|---|---|---|---|---|
| 100 - Salaries | All salaries including negotiated increases | 40,728,681 | 41,983,048 | 44,257,203 | 46,264,991 | 4.34% |
| 200 - Benefits | Associated payroll costs, PERS, health insurance caps | 26,977,743 | 28,067,720 | 31,465,739 | 31,499,065 | 0.11% |
| 300 - Purchased Services | Utilities, printing, contracted services | 9,204,054 | 10,519,598 | 10,472,224 | 12,512,708 | 16.31% |
| 400 - Supplies and Materials | Supplies, textbooks, computer hardware | 2,958,164 | 2,105,692 | 2,768,947 | 2,628,393 | -5.35% |
| 500 - Capital Expenditures | New and replacement equipment | 31,972 | 90,442 | 53,500 | 25,700 | -108.17% |
| 600 - Other Expenditures | Dues and fees, property insurance | 1,093,728 | 1,001,979 | 1,142,395 | 1,268,745 | 9.96% |
| 700 - Transfers | Transfers to other funds | 1,786,000 | 1,335,800 | 1,887,600 | 2,126,300 | 11.23% |
| 800 - Contingencies and EFB | Contingency and Reserve for next year | - | - | 5,751,578 | 5,332,942 | -7.85% |
| | | **82,780,340** | **85,104,279** | **97,799,187** | **101,658,844** | **3.80%** |

**GENERAL FUND EXPENDITURE BY FUNCTION SUMMARY**

| Function | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Approved 2627 | Change from Prior Year |
|---|---|---|---|---|---|---|
| 1000 -Instruction | Direct Classroom Support | 48,162,294 | 48,993,664 | 53,419,196 | 54,581,622 | 2.13% |
| 2000 - Support Services | Counselors, media, assessment, central administration, facilities, transportation | 32,829,774 | 34,774,685 | 36,732,813 | 39,613,478 | 7.27% |
| 3000 - Enterprise & Community Services | Activities not directly related to education, such as the care of children, community welfare | 2,772 | 130 | 8,000 | 4,502 | -77.70% |
| 5000-Other Uses | Debt Service, Transfers | 1,786,000 | 1,335,800 | 1,887,600 | 2,126,300 | 11.23% |
| Contingencies | Unexpected expenditures | | - | 250,000 | 250,000 | 0.00% |
| Reserves | Next year's reserve | - | - | 5,501,578 | 5,082,942 | -8.24% |
| | | **82,780,840** | **85,104,279** | **97,799,187** | **101,658,844** | **3.80%** |



## GENERAL FUND - Function Summary

| Function | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 1111 | Elementary, K-5 | 5,833,650.32 | 6,303,488.15 | 6,971,351 | 55.50 | 7,477,371 | 59.50 | 7,477,371 |
| 1114 | IB Elementary | 4,800.00 | - | - | - | - | - | - |
| 1121 | Middle School Programs | 7,171,966.14 | 6,823,925.74 | 7,485,604 | 50.75 | 7,601,444 | 50.25 | 7,601,444 |
| 1122 | Middle School Extra-Curricular | 255,443.72 | 267,371.38 | 327,353 | - | 365,969 | - | 365,969 |
| 1131 | High School Programs | 9,197,162.18 | 10,280,488.48 | 10,349,906 | 65.20 | 10,735,507 | 67.20 | 10,735,507 |
| 1132 | High School Extra-Curricular | 945,294.20 | 945,247.88 | 938,735 | - | 951,350 | - | 951,350 |
| 1133 | IB & Adv Placement | 146,648.77 | 31,222.37 | 38,000 | - | 38,824 | - | 38,824 |
| 1140 | Pre-Kindergarten | 218,442.36 | 223,638.87 | 275,187 | 3.00 | 259,841 | 2.50 | 259,841 |
| 1210 | Talented & Gifted | 191,727.18 | 153,282.58 | 154,170 | 1.00 | 162,016 | 1.00 | 162,016 |
| 1220 | Restr Program Students with Disabilities | 1,465,774.09 | 1,554,225.30 | 1,824,420 | 21.00 | 2,039,400 | 21.00 | 2,039,400 |
| 1223 | Bridges Program | 343,637.48 | 569,946.10 | 671,055 | 7.00 | 707,861 | 7.00 | 707,861 |
| 1224 | Life Skills Program | 1,390,497.57 | 1,193,075.24 | 1,351,389 | 13.00 | 2,063,064 | 19.50 | 2,063,064 |
| 1250 | Resource Room | 5,136,848.24 | 4,701,227.72 | 5,712,202 | 57.50 | 5,277,053 | 50.00 | 5,277,053 |
| 1260 | Early Intervention | 153.14 | - | 1,000 | - | - | | - |
| 1280 | Alternative Education | 885,608.63 | 847,425.57 | 896,706 | 6.00 | 912,103 | 6.00 | 912,103 |
| 1281 | Public Alternative Programs | 67,803.00 | 57,960.00 | - | - | - | | - |
| 1288 | Charter Schools | 1,334,602.07 | 1,778,639.99 | 1,750,000 | - | 1,805,456 | | 1,805,456 |
| 1291 | ESL | 13,572,235.40 | 13,262,498.85 | 14,672,117 | 116.25 | 14,184,363 | 107.65 | 14,184,363 |
| 2112 | Attendance Services | 675,980.24 | 679,488.99 | 869,566 | 9.00 | 780,869 | 8.00 | 780,869 |
| 2114 | Student Accounting Services | 461,996.49 | 407,432.83 | 412,657 | 2.00 | 472,090 | 2.00 | 472,090 |
| 2115 | Student Safety | 542,096.79 | 591,273.64 | 718,976 | 8.00 | 804,525 | 9.00 | 804,525 |
| 2122 | Counseling | 2,132,065.22 | 1,987,484.64 | 2,084,170 | 13.50 | 2,295,052 | 15.00 | 2,295,052 |
| 2126 | Placement Services | 404,829.47 | 470,507.63 | 462,900 | 3.50 | 417,706 | 3.00 | 417,706 |
| 2134 | Nurse Services | 460,521.65 | 550,313.29 | 602,307 | 4.00 | 627,328 | 4.00 | 627,328 |
| 2135 | MAC Monies | 137,094.00 | 1,747.10 | 135,400 | - | 140,000 | | 140,000 |
| 2142 | Psychological Testing Services | 809,199.38 | 834,719.57 | 954,588 | 7.00 | 407,545 | 3.00 | 407,545 |
| 2143 | Psychological Counseling Services | 72,006.29 | 95,658.66 | 97,907 | 0.50 | 120,818 | 0.50 | 120,818 |
| 2150 | Speech Pathology and Audiology Services | 1,580,897.23 | 1,629,518.60 | 1,713,748 | 11.00 | 2,007,394 | 12.00 | 2,007,394 |
| 2160 | Other Student Treatment Services | 30,827.50 | - | 12,000 | - | - | | - |
| 2190 | Service Direction, Student Support Services | 1,324,559.96 | 583,237.47 | 808,559 | 3.90 | 766,329 | 3.75 | 766,329 |
| 2210 | Improvement of Instruction Services | 177,505.19 | 160,103.81 | 93,206 | 0.50 | 108,267 | 0.50 | 108,267 |
| 2211 | Service Area Direction | 579,032.26 | 647,172.63 | 725,901 | 3.50 | 641,650 | 2.50 | 641,650 |
| 2219 | Other Improvement of Instruction Services | 55,527.12 | 25,096.92 | 70,621 | - | 72,246 | | 72,246 |
| 2222 | Library/Media Center | 966,387.62 | 852,855.76 | 896,235 | 5.83 | 936,225 | 5.83 | 936,225 |
| 2223 | Multimedia Services | - | - | 2,000 | - | 2,000 | | 2,000 |
| 2230 | Assessment and Testing | 61,543.82 | 5,318.24 | 32,848 | - | 32,848 | | 32,848 |
| 2240 | Instructional Staff Development | 216,345.83 | 193,333.95 | 229,941 | - | 240,190 | | 240,190 |
| 2311 | Board of Ed. | 262,861.88 | 340,910.98 | 407,500 | - | 437,800 | | 437,800 |
| 2314 | Election Services | 8,983.11 | - | 9,000 | - | - | | - |
| 2315 | Legal Services | 42,786.92 | 43,589.10 | 55,000 | - | 60,000 | | 60,000 |

| Function | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 2317 | Audit Services | 65,500.00 | 84,000.00 | 70,000 | - | 85,000 | | 85,000 |
| 2320 | Executive Administration Services | 518,774.14 | 549,462.48 | 644,780 | 2.50 | 594,982 | 2.00 | 594,982 |
| 2329 | Other Executive Administration Services | 17,673.25 | 18,511.29 | 20,000 | - | 25,000 | | 25,000 |
| 2410 | Office of the Principal Services | 5,983,289.14 | 6,413,922.66 | 6,782,071 | 41.00 | 6,937,624 | 41.00 | 6,937,624 |
| 2520 | Fiscal Services | 964,710.18 | 1,000,481.90 | 1,116,748 | 4.95 | 1,033,145 | 4.50 | 1,033,145 |
| 2528 | Risk Management Services | 335,240.80 | 344,506.74 | 401,763 | 1.45 | 466,160 | 1.90 | 466,160 |
| 2529 | Other Fiscal Services | 146,023.39 | 281,467.37 | 154,000 | - | 289,500 | - | 289,500 |
| 2541 | Service Area Direction | 287,430.97 | 499,523.82 | 426,648 | 2.00 | 433,382 | 2.00 | 433,382 |
| 2542 | Care and Upkeep of Buildings Services | 4,931,057.47 | 5,063,680.07 | 6,057,758 | 30.00 | 6,366,819 | 30.00 | 6,366,819 |
| 2543 | Care and Upkeep of Grounds Services | 633,391.09 | 748,243.45 | 824,976 | 6.00 | 861,932 | 6.00 | 861,932 |
| 2544 | Maintenance | 1,389,288.03 | 1,487,913.98 | 1,342,890 | 3.00 | 1,635,291 | 3.00 | 1,635,291 |
| 2545 | Purchase/Repair of Maintenance Vehicles | 26,769.51 | 31,879.73 | 32,400 | - | 38,500 | - | 38,500 |
| 2546 | Security Services | 4,312.80 | 4,312.80 | 6,000 | - | 6,000 | - | 6,000 |
| 2552 | Vehicle Operation Services | 2,537,531.18 | 3,560,703.15 | 2,805,761 | 0.10 | 4,209,677 | 0.10 | 4,209,677 |
| 2554 | Student Transportation Repair & Maintenance | 17,742.75 | 5,882.73 | 17,900 | - | 29,000 | - | 29,000 |
| 2558 | Special Education Transportation Services | 850,465.72 | 1,383,976.44 | 1,015,245 | 0.50 | 1,566,401 | 0.50 | 1,566,401 |
| 2572 | Purchasing Services | 21,239.87 | 74,722.59 | 72,150 | - | 23,300 | - | 23,300 |
| 2630 | Information Services | 5,763.42 | 2,069.00 | 14,600 | - | 14,600 | - | 14,600 |
| 2633 | Public Information Services | 116,643.03 | 126,984.14 | 183,186 | 1.00 | 191,029 | 1.00 | 191,029 |
| 2640 | Staff Services | 759,517.07 | 806,776.54 | 864,150 | 4.00 | 792,086 | 3.50 | 792,086 |
| 2645 | Staff Health Services | 22,768.45 | 26,917.84 | 17,500 | - | 25,000 | - | 25,000 |
| 2646 | Safety | 207.25 | 256.10 | 5,000 | - | 5,000 | - | 5,000 |
| 2649 | Other Staff Services | 55,265.78 | 58,146.61 | 59,415 | 0.35 | 61,450 | 0.35 | 61,450 |
| 2660 | Technology Services | 2,116,715.80 | 2,100,579.69 | 2,402,844 | 8.00 | 2,551,718 | 8.00 | 2,551,718 |
| 2669 | Other Technology Services | 19,405.27 | - | - | - | - | - | - |
| 3300 | Community Services | 2,271.51 | 130.03 | 8,000 | - | 4,502 | - | 4,502 |
| 5200 | Transfers of Funds | 1,786,000.00 | 1,335,800.00 | 1,887,600 | - | 2,126,300 | - | 2,126,300 |
| 6110 | Operating Contingency | - | - | 250,000 | - | 250,000 | - | 250,000 |
| 7000 | Unappropriated Ending Fund Balance | - | - | 5,501,578 | - | 5,082,942 | - | 5,082,942 |
| **TOTAL** | | **82,780,340.33** | **85,104,279.18** | **97,799,187** | **573.28** | **101,658,844** | **564.53** | **101,658,844** |

## GENERAL FUND - Object Summary

| Object | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 111 | Licensed Salaries | 24,775,320.83 | 25,531,526.51 | 27,069,190 | 308.35 | 28,271,111 | 301.75 | 28,271,111 |
| 112 | Classified Salaries | 9,828,459.26 | 10,266,269.24 | 11,668,905 | 237.53 | 12,333,950 | 236.28 | 12,333,950 |
| 113 | Administrator Salaries | 3,875,953.08 | 3,739,389.26 | 3,900,891 | 25.40 | 4,005,095 | 24.50 | 4,005,095 |
| 114 | Managerial Salaries | 305,300.37 | 611,314.12 | 234,161 | 2.00 | 250,553 | 2.00 | 250,553 |
| 123 | Temporary - Licensed | 589,323.82 | 470,419.37 | - | - | - | - | - |
| 124 | Temporary - Classified | 49,838.57 | 10,718.74 | - | - | - | - | - |
| 125 | In-District Subs (Licensed) | 23,289.39 | 87,777.82 | 40,500 | - | 40,500 | - | 40,500 |
| 130 | Ext Hrs - Licensed/Other | 287,832.48 | 275,111.66 | 353,863 | - | 297,360 | - | 297,360 |
| 131 | Ext Hrs - Classified | 206,388.43 | 172,838.36 | 142,444 | - | 131,000 | - | 131,000 |
| 133 | Ext Hrs - Translations | 16,628.21 | 1,016.98 | 23,750 | - | 11,450 | - | 11,450 |
| 134 | Ext Hrs - Sports/Act Supv | 635,876.36 | 654,332.77 | 675,798 | - | 740,352 | - | 740,352 |
| 142 | Cell Phone Stipend | 25,094.17 | 23,384.17 | 30,699 | - | 22,120 | - | 22,120 |
| 160 | Ext Hrs - Custodians | 49,791.52 | 58,022.03 | 75,000 | - | 75,000 | - | 75,000 |
| 161 | Ext Hrs - Facility Use (Out) | 4,119.83 | 6,067.67 | - | - | - | - | - |
| 162 | Ext Hrs - Grounds/Maintenance | 29,501.87 | 45,190.85 | 42,000 | - | 66,000 | - | 66,000 |
| 163 | Ext Hrs - Sonitrol/Security | 22,672.87 | 28,310.64 | - | - | 20,500 | - | 20,500 |
| 164 | Ext Hrs - Facility Use (P&R) | 3,289.56 | 1,357.90 | - | - | - | - | - |
| 210 | PERS | (5,015.42) | (4,265.66) | - | - | - | - | - |
| 211 | PERS - Employer Contribution | 10,316,697.96 | 10,777,581.86 | 12,099,391 | - | 11,908,905 | - | 11,908,905 |
| 212 | PERS Pick-Up - Employee Contribution | 2,385,737.16 | 2,472,826.52 | 2,876,826 | - | 2,762,952 | - | 2,762,952 |
| 220 | FICA (SS & Medicare) | 3,165,618.87 | 3,227,222.22 | 3,382,302 | - | 3,522,760 | - | 3,522,760 |
| 231 | Worker's Compensation | 165,646.86 | 374,851.03 | 808,607 | - | 805,863 | - | 805,863 |
| 232 | Unemployment Compensation | 61,775.61 | 211,699.66 | - | - | 200,000 | - | 200,000 |
| 241 | Deferred Compensation | 6,000.00 | 6,000.00 | - | - | 6,000 | | 6,000 |
| 242 | OEBB Licensed Insurance | 5,945,111.81 | 5,915,081.04 | 6,043,441 | - | 5,949,019 | - | 5,949,019 |
| 243 | OEBB Admin Insurance | 940,172.81 | 929,272.16 | 902,735 | - | 882,565 | - | 882,565 |
| 245 | Supt Mileage Stipend | 3,000.00 | 3,000.00 | 3,240 | - | 3,000 | - | 3,000 |
| 248 | OEBB Classified Insurance | 3,424,453.12 | 3,563,151.02 | 4,537,078 | - | 4,490,686 | - | 4,490,686 |
| 253 | Paid Leave Oregon | 390,732.62 | 416,908.21 | 652,120 | - | 779,815 | - | 779,815 |
| 291 | Tuition Reimbursement - Classified | 2,500.00 | 3,111.06 | - | - | 2,500 | | 2,500 |
| 292 | Tuition Reimbursement - Admin | 23,522.40 | 14,124.00 | - | - | 15,000 | | 15,000 |
| 293 | Tuition Reimbursement - Licensed | 123,256.50 | 134,241.40 | 120,000 | - | 130,000 | | 130,000 |
| 295 | Tuition Reimb - Lic $600 | 28,532.61 | 22,915.82 | 40,000 | - | 40,000 | | 40,000 |
| 316 | Data Processing Services | 71,138.46 | 74,695.39 | 75,000 | - | 80,000 | - | 80,000 |
| 322 | Repair & Maintenance | 908,174.56 | 881,789.97 | 1,030,725 | - | 1,128,125 | - | 1,128,125 |
| 324 | Rentals | 250,582.06 | 163,374.34 | 229,158 | - | 179,658 | - | 179,658 |
| 325 | Electricity | 799,208.70 | 813,584.15 | 978,250 | - | 985,000 | - | 985,000 |
| 326 | Fuel | 194,950.27 | 196,847.84 | 307,454 | - | 330,454 | - | 330,454 |
| 327 | Water and Sewage | 176,597.74 | 173,839.93 | 208,084 | - | 210,000 | - | 210,000 |
| 328 | Garbage | 223,743.11 | 227,682.39 | 293,300 | - | 291,500 | - | 291,500 |
| 331 | Reimbursable Student Transportation | 3,221,056.36 | 4,721,533.57 | 3,653,966 | - | 5,561,836 | - | 5,561,836 |
| 332 | Non-Reimbursable Student Transportation | 97,373.76 | 145,850.61 | 82,500 | - | 127,225 | - | 127,225 |
| 340 | Travel | - | 200.00 | 200 | - | 200 | | 200 |
| 341 | Travel - Local in District | 4,424.32 | 2,682.12 | 14,653 | - | 5,848 | - | 5,848 |
| 342 | Travel - Out of District | 118,389.67 | 84,907.21 | 181,415 | - | 164,515 | - | 164,515 |

| Object | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 343 | Travel - Student Out of District | 1,814.60 | 2,816.00 | 22,000 | - | 22,000 | - | 22,000 |
| 350 | Communication | - | - | 70,000 | - | 70,000 | - | 70,000 |
| 351 | Telephone | 15,247.69 | 59,192.20 | 56,300 | - | 56,300 | - | 56,300 |
| 353 | Postage | 56,528.73 | 56,010.54 | 68,050 | - | 68,426 | - | 68,426 |
| 354 | Advertising | 1,144.40 | 1,228.60 | 3,300 | - | 3,500 | - | 3,500 |
| 355 | Printing & Binding | 160,249.79 | 325,711.82 | 346,475 | - | 335,425 | - | 335,425 |
| 359 | Other Communication Services | 127,369.70 | 64,257.07 | 150,000 | - | 150,000 | - | 150,000 |
| 360 | Charter School Payments | 1,334,602.07 | 1,778,639.99 | 1,750,000 | - | 1,805,456 | - | 1,805,456 |
| 371 | Tuition - OR Districts | 184,608.49 | 151,770.50 | 125,000 | - | 125,000 | - | 125,000 |
| 374 | Other Tuition | - | 20.00 | - | - | - | - | - |
| 381 | Audit Services | 65,500.00 | 84,000.00 | 70,000 | - | 85,000 | - | 85,000 |
| 382 | Legal Services | 48,939.17 | 43,589.10 | 67,000 | - | 65,500 | - | 65,500 |
| 383 | Architect/Engineer Services | - | - | 20,000 | - | 20,000 | - | 20,000 |
| 384 | Negotiation Services | 214.50 | 25,168.75 | 50,000 | - | 50,000 | - | 50,000 |
| 388 | Election Services | 8,983.11 | - | 9,000 | - | - | - | - |
| 390 | Other Purchased Services | 1,133,212.24 | 440,206.23 | 610,395 | - | 591,740 | - | 591,740 |
| 410 | Consumable Supplies | 1,276,584.36 | 1,223,215.08 | 1,569,736 | - | 1,391,697 | - | 1,391,697 |
| 411 | Gasoline | 24,793.36 | 22,064.71 | 31,000 | - | 32,500 | - | 32,500 |
| 412 | Tire Repair | 1,640.73 | 2,560.59 | 7,200 | - | 10,000 | - | 10,000 |
| 420 | Textbooks | 330,149.41 | 125,698.82 | 269,850 | - | 160,250 | - | 160,250 |
| 430 | Library Books | 24,517.66 | 13,950.29 | 29,530 | - | 26,107 | - | 26,107 |
| 440 | Periodicals | 1,207.96 | 2,713.57 | 5,720 | - | 4,220 | - | 4,220 |
| 460 | Non-Consumable Supplies | 90,151.25 | 111,375.66 | 136,810 | - | 119,410 | - | 119,410 |
| 470 | Computer Software | 642,341.88 | 422,142.41 | 471,751 | - | 600,209 | - | 600,209 |
| 480 | Computer Hardware | 566,777.12 | 181,970.63 | 247,350 | - | 284,000 | - | 284,000 |
| 520 | Buildings Acquisition | - | - | 35,000 | - | - | - | - |
| 541 | Initial and Additional Equipment Purchase | 31,971.65 | 90,441.75 | 18,500 | - | 25,700 | - | 25,700 |
| 640 | Dues and Fees | 397,718.20 | 243,250.63 | 349,595 | - | 351,245 | - | 351,245 |
| 651 | Liability Insurance | 205,000.00 | 248,764.87 | 260,000 | - | 240,000 | - | 240,000 |
| 653 | Property Insurance Premiums | 490,346.53 | 507,343.00 | 531,000 | - | 675,000 | - | 675,000 |
| 670 | Taxes and Licenses | 663.19 | 2,620.42 | 1,800 | - | 2,500 | - | 2,500 |
| 710 | Fund Modifications | 1,786,000.00 | 1,335,800.00 | 1,887,600 | - | 2,126,300 | - | 2,126,300 |
| 810 | Contingency | - | - | 250,000 | - | 250,000 | - | 250,000 |
| 820 | Reserved for Next Year | - | - | 5,501,578 | - | 5,082,942 | - | 5,082,942 |
| **TOTAL** | | **82,780,340** | **85,104,279** | **97,799,187** | **573.28** | **101,658,844** | **564.53** | **101,658,844** |

**SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for proceeds of specific revenues from federal, state and local sources that are legally restricted for specified purposes.

As a general rule, revenue projections are based up what was received in the prior fiscal year or what the specific granting organization has indicated the District will receive. In many instances, a grant is budgeted for; however, the District may not know if it will be receiving funds for the grant until well into the year. It is also common to receive a grant in the middle of the year that was not accounted for during the budget process.

The budget expenditures related to most grants are for staffing, purchased services or supplies. A few of the larger grants are listed below:

**TITLE I-A**

Title I-A is intended to help ensure that all children have the opportunity to obtain a high quality education and reach proficiency on challenging state academic standards and assessments. Title I-A provides flexible funding that may be used to provide additional instructional staff, professional development, extended-time programs, and other strategies for raising student achievement in high poverty schools. The program focuses on promoting school wide reform in high-poverty schools and ensuring students' access to evidence-based instructional strategies and challenging academic content.

**TITLE II-A**

The purpose of Title II-A is to improve teacher and leader quality and focuses on preparing, training, and recruiting high-quality teachers and principals. The Title II-A program is designed, among other things to provide students from low-income families and minority students with greater access to effective educators. In general, Title II funds can be used to provide supplemental strategies and activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders.

**IDEA PART B**

IDEA Part B revenue is from the federal government, passed through ODE. The projected revenue is based upon amounts received in the current year and historical trends. IDEA funds support Special Education.

**HIGH SCHOOL SUCCESS (MEASURE 98)**

High School Success is a fund initiated by ballot Measure 98 in November 2016. The spirit of the measure was to provide funding to establish or expand programs in three specific areas: dropout prevention, career and technical education and college level education opportunities.

**TITLE I-C**

The general purpose of the Migrant Education Program (MEP) is to ensure that migrant children fully benefit from the same free public education provided to other children. To achieve this purpose, the MEP helps State Educational Agencies and local operating agencies address the unique educational needs of migrant children to better enable migrant children to succeed academically.

**TITLE III**

The primary purpose of the English Language Acquisition page is to assist English Language Learners (ELLs) to develop English Language skills, succeed academically, and overcome barriers that impede their academic success.

**21ST CENTURY COMMUNITY LEARNING CENTERS**

The 21st Century Community Learning Center (CCLC) grant is a competitive grant authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) of 2015. The 22st CCLC grant is administered by the Oregon Department of Education (ODE) and provides funding for the establishment of community learning centers to provide before and after school, weekend, and/or summer school academic enrichment opportunities for students attending high priority and low-income schools to help them meet local and state academic standards in subjects such as reading and mathematics.

**STUDENT INVESTMENT ACCOUNT**

The Student Success Act is a grant passed by the Oregon legislature during 2019. The Student Success Act is distributed into three accounts: the Early Learning Account, the Student Investment Account and the Statewide Education Initiatives Account. The goal of the act is to invest $2 billion in Oregon education every two years and is funded through a corporate activities tax.

**CHILD NUTRITION PROGRAM**

This Fund accounts for the meals that are served throughout the District. It is supported mainly by federal reimbursement for meals served. The expenses budgeted to this fund are mainly for staffing and the purchase of commodities.





**DEBT SERVICE FUND**

The Debt Service Fund is designated for repayment of long- or short-term debt from the sale of bonds used to finance capital construction. The primary revenue source is property taxes that fall outside the limits set for operation. The tax levy for debt service is determined by dividing the bonded debt by the assessed value of the District. The voters passed a construction levy in May 2015.

The District collects property tax revenues for the outstanding bond issue. The District has debt outstanding at June 30, 2026, which is comprised of bonded debt and a full faith and credit obligation.

## CAPITAL CONSTRUCTION FUNDS

Capital Construction Funds account for financial resources used to acquire or construct major capital facilities.

### CONSTRUCTION EXCISE TAX FUND

In 2007, the Oregon State Legislature passed Senate Bill 1036 allowing School Districts to impose a construction excise tax. This tax is on improvements to certain real property that result in a new structure or additional square footage in an existing structure. Revenues in this fund can only be used for capital improvement purposes.

| | Actuals 2324 | Actuals 2425 | Adopted 2526 | Approved 2627 |
|---|---|---|---|---|
| Construction Excise Tax Revenue | 848,873 | 1,150,423 | 1,000,000 | 750,000 |

### ATHLETICS RESERVE

This fund was established to provide a means to save and plan for future athletic capital needs.

**1111** – Elementary, K-5 or K-6. Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students in terms of their awareness of life within our culture and the world of work and which normally may be achieved during the elementary school years.

**1114** – Elementary IB

**1122** – Middle/Junior High Programs. Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students in terms of understanding themselves and their relationships with society and various career clusters, and which normally may be achieved during the middle and/or junior high school years.

**1122** – Middle/Junior High School Extracurricular. School-sponsored activities, under the guidance and supervision of district staff, designed to Chapter 3 — Accounting Program Structure 41 provide students such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program and include such activities as athletics, band, chorus, choir, speech and debate.

**1131** – High School Programs. Learning experiences concerned with knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by all students as they achieve graduation requirements.

**1132** – High School Extracurricular. School-sponsored activities, under the guidance and supervision of district staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Extracurricular activities normally supplement the regular instructional program and include such activities as athletics, band, chorus, choir speech and debate. Also included are student-financed and managed activities.

**1133** – IB & Advanced Placement

**1134** – Other High School Programs

**1140** – Pre-kindergarten Programs. Educational programs that are designed for the education and training of children, who are enrolled in prekindergarten programs.

**1210** – Programs for the Talented and Gifted. Special learning experiences for students identified as gifted or talented.

**1220** – Restrictive Programs for Students with Disabilities. Special learning experiences for students with disabilities who spend ½ or more of their time in a restricted setting. These learning experiences include but are not limited to such areas as Structured and Intensive Learning Centers, Developmental Kindergarten, Community Transition Centers, Life Skills with Nursing, Out of District programs, Home Instruction, Extended School Year programs, Diagnostic Classrooms and Functional Living Skills.

**1223** – Community Transition Centers.

**1224 -** Life Skills with Nursing.

**1225 -** Out of District Programs.

**1250** – Less Restrictive Programs for Students with Disabilities. Special learning experiences for students with disabilities outside the regular classroom. These learning experiences include but are not limited to such areas as Resource Rooms where students with disabilities go during certain periods of the school day to receive remedial instruction in specific

subject areas or other remedial activities.
**1260** – Treatment and Habilitation. Services designed to address a child's developmental deficits in sensory, motor, communication, self-help, and socialization areas. May be used for birth to 5 (pre-K) special education.

**1271** – Remediation. Instructional activities designed to improve achievement of regular education students who are not meeting state performance standards. Activities take place outside regular class time; e.g., after school, Saturday School and Summer School. 1271 includes programs outside the regular classroom (i.e., pull-out programs) in addition to those outside the regular school day. Also, use function 1271 for Summer School remedial classes specifically designed to improve student performance to meet state standards. Also use for instructional expenses related to historically underserved students.

**1280** – Alternative Education. Learning experiences for students who are at risk of dropping out of school; who are not succeeding in a regular classroom setting; or who may be more successful in a non-traditional setting. Includes instructional programs operated to meet the needs of at risk youth and students who have dropped out of school. Also includes enrichment programs for talented and gifted students provided in an alternative setting, such as university coursework. On-line curriculums would be coded here.

**1288** – Charter Schools. Expenditures related to an Oregon public charter school.

**1289** - Other Alternative Programs. Other alternative learning experiences that cannot be classified above.

**1291** – English Language Learner (ELL) – As per ORS 336.079, instructional activities for ELL students used in acquisition of the English language.

**1299** – Other Programs.

**1400 –** Summer School programs. Instructional activities carried on during the period between the end of the regular school terms and the beginning of the next regular school term.

**2210** – Attendance and Social Work Services. Activities which are designed to improve student attendance at school and which attempt to prevent or solve students' problems involving the home, the school and/or the community. Use for administrative services for Home Schooling as well as Drug and Alcohol Programs.

**2212** – Attendance Services. Activities such as prompt identification of attendance patterns, promotion of positive attendance attitudes, response to attendance problems and enforcement of compulsory attendance laws.

**2213** – Social Work Services. Activities such as investigating and diagnosing student problems; casework and group work for students and parents; interpretation of student problems for other staff members; advocacy for change in circumstances surrounding the individual student which are related to the student's school problem(s).

**2214** – Student Accounting Services. Activities of maintaining a database of records related to school attendance, family, and other census data. Data is used by teachers and guidance staff.

**2215** – Student Safety. Activities associated with campus monitors, school police, crossing guards, and other direct expenses associated with services intended to enhance student, campus, and vicinity safety.

**2222** – Counseling Services. Activities centered upon all student relationships for the purpose of assisting students to understand their educational, personal, and occupational strengths and limitations; to relate their abilities, and aptitudes to educational and career opportunities; to utilize their abilities in formulating realistic plans; and to achieve satisfying personal and social development.

**2226** – Placement Services. Activities organized to: (1) help place students in appropriate educational situations and/or in appropriate part-time employment while they are in school, and in appropriate educational and occupational situations after they leave school, and (2) help students make the transition from one educational or occupational experience to another. This may include admissions counseling, referral services, assistance with records, and follow-up communications with employers.

**2234** – Nurse Services. Those nursing activities which are not instruction, such as health inspection, treatment of minor injuries and referrals for other health services.

**2235** – MAC Monies for Medicaid Administrative Claims contracted through Multnomah ESD

**2239** – Other Health Services. Other health services not classified above.

**2242** – Psychological Testing Services. Activities concerned with administering psychological tests, standardized tests and inventory assessment of ability, aptitude, achievement, interests and personality and the interpretation of these measures for students, school personnel and parents.

**2243** - Psychological Counseling Services. Activities which take place between a school psychologist or counselor and students and their parents in which the students are helped to receive, clarify, solve, and resolve problems of adjustment and interpersonal relationships.

**2250** – Speech Pathology and Audiology Services. Activities which have as their purpose the identification, assessment, and treatment of students with impairments in speech, hearing, and language.

**2260** – Other Student Treatment Services. Activities associated with providing services such as occupational therapy, physical therapy, adaptive physical education, etc.

**2290** – Service Direction, Student Support Services. Activities concerned with direction and management of student support services; e.g., special education, ELL and at risk programs.

**2220** – Improvement of Instruction Services. Activities designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. Use for internal training attended by instructional staff.

**2221** – Service Area Direction. Activities associated with directing and managing the improvement of instruction services.

**2223** – Curriculum Development. Activities designed to aid teachers in developing, preparing and utilizing curriculum materials.

**2229** – Other Improvement of Instruction Services. Activities for improving instruction other than those classified above.

**2222** – Library/Media Center. Activities such as selecting, acquiring, preparing, cataloging, circulating print and non-print materials; and networking with other entities to offer a wide array of these materials to students and staff. Also included are services to instructional staff related to the use of the media center materials; and instruction of students in the use of media center materials and equipment.

**2223** – Multimedia Services. Activities such as selecting, preparing, maintaining and circulating to instructional and administrative staff all multimedia equipment and materials.

**2230** – Assessment and Testing. Activities to measure individual student achievement. Information obtained is generally used to monitor individual and group progress in reaching district and state learning goals and requirements.

**2240** – Instructional Staff Development. Activities specifically designed for instructional staff (including instructional assistants) to assist in preparing and utilizing special/new curriculum materials, understanding and utilizing best teaching practices, and any other activity designed to improve teacher performance. All staff development costs for non-instructional staff should be charged to their function. Use this function for staff development that is instructionally related. Use this function for external training attended by instructional staff.

**2311** – Board of Education Services. Activities of the legally elected or appointed body vested with responsibilities for educational planning and policy making. Use this function to record legal services.

**2314** – Election Services provides appropriations for WSD share of ballot expenses.

**2315** – Legal Services includes consultations with the district's attorneys.

**2317** – Audit Services provides annual independent audit of the district's financial records.

**2320** – Executive Administration Services. Activities associated with the overall general administrative or executive responsibility for the entire district.

**2329** – Other Executive Administration Services. Other general administrative services which cannot be recorded under the preceding areas of responsibility.

**2410** – Office of the Principal Services. Activities concerned with directing and managing the operation of a particular school or schools. Included are the activities performed by the principal, assistant principals, and other assistants in general supervision of all operations of the school; evaluation of the staff members of the school; assignment of duties to staff members; supervision and maintenance of the school records and coordination of school instructional activities with instructional activities of the district. Expenditures for activities related to the coordination of student activities shall also be classified under this account. Clerical staffs for these activities are included.

**2520** – Fiscal Services. Activities concerned with the fiscal operations of the district. This program area includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, and internal auditing.

**2529** – Other Fiscal Services. Fiscal services which cannot be classified under the preceding functions. Including unemployment.

**2541** – Service Area Direction. Activities of directing and managing the operation and maintenance of the school plant facilities.

**2542** – Care and Upkeep of Buildings Services. Activities concerned with keeping a physical plant clean and ready for daily use. Included are: Operating the heating, lighting, and ventilating systems; and rental and lease of buildings.

**2543** – Care and Upkeep of Grounds Services. Activities concerned with maintaining land and its improvements (other than buildings) in good condition.

**2544** – Maintenance. Expenditures for activities concerned with maintenance of the total district's physical plant, including repair and replacement of facilities and equipment.

**2545** – Purchase/Repair of Maint. Vehicles

**2546** – Security Services. Activities concerned with maintaining security and safety of school property.

**2552** – Vehicle Operation Services. Activities concerned with operating vehicles for student transportation. Driving of buses or other student transportation vehicles and liability insurance on student transportation vehicles is included.

**2554** – Student Transp Repair & Maint of Vehicles

**2558** –Special Education Transportation Services. Activities concerned with providing transportation to special education students. Driving of buses, providing attendant services, fuel, supplies and equipment on dedicated special education routes are included here. Insurance costs should be allocated between regular and special education transportation.

**2559** – Other Student Transportation Services. Student transportation services which cannot be classified under the preceding functions.

**2572** – Purchasing Services. Activities of purchasing supplies, furniture, equipment, and materials, used in school or district operation.

**2573** – Warehousing and Distributing Services. The operation of the system wide activities of receiving, storing, and distributing supplies, furniture, equipment, materials, and mail. This program includes the pickup and transporting of cash from school facilities to the central administrative office, or bank, for control and/or deposit in addition to other courier services.

**2626** – Grant Writing. Activities concerned with seeking, writing and submitting grants for the district.

**2630** – Information Services. Activities concerned with writing, editing and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers, or to the general public through direct mailing, the various news media, or personal contact.

**2633** – Public Information Services. Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to the public through various news media or personal contact.

**2640** – Staff Services. Activities concerned with maintaining an efficient staff for the district including such activities as recruiting and placement, staff transfers, health services, and staff accounting. Record costs of finger printing employees under this function.

**2644** – Para-Professional Testing.

**2645** –Health Services. Activities concerned with medical, dental, and nurse services provided for district employees. Included are physical examinations, referrals, and emergency care.

**2649** – Other Staff Services. Staff services which cannot be classified under the preceding functions.

**2660** –Technology Services. Activities concerned with all aspects of Technology which includes Computing and Data Processing Services such as networking and telecommunications costs like telephones. Use for major administrative technology expenditures as well as repair of administrative technology, central networking.

**2669** – Other Technology Services.

**2700** – Supplemental Retirement Program. Costs associated with a supplemental retirement program provided to both current and prior employees by the district.

**3300** – Community Services. Activities which are not directly related to the provision of education for pupils in a district. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the district for the community as a whole or in part. Additionally, this function is used to record college scholarship payments. Also use for non-instructional expenses related to historically underserved students.

**4150** – Building Acquisition, Construction, and Improvement Services. Activities concerned with building acquisition through purchase or construction and building improvements. Initial installation or extension of service systems, other built-in equipment and building additions are included.

**5200** – Transfers of Funds. These are transactions which withdraw money from one fund and place it in another without recourse.

**6110** – Operating Contingency. Budgeted amount to be transferred by school board resolution to the proper expenditure code.

**7000** – Unappropriated Ending Fund Balance.

**GENERAL FUND**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 100.0000.1111 | Current Year's Taxes | 10,132,306.24 | 11,836,331.27 | 11,853,625 | 13,163,102 | 13,163,102 |
| 100.0000.1112 | Prior Year's Taxes | 139,800.78 | 143,410.69 | 100,000 | 115,000 | 115,000 |
| 100.0000.1324 | Tuition for Community Services | 19,102.00 | 34,349.50 | - | 45,000 | 45,000 |
| 100.0000.1510 | Interest on Investments | 1,069,146.00 | 1,330,330.07 | 855,000 | 900,000 | 900,000 |
| 100.0000.1910 | Rentals | 24,895.00 | 28,153.00 | 25,000 | 25,000 | 25,000 |
| 100.0000.1920 | Contributions and Donations From Private Source | - | 150.00 | - | - | - |
| 100.0000.1960 | Recovery of Prior Years' Expenditure | - | 42,772.45 | - | - | - |
| 100.0000.1980 | Fees Charged to Grants | 433,528.30 | 440,311.86 | 420,000 | 440,000 | 440,000 |
| 100.0000.1990 | Miscellaneous | 377,220.58 | 427,683.10 | 250,000 | 300,000 | 300,000 |
| 100.0000.2101 | County School Funds | 38,989.84 | 61,506.74 | 70,000 | 70,000 | 70,000 |
| 100.0000.2102 | Education Service District Apportionment | 797,366.52 | 627,465.31 | 500,000 | 500,000 | 500,000 |
| 100.0000.2199 | Other Intermediate Sources | 16,359.96 | 15,675.57 | 10,000 | 10,000 | 10,000 |
| 100.0000.3101 | State School Fund - General Support | 63,103,170.43 | 69,366,075.98 | 70,933,404 | 73,398,697 | 73,398,697 |
| 100.0000.3103 | Common School Fund | 707,085.04 | 731,813.88 | 753,233 | 732,154 | 732,154 |
| 100.0000.4500 | Restricted Rev From Fed Gov't Through State | - | 9,441.60 | - | 1,000 | 1,000 |
| 100.0000.5400 | Resources - Beginning Fund Balance | 21,017,739.17 | 15,095,909.64 | 12,028,925 | 11,958,891 | 11,958,891 |
| TOTAL | | 97,876,709.86 | 100,191,380.66 | 97,799,187 | 101,658,844 | 101,658,844 |

Appendix A-2

**Requirements**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1111.0111 | Licensed Salaries | 2,666,887.16 | 2,944,872.66 | 3,106,729 | 38.00 | 3,499,158 | 40.00 | 3,499,158 |
| 100.1111.0112 | Classified Salaries | 502,078.21 | 511,307.31 | 600,249 | 17.50 | 715,668 | 19.50 | 715,668 |
| 100.1111.0123 | Temporary - Licensed | 123,906.89 | 133,541.04 | - | - | - | - | - |
| 100.1111.0124 | Temporary - Classified | 30,784.74 | 6,798.00 | - | - | - | - | - |
| 100.1111.0125 | In-District Subs (Licensed) | 12,152.73 | 52,243.78 | 9,750 | - | 11,750 | - | 11,750 |
| 100.1111.0130 | Ext Hrs - Licensed/Other | 41,560.54 | 69,062.88 | 37,869 | - | 16,500 | - | 16,500 |
| 100.1111.0131 | Ext Hrs - Classified | 6,938.34 | 13,941.05 | 22,544 | - | 18,000 | - | 18,000 |
| 100.1111.0133 | Ext Hrs - Translations | 832.50 | - | 2,000 | - | 2,000 | - | 2,000 |
| 100.1111.0211 | PERS - Employer Contribution | 846,429.15 | 980,752.74 | 1,025,340 | - | 1,099,021 | - | 1,099,021 |
| 100.1111.0212 | PERS Pick-Up - Employee Contribution | 190,508.64 | 214,537.76 | 242,603 | - | 255,785 | - | 255,785 |
| 100.1111.0220 | FICA (SS & Medicare) | 261,150.50 | 288,078.18 | 289,273 | - | 326,125 | - | 326,125 |
| 100.1111.0231 | Worker's Compensation | 10,555.85 | 10,498.23 | 66,174 | - | 74,604 | - | 74,604 |
| 100.1111.0242 | OEBB Licensed Insurance | 611,924.45 | 657,408.71 | 731,834 | - | 789,600 | - | 789,600 |
| 100.1111.0248 | OEBB Classified Insurance | 233,282.02 | 251,223.32 | 356,976 | - | 385,632 | - | 385,632 |
| 100.1111.0253 | Paid Leave Oregon | 33,164.26 | 37,246.73 | 56,404 | - | 67,472 | - | 67,472 |
| 100.1111.0322 | Repair & Maintenance | 3,133.04 | 2,656.68 | 9,200 | - | 8,000 | - | 8,000 |
| 100.1111.0324 | Rentals | 42,760.75 | 2,286.88 | 7,000 | - | 5,000 | - | 5,000 |
| 100.1111.0342 | Travel - Out of District | 38.74 | - | 900 | - | - | - | - |
| 100.1111.0353 | Postage | 12,150.35 | 9,344.09 | 15,000 | - | 16,776 | - | 16,776 |
| 100.1111.0355 | Printing & Binding | 98,193.10 | 6,558.75 | 36,500 | - | 33,500 | - | 33,500 |
| 100.1111.0390 | Other Purchased Services | 4,487.06 | 1,178.71 | 4,000 | - | 3,000 | - | 3,000 |
| 100.1111.0410 | Consumable Supplies | 77,558.36 | 90,676.05 | 338,556 | - | 87,330 | - | 87,330 |
| 100.1111.0420 | Textbooks | 1,018.29 | - | 1,000 | - | 50,000 | - | 50,000 |
| 100.1111.0460 | Non-Consumable Supplies | 7,796.40 | 11,990.01 | 2,700 | - | 4,000 | - | 4,000 |
| 100.1111.0470 | Computer Software | 6,424.85 | 1,422.46 | 6,100 | - | 6,300 | - | 6,300 |
| 100.1111.0480 | Computer Hardware | 2,259.90 | 5,782.63 | 2,500 | - | 2,000 | - | 2,000 |
| 100.1111.0640 | Dues and Fees | 5,673.50 | 79.50 | 150 | - | 150 | - | 150 |
| FUNCTION: Elementary, K-5 | | 5,833,650.32 | 6,303,488.15 | 6,971,351 | 55.50 | 7,477,371 | 59.50 | 7,477,371 |
| | | | | | | | | |
| 100.1114.0640 | Dues and Fees | 4,800.00 | - | - | - | - | - | - |
| FUNCTION: Elementary Extra Curricular | | 4,800.00 | - | - | - | - | - | - |
| | | | | | | | | |
| 100.1121.0111 | Licensed Salaries | 3,602,361.94 | 3,621,168.70 | 4,050,773 | 45.75 | 4,286,958 | 45.25 | 4,286,958 |
| 100.1121.0112 | Classified Salaries | 136,706.63 | 125,153.97 | 160,054 | 5.00 | 171,258 | 5.00 | 171,258 |
| 100.1121.0113 | Administrator Salaries | - | - | 1,900 | - | - | - | - |
| 100.1121.0123 | Temporary - Licensed | 339,027.95 | 284,628.63 | - | - | - | - | - |
| 100.1121.0125 | In-District Subs (Licensed) | 2,438.97 | 26,770.69 | 25,000 | - | 23,000 | - | 23,000 |
| 100.1121.0130 | Ext Hrs - Licensed/Other | 40,642.39 | 22,021.01 | 36,187 | - | 15,500 | - | 15,500 |
| 100.1121.0131 | Ext Hrs - Classified | 23,874.44 | 21,825.29 | 17,200 | - | 17,200 | - | 17,200 |
| 100.1121.0133 | Ext Hrs - Translations | 84.66 | 42.04 | 2,800 | - | 800 | - | 800 |
| 100.1121.0211 | PERS - Employer Contribution | 1,065,214.65 | 1,045,276.29 | 1,263,248 | - | 1,163,894 | - | 1,163,894 |
| 100.1121.0212 | PERS Pick-Up - Employee Contribution | 242,891.74 | 238,748.29 | 252,650 | - | 270,883 | - | 270,883 |
| 100.1121.0220 | FICA (SS & Medicare) | 321,736.68 | 315,436.01 | 322,128 | - | 345,376 | - | 345,376 |
| 100.1121.0231 | Worker's Compensation | 12,762.75 | 11,344.43 | 86,685 | - | 79,008 | - | 79,008 |
| 100.1121.0242 | OEBB Licensed Insurance | 1,010,217.19 | 893,383.32 | 882,060 | - | 893,235 | - | 893,235 |
| 100.1121.0248 | OEBB Classified Insurance | 44,259.28 | 41,602.33 | 96,480 | - | 98,880 | - | 98,880 |
| 100.1121.0253 | Paid Leave Oregon | 40,754.72 | 40,867.02 | 42,689 | - | 56,750 | - | 56,750 |
| 100.1121.0322 | Repair & Maintenance | 2,227.77 | - | 500 | - | 500 | - | 500 |
| 100.1121.0324 | Rentals | 35,638.74 | 902.13 | 4,000 | - | 4,000 | - | 4,000 |
| 100.1121.0341 | Travel - Local in District | - | 80.43 | - | - | - | - | - |
| 100.1121.0342 | Travel - Out of District | 725.51 | 30.80 | 2,500 | - | 2,500 | - | 2,500 |
| 100.1121.0353 | Postage | 9,948.72 | 12,183.21 | 16,000 | - | 16,000 | - | 16,000 |
| 100.1121.0355 | Printing & Binding | 5,386.00 | 6,775.00 | 4,000 | - | 4,000 | - | 4,000 |
| 100.1121.0390 | Other Purchased Services | 1,819.62 | 1,250.00 | 500 | - | 500 | - | 500 |
| 100.1121.0410 | Consumable Supplies | 101,656.98 | 98,945.52 | 66,600 | - | 78,352 | - | 78,352 |
| 100.1121.0420 | Textbooks | 14,488.50 | - | 126,100 | - | 50,000 | - | 50,000 |
| 100.1121.0440 | Periodicals | 384.62 | 2,337.94 | 2,850 | - | 2,150 | - | 2,150 |
| 100.1121.0460 | Non-Consumable Supplies | 3,130.34 | 2,290.86 | 10,100 | - | 8,100 | - | 8,100 |
| 100.1121.0470 | Computer Software | 1,503.00 | 10,771.98 | 8,400 | - | 8,400 | - | 8,400 |
| 100.1121.0480 | Computer Hardware | 109,482.35 | 89.85 | 4,000 | - | 4,000 | - | 4,000 |
| 100.1121.0640 | Dues and Fees | 2,600.00 | - | 200 | - | 200 | - | 200 |
| FUNCTION: Middle School Programs | | 7,171,966.14 | 6,823,925.74 | 7,485,604 | 50.75 | 7,601,444 | 50.25 | 7,601,444 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1122.0130 | Ext Hrs - Licensed/Other | - | 737.23 | 500 | - | 3,000 | - | 3,000 |
| 100.1122.0131 | Ext Hrs - Classified | 4,409.59 | 4,233.50 | 7,700 | - | 8,500 | - | 8,500 |
| 100.1122.0134 | Ext Hrs - Sports/Act Supv | 139,532.83 | 143,012.44 | 181,510 | - | 193,756 | - | 193,756 |
| 100.1122.0211 | PERS - Employer Contribution | 30,065.61 | 30,629.91 | 45,294 | - | 52,915 | - | 52,915 |
| 100.1122.0212 | PERS Pick-Up - Employee Contribution | 7,103.79 | 6,855.66 | 10,857 | - | 12,315 | - | 12,315 |
| 100.1122.0220 | FICA (SS & Medicare) | 10,895.15 | 11,295.65 | 13,844 | - | 15,702 | - | 15,702 |
| 100.1122.0231 | Worker's Compensation | 448.70 | 417.06 | 4,523 | - | 3,592 | - | 3,592 |
| 100.1122.0242 | OEBB Licensed Insurance | - | 1,304.88 | - | - | - | - | - |
| 100.1122.0248 | OEBB Classified Insurance | 5.58 | 588.69 | - | - | - | - | - |
| 100.1122.0253 | Paid Leave Oregon | 1,415.53 | 1,467.82 | 924 | - | 3,489 | - | 3,489 |
| 100.1122.0342 | Travel - Out of District | 237.73 | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.1122.0390 | Other Purchased Services | 14,190.01 | 12,235.13 | 11,500 | - | 22,000 | - | 22,000 |
| 100.1122.0410 | Consumable Supplies | 24,471.83 | 23,244.55 | 23,000 | - | 23,000 | - | 23,000 |
| 100.1122.0460 | Non-Consumable Supplies | 1,038.00 | 1,650.00 | 5,500 | - | 5,500 | - | 5,500 |
| 100.1122.0470 | Computer Software | - | - | 200 | - | 200 | - | 200 |
| 100.1122.0541 | Initial and Additional Equipment Purchase | 10,615.74 | 8,960.00 | 8,500 | - | 8,500 | - | 8,500 |
| 100.1122.0640 | Dues and Fees | 11,013.63 | 20,738.86 | 12,500 | - | 12,500 | - | 12,500 |
| FUNCTION: Middle School Extra-Curricular | | 255,443.72 | 267,371.38 | 327,353 | - | 365,969 | - | 365,969 |
| | | | | | | | | |
| 100.1131.0111 | Licensed Salaries | 5,251,271.84 | 5,894,661.32 | 5,665,987 | 64.20 | 6,251,472 | 66.20 | 6,251,472 |
| 100.1131.0112 | Classified Salaries | 35,076.53 | 37,257.83 | 39,069 | 1.00 | 41,804 | 1.00 | 41,804 |
| 100.1131.0125 | In-District Subs (Licensed) | 7,608.00 | 6,844.46 | - | - | - | - | - |
| 100.1131.0130 | Ext Hrs - Licensed/Other | 36,016.18 | 63,957.87 | 46,071 | - | 44,300 | - | 44,300 |
| 100.1131.0131 | Ext Hrs - Classified | 22,630.60 | 48,158.08 | 10,000 | - | 10,000 | - | 10,000 |
| 100.1131.0133 | Ext Hrs - Translations | 183.46 | 331.54 | 2,000 | - | - | - | - |
| 100.1131.0134 | Ext Hrs - Sports/Act Supv | 242.20 | 483.41 | - | - | - | - | - |
| 100.1131.0211 | PERS - Employer Contribution | 1,374,062.37 | 1,559,486.96 | 1,690,106 | - | 1,636,405 | - | 1,636,405 |
| 100.1131.0212 | PERS Pick-Up - Employee Contribution | 318,579.58 | 361,371.48 | 410,919 | - | 380,855 | - | 380,855 |
| 100.1131.0220 | FICA (SS & Medicare) | 414,420.75 | 466,299.41 | 481,207 | - | 485,590 | - | 485,590 |
| 100.1131.0231 | Worker's Compensation | 16,348.84 | 16,728.67 | 110,080 | - | 111,083 | - | 111,083 |
| 100.1131.0242 | OEBB Licensed Insurance | 1,144,068.80 | 1,287,158.77 | 1,340,412 | - | 1,306,788 | - | 1,306,788 |
| 100.1131.0248 | OEBB Classified Insurance | 18,958.89 | 20,739.88 | - | - | 19,776 | - | 19,776 |
| 100.1131.0253 | Paid Leave Oregon | 53,357.43 | 60,405.20 | 93,704 | - | 102,909 | - | 102,909 |
| 100.1131.0322 | Repair & Maintenance | 2,967.00 | 1,636.04 | 500 | - | 500 | - | 500 |
| 100.1131.0324 | Rentals | 9,792.22 | 188.20 | 17,000 | - | 17,000 | - | 17,000 |
| 100.1131.0342 | Travel - Out of District | 3,420.65 | 22,609.37 | - | - | - | - | - |
| 100.1131.0343 | Travel - Student Out of District | 1,802.60 | - | 500 | - | 500 | - | 500 |
| 100.1131.0353 | Postage | 3,620.32 | 20,253.63 | - | - | - | - | - |
| 100.1131.0355 | Printing & Binding | - | 735.31 | - | - | - | - | - |
| 100.1131.0390 | Other Purchased Services | 14,082.05 | 11,439.98 | 2,400 | - | 2,400 | - | 2,400 |
| 100.1131.0410 | Consumable Supplies | 132,190.52 | 217,527.63 | 298,650 | - | 262,325 | - | 262,325 |
| 100.1131.0420 | Textbooks | 215,952.98 | 124,367.36 | 129,500 | - | 50,000 | - | 50,000 |
| 100.1131.0460 | Non-Consumable Supplies | 1,401.77 | 10,165.29 | 1,800 | - | 1,800 | - | 1,800 |
| 100.1131.0470 | Computer Software | 4,824.00 | 922.41 | 1,000 | - | 1,000 | - | 1,000 |
| 100.1131.0480 | Computer Hardware | 107,978.45 | 7,954.10 | 8,000 | - | 8,000 | - | 8,000 |
| 100.1131.0541 | Initial and Additional Equipment Purchase | - | 33,736.30 | - | - | - | - | - |
| 100.1131.0640 | Dues and Fees | 6,304.15 | 5,067.98 | 1,000 | - | 1,000 | - | 1,000 |
| FUNCTION: High School Programs | | 9,197,162.18 | 10,280,488.48 | 10,349,906 | 65.20 | 10,735,507 | 67.20 | 10,735,507 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1132.0125 | In-District Subs (Licensed) | - | 61.67 | - | - | - | - | - |
| 100.1132.0130 | Ext Hrs - Licensed/Other | 8,531.59 | 12,980.00 | 14,366 | - | 7,082 | - | 7,082 |
| 100.1132.0131 | Ext Hrs - Classified | 9,792.51 | 8,991.92 | - | - | - | - | - |
| 100.1132.0134 | Ext Hrs - Sports/Act Supv | 496,061.33 | 510,836.92 | 494,288 | - | 546,596 | - | 546,596 |
| 100.1132.0211 | PERS - Employer Contribution | 89,120.06 | 104,240.98 | 127,322 | - | 132,993 | - | 132,993 |
| 100.1132.0212 | PERS Pick-Up - Employee Contribution | 20,035.82 | 21,907.40 | 30,094 | - | 33,221 | - | 33,221 |
| 100.1132.0220 | FICA (SS & Medicare) | 39,459.43 | 40,877.67 | 38,370 | - | 42,356 | - | 42,356 |
| 100.1132.0231 | Worker's Compensation | 1,906.15 | 1,624.61 | 8,778 | - | 9,689 | - | 9,689 |
| 100.1132.0242 | OEBB Licensed Insurance | 345.77 | 1,265.63 | - | - | - | - | - |
| 100.1132.0248 | OEBB Classified Insurance | 2,011.66 | 376.90 | - | - | - | - | - |
| 100.1132.0253 | Paid Leave Oregon | 5,124.39 | 5,311.71 | 5,517 | - | 9,413 | - | 9,413 |
| 100.1132.0322 | Repair & Maintenance | 2,705.13 | 5,270.54 | - | - | - | - | - |
| 100.1132.0324 | Rentals | 80,011.78 | 28,024.68 | 50,000 | - | - | - | - |
| 100.1132.0342 | Travel - Out of District | 2,553.06 | 2,620.91 | - | - | - | - | - |
| 100.1132.0343 | Travel - Student Out of District | - | 2,400.00 | 20,000 | - | 20,000 | - | 20,000 |
| 100.1132.0355 | Printing & Binding | 2,994.68 | 2,802.59 | - | - | - | - | - |
| 100.1132.0390 | Other Purchased Services | 1,911.92 | 24,136.25 | 50,000 | - | 50,000 | - | 50,000 |
| 100.1132.0410 | Consumable Supplies | 82,706.49 | 74,533.95 | 40,000 | - | 40,000 | - | 40,000 |
| 100.1132.0460 | Non-Consumable Supplies | 12,956.77 | 6,067.60 | 20,000 | - | 20,000 | - | 20,000 |
| 100.1132.0470 | Computer Software | 13,006.63 | 13,000.00 | 20,000 | - | 20,000 | - | 20,000 |
| 100.1132.0640 | Dues and Fees | 74,059.03 | 77,915.95 | 20,000 | - | 20,000 | - | 20,000 |
| FUNCTION: High School Extra-Curricular | | 945,294.20 | 945,247.88 | 938,735 | - | 951,350 | - | 951,350 |
| | | | | | | | | |
| 100.1133.0111 | Licensed Salaries | 67,533.30 | 880.00 | - | - | - | - | - |
| 100.1133.0130 | Ext Hrs - Licensed/Other | 816.74 | 1,311.11 | 2,000 | - | 2,000 | - | 2,000 |
| 100.1133.0131 | Ext Hrs - Classified | 650.98 | - | - | - | - | - | - |
| 100.1133.0211 | PERS - Employer Contribution | 19,209.77 | 575.34 | - | - | 516 | - | 516 |
| 100.1133.0212 | PERS Pick-Up - Employee Contribution | 4,140.30 | 131.92 | - | - | 120 | - | 120 |
| 100.1133.0220 | FICA (SS & Medicare) | 5,309.10 | 166.02 | - | - | 153 | - | 153 |
| 100.1133.0231 | Worker's Compensation | 208.12 | 5.97 | - | - | 35 | - | 35 |
| 100.1133.0242 | OEBB Licensed Insurance | 15,113.02 | - | - | - | - | - | - |
| 100.1133.0253 | Paid Leave Oregon | 689.93 | 21.56 | - | - | - | - | - |
| 100.1133.0355 | Printing & Binding | - | 719.00 | - | - | - | - | - |
| 100.1133.0390 | Other Purchased Services | - | 10.00 | 6,000 | - | 6,000 | - | 6,000 |
| 100.1133.0410 | Consumable Supplies | 3,729.82 | 2,943.32 | - | - | - | - | - |
| 100.1133.0420 | Textbooks | 8,780.69 | 1,040.57 | 10,000 | - | 10,000 | - | 10,000 |
| 100.1133.0460 | Non-Consumable Supplies | - | 8,278.20 | - | - | - | - | - |
| 100.1133.0480 | Computer Hardware | 6,801.00 | 69.98 | - | - | - | - | - |
| 100.1133.0640 | Dues and Fees | 13,666.00 | 15,069.38 | 20,000 | - | 20,000 | - | 20,000 |
| FUNCTION: IB & Adv Placement | | 146,648.77 | 31,222.37 | 38,000 | - | 38,824 | - | 38,824 |
| | | | | | | | | |
| 100.1140.0112 | Classified Salaries | 110,637.24 | 117,077.91 | 156,100 | 3.00 | 139,189 | 2.50 | 139,189 |
| 100.1140.0130 | Ext Hrs - Licensed/Other | - | - | 300 | - | - | - | - |
| 100.1140.0131 | Ext Hrs - Classified | 2,032.47 | 497.80 | 1,000 | - | 1,000 | - | 1,000 |
| 100.1140.0211 | PERS - Employer Contribution | 28,813.38 | 29,621.94 | 28,138 | - | 36,141 | - | 36,141 |
| 100.1140.0212 | PERS Pick-Up - Employee Contribution | 6,718.68 | 7,100.75 | 6,366 | - | 8,411 | - | 8,411 |
| 100.1140.0220 | FICA (SS & Medicare) | 8,799.70 | 8,998.73 | 8,117 | - | 10,724 | - | 10,724 |
| 100.1140.0231 | Worker's Compensation | 361.13 | 341.78 | 1,857 | - | 2,453 | - | 2,453 |
| 100.1140.0248 | OEBB Classified Insurance | 51,917.64 | 55,195.20 | 57,888 | - | 49,440 | - | 49,440 |
| 100.1140.0253 | Paid Leave Oregon | 1,104.82 | 1,169.31 | 1,591 | - | 2,383 | - | 2,383 |
| 100.1140.0322 | Repair & Maintenance | - | - | 500 | - | 500 | - | 500 |
| 100.1140.0324 | Rentals | 79.00 | - | - | - | - | - | - |
| 100.1140.0332 | Non-Reimbursable Student Transportation | - | - | 1,000 | - | 600 | - | 600 |
| 100.1140.0342 | Travel - Out of District | - | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.1140.0390 | Other Purchased Services | 285.00 | - | - | - | 100 | - | 100 |
| 100.1140.0410 | Consumable Supplies | 644.26 | 337.45 | 4,000 | - | 2,000 | - | 2,000 |
| 100.1140.0430 | Library Books | - | - | 1,830 | - | 500 | - | 500 |
| 100.1140.0460 | Non-Consumable Supplies | 799.00 | - | 4,000 | - | 1,500 | - | 1,500 |
| 100.1140.0470 | Computer Software | 6,250.04 | 2,848.00 | 500 | - | 2,900 | - | 2,900 |
| 100.1140.0640 | Dues and Fees | - | 450.00 | 1,000 | - | 1,000 | - | 1,000 |
| FUNCTION: Pre-Kindergarten | | 218,442.36 | 223,638.87 | 275,187 | 3.00 | 259,841 | 2.50 | 259,841 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1210.0111 | Licensed Salaries | 111,730.69 | 85,590.49 | 89,204 | 1.00 | 95,448 | 1.00 | 95,448 |
| 100.1210.0211 | PERS - Employer Contribution | 31,139.35 | 23,853.96 | 24,242 | - | 24,606 | - | 24,606 |
| 100.1210.0212 | PERS Pick-Up - Employee Contribution | 6,703.81 | 5,135.46 | 7,430 | - | 5,727 | - | 5,727 |
| 100.1210.0220 | FICA (SS & Medicare) | 8,488.01 | 6,478.21 | 6,824 | - | 7,302 | - | 7,302 |
| 100.1210.0231 | Worker's Compensation | 340.84 | 237.27 | 1,561 | - | 1,670 | - | 1,670 |
| 100.1210.0242 | OEBB Licensed Insurance | 30,920.59 | 24,410.39 | 19,259 | - | 19,740 | - | 19,740 |
| 100.1210.0253 | Paid Leave Oregon | 1,041.53 | 842.00 | 1,300 | - | 1,623 | - | 1,623 |
| 100.1210.0343 | Travel - Student Out of District | - | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.1210.0390 | Other Purchased Services | 35.00 | - | - | - | - | - | - |
| 100.1210.0410 | Consumable Supplies | 1,327.36 | 6,734.80 | 2,550 | - | 3,300 | - | 3,300 |
| 100.1210.0460 | Non-Consumable Supplies | - | - | 700 | - | 1,500 | - | 1,500 |
| 100.1210.0640 | Dues and Fees | - | - | 100 | - | 100 | - | 100 |
| FUNCTION: Talented & Gifted | | 191,727.18 | 153,282.58 | 154,170 | 1.00 | 162,016 | 1.00 | 162,016 |
| | | | | | | | | |
| 100.1220.0111 | Licensed Salaries | 318,675.05 | 418,528.69 | 431,297 | 5.00 | 461,488 | 5.00 | 461,488 |
| 100.1220.0112 | Classified Salaries | 492,294.29 | 476,740.82 | 629,616 | 16.00 | 673,689 | 16.00 | 673,689 |
| 100.1220.0130 | Ext Hrs - Licensed/Other | 1,862.52 | - | 1,000 | - | - | - | - |
| 100.1220.0131 | Ext Hrs - Classified | 3,013.72 | - | 1,500 | - | - | - | - |
| 100.1220.0133 | Ext Hrs - Translations | 218.82 | - | 1,000 | - | - | - | - |
| 100.1220.0211 | PERS - Employer Contribution | 198,656.83 | 223,525.90 | 220,365 | - | 292,649 | - | 292,649 |
| 100.1220.0212 | PERS Pick-Up - Employee Contribution | 47,371.94 | 53,341.04 | 37,777 | - | 68,111 | - | 68,111 |
| 100.1220.0220 | FICA (SS & Medicare) | 62,266.37 | 68,559.94 | 48,166 | - | 86,841 | - | 86,841 |
| 100.1220.0231 | Worker's Compensation | 2,599.65 | 2,573.49 | 21,716 | - | 19,866 | - | 19,866 |
| 100.1220.0242 | OEBB Licensed Insurance | 66,735.08 | 85,850.86 | 96,294 | - | 98,700 | - | 98,700 |
| 100.1220.0248 | OEBB Classified Insurance | 236,893.21 | 216,196.03 | 305,600 | - | 311,416 | | 311,416 |
| 100.1220.0253 | Paid Leave Oregon | 8,090.84 | 8,908.53 | 18,490 | - | 19,298 | | 19,298 |
| 100.1220.0342 | Travel - Out of District | - | - | 1,600 | - | - | | - |
| 100.1220.0390 | Other Purchased Services | 1,197.00 | - | - | - | - | | - |
| 100.1220.0410 | Consumable Supplies | 16,299.64 | - | 6,000 | - | 6,675 | | 6,675 |
| 100.1220.0470 | Computer Software | 9,599.13 | - | 4,000 | - | 667 | | 667 |
| FUNCTION: Restr Program Students with Disabilities | | 1,465,774.09 | 1,554,225.30 | 1,824,420 | 21.00 | 2,039,400 | 21.00 | 2,039,400 |
| | | | | | | | | |
| 100.1223.0111 | Licensed Salaries | 33,737.94 | 111,378.83 | 109,917 | 1.00 | 117,611 | 1.00 | 117,611 |
| 100.1223.0112 | Classified Salaries | 140,604.68 | 195,374.88 | 255,459 | 6.00 | 273,341 | 6.00 | 273,341 |
| 100.1223.0130 | Ext Hrs - Licensed/Other | 592.62 | - | 1,000 | - | - | | - |
| 100.1223.0131 | Ext Hrs - Classified | 6,593.94 | - | 1,000 | - | - | | - |
| 100.1223.0133 | Ext Hrs - Translations | 133.63 | - | 500 | - | - | | - |
| 100.1223.0142 | Cell Phone Stipend | 45.00 | 180.00 | 180 | - | - | | - |
| 100.1223.0211 | PERS - Employer Contribution | 43,559.02 | 78,548.75 | 96,814 | - | 100,787 | | 100,787 |
| 100.1223.0212 | PERS Pick-Up - Employee Contribution | 10,191.97 | 18,562.42 | 23,539 | - | 23,457 | | 23,457 |
| 100.1223.0220 | FICA (SS & Medicare) | 14,531.88 | 24,227.08 | 27,965 | - | 29,908 | | 29,908 |
| 100.1223.0231 | Worker's Compensation | 584.81 | 882.91 | 6,397 | - | 6,842 | | 6,842 |
| 100.1223.0242 | OEBB Licensed Insurance | 6,426.42 | 33,131.29 | 19,259 | - | 19,738 | - | 19,738 |
| 100.1223.0248 | OEBB Classified Insurance | 77,731.92 | 104,589.99 | 115,776 | - | 118,656 | | 118,656 |
| 100.1223.0253 | Paid Leave Oregon | 1,743.19 | 3,069.95 | 5,450 | - | 6,646 | | 6,646 |
| 100.1223.0342 | Travel - Out of District | 30.95 | - | 2,000 | - | - | | - |
| 100.1223.0355 | Printing & Binding | - | - | 200 | - | - | | - |
| 100.1223.0410 | Consumable Supplies | 5,389.51 | - | 5,000 | - | 6,675 | | 6,675 |
| 100.1223.0470 | Computer Software | 240.00 | - | 600 | - | 3,700 | | 3,700 |
| 100.1223.0640 | Dues and Fees | 1,500.00 | - | - | - | 500 | | 500 |
| FUNCTION: Bridges Program | | 343,637.48 | 569,946.10 | 671,055 | 7.00 | 707,861 | 7.00 | 707,861 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1224.0111 | Licensed Salaries | 366,576.83 | 376,468.86 | 393,276 | 4.00 | 526,007 | 5.00 | 526,007 |
| 100.1224.0112 | Classified Salaries | 395,266.00 | 313,058.24 | 361,897 | 9.00 | 623,871 | 14.50 | 623,871 |
| 100.1224.0130 | Ext Hrs - Licensed/Other | 5,219.68 | - | 1,000 | - | - | | - |
| 100.1224.0131 | Ext Hrs - Classified | 4,857.44 | - | 1,500 | - | - | | - |
| 100.1224.0133 | Ext Hrs - Translations | 2.28 | - | 1,000 | - | - | | - |
| 100.1224.0211 | PERS - Employer Contribution | 195,972.68 | 177,256.54 | 196,878 | - | 296,439 | | 296,439 |
| 100.1224.0212 | PERS Pick-Up - Employee Contribution | 46,023.32 | 41,572.27 | 52,057 | - | 68,993 | | 68,993 |
| 100.1224.0220 | FICA (SS & Medicare) | 58,281.52 | 52,023.21 | 57,771 | - | 87,966 | | 87,966 |
| 100.1224.0231 | Worker's Compensation | 2,420.23 | 1,948.71 | 13,216 | - | 20,123 | | 20,123 |
| 100.1224.0242 | OEBB Licensed Insurance | 87,857.02 | 87,613.12 | 77,036 | - | 98,690 | - | 98,690 |
| 100.1224.0248 | OEBB Classified Insurance | 188,366.57 | 136,374.62 | 173,664 | - | 286,752 | | 286,752 |
| 100.1224.0253 | Paid Leave Oregon | 7,444.36 | 6,759.67 | 11,193 | - | 19,548 | | 19,548 |
| 100.1224.0341 | Travel - Local in District | 34.82 | - | 700 | - | - | | - |
| 100.1224.0342 | Travel - Out of District | - | - | 1,200 | - | - | | - |
| 100.1224.0390 | Other Purchased Services | 1,197.00 | - | - | - | - | | - |
| 100.1224.0410 | Consumable Supplies | 13,098.69 | - | 4,000 | - | 7,175 | | 7,175 |
| 100.1224.0470 | Computer Software | 9,599.13 | - | 3,000 | - | 25,000 | | 25,000 |
| 100.1224.0480 | Computer Hardware | 8,280.00 | - | 2,000 | - | 2,500 | | 2,500 |
| FUNCTION: Life Skills Program | | 1,390,497.57 | 1,193,075.24 | 1,351,389 | 13.00 | 2,063,064 | 19.50 | 2,063,064 |
| | | | | | | | | |
| 100.1250.0111 | Licensed Salaries | 1,487,704.68 | 1,437,471.43 | 1,648,184 | 18.50 | 1,572,902 | 16.50 | 1,572,902 |
| 100.1250.0112 | Classified Salaries | 1,203,938.37 | 1,291,452.50 | 1,531,638 | 39.00 | 1,407,732 | 33.50 | 1,407,732 |
| 100.1250.0125 | In-District Subs (Licensed) | 159.12 | 642.39 | - | - | - | | - |
| 100.1250.0130 | Ext Hrs - Licensed/Other | 28,891.46 | 1,327.33 | 2,400 | - | 7,000 | | 7,000 |
| 100.1250.0131 | Ext Hrs - Classified | 9,828.66 | - | 3,200 | - | 3,500 | | 3,500 |
| 100.1250.0133 | Ext Hrs - Translations | 7,786.36 | 156.54 | 3,600 | - | - | | - |
| 100.1250.0211 | PERS - Employer Contribution | 678,942.14 | 698,663.23 | 834,416 | - | 768,407 | | 768,407 |
| 100.1250.0212 | PERS Pick-Up - Employee Contribution | 159,479.51 | 164,243.00 | 214,876 | - | 178,838 | | 178,838 |
| 100.1250.0220 | FICA (SS & Medicare) | 210,681.97 | 209,762.83 | 243,256 | - | 228,019 | | 228,019 |
| 100.1250.0231 | Worker's Compensation | 8,662.29 | 7,802.14 | 55,647 | - | 52,161 | | 52,161 |
| 100.1250.0242 | OEBB Licensed Insurance | 313,912.15 | 337,613.46 | 356,292 | - | 325,677 | - | 325,677 |
| 100.1250.0248 | OEBB Classified Insurance | 534,316.47 | 524,987.51 | 752,544 | - | 662,496 | | 662,496 |
| 100.1250.0253 | Paid Leave Oregon | 26,919.15 | 27,105.36 | 47,200 | - | 50,671 | | 50,671 |
| 100.1250.0341 | Travel - Local in District | 59.50 | - | 300 | - | - | | - |
| 100.1250.0342 | Travel - Out of District | 1,090.06 | - | - | - | - | | - |
| 100.1250.0355 | Printing & Binding | - | - | 300 | - | - | | - |
| 100.1250.0390 | Other Purchased Services | 357,832.88 | - | - | - | - | | - |
| 100.1250.0410 | Consumable Supplies | 16,336.61 | - | 7,750 | - | 13,750 | | 13,750 |
| 100.1250.0420 | Textbooks | 88,954.94 | - | 150 | - | 150 | | 150 |
| 100.1250.0460 | Non-Consumable Supplies | - | - | 750 | - | 750 | | 750 |
| 100.1250.0470 | Computer Software | 1,351.92 | - | 4,700 | - | 5,000 | | 5,000 |
| 100.1250.0480 | Computer Hardware | - | - | 5,000 | - | - | | - |
| FUNCTION: Resource Room | | 5,136,848.24 | 4,701,227.72 | 5,712,202 | 57.50 | 5,277,053 | 50.00 | 5,277,053 |
| | | | | | | | | |
| 100.1260.0410 | Consumable Supplies | 153.14 | - | 1,000 | - | - | | - |
| FUNCTION: Early Intervention | | 153.14 | - | 1,000 | - | - | - | - |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.1280.0111 | Licensed Salaries | 408,280.70 | 390,330.21 | 406,377 | 5.00 | 434,823 | 5.00 | 434,823 |
| 100.1280.0112 | Classified Salaries | 28,128.47 | 30,532.43 | 32,549 | 1.00 | 34,828 | 1.00 | 34,828 |
| 100.1280.0125 | In-District Subs (Licensed) | 31.75 | 634.70 | - | - | - | | - |
| 100.1280.0130 | Ext Hrs - Licensed/Other | 7,110.51 | - | 2,000 | - | - | | - |
| 100.1280.0131 | Ext Hrs - Classified | 1,582.92 | 467.76 | 1,000 | - | - | | - |
| 100.1280.0211 | PERS - Employer Contribution | 119,712.74 | 111,565.81 | 121,187 | - | 121,076 | | 121,076 |
| 100.1280.0212 | PERS Pick-Up - Employee Contribution | 26,749.13 | 25,398.28 | 26,998 | - | 28,179 | | 28,179 |
| 100.1280.0220 | FICA (SS & Medicare) | 35,740.66 | 32,929.31 | 33,578 | - | 35,928 | | 35,928 |
| 100.1280.0231 | Worker's Compensation | 1,366.80 | 1,175.33 | 7,681 | - | 8,219 | | 8,219 |
| 100.1280.0242 | OEBB Licensed Insurance | 92,708.89 | 90,319.12 | 96,295 | - | 96,290 | - | 96,290 |
| 100.1280.0248 | OEBB Classified Insurance | 19,722.12 | 20,554.32 | 19,296 | - | 19,776 | | 19,776 |
| 100.1280.0253 | Paid Leave Oregon | 4,356.62 | 4,190.93 | 6,571 | - | 7,984 | | 7,984 |
| 100.1280.0322 | Repair & Maintenance | - | - | 500 | - | - | | - |
| 100.1280.0324 | Rentals | 719.40 | 719.40 | 1,000 | - | - | | - |
| 100.1280.0342 | Travel - Out of District | 439.68 | 101.98 | 500 | - | - | | - |
| 100.1280.0343 | Travel - Student Out of District | 12.00 | 266.00 | - | - | - | | - |
| 100.1280.0353 | Postage | 381.67 | 1,182.29 | 400 | - | - | | - |
| 100.1280.0355 | Printing & Binding | 992.96 | 718.87 | 300 | - | - | | - |
| 100.1280.0371 | Tuition - OR Districts | 116,805.49 | 93,810.50 | 125,000 | - | 125,000 | | 125,000 |
| 100.1280.0390 | Other Purchased Services | 1,255.50 | 495.50 | 525 | - | - | | - |
| 100.1280.0410 | Consumable Supplies | 9,261.01 | 19,600.28 | 10,800 | - | - | | - |
| 100.1280.0420 | Textbooks | 482.97 | 79.45 | - | - | - | | - |
| 100.1280.0440 | Periodicals | 659.34 | - | - | - | - | | - |
| 100.1280.0460 | Non-Consumable Supplies | 1,907.31 | 294.37 | 2,200 | - | - | | - |
| 100.1280.0470 | Computer Software | - | 10,748.00 | - | - | - | | - |
| 100.1280.0480 | Computer Hardware | 2,799.99 | 443.48 | 1,950 | - | - | | - |
| 100.1280.0541 | Initial and Additional Equipment Purchase | - | 10,867.25 | - | - | - | | - |
| 100.1280.0640 | Dues and Fees | 4,400.00 | - | - | - | - | | - |
| FUNCTION: Alternative Education | | 885,608.63 | 847,425.57 | 896,706 | 6.00 | 912,103 | 6.00 | 912,103 |
| | | | | | | | | |
| 100.1281.0371 | Tuition - OR Districts | 67,803.00 | 57,960.00 | - | - | - | | - |
| FUNCTION: Public Alternative Programs | | 67,803.00 | 57,960.00 | - | - | - | - | - |
| | | | | | | | | |
| 100.1288.0360 | Charter School Payments | 1,334,602.07 | 1,778,639.99 | 1,750,000 | - | 1,805,456 | | 1,805,456 |
| FUNCTION: Charter Schools | | 1,334,602.07 | 1,778,639.99 | 1,750,000 | - | 1,805,456 | - | 1,805,456 |
| | | | | | | | | |
| 100.1291.0111 | Licensed Salaries | 7,208,217.55 | 6,985,120.37 | 7,391,022 | 85.22 | 7,203,116 | 77.62 | 7,203,116 |
| 100.1291.0112 | Classified Salaries | 848,505.56 | 887,009.14 | 1,130,991 | 31.03 | 1,171,036 | 30.03 | 1,171,036 |
| 100.1291.0124 | Temporary - Classified | - | 3,289.74 | - | - | - | | - |
| 100.1291.0125 | In-District Subs (Licensed) | 126.02 | 373.91 | 750 | - | 750 | | 750 |
| 100.1291.0130 | Ext Hrs - Licensed/Other | 5,400.62 | 6,640.41 | 11,616 | - | 11,500 | | 11,500 |
| 100.1291.0131 | Ext Hrs - Classified | 1,383.48 | 1,209.55 | 4,500 | - | 4,500 | | 4,500 |
| 100.1291.0133 | Ext Hrs - Translations | 300.22 | - | - | - | - | | - |
| 100.1291.0211 | PERS - Employer Contribution | 2,074,845.54 | 2,031,368.47 | 2,259,105 | - | 2,158,856 | | 2,158,856 |
| 100.1291.0212 | PERS Pick-Up - Employee Contribution | 479,296.61 | 469,580.77 | 587,250 | - | 502,449 | | 502,449 |
| 100.1291.0220 | FICA (SS & Medicare) | 616,927.17 | 604,053.59 | 651,943 | - | 640,623 | | 640,623 |
| 100.1291.0231 | Worker's Compensation | 24,829.23 | 21,954.85 | 149,137 | - | 146,548 | | 146,548 |
| 100.1291.0242 | OEBB Licensed Insurance | 1,680,589.23 | 1,583,929.16 | 1,641,252 | - | 1,494,651 | - | 1,494,651 |
| 100.1291.0243 | OEBB Admin Insurance | 1,845.35 | - | - | - | - | | - |
| 100.1291.0248 | OEBB Classified Insurance | 454,741.57 | 515,979.21 | 598,819 | - | 593,873 | | 593,873 |
| 100.1291.0253 | Paid Leave Oregon | 79,141.30 | 78,158.05 | 126,333 | - | 142,361 | | 142,361 |
| 100.1291.0322 | Repair & Maintenance | - | - | 5,000 | - | 5,000 | | 5,000 |
| 100.1291.0324 | Rentals | 20,207.90 | 2,244.16 | 5,000 | - | 2,000 | | 2,000 |
| 100.1291.0353 | Postage | 1,578.27 | 1,500.00 | 5,500 | - | 6,500 | | 6,500 |
| 100.1291.0390 | Other Purchased Services | 3,221.01 | 1,379.71 | 2,000 | - | 4,000 | | 4,000 |
| 100.1291.0410 | Consumable Supplies | 54,566.95 | 67,747.25 | 89,600 | - | 87,600 | | 87,600 |
| 100.1291.0420 | Textbooks | - | 52.88 | 3,000 | - | - | | - |
| 100.1291.0460 | Non-Consumable Supplies | 6,882.82 | 763.63 | 3,300 | - | 3,000 | | 3,000 |
| 100.1291.0470 | Computer Software | 5,050.60 | 144.00 | 6,000 | - | 6,000 | | 6,000 |
| 100.1291.0480 | Computer Hardware | 4,578.40 | - | - | - | - | | - |
| FUNCTION: ESL | | 13,572,235.40 | 13,262,498.85 | 14,672,117 | 116.25 | 14,184,363 | 107.65 | 14,184,363 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2112.0112 | Classified Salaries | 365,085.40 | 379,043.37 | 449,393 | 9.00 | 427,423 | 8.00 | 427,423 |
| 100.2112.0131 | Ext Hrs - Classified | 2,722.08 | 2,077.44 | 5,500 | - | 5,500 | | 5,500 |
| 100.2112.0142 | Cell Phone Stipend | 1,275.00 | 1,290.00 | 1,320 | - | - | | - |
| 100.2112.0211 | PERS - Employer Contribution | 97,064.62 | 96,840.47 | 145,625 | - | 111,608 | | 111,608 |
| 100.2112.0212 | PERS Pick-Up - Employee Contribution | 22,275.15 | 22,091.47 | 32,121 | - | 25,975 | | 25,975 |
| 100.2112.0220 | FICA (SS & Medicare) | 28,445.44 | 29,062.37 | 40,600 | - | 33,119 | | 33,119 |
| 100.2112.0231 | Worker's Compensation | 1,163.38 | 1,090.22 | 9,287 | - | 7,576 | | 7,576 |
| 100.2112.0248 | OEBB Classified Insurance | 149,012.47 | 141,912.89 | 173,664 | - | 158,208 | | 158,208 |
| 100.2112.0253 | Paid Leave Oregon | 3,616.73 | 3,776.53 | 7,955 | - | 7,360 | | 7,360 |
| 100.2112.0341 | Travel - Local in District | - | - | 100 | - | 100 | | 100 |
| 100.2112.0355 | Printing & Binding | 2,587.00 | 749.00 | 500 | - | 500 | | 500 |
| 100.2112.0410 | Consumable Supplies | 2,732.97 | 1,555.23 | 3,500 | - | 3,500 | | 3,500 |
| FUNCTION: Attendance Services | | 675,980.24 | 679,488.99 | 869,566 | 9.00 | 780,869 | 8.00 | 780,869 |
| | | | | | | | | |
| 100.2114.0112 | Classified Salaries | 179,868.65 | 175,066.09 | 165,000 | 2.00 | 176,550 | 2.00 | 176,550 |
| 100.2114.0131 | Ext Hrs - Classified | 1,175.92 | 172.89 | - | - | - | | - |
| 100.2114.0142 | Cell Phone Stipend | 180.00 | 180.00 | 180 | - | 180 | | 180 |
| 100.2114.0211 | PERS - Employer Contribution | 47,029.29 | 47,057.32 | 49,500 | - | 49,505 | | 49,505 |
| 100.2114.0212 | PERS Pick-Up - Employee Contribution | 10,717.87 | 6,121.37 | 9,900 | - | 10,593 | | 10,593 |
| 100.2114.0220 | FICA (SS & Medicare) | 13,777.40 | 13,380.08 | 12,623 | - | 13,506 | | 13,506 |
| 100.2114.0231 | Worker's Compensation | 563.12 | 503.92 | 4,608 | - | 3,090 | | 3,090 |
| 100.2114.0243 | OEBB Admin Insurance | 223.18 | - | - | - | - | | - |
| 100.2114.0248 | OEBB Classified Insurance | 36,521.58 | 44,273.55 | 38,592 | - | 39,552 | | 39,552 |
| 100.2114.0253 | Paid Leave Oregon | 1,528.51 | 1,738.61 | 3,949 | - | 30,014 | | 30,014 |
| 100.2114.0341 | Travel - Local in District | - | 334.87 | - | - | - | | - |
| 100.2114.0342 | Travel - Out of District | 7,344.12 | 313.36 | 22,000 | - | 22,000 | | 22,000 |
| 100.2114.0390 | Other Purchased Services | - | - | 1,600 | - | 1,600 | | 1,600 |
| 100.2114.0470 | Computer Software | 163,066.85 | 118,290.77 | 104,706 | - | 125,500 | | 125,500 |
| FUNCTION: Student Accounting Services | | 461,996.49 | 407,432.83 | 412,657 | 2.00 | 472,090 | 2.00 | 472,090 |
| | | | | | | | | |
| 100.2115.0112 | Classified Salaries | 249,432.85 | 286,784.78 | 286,473 | 8.00 | 344,841 | 9.00 | 344,841 |
| 100.2115.0131 | Ext Hrs - Classified | 383.18 | - | - | - | - | | - |
| 100.2115.0142 | Cell Phone Stipend | 540.00 | 540.00 | 540 | - | 540 | | 540 |
| 100.2115.0211 | PERS - Employer Contribution | 57,387.26 | 65,076.18 | 93,339 | - | 96,693 | | 96,693 |
| 100.2115.0212 | PERS Pick-Up - Employee Contribution | 13,203.57 | 15,309.28 | 20,934 | - | 20,690 | | 20,690 |
| 100.2115.0220 | FICA (SS & Medicare) | 19,211.89 | 22,058.32 | 26,546 | - | 26,380 | | 26,380 |
| 100.2115.0231 | Worker's Compensation | 1,542.89 | 844.07 | 6,073 | - | 6,035 | | 6,035 |
| 100.2115.0248 | OEBB Classified Insurance | 86,001.09 | 104,967.43 | 154,368 | - | 177,984 | | 177,984 |
| 100.2115.0253 | Paid Leave Oregon | 2,496.50 | 2,866.21 | 5,203 | - | 5,862 | | 5,862 |
| 100.2115.0390 | Other Purchased Services | 109,627.00 | 81,640.77 | 115,000 | - | 115,000 | | 115,000 |
| 100.2115.0410 | Consumable Supplies | 284.72 | 7,836.60 | 2,000 | - | 2,000 | | 2,000 |
| 100.2115.0460 | Non-Consumable Supplies | 1,948.34 | 2,850.00 | 7,500 | - | 7,500 | | 7,500 |
| 100.2115.0640 | Dues and Fees | 37.50 | 500.00 | 1,000 | - | 1,000 | | 1,000 |
| FUNCTION: Student Safety | | 542,096.79 | 591,273.64 | 718,976 | 8.00 | 804,525 | 9.00 | 804,525 |
| | | | | | | | | |
| 100.2122.0111 | Licensed Salaries | 1,158,468.58 | 1,144,504.62 | 1,251,157 | 13.50 | 1,390,175 | 15.00 | 1,390,175 |
| 100.2122.0123 | Temporary - Licensed | 76,380.23 | 52,249.70 | - | - | - | | - |
| 100.2122.0130 | Ext Hrs - Licensed/Other | 3,925.63 | 4,981.97 | 2,584 | - | 2,500 | | 2,500 |
| 100.2122.0142 | Cell Phone Stipend | 165.00 | 135.00 | 180 | - | 180 | | 180 |
| 100.2122.0211 | PERS - Employer Contribution | 322,696.86 | 310,460.83 | 331,836 | - | 358,387 | | 358,387 |
| 100.2122.0212 | PERS Pick-Up - Employee Contribution | 89,844.42 | 72,241.90 | 84,509 | - | 83,411 | | 83,411 |
| 100.2122.0220 | FICA (SS & Medicare) | 122,957.40 | 91,734.80 | 95,734 | - | 106,348 | | 106,348 |
| 100.2122.0231 | Worker's Compensation | 4,878.14 | 3,302.12 | 21,900 | - | 24,328 | | 24,328 |
| 100.2122.0242 | OEBB Licensed Insurance | 333,103.14 | 286,245.36 | 259,994 | - | 296,640 | - | 296,640 |
| 100.2122.0253 | Paid Leave Oregon | 15,895.54 | 11,920.00 | 18,576 | - | 23,633 | | 23,633 |
| 100.2122.0341 | Travel - Local in District | - | - | 500 | - | - | | - |
| 100.2122.0342 | Travel - Out of District | 345.00 | - | 2,000 | - | 1,500 | | 1,500 |
| 100.2122.0355 | Printing & Binding | 500.00 | 769.00 | 1,700 | - | 1,450 | | 1,450 |
| 100.2122.0410 | Consumable Supplies | 6,542.78 | 6,089.89 | 8,900 | - | 5,400 | | 5,400 |
| 100.2122.0420 | Textbooks | - | 104.95 | 100 | - | 100 | | 100 |
| 100.2122.0470 | Computer Software | (3,722.50) | 2,744.50 | 3,500 | - | - | | - |
| 100.2122.0640 | Dues and Fees | 85.00 | - | 1,000 | - | 1,000 | | 1,000 |
| FUNCTION: Counseling | | 2,132,065.22 | 1,987,484.64 | 2,084,170 | 13.50 | 2,295,052 | 15.00 | 2,295,052 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2126.0112 | Classified Salaries | 166,100.67 | 204,190.15 | 220,067 | 3.50 | 201,833 | 3.00 | 201,833 |
| 100.2126.0124 | Temporary - Classified | 17,383.66 | - | - | - | - | | - |
| 100.2126.0130 | Ext Hrs - Licensed/Other | 2,211.75 | 611.19 | 3,500 | - | 1,000 | | 1,000 |
| 100.2126.0131 | Ext Hrs - Classified | 21,464.56 | 15,589.80 | 10,000 | - | 10,000 | | 10,000 |
| 100.2126.0133 | Ext Hrs - Translations | - | 86.25 | 300 | - | 300 | | 300 |
| 100.2126.0142 | Cell Phone Stipend | 690.00 | 690.00 | 780 | - | 780 | | 780 |
| 100.2126.0211 | PERS - Employer Contribution | 48,156.34 | 57,668.90 | 66,020 | - | 56,594 | | 56,594 |
| 100.2126.0212 | PERS Pick-Up - Employee Contribution | 11,465.15 | 13,103.57 | 13,204 | - | 12,110 | | 12,110 |
| 100.2126.0220 | FICA (SS & Medicare) | 15,800.17 | 16,853.36 | 16,835 | - | 15,440 | | 15,440 |
| 100.2126.0231 | Worker's Compensation | 645.19 | 629.10 | 6,086 | - | 3,532 | | 3,532 |
| 100.2126.0248 | OEBB Classified Insurance | 38,803.90 | 53,636.93 | 67,536 | - | 59,328 | | 59,328 |
| 100.2126.0253 | Paid Leave Oregon | 1,776.04 | 2,189.89 | 5,214 | - | 3,431 | | 3,431 |
| 100.2126.0322 | Repair & Maintenance | - | - | 1,000 | - | 1,000 | | 1,000 |
| 100.2126.0324 | Rentals | 12,538.87 | 19,448.09 | 7,358 | - | 7,358 | | 7,358 |
| 100.2126.0341 | Travel - Local in District | 7.57 | - | 500 | - | 500 | | 500 |
| 100.2126.0342 | Travel - Out of District | 401.68 | 50.00 | 500 | - | 500 | | 500 |
| 100.2126.0343 | Travel - Student Out of District | - | 150.00 | 500 | - | 500 | | 500 |
| 100.2126.0351 | Telephone | 79.50 | - | 500 | - | 500 | | 500 |
| 100.2126.0353 | Postage | - | 226.18 | 800 | - | 800 | | 800 |
| 100.2126.0355 | Printing & Binding | 13,982.07 | 39.00 | 4,000 | - | 4,000 | | 4,000 |
| 100.2126.0390 | Other Purchased Services | 5,681.22 | 55,651.12 | 4,000 | - | 4,000 | | 4,000 |
| 100.2126.0410 | Consumable Supplies | 23,222.36 | 14,898.96 | 15,000 | - | 15,000 | | 15,000 |
| 100.2126.0440 | Periodicals | - | - | 200 | - | 200 | | 200 |
| 100.2126.0460 | Non-Consumable Supplies | 1,164.44 | 4,992.00 | 5,000 | - | 5,000 | | 5,000 |
| 100.2126.0470 | Computer Software | 15,554.19 | 9,058.14 | 10,000 | - | 10,000 | | 10,000 |
| 100.2126.0480 | Computer Hardware | 6,715.57 | - | 3,000 | - | 3,000 | | 3,000 |
| 100.2126.0640 | Dues and Fees | 984.57 | 745.00 | 1,000 | - | 1,000 | | 1,000 |
| FUNCTION: Placement Services | | 404,829.47 | 470,507.63 | 462,900 | 3.50 | 417,706 | 3.00 | 417,706 |
| | | | | | | | | |
| 100.2134.0111 | Licensed Salaries | - | - | 356,061 | 4.00 | 380,985 | 4.00 | 380,985 |
| 100.2134.0114 | Managerial Salaries | 151,853.77 | 339,346.12 | - | - | - | | - |
| 100.2134.0123 | Temporary - Licensed | 50,008.75 | - | - | - | - | | - |
| 100.2134.0130 | Ext Hrs - Licensed/Other | 1,062.10 | 1,376.87 | 1,000 | - | - | | - |
| 100.2134.0131 | Ext Hrs - Classified | 133.65 | - | - | - | - | | - |
| 100.2134.0133 | Ext Hrs - Translations | 42.33 | - | - | - | - | | - |
| 100.2134.0142 | Cell Phone Stipend | 330.00 | 705.00 | 360 | - | 360 | | 360 |
| 100.2134.0211 | PERS - Employer Contribution | 33,673.92 | 85,577.09 | 94,449 | - | 98,218 | | 98,218 |
| 100.2134.0212 | PERS Pick-Up - Employee Contribution | 8,072.07 | 20,604.10 | 21,454 | - | 22,859 | | 22,859 |
| 100.2134.0220 | FICA (SS & Medicare) | 15,612.61 | 26,081.53 | 27,266 | - | 29,145 | | 29,145 |
| 100.2134.0231 | Worker's Compensation | 621.44 | 943.26 | 6,237 | - | 6,667 | | 6,667 |
| 100.2134.0242 | OEBB Licensed Insurance | 43,225.51 | 59,765.60 | 77,035 | - | 77,032 | - | 77,032 |
| 100.2134.0253 | Paid Leave Oregon | 2,022.35 | 3,388.96 | 5,345 | - | 6,477 | | 6,477 |
| 100.2134.0324 | Rentals | 188.50 | 123.73 | 500 | - | 500 | | 500 |
| 100.2134.0341 | Travel - Local in District | 662.47 | 1,316.41 | 3,500 | - | - | | - |
| 100.2134.0342 | Travel - Out of District | 738.88 | 2,008.39 | 2,000 | - | - | | - |
| 100.2134.0390 | Other Purchased Services | 142,750.65 | - | - | - | - | | - |
| 100.2134.0410 | Consumable Supplies | 8,964.65 | 7,801.93 | 5,900 | - | 4,885 | | 4,885 |
| 100.2134.0460 | Non-Consumable Supplies | - | 716.30 | 200 | - | 200 | | 200 |
| 100.2134.0640 | Dues and Fees | 558.00 | 558.00 | 1,000 | - | - | | - |
| FUNCTION: Nurse Services | | 460,521.65 | 550,313.29 | 602,307 | 4.00 | 627,328 | 4.00 | 627,328 |
| | | | | | | | | |
| 100.2135.0130 | Ext Hrs - Licensed/Other | - | 1,002.17 | 200 | - | - | | - |
| 100.2135.0131 | Ext Hrs - Classified | - | 245.14 | 200 | - | - | | - |
| 100.2135.0211 | PERS - Employer Contribution | - | 314.12 | - | - | - | | - |
| 100.2135.0212 | PERS Pick-Up - Employee Contribution | - | 75.26 | - | - | - | | - |
| 100.2135.0220 | FICA (SS & Medicare) | - | 94.75 | - | - | - | | - |
| 100.2135.0231 | Worker's Compensation | - | 3.36 | - | - | - | | - |
| 100.2135.0253 | Paid Leave Oregon | - | 12.30 | - | - | - | | - |
| 100.2135.0390 | Other Purchased Services | 40.00 | - | - | - | - | | - |
| 100.2135.0640 | Dues and Fees | 137,054.00 | - | 135,000 | - | 140,000 | | 140,000 |
| FUNCTION: MAC Monies | | 137,094.00 | 1,747.10 | 135,400 | - | 140,000 | - | 140,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2142.0111 | Licensed Salaries | 385,726.83 | 502,177.33 | 528,212 | 6.00 | 188,395 | 2.00 | 188,395 |
| 100.2142.0112 | Classified Salaries | 29,561.40 | 33,635.40 | 36,481 | 1.00 | 39,035 | 1.00 | 39,035 |
| 100.2142.0130 | Ext Hrs - Licensed/Other | 1,259.65 | - | - | - | - | | - |
| 100.2142.0133 | Ext Hrs - Translations | 491.84 | - | - | - | - | | - |
| 100.2142.0211 | PERS - Employer Contribution | 104,970.90 | 119,026.21 | 142,774 | - | 58,631 | | 58,631 |
| 100.2142.0212 | PERS Pick-Up - Employee Contribution | 25,160.51 | 28,532.06 | 40,357 | - | 13,646 | | 13,646 |
| 100.2142.0220 | FICA (SS & Medicare) | 31,489.56 | 41,221.65 | 43,199 | - | 17,398 | | 17,398 |
| 100.2142.0231 | Worker's Compensation | 1,276.42 | 1,503.57 | 9,882 | - | 3,980 | | 3,980 |
| 100.2142.0242 | OEBB Licensed Insurance | 84,275.32 | 91,583.39 | 115,553 | - | 38,518 | - | 38,518 |
| 100.2142.0248 | OEBB Classified Insurance | 11,455.44 | 11,683.62 | 19,296 | - | 19,776 | | 19,776 |
| 100.2142.0253 | Paid Leave Oregon | 4,091.75 | 5,356.34 | 8,334 | - | 3,866 | | 3,866 |
| 100.2142.0341 | Travel - Local in District | 562.00 | - | 3,000 | - | - | | - |
| 100.2142.0342 | Travel - Out of District | 550.00 | - | - | - | - | | - |
| 100.2142.0390 | Other Purchased Services | 99,372.00 | - | - | - | - | | - |
| 100.2142.0410 | Consumable Supplies | 28,256.76 | - | 5,000 | - | 15,000 | | 15,000 |
| 100.2142.0470 | Computer Software | - | - | 1,500 | - | 5,800 | | 5,800 |
| 100.2142.0480 | Computer Hardware | - | - | - | - | 2,000 | | 2,000 |
| 100.2142.0640 | Dues and Fees | 699.00 | - | 1,000 | - | 1,500 | | 1,500 |
| FUNCTION: Psychological Testing Services | | 809,199.38 | 834,719.57 | 954,588 | 7.00 | 407,545 | 3.00 | 407,545 |
| | | | | | | | | |
| 100.2143.0111 | Licensed Salaries | 34,347.65 | 48,407.44 | 50,326 | 0.50 | 53,849 | 0.50 | 53,849 |
| 100.2143.0130 | Ext Hrs - Licensed/Other | 1,142.91 | 2,773.80 | 3,000 | - | - | | - |
| 100.2143.0211 | PERS - Employer Contribution | 9,890.06 | 14,579.83 | 14,947 | - | 13,882 | | 13,882 |
| 100.2143.0212 | PERS Pick-Up - Employee Contribution | 2,129.53 | 3,141.74 | 3,020 | - | 3,231 | | 3,231 |
| 100.2143.0220 | FICA (SS & Medicare) | 2,730.68 | 4,025.50 | 3,850 | - | 4,119 | | 4,119 |
| 100.2143.0231 | Worker's Compensation | 106.92 | 144.01 | 881 | - | 942 | | 942 |
| 100.2143.0242 | OEBB Licensed Insurance | 11,845.11 | 16,638.19 | 9,629 | - | 9,630 | | 9,630 |
| 100.2143.0253 | Paid Leave Oregon | 354.80 | 523.07 | 755 | - | 915 | | 915 |
| 100.2143.0341 | Travel - Local in District | 668.03 | 175.08 | 500 | - | - | | - |
| 100.2143.0342 | Travel - Out of District | 29.61 | - | 5,000 | - | - | | - |
| 100.2143.0410 | Consumable Supplies | 1,315.99 | - | 1,000 | - | 2,000 | | 2,000 |
| 100.2143.0470 | Computer Software | 7,445.00 | 5,250.00 | 5,000 | - | 32,250 | | 32,250 |
| FUNCTION: Psychological Counseling Services | | 72,006.29 | 95,658.66 | 97,907 | 0.50 | 120,818 | 0.50 | 120,818 |
| | | | | | | | | |
| 100.2150.0111 | Licensed Salaries | 874,769.87 | 941,654.91 | 997,266 | 10.00 | 1,173,783 | 11.00 | 1,173,783 |
| 100.2150.0112 | Classified Salaries | 66,640.21 | 40,748.60 | 45,059 | 1.00 | 48,213 | 1.00 | 48,213 |
| 100.2150.0130 | Ext Hrs - Licensed/Other | 1,462.89 | - | - | - | - | | - |
| 100.2150.0131 | Ext Hrs - Classified | 276.78 | - | 500 | - | - | | - |
| 100.2150.0133 | Ext Hrs - Translations | 68.25 | - | - | - | - | | - |
| 100.2150.0142 | Cell Phone Stipend | 180.00 | 120.00 | 180 | - | 180 | | 180 |
| 100.2150.0211 | PERS - Employer Contribution | 233,600.42 | 251,351.63 | 260,215 | - | 315,031 | | 315,031 |
| 100.2150.0212 | PERS Pick-Up - Employee Contribution | 55,996.83 | 60,252.27 | 77,627 | - | 73,320 | | 73,320 |
| 100.2150.0220 | FICA (SS & Medicare) | 72,375.46 | 75,886.85 | 79,752 | - | 93,483 | | 93,483 |
| 100.2150.0231 | Worker's Compensation | 2,878.38 | 2,741.29 | 18,244 | - | 21,385 | | 21,385 |
| 100.2150.0242 | OEBB Licensed Insurance | 221,032.98 | 226,369.43 | 192,588 | - | 211,849 | - | 211,849 |
| 100.2150.0248 | OEBB Classified Insurance | 20,429.52 | 20,532.94 | 19,296 | - | 19,776 | | 19,776 |
| 100.2150.0253 | Paid Leave Oregon | 9,331.56 | 9,860.68 | 15,321 | - | 20,774 | | 20,774 |
| 100.2150.0322 | Repair & Maintenance | - | - | 400 | - | 1,100 | | 1,100 |
| 100.2150.0341 | Travel - Local in District | 175.30 | - | - | - | - | | - |
| 100.2150.0390 | Other Purchased Services | 6,402.50 | - | - | - | 6,000 | | 6,000 |
| 100.2150.0410 | Consumable Supplies | 13,994.28 | - | 4,000 | - | 5,800 | | 5,800 |
| 100.2150.0470 | Computer Software | - | - | 600 | - | 6,000 | | 6,000 |
| 100.2150.0480 | Computer Hardware | - | - | 1,400 | - | 2,500 | | 2,500 |
| 100.2150.0541 | Initial and Additional Equipment Purchase | - | - | - | - | 6,200 | | 6,200 |
| 100.2150.0640 | Dues and Fees | 1,282.00 | - | 1,300 | - | 2,000 | | 2,000 |
| FUNCTION: Speech Pathology and Audiology Services | | 1,580,897.23 | 1,629,518.60 | 1,713,748 | 11.00 | 2,007,394 | 12.00 | 2,007,394 |
| | | | | | | | | |
| 100.2160.0390 | Other Purchased Services | 30,827.50 | - | 12,000 | - | - | | - |
| FUNCTION: Other Student Treatment Services | | 30,827.50 | - | 12,000 | - | - | - | - |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2190.0111 | Licensed Salaries | 108,018.36 | 1,847.06 | - | - | - | | - |
| 100.2190.0112 | Classified Salaries | 152,170.00 | 115,754.07 | 153,498 | 2.50 | 147,818 | 2.25 | 147,818 |
| 100.2190.0113 | Administrator Salaries | 429,909.23 | 229,231.96 | 242,528 | 1.40 | 278,041 | 1.50 | 278,041 |
| 100.2190.0130 | Ext Hrs - Licensed/Other | 551.10 | - | 1,157 | - | - | | - |
| 100.2190.0131 | Ext Hrs - Classified | 10,947.20 | 4,264.81 | 3,500 | - | 1,500 | | 1,500 |
| 100.2190.0133 | Ext Hrs - Translations | 782.00 | - | 200 | - | 200 | | 200 |
| 100.2190.0142 | Cell Phone Stipend | 300.00 | 660.00 | 600 | - | 600 | | 600 |
| 100.2190.0211 | PERS - Employer Contribution | 183,637.12 | 90,848.46 | 124,311 | - | 109,786 | | 109,786 |
| 100.2190.0212 | PERS Pick-Up - Employee Contribution | 41,264.89 | 21,303.67 | 30,302 | - | 25,552 | | 25,552 |
| 100.2190.0220 | FICA (SS & Medicare) | 53,595.61 | 27,047.35 | 35,824 | - | 32,578 | | 32,578 |
| 100.2190.0231 | Worker's Compensation | 2,142.04 | 985.49 | 8,195 | - | 7,453 | | 7,453 |
| 100.2190.0242 | OEBB Licensed Insurance | 25,079.76 | 946.56 | - | - | 43,333 | | 43,333 |
| 100.2190.0243 | OEBB Admin Insurance | 70,567.57 | 32,558.73 | 38,920 | - | 29,664 | - | 29,664 |
| 100.2190.0248 | OEBB Classified Insurance | 42,418.97 | 26,137.23 | 48,240 | - | 29,664 | | 29,664 |
| 100.2190.0253 | Paid Leave Oregon | 5,971.46 | 3,514.47 | 6,984 | - | 7,240 | | 7,240 |
| 100.2190.0340 | Travel | - | 200.00 | 200 | - | 200 | | 200 |
| 100.2190.0341 | Travel - Local in District | 822.25 | 5.97 | 700 | - | 100 | | 100 |
| 100.2190.0342 | Travel - Out of District | 22,147.75 | 152.65 | 2,400 | - | 400 | | 400 |
| 100.2190.0355 | Printing & Binding | 18,131.00 | 18,593.25 | 36,000 | - | 18,000 | | 18,000 |
| 100.2190.0382 | Legal Services | 6,152.25 | - | 7,000 | - | 5,000 | | 5,000 |
| 100.2190.0390 | Other Purchased Services | 37,956.14 | 977.32 | 30,500 | - | 11,000 | | 11,000 |
| 100.2190.0410 | Consumable Supplies | 45,647.23 | 1,345.47 | 10,000 | - | 7,500 | | 7,500 |
| 100.2190.0460 | Non-Consumable Supplies | 663.16 | - | 1,500 | - | - | | - |
| 100.2190.0470 | Computer Software | 47,724.71 | - | 25,000 | - | 8,300 | | 8,300 |
| 100.2190.0480 | Computer Hardware | - | 6,862.95 | - | - | - | | - |
| 100.2190.0640 | Dues and Fees | 17,960.16 | - | 1,000 | - | 2,400 | | 2,400 |
| FUNCTION: Service Direction, Student Support Services | | 1,324,559.96 | 583,237.47 | 808,559 | 3.90 | 766,329 | 3.75 | 766,329 |
| | | | | | | | | |
| 100.2210.0111 | Licensed Salaries | 88,662.88 | 87,178.70 | 54,539 | 0.50 | 58,357 | 0.50 | 58,357 |
| 100.2210.0130 | Ext Hrs - Licensed/Other | 939.61 | 214.69 | - | - | - | | - |
| 100.2210.0131 | Ext Hrs - Classified | - | - | 5,000 | - | - | | - |
| 100.2210.0142 | Cell Phone Stipend | 180.00 | 180.00 | 360 | - | - | | - |
| 100.2210.0211 | PERS - Employer Contribution | 22,610.00 | 22,051.59 | 13,630 | - | 15,044 | | 15,044 |
| 100.2210.0212 | PERS Pick-Up - Employee Contribution | 5,419.03 | 5,285.55 | 4,100 | - | 3,501 | | 3,501 |
| 100.2210.0220 | FICA (SS & Medicare) | 6,863.92 | 6,687.66 | 4,186 | - | 4,464 | | 4,464 |
| 100.2210.0231 | Worker's Compensation | 271.35 | 240.11 | 958 | - | 1,021 | | 1,021 |
| 100.2210.0242 | OEBB Licensed Insurance | 26,605.58 | 23,272.58 | 9,629 | - | 9,888 | - | 9,888 |
| 100.2210.0243 | OEBB Admin Insurance | 34.99 | - | - | - | - | | - |
| 100.2210.0253 | Paid Leave Oregon | 891.95 | 868.93 | 804 | - | 992 | | 992 |
| 100.2210.0292 | Tuition Reimbursement - Admin | 23,522.40 | 14,124.00 | - | - | 15,000 | | 15,000 |
| 100.2210.0480 | Computer Hardware | 1,503.48 | - | - | - | - | | - |
| FUNCTION: Improvement of Instruction Services | | 177,505.19 | 160,103.81 | 93,206 | 0.50 | 108,267 | 0.50 | 108,267 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2211.0112 | Classified Salaries | 62,200.00 | 90,966.64 | 102,447 | 1.50 | 36,540 | 0.50 | 36,540 |
| 100.2211.0113 | Administrator Salaries | 295,854.00 | 310,646.53 | 319,951 | 2.00 | 342,347 | 2.00 | 342,347 |
| 100.2211.0130 | Ext Hrs - Licensed/Other | 604.64 | 755.65 | 59 | - | - | | - |
| 100.2211.0131 | Ext Hrs - Classified | 580.77 | 23.21 | - | - | - | | - |
| 100.2211.0142 | Cell Phone Stipend | - | - | 180 | - | - | | - |
| 100.2211.0211 | PERS - Employer Contribution | 92,107.29 | 103,115.64 | 114,248 | - | 97,677 | | 97,677 |
| 100.2211.0212 | PERS Pick-Up - Employee Contribution | 21,652.08 | 24,273.48 | 25,404 | - | 22,733 | | 22,733 |
| 100.2211.0220 | FICA (SS & Medicare) | 27,511.20 | 30,810.59 | 32,332 | - | 28,985 | | 28,985 |
| 100.2211.0231 | Worker's Compensation | 1,090.23 | 1,118.15 | 7,396 | - | 6,631 | | 6,631 |
| 100.2211.0243 | OEBB Admin Insurance | 43,078.76 | 44,524.29 | 55,600 | - | 56,860 | - | 56,860 |
| 100.2211.0248 | OEBB Classified Insurance | 14,144.08 | 23,391.40 | 28,944 | - | 9,888 | | 9,888 |
| 100.2211.0253 | Paid Leave Oregon | 2,983.40 | 4,005.71 | 6,339 | - | 6,441 | | 6,441 |
| 100.2211.0341 | Travel - Local in District | - | - | 503 | - | 548 | | 548 |
| 100.2211.0342 | Travel - Out of District | 7,171.94 | 3,690.02 | 14,000 | - | 14,000 | | 14,000 |
| 100.2211.0353 | Postage | - | - | 1,000 | - | 1,000 | | 1,000 |
| 100.2211.0355 | Printing & Binding | - | - | 1,000 | - | 1,000 | | 1,000 |
| 100.2211.0390 | Other Purchased Services | 238.33 | 539.71 | - | - | 500 | | 500 |
| 100.2211.0410 | Consumable Supplies | 5,130.94 | 5,125.03 | 4,000 | - | 4,000 | | 4,000 |
| 100.2211.0440 | Periodicals | 59.00 | 79.00 | 1,000 | - | 1,000 | | 1,000 |
| 100.2211.0460 | Non-Consumable Supplies | 399.90 | - | 2,500 | - | 2,500 | | 2,500 |
| 100.2211.0470 | Computer Software | 2,328.89 | 2,687.58 | 1,000 | - | 1,000 | | 1,000 |
| 100.2211.0480 | Computer Hardware | 570.49 | - | 5,000 | - | 5,000 | | 5,000 |
| 100.2211.0640 | Dues and Fees | 1,326.32 | 1,420.00 | 3,000 | - | 3,000 | | 3,000 |
| FUNCTION: Service Area Direction - Improvement of Instruction | | 579,032.26 | 647,172.63 | 725,901 | 3.50 | 641,650 | 2.50 | 641,650 |
| | | | | | | | | |
| 100.2219.0130 | Ext Hrs - Licensed/Other | 33,125.53 | 16,412.19 | 60,871 | - | 62,496 | | 62,496 |
| 100.2219.0211 | PERS - Employer Contribution | 5,992.32 | 2,929.06 | - | - | - | | - |
| 100.2219.0212 | PERS Pick-Up - Employee Contribution | 1,418.40 | 677.43 | - | - | - | | - |
| 100.2219.0220 | FICA (SS & Medicare) | 2,536.69 | 1,259.26 | - | - | - | | - |
| 100.2219.0231 | Worker's Compensation | 103.03 | 47.78 | - | - | - | | - |
| 100.2219.0253 | Paid Leave Oregon | 98.46 | 163.70 | - | - | - | | - |
| 100.2219.0390 | Other Purchased Services | 7,200.00 | 3,600.00 | 8,000 | - | 8,000 | | 8,000 |
| 100.2219.0410 | Consumable Supplies | 5,052.69 | 7.50 | 1,750 | - | 1,750 | | 1,750 |
| FUNCTION: Other Improvement of Instruction Services | | 55,527.12 | 25,096.92 | 70,621 | - | 72,246 | - | 72,246 |
| | | | | | | | | |
| 100.2222.0111 | Licensed Salaries | 568,543.96 | 503,531.00 | 503,635 | 5.83 | 538,890 | 5.83 | 538,890 |
| 100.2222.0130 | Ext Hrs - Licensed/Other | - | - | 1,600 | - | 1,600 | | 1,600 |
| 100.2222.0211 | PERS - Employer Contribution | 148,155.44 | 131,956.49 | 137,296 | - | 139,446 | | 139,446 |
| 100.2222.0212 | PERS Pick-Up - Employee Contribution | 34,249.59 | 30,323.96 | 31,880 | - | 32,429 | | 32,429 |
| 100.2222.0220 | FICA (SS & Medicare) | 43,535.14 | 38,691.05 | 38,528 | - | 41,347 | | 41,347 |
| 100.2222.0231 | Worker's Compensation | 1,733.50 | 1,386.27 | 8,814 | - | 9,459 | | 9,459 |
| 100.2222.0242 | OEBB Licensed Insurance | 130,950.33 | 115,157.53 | 112,279 | - | 112,280 | - | 112,280 |
| 100.2222.0253 | Paid Leave Oregon | 5,572.39 | 5,027.65 | 7,524 | - | 9,188 | | 9,188 |
| 100.2222.0322 | Repair & Maintenance | - | - | 2,725 | - | 2,725 | | 2,725 |
| 100.2222.0355 | Printing & Binding | - | - | 2,725 | - | 2,725 | | 2,725 |
| 100.2222.0390 | Other Purchased Services | - | 85.00 | - | - | 4,000 | | 4,000 |
| 100.2222.0410 | Consumable Supplies | 5,667.64 | 9,413.39 | 14,000 | - | 11,000 | | 11,000 |
| 100.2222.0420 | Textbooks | 471.04 | - | - | - | - | | - |
| 100.2222.0430 | Library Books | 24,517.66 | 13,950.29 | 27,700 | - | 25,607 | | 25,607 |
| 100.2222.0460 | Non-Consumable Supplies | 663.93 | 3,078.13 | 1,000 | - | - | | - |
| 100.2222.0470 | Computer Software | - | - | 2,700 | - | 1,700 | | 1,700 |
| 100.2222.0480 | Computer Hardware | 2,327.00 | - | 1,000 | - | 1,000 | | 1,000 |
| 100.2222.0640 | Dues and Fees | - | 255.00 | 2,829 | - | 2,829 | | 2,829 |
| FUNCTION: Library/Media Center | | 966,387.62 | 852,855.76 | 896,235 | 5.83 | 936,225 | 5.83 | 936,225 |
| | | | | | | | | |
| 100.2223.0460 | Non-Consumable Supplies | - | - | 2,000 | - | 2,000 | | 2,000 |
| FUNCTION: Multimedia Services | | - | - | 2,000 | - | 2,000 | - | 2,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2230.0130 | Ext Hrs - Licensed/Other | - | - | 6,348 | - | 6,348 | | 6,348 |
| 100.2230.0131 | Ext Hrs - Classified | 81.64 | - | - | - | - | | - |
| 100.2230.0211 | PERS - Employer Contribution | 22.75 | - | - | - | - | | - |
| 100.2230.0212 | PERS Pick-Up - Employee Contribution | 4.90 | - | - | - | - | | - |
| 100.2230.0220 | FICA (SS & Medicare) | 6.18 | - | - | - | - | | - |
| 100.2230.0231 | Worker's Compensation | 0.25 | - | - | - | - | | - |
| 100.2230.0253 | Paid Leave Oregon | 0.80 | - | - | - | - | | - |
| 100.2230.0390 | Other Purchased Services | - | - | 1,500 | - | 1,500 | | 1,500 |
| 100.2230.0410 | Consumable Supplies | 1,010.01 | 357.44 | - | - | - | | - |
| 100.2230.0470 | Computer Software | 60,417.29 | 4,960.80 | 25,000 | - | 25,000 | | 25,000 |
| FUNCTION: Assessment and Testing | | 61,543.82 | 5,318.24 | 32,848 | - | 32,848 | - | 32,848 |
| | | | | | | | | |
| 100.2240.0130 | Ext Hrs - Licensed/Other | 8,499.21 | 10,402.83 | 46,234 | - | 42,484 | | 42,484 |
| 100.2240.0131 | Ext Hrs - Classified | 44.01 | 410.57 | 300 | - | 300 | | 300 |
| 100.2240.0211 | PERS - Employer Contribution | 2,051.19 | 2,743.32 | - | - | - | | - |
| 100.2240.0212 | PERS Pick-Up - Employee Contribution | 485.90 | 652.42 | - | - | - | | - |
| 100.2240.0220 | FICA (SS & Medicare) | 649.31 | 826.90 | - | - | - | | - |
| 100.2240.0231 | Worker's Compensation | 8.98 | 10.12 | - | - | - | | - |
| 100.2240.0242 | OEBB Licensed Insurance | 1,205.82 | 12.69 | - | - | - | | - |
| 100.2240.0253 | Paid Leave Oregon | 80.79 | 107.45 | - | - | - | | - |
| 100.2240.0291 | Tuition Reimbursement - Classified | 2,500.00 | 3,111.06 | - | - | 2,500 | | 2,500 |
| 100.2240.0293 | Tuition Reimbursement - Licensed | 123,256.50 | 134,241.40 | 120,000 | - | 130,000 | | 130,000 |
| 100.2240.0295 | Tuition Reimb - Lic $600 | 28,532.61 | 22,915.82 | 40,000 | - | 40,000 | | 40,000 |
| 100.2240.0341 | Travel - Local in District | - | - | 2,000 | - | 2,000 | | 2,000 |
| 100.2240.0342 | Travel - Out of District | 24,450.67 | 15,519.38 | 9,300 | - | 9,300 | | 9,300 |
| 100.2240.0374 | Other Tuition | - | 20.00 | - | - | - | | - |
| 100.2240.0390 | Other Purchased Services | 23,694.43 | 1,574.80 | 9,640 | - | 9,640 | | 9,640 |
| 100.2240.0410 | Consumable Supplies | 886.41 | 376.17 | 2,400 | - | 3,900 | | 3,900 |
| 100.2240.0460 | Non-Consumable Supplies | - | 409.02 | - | - | - | | - |
| 100.2240.0640 | Dues and Fees | - | - | 66 | - | 66 | | 66 |
| FUNCTION: Instructional Staff Development | | 216,345.83 | 193,333.95 | 229,941 | - | 240,190 | - | 240,190 |
| | | | | | | | | |
| 100.2311.0124 | Temporary - Classified | - | 168.00 | - | - | - | | - |
| 100.2311.0131 | Ext Hrs - Classified | 6,356.46 | 7,285.71 | 5,000 | - | 6,000 | | 6,000 |
| 100.2311.0133 | Ext Hrs - Translations | 5,087.50 | - | 4,000 | - | 3,000 | | 3,000 |
| 100.2311.0211 | PERS - Employer Contribution | 1,600.21 | 1,855.55 | - | - | - | | - |
| 100.2311.0212 | PERS Pick-Up - Employee Contribution | 383.60 | 439.76 | - | - | - | | - |
| 100.2311.0220 | FICA (SS & Medicare) | 485.30 | 568.23 | - | - | - | | - |
| 100.2311.0231 | Worker's Compensation | 18.81 | 23.32 | - | - | - | | - |
| 100.2311.0253 | Paid Leave Oregon | 61.38 | 73.85 | - | - | - | | - |
| 100.2311.0342 | Travel - Out of District | 10,548.36 | 11,408.91 | 20,000 | - | 20,000 | | 20,000 |
| 100.2311.0354 | Advertising | 984.40 | 628.60 | 800 | - | 800 | | 800 |
| 100.2311.0355 | Printing & Binding | 763.00 | 10.00 | 1,000 | - | 5,000 | | 5,000 |
| 100.2311.0384 | Negotiation Services | 214.50 | 25,168.75 | 50,000 | - | 50,000 | | 50,000 |
| 100.2311.0390 | Other Purchased Services | 8,356.59 | 14,041.65 | 25,000 | - | 75,000 | | 75,000 |
| 100.2311.0410 | Consumable Supplies | 12,544.52 | 10,469.35 | 15,000 | - | 18,000 | | 18,000 |
| 100.2311.0440 | Periodicals | - | - | 200 | - | - | | - |
| 100.2311.0460 | Non-Consumable Supplies | 199.00 | - | 500 | - | 500 | | 500 |
| 100.2311.0470 | Computer Software | - | - | 3,000 | - | 3,000 | | 3,000 |
| 100.2311.0480 | Computer Hardware | - | - | 3,000 | - | 1,500 | | 1,500 |
| 100.2311.0640 | Dues and Fees | 10,258.25 | 20,004.43 | 20,000 | - | 15,000 | | 15,000 |
| 100.2311.0651 | Liability Insurance | 205,000.00 | 248,764.87 | 260,000 | - | 240,000 | | 240,000 |
| FUNCTION: Board of Ed. | | 262,861.88 | 340,910.98 | 407,500 | - | 437,800 | - | 437,800 |
| | | | | | | | | |
| 100.2314.0388 | Election Services | 8,983.11 | - | 9,000 | - | - | | - |
| FUNCTION: Election Services | | 8,983.11 | - | 9,000 | - | - | - | - |
| | | | | | | | | |
| 100.2315.0382 | Legal Services | 42,786.92 | 43,589.10 | 55,000 | - | 60,000 | | 60,000 |
| FUNCTION: Legal Services | | 42,786.92 | 43,589.10 | 55,000 | - | 60,000 | - | 60,000 |
| | | | | | | | | |
| 100.2317.0381 | Audit Services | 65,500.00 | 84,000.00 | 70,000 | - | 85,000 | | 85,000 |
| FUNCTION: Audit Services | | 65,500.00 | 84,000.00 | 70,000 | - | 85,000 | - | 85,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2320.0112 | Classified Salaries | 126,370.42 | 133,652.88 | 174,873 | 1.50 | 124,742 | 1.00 | 124,742 |
| 100.2320.0113 | Administrator Salaries | 181,500.00 | 190,250.00 | 196,280 | 1.00 | 210,019 | 1.00 | 210,019 |
| 100.2320.0130 | Ext Hrs - Licensed/Other | 1,041.29 | 359.72 | - | - | 300 | | 300 |
| 100.2320.0131 | Ext Hrs - Classified | 1,370.94 | - | 800 | - | 500 | | 500 |
| 100.2320.0133 | Ext Hrs - Translations | - | 22.23 | - | - | - | | - |
| 100.2320.0142 | Cell Phone Stipend | 2,625.00 | 3,000.00 | 3,039 | - | 3,000 | | 3,000 |
| 100.2320.0211 | PERS - Employer Contribution | 83,726.48 | 87,609.59 | 103,190 | - | 93,867 | | 93,867 |
| 100.2320.0212 | PERS Pick-Up - Employee Contribution | 18,754.88 | 19,669.00 | 24,609 | - | 20,086 | | 20,086 |
| 100.2320.0220 | FICA (SS & Medicare) | 23,243.80 | 23,818.19 | 28,626 | - | 25,609 | | 25,609 |
| 100.2320.0231 | Worker's Compensation | 944.04 | 900.55 | 6,548 | - | 5,858 | | 5,858 |
| 100.2320.0241 | Deferred Compensation | 6,000.00 | 6,000.00 | - | - | 6,000 | | 6,000 |
| 100.2320.0243 | OEBB Admin Insurance | 49,002.76 | 51,766.78 | 27,800 | - | 28,430 | - | 28,430 |
| 100.2320.0248 | OEBB Classified Insurance | 5,338.72 | 5,524.66 | 28,944 | - | 28,430 | | 28,430 |
| 100.2320.0253 | Paid Leave Oregon | 2,592.94 | 3,069.16 | 5,573 | - | 5,691 | | 5,691 |
| 100.2320.0324 | Rentals | - | 230.00 | 1,000 | - | 1,000 | | 1,000 |
| 100.2320.0342 | Travel - Out of District | 4,124.38 | 1,460.39 | 8,000 | - | 5,000 | | 5,000 |
| 100.2320.0353 | Postage | 60.65 | - | 100 | - | 100 | | 100 |
| 100.2320.0354 | Advertising | - | 600.00 | 400 | - | 600 | | 600 |
| 100.2320.0355 | Printing & Binding | 386.00 | 195.00 | 500 | - | 250 | | 250 |
| 100.2320.0390 | Other Purchased Services | 218.99 | 5,236.50 | 10,000 | - | 8,000 | | 8,000 |
| 100.2320.0410 | Consumable Supplies | 5,619.56 | 10,057.84 | 15,000 | - | 17,500 | | 17,500 |
| 100.2320.0440 | Periodicals | 105.00 | 182.00 | 500 | - | 500 | | 500 |
| 100.2320.0460 | Non-Consumable Supplies | 50.99 | - | 1,500 | - | 1,000 | | 1,000 |
| 100.2320.0470 | Computer Software | - | - | 500 | - | 500 | | 500 |
| 100.2320.0480 | Computer Hardware | - | - | 2,000 | - | - | | - |
| 100.2320.0640 | Dues and Fees | 5,697.30 | 5,857.99 | 5,000 | - | 8,000 | | 8,000 |
| FUNCTION: Executive Administration Services | | 518,774.14 | 549,462.48 | 644,780 | 2.50 | 594,982 | 2.00 | 594,982 |
| | | | | | | | | |
| 100.2329.0130 | Ext Hrs - Licensed/Other | 4,000.00 | 4,833.33 | - | - | 4,000 | | 4,000 |
| 100.2329.0131 | Ext Hrs - Classified | 6,000.00 | 6,940.13 | - | - | 6,000 | | 6,000 |
| 100.2329.0211 | PERS - Employer Contribution | 2,571.77 | 3,027.26 | - | - | - | | - |
| 100.2329.0212 | PERS Pick-Up - Employee Contribution | 602.86 | 649.65 | - | - | - | | - |
| 100.2329.0220 | FICA (SS & Medicare) | 761.46 | 897.36 | - | - | - | | - |
| 100.2329.0231 | Worker's Compensation | 30.65 | 46.88 | - | - | - | | - |
| 100.2329.0253 | Paid Leave Oregon | 98.88 | 116.48 | - | - | - | | - |
| 100.2329.0342 | Travel - Out of District | - | 29.87 | - | - | - | | - |
| 100.2329.0410 | Consumable Supplies | 3,607.63 | 1,970.33 | 20,000 | - | 15,000 | | 15,000 |
| FUNCTION: Staff Wellness Activities | | 17,673.25 | 18,511.29 | 20,000 | - | 25,000 | - | 25,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2410.0112 | Classified Salaries | 1,091,839.11 | 1,145,170.97 | 1,158,135 | 23.00 | 1,239,204 | 23.00 | 1,239,204 |
| 100.2410.0113 | Administrator Salaries | 2,327,953.85 | 2,504,543.77 | 2,620,531 | 18.00 | 2,803,968 | 18.00 | 2,803,968 |
| 100.2410.0124 | Temporary - Classified | 1,670.17 | - | - | - | - | - | - |
| 100.2410.0125 | In-District Subs (Licensed) | 772.80 | 206.22 | 5,000 | - | 5,000 | - | 5,000 |
| 100.2410.0130 | Ext Hrs - Licensed/Other | 48,059.58 | 50,441.15 | 62,500 | - | 61,000 | - | 61,000 |
| 100.2410.0131 | Ext Hrs - Classified | 30,524.39 | 17,860.84 | 14,000 | - | 13,000 | - | 13,000 |
| 100.2410.0133 | Ext Hrs - Translations | 81.52 | 144.72 | - | - | - | - | - |
| 100.2410.0134 | Ext Hrs - Sports/Act Supv | 40.00 | - | - | - | - | - | - |
| 100.2410.0142 | Cell Phone Stipend | 5,601.24 | 5,756.64 | 6,060 | - | 6,000 | - | 6,000 |
| 100.2410.0211 | PERS - Employer Contribution | 901,468.80 | 985,325.55 | 1,099,938 | - | 1,066,406 | - | 1,066,406 |
| 100.2410.0212 | PERS Pick-Up - Employee Contribution | 200,926.05 | 226,628.33 | 240,598 | - | 247,330 | - | 247,330 |
| 100.2410.0220 | FICA (SS & Medicare) | 273,570.83 | 288,738.21 | 304,881 | - | 315,346 | - | 315,346 |
| 100.2410.0231 | Worker's Compensation | 10,717.53 | 10,501.29 | 69,744 | - | 72,138 | - | 72,138 |
| 100.2410.0242 | OEBB Licensed Insurance | - | 4,624.78 | - | - | - | - | - |
| 100.2410.0243 | OEBB Admin Insurance | 442,461.94 | 460,798.91 | 500,400 | - | 511,740 | - | 511,740 |
| 100.2410.0248 | OEBB Classified Insurance | 439,254.69 | 502,002.34 | 471,546 | - | 355,968 | - | 355,968 |
| 100.2410.0253 | Paid Leave Oregon | 30,881.73 | 37,518.66 | 59,752 | - | 70,077 | - | 70,077 |
| 100.2410.0322 | Repair & Maintenance | 1,106.80 | 1,694.40 | 4,000 | - | 2,000 | - | 2,000 |
| 100.2410.0324 | Rentals | 21,579.28 | 10,447.62 | 16,000 | - | 15,000 | - | 15,000 |
| 100.2410.0341 | Travel - Local in District | 885.00 | - | - | - | - | - | - |
| 100.2410.0342 | Travel - Out of District | 10,436.29 | 6,848.90 | 26,555 | - | 25,815 | - | 25,815 |
| 100.2410.0353 | Postage | 20,032.57 | 6,895.26 | 17,500 | - | 15,500 | - | 15,500 |
| 100.2410.0355 | Printing & Binding | 2,200.74 | 2,205.11 | 6,250 | - | 6,250 | - | 6,250 |
| 100.2410.0390 | Other Purchased Services | 3,999.22 | 4,052.24 | 1,700 | - | 1,500 | - | 1,500 |
| 100.2410.0410 | Consumable Supplies | 78,150.17 | 99,125.53 | 45,380 | - | 57,280 | - | 57,280 |
| 100.2410.0420 | Textbooks | - | 53.61 | - | - | - | - | - |
| 100.2410.0440 | Periodicals | - | - | 250 | - | 250 | - | 250 |
| 100.2410.0460 | Non-Consumable Supplies | 7,893.31 | 7,508.18 | 12,560 | - | 10,060 | - | 10,060 |
| 100.2410.0470 | Computer Software | 4,255.50 | 6,193.14 | 2,992 | - | 2,992 | - | 2,992 |
| 100.2410.0480 | Computer Hardware | 5,116.03 | 802.30 | 10,500 | - | 9,500 | - | 9,500 |
| 100.2410.0640 | Dues and Fees | 21,810.00 | 27,833.99 | 25,300 | - | 24,300 | - | 24,300 |
| FUNCTION: Office of the Principal Services | | 5,983,289.14 | 6,413,922.66 | 6,782,071 | 41.00 | 6,937,624 | 41.00 | 6,937,624 |
| | | | | | | | | |
| 100.2520.0112 | Classified Salaries | 367,246.90 | 371,905.68 | 383,101 | 4.00 | 409,919 | 4.00 | 409,919 |
| 100.2520.0113 | Administrator Salaries | 152,174.72 | 159,783.31 | 164,572 | 0.95 | 83,412 | 0.50 | 83,412 |
| 100.2520.0131 | Ext Hrs - Classified | 5,589.91 | 1,425.60 | 3,500 | - | 3,500 | - | 3,500 |
| 100.2520.0142 | Cell Phone Stipend | 735.00 | 720.00 | 1,080 | - | 1,080 | - | 1,080 |
| 100.2520.0211 | PERS - Employer Contribution | 132,172.63 | 136,991.85 | 151,365 | - | 139,311 | - | 139,311 |
| 100.2520.0212 | PERS Pick-Up - Employee Contribution | 32,756.82 | 32,189.83 | 33,175 | - | 29,810 | - | 29,810 |
| 100.2520.0220 | FICA (SS & Medicare) | 40,041.01 | 40,718.39 | 41,980 | - | 38,008 | - | 38,008 |
| 100.2520.0231 | Worker's Compensation | 1,629.97 | 1,496.60 | 9,603 | - | 8,695 | - | 8,695 |
| 100.2520.0243 | OEBB Admin Insurance | 112,384.58 | 117,709.23 | 139,045 | - | 126,514 | - | 126,514 |
| 100.2520.0253 | Paid Leave Oregon | 4,376.70 | 5,290.90 | 8,226 | - | 8,446 | - | 8,446 |
| 100.2520.0316 | Data Processing Services | 71,138.46 | 74,695.39 | 75,000 | - | 80,000 | - | 80,000 |
| 100.2520.0341 | Travel - Local in District | - | - | - | - | 100 | - | 100 |
| 100.2520.0342 | Travel - Out of District | 2,076.20 | 1,818.63 | 15,000 | - | 15,000 | - | 15,000 |
| 100.2520.0353 | Postage | 43.92 | 32.00 | 100 | - | 100 | - | 100 |
| 100.2520.0355 | Printing & Binding | - | - | 1,500 | - | 750 | - | 750 |
| 100.2520.0390 | Other Purchased Services | 1,118.44 | 14,360.07 | 20,000 | - | 20,000 | - | 20,000 |
| 100.2520.0410 | Consumable Supplies | 4,885.48 | 4,935.40 | 6,500 | - | 6,500 | - | 6,500 |
| 100.2520.0460 | Non-Consumable Supplies | 179.60 | - | 7,500 | - | 6,500 | - | 6,500 |
| 100.2520.0470 | Computer Software | 8,616.86 | 9,176.96 | 15,000 | - | 15,000 | - | 15,000 |
| 100.2520.0480 | Computer Hardware | 1,904.76 | - | 5,000 | - | 5,000 | - | 5,000 |
| 100.2520.0640 | Dues and Fees | 25,256.15 | 26,842.68 | 35,000 | - | 35,000 | - | 35,000 |
| 100.2520.0670 | Taxes and Licenses | 382.07 | 389.38 | 500 | - | 500 | - | 500 |
| FUNCTION: Fiscal Services | | 964,710.18 | 1,000,481.90 | 1,116,748 | 4.95 | 1,033,145 | 4.50 | 1,033,145 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2528.0112 | Classified Salaries | 27,583.94 | 30,386.64 | 31,026 | 0.45 | 70,084 | 0.95 | 70,084 |
| 100.2528.0113 | Administrator Salaries | 160,180.25 | 168,193.00 | 173,234 | 1.00 | 185,360 | 0.95 | 185,360 |
| 100.2528.0130 | Ext Hrs - Licensed/Other | 126.99 | 155.58 | 1,000 | - | 1,000 | - | 1,000 |
| 100.2528.0131 | Ext Hrs - Classified | - | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.2528.0133 | Ext Hrs - Translations | - | - | - | - | - | - | - |
| 100.2528.0142 | Cell Phone Stipend | 315.00 | 300.00 | 960 | - | 300 | - | 300 |
| 100.2528.0211 | PERS - Employer Contribution | 52,559.64 | 55,519.88 | 70,793 | - | 72,187 | - | 72,187 |
| 100.2528.0212 | PERS Pick-Up - Employee Contribution | 11,487.52 | 12,141.34 | 15,856 | - | 15,447 | - | 15,447 |
| 100.2528.0220 | FICA (SS & Medicare) | 14,598.63 | 15,448.94 | 19,081 | - | 19,694 | - | 19,694 |
| 100.2528.0231 | Worker's Compensation | 577.42 | 556.40 | 4,365 | - | 4,505 | - | 4,505 |
| 100.2528.0243 | OEBB Admin Insurance | 25,386.78 | 27,341.08 | 27,800 | - | 28,430 | - | 28,430 |
| 100.2528.0245 | Supt Mileage Stipend | 3,000.00 | 3,000.00 | 3,240 | - | 3,000 | - | 3,000 |
| 100.2528.0248 | OEBB Classified Insurance | 4,804.70 | 4,972.12 | 8,683 | - | 19,776 | - | 19,776 |
| 100.2528.0253 | Paid Leave Oregon | 1,581.25 | 2,007.37 | 3,725 | - | 4,377 | - | 4,377 |
| 100.2528.0342 | Travel - Out of District | 3,965.32 | 4,153.99 | 4,000 | - | 4,000 | - | 4,000 |
| 100.2528.0390 | Other Purchased Services | 25,390.00 | 17,729.00 | 30,000 | - | 30,000 | - | 30,000 |
| 100.2528.0410 | Consumable Supplies | 2,813.56 | 1,906.40 | 3,500 | - | 3,500 | - | 3,500 |
| 100.2528.0480 | Computer Hardware | - | - | 1,500 | - | 1,500 | - | 1,500 |
| 100.2528.0640 | Dues and Fees | 869.80 | 695.00 | 2,000 | - | 2,000 | - | 2,000 |
| FUNCTION: Risk Management Services | | 335,240.80 | 344,506.74 | 401,763 | 1.45 | 466,160 | 1.90 | 466,160 |
| | | | | | | | | |
| 100.2529.0210 | PERS | (5,015.42) | (4,265.66) | - | - | - | - | - |
| 100.2529.0232 | Unemployment Compensation | 61,775.61 | 211,699.66 | - | - | 200,000 | - | 200,000 |
| 100.2529.0390 | Other Purchased Services | 41,959.00 | 36,714.00 | 110,000 | - | 40,000 | - | 40,000 |
| 100.2529.0470 | Computer Software | 6,336.04 | 7,594.35 | 2,500 | - | 8,000 | - | 8,000 |
| 100.2529.0480 | Computer Hardware | 6,340.68 | - | 2,500 | - | 2,500 | - | 2,500 |
| 100.2529.0640 | Dues and Fees | 34,627.48 | 29,725.02 | 39,000 | - | 39,000 | - | 39,000 |
| FUNCTION: Other Fiscal Services | | 146,023.39 | 281,467.37 | 154,000 | - | 289,500 | - | 289,500 |
| | | | | | | | | |
| 100.2541.0112 | Classified Salaries | 61,027.20 | 56,566.76 | 68,558 | 1.00 | 73,357 | 1.00 | 73,357 |
| 100.2541.0113 | Administrator Salaries | 3.75 | - | - | - | - | - | - |
| 100.2541.0114 | Managerial Salaries | 100,406.03 | 103,913.00 | 107,037 | 1.00 | 114,530 | 1.00 | 114,530 |
| 100.2541.0131 | Ext Hrs - Classified | 1,364.32 | 1,653.67 | 1,500 | - | 1,500 | - | 1,500 |
| 100.2541.0142 | Cell Phone Stipend | 600.00 | (3,883.16) | 780 | - | 780 | - | 780 |
| 100.2541.0162 | Ext Hrs - Grounds/Maintenance | - | 205.38 | - | - | - | - | - |
| 100.2541.0211 | PERS - Employer Contribution | 43,929.43 | 42,751.67 | 52,679 | - | 48,824 | - | 48,824 |
| 100.2541.0212 | PERS Pick-Up - Employee Contribution | 3,818.28 | 3,279.47 | 10,536 | - | 11,363 | - | 11,363 |
| 100.2541.0220 | FICA (SS & Medicare) | 12,403.66 | 12,968.63 | 13,433 | - | 14,488 | - | 14,488 |
| 100.2541.0231 | Worker's Compensation | 516.64 | 217,986.92 | 3,087 | - | 3,314 | - | 3,314 |
| 100.2541.0243 | OEBB Admin Insurance | 21,680.54 | 23,005.72 | 28,090 | - | 28,430 | - | 28,430 |
| 100.2541.0248 | OEBB Classified Insurance | 19,985.38 | 20,594.94 | 19,296 | - | 19,776 | - | 19,776 |
| 100.2541.0253 | Paid Leave Oregon | 1,347.84 | 1,562.15 | 2,643 | - | 3,220 | - | 3,220 |
| 100.2541.0322 | Repair & Maintenance | - | - | 100,000 | - | 100,000 | - | 100,000 |
| 100.2541.0328 | Garbage | 1,195.00 | - | 1,500 | - | 1,500 | - | 1,500 |
| 100.2541.0341 | Travel - Local in District | - | 111.44 | - | - | - | - | - |
| 100.2541.0342 | Travel - Out of District | 360.00 | 555.00 | 460 | - | 1,200 | - | 1,200 |
| 100.2541.0354 | Advertising | - | - | 500 | - | 500 | - | 500 |
| 100.2541.0355 | Printing & Binding | 65.00 | 1,041.00 | 500 | - | 500 | - | 500 |
| 100.2541.0382 | Legal Services | - | - | 5,000 | - | 500 | - | 500 |
| 100.2541.0390 | Other Purchased Services | - | - | 1,500 | - | 1,500 | - | 1,500 |
| 100.2541.0410 | Consumable Supplies | 1,159.75 | 2,423.16 | 3,000 | - | 3,000 | - | 3,000 |
| 100.2541.0460 | Non-Consumable Supplies | - | - | 2,500 | - | 2,500 | - | 2,500 |
| 100.2541.0470 | Computer Software | 15,167.75 | 14,438.07 | 1,750 | - | - | - | - |
| 100.2541.0480 | Computer Hardware | 2,105.40 | - | 2,000 | - | 2,000 | - | 2,000 |
| 100.2541.0640 | Dues and Fees | 295.00 | 350.00 | 300 | - | 600 | - | 600 |
| FUNCTION: Service Area Direction - Facilities | | 287,430.97 | 499,523.82 | 426,648 | 2.00 | 433,382 | 2.00 | 433,382 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2542.0112 | Classified Salaries | 1,577,598.11 | 1,644,636.44 | 1,820,958 | 30.00 | 1,948,425 | 30.00 | 1,948,425 |
| 100.2542.0142 | Cell Phone Stipend | 3,560.00 | 3,895.00 | 5,100 | - | 4,000 | - | 4,000 |
| 100.2542.0160 | Ext Hrs - Custodians | 49,791.52 | 57,314.75 | 75,000 | - | 75,000 | - | 75,000 |
| 100.2542.0161 | Ext Hrs - Facility Use (Out) | 3,709.59 | 5,971.85 | - | - | - | - | - |
| 100.2542.0163 | Ext Hrs - Sonitrol/Security | 426.66 | 798.39 | - | - | - | - | - |
| 100.2542.0164 | Ext Hrs - Facility Use (P&R) | 3,289.56 | 1,357.90 | - | - | - | - | - |
| 100.2542.0211 | PERS - Employer Contribution | 396,012.52 | 437,188.73 | 546,287 | - | 522,670 | - | 522,670 |
| 100.2542.0212 | PERS Pick-Up - Employee Contribution | 93,512.43 | 103,354.20 | 130,458 | - | 121,646 | - | 121,646 |
| 100.2542.0220 | FICA (SS & Medicare) | 127,723.83 | 131,810.81 | 139,303 | - | 155,098 | - | 155,098 |
| 100.2542.0231 | Worker's Compensation | 35,203.05 | 33,941.12 | 37,723 | - | 35,480 | - | 35,480 |
| 100.2542.0248 | OEBB Classified Insurance | 435,576.24 | 448,539.51 | 578,880 | - | 593,280 | - | 593,280 |
| 100.2542.0253 | Paid Leave Oregon | 13,699.38 | 17,032.32 | 32,311 | - | 34,466 | - | 34,466 |
| 100.2542.0322 | Repair & Maintenance | 3,957.52 | 135.85 | 40,000 | - | 40,000 | - | 40,000 |
| 100.2542.0324 | Rentals | 9,951.60 | 12,308.40 | 25,000 | - | 25,000 | - | 25,000 |
| 100.2542.0325 | Electricity | 799,208.70 | 813,584.15 | 978,250 | - | 985,000 | - | 985,000 |
| 100.2542.0326 | Fuel | 194,950.27 | 196,847.84 | 307,454 | - | 330,454 | - | 330,454 |
| 100.2542.0327 | Water and Sewage | 176,597.74 | 173,839.93 | 208,084 | - | 210,000 | - | 210,000 |
| 100.2542.0328 | Garbage | 222,548.11 | 227,682.39 | 291,800 | - | 290,000 | - | 290,000 |
| 100.2542.0341 | Travel - Local in District | 547.38 | 657.92 | 350 | - | 500 | - | 500 |
| 100.2542.0351 | Telephone | - | - | 5,800 | - | 5,800 | - | 5,800 |
| 100.2542.0390 | Other Purchased Services | 111,380.71 | 54,816.30 | 70,000 | - | 70,000 | - | 70,000 |
| 100.2542.0410 | Consumable Supplies | 217,466.02 | 207,636.02 | 270,000 | - | 270,000 | - | 270,000 |
| 100.2542.0460 | Non-Consumable Supplies | - | 2,400.25 | - | - | - | - | - |
| 100.2542.0653 | Property Insurance Premiums | 454,346.53 | 487,930.00 | 495,000 | - | 650,000 | - | 650,000 |
| FUNCTION: Care and Upkeep of Buildings Services | | 4,931,057.47 | 5,063,680.07 | 6,057,758 | 30.00 | 6,366,819 | 30.00 | 6,366,819 |
| | | | | | | | | |
| 100.2543.0112 | Classified Salaries | 298,468.51 | 357,944.36 | 385,773 | 6.00 | 412,777 | 6.00 | 412,777 |
| 100.2543.0133 | Ext Hrs - Translations | - | - | 350 | - | 350 | - | 350 |
| 100.2543.0142 | Cell Phone Stipend | 2,550.00 | 2,850.00 | 3,000 | - | 3,000 | - | 3,000 |
| 100.2543.0160 | Ext Hrs - Custodians | - | 707.28 | - | - | - | - | - |
| 100.2543.0162 | Ext Hrs - Grounds/Maintenance | 5,696.25 | 9,817.43 | - | - | 6,000 | - | 6,000 |
| 100.2543.0163 | Ext Hrs - Sonitrol/Security | 3,145.03 | 3,934.82 | - | - | - | - | - |
| 100.2543.0211 | PERS - Employer Contribution | 78,887.89 | 89,530.99 | 104,698 | - | 106,504 | - | 106,504 |
| 100.2543.0212 | PERS Pick-Up - Employee Contribution | 18,477.09 | 21,003.92 | 23,914 | - | 24,788 | - | 24,788 |
| 100.2543.0220 | FICA (SS & Medicare) | 24,615.78 | 28,668.63 | 29,741 | - | 31,604 | - | 31,604 |
| 100.2543.0231 | Worker's Compensation | 5,727.20 | 7,372.11 | 6,804 | - | 7,230 | - | 7,230 |
| 100.2543.0248 | OEBB Classified Insurance | 102,188.01 | 112,827.58 | 115,776 | - | 118,656 | - | 118,656 |
| 100.2543.0253 | Paid Leave Oregon | 2,489.15 | 3,725.18 | 5,820 | - | 7,023 | - | 7,023 |
| 100.2543.0322 | Repair & Maintenance | 44,409.68 | 68,589.28 | 85,000 | - | 80,000 | - | 80,000 |
| 100.2543.0342 | Travel - Out of District | 820.00 | 897.00 | 1,200 | - | 1,000 | - | 1,000 |
| 100.2543.0410 | Consumable Supplies | 23,011.70 | 26,051.54 | 50,000 | - | 45,000 | - | 45,000 |
| 100.2543.0412 | Tire Repair | 448.89 | 659.88 | 2,400 | - | 5,000 | - | 5,000 |
| 100.2543.0541 | Initial and Additional Equipment Purchase | 21,355.91 | 13,563.45 | 10,000 | - | 11,000 | - | 11,000 |
| 100.2543.0640 | Dues and Fees | 1,100.00 | 100.00 | 500 | - | 2,000 | - | 2,000 |
| FUNCTION: Care and Upkeep of Grounds Services | | 633,391.09 | 748,243.45 | 824,976 | 6.00 | 861,932 | 6.00 | 861,932 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2544.0112 | Classified Salaries | 183,872.20 | 206,069.98 | 219,742 | 3.00 | 235,124 | 3.00 | 235,124 |
| 100.2544.0142 | Cell Phone Stipend | 1,700.00 | 1,800.00 | 1,800 | - | - | - | - |
| 100.2544.0161 | Ext Hrs - Facility Use (Out) | 410.24 | 95.82 | - | - | - | - | - |
| 100.2544.0162 | Ext Hrs - Grounds/Maintenance | 23,805.62 | 35,168.04 | 42,000 | - | 60,000 | - | 60,000 |
| 100.2544.0163 | Ext Hrs - Sonitrol/Security | 19,101.18 | 23,577.43 | - | - | 20,500 | - | 20,500 |
| 100.2544.0211 | PERS - Employer Contribution | 57,571.42 | 66,681.87 | 58,384 | - | 81,368 | - | 81,368 |
| 100.2544.0212 | PERS Pick-Up - Employee Contribution | 13,800.60 | 15,976.80 | 13,635 | - | 18,937 | - | 18,937 |
| 100.2544.0220 | FICA (SS & Medicare) | 17,455.24 | 20,367.90 | 16,948 | - | 24,145 | - | 24,145 |
| 100.2544.0231 | Worker's Compensation | 3,634.24 | 4,997.93 | 3,877 | - | 5,523 | - | 5,523 |
| 100.2544.0248 | OEBB Classified Insurance | 66,127.24 | 69,337.34 | 57,888 | - | 59,328 | - | 59,328 |
| 100.2544.0253 | Paid Leave Oregon | 1,867.83 | 2,646.66 | 3,316 | - | 5,366 | - | 5,366 |
| 100.2544.0322 | Repair & Maintenance | 743,024.52 | 720,955.28 | 685,000 | - | 775,000 | - | 775,000 |
| 100.2544.0324 | Rentals | 11,362.56 | 41,477.32 | 20,000 | - | 70,000 | - | 70,000 |
| 100.2544.0383 | Architect/Engineer Services | - | - | 20,000 | - | 20,000 | - | 20,000 |
| 100.2544.0390 | Other Purchased Services | 6,675.00 | 21,112.89 | 5,000 | - | 12,000 | - | 12,000 |
| 100.2544.0410 | Consumable Supplies | 200,011.48 | 188,273.72 | 122,000 | - | 220,000 | - | 220,000 |
| 100.2544.0411 | Gasoline | - | 76.32 | - | - | - | - | - |
| 100.2544.0460 | Non-Consumable Supplies | - | 21,237.37 | - | - | - | - | - |
| 100.2544.0520 | Buildings Acquisition | - | - | 35,000 | - | - | - | - |
| 100.2544.0541 | Initial and Additional Equipment Purchase | - | 23,314.75 | - | - | - | - | - |
| 100.2544.0640 | Dues and Fees | 2,587.54 | 3,102.52 | 1,000 | - | 1,000 | - | 1,000 |
| 100.2544.0653 | Property Insurance Premiums | 36,000.00 | 19,413.00 | 36,000 | - | 25,000 | - | 25,000 |
| 100.2544.0670 | Taxes and Licenses | 281.12 | 2,231.04 | 1,300 | - | 2,000 | - | 2,000 |
| FUNCTION: Maintenance | | 1,389,288.03 | 1,487,913.98 | 1,342,890 | 3.00 | 1,635,291 | 3.00 | 1,635,291 |
| 100.2545.0322 | Repair & Maintenance | 5,904.44 | 9,755.99 | 9,000 | - | 15,000 | - | 15,000 |
| 100.2545.0410 | Consumable Supplies | 1,519.84 | 2,370.66 | - | - | - | - | - |
| 100.2545.0411 | Gasoline | 19,345.23 | 18,080.33 | 21,000 | - | 21,500 | - | 21,500 |
| 100.2545.0412 | Tire Repair | - | 1,672.75 | 2,400 | - | 2,000 | - | 2,000 |
| FUNCTION: Purchase/Repair of Maintenance Vehicles | | 26,769.51 | 31,879.73 | 32,400 | - | 38,500 | - | 38,500 |
| 100.2546.0390 | Other Purchased Services | 4,312.80 | 4,312.80 | 6,000 | - | 6,000 | - | 6,000 |
| FUNCTION: Security Services | | 4,312.80 | 4,312.80 | 6,000 | - | 6,000 | - | 6,000 |
| 100.2552.0112 | Classified Salaries | 3,064.80 | 3,376.32 | 3,447 | 0.05 | 3,689 | 0.05 | 3,689 |
| 100.2552.0113 | Administrator Salaries | 8,009.28 | 8,409.69 | 8,662 | 0.05 | 9,268 | 0.05 | 9,268 |
| 100.2552.0142 | Cell Phone Stipend | - | - | 180 | - | - | - | - |
| 100.2552.0211 | PERS - Employer Contribution | 2,786.40 | 2,968.33 | 3,633 | - | 3,633 | - | 3,633 |
| 100.2552.0212 | PERS Pick-Up - Employee Contribution | 667.95 | 711.53 | 727 | - | 777 | - | 777 |
| 100.2552.0220 | FICA (SS & Medicare) | 846.95 | 902.90 | 926 | - | 991 | - | 991 |
| 100.2552.0231 | Worker's Compensation | 33.82 | 32.70 | 215 | - | 227 | - | 227 |
| 100.2552.0243 | OEBB Admin Insurance | 1,358.80 | 1,418.25 | 1,390 | - | 1,422 | - | 1,422 |
| 100.2552.0248 | OEBB Classified Insurance | 533.76 | 552.30 | 966 | - | 989 | - | 989 |
| 100.2552.0253 | Paid Leave Oregon | 91.82 | 117.36 | 150 | - | 220 | - | 220 |
| 100.2552.0331 | Reimbursable Student Transportation | 2,423,141.44 | 3,396,363.16 | 2,703,966 | - | 4,061,836 | - | 4,061,836 |
| 100.2552.0332 | Non-Reimbursable Student Transportation | 96,996.16 | 145,850.61 | 81,500 | - | 126,625 | - | 126,625 |
| FUNCTION: Vehicle Operation Services | | 2,537,531.18 | 3,560,703.15 | 2,805,761 | 0.10 | 4,209,677 | 0.10 | 4,209,677 |
| 100.2554.0322 | Repair & Maintenance | 11,020.78 | 1,743.71 | 5,000 | - | 15,000 | - | 15,000 |
| 100.2554.0410 | Consumable Supplies | 82.00 | 3.00 | 500 | - | - | - | - |
| 100.2554.0411 | Gasoline | 5,448.13 | 3,908.06 | 10,000 | - | 11,000 | - | 11,000 |
| 100.2554.0412 | Tire Repair | 1,191.84 | 227.96 | 2,400 | - | 3,000 | - | 3,000 |
| FUNCTION: Student Transportation Repair & Maintenance of Vel | | 17,742.75 | 5,882.73 | 17,900 | - | 29,000 | - | 29,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2558.0112 | Classified Salaries | 32,406.90 | 35,625.56 | 36,004 | 0.50 | 38,524 | 0.50 | 38,524 |
| 100.2558.0131 | Ext Hrs - Classified | - | 611.21 | 500 | - | - | - | - |
| 100.2558.0142 | Cell Phone Stipend | 300.00 | 300.00 | 600 | - | 600 | - | 600 |
| 100.2558.0211 | PERS - Employer Contribution | 7,424.34 | 9,218.43 | 9,344 | - | 10,802 | - | 10,802 |
| 100.2558.0212 | PERS Pick-Up - Employee Contribution | 1,779.74 | 2,209.72 | 2,240 | - | 2,311 | - | 2,311 |
| 100.2558.0220 | FICA (SS & Medicare) | 2,492.79 | 2,790.02 | 2,856 | - | 2,947 | - | 2,947 |
| 100.2558.0231 | Worker's Compensation | 103.80 | 104.80 | 654 | - | 674 | - | 674 |
| 100.2558.0248 | OEBB Classified Insurance | 7,394.78 | 7,583.76 | 9,648 | - | 9,888 | - | 9,888 |
| 100.2558.0253 | Paid Leave Oregon | 270.85 | 362.53 | 400 | - | 655 | - | 655 |
| 100.2558.0331 | Reimbursable Student Transportation | 797,914.92 | 1,325,170.41 | 950,000 | - | 1,500,000 | - | 1,500,000 |
| 100.2558.0332 | Non-Reimbursable Student Transportation | 377.60 | - | - | - | - | - | - |
| 100.2558.0410 | Consumable Supplies | - | - | 3,000 | - | - | - | - |
| FUNCTION: Special Education Transportation Services | | 850,465.72 | 1,383,976.44 | 1,015,245 | 0.50 | 1,566,401 | 0.50 | 1,566,401 |
| | | | | | | | | |
| 100.2572.0322 | Repair & Maintenance | 506.69 | 426.70 | 1,800 | - | 1,800 | - | 1,800 |
| 100.2572.0324 | Rentals | 3,767.32 | 67,975.10 | 50,000 | - | 7,500 | - | 7,500 |
| 100.2572.0353 | Postage | 7,238.86 | 4,393.88 | 8,000 | - | 8,000 | - | 8,000 |
| 100.2572.0355 | Printing & Binding | 9,727.00 | 488.00 | 4,000 | - | 2,000 | - | 2,000 |
| 100.2572.0410 | Consumable Supplies | - | 32.91 | 2,000 | - | 1,000 | - | 1,000 |
| 100.2572.0440 | Periodicals | - | - | 600 | - | - | - | - |
| 100.2572.0460 | Non-Consumable Supplies | - | 1,406.00 | 4,000 | - | 3,000 | - | 3,000 |
| 100.2572.0640 | Dues and Fees | - | - | 1,750 | - | - | - | - |
| FUNCTION: Purchasing Services | | 21,239.87 | 74,722.59 | 72,150 | - | 23,300 | - | 23,300 |
| | | | | | | | | |
| 100.2630.0130 | Ext Hrs - Licensed/Other | - | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.2630.0131 | Ext Hrs - Classified | - | - | 2,500 | - | 2,500 | - | 2,500 |
| 100.2630.0353 | Postage | 1,455.75 | - | 3,500 | - | 3,500 | - | 3,500 |
| 100.2630.0354 | Advertising | 160.00 | - | 600 | - | 600 | - | 600 |
| 100.2630.0355 | Printing & Binding | 3,886.00 | 1,952.00 | 5,000 | - | 5,000 | - | 5,000 |
| 100.2630.0390 | Other Purchased Services | - | 75.00 | 1,000 | - | 1,000 | - | 1,000 |
| 100.2630.0410 | Consumable Supplies | 261.67 | 42.00 | 1,000 | - | 1,000 | - | 1,000 |
| FUNCTION: Information Services | | 5,763.42 | 2,069.00 | 14,600 | - | 14,600 | - | 14,600 |
| | | | | | | | | |
| 100.2633.0112 | Classified Salaries | - | 73,685.27 | 78,508 | 1.00 | 84,003 | 1.00 | 84,003 |
| 100.2633.0114 | Managerial Salaries | 53,040.57 | - | - | - | - | - | - |
| 100.2633.0133 | Ext Hrs - Translations | 417.38 | 66.28 | 5,000 | - | 4,000 | - | 4,000 |
| 100.2633.0211 | PERS - Employer Contribution | 13,038.87 | 18,572.25 | 20,820 | - | 21,732 | - | 21,732 |
| 100.2633.0212 | PERS Pick-Up - Employee Contribution | 3,123.60 | 4,451.55 | 4,710 | - | 5,040 | - | 5,040 |
| 100.2633.0220 | FICA (SS & Medicare) | 4,075.35 | 5,657.88 | 6,006 | - | 6,426 | - | 6,426 |
| 100.2633.0231 | Worker's Compensation | 168.66 | 213.40 | 1,374 | - | 1,470 | - | 1,470 |
| 100.2633.0243 | OEBB Admin Insurance | 15,887.46 | 13,148.22 | 28,090 | - | 28,430 | - | 28,430 |
| 100.2633.0253 | Paid Leave Oregon | 507.32 | 735.22 | 1,178 | - | 1,428 | - | 1,428 |
| 100.2633.0342 | Travel - Out of District | - | 1,914.63 | 5,000 | - | 7,000 | - | 7,000 |
| 100.2633.0390 | Other Purchased Services | 13,495.99 | - | 17,500 | - | 17,500 | - | 17,500 |
| 100.2633.0410 | Consumable Supplies | 3,694.40 | 5,757.96 | 4,000 | - | 3,500 | - | 3,500 |
| 100.2633.0460 | Non-Consumable Supplies | 3,093.14 | 1,475.00 | 1,500 | - | 1,500 | - | 1,500 |
| 100.2633.0470 | Computer Software | 337.29 | 548.49 | 2,500 | - | 2,000 | - | 2,000 |
| 100.2633.0480 | Computer Hardware | - | - | 2,000 | - | 2,000 | - | 2,000 |
| 100.2633.0640 | Dues and Fees | 5,763.00 | 757.99 | 5,000 | - | 5,000 | - | 5,000 |
| FUNCTION: Public Information Services | | 116,643.03 | 126,984.14 | 183,186 | 1.00 | 191,029 | 1.00 | 191,029 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2640.0112 | Classified Salaries | 260,095.99 | 281,996.50 | 291,499 | 3.00 | 311,904 | 3.00 | 311,904 |
| 100.2640.0113 | Administrator Salaries | 160,184.00 | 168,193.00 | 173,234 | 1.00 | 92,680 | 0.50 | 92,680 |
| 100.2640.0130 | Ext Hrs - Licensed/Other | - | - | - | - | 750 | - | 750 |
| 100.2640.0131 | Ext Hrs - Classified | 16,375.90 | 6,347.49 | 10,000 | - | 10,000 | - | 10,000 |
| 100.2640.0133 | Ext Hrs - Translations | - | - | 500 | - | 500 | - | 500 |
| 100.2640.0142 | Cell Phone Stipend | 522.93 | 537.98 | 540 | - | 540 | - | 540 |
| 100.2640.0211 | PERS - Employer Contribution | 116,949.78 | 122,214.18 | 126,348 | - | 116,600 | - | 116,600 |
| 100.2640.0212 | PERS Pick-Up - Employee Contribution | 26,293.22 | 27,501.79 | 28,024 | - | 24,950 | - | 24,950 |
| 100.2640.0220 | FICA (SS & Medicare) | 33,429.77 | 34,971.04 | 35,593 | - | 31,811 | - | 31,811 |
| 100.2640.0231 | Worker's Compensation | 1,325.65 | 1,273.81 | 8,142 | - | 7,277 | - | 7,277 |
| 100.2640.0243 | OEBB Admin Insurance | 80,537.20 | 83,647.70 | 27,800 | - | 14,215 | - | 14,215 |
| 100.2640.0248 | OEBB Classified Insurance | - | - | 57,888 | - | 85,290 | - | 85,290 |
| 100.2640.0253 | Paid Leave Oregon | 3,627.51 | 4,534.19 | 6,977 | - | 7,069 | - | 7,069 |
| 100.2640.0322 | Repair & Maintenance | - | - | 600 | - | - | - | - |
| 100.2640.0342 | Travel - Out of District | 7,171.31 | 5,733.51 | 20,000 | - | 20,000 | - | 20,000 |
| 100.2640.0354 | Advertising | - | - | 1,000 | - | 1,000 | - | 1,000 |
| 100.2640.0355 | Printing & Binding | - | 196.00 | 500 | - | 500 | - | 500 |
| 100.2640.0390 | Other Purchased Services | 22,134.18 | 29,394.53 | 30,000 | - | 30,000 | - | 30,000 |
| 100.2640.0410 | Consumable Supplies | 6,396.03 | 2,047.06 | 4,500 | - | 4,500 | - | 4,500 |
| 100.2640.0460 | Non-Consumable Supplies | - | - | 6,000 | - | 1,000 | - | 1,000 |
| 100.2640.0470 | Computer Software | 19,685.94 | 34,550.76 | 25,003 | - | 24,000 | - | 24,000 |
| 100.2640.0640 | Dues and Fees | 4,787.66 | 3,637.00 | 10,000 | - | 7,500 | - | 7,500 |
| FUNCTION: Staff Services | | 759,517.07 | 806,776.54 | 864,150 | 4.00 | 792,086 | 3.50 | 792,086 |
| | | | | | | | | |
| 100.2645.0130 | Ext Hrs - Licensed/Other | 3,174.75 | 2,705.76 | 5,500 | - | 5,500 | - | 5,500 |
| 100.2645.0131 | Ext Hrs - Classified | 3,006.54 | 6,202.72 | 4,500 | - | 4,500 | - | 4,500 |
| 100.2645.0211 | PERS - Employer Contribution | 1,523.56 | 2,248.57 | - | - | - | - | - |
| 100.2645.0212 | PERS Pick-Up - Employee Contribution | 354.99 | 526.96 | - | - | - | - | - |
| 100.2645.0220 | FICA (SS & Medicare) | 464.82 | 675.70 | - | - | - | - | - |
| 100.2645.0231 | Worker's Compensation | 22.55 | 55.31 | - | - | - | - | - |
| 100.2645.0253 | Paid Leave Oregon | 61.24 | 87.82 | - | - | - | - | - |
| 100.2645.0390 | Other Purchased Services | 14,160.00 | 14,415.00 | 7,500 | - | 15,000 | - | 15,000 |
| FUNCTION: Staff Health Services | | 22,768.45 | 26,917.84 | 17,500 | - | 25,000 | - | 25,000 |
| | | | | | | | | |
| 100.2646.0131 | Ext Hrs - Classified | 145.81 | 179.83 | - | - | - | - | - |
| 100.2646.0211 | PERS - Employer Contribution | 39.56 | 49.25 | - | - | - | - | - |
| 100.2646.0212 | PERS Pick-Up - Employee Contribution | 8.77 | 10.82 | - | - | - | - | - |
| 100.2646.0220 | FICA (SS & Medicare) | 11.23 | 13.87 | - | - | - | - | - |
| 100.2646.0231 | Worker's Compensation | 0.44 | 0.53 | - | - | - | - | - |
| 100.2646.0253 | Paid Leave Oregon | 1.44 | 1.80 | - | - | - | - | - |
| 100.2646.0410 | Consumable Supplies | - | - | 5,000 | - | 5,000 | - | 5,000 |
| FUNCTION: Safety | | 207.25 | 256.10 | 5,000 | - | 5,000 | - | 5,000 |
| | | | | | | | | |
| 100.2649.0111 | Licensed Salaries | 33,805.02 | 35,753.89 | 35,228 | 0.35 | 37,694 | 0.35 | 37,694 |
| 100.2649.0211 | PERS - Employer Contribution | 9,421.45 | 9,964.67 | 10,463 | - | 10,569 | - | 10,569 |
| 100.2649.0212 | PERS Pick-Up - Employee Contribution | 2,028.32 | 2,145.24 | 2,114 | - | 2,262 | - | 2,262 |
| 100.2649.0220 | FICA (SS & Medicare) | 2,601.60 | 2,751.52 | 2,695 | - | 2,884 | - | 2,884 |
| 100.2649.0231 | Worker's Compensation | 101.67 | 97.55 | 616 | - | 660 | - | 660 |
| 100.2649.0242 | OEBB Licensed Insurance | 6,969.65 | 7,076.22 | 6,741 | - | 6,740 | - | 6,740 |
| 100.2649.0253 | Paid Leave Oregon | 338.07 | 357.52 | 528 | - | 641 | - | 641 |
| 100.2649.0390 | Other Purchased Services | - | - | 1,030 | - | - | - | - |
| FUNCTION: Other Staff Services | | 55,265.78 | 58,146.61 | 59,415 | 0.35 | 61,450 | 0.35 | 61,450 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 100.2660.0112 | Classified Salaries | 634,590.02 | 614,097.75 | 661,242 | 7.00 | 707,529 | 7.00 | 707,529 |
| 100.2660.0113 | Administrator Salaries | 160,184.00 | 138.00 | - | - | - | - | - |
| 100.2660.0114 | Managerial Salaries | - | 168,055.00 | 127,124 | 1.00 | 136,023 | 1.00 | 136,023 |
| 100.2660.0124 | Temporary - Classified | - | 463.00 | - | - | - | - | - |
| 100.2660.0131 | Ext Hrs - Classified | 55.01 | 2,222.35 | 1,000 | - | 1,000 | - | 1,000 |
| 100.2660.0133 | Ext Hrs - Translations | 115.46 | 167.38 | 500 | - | 300 | - | 300 |
| 100.2660.0142 | Cell Phone Stipend | 2,700.00 | 3,427.71 | 2,700 | - | - | - | - |
| 100.2660.0211 | PERS - Employer Contribution | 210,200.87 | 208,887.47 | 220,805 | - | 208,665 | - | 208,665 |
| 100.2660.0212 | PERS Pick-Up - Employee Contribution | 47,800.13 | 47,457.75 | 48,003 | - | 50,691 | - | 50,691 |
| 100.2660.0220 | FICA (SS & Medicare) | 60,993.99 | 60,542.53 | 60,517 | - | 64,631 | - | 64,631 |
| 100.2660.0231 | Worker's Compensation | 2,469.40 | 2,221.39 | 13,844 | - | 14,785 | - | 14,785 |
| 100.2660.0243 | OEBB Admin Insurance | 75,722.90 | 73,353.25 | 27,800 | - | 28,430 | - | 28,430 |
| 100.2660.0248 | OEBB Classified Insurance | 82,255.62 | 76,272.48 | 160,584 | - | 138,432 | - | 138,432 |
| 100.2660.0253 | Paid Leave Oregon | 5,774.21 | 6,824.23 | 11,855 | - | 14,362 | - | 14,362 |
| 100.2660.0322 | Repair & Maintenance | 87,211.19 | 68,925.50 | 80,000 | - | 80,000 | - | 80,000 |
| 100.2660.0324 | Rentals | 1,984.14 | (23,001.37) | 25,000 | - | 25,000 | - | 25,000 |
| 100.2660.0341 | Travel - Local in District | - | - | 2,000 | - | 2,000 | - | 2,000 |
| 100.2660.0342 | Travel - Out of District | 7,171.78 | 2,925.26 | 13,000 | - | 13,000 | - | 13,000 |
| 100.2660.0350 | Communication | - | - | 70,000 | - | 70,000 | - | 70,000 |
| 100.2660.0351 | Telephone | 15,168.19 | 59,192.20 | 50,000 | - | 50,000 | - | 50,000 |
| 100.2660.0353 | Postage | 17.65 | - | 150 | - | 150 | - | 150 |
| 100.2660.0355 | Printing & Binding | 455.24 | 281,164.94 | 240,000 | - | 250,000 | - | 250,000 |
| 100.2660.0359 | Other Communication Services | 127,369.70 | 64,257.07 | 150,000 | - | 150,000 | - | 150,000 |
| 100.2660.0390 | Other Purchased Services | 3,578.50 | 27,752.25 | 15,000 | - | 15,000 | - | 15,000 |
| 100.2660.0410 | Consumable Supplies | 25,235.49 | 3,013.79 | 20,000 | - | 20,000 | - | 20,000 |
| 100.2660.0440 | Periodicals | - | 114.63 | 120 | - | 120 | - | 120 |
| 100.2660.0460 | Non-Consumable Supplies | 37,983.03 | 23,803.45 | 30,000 | - | 30,000 | - | 30,000 |
| 100.2660.0470 | Computer Software | 237,278.77 | 166,792.00 | 185,000 | - | 250,000 | - | 250,000 |
| 100.2660.0480 | Computer Hardware | 289,737.35 | 159,965.34 | 185,000 | - | 230,000 | - | 230,000 |
| 100.2660.0640 | Dues and Fees | 663.16 | 1,544.34 | 1,600 | - | 1,600 | - | 1,600 |
| FUNCTION: Technology Services | | 2,116,715.80 | 2,100,579.69 | 2,402,844 | 8.00 | 2,551,718 | 8.00 | 2,551,718 |
| 100.2669.0390 | Other Purchased Services | 11,129.00 | - | - | - | - | - | - |
| 100.2669.0480 | Computer Hardware | 8,276.27 | - | - | - | - | - | - |
| FUNCTION: Other Technology Services | | 19,405.27 | - | - | - | - | - | - |
| 100.3300.0130 | Ext Hrs - Licensed/Other | - | 46.92 | 1,000 | - | 500 | - | 500 |
| 100.3300.0131 | Ext Hrs - Classified | 200.27 | - | 2,000 | - | 1,500 | - | 1,500 |
| 100.3300.0211 | PERS - Employer Contribution | 23.27 | 11.81 | - | - | 560 | - | 560 |
| 100.3300.0212 | PERS Pick-Up - Employee Contribution | 5.58 | 2.83 | - | - | 120 | - | 120 |
| 100.3300.0220 | FICA (SS & Medicare) | 15.28 | 3.61 | - | - | 153 | - | 153 |
| 100.3300.0231 | Worker's Compensation | 0.67 | 0.13 | - | - | 35 | - | 35 |
| 100.3300.0253 | Paid Leave Oregon | 1.98 | 0.47 | - | - | 34 | - | 34 |
| 100.3300.0324 | Rentals | - | - | 300 | - | 300 | - | 300 |
| 100.3300.0342 | Travel - Out of District | - | 64.26 | 300 | - | 300 | - | 300 |
| 100.3300.0410 | Consumable Supplies | 2,024.46 | - | 4,400 | - | 1,000 | - | 1,000 |
| FUNCTION: Community Services | | 2,271.51 | 130.03 | 8,000 | - | 4,502 | - | 4,502 |
| 100.5200.0710 | Fund Modifications | 1,786,000.00 | 1,335,800.00 | 1,887,600 | - | 2,126,300 | - | 2,126,300 |
| FUNCTION: Transfers of Funds | | 1,786,000.00 | 1,335,800.00 | 1,887,600 | - | 2,126,300 | - | 2,126,300 |
| 100.6110.0810 | Contingency | - | - | 250,000 | - | 250,000 | - | 250,000 |
| FUNCTION: Operating Contingency | | - | - | 250,000 | - | 250,000 | - | 250,000 |
| 100.7000.0820 | Reserved for Next Year | - | - | 5,501,578 | - | 5,082,942 | - | 5,082,942 |
| FUNCTION: Operating Contingency | | - | - | 5,501,578 | - | 5,082,942 | - | 5,082,942 |
| Grand Total | | 82,780,340.33 | 85,104,279.18 | 97,799,187 | 573.28 | 101,658,844 | 564.53 | 101,658,844 |

**SPECIAL REVENUE**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 200.0000.1630 | Special Functions | 13,561.00 | 3,400.00 | 25,000 | 25,000 | 25,000 |
| 200.0000.1700 | Extra-Curricular Activities | 208,529.17 | 244,209.38 | 450,000 | 450,000 | 450,000 |
| 200.0000.1920 | Contributions and Donations From Private Sources | 17,660.55 | 29,297.00 | 50,000 | 50,000 | 50,000 |
| 200.0000.1960 | Recovery of Prior Years' Expenditure | 112.37 | 13.00 | - | - | - |
| 200.0000.1990 | Miscellaneous | 545,005.25 | 319,600.17 | 500,000 | 500,000 | 500,000 |
| 200.0000.2200 | Restricted Revenue | 8,000.00 | - | 25,000 | 25,000 | 25,000 |
| 200.0000.3299 | Other Restricted Grants-In-Aid | 8,032,696.17 | 8,691,750.11 | 11,000,000 | 13,000,000 | 13,000,000 |
| 200.0000.4500 | Restricted Rev From Fed Gov't Through State | 19,667,552.74 | 14,932,070.87 | 10,395,045 | 11,125,416 | 11,125,416 |
| 200.0000.5200 | Interfund Transfers | 9,100.00 | - | - | | |
| 200.0000.5400 | Resources - Beginning Fund Balance | (12,057,778.00) | (5,004,279.74) | - | - | - |
| TOTAL | | 16,444,439.25 | 19,216,060.79 | 22,445,045 | 25,175,416 | 25,175,416 |

**Requirements**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1111.0111 | Licensed Salaries | 188,914.14 | 204,955.96 | 178,648 | 2.00 | 191,154 | 2.00 | 191,154 |
| 200.1111.0112 | Classified Salaries | 293,047.01 | 364,775.47 | 445,550 | 11.00 | 476,739 | 11.00 | 476,739 |
| 200.1111.0124 | Temporary - Classified | 10,432.55 | - | - | - | - | - | - |
| 200.1111.0125 | In-District Subs (Licensed) | 1,908.12 | - | - | - | - | - | - |
| 200.1111.0130 | Ext Hrs - Licensed/Other | 97,535.07 | 78,777.74 | 15,606 | - | - | - | - |
| 200.1111.0131 | Ext Hrs - Classified | 56,816.63 | 42,731.69 | - | - | - | - | - |
| 200.1111.0133 | Ext Hrs - Translations | 24,508.76 | 8,546.46 | - | - | - | - | - |
| 200.1111.0211 | PERS - Employer Contribution | 163,651.15 | 175,379.53 | 167,005 | - | 178,695 | - | 178,695 |
| 200.1111.0212 | PERS Pick-Up - Employee Contribution | 38,172.11 | 41,173.21 | 42,910 | - | 45,914 | - | 45,914 |
| 200.1111.0220 | FICA (SS & Medicare) | 50,167.89 | 52,079.08 | 48,945 | - | 52,371 | - | 52,371 |
| 200.1111.0231 | Worker's Compensation | 2,116.78 | 1,980.61 | 11,197 | - | 11,980 | - | 11,980 |
| 200.1111.0242 | OEBB Licensed Insurance | 39,975.36 | 31,837.36 | 38,518 | - | 41,214 | - | 41,214 |
| 200.1111.0248 | OEBB Classified Insurance | 182,030.33 | 204,703.40 | 212,256 | - | 227,114 | - | 227,114 |
| 200.1111.0253 | Paid Leave Oregon | 6,498.98 | 6,767.04 | 9,504 | - | 10,170 | - | 10,170 |
| 200.1111.0342 | Travel - Out of District | 77.05 | 112.28 | - | - | - | - | - |
| 200.1111.0355 | Printing & Binding | 408.00 | - | - | - | - | - | - |
| 200.1111.0390 | Other Purchased Services | 81,990.66 | 12,310.82 | 275,000 | - | 275,000 | - | 275,000 |
| 200.1111.0410 | Consumable Supplies | 132,683.18 | 90,858.53 | 250,000 | - | 250,000 | - | 250,000 |
| 200.1111.0420 | Textbooks | 499,870.20 | 731,793.18 | 600,000 | - | 600,000 | - | 600,000 |
| 200.1111.0460 | Non-Consumable Supplies | - | 153.98 | 1,100,000 | - | 1,100,000 | - | 1,100,000 |
| 200.1111.0470 | Computer Software | 12,746.00 | 19,403.33 | 350,000 | - | 350,000 | - | 350,000 |
| 200.1111.0480 | Computer Hardware | - | - | 400,000 | - | 400,000 | - | 400,000 |
| FUNCTION: Elementary, K-5 | | 1,883,549.97 | 2,068,339.67 | 4,145,140 | 13.00 | 4,210,351 | 13.00 | 4,210,351 |
| | | | | | | | | |
| 200.1113.0343 | Travel - Student Out of District | 1,168.00 | - | - | - | - | - | - |
| 200.1113.0390 | Other Purchased Services | - | 2,742.28 | - | - | - | - | - |
| 200.1113.0410 | Consumable Supplies | 69,080.86 | 71,445.50 | 50,000 | - | 50,000 | - | 50,000 |
| 200.1113.0430 | Library Books | 99.62 | - | - | - | - | - | - |
| 200.1113.0640 | Dues and Fees | 6,914.50 | 10,142.77 | - | - | - | - | - |
| FUNCTION: Elementary Extra-Curricular | | 77,262.98 | 84,330.55 | 50,000 | - | 50,000 | - | 50,000 |
| | | | | | | | | |
| 200.1121.0111 | Licensed Salaries | 46,924.68 | 363,603.54 | 17,017 | 0.25 | 18,209 | 0.25 | 18,209 |
| 200.1121.0112 | Classified Salaries | 7,066.38 | 12,511.46 | - | - | - | - | - |
| 200.1121.0123 | Temporary - Licensed | - | 25,649.76 | - | - | - | - | - |
| 200.1121.0124 | Temporary - Classified | 7,833.89 | 2,219.07 | - | - | - | - | - |
| 200.1121.0125 | In-District Subs (Licensed) | 20,270.52 | 792.70 | - | - | - | - | - |
| 200.1121.0130 | Ext Hrs - Licensed/Other | 22,791.32 | 20,837.72 | 7,344 | - | 25,000 | - | 25,000 |
| 200.1121.0131 | Ext Hrs - Classified | 3,261.17 | 9,861.20 | - | - | 10,000 | - | 10,000 |
| 200.1121.0133 | Ext Hrs - Translations | 1,777.86 | - | - | - | - | - | - |
| 200.1121.0211 | PERS - Employer Contribution | 21,003.76 | 105,980.03 | 4,954 | - | 5,300 | - | 5,300 |
| 200.1121.0212 | PERS Pick-Up - Employee Contribution | 4,831.49 | 24,544.89 | 2,964 | - | 3,171 | - | 3,171 |
| 200.1121.0220 | FICA (SS & Medicare) | 7,157.75 | 32,753.08 | 1,864 | - | 1,994 | - | 1,994 |
| 200.1121.0231 | Worker's Compensation | 291.20 | 1,234.20 | 426 | - | 456 | - | 456 |
| 200.1121.0242 | OEBB Licensed Insurance | 11,020.74 | 78,066.76 | 4,815 | - | 5,152 | - | 5,152 |
| 200.1121.0248 | OEBB Classified Insurance | 33.34 | 3,782.03 | - | - | - | - | - |
| 200.1121.0253 | Paid Leave Oregon | 829.99 | 4,250.11 | 336 | - | 360 | - | 360 |
| 200.1121.0324 | Rentals | - | - | - | - | - | - | - |
| 200.1121.0342 | Travel - Out of District | 28.56 | - | - | - | - | - | - |
| 200.1121.0390 | Other Purchased Services | 53,437.16 | 42,666.35 | - | - | - | - | - |
| 200.1121.0410 | Consumable Supplies | 108,780.97 | 20,341.58 | 250,000 | - | 250,000 | - | 250,000 |
| 200.1121.0420 | Textbooks | 253,868.24 | 533,266.55 | - | - | - | - | - |
| 200.1121.0440 | Periodicals | - | 1,420.00 | - | - | - | - | - |
| 200.1121.0460 | Non-Consumable Supplies | 1,250.00 | - | - | - | - | - | - |
| 200.1121.0470 | Computer Software | 53,510.83 | 19,223.76 | - | - | - | - | - |
| 200.1121.0640 | Dues and Fees | 33,119.00 | 49,331.75 | - | - | - | - | - |
| FUNCTION: Middle School Programs | | 659,088.85 | 1,352,336.54 | 289,719 | 0.25 | 319,642 | 0.25 | 319,642 |
| | | | | | | | | |
| 200.1122.0355 | Printing & Binding | - | - | - | - | - | - | - |
| 200.1122.0410 | Consumable Supplies | 3,860.53 | 11,854.45 | 50,000 | - | 50,000 | - | 50,000 |
| 200.1122.0640 | Dues and Fees | - | 2,731.90 | - | - | - | - | - |
| FUNCTION: Middle School Extra-Curricular | | 3,860.53 | 14,586.35 | 50,000 | - | 50,000 | - | 50,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1131.0111 | Licensed Salaries | 108,224.24 | 220,006.81 | 199,114 | 2.00 | 213,052 | 3.00 | 213,052 |
| 200.1131.0112 | Classified Salaries | 53,555.48 | 72,977.79 | 62,057 | 1.00 | 66,401 | 1.00 | 66,401 |
| 200.1131.0123 | Temporary - Licensed | 143,496.52 | - | - | - | - | - | - |
| 200.1131.0124 | Temporary - Classified | 1,141.80 | 709.29 | - | - | - | - | - |
| 200.1131.0125 | In-District Subs (Licensed) | 2,199.82 | 54.20 | - | - | - | - | - |
| 200.1131.0130 | Ext Hrs - Licensed/Other | 37,734.10 | 4,614.31 | 34,494 | - | 35,000 | - | 35,000 |
| 200.1131.0131 | Ext Hrs - Classified | 226.50 | 1,716.65 | - | - | - | - | - |
| 200.1131.0144 | Retention Incentive | - | - | - | - | - | - | - |
| 200.1131.0211 | PERS - Employer Contribution | 87,631.96 | 67,387.34 | 69,393 | - | 83,836 | - | 83,836 |
| 200.1131.0212 | PERS Pick-Up - Employee Contribution | 20,916.81 | 14,685.65 | 26,491 | - | 16,767 | - | 16,767 |
| 200.1131.0220 | FICA (SS & Medicare) | 26,436.37 | 22,091.38 | 22,618 | - | 21,378 | - | 21,378 |
| 200.1131.0231 | Worker's Compensation | 1,060.05 | 815.82 | 5,174 | - | 8,384 | - | 8,384 |
| 200.1131.0242 | OEBB Licensed Insurance | 56,051.42 | 19,786.14 | 38,518 | - | 41,214 | - | 41,214 |
| 200.1131.0248 | OEBB Classified Insurance | 28,157.50 | 30,443.78 | 19,296 | - | 20,647 | - | 20,647 |
| 200.1131.0253 | Paid Leave Oregon | 3,389.28 | 2,870.54 | 4,259 | - | 4,557 | - | 4,557 |
| 200.1131.0342 | Travel - Out of District | - | 3,280.99 | - | - | - | - | - |
| 200.1131.0371 | Tuition - OR Districts | 611,699.20 | 585,681.18 | - | - | - | - | - |
| 200.1131.0390 | Other Purchased Services | 46,016.44 | 13,178.45 | - | - | - | - | - |
| 200.1131.0410 | Consumable Supplies | 89,902.93 | 236,664.97 | 500,000 | - | 500,000 | - | 500,000 |
| 200.1131.0420 | Textbooks | 100,430.13 | 51,975.00 | - | - | - | - | - |
| 200.1131.0440 | Periodicals | - | 710.00 | - | - | - | - | - |
| 200.1131.0460 | Non-Consumable Supplies | - | 1,878.77 | 500,000 | - | 500,000 | - | 500,000 |
| 200.1131.0470 | Computer Software | 201,334.75 | 21,220.99 | - | - | - | - | - |
| 200.1131.0480 | Computer Hardware | 29,370.00 | 22,534.00 | - | - | - | - | - |
| 200.1131.0640 | Dues and Fees | - | 4,599.00 | 530,000 | - | 530,000 | - | 530,000 |
| FUNCTION: High School Programs | | 1,648,975.30 | 1,399,883.05 | 2,011,415 | 3.00 | 2,041,236 | 4.00 | 2,041,236 |
| | | | | | | | | |
| 200.1132.0130 | Ext Hrs - Licensed/Other | 5,460.58 | - | - | - | - | - | - |
| 200.1132.0211 | PERS - Employer Contribution | 1,387.50 | - | - | - | - | - | - |
| 200.1132.0212 | PERS Pick-Up - Employee Contribution | 329.47 | - | - | - | - | - | - |
| 200.1132.0220 | FICA (SS & Medicare) | 419.27 | - | - | - | - | - | - |
| 200.1132.0231 | Worker's Compensation | 16.90 | - | - | - | - | - | - |
| 200.1132.0253 | Paid Leave Oregon | 54.49 | - | - | - | - | - | - |
| 200.1132.0322 | Repair & Maintenance | 140.95 | - | - | - | - | - | - |
| 200.1132.0342 | Travel - Out of District | 4,344.44 | 4,032.10 | - | - | - | - | - |
| 200.1132.0343 | Travel - Student Out of District | 18,049.96 | 555.54 | - | - | - | - | - |
| 200.1132.0355 | Printing & Binding | - | 160.00 | - | - | - | - | - |
| 200.1132.0374 | Other Tuition | - | 3,500.00 | - | - | - | - | - |
| 200.1132.0390 | Other Purchased Services | 2,145.00 | 12,486.00 | - | - | - | - | - |
| 200.1132.0410 | Consumable Supplies | 70,240.71 | 149,579.67 | 175,000 | - | 175,000 | - | 175,000 |
| 200.1132.0430 | Library Books | 37.00 | - | - | - | - | - | - |
| 200.1132.0460 | Non-Consumable Supplies | 3,074.01 | 4,646.50 | - | - | - | - | - |
| 200.1132.0542 | Replacement Equipment Purchase | - | 9,984.50 | - | - | - | - | - |
| 200.1132.0640 | Dues and Fees | 17,752.99 | 88,963.81 | - | - | - | - | - |
| FUNCTION: High School Programs | | 123,453.27 | 273,908.12 | 175,000 | - | 175,000 | - | 175,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1140.0111 | Licensed Salaries | 76,362.67 | 78,831.96 | 80,521 | 0.80 | 86,158 | 0.80 | 86,158 |
| 200.1140.0112 | Classified Salaries | 518,048.72 | 616,789.38 | 873,767 | 18.73 | 934,930 | 16.50 | 934,930 |
| 200.1140.0122 | Substitutes - Classified | 105,953.30 | 10,318.60 | - | - | - | - | - |
| 200.1140.0130 | Ext Hrs - Licensed/Other | 3,926.13 | 2,605.10 | - | - | - | - | - |
| 200.1140.0131 | Ext Hrs - Classified | 101,662.93 | 78,233.33 | - | - | - | - | - |
| 200.1140.0211 | PERS - Employer Contribution | 194,441.19 | 196,320.37 | 258,944 | - | 277,070 | - | 277,070 |
| 200.1140.0212 | PERS Pick-Up - Employee Contribution | 46,415.53 | 46,383.13 | 57,267 | - | 61,276 | - | 61,276 |
| 200.1140.0220 | FICA (SS & Medicare) | 63,647.76 | 61,003.05 | 73,003 | - | 78,113 | - | 78,113 |
| 200.1140.0231 | Worker's Compensation | 2,616.47 | 2,267.41 | 16,700 | - | 17,869 | - | 17,869 |
| 200.1140.0242 | OEBB Licensed Insurance | 15,520.39 | 15,783.09 | 15,407 | - | 16,486 | - | 16,486 |
| 200.1140.0248 | OEBB Classified Insurance | 313,679.03 | 309,720.16 | 361,478 | - | 359,721 | - | 359,721 |
| 200.1140.0253 | Paid Leave Oregon | 7,932.08 | 7,803.35 | 14,314 | - | 15,316 | - | 15,316 |
| 200.1140.0324 | Rentals | 87,413.58 | 80,735.65 | 95,000 | - | 95,000 | - | 95,000 |
| 200.1140.0332 | Non-Reimbursable Student Transportation | 595.02 | - | 15,000 | - | 15,000 | - | 15,000 |
| 200.1140.0341 | Travel - Local in District | - | 900.00 | - | - | - | - | - |
| 200.1140.0342 | Travel - Out of District | 12,332.30 | 8,441.92 | - | - | - | - | - |
| 200.1140.0343 | Travel - Student Out of District | 253.13 | 1,440.90 | - | - | - | - | - |
| 200.1140.0350 | Communication | 399.00 | - | - | - | - | - | - |
| 200.1140.0353 | Postage | 2,173.73 | 1,119.25 | - | - | - | - | - |
| 200.1140.0355 | Printing & Binding | 6,779.92 | 903.00 | 6,250 | - | 6,250 | - | 6,250 |
| 200.1140.0374 | Other Tuition | - | - | 3,750 | - | 3,750 | - | 3,750 |
| 200.1140.0390 | Other Purchased Services | 91,082.09 | 54,754.79 | 50,000 | - | 50,000 | - | 50,000 |
| 200.1140.0410 | Consumable Supplies | 105,183.99 | 49,110.72 | 75,000 | - | 75,000 | - | 75,000 |
| 200.1140.0430 | Library Books | 13.82 | - | - | - | - | - | - |
| 200.1140.0460 | Non-Consumable Supplies | 58,197.78 | 42,014.29 | 50,000 | - | 50,000 | - | 50,000 |
| 200.1140.0470 | Computer Software | 85.86 | 4,500.00 | 37,500 | - | 37,500 | - | 37,500 |
| 200.1140.0480 | Computer Hardware | 3,009.53 | 2,811.92 | 112,500 | - | 112,500 | - | 112,500 |
| 200.1140.0640 | Dues and Fees | 2,870.60 | 11,935.88 | 11,250 | - | 11,250 | - | 11,250 |
| 200.1140.0670 | Taxes and Licenses | - | - | 2,500 | - | 2,500 | - | 2,500 |
| FUNCTION: Pre-Kindergarten | | 1,820,596.55 | 1,684,727.25 | 2,210,152 | 19.53 | 2,305,689 | 17.30 | 2,305,689 |
| | | | | | | | | |
| 200.1220.0112 | Classified Salaries | - | - | - | - | 89,837 | 2.00 | 89,837 |
| 200.1220.0130 | Ext Hrs - Licensed/Other | 211.65 | 2,032.81 | - | - | - | - | - |
| 200.1220.0131 | Ext Hrs - Classified | - | 1,648.43 | - | - | - | - | - |
| 200.1220.0133 | Ext Hrs - Translations | - | 111.20 | - | - | - | - | - |
| 200.1220.0211 | PERS - Employer Contribution | 53.29 | 50.77 | - | - | 35,935 | - | 35,935 |
| 200.1220.0212 | PERS Pick-Up - Employee Contribution | 12.78 | 12.17 | - | - | 5,390 | - | 5,390 |
| 200.1220.0220 | FICA (SS & Medicare) | 15.98 | 15.15 | - | - | 6,873 | - | 6,873 |
| 200.1220.0231 | Worker's Compensation | 0.62 | 0.58 | - | - | 2,695 | - | 2,695 |
| 200.1220.0248 | OEBB Classified Insurance | - | - | - | - | 39,360 | - | 39,360 |
| 200.1220.0253 | Paid Leave Oregon | 2.08 | 1.98 | - | - | 1,515 | - | 1,515 |
| 200.1220.0390 | Other Purchased Services | 303.27 | 2,774.95 | - | - | - | - | - |
| 200.1220.0410 | Consumable Supplies | - | 4,008.62 | - | - | - | - | - |
| FUNCTION: Restr Program Students with Disabilities | | 599.67 | 10,656.66 | - | - | 181,605 | 2.00 | 181,605 |
| | | | | | | | | |
| 200.1223.0111 | Licensed Salaries | - | - | - | - | 97,041 | 1.00 | 97,041 |
| 200.1223.0130 | Ext Hrs - Licensed/Other | - | 1,778.00 | - | - | - | - | - |
| 200.1223.0131 | Ext Hrs - Classified | - | 1,198.42 | - | - | | - | |
| 200.1223.0211 | PERS - Employer Contribution | - | 89.55 | - | - | 24,345 | - | 24,345 |
| 200.1223.0212 | PERS Pick-Up - Employee Contribution | - | 21.46 | - | - | 7,112 | - | 7,112 |
| 200.1223.0220 | FICA (SS & Medicare) | - | 27.38 | - | - | 7,424 | - | 7,424 |
| 200.1223.0231 | Worker's Compensation | - | 0.95 | - | - | 1,698 | - | 1,698 |
| 200.1223.0242 | OEBB Licensed Insurance | - | - | - | - | 20,607 | - | 20,607 |
| 200.1223.0253 | Paid Leave Oregon | - | 3.55 | - | - | 1,429 | - | 1,429 |
| 200.1223.0342 | Travel - Out of District | - | 2,255.54 | - | - | - | - | - |
| 200.1223.0390 | Other Purchased Services | - | 2,212.46 | - | - | - | - | - |
| 200.1223.0410 | Consumable Supplies | - | 5,695.42 | - | - | - | - | - |
| FUNCTION: Bridges Program | | - | 13,282.73 | - | - | 159,656 | 1.00 | 159,656 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1224.0111 | Licensed Salaries | - | 36,941.40 | - | - | - | - | - |
| 200.1224.0121 | Substitutes - Licensed | - | 288.93 | - | - | - | - | - |
| 200.1224.0130 | Ext Hrs - Licensed/Other | 126.99 | 1,901.29 | - | - | - | - | - |
| 200.1224.0131 | Ext Hrs - Classified | - | 7,320.95 | - | - | - | - | - |
| 200.1224.0133 | Ext Hrs - Translations | - | 78.12 | - | - | - | - | - |
| 200.1224.0211 | PERS - Employer Contribution | 31.96 | 11,936.37 | - | - | - | - | - |
| 200.1224.0212 | PERS Pick-Up - Employee Contribution | 7.65 | 2,772.99 | - | - | - | - | - |
| 200.1224.0220 | FICA (SS & Medicare) | 9.63 | 3,497.80 | - | - | - | - | - |
| 200.1224.0231 | Worker's Compensation | 0.37 | 128.88 | - | - | - | - | - |
| 200.1224.0242 | OEBB Licensed Insurance | - | 1,563.95 | - | - | - | - | - |
| 200.1224.0253 | Paid Leave Oregon | 1.26 | 454.47 | - | - | - | - | - |
| 200.1224.0341 | Travel - Local in District | - | 139.20 | - | - | - | - | - |
| 200.1224.0390 | Other Purchased Services | - | 38,843.75 | - | - | - | - | - |
| 200.1224.0410 | Consumable Supplies | - | 7,226.78 | - | - | - | - | - |
| 200.1224.0470 | Computer Software | - | 610.17 | - | - | - | - | - |
| FUNCTION: Life Skills Program | | 177.86 | 113,705.05 | - | - | - | - | - |
| | | | | | | | | |
| 200.1250.0111 | Licensed Salaries | 68,803.70 | 314,840.52 | 190,011 | 2.50 | 203,311 | 2.50 | 203,311 |
| 200.1250.0125 | In-District Subs (Licensed) | - | 1,078.99 | - | - | - | - | - |
| 200.1250.0130 | Ext Hrs - Licensed/Other | - | 14,215.57 | - | - | 15,000 | - | 15,000 |
| 200.1250.0131 | Ext Hrs - Classified | - | 4,768.39 | - | - | 5,000 | - | 5,000 |
| 200.1250.0133 | Ext Hrs - Translations | - | 2,022.22 | - | - | 5,000 | - | 5,000 |
| 200.1250.0145 | Special Education Staff stipends | - | 49,936.32 | - | - | - | - | - |
| 200.1250.0211 | PERS - Employer Contribution | 17,340.55 | 82,180.05 | 49,091 | - | 52,528 | - | 52,528 |
| 200.1250.0212 | PERS Pick-Up - Employee Contribution | 4,156.70 | 19,595.65 | 12,606 | - | 13,488 | - | 13,488 |
| 200.1250.0220 | FICA (SS & Medicare) | 5,273.26 | 25,686.85 | 14,536 | - | 15,553 | - | 15,553 |
| 200.1250.0231 | Worker's Compensation | 211.58 | 929.54 | 3,325 | - | 3,558 | - | 3,558 |
| 200.1250.0242 | OEBB Licensed Insurance | 14,549.94 | 37,489.90 | 48,147 | - | 51,517 | - | 51,517 |
| 200.1250.0253 | Paid Leave Oregon | 685.19 | 3,337.62 | 2,825 | - | 3,023 | - | 3,023 |
| 200.1250.0342 | Travel - Out of District | - | 29.48 | 25,000 | - | 25,000 | - | 25,000 |
| 200.1250.0390 | Other Purchased Services | - | 4,023.45 | 80,000 | - | 80,000 | - | 80,000 |
| 200.1250.0410 | Consumable Supplies | - | 8,461.19 | 75,000 | - | 75,000 | - | 75,000 |
| 200.1250.0460 | Non-Consumable Supplies | - | - | 15,000 | - | 15,000 | - | 15,000 |
| 200.1250.0470 | Computer Software | - | 8,194.88 | 5,000 | - | 5,000 | - | 5,000 |
| 200.1250.0480 | Computer Hardware | - | - | 15,000 | - | 15,000 | - | 15,000 |
| FUNCTION: Resource Room | | 111,020.92 | 576,790.62 | 535,540 | 2.50 | 582,978 | 2.50 | 582,978 |
| | | | | | | | | |
| 200.1260.0410 | Consumable Supplies | - | 225.86 | - | - | - | - | - |
| FUNCTION: Early Intervention | | - | 225.86 | - | - | - | - | - |
| | | | | | | | | |
| 200.1271.0111 | Licensed Salaries | 174,691.81 | 202,759.76 | 206,338 | 2.00 | 220,782 | 2.00 | 220,782 |
| 200.1271.0112 | Classified Salaries | 26,942.72 | 48,238.96 | - | - | 89,837 | 2.00 | 89,837 |
| 200.1271.0125 | In-District Subs (Licensed) | 206.44 | - | - | - | - | - | - |
| 200.1271.0130 | Ext Hrs - Licensed/Other | 9,045.81 | 4,695.48 | - | - | - | - | - |
| 200.1271.0131 | Ext Hrs - Classified | 5,650.79 | 90.20 | - | - | - | - | - |
| 200.1271.0211 | PERS - Employer Contribution | 57,931.58 | 71,874.70 | 55,180 | - | 124,248 | - | 124,248 |
| 200.1271.0212 | PERS Pick-Up - Employee Contribution | 12,966.77 | 16,102.09 | 16,319 | - | 18,637 | - | 18,637 |
| 200.1271.0220 | FICA (SS & Medicare) | 16,572.74 | 20,495.83 | 15,785 | - | 23,762 | - | 23,762 |
| 200.1271.0231 | Worker's Compensation | 660.82 | 720.66 | 3,611 | - | 9,319 | - | 9,319 |
| 200.1271.0242 | OEBB Licensed Insurance | 48,119.79 | 49,728.82 | 38,518 | - | 41,214 | - | 41,214 |
| 200.1271.0248 | OEBB Classified Insurance | 15,105.30 | 28,319.04 | - | - | 20,607 | - | 20,607 |
| 200.1271.0253 | Paid Leave Oregon | 2,150.18 | 2,663.21 | 3,019 | - | 3,230 | - | 3,230 |
| 200.1271.0341 | Travel - Local in District | - | 379.76 | - | - | - | - | - |
| 200.1271.0342 | Travel - Out of District | - | 85.16 | - | - | - | - | - |
| 200.1271.0374 | Other Tuition | - | 24,400.00 | - | - | 25,000 | - | 25,000 |
| 200.1271.0390 | Other Purchased Services | 21.22 | 47.00 | - | - | - | - | - |
| 200.1271.0410 | Consumable Supplies | 3,760.88 | 16,562.42 | - | - | - | - | - |
| 200.1271.0420 | Textbooks | 4,190.16 | - | - | - | - | - | - |
| 200.1271.0470 | Computer Software | 103,712.00 | 58,295.00 | 105,000 | - | 105,000 | - | 105,000 |
| FUNCTION: Remediation | | 481,729.01 | 545,458.09 | 443,770 | 2.00 | 681,636 | 4.00 | 681,636 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1272.0111 | Licensed Salaries | 247,393.42 | 203,571.77 | 217,737 | 2.00 | 232,979 | 2.00 | 232,979 |
| 200.1272.0112 | Classified Salaries | 46,351.20 | 28,816.99 | 83,959 | 2.00 | 131,816 | 2.50 | 131,816 |
| 200.1272.0130 | Ext Hrs - Licensed/Other | 51,389.73 | 78,310.47 | - | - | - | - | - |
| 200.1272.0131 | Ext Hrs - Classified | 23,680.76 | 38,483.24 | - | - | - | - | - |
| 200.1272.0211 | PERS - Employer Contribution | 95,726.94 | 93,621.57 | 78,129 | - | 145,918 | - | 145,918 |
| 200.1272.0212 | PERS Pick-Up - Employee Contribution | 21,562.62 | 21,206.68 | 24,534 | - | 21,888 | - | 21,888 |
| 200.1272.0220 | FICA (SS & Medicare) | 28,210.28 | 27,594.23 | 23,080 | - | 27,907 | - | 27,907 |
| 200.1272.0231 | Worker's Compensation | 1,129.70 | 994.49 | 5,280 | - | 10,944 | - | 10,944 |
| 200.1272.0242 | OEBB Licensed Insurance | 44,099.11 | 51,237.29 | 38,518 | - | 41,214 | - | 41,214 |
| 200.1272.0248 | OEBB Classified Insurance | 31,082.22 | 20,939.52 | 38,592 | - | 48,240 | - | 48,240 |
| 200.1272.0253 | Paid Leave Oregon | 3,523.05 | 3,585.73 | 4,404 | - | 4,712 | - | 4,712 |
| 200.1272.0332 | Non-Reimbursable Student Transportation | 199.36 | - | - | - | - | - | - |
| 200.1272.0341 | Travel - Local in District | 352.09 | - | - | - | - | - | - |
| 200.1272.0342 | Travel - Out of District | 99.30 | 60.37 | - | - | - | - | - |
| 200.1272.0343 | Travel - Student Out of District | 3,875.10 | 1,680.00 | - | - | - | - | - |
| 200.1272.0374 | Other Tuition | 11,445.00 | - | - | - | - | - | - |
| 200.1272.0390 | Other Purchased Services | 11,458.78 | 12,308.22 | - | - | - | - | - |
| 200.1272.0410 | Consumable Supplies | 51,082.82 | 107,323.10 | 75,000 | - | 75,000 | - | 75,000 |
| 200.1272.0470 | Computer Software | 16,364.00 | 42,920.90 | 17,500 | - | 17,500 | - | 17,500 |
| 200.1272.0480 | Computer Hardware | 25,730.00 | 10,722.64 | 27,000 | - | 27,000 | - | 27,000 |
| 200.1272.0640 | Dues and Fees | 85.00 | - | - | - | - | - | - |
| FUNCTION: Title I | | 714,840.48 | 743,377.21 | 633,733 | 4.00 | 785,118 | 4.50 | 785,118 |
| | | | | | | | | |
| 200.1280.0121 | Substitutes - Licensed | 66.75 | - | - | - | - | - | - |
| 200.1280.0125 | In-District Subs (Licensed) | 100.38 | - | - | - | - | - | - |
| 200.1280.0131 | Ext Hrs - Classified | - | 59.87 | - | - | - | - | - |
| 200.1280.0211 | PERS - Employer Contribution | 44.78 | 15.08 | - | - | - | - | - |
| 200.1280.0212 | PERS Pick-Up - Employee Contribution | 4.03 | 3.61 | - | - | - | - | - |
| 200.1280.0220 | FICA (SS & Medicare) | 12.85 | 4.60 | - | - | - | - | - |
| 200.1280.0231 | Worker's Compensation | 0.52 | 0.19 | - | - | - | - | - |
| 200.1280.0253 | Paid Leave Oregon | 1.67 | 0.60 | - | - | - | - | - |
| 200.1280.0410 | Consumable Supplies | 3,539.91 | 5,755.59 | - | - | - | - | - |
| FUNCTION: Alternative Education | | 3,770.89 | 5,839.54 | - | - | - | - | - |
| | | | | | | | | |
| 200.1281.0371 | Tuition - OR Districts | 24,019.00 | 47,054.00 | 25,000 | - | 25,000 | - | 25,000 |
| FUNCTION: Public Alternative Programs | | 24,019.00 | 47,054.00 | 25,000 | - | 25,000 | - | 25,000 |
| | | | | | | | | |
| 200.1288.0360 | Charter School Payments | 584,633.68 | 159,615.55 | 500,000 | - | 650,000 | - | 650,000 |
| FUNCTION: Charter Schools | | 584,633.68 | 159,615.55 | 500,000 | - | 650,000 | - | 650,000 |
| | | | | | | | | |
| 200.1291.0111 | Licensed Salaries | - | 102,517.29 | 102,551 | 1.00 | 109,730 | 1.00 | 109,730 |
| 200.1291.0112 | Classified Salaries | - | 42,357.48 | 66,429 | 2.00 | 137,508 | 3.00 | 137,508 |
| 200.1291.0124 | Temporary - Classified | 5,435.24 | 1,256.13 | - | - | - | - | - |
| 200.1291.0131 | Ext Hrs - Classified | 255.98 | 147.29 | - | - | - | - | - |
| 200.1291.0211 | PERS - Employer Contribution | 885.87 | 34,710.72 | 47,624 | - | 98,895 | - | 98,895 |
| 200.1291.0212 | PERS Pick-Up - Employee Contribution | 212.35 | 7,622.66 | 10,500 | - | 14,834 | - | 14,834 |
| 200.1291.0220 | FICA (SS & Medicare) | 437.95 | 11,257.44 | 12,927 | - | 18,914 | - | 18,914 |
| 200.1291.0231 | Worker's Compensation | 18.24 | 411.59 | 2,957 | - | 7,417 | - | 7,417 |
| 200.1291.0242 | OEBB Licensed Insurance | - | 17,555.47 | 19,259 | - | 20,607 | - | 20,607 |
| 200.1291.0248 | OEBB Classified Insurance | - | 25,436.12 | 38,592 | - | 60,733 | - | 60,733 |
| 200.1291.0253 | Paid Leave Oregon | 56.91 | 1,462.84 | 2,527 | - | 2,704 | - | 2,704 |
| 200.1291.0390 | Other Purchased Services | 5,000.00 | 75,246.38 | - | - | - | - | - |
| 200.1291.0410 | Consumable Supplies | 32,201.76 | 42,602.74 | - | - | - | - | - |
| 200.1291.0470 | Computer Software | 33,068.00 | 26,025.00 | - | - | - | - | - |
| FUNCTION: ESL | | 77,572.30 | 388,609.15 | 303,367 | 3.00 | 471,342 | 4.00 | 471,342 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1293.0111 | Licensed Salaries | 70,090.83 | 107,497.58 | 96,229 | 1.20 | 102,965 | 1.20 | 102,965 |
| 200.1293.0112 | Classified Salaries | 66,379.14 | 144,832.53 | 200,499 | 2.30 | 475,707 | 5.10 | 475,707 |
| 200.1293.0124 | Temporary - Classified | 14,358.06 | 20,683.83 | - | - | - | - | - |
| 200.1293.0130 | Ext Hrs - Licensed/Other | 232,945.34 | 3,363.25 | - | - | - | - | - |
| 200.1293.0131 | Ext Hrs - Classified | 107,341.26 | 59,443.51 | - | - | - | - | - |
| 200.1293.0211 | PERS - Employer Contribution | 112,569.49 | 80,119.90 | 81,060 | - | 192,323 | - | 192,323 |
| 200.1293.0212 | PERS Pick-Up - Employee Contribution | 24,934.25 | 17,433.94 | 19,050 | - | 45,199 | - | 45,199 |
| 200.1293.0220 | FICA (SS & Medicare) | 78,504.86 | 23,532.69 | 22,700 | - | 53,858 | - | 53,858 |
| 200.1293.0231 | Worker's Compensation | 1,164.76 | 910.08 | 5,193 | - | 12,320 | - | 12,320 |
| 200.1293.0242 | OEBB Licensed Insurance | (17,210.71) | 25,282.75 | 23,111 | - | 24,728 | - | 24,728 |
| 200.1293.0248 | OEBB Classified Insurance | 11,205.56 | 57,465.52 | 44,381 | - | 100,368 | - | 100,368 |
| 200.1293.0253 | Paid Leave Oregon | 1,629.58 | 3,130.03 | 4,428 | - | 10,506 | - | 10,506 |
| 200.1293.0324 | Rentals | 40,855.15 | 42,176.47 | - | - | - | - | - |
| 200.1293.0330 | Student Transportation Services | 90.00 | - | - | - | - | - | - |
| 200.1293.0332 | Non-Reimbursable Student Transportation | 216.44 | - | - | - | - | - | - |
| 200.1293.0341 | Travel - Local in District | 215.99 | 64.57 | - | - | - | - | - |
| 200.1293.0342 | Travel - Out of District | 32,057.22 | 19,014.13 | - | - | - | - | - |
| 200.1293.0343 | Travel - Student Out of District | 101,559.20 | 66,374.89 | 125,000 | - | 125,000 | - | 125,000 |
| 200.1293.0353 | Postage | 157.19 | - | - | - | - | - | - |
| 200.1293.0374 | Other Tuition | 22,190.00 | 56,400.00 | 27,500 | - | 27,500 | - | 27,500 |
| 200.1293.0390 | Other Purchased Services | 8,262.53 | 20,096.30 | - | - | - | - | - |
| 200.1293.0410 | Consumable Supplies | 25,730.77 | 42,953.16 | 35,000 | - | 35,000 | - | 35,000 |
| 200.1293.0480 | Computer Hardware | 1,498.92 | 156.40 | - | - | - | - | - |
| 200.1293.0640 | Dues and Fees | 270.00 | 10.00 | 25,000 | - | - | - | - |
| FUNCTION: Migrant Education | | 937,015.83 | 790,941.53 | 709,150 | 3.50 | 1,205,474 | 6.30 | 1,205,474 |
| | | | | | | | | |
| 200.1299.0112 | Classified Salaries | 102,470.91 | 145,909.85 | 153,940 | 3.50 | 164,716 | 3.50 | 164,716 |
| 200.1299.0113 | Administrator Salaries | 130,156.00 | 96.00 | - | - | - | - | - |
| 200.1299.0114 | Managerial Salaries | - | 103,245.58 | 105,585 | 1.50 | 112,976 | 1.50 | 112,976 |
| 200.1299.0124 | Temporary - Classified | 178,498.85 | 190,978.22 | - | - | - | - | - |
| 200.1299.0130 | Ext Hrs - Licensed/Other | 1,729.77 | - | - | - | - | - | - |
| 200.1299.0131 | Ext Hrs - Classified | 23,942.39 | 18,792.50 | - | - | - | - | - |
| 200.1299.0142 | Cell Phone Stipend | 2,400.00 | 2,400.00 | 2,592 | - | - | - | - |
| 200.1299.0211 | PERS - Employer Contribution | 85,047.82 | 87,566.67 | 68,982 | - | 73,810 | - | 73,810 |
| 200.1299.0212 | PERS Pick-Up - Employee Contribution | 16,760.84 | 16,901.72 | 16,220 | - | 17,356 | - | 17,356 |
| 200.1299.0220 | FICA (SS & Medicare) | 32,715.22 | 32,658.58 | 20,052 | - | 21,456 | - | 21,456 |
| 200.1299.0231 | Worker's Compensation | 1,487.66 | 1,407.55 | 4,587 | - | 4,908 | - | 4,908 |
| 200.1299.0242 | OEBB Licensed Insurance | - | - | 41,700 | - | 44,619 | - | 44,619 |
| 200.1299.0243 | OEBB Admin Insurance | 42,877.98 | 45,239.58 | - | - | - | - | - |
| 200.1299.0248 | OEBB Classified Insurance | 33,781.87 | 30,078.60 | 71,788 | - | 76,813 | - | 76,813 |
| 200.1299.0253 | Paid Leave Oregon | 4,173.11 | 4,590.56 | 3,921 | - | 4,196 | - | 4,196 |
| 200.1299.0332 | Non-Reimbursable Student Transportation | 489.61 | - | - | - | - | - | - |
| 200.1299.0342 | Travel - Out of District | 8.00 | - | - | - | - | - | - |
| 200.1299.0343 | Travel - Student Out of District | 1,587.22 | 1,620.29 | - | - | - | - | - |
| 200.1299.0374 | Other Tuition | 31,590.00 | 14,200.00 | 35,000 | - | 35,000 | - | 35,000 |
| 200.1299.0390 | Other Purchased Services | 1,713.50 | 2,359.82 | - | - | - | - | - |
| 200.1299.0410 | Consumable Supplies | 54,407.42 | 34,210.34 | 75,000 | - | 75,000 | - | 75,000 |
| FUNCTION: Other Programs | | 745,838.17 | 732,255.86 | 599,368 | 5.00 | 630,850 | 5.00 | 630,850 |
| | | | | | | | | |
| 200.1400.0130 | Ext Hrs - Licensed/Other | (59,839.32) | 5,969.54 | 1,000,000 | - | 1,000,000 | - | 1,000,000 |
| 200.1400.0131 | Ext Hrs - Classified | 81,467.18 | 10,488.38 | - | - | - | - | - |
| 200.1400.0211 | PERS - Employer Contribution | 18,627.89 | 4,390.58 | 300,000 | - | 321,000 | - | 321,000 |
| 200.1400.0212 | PERS Pick-Up - Employee Contribution | 4,326.91 | 778.02 | 60,000 | - | 64,200 | - | 64,200 |
| 200.1400.0220 | FICA (SS & Medicare) | 6,507.79 | 1,258.12 | 76,500 | - | 81,855 | - | 81,855 |
| 200.1400.0231 | Worker's Compensation | 1,308.17 | 42.40 | 20,000 | - | 21,400 | - | 21,400 |
| 200.1400.0253 | Paid Leave Oregon | 34.53 | 163.45 | - | - | - | - | - |
| 200.1400.0332 | Non-Reimbursable Student Transportation | - | 2,162.52 | - | - | - | - | - |
| 200.1400.0374 | Other Tuition | 63,519.32 | - | - | - | - | - | - |
| 200.1400.0390 | Other Purchased Services | 1,297.10 | 933.48 | - | - | - | - | - |
| 200.1400.0410 | Consumable Supplies | 4,845.96 | 12,255.29 | 500,000 | - | 500,000 | - | 500,000 |
| FUNCTION: Summer School Programs | | 122,095.53 | 38,441.78 | 1,956,500 | - | 1,988,455 | - | 1,988,455 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.1410.0124 | Temporary - Classified | 63,464.50 | 70,707.23 | - | - | - | - | - |
| 200.1410.0130 | Ext Hrs - Licensed/Other | 165,940.78 | 286,775.67 | - | - | - | - | - |
| 200.1410.0131 | Ext Hrs - Classified | 93,100.21 | 56,382.92 | - | - | - | - | - |
| 200.1410.0211 | PERS - Employer Contribution | 70,384.50 | 91,153.09 | - | - | - | - | - |
| 200.1410.0212 | PERS Pick-Up - Employee Contribution | 15,722.91 | 20,215.31 | - | - | - | - | - |
| 200.1410.0220 | FICA (SS & Medicare) | 23,799.12 | 31,252.93 | - | - | - | - | - |
| 200.1410.0231 | Worker's Compensation | 1,004.88 | 1,240.63 | - | - | - | - | - |
| 200.1410.0253 | Paid Leave Oregon | 116.57 | 4,133.88 | - | - | - | - | - |
| 200.1410.0332 | Non-Reimbursable Student Transportation | - | 867.24 | - | - | - | - | - |
| 200.1410.0341 | Travel - Local in District | - | 84.29 | - | - | - | - | - |
| 200.1410.0342 | Travel - Out of District | - | 455.87 | - | - | - | - | - |
| 200.1410.0343 | Travel - Student Out of District | 8,238.92 | - | - | - | - | - | - |
| 200.1410.0390 | Other Purchased Services | 7,455.07 | 3,634.90 | - | - | - | - | - |
| 200.1410.0410 | Consumable Supplies | 64,593.42 | 114,855.51 | - | - | - | - | - |
| FUNCTION: Summer School - Intermediate | | 513,820.88 | 681,759.47 | - | - | - | - | - |
| | | | | | | | | |
| 200.1420.0124 | Temporary - Classified | 514.69 | - | - | - | - | - | - |
| 200.1420.0130 | Ext Hrs - Licensed/Other | 70,290.00 | 134,389.34 | - | - | - | - | - |
| 200.1420.0131 | Ext Hrs - Classified | 69,338.65 | 160,453.70 | - | - | - | - | - |
| 200.1420.0211 | PERS - Employer Contribution | 35,517.59 | 65,438.98 | - | - | - | - | - |
| 200.1420.0212 | PERS Pick-Up - Employee Contribution | 8,271.15 | 15,506.06 | - | - | - | - | - |
| 200.1420.0220 | FICA (SS & Medicare) | 10,719.73 | 22,688.44 | - | - | - | - | - |
| 200.1420.0231 | Worker's Compensation | 433.35 | 897.14 | - | - | - | - | - |
| 200.1420.0253 | Paid Leave Oregon | 19.93 | 2,948.19 | - | - | - | - | - |
| 200.1420.0341 | Travel - Local in District | - | 87.70 | - | - | - | - | - |
| 200.1420.0342 | Travel - Out of District | - | 141.67 | - | - | - | - | - |
| 200.1420.0343 | Travel - Student Out of District | 7,582.92 | - | - | - | - | - | - |
| 200.1420.0410 | Consumable Supplies | 15,987.91 | 45,389.50 | - | - | - | - | - |
| FUNCTION: Middle School Summer School Programs | | 218,675.92 | 447,940.72 | - | - | - | - | - |
| | | | | | | | | |
| 200.1430.0130 | Ext Hrs - Licensed/Other | 36,461.23 | - | - | - | - | - | - |
| 200.1430.0131 | Ext Hrs - Classified | 17,756.46 | - | - | - | - | - | - |
| 200.1430.0211 | PERS - Employer Contribution | 13,322.19 | - | - | - | - | - | - |
| 200.1430.0212 | PERS Pick-Up - Employee Contribution | 3,155.43 | - | - | - | - | - | - |
| 200.1430.0220 | FICA (SS & Medicare) | 4,147.77 | - | - | - | - | - | - |
| 200.1430.0231 | Worker's Compensation | 168.96 | - | - | - | - | - | - |
| 200.1430.0253 | Paid Leave Oregon | 41.63 | - | - | - | - | - | - |
| FUNCTION: High School Summer School Programs | | 75,053.67 | - | - | - | - | - | - |
| | | | | | | | | |
| 200.2110.0410 | Consumable Supplies | 50.72 | - | - | - | - | - | - |
| FUNCTION: Service Area Direction | | 50.72 | - | - | - | - | - | - |
| | | | | | | | | |
| 200.2112.0112 | Classified Salaries | 131,033.93 | 90,474.01 | 101,475 | 2.00 | 158,578 | 2.50 | 158,578 |
| 200.2112.0124 | Temporary - Classified | 784.69 | - | - | - | - | - | - |
| 200.2112.0130 | Ext Hrs - Licensed/Other | 24,703.46 | 177.80 | - | - | - | - | - |
| 200.2112.0131 | Ext Hrs - Classified | 58,751.52 | - | - | - | - | - | - |
| 200.2112.0133 | Ext Hrs - Translations | 480.89 | 99.82 | - | - | - | - | - |
| 200.2112.0142 | Cell Phone Stipend | 270.00 | 180.00 | 1,166 | - | - | - | - |
| 200.2112.0211 | PERS - Employer Contribution | 50,871.50 | 22,901.53 | 26,981 | - | 63,431 | - | 63,431 |
| 200.2112.0212 | PERS Pick-Up - Employee Contribution | 12,223.95 | 5,488.36 | 6,414 | - | 9,515 | - | 9,515 |
| 200.2112.0220 | FICA (SS & Medicare) | 16,540.51 | 6,943.11 | 7,852 | - | 12,131 | - | 12,131 |
| 200.2112.0231 | Worker's Compensation | 729.40 | 256.48 | 1,796 | - | 4,757 | - | 4,757 |
| 200.2112.0248 | OEBB Classified Insurance | 52,845.78 | 22,224.79 | 38,592 | - | 49,200 | - | 49,200 |
| 200.2112.0253 | Paid Leave Oregon | 2,145.48 | 902.19 | 1,535 | - | 1,642 | - | 1,642 |
| 200.2112.0341 | Travel - Local in District | 573.96 | 609.71 | - | - | - | - | - |
| 200.2112.0342 | Travel - Out of District | 465.02 | 2,482.02 | - | - | - | - | - |
| 200.2112.0343 | Travel - Student Out of District | 598.00 | - | - | - | - | - | - |
| 200.2112.0355 | Printing & Binding | 19,014.86 | 689.00 | - | - | - | - | - |
| 200.2112.0390 | Other Purchased Services | - | 1,497.00 | - | - | - | - | - |
| 200.2112.0410 | Consumable Supplies | 43,720.48 | 8,714.70 | 50,000 | - | - | - | - |
| FUNCTION: Attendance Services | | 415,753.43 | 163,640.52 | 235,811 | 2.00 | 299,254 | 2.50 | 299,254 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.2113.0111 | Licensed Salaries | 80,732.18 | 85,801.90 | 90,693 | 1.00 | 97,041 | 1.00 | 97,041 |
| 200.2113.0131 | Ext Hrs - Classified | 2,616.47 | 1,196.92 | - | - | - | - | - |
| 200.2113.0211 | PERS - Employer Contribution | 21,053.62 | 19,893.43 | 22,752 | - | 24,345 | - | 24,345 |
| 200.2113.0212 | PERS Pick-Up - Employee Contribution | 5,030.09 | 4,761.94 | 6,647 | - | 7,112 | - | 7,112 |
| 200.2113.0220 | FICA (SS & Medicare) | 6,411.66 | 6,070.54 | 6,938 | - | 7,424 | - | 7,424 |
| 200.2113.0231 | Worker's Compensation | 254.36 | 219.58 | 1,587 | - | 1,698 | - | 1,698 |
| 200.2113.0242 | OEBB Licensed Insurance | 9,903.56 | 12,734.30 | 19,259 | - | 20,607 | - | 20,607 |
| 200.2113.0253 | Paid Leave Oregon | 833.11 | 788.78 | 1,335 | - | 1,429 | - | 1,429 |
| 200.2113.0341 | Travel - Local in District | 3.47 | 37.92 | - | - | - | - | - |
| FUNCTION: Social Work Services | | 126,838.52 | 131,505.31 | 149,211 | 1.00 | 159,656 | 1.00 | 159,656 |
| | | | | | | | | |
| 200.2114.0131 | Ext Hrs - Classified | 640.04 | - | - | - | - | - | - |
| 200.2114.0211 | PERS - Employer Contribution | 178.38 | - | - | - | - | - | - |
| 200.2114.0212 | PERS Pick-Up - Employee Contribution | 38.40 | - | - | - | - | - | - |
| 200.2114.0220 | FICA (SS & Medicare) | 48.06 | - | - | - | - | - | - |
| 200.2114.0231 | Worker's Compensation | 1.97 | - | - | - | - | - | - |
| 200.2114.0253 | Paid Leave Oregon | 6.23 | - | - | - | - | - | - |
| 200.2114.0470 | Computer Software | 26,125.67 | 14,949.21 | 30,000 | - | 30,000 | - | 30,000 |
| FUNCTION: Student Accounting Services | | 27,038.75 | 14,949.21 | 30,000 | - | 30,000 | - | 30,000 |
| | | | | | | | | |
| 200.2115.0142 | Cell Phone Stipend | 180.00 | - | - | - | - | - | - |
| 200.2115.0211 | PERS - Employer Contribution | 37.88 | - | - | - | - | - | - |
| 200.2115.0212 | PERS Pick-Up - Employee Contribution | 9.12 | - | - | - | - | - | - |
| 200.2115.0220 | FICA (SS & Medicare) | 11.35 | - | - | - | - | - | - |
| 200.2115.0231 | Worker's Compensation | 0.48 | - | - | - | - | - | - |
| 200.2115.0248 | OEBB Classified Insurance | 1.49 | - | - | - | - | - | - |
| 200.2115.0253 | Paid Leave Oregon | 1.48 | - | - | - | - | - | - |
| FUNCTION: Student Safety | | 241.80 | - | - | - | - | - | - |
| | | | | | | | | |
| 200.2117.0111 | Licensed Salaries | 39,767.59 | 1,805.44 | 46,433 | 1.00 | - | - | - |
| 200.2117.0112 | Classified Salaries | 89,359.17 | 49,018.15 | 142,041 | 1.00 | 201,983 | 1.50 | 201,983 |
| 200.2117.0131 | Ext Hrs - Classified | 4,932.51 | 2,663.69 | - | - | - | - | - |
| 200.2117.0142 | Cell Phone Stipend | 90.00 | 90.00 | 194 | - | - | - | - |
| 200.2117.0211 | PERS - Employer Contribution | 29,097.16 | 19,522.39 | 54,512 | - | 80,793 | - | 80,793 |
| 200.2117.0212 | PERS Pick-Up - Employee Contribution | 6,509.04 | 4,214.62 | 11,363 | - | 12,119 | - | 12,119 |
| 200.2117.0220 | FICA (SS & Medicare) | 14,991.17 | 5,317.19 | 14,433 | - | 15,452 | - | 15,452 |
| 200.2117.0231 | Worker's Compensation | 232.43 | 200.92 | 3,302 | - | 6,059 | - | 6,059 |
| 200.2117.0242 | OEBB Licensed Insurance | - | 434.58 | 19,296 | - | - | - | - |
| 200.2117.0248 | OEBB Classified Insurance | 23,374.46 | 12,338.50 | 19,296 | - | 29,520 | - | 29,520 |
| 200.2117.0253 | Paid Leave Oregon | 936.93 | 690.83 | 2,829 | - | 3,027 | - | 3,027 |
| 200.2117.0341 | Travel - Local in District | - | 303.37 | - | - | - | - | - |
| 200.2117.0342 | Travel - Out of District | - | 7,514.08 | - | - | - | - | - |
| 200.2117.0355 | Printing & Binding | 159.00 | 363.00 | - | - | - | - | - |
| 200.2117.0410 | Consumable Supplies | 108.91 | - | 50,000 | - | 50,000 | - | 50,000 |
| FUNCTION: Identification and Recruitment of Migrant Children | | 209,558.37 | 104,476.76 | 363,698 | 2.00 | 398,953 | 1.50 | 398,953 |
| | | | | | | | | |
| 200.2120.0112 | Classified Salaries | 30,364.64 | 43,185.98 | 48,507 | 1.00 | 51,903 | 1.00 | 51,903 |
| 200.2120.0142 | Cell Phone Stipend | 135.00 | 180.00 | 194 | - | - | - | - |
| 200.2120.0211 | PERS - Employer Contribution | 7,708.28 | 11,068.68 | 12,876 | - | 13,777 | - | 13,777 |
| 200.2120.0212 | PERS Pick-Up - Employee Contribution | 1,847.79 | 2,653.33 | 2,959 | - | 3,166 | - | 3,166 |
| 200.2120.0220 | FICA (SS & Medicare) | 25,372.20 | 3,165.93 | 3,726 | - | 3,986 | - | 3,986 |
| 200.2120.0231 | Worker's Compensation | - | 124.67 | 852 | - | 912 | - | 912 |
| 200.2120.0248 | OEBB Classified Insurance | - | 28,813.20 | 19,296 | - | 20,647 | - | 20,647 |
| 200.2120.0253 | Paid Leave Oregon | 270.08 | 411.37 | 730 | - | 781 | - | 781 |
| FUNCTION: Guidance Services | | 65,697.99 | 89,603.16 | 89,140 | 1.00 | 95,172 | 1.00 | 95,172 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.2122.0111 | Licensed Salaries | 439,072.29 | 540,705.81 | 569,123 | 6.50 | 583,961 | 6.00 | 583,961 |
| 200.2122.0130 | Ext Hrs - Licensed/Other | - | 177.80 | - | - | - | - | - |
| 200.2122.0211 | PERS - Employer Contribution | 84,829.21 | 138,330.58 | 154,047 | - | 164,830 | - | 164,830 |
| 200.2122.0212 | PERS Pick-Up - Employee Contribution | - | 32,577.03 | 34,147 | - | 36,538 | - | 36,538 |
| 200.2122.0220 | FICA (SS & Medicare) | - | 41,439.95 | 43,538 | - | 46,586 | - | 46,586 |
| 200.2122.0231 | Worker's Compensation | - | 1,493.83 | 9,960 | - | 10,657 | - | 10,657 |
| 200.2122.0242 | OEBB Licensed Insurance | - | 133,445.30 | 125,182 | - | 118,080 | - | 118,080 |
| 200.2122.0253 | Paid Leave Oregon | - | 5,384.56 | 8,537 | - | 9,134 | - | 9,134 |
| 200.2122.0342 | Travel - Out of District | 13,979.36 | - | - | - | - | - | - |
| 200.2122.0390 | Other Purchased Services | 2,600.00 | 48,399.38 | 5,000 | - | 5,000 | - | 5,000 |
| 200.2122.0410 | Consumable Supplies | 4,325.56 | 782.66 | 10,000 | - | 10,000 | - | 10,000 |
| 200.2122.0460 | Non-Consumable Supplies | - | 976.00 | - | - | - | - | - |
| FUNCTION: Counseling | | 544,806.42 | 943,712.90 | 959,533 | 6.50 | 984,786 | 6.00 | 984,786 |
| 200.2130.0342 | Travel - Out of District | - | 48.02 | - | - | - | - | - |
| 200.2130.0410 | Consumable Supplies | 4,469.70 | - | - | - | - | - | - |
| FUNCTION: Health Services | | 4,469.70 | 48.02 | - | - | - | - | - |
| 200.2134.0112 | Classified Salaries | 89,697.32 | 95,106.11 | 101,936 | 2.00 | 109,071 | 2.00 | 109,071 |
| 200.2134.0142 | Cell Phone Stipend | 360.00 | 360.00 | 389 | - | - | - | - |
| 200.2134.0211 | PERS - Employer Contribution | 22,671.96 | 24,033.80 | 27,057 | - | 28,951 | - | 28,951 |
| 200.2134.0212 | PERS Pick-Up - Employee Contribution | 5,434.76 | 5,761.24 | 6,213 | - | 6,648 | - | 6,648 |
| 200.2134.0220 | FICA (SS & Medicare) | 6,688.90 | 7,102.82 | 7,828 | - | 8,376 | - | 8,376 |
| 200.2134.0231 | Worker's Compensation | 290.12 | 277.42 | 1,791 | - | 1,916 | - | 1,916 |
| 200.2134.0248 | OEBB Classified Insurance | 51,453.36 | 53,142.48 | 38,592 | - | 41,293 | - | 41,293 |
| 200.2134.0253 | Paid Leave Oregon | 869.22 | 922.93 | 1,533 | - | 1,641 | - | 1,641 |
| FUNCTION: Nurse Services | | 177,465.64 | 186,706.80 | 185,338 | 2.00 | 197,896 | 2.00 | 197,896 |
| 200.2135.0640 | Dues and Fees | - | 2,814.94 | - | - | - | - | - |
| FUNCTION: MAC Monies | | - | 2,814.94 | - | - | - | - | - |
| 200.2139.0390 | Other Purchased Services | 37,904.00 | (28,428.00) | 40,000 | - | 40,000 | - | 40,000 |
| FUNCTION: Other Health Services | | 37,904.00 | (28,428.00) | 40,000 | - | 40,000 | - | 40,000 |
| 200.2142.0130 | Ext Hrs - Licensed/Other | 4,233.01 | 6,938.87 | - | - | - | - | - |
| 200.2142.0131 | Ext Hrs - Classified | - | 158.60 | - | - | - | - | - |
| 200.2142.0133 | Ext Hrs - Translations | - | 72.53 | - | - | - | - | - |
| 200.2142.0211 | PERS - Employer Contribution | 996.86 | 85.42 | - | - | - | - | - |
| 200.2142.0212 | PERS Pick-Up - Employee Contribution | 238.98 | 20.47 | - | - | - | - | - |
| 200.2142.0220 | FICA (SS & Medicare) | 300.07 | 25.66 | - | - | - | - | - |
| 200.2142.0231 | Worker's Compensation | 12.73 | 0.98 | - | - | - | - | - |
| 200.2142.0253 | Paid Leave Oregon | 30.78 | 3.34 | - | - | - | - | - |
| 200.2142.0341 | Travel - Local in District | - | 724.15 | - | - | - | - | - |
| 200.2142.0342 | Travel - Out of District | - | 1,565.00 | - | - | - | - | - |
| 200.2142.0390 | Other Purchased Services | 9,562.84 | 15,000.00 | - | - | 15,000 | - | 15,000 |
| 200.2142.0410 | Consumable Supplies | 3,121.98 | 17,352.27 | - | - | - | - | - |
| 200.2142.0640 | Dues and Fees | - | 1,250.00 | - | - | - | - | - |
| FUNCTION: Psychological Testing Services | | 18,497.25 | 43,197.29 | - | - | 15,000 | - | 15,000 |
| 200.2143.0111 | Licensed Salaries | 460,817.18 | 461,794.71 | 519,722 | 5.50 | 661,464 | 7.00 | 661,464 |
| 200.2143.0130 | Ext Hrs - Licensed/Other | 2,793.79 | 1,476.04 | - | - | - | - | - |
| 200.2143.0142 | Cell Phone Stipend | 360.00 | 285.00 | 389 | - | - | - | - |
| 200.2143.0211 | PERS - Employer Contribution | 125,417.79 | 125,297.80 | 146,851 | - | 264,586 | - | 264,586 |
| 200.2143.0212 | PERS Pick-Up - Employee Contribution | 27,889.58 | 27,789.87 | 32,538 | - | 39,687 | - | 39,687 |
| 200.2143.0220 | FICA (SS & Medicare) | 35,441.02 | 35,344.53 | 39,788 | - | 50,602 | - | 50,602 |
| 200.2143.0231 | Worker's Compensation | 1,409.83 | 1,267.44 | 9,102 | - | 19,844 | - | 19,844 |
| 200.2143.0242 | OEBB Licensed Insurance | 116,569.37 | 128,991.94 | 105,923 | - | 137,760 | - | 137,760 |
| 200.2143.0253 | Paid Leave Oregon | 4,519.05 | 4,592.67 | 7,777 | - | 8,866 | - | 8,866 |
| 200.2143.0341 | Travel - Local in District | - | 290.32 | - | - | - | - | - |
| 200.2143.0342 | Travel - Out of District | - | 675.76 | - | - | - | - | - |
| 200.2143.0410 | Consumable Supplies | 113.84 | - | - | - | - | - | - |
| FUNCTION: Psychological Counseling Services | | 775,331.45 | 787,806.08 | 862,091 | 5.50 | 1,182,809 | 7.00 | 1,182,809 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.2150.0130 | Ext Hrs - Licensed/Other | 4,719.80 | 11,076.87 | - | - | - | - | - |
| 200.2150.0211 | PERS - Employer Contribution | 1,187.21 | - | - | - | - | - | - |
| 200.2150.0212 | PERS Pick-Up - Employee Contribution | 284.61 | - | - | - | - | - | - |
| 200.2150.0220 | FICA (SS & Medicare) | 362.36 | - | - | - | - | - | - |
| 200.2150.0231 | Worker's Compensation | 14.99 | - | - | - | - | - | - |
| 200.2150.0253 | Paid Leave Oregon | 38.91 | - | - | - | - | - | - |
| 200.2150.0322 | Repair & Maintenance | 800.00 | 1,115.00 | - | - | - | - | - |
| 200.2150.0341 | Travel - Local in District | - | 339.69 | - | - | - | - | - |
| 200.2150.0390 | Other Purchased Services | - | 120,847.50 | - | - | - | - | - |
| 200.2150.0410 | Consumable Supplies | 715.11 | 5,500.34 | - | - | - | - | - |
| 200.2150.0640 | Dues and Fees | 225.00 | 778.00 | - | - | - | - | - |
| FUNCTION: Speech Pathology and Audiology Services | | 8,347.99 | 139,657.40 | - | - | - | - | - |
| 200.2160.0390 | Other Purchased Services | 8,404.20 | 22,269.52 | - | - | - | - | - |
| FUNCTION: Other Student Treatment Services | | 8,404.20 | 22,269.52 | - | - | - | - | - |
| 200.2190.0111 | Licensed Salaries | 181,496.86 | 86,096.21 | 105,034 | 1.00 | 56,194 | 0.50 | 56,194 |
| 200.2190.0113 | Administrator Salaries | 96,649.83 | 100,915.91 | 103,940 | 0.60 | 111,216 | 1.00 | 111,216 |
| 200.2190.0130 | Ext Hrs - Licensed/Other | 1,735.53 | 1,742.37 | - | - | - | - | - |
| 200.2190.0131 | Ext Hrs - Classified | 1,281.39 | 7,383.77 | - | - | - | - | - |
| 200.2190.0133 | Ext Hrs - Translations | - | 133.35 | - | - | - | - | - |
| 200.2190.0142 | Cell Phone Stipend | 180.00 | 720.00 | 389 | - | - | - | - |
| 200.2190.0211 | PERS - Employer Contribution | 77,269.73 | 51,765.87 | 57,889 | - | 61,942 | - | 61,942 |
| 200.2190.0212 | PERS Pick-Up - Employee Contribution | 17,408.04 | 11,716.82 | 13,541 | - | 14,489 | - | 14,489 |
| 200.2190.0220 | FICA (SS & Medicare) | 21,510.35 | 14,829.68 | 16,016 | - | 17,137 | - | 17,137 |
| 200.2190.0231 | Worker's Compensation | 847.85 | 532.66 | 3,664 | - | 3,920 | - | 3,920 |
| 200.2190.0242 | OEBB Licensed Insurance | 47,971.84 | 23,254.39 | 35,939 | - | 38,455 | - | 38,455 |
| 200.2190.0243 | OEBB Admin Insurance | 15,154.20 | 15,693.05 | - | - | - | - | - |
| 200.2190.0253 | Paid Leave Oregon | 2,634.45 | 1,926.93 | 3,122 | - | 3,341 | - | 3,341 |
| 200.2190.0324 | Rentals | 50,211.06 | 11,271.33 | - | - | - | - | - |
| 200.2190.0341 | Travel - Local in District | - | 480.06 | - | - | - | - | - |
| 200.2190.0342 | Travel - Out of District | 9,048.31 | 34,931.82 | - | - | - | - | - |
| 200.2190.0355 | Printing & Binding | - | 2,401.00 | - | - | - | - | - |
| 200.2190.0382 | Legal Services | - | 2,753.70 | - | - | - | - | - |
| 200.2190.0390 | Other Purchased Services | - | 28,669.00 | - | - | - | - | - |
| 200.2190.0410 | Consumable Supplies | 3,541.85 | 32,798.80 | - | - | - | - | - |
| 200.2190.0470 | Computer Software | - | 24,108.61 | - | - | - | - | - |
| 200.2190.0640 | Dues and Fees | 16,190.00 | 1,770.00 | - | - | - | - | - |
| FUNCTION: Service Direction, Student Support Services | | 543,131.29 | 455,895.33 | 339,535 | 1.60 | 306,694 | 1.50 | 306,694 |
| 200.2210.0111 | Licensed Salaries | 204,761.42 | 220,235.98 | 252,664 | 2.00 | 270,350 | 2.00 | 270,350 |
| 200.2210.0130 | Ext Hrs - Licensed/Other | 1,206.41 | - | - | - | - | - | - |
| 200.2210.0131 | Ext Hrs - Classified | 886.68 | - | - | - | - | - | - |
| 200.2210.0211 | PERS - Employer Contribution | 55,543.34 | 58,385.97 | 62,355 | - | 66,719 | - | 66,719 |
| 200.2210.0212 | PERS Pick-Up - Employee Contribution | 12,694.25 | 13,254.04 | 23,344 | - | 24,978 | - | 24,978 |
| 200.2210.0220 | FICA (SS & Medicare) | 15,862.17 | 16,911.07 | 19,329 | - | 20,682 | - | 20,682 |
| 200.2210.0231 | Worker's Compensation | 623.47 | 600.52 | 4,422 | - | 4,731 | - | 4,731 |
| 200.2210.0242 | OEBB Licensed Insurance | 20,743.53 | 8,987.02 | 38,518 | - | 41,214 | - | 41,214 |
| 200.2210.0253 | Paid Leave Oregon | 2,052.32 | 2,197.40 | 3,634 | - | 3,888 | - | 3,888 |
| 200.2210.0341 | Travel - Local in District | 12,042.50 | 318.22 | - | - | - | - | - |
| 200.2210.0342 | Travel - Out of District | 254.94 | 279.40 | - | - | - | - | - |
| 200.2210.0390 | Other Purchased Services | 1,657.83 | - | - | - | - | - | - |
| 200.2210.0410 | Consumable Supplies | 30,111.08 | - | - | - | - | - | - |
| 200.2210.0640 | Dues and Fees | 473.56 | - | - | - | - | - | - |
| FUNCTION: Improvement of Instruction Services | | 358,913.50 | 321,169.62 | 404,264 | 2.00 | 432,562 | 2.00 | 432,562 |
| 200.2211.0130 | Ext Hrs - Licensed/Other | - | 3,595.59 | - | - | - | - | - |
| 200.2211.0211 | PERS - Employer Contribution | - | 905.75 | - | - | - | - | - |
| 200.2211.0212 | PERS Pick-Up - Employee Contribution | - | 217.13 | - | - | - | - | - |
| 200.2211.0220 | FICA (SS & Medicare) | - | 276.83 | - | - | - | - | - |
| 200.2211.0231 | Worker's Compensation | - | 9.66 | - | - | - | - | - |
| 200.2211.0243 | OEBB Admin Insurance | - | 401.69 | - | - | - | - | - |
| 200.2211.0253 | Paid Leave Oregon | - | 35.98 | - | - | - | - | - |
| FUNCTION: Other Improvement of Instruction Services | | - | 5,442.63 | - | - | - | - | - |
| 200.2219.0124 | Temporary - Classified | 13,923.56 | 20,494.52 | - | - | - | - | - |
| 200.2219.0130 | Ext Hrs - Licensed/Other | 423.30 | - | - | - | - | - | - |
| 200.2219.0131 | Ext Hrs - Classified | 3,769.72 | 7,678.40 | - | - | - | - | - |
| 200.2219.0211 | PERS - Employer Contribution | 2,296.59 | 3,348.62 | - | - | - | - | - |
| 200.2219.0212 | PERS Pick-Up - Employee Contribution | 406.49 | 519.81 | - | - | - | - | - |
| 200.2219.0220 | FICA (SS & Medicare) | 1,251.83 | 1,797.52 | - | - | - | - | - |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.2219.0231 | Worker's Compensation | 62.96 | 89.70 | - | - | - | - | - |
| 200.2219.0248 | OEBB Classified Insurance | 65.81 | 33.91 | - | - | - | - | - |
| 200.2219.0253 | Paid Leave Oregon | 180.98 | 281.24 | - | - | - | - | - |
| 200.2219.0341 | Travel - Local in District | 248.10 | 165.78 | - | - | - | - | - |
| 200.2219.0342 | Travel - Out of District | 14,043.73 | 16,338.04 | - | - | - | - | - |
| 200.2219.0353 | Postage | - | 93.15 | - | - | - | - | - |
| 200.2219.0390 | Other Purchased Services | 12,526.96 | 46,521.99 | - | - | - | - | - |
| 200.2219.0410 | Consumable Supplies | 7,916.17 | 49,042.67 | - | - | - | - | - |
| FUNCTION: Other Improvement of Instruction Services | | 57,116.20 | 146,405.35 | - | - | - | - | - |
| 200.2222.0430 | Library Books | 289.86 | 5,000.00 | - | - | - | - | - |
| FUNCTION: Library/Media Center | | 289.86 | 5,000.00 | - | - | - | - | - |
| 200.2230.0410 | Consumable Supplies | 6,060.08 | - | - | - | - | - | - |
| 200.2230.0470 | Computer Software | 23,745.46 | 21,641.30 | 56,000 | - | 56,000 | - | 56,000 |
| FUNCTION: Assessment and Testing | | 29,805.54 | 21,641.30 | 56,000 | - | 56,000 | - | 56,000 |
| 200.2240.0111 | Licensed Salaries | 590,499.66 | 326,389.31 | 343,561 | 3.00 | 458,081 | 4.00 | 458,081 |
| 200.2240.0130 | Ext Hrs - Licensed/Other | 108,751.57 | 110,754.71 | 110,000 | - | 110,000 | - | 110,000 |
| 200.2240.0131 | Ext Hrs - Classified | 13,576.91 | 9,818.72 | 15,000 | - | 15,000 | - | 15,000 |
| 200.2240.0133 | Ext Hrs - Translations | 84.66 | 3,498.59 | - | - | - | - | - |
| 200.2240.0211 | PERS - Employer Contribution | 189,027.72 | 110,760.44 | 91,183 | - | 183,233 | - | 183,233 |
| 200.2240.0212 | PERS Pick-Up - Employee Contribution | 42,761.24 | 26,878.43 | 27,461 | - | 27,481 | - | 27,481 |
| 200.2240.0220 | FICA (SS & Medicare) | 54,046.34 | 34,058.14 | 26,282 | - | 34,043 | - | 34,043 |
| 200.2240.0231 | Worker's Compensation | 2,174.13 | 1,213.11 | 6,012 | - | 13,742 | - | 13,742 |
| 200.2240.0242 | OEBB Licensed Insurance | 127,437.27 | 69,399.26 | 57,776 | - | 13,120 | - | 13,120 |
| 200.2240.0253 | Paid Leave Oregon | 6,943.12 | 4,425.83 | 5,024 | - | 5,527 | - | 5,527 |
| 200.2240.0293 | Tuition Reimbursement - Licensed | - | 20,314.00 | - | - | - | - | - |
| 200.2240.0341 | Travel - Local in District | 171.37 | 351.94 | 200 | - | 200 | - | 200 |
| 200.2240.0342 | Travel - Out of District | 76,641.64 | 77,202.21 | 80,000 | - | 80,000 | - | 80,000 |
| 200.2240.0374 | Other Tuition | 2,442.00 | 10,630.00 | 2,500 | - | 2,500 | - | 2,500 |
| 200.2240.0390 | Other Purchased Services | 369,080.62 | 304,483.42 | 400,000 | - | 400,000 | - | 400,000 |
| 200.2240.0410 | Consumable Supplies | 33,518.98 | 61,824.44 | 40,000 | - | 40,000 | - | 40,000 |
| 200.2240.0470 | Computer Software | - | - | 15,000 | - | 15,000 | - | 15,000 |
| 200.2240.0480 | Computer Hardware | - | - | 15,000 | - | 15,000 | - | 15,000 |
| 200.2240.0640 | Dues and Fees | 3,052.79 | - | 4,000 | - | 4,000 | - | 4,000 |
| FUNCTION: Instructional Staff Development | | 1,620,210.02 | 1,172,002.55 | 1,239,000 | 3.00 | 1,416,927 | 4.00 | 1,416,927 |
| 200.2320.0342 | Travel - Out of District | 2,857.65 | - | - | - | - | - | - |
| FUNCTION: Executive Administration Services | | 2,857.65 | - | - | - | - | - | - |
| 200.2329.0130 | Ext Hrs - Licensed/Other | 2,049.98 | 1,365.00 | - | - | - | - | - |
| 200.2329.0211 | PERS - Employer Contribution | 449.29 | 354.09 | - | - | - | - | - |
| 200.2329.0212 | PERS Pick-Up - Employee Contribution | 102.31 | 82.26 | - | - | - | - | - |
| 200.2329.0220 | FICA (SS & Medicare) | 156.52 | 105.05 | - | - | - | - | - |
| 200.2329.0231 | Worker's Compensation | 8.72 | 3.79 | - | - | - | - | - |
| 200.2329.0253 | Paid Leave Oregon | 20.38 | 13.64 | - | - | - | - | - |
| 200.2329.0390 | Other Purchased Services | 2,814.00 | 392.00 | - | - | - | - | - |
| 200.2329.0410 | Consumable Supplies | 13,553.15 | 15,566.31 | 15,000 | - | - | - | - |
| FUNCTION: Other Executive Administration Services | | 19,154.35 | 17,882.14 | 15,000 | - | - | - | - |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.2410.0113 | Administrator Salaries | 10,957.96 | - | - | - | - | - | - |
| 200.2410.0130 | Ext Hrs - Licensed/Other | 17,024.44 | 23,405.08 | 115,000 | - | 115,000 | - | 115,000 |
| 200.2410.0131 | Ext Hrs - Classified | 3,788.43 | 907.79 | - | - | - | - | - |
| 200.2410.0142 | Cell Phone Stipend | 50.00 | - | - | - | - | - | - |
| 200.2410.0211 | PERS - Employer Contribution | 8,436.22 | 6,274.30 | 40,000 | - | 42,800 | - | 42,800 |
| 200.2410.0212 | PERS Pick-Up - Employee Contribution | 1,903.73 | 1,451.57 | 8,140 | - | 8,710 | - | 8,710 |
| 200.2410.0220 | FICA (SS & Medicare) | 2,437.36 | 1,853.81 | 10,379 | - | 11,106 | - | 11,106 |
| 200.2410.0231 | Worker's Compensation | 98.99 | 67.38 | 3,392 | - | 3,629 | - | 3,629 |
| 200.2410.0243 | OEBB Admin Insurance | 1,386.40 | - | - | - | - | - | - |
| 200.2410.0253 | Paid Leave Oregon | 206.99 | 241.14 | - | - | - | - | - |
| 200.2410.0342 | Travel - Out of District | 1,890.95 | - | - | - | - | - | - |
| 200.2410.0390 | Other Purchased Services | 6,886.50 | 10,713.00 | - | - | - | - | - |
| 200.2410.0410 | Consumable Supplies | 10,388.31 | 1,125.77 | 50,000 | - | 50,000 | - | 50,000 |
| 200.2410.0470 | Computer Software | 19,118.00 | 4,300.00 | 50,000 | - | 50,000 | - | 50,000 |
| FUNCTION: Office of the Principal Services | | 84,574.28 | 50,339.84 | 276,911 | - | 281,245 | - | 281,245 |
| | | | | | | | | |
| 200.2520.0690 | Grant Indirect Charges | 433,528.30 | 440,311.86 | 475,000 | - | 475,000 | - | 475,000 |
| FUNCTION: Fiscal Services | | 433,528.30 | 440,311.86 | 475,000 | - | 475,000 | - | 475,000 |
| | | | | | | | | |
| 200.2544.0322 | Repair & Maintenance | 2,788,361.76 | 88,158.35 | - | - | - | - | - |
| 200.2544.0390 | Other Purchased Services | 7,745.00 | - | - | - | - | - | - |
| 200.2544.0520 | Buildings Acquisition | 57,633.84 | - | - | - | - | - | - |
| FUNCTION: Maintenance | | 2,853,740.60 | 88,158.35 | - | - | - | - | - |
| | | | | | | | | |
| 200.2552.0331 | Reimbursable Student Transportation | 227.76 | - | - | - | - | - | - |
| 200.2552.0332 | Non-Reimbursable Student Transportation | 5,861.99 | 25,693.12 | - | - | - | - | - |
| 200.2552.0342 | Travel - Out of District | 473.15 | - | - | - | - | - | - |
| FUNCTION: Vehicle Operation Services | | 6,562.90 | 25,693.12 | - | - | - | - | - |
| | | | | | | | | |
| 200.2660.0124 | Temporary - Classified | 379.00 | - | - | - | - | - | - |
| 200.2660.0142 | Cell Phone Stipend | 3,600.00 | - | - | - | - | - | - |
| 200.2660.0211 | PERS - Employer Contribution | 1,075.62 | - | - | - | - | - | - |
| 200.2660.0212 | PERS Pick-Up - Employee Contribution | 243.12 | - | - | - | - | - | - |
| 200.2660.0220 | FICA (SS & Medicare) | 309.27 | - | - | - | - | - | - |
| 200.2660.0231 | Worker's Compensation | 10.99 | - | - | - | - | - | - |
| 200.2660.0253 | Paid Leave Oregon | 25.74 | - | - | - | - | - | - |
| 200.2660.0324 | Rentals | 47,578.10 | 11,271.36 | - | - | - | - | - |
| 200.2660.0359 | Other Communication Services | 46,338.19 | - | - | - | - | - | - |
| 200.2660.0410 | Consumable Supplies | 75,089.56 | 1,856.44 | - | - | - | - | - |
| 200.2660.0470 | Computer Software | 64,824.60 | 3,228.00 | - | - | - | - | - |
| 200.2660.0480 | Computer Hardware | 903,471.20 | - | - | - | - | - | - |
| FUNCTION: Technology Services | | 1,142,945.39 | 16,355.80 | - | - | - | - | - |
| | | | | | | | | |
| 200.3100.0112 | Classified Salaries | 31,990.70 | 31,185.05 | - | - | - | - | - |
| 200.3100.0114 | Managerial Salaries | 8,804.71 | 10,028.91 | - | - | - | - | - |
| 200.3100.0410 | Consumable Supplies | - | 145.08 | - | - | - | - | - |
| 200.3100.0450 | Food - Food Service Only | 189,379.33 | 227,075.74 | 500,000 | - | 500,000 | - | 500,000 |
| 200.3100.0460 | Non-Consumable Supplies | 334.43 | 581.46 | - | - | - | - | - |
| FUNCTION: Food Services | | 230,509.17 | 269,016.24 | 500,000 | - | 500,000 | - | 500,000 |

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 200.3300.0112 | Classified Salaries | 41,510.47 | 179,193.61 | 417,443 | 3.50 | 446,664 | 3.50 | 446,664 |
| 200.3300.0124 | Temporary - Classified | 127.00 | 465.38 | - | - | - | - | - |
| 200.3300.0130 | Ext Hrs - Licensed/Other | 2,959.56 | 33,241.36 | - | - | - | - | - |
| 200.3300.0131 | Ext Hrs - Classified | 34,748.07 | 107,775.18 | - | - | - | - | - |
| 200.3300.0133 | Ext Hrs - Translations | - | 100.05 | - | - | - | - | - |
| 200.3300.0142 | Cell Phone Stipend | 90.00 | 1,780.00 | 583 | - | - | - | - |
| 200.3300.0211 | PERS - Employer Contribution | 22,897.65 | 81,956.38 | 110,741 | - | 118,493 | - | 118,493 |
| 200.3300.0212 | PERS Pick-Up - Employee Contribution | 5,401.41 | 19,279.98 | 25,193 | - | 26,956 | - | 26,956 |
| 200.3300.0220 | FICA (SS & Medicare) | 8,060.23 | 24,480.13 | 31,979 | - | 34,218 | - | 34,218 |
| 200.3300.0231 | Worker's Compensation | 318.91 | 959.36 | 7,315 | - | 7,828 | - | 7,828 |
| 200.3300.0243 | OEBB Admin Insurance | 47.08 | - | - | - | - | - | - |
| 200.3300.0248 | OEBB Classified Insurance | 24,372.13 | 91,522.68 | 67,535 | - | 72,264 | - | 72,264 |
| 200.3300.0253 | Paid Leave Oregon | 1,039.98 | 3,186.17 | 6,268 | - | 6,707 | - | 6,707 |
| 200.3300.0340 | Travel | 132.64 | - | - | - | - | - | - |
| 200.3300.0341 | Travel - Local in District | 130.95 | 930.82 | - | - | - | - | - |
| 200.3300.0342 | Travel - Out of District | 9,142.94 | 29,188.49 | 17,000 | - | - | - | - |
| 200.3300.0343 | Travel - Student Out of District | - | 2,315.92 | - | - | - | - | - |
| 200.3300.0349 | Other Travel | - | - | 15,000 | - | - | - | - |
| 200.3300.0353 | Postage | - | 379.56 | - | - | - | - | - |
| 200.3300.0355 | Printing & Binding | - | - | 5,000 | - | 5,000 | - | 5,000 |
| 200.3300.0390 | Other Purchased Services | 7,322.23 | 8,582.07 | 35,000 | - | 35,000 | - | 35,000 |
| 200.3300.0410 | Consumable Supplies | 42,834.25 | 124,500.23 | 200,000 | - | 500,000 | - | 500,000 |
| 200.3300.0470 | Computer Software | - | 3,600.00 | - | - | - | - | - |
| 200.3300.0640 | Dues and Fees | - | 632.50 | - | - | - | - | - |
| FUNCTION: Community Services | | 201,135.50 | 714,069.87 | 939,058 | 3.50 | 1,253,130 | 3.50 | 1,253,130 |
| | | | | | | | | |
| 200.3301.0130 | Ext Hrs - Licensed/Other | 21,185.91 | 26,991.60 | - | - | - | - | - |
| 200.3301.0220 | FICA (SS & Medicare) | 1,630.43 | 2,077.25 | - | - | - | - | - |
| 200.3301.0231 | Worker's Compensation | 64.83 | 74.82 | - | - | - | - | - |
| 200.3301.0253 | Paid Leave Oregon | 211.86 | 269.91 | - | - | - | - | - |
| 200.3301.0390 | Other Purchased Services | - | - | 75,000 | - | 75,000 | - | 75,000 |
| 200.3301.0410 | Consumable Supplies | 2,262.30 | - | 15,000 | - | 15,000 | - | 15,000 |
| 200.3301.0470 | Computer Software | - | - | 20,000 | - | 20,000 | - | 20,000 |
| FUNCTION: St. Lukes | | 25,355.33 | 29,413.58 | 110,000 | - | 110,000 | - | 110,000 |
| | | | | | | | | |
| 200.4180.0410 | Consumable Supplies | 25,788.52 | - | - | - | - | - | - |
| FUNCTION: Other Capital Projects | | 25,788.52 | - | - | - | - | - | - |
| | | | | | | | | |
| 200.5200.0710 | Fund Modifications | 536,000.00 | 535,800.00 | 537,600 | - | 426,300 | - | 426,300 |
| FUNCTION: Transfers of Funds | | 536,000.00 | 535,800.00 | 537,600 | - | 426,300 | - | 426,300 |
| | | | | | | | | |
| TOTAL | | 21,419,675.89 | 19,090,622.84 | 22,445,045 | 85.88 | 25,175,416 | 95.85 | 25,175,416 |

**NUTRITION SERVICES**

**Fund 205 - Nutrition Services**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 205.0000.1620 | Daily Sales - Non reimbursable Program | 9,636.94 | 10,714.24 | 8,500 | 8,500 | 8,500 |
| 205.0000.1630 | Special Functions | 57,986.04 | 47,803.85 | 1,600 | 32,000 | 32,000 |
| 205.0000.1990 | Miscellaneous | 13,035.69 | 18,273.30 | 10,000 | 17,000 | 17,000 |
| 205.0000.3102 | State School Fund - School Lunch Match | 33,639.48 | 29,725.02 | 36,000 | 36,000 | 36,000 |
| 205.0000.3107 | SSA Brkfst/Lunch Acct | 536,245.52 | 606,296.20 | 570,000 | 615,000 | 615,000 |
| 205.0000.3299 | CEP Incentive Payment | - | 232,838.89 | - | 75,000 | 75,000 |
| 205.0000.4500 | Restricted Rev From Fed Gov't Through State | 1,196.00 | - | 2,000 | - | - |
| 205.0000.4505 | SNP Lunch Account | 1,978,608.43 | 2,192,908.25 | 2,300,000 | 2,400,000 | 2,400,000 |
| 205.0000.4506 | SNP Breakfast Account | 678,726.09 | 791,636.18 | 725,000 | 730,000 | 730,000 |
| 205.0000.4507 | NSLP Summer | 49,206.30 | 133,483.79 | 175,000 | 150,000 | 150,000 |
| 205.0000.4910 | Donated Commodities | 211,786.37 | 295,020.09 | 350,000 | 300,000 | 300,000 |
| 205.0000.5400 | Resources - Beginning Fund Balance | 3,261,333.00 | 2,605,588.68 | 3,000,000 | 2,300,000 | 2,300,000 |
| TOTAL RESOURCES | | 6,831,399.86 | 6,964,288.49 | 7,178,100 | 6,663,500 | 6,663,500 |

**Requirements**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Adopted FTE 2526 | Proposed 2627 | Proposed FTE 2627 | Approved 2627 |
|---|---|---|---|---|---|---|---|---|
| 205.3100.0112 | Classified Salaries | 894,487.62 | 1,077,477 | 1,275,520 | 34.56 | 1,306,550 | 34.69 | 1,306,550 |
| 205.3100.0114 | Managerial Salaries | 84,919.23 | 82,850 | 107,037 | 1.00 | 111,318 | 1.00 | 111,318 |
| 205.3100.0124 | Temporary - Classified Tutors | 1,921.22 | 2,318 | - | - | - | - | - |
| 205.3100.0131 | Ext Hrs - Classified | 60,655.91 | 124,002 | 61,000 | - | 80,000 | - | 80,000 |
| 205.3100.0142 | Cell Phone Stipend | 1,259.53 | 1,259 | - | - | - | - | - |
| 205.3100.0211 | PERS - Employer Contribution | 255,428.85 | 319,080 | 370,479 | - | 385,301 | - | 385,301 |
| 205.3100.0212 | PERS Pick-Up - Employee Contribution | 59,453.91 | 74,726 | 82,954 | - | 89,866 | - | 89,866 |
| 205.3100.0220 | FICA (SS & Medicare) | 82,530.05 | 100,367 | 105,765 | - | 109,996 | - | 109,996 |
| 205.3100.0231 | Worker's Compensation | 17,903.09 | 21,903 | 24,195 | - | 25,163 | - | 25,163 |
| 205.3100.0243 | OEBB Admin Insurance | 30,673.02 | 32,635 | 27,800 | - | 28,745 | - | 28,745 |
| 205.3100.0248 | OEBB Classified Insurance | 547,259.82 | 659,314 | 667,014 | - | 689,692 | - | 689,692 |
| 205.3100.0253 | Paid Leave Oregon | 10,461.25 | 13,030 | 20,739 | - | 21,569 | - | 21,569 |
| 205.3100.0319 | Other Instructional, Professional and Technical S | 6,875.00 | - | - | - | 8,300 | - | 8,300 |
| 205.3100.0322 | Repair & Maintenance | 83,147.74 | 47,302 | 90,000 | - | 90,000 | - | 90,000 |
| 205.3100.0324 | Rentals | 13,722.21 | 14,894 | 40,000 | - | 18,000 | - | 18,000 |
| 205.3100.0325 | Electricity | 16,059.67 | 17,228 | 10,000 | - | 18,000 | - | 18,000 |
| 205.3100.0341 | Travel - Local in District | 7.51 | 166 | 100 | - | 200 | - | 200 |
| 205.3100.0342 | Travel - Out of District | 38,858.05 | 52,777 | 40,000 | - | 40,000 | - | 40,000 |
| 205.3100.0353 | Postage | - | - | 5,000 | - | 5,000 | - | 5,000 |
| 205.3100.0355 | Printing & Binding | 332.50 | 120 | 1,500 | - | 1,500 | - | 1,500 |
| 205.3100.0383 | Architect/Engineer Services | - | - | 600 | - | 600 | - | 600 |
| 205.3100.0390 | Other Purchased Services | 37,553.42 | 33,666 | 60,000 | - | 75,000 | - | 75,000 |
| 205.3100.0410 | Consumable Supplies | 45,640.26 | 72,424 | 60,000 | - | 60,000 | - | 60,000 |
| 205.3100.0411 | Gasoline | 684.79 | 825 | 1,200 | - | 1,200 | - | 1,200 |
| 205.3100.0414 | Dish Chemicals | 12,147.80 | 9,651 | 10,000 | - | 13,000 | - | 13,000 |
| 205.3100.0415 | Office Supplies | 4,062.53 | 6,546 | 7,500 | - | 7,500 | - | 7,500 |
| 205.3100.0416 | Catering Expenses | 47,418.04 | 36,508 | 15,000 | - | 40,000 | - | 40,000 |
| 205.3100.0417 | Donated Commodities | 211,786.37 | 295,020 | 350,000 | - | 300,000 | - | 300,000 |
| 205.3100.0450 | Food - Food Service Only | 1,530,152.86 | 1,944,077 | 2,500,000 | - | 2,400,000 | - | 2,400,000 |
| 205.3100.0460 | Non-Consumable Supplies | 322.34 | - | 5,000 | - | 5,000 | - | 5,000 |
| 205.3100.0461 | Non-Consumable - Smallwares | - | 60 | 6,000 | - | 6,000 | - | 6,000 |
| 205.3100.0470 | Computer Software | 14,691.00 | 15,170 | 7,500 | - | 16,000 | - | 16,000 |
| 205.3100.0520 | Buildings Acquisition | - | - | 75,000 | - | 50,000 | - | 50,000 |
| 205.3100.0541 | Initial and Additional Equipment Purchase | - | 218,036 | 60,000 | - | 60,000 | - | 60,000 |
| 205.3100.0542 | Replacement Equipment Purchase | 93,302.63 | - | 60,000 | - | 60,000 | - | 60,000 |
| 205.3100.0640 | Dues and Fees | 22,063.04 | 39,189 | 25,000 | - | 40,000 | - | 40,000 |
| 205.3100.0641 | Dues & Fees - Other | - | 9,045 | - | - | - | - | - |
| FUNCTION: Food Services | | 4,225,781.26 | 5,321,662.91 | 6,171,903 | 35.56 | 6,163,500 | 35.69 | 6,163,500 |
| 205.4150.0640 | Dues and Fees | 30.00 | - | - | - | - | - | - |
| FUNCTION: Building Acquistion, Construction and Improvement | | 30.00 | - | - | - | - | - | - |
| 205.7000.0820 | Reserved for Next Year | - | - | 1,006,197 | - | 500,000 | - | 500,000 |
| FUNCTION: Unappropriated Ending Fund Balance | | - | - | 1,006,197 | - | 500,000 | - | 500,000 |
| **GRAND TOTAL - NUTRITION SERVICES** | | **4,225,811.26** | **5,321,662.91** | **7,178,100** | **35.56** | **6,663,500** | **35.69** | **6,663,500** |

**DEBT SERVICE FUNDS**

**Fund 304 - Energy Loans**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 304.0000.1990 | Miscellaneous | 179,657.67 | 202,544.28 | 180,000 | 180,000 | 180,000 |
| 304.0000.5400 | Resources - Beginning Fund Balance | 637,087.47 | 816,745.14 | 816,000 | - | - |
| TOTAL RESOURCES | | 816,745.14 | 1,019,289.42 | 996,000 | 180,000 | 180,000 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 304.5200.0710 | Fund Modifications | - | - | 996,000 | 180,000 | 180,000 |
| GRAND TOTAL - ENERGY LOANS | | - | - | 996,000 | 180,000 | 180,000 |

**Fund 314 - Bond**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 314.0000.1111 | Current Year's Taxes | 5,753,372.20 | 5,990,335.13 | 6,059,700 | 6,209,700 | 6,209,700 |
| 314.0000.1112 | Prior Year's Taxes | 73,222.56 | 81,186.48 | 70,000 | 85,000 | 85,000 |
| 314.0000.5400 | Resources - Beginning Fund Balance | (296,215.00) | (19,033.68) | - | | |
| TOTAL RESOURCES | | 5,530,379.76 | 6,052,487.93 | 6,129,700 | 6,294,700 | 6,294,700 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 314.5110.0610 | Redemption of Principal | 4,625,000.00 | 4,925,000.00 | 5,240,000 | 5,480,000 | 5,480,000 |
| 314.5110.0621 | Regular Interest | 1,166,635.76 | 1,039,238.66 | 889,700 | 814,700 | 814,700 |
| FUNCTION: Long-Term Debt Service | | 5,791,635.76 | 5,964,238.66 | 6,129,700 | 6,294,700 | 6,294,700 |

**Fund 316 - Full Faith & Credit 2019**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 316.0000.5200 | Interfund Transfers | 1,072,000.00 | 1,071,600.00 | 1,075,200 | 852,600 | 852,600 |
| TOTAL RESOURCES | | 1,072,000.00 | 1,071,600.00 | 1,075,200 | 852,600 | 852,600 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 316.5110.0610 | Redemption of Principal | 635,000.00 | 660,000.00 | 690,000 | 495,000 | 495,000 |
| 316.5110.0621 | Regular Interest | 448,300.00 | 411,600.00 | 385,200 | 357,600 | 357,600 |
| FUNCTION: Long-Term Debt Service | | 1,083,300.00 | 1,071,600.00 | 1,075,200 | 852,600 | 852,600 |

**CAPITAL PROJECTS FUNDS**

**Fund 405 - Major Maintenance**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 405.0000.1510 | Interest on Investments | 5,227.15 | 5,445.40 | 5,000 | 5,000 | 5,000 |
| 405.0000.5200 | Interfund Transfers | 1,000,000.00 | 800,000.00 | 1,996,000 | 1,500,000 | 1,500,000 |
| 405.0000.5400 | Resources - Beginning Fund Balance | - | (53,984.08) | 200,000 | - | - |
| TOTAL RESOURCES | | 1,005,227.15 | 751,461.32 | 2,201,000 | 1,505,000 | 1,505,000 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 405.2544.0322 | Repair & Maintenance | 675,591.00 | 1,278,438.70 | 2,096,000 | 1,400,000 | 1,400,000 |
| FUNCTION: Maintenance | | 675,591.00 | 1,278,438.70 | 2,096,000 | 1,400,000 | 1,400,000 |
| 405.4150.0520 | Buildings Acquisition | - | - | 105,000 | 105,000 | 105,000 |
| FUNCTION: Building Acquistion, Construction and Improve | | - | - | 105,000 | 105,000 | 105,000 |
| GRAND TOTAL - MAJOR MAINTENANCE | | 675,591.00 | 1,278,438.70 | 2,201,000 | 1,505,000 | 1,505,000 |

**Fund 410 - Construction Excise Tax**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 410.0000.1130 | Construction Excise Tax | 848,872.65 | 1,150,423.32 | 1,000,000 | 750,000 | 750,000 |
| 410.0000.1510 | Interest on Investments | 39,127.42 | 40,761.22 | 35,000 | 35,000 | 35,000 |
| 410.0000.5400 | Resources - Beginning Fund Balance | - | - | 2,406,000 | 2,591,000 | 2,591,000 |
| TOTAL RESOURCES | | 888,000.07 | 1,191,184.54 | 3,441,000 | 3,376,000 | 3,376,000 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 410.4150.0322 | Repair & Maintenance | - | 2,089,688.50 | - | - | - |
| 410.4150.0520 | Buildings Acquisition | 857,495.20 | - | 3,441,000 | 3,376,000 | 3,376,000 |
| GRAND TOTAL - CONSTRUCTION EXCISE TAX | | 857,495.20 | - | 3,441,000 | 3,376,000 | 3,376,000 |

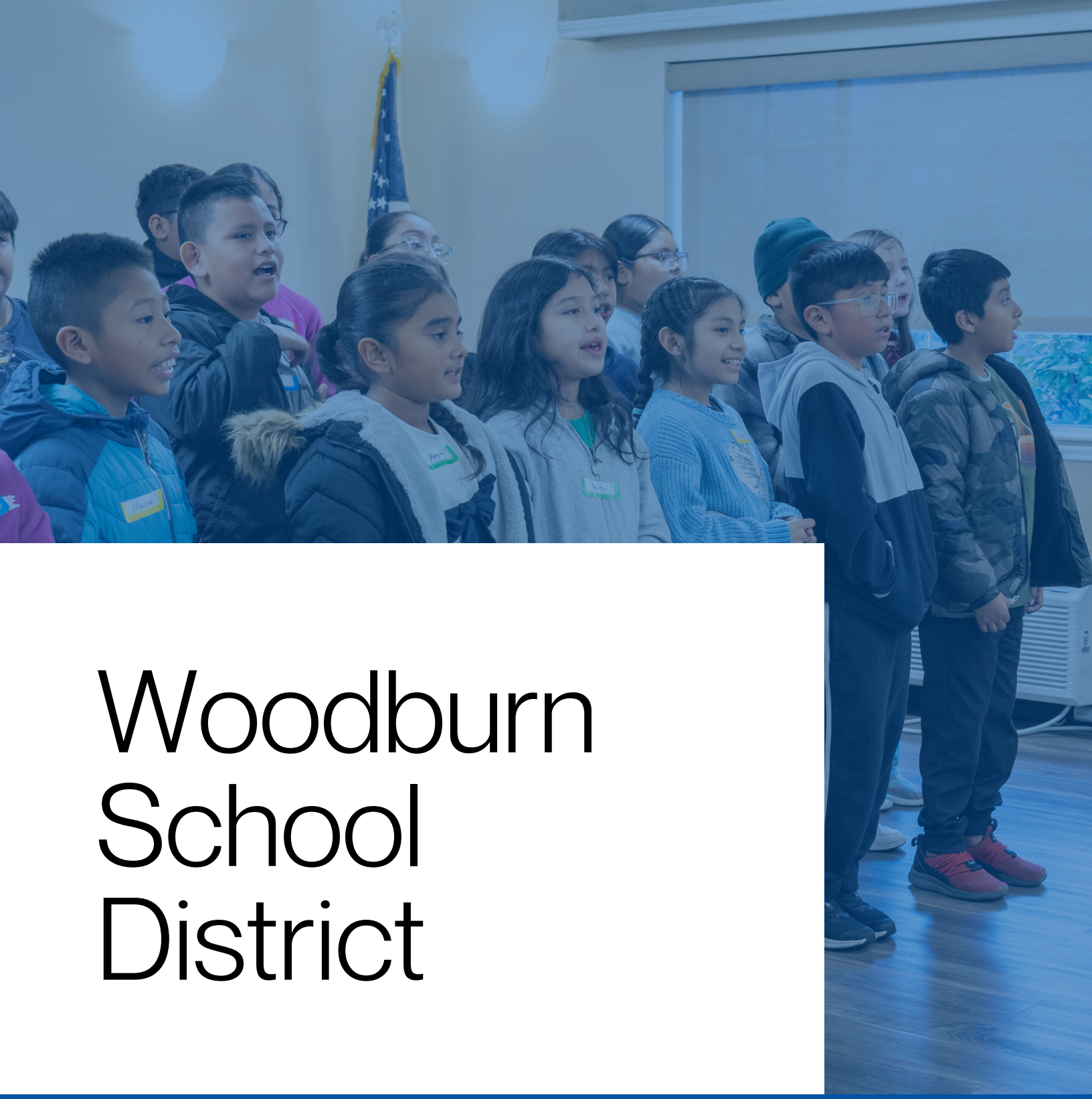
**Fund 420 - Athletic Reserve**

**Resources**

| Account | Description | Actuals 2324 | Actuals 2425 | Adopted 2526 | Proposed 2627 | Approved 2627 |
|---|---|---|---|---|---|---|
| 420.0000.5200 | Interfund Transfers | 250,000.00 | - | 350,000 | 200,000 | 200,000 |
| 420.0000.5400 | Resources - Beginning Fund Balance | - | - | 565,050 | 915,050 | 915,050 |
| TOTAL RESOURCES | | 250,000.00 | - | 915,050 | 1,115,050 | 1,115,050 |

**Requirements**

| | | | | | | |
|---|---|---|---|---|---|---|
| 420.1132.0390 | Other Purchased Services | - | - | 50,000 | 50,000 | 50,000 |
| FUNCTION: High School Extra-Curricular | | - | - | 50,000 | 50,000 | 50,000 |
| 420.4150.0520 | Buildings Acquisition | - | - | 865,050 | 1,065,050 | 1,065,050 |
| FUNCTION: Building Acquistion, Construction and Improve | | - | - | 865,050 | 1,065,050 | 1,065,050 |
| GRAND TOTAL - ATHELTIC RESERVE | | - | - | 915,050 | 1,115,050 | 1,115,050 |



# Woodburn School District

## STRATEGIC PLAN
2026-2029

www.woodburnsd.org

WOODBURN SCHOOLS
DIVERSE IN CULTURE; UNIFIED IN MISSION



# Table of Contents


3. Executive Summary

5. Strategic Plan One-Pager

6. Objectives and Measures

# Executive Summary

## Woodburn School District Strategic Plan Revision Process

The Woodburn School District Strategic Plan revision process was designed to ensure that the district's mission, vision, values, and goals remain aligned with the Woodburn community. The process sought input from students, staff, families, and community members, and provided meaningful opportunities for participants to help shape district direction.

The process included a comprehensive community engagement effort consisting of:

- A districtwide survey available in English, Spanish, Russian, and Mam
- Responses from students, staff, parents, and community members
- Focus groups involving parents, school leaders, and community service organizations
- Three committee meetings involving students, staff, and community representatives
- Review and refinement of the existing strategic plan through collaborative discussion and feedback activities
- Weekly meetings with district steering committee to review feedback and plan engagement

Survey and focus group engagement generated more than 900 responses and provided valuable insight into district strengths and areas for continued growth. Respondents consistently identified Woodburn's multilingual and multicultural identity, caring staff, inclusive environment, and strong sense of community as core strengths.

Committee meetings focused on ensuring alignment between the district's aspirations and the structures necessary to support them. Participants examined whether current goals and objectives reflected the district's mission and vision and discussed whether the plan's language still resonated.



## Executive Summary, cont.

Several themes repeatedly emerged from all input:

**Community and Family:** Participants emphasized connections among schools, families, neighborhoods, and the broader community. Members described the importance of relationships, trust, communication, and creating a stronger sense of belonging for students and families.

**Student Voice:** Committee members highlighted the importance of ensuring students feel represented, connected, and supported while strengthening opportunities for leadership, engagement, and real-world experiences.

**Family Partnerships and Transparency:** Families consistently emphasized communication and transparency as critical elements of trust and engagement. Respondents also expressed a desire for stronger opportunities to participate in decision-making and school activities.

**Centering Community:** The committee narrowed in on the district value of "Civic Responsibility." While members supported the underlying concept of service, responsibility, and contributing to community, many expressed concern that the wording itself felt outdated or did not fully resonate across all groups. Alternative ideas centered around community responsibility, belonging, service, and collective responsibility.

**Progress Markers**

At the start of the strategic planning process, district leadership sought to move beyond broad aspirational statements and establish a clear framework for measuring progress and success. To support this effort, the district worked with a research and evaluation partner to analyze data and develop a measurement framework aligned with the revised strategic priorities. Existing practices, data systems, and committee input were used to identify meaningful metrics tied to the district's mission, vision, goals, and objectives. The resulting framework includes outcome measures, leading indicators, process measures, and equity-focused metrics, providing district leaders, staff, the Board, and the community with a clearer way to monitor progress, communicate results, and support continuous improvement over time.

**Final Reflection**

The revised strategic plan maintains the district's strong foundation while refining language and priorities to better reflect community voice and current realities. The process reinforced Woodburn's identity as a diverse, multilingual, and equitable community and strengthened emphasis on relationships, belonging, family engagement, and preparing students to thrive academically and within their communities. The process ultimately provided the district with a revised strategic framework intended to serve as a guiding document that aligns community values, district priorities, and future implementation efforts.

# Woodburn School District

## STRATEGIC PLAN 2026-2029

## MISSION

Our promise is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.

## VISION

Woodburn School District is a diverse, multilingual, and equitable community of learners where each student is supported and prepared to succeed.

## VALUES

Accountability
Equity
Family
Community
Lifelong Learning
Multilingualism
Cultural Diversity

**www.woodburnsd.org**

*Plan Adopted 6.23.2026*

## GOALS & OBJECTIVES

### 1 Each student will graduate prepared to pursue college, career options, and success in life

*Each Woodburn student will:*

a. Demonstrate proficiency in all state academic areas
b. Have the opportunity to become bilingual and biliterate
c. Have access to and be supported in career-connected learning
d. Have a clear understanding, exploration of, and support for all post-secondary pathways
e. Graduate on time and with a plan

### 2 Foster our culture of belonging, engagement, and partnerships

a. Each student will regularly attend school on time and ready to learn
b. The district will engage families and community partners as active participants in school and district activities, decision-making, and the shared support of student growth
c. Each student will receive support to practice ownership of their social, emotional, and educational growth
d. Students and staff will cultivate a culturally inclusive community within their school

### 3 Strengthen our stewardship of public resources and community trust

a. WSD will ensure quality district facilities for current enrollment, anticipated future growth, and educational needs
b. WSD will allocate financial and human resources with transparency and integrity, aligning expenditures equitably to support district's mission, vision, values, and goals
c. WSD will recruit, hire, develop, and retain quality staff, reflective and supportive of our student community



# Objectives & Measures

| | Objectives | Possible Measures |
|---|---|---|
| **1** Each student will graduate prepared to pursue college, career options, and success in life. | ***Each Woodburn student will:*** | |
| | a. Demonstrate proficiency in all state academic areas | OSAS, District Interm Assessment |
| | b. Have the opportunity to become bilingual and biliterate | 5th & 8th Grade Recognition of Biliteracy, Seal of Biliteracy |
| | c. Have access to and be supported in career-connected learning | Participation in AP, college credit earning, CTE, Dual Credit enrollment and credits earned |
| | d. Have a clear understanding, exploration of, and support for all post-secondary pathways | Plan & Profile completion, participation in college & career events |
| | e. Graduate on time and with a plan | 4- and 5-year graduation rates, 9th-grade on-track |
| **2** Foster our culture of belonging, engagement, and partnerships | a. Students will attend school on time and ready to learn | Attendance Data |
| | b. The district will engage families and community partners as active participants in school and district activities, decision-making, and the shared support of student growth | Event attendance, Site Council participation and data, newsletter stats, family feedback |
| | c. Students will receive support to practice ownership of their social, emotional, and educational growth | Social Emotional Competencies, Behavioral data, counseling time study, Student Health Survey |
| | d. Students and staff will cultivate a culturally inclusive community within their school | Culture and Climate Survey, co-curricular participation |
| **3** Strengthen our stewardship of public resources and community trust | a. WSD will ensure quality district facilities for current enrollment, anticipated future growth, and educational needs | Facilities Assessments |
| | b. WSD will allocate financial and human resources with transparency and integrity, aligning expenditures equitably to support district's mission, vision, values, and goals | Budget committee report, audits |
| | c. WSD will recruit, hire, develop, and retain quality staff, reflective and supportive of our student community | Staff demographic and retention data, exit survey |

OREGON SCHOOL BOARDS ASSOCIATION
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# Policy Update

April 2026 Vol. 72 No. 1 sch

***Policy Update*** **webinar scheduled for Tuesday, May 12, 2026.**

Watch for information coming soon to register for the *Policy Update* webinar.

*Policy Update* is a subscription publication of the Oregon School Boards Association

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**CONTENTS**

BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
BBAA – Board Member's Authority and Responsibilities, Highly Recommended, *New*
BBE – Vacancies on the Board, (Version 1) Optional, Delete
BBE – Vacancies on the Board, Optional, *New*
BBE-AR – Board Member Vacancy Application, Optional, *New*
BCB – Board Officers, Optional
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
BCF – Advisory Committees to the Board, Optional, Delete
BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
BD/BDA – Board Meetings, Optional, Delete
BDC – Executive Sessions, Highly Recommended, *New*
BDC – Executive Sessions, Optional, Delete
BDD – Board Meeting Procedures, Optional, Delete
BDD – Board Meeting Procedures, Optional, *New*
BDDC – Board Meeting Agenda, Optional, Delete
BDDC – Board Meeting Agenda, Highly Recommended, *New*
BDDG – Minutes of Board Meetings, Optional, Delete
BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required
CEA – Educational Equity Advisory Committee, Optional
DBEA – Budget Committee (version 1 or version 2), Highly Recommended
EBB – Integrated Pest Management, Required
EBBA – Student Health Services */**, Highly Recommended
ECAA – Access to Buildings, Optional
GAA – Personnel Definitions *, Optional, Delete
GBA – Equal Employment Opportunity, Required
GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
GBN/JBA – Sexual Harassment, Required
GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended
GCBDD/GDBDD – Sick Time *, Highly Recommended
JBA/GBN – Sexual Harassment, Required

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district's legal counsel.

## BOARD VACANCIES

### Summary

Boards often struggle establishing a procedure when there is a vacancy on the board. Consequently, OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. Additionally, an application form has been created and placed in the Administrative Regulation (AR). Both the policy and the AR are optional.

### Collective Bargaining Impact

None

### Local District Responsibility

Review the board's policy manual for the identified policies and make updates as suggested. Policies should be submitted to the board for readoption. Consider implementing new AR.

### Policy(ies) and ARs Impacted by these Revisions

BBE – Vacancies on the Board, (Version 1) Optional, Delete
BBE – Vacancies on the Board, Optional, *New*
BBE-AR – Board Member Vacancy Application, Optional, *New*

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## BOARD OFFICERS

### Summary

Language has been updated to clarify replacement of a board officer, timing of actions, board chair duties and spokesperson delegation.

### Collective Bargaining Impact

None.

### Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

### Policy(ies) and ARs Impacted by these Revisions

BCB – Board Officers, Optional

---

## INTEGRATED PEST MANAGEMENT PLANS

### Summary

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Review the recommended updates to policy EBB - Integrated Pest Management, and readopt to implement the new requirements. Notify appropriate staff.

**Policy(ies) and ARs Impacted by these Revisions**

EBB – Integrated Pest Management, Required

---

**NURSE DELEGATION**

**Summary**

Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language.

**Collective Bargaining Impact**

Review collective bargaining to see if any language is impacted.

**Local District Responsibility**

Review the board's policy manual for this policy. If present, update policy to present for readoption.

**Policy(ies) and ARs Impacted by these Revisions**

EBBA – Student Health Services */**, Highly Recommended

---

**PANIC ALARM SYSTEMS**

**Summary**

The Oregon Legislature passed House Bill 3083 (2025), which amends ORS339.408 requiring schools to have emergency safeguards to protect students and staff, including "policies and procedures relating to school building security."

HB 3083 also requires the Board to consider the installation of a panic alarm when reviewing policies and procedures relating to school building security. Language reminding the district of this requirement has been added to Board policy ECAA – Access to Buildings.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Review existing policy and update with new language.

**Policy(ies) and ARs Impacted by these Revisions**

ECAA – Access to Buildings, Optional

---

## EDUCATIONAL EQUITY ADVISORY COMMITTEES

### Summary

The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district's budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

### Collective Bargaining Impact

None.

### Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

### Policy(ies) and ARs Impacted by these Revisions

CEA – Educational Equity Advisory Committee, Optional
DBEA – Budget Committee (version 1 or version 2), Highly Recommended

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## ETHICS

### Summary

House Bill 4161 (2026, effective on passage) added new provisions to Oregon ethics laws. Under the new law, public officials are permitted to receive food and beverage provided during meetings or official events, and up to $100 of merchandise in a calendar year.

OSBA will be updating sample policies and including them in a future update.

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## PERSONNEL DEFINITIONS

### Summary

Sample policy GAA – Personnel Definitions * has been reviewed recently and the recommendation is to delete this policy from the board's policy manual, if present. This policy is largely definitions already found in statute under ORS Chapter 342 and/or outlined in an agreement.

A recent change to ORS 342.815 includes a modification to the definition of "contract teacher"; the change is reflected in House Bill 2900 (2025) and is effective January 1, 2026. The most noticeable change adds an additional category to the definition of "contract teacher" to include "any teacher who has been regularly employed by a fair dismissal district for two successive years, who has already satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year."

### Collective Bargaining Impact

Review the definition change and any applicable bargaining agreement and update as appropriate.

**Local District Responsibility**

If the district has this optional policy in its board policy manual, consider rescinding policy.

**Policy(ies) and ARs Impacted by these Revisions**

GAA – Personnel Definitions *, Optional, Delete

---

**PUBLIC MEETINGS**

**Summary**

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Review the policies listed below. If the policy is marked for deletion, delete that policy and adopt the new version of the policy, if included. If the policy includes updates, consider applying the updates to the district's current policies and adopting the updated policies.

**Policy(ies) and ARs Impacted by these Revisions**

BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
BBAA – Board Member's Authority and Responsibilities, Highly Recommended, *New*
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
BCF – Advisory Committees to the Board, Optional, Delete
BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
BD/BDA – Board Meetings, Optional, Delete
BDC – Executive Sessions, Optional, Delete
BDC – Executive Sessions, Highly Recommended, *New*
BDD – Board Meeting Procedures, Optional, Delete
BDD – Board Meeting Procedures, Optional, *New*
BDDC – Board Meeting Agenda, Optional, Delete
BDDC – Board Meeting Agenda, Highly Recommended, *New*
BDDG – Minutes of Board Meetings, Optional, Delete
BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required

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## VETERAN OR STATE SERVICEMEMBER PREFERENCE

### Summary

Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions.

As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026.

Additionally, OAR 581-022-2405 requires districts have policies regarding equal employment opportunities and affirmative action. Language has been added to more clearly meet these requirements.

After adoption, notify appropriate staff and other parties in accordance with policy BFD – Board Policy Implementation and/or BFCA – Administrative Regulations.

### Collective Bargaining Impact

Review the policy changes to determine whether additional review of an applicable agreement is needed for alignment.

### Local District Responsibility

Review the board's policy manual for this policy and administrative regulation (AR). If present, update policy to present for readoption and update the AR to provide as an information to the board for their review.

### Policy(ies) and ARs Impacted by these Revisions

GBA – Equal Employment Opportunity, Required
GBA-AR – Veteran and State Servicemember Preference, Highly Recommended

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## SEXUAL HARASSMENT

### Summary

Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

### Collective Bargaining Impact

None

### Local District Responsibility

Review existing policy and update with new language.

### Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required
JBA/GBN – Sexual Harassment, Required

## OREGON LEAVE LAWS

### Summary

Many changes have been made to leave laws over the last few years. This update reflects those changes.

### Collective Bargaining Impact

None

### Local District Responsibility

Review the changes and apply to existing administrative regulations as needed. Administrative regulations (AR) can be issued to the board for review as an information item unless existing board policy provides other procedures for processing ARs.

### Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
Or
GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended

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## OREGON SICK TIME

### Summary

The change from Senate Bill 1108 (2025) added another allowable use for earned sick time: to donate blood in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

### Collective Bargaining Impact

Review an applicable agreement to determine if other language needs to be updated.

### Local District Responsibility

Review the district's existing policy and apply the recommended edits, then present to the board for readoption.

### Policy(ies) and ARs Impacted by these Revisions

GCBDD/GDBDD – Sick Time *, Highly Recommended

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## IMMIGRATION ENFORCEMENT

### Summary

Three laws regarding immigration enforcement policies were passed by the Oregon Legislature in 2026:

- Senate Bill 1538 (2026, effective July 1, 2026). This law requires the Attorney General's office to publish model policies regarding federal immigration law enforcement and requires school districts to provide all employees applicable model

policies published by the Attorney General. Additionally, this law adds "immigration or citizenship status" to the list of protected classes in ORS 659.850.

- Senate Bill 1594 (2026, relevant portion effective July 1, 2026). This law duplicates portions of Senate Bill 1538, requiring Attorney General model policies be provided to employees.
- House Bill 4079 (effective September 30, 2026). This law requires school district boards to adopt a policy for "providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be consistent with model policies published by the Attorney General and requires the policy be included in the student handbook and on the district's website.

OSBA will release updated samples prior to the July 1, 2026 effective date, but is waiting for updates to the model policies from the Attorney General's office. Current versions of the Attorney General's model policies can be found here.

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## WEBSITE ACCESSIBILITY

### Summary

The American with Disabilities Act prohibits discrimination on the basis of disability. Included in this prohibition is a requirement that websites be accessible to those with disabilities. In order to meet this requirement, district websites must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA by April 24, 2026 (districts with a population of 50,000 or more) or April 24, 2027 (districts with a population of less than 50,000).

OSBA has been working on an updated policy hosting site for a few years to meet these requirements and provide additional functionality for districts. OSBA anticipates this will be available for use soon.

Additionally, OSBA is looking at potential updates to various policies to remind districts of this requirement. Edits may be included in the next policy update.

### Collective Bargaining Impact

None at this time.

### Local District Responsibility

Review website and other materials to ensure compliance.

### Policy(ies) and ARs Impacted by these Revisions

None at this time.

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## ABOUT *POLICY UPDATE*

*Policy Update* is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

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**TRY OUR ONLINE POLICY DEMO**

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

# Woodburn School District 103

Code: **BBAA**
Adopted: 11/19/09
Revised/Readopted: 2/16/12; 8/18/16; 5/22/19; 11/22/21
Orig. Code: BBAA

## Individual Board Member's Authority and Responsibilities

(Version 1)

See updated version

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

   Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

   Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

   When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the

appropriate complaint policy Board policy KL - Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

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**Legal Reference(s):**

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement
DFEA - Admissions to District Events

DELETE

# Woodburn School District 103

Code: BBAA
Adopted:

## Board Member's Authority and Responsibilities
(Version 2)

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

   Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions{[1]}

   Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

   When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

[1] {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law[, including participating in an approved[2] training at least once during each term of office{[3]}].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[4] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

PROPOSED

[2] Approved by the Oregon Government Ethics Commission.

[3] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

[4] (855) 503-SAFE (7233)

END OF POLICY

**Legal Reference(s):**

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

PROPOSED

# Woodburn School District 103

Code: **BBE**
Adopted: 11/19/09
Readopted: 2/16/12
Orig. Code(s): BBE

## Vacancies on the Board
(Version 1)

See updated version

Vacancies will be filled through Board appointment. The Board appointee must be an elector of the district, as defined by law and in Board policy BBBA – Board Member Eligibility.

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election," at which time the individual elected in March of that year will fill the remaining portion of an unexpired term or serve a full four year term; or

2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

A Board member so appointed as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn in and seated immediately.

If the offices of a majority of district Board members are vacant at the same time, the Directors of the Willamette Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

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**Legal Reference(s):**

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

**Cross Reference(s):**

BBBA - Board Member Eligibility
BBC - Board Member Resignation
BBD - Board Member Removal from Office

# Woodburn School District 103

Code: BBE
Adopted:

## Vacancies on the Board
(Version 2)

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;

3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:

   a. Be an elector of the district.[2] This requires being registered to vote within the district;
   b. Have resided in the district for a period of one year immediately preceding the appointment;
   c. [Be a resident of the zone of the vacant position, if the position is zoned;]
   d. Not be an employee of the district or a charter school located within the district[{[3]}, except as a substitute bus driver in accordance with ORS 332.016].

4. The Board will review applicant materials in an open Board meeting;

5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

PROPOSED

[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

[3] {Include this bracketed language only if the district has an ADM or 50 or fewer.}

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[4], the Board may re-vote or vote to re-open the application period;

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the [ ] Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

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**Legal Reference(s):**

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

PROPOSED

[4] ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

# Woodburn School District 103

Code: **BBE-AR**
Revised/Reviewed: 11/19/09; 2/16/12
Orig. Code: BBE

## ~~Vacancies on the Board~~Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

**Motivation and Experience**

Why do you want to serve on the Board?

_____
_____
_____
_____

Which experiences or perspectives

~~Appointment to vacated positions will be made by the Board in accordance with the following guidelines:~~

~~Announcements of the vacancy~~ will help you represent and serve all students and families?

_____
_____
_____
_____

How will you help advance the district's mission and goals?

_____
_____
_____
_____

How will you engage respectfully with individuals whose viewpoints differ from your own?

_____
_____
_____

**Knowledge, Time Commitment and Governance**

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

_____

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

_____

_____

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

_____

_____

_____

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being? _____

_____

1. *This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed* ~~be made~~ at *a* ~~the~~ Board meeting*. Once submitted, it is a public record and may be subject to disclosure.* ~~in which the vacancy is officially declared;~~

**Contact and Personal Information**

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

**Note**: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration):

_____

City: _____ State: OR

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

**Accessibility and Accommodations**

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

**Attestations (Required)**

☐ The information I have provided is true and complete to the best of my knowledge.
☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
☐ I am not disqualified by employee status (ORS 332.016).

☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

~~2. Signature: _____ Date: _Vacancy announcements will be advertised through local media;~~

~~3. The announcement will invite individuals to submit applications for nominations to the Board within the time frame established by the Board;~~

~~4. The Board will interview potential appointees in open session;~~

~~5. The Board will select the appointee as follows:~~

~~a. Due consideration will be given to candidates who meet the diverse characteristics of the district and possess the following personal attributes:~~

~~(1) The candidate should have personal integrity, intelligence and appreciation of the values of good education;~~
~~(2) The candidate should be willing and capable of assuming responsibilities;~~
~~(3) The candidate should have the ability to work with others, should have the courage of his/her convictions, should always vote his/her beliefs and should be a champion of the public schools;~~
~~(4) The candidate should be prepared and willing to devote a sufficiently large amount of time to the study of the problems of education in the district, as well as the state and nation at large, so as to be able to interpret them to the electorate;~~
~~(5) The candidate must be willing and able to make sacrifices of his/her time, knowledge and personal pleasure for the benefit of the district.~~

~~b. When there are three or more candidates the Board will continue to vote until two candidates each have a greater number of votes than any other candidate. In such voting procedure, each Board member will vote for two candidates;~~
~~c. When there are only two candidates, either because there are only two or because the Board has reduced the list to two, the Board will select the new member by majority vote of Board membership;~~
~~d. All voting will be conducted in accordance with public meeting laws, with the name of each Board member and how each voted duly recorded in the minutes;~~
~~e.~~a. ~~All candidates and the public will be notified of the Board's decision at the most immediate and appropriate time.~~

# Woodburn School District 103

Code: **BCB**
Adopted: 11/19/09
Readopted: 2/16/12
Orig. Code: BCB

## Board Officers

No later than the next regular ~~At its first scheduled~~ meeting after July 1, ~~and no later than July 31 in a school board election year,~~ the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of July. 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.~~

The Board chair will ~~work with the superintendent to~~:

1. Prepare~~Establish~~ the agenda for ~~regular~~ Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;

2. Call special meetings ~~when required~~;

3. Preside at meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;

~~4.~~ Sign~~Preside at all meetings of the Board and enforce the rules of order;~~

~~5.~~4. ~~Sign the minutes and other~~ official documents that require the signature of the chair;

~~6.~~5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;

~~7.~~6. Appoint Board members to~~all~~ committees ~~and will be an ex-officio member of all such committees~~ unless otherwise ordered by the Board;

~~8.~~7. Have the right to discuss issues~~, make decisions, make motions~~ and vote; and ~~.~~

~~9.~~8. Perform such other duties as may be prescribed by law or by action of the Board.

In the absence~~, incapacitation or death~~ of the 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.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

**Board Spokesperson**

The Board may designate the chair, vice chair or another Board member as the Board's spokesperson. A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.
~~The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. In the absence of the designated secretary, the Board may name anyone present to serve as secretary for that meeting. 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.~~

~~**Board or District Spokesperson**~~

~~The Board may appoint one of its members, usually the 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 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
OAR 166OAR 199-050-0050

**Cross Reference(s):**

BC/BCA - Board Organization/Board Organizational Meeting

# Woodburn School District 103

Code: **BCE**
Adopted: 11/19/09
Readopted: 2/16/12
Orig. Code: BCE

## Board Committees
(Version 1)

See updated version

Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the Board or by the Board chair and shall terminate upon completing their assignments, or they may be terminated at any time by a vote of the Board.

Committee-of-the-whole meetings, called "work sessions," may be held. Committee-of-the-whole meetings may be called by the chair or any two Board members.

Special temporary committees composed of one or more Board members may be appointed by the chair for any purpose approved by the Board. The functions of such committees shall ordinarily be factfinding, deliberative and advisory, and their reports shall be made to the Board for discussion and action. The chair of the Board and the superintendent shall be ex-officio members of all committees. Committee recommendations and reports will become an official part of Board minutes.

All meetings of special committees and of committees-of-the-whole will follow public meetings law. The Board and its committees may sit in executive sessions to discuss matters when such sessions are required and permitted by law.

A Board committee may appoint, subject to Board approval, advisory members from the staff, student body or community. Advisory members will be instructed in the committee's functions and their status. These members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105
OAR 199-040
OAR 199-050

**Cross Reference(s):**

BCF - Advisory Committees to the Board

# Woodburn School District 103

Code: BCE
Adopted:

## Board Committees
(Version 2)

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;

2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law[1], including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.[2]

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;

2. The task of the committee;

3. What resources are needed and will be provided to the committee;

[1] OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

[2] OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist[3];

5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105
OAR 199-040
OAR 199-050

PROPOSED

[3] The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

# Woodburn School District 103

Code: **BCF**
Adopted: 11/19/09
Readopted: 2/16/12; 2/28/23; 8/26/25
Orig. Code: BCF

## Advisory Committees to the Board

Covered in new BCE

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;

2. The resources the Board will provide;

3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

END OF POLICY

**Legal Reference(s):**

ORS 192.610
ORS 192.630
ORS 294.414
ORS 329.704
ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

DELETE

# OSBA Model Sample Policy

Code: BD
Adopted:

## Board Meetings, Notices and Communications

**Definitions**

"Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

"Convening" means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board[1] is required, at any meeting at which a quorum is present.

"Decision-making process" means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

"Deliberation" means discussion or communication that is part of a decision-making process.

"Executive session" means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

"Intermediary" means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term "intermediary" can include a member of the Board.

"Meeting" means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

"Public Meetings Law" means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

[1] This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three{[2]}] Board members.

"Work session" or "workshop" means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

**Board Authority at Meetings**

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three{[3]}] members of the Board is required to transact any business.

**Types of Meetings**

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

   The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

   A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

   Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

   The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

[2] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[3] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

   Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

**Communications Outside of a Board Meeting (Serial Meetings Prohibited)**

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

*Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.*

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

**Meeting Location, Public Accommodations and Logistical Requirements**

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

[If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.{[5]}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

PROPOSED

[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

[5] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{[6]}]

**Public Notice Requirements**

The district posts public notice{[7]} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;

2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

PROPOSED

[6] {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

[7] {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

> "The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

**Complaints**

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

**[{[8]}Mandatory Training**

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.]

END OF POLICY

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**Legal Reference(s):**

ORS Chapter 192
ORS 332.040 - 332.061
ORS 332.107
ORS 433.835 - 433.875
OAR 199-050-0005 – 199-050-0085

OR. ATTY. GEN. *Public Records and Meetings Manual*.

PROPOSED

[8] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

# Woodburn School District 103

Code: BD/BDA
Adopted: 2/18/10
Revised/Readopted: 2/16/12; 8/18/16; 9/21/17; 8/14/18; 11/22/21; 11/28/23
Orig. Code: BD/BDA

## Board Meetings

See updated version, BD

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening[1] of a quorum of the Board as the district's governing body to make a decision[2] or to deliberate[3] toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. "Meeting" does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

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[1] "Convening" means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

[2] "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

[3] "Deliberation" means discussion or communication that is part of a decision-making process.

[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

   Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business. No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

   Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media which have requested notice, and the general public for any special meeting.

   Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

   Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate. Communications outside of a Board meeting may contain:

   a. Communications to, between or among members of a governing body that are:

(1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
(2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
(3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.*

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.

**Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

DELETE

**Legal Reference(s):**

ORS Chapter 192 | ORS 255.335 | ORS 332.040 - 332.061 | ORS 433.835 - 433.875

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
OR. ATTY. GEN. Public Records and Meetings Manual.
House Bill 2805 (2023).

**Cross Reference(s):**

ACA - Americans with Disabilities Act
BDB - Special and Emergency Board Meetings
BDC - Executive Sessions

DELETE

# Woodburn School District 103

Code: **BDC**
Adopted: 11/19/09
Revised/Readopted: 2/16/12; 8/18/16; 1/21/20; 11/28/23
Orig. Code: BDC

## Executive Sessions
(Version 1)

See updated version

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.[1] (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[2], employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

[1] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure
   a. The vacancy has been advertised;
   b. Regular hiring procedures have been adopted;
   c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
   d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[2] To determine whether the individual involved is considered a public officer, consult with legal counsel.

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

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**Legal Reference(s):**

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

**Cross Reference(s):**

BD/BDA - Board Meetings
BDDG - Minutes of Board Meetings
CBG - Evaluation of the Superintendent

DELETE

# Woodburn School District 103

Code: BDC
Adopted:

## Executive Sessions
(Version 2)

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

> "Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2]

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:
a. The vacancy has been advertised;

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may

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b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

PROPOSED

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**Legal Reference(s):**

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050

OAR 199-050-0060

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

PROPOSED

# Woodburn School District 103

Code: **BDD**
Adopted: 11/19/09
Readopted: 2/16/12
Orig. Code: BDD

## Board Meeting Procedures
(Version 1)

See updated version

**Quorum**

A quorum will consist of the majority of the Board members.

**Vote Needed for Exercise of Powers**

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

**Board Member Voting**

Each member's vote on all motions will be recorded in the minutes.

**Abstaining from Vote**

If a Board member chooses to abstain from voting and the abstention is due to a conflict of interest, the Board member shall state the nature of the conflict of interest. The abstention will be recorded.

**Parliamentary Procedure**

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, "Procedure in Small Boards"* as modified by the Board will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

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**Legal Reference(s):**

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107
OAR 199-050-0005 (9)
OAR 199-050-0055

6/01/10 | JW

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

DELETE

# Woodburn School District 103

Code: BDD
Adopted:

## Board Meeting Procedures
(Version 2)

1. Quorum

   A quorum of the Board is [three{[1]}] Board members.

2. Vote Needed for Exercise of Powers

   The affirmative vote of [three{[2]}] Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

   The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

   Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

   Official Board business will be transacted by motion or resolution at properly noticed[3] meetings.

   Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, "Procedure in Small Boards"*[4] as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

[1] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[2] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

[3] See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

[4] See *Robert's Rules of Order*, 12th Edition, § 49:21.

will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

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**Legal Reference(s):**

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107
OAR 199-050-0005 (9)
OAR 199-050-0055

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

PROPOSED

# Woodburn School District 103

Code: **BDDC**
Adopted: 11/19/09
Readopted: 2/16/12
Orig. Code: BDDC

## Board Meeting Agenda
(Version 1)

See updated version

The Board chair with the assistance of the superintendent will prepare an agenda for all regular meetings of the Board. The agenda will minimally include, but not be limited to, approval of the minutes, public forum and future agenda items. Items of business may be suggested by any Board member, staff member, student or citizen of the district by notifying the superintendent at least seven working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

Items of business not on the agenda may be discussed and acted upon if, by unanimous vote, the Board agrees to consider them.

The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

The agenda, together with supporting materials, will be distributed to Board members at least five full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the district's office at the same time it is available to the Board members. Copies of the agenda made available to the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each district facility on the day of the meeting. Members of the public may request a copy of the agenda at the superintendent's office. All minutes shall be available to the public within a reasonable time after the meeting. Minutes are available at the district office. All agendas and meeting minutes are also posted on the district website.

Individuals visually impaired will receive materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified individuals with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the individuals with disabilities in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for individuals with disabilities will be available at no charge to the individual.

END OF POLICY

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**Legal Reference(s):**

ORS 192.630 ORS 192.640 OAR 199-050-0040

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

**Cross Reference(s):**

BDDH - Public Participation in Board Meetings

DELETE

# Woodburn School District 103

Code: BDDC
Adopted:

## Board Meeting Agenda
(Version 2)

{[1]}The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

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**Legal Reference(s):**

ORS 192.630 ORS 192.640 OAR 199-050-0040

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

[1] {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

# Woodburn School District 103

Code: **BDDG**
Adopted: 11/19/09
Readopted: 2/16/12; 1/21/20
Orig. Code: BDDG/BDDK

## Minutes of Board Meetings
(Version 1)

See updated version

The Board secretary or designee will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;

2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

3. The results of all votes and the vote of each member by name;

4. The substance of any discussion on any matter;

5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. However, minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator. The district assumes the responsibility of putting the minutes in a format and language that the person requesting can understand. The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 - 192.705
ORS 332.061
OAR 166-017-0005 - 0095
OAR 166-400-0010(9)
OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

# OSBA Model Sample Policy

Code: BDDG
Adopted:

## Recordings and Minutes of Board Meetings

[{[1]}The Board will ensure a [{[2]}video] recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.]

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format[3]. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form[4].

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken[5];
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time{[6]} after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

[1] {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

[2] {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

[3] Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

[4] Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

[5] If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

[6] {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

Recordings or minutes[7] of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information[8] will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 - 192.705
ORS 332.061

OAR 166-017-0005 - 0095
OAR 166-400-0010(9)

OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

PROPOSED

[7] "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

[8] ORS 332.061 prohibits the disclosure of:
1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

# Woodburn School District 103

Code: **CBA**
Adopted: 2/18/10
Readopted: 8/16/12
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

(Version 1)

See updated version

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with a superintendent's endorsement;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a school superintendent or administrative experience in the central administration of a school system.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Understands the intricacies and skills of language acquisition, cultural competence and dual language programs;
4. Scholarship, intelligence and excellent organizational abilities;
5. Training, experience and success in personnel selection, evaluation and development;
6. Knowledge of curriculum development, implementation and evaluation;
7. Knowledge of business and support service systems which facilitate planning, control and accountability;
8. Experience in administering collective bargaining agreements;
9. Ability to motivate other administrators and significantly involve them in the decision-making process;
10. Strong management skills and a desire and ability to motivate and innovate, taking advantage of the district's strengths.

**General Functions**

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

**Specific Functions**

The duties of the superintendent are to:

3. Serve as the executive officer of the Board charged with the responsibility for general oversight of the district including implementation of the policies of the Board, development, implementation and review of the strategic plan, preparation of the agenda for each meeting in conference with the Board chair, attendance at all meetings of the Board and participation in all deliberations of the Board. At the request of the superintendent, the Board may excuse him/her from attendance at a particular meeting;

4. Assume responsibility for carrying into effect the policies, regulations and rules of the district. To this end, there shall be delegated such powers as are necessary for executing and administering details, and in such cases where duties are not definitely set forth, the exercise of discretion, subject to Board approval;

5. Administer the schools in conformity with the adopted policies and rules of the State Board of education and in accordance with Oregon statutes;

6. Develop administrative regulations and procedures for implementing Board policies;

7. Provide, with the administrative staff, a continuous appraisal of all policies of the Board;

8. Recommend licensed persons for employment, contract renewal, contract extension, contract nonrenewal, contract nonextension or dismissal in accordance with Board policies and Oregon statutes, including the power to discipline employees;

9. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

10. Assign or transfer all instructional and noninstructional personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

11. Ensure that the courses of study and curriculum adopted by the State Board of Education and the Board are used in the schools of the district;

12. Select and recommend for adoption textbooks and supplementary instructional materials after receiving recommendations from textbook committees;

13. Serve as budget officer for the district and supervision of the preparation of the budget for the next fiscal year in accordance with Oregon statutes and rules;

14. Direct the development and updating of salary schedules within the financial resources of the district and recommendations to the Board on collective bargaining matters;

15. Direct the purchase of all equipment, supplies and materials approved by the Board as provided in the district annual budget;

16. Direct the approval of requests for use of the school buildings, grounds and equipment for other than school purposes, subject to regulations approved by the Board;

17. Prepare school calendar showing the opening and closing dates and school holidays and vacations for submission for Board approval no later than the April Board meeting;

18. Visit other school systems and attend educational conferences, seminars, workshops and other professional meetings as necessary, to be informed of new and promising developments in the field of education. In the fulfillment of this duty, the superintendent will inform the Board chair about meetings or visits which will cause him/her to be absent from the district for two or more working days;

19. Report to the Board on a regular basis concerning the status of the district and its programs;

20. Perform such other duties as the Board may determine.

END OF POLICY

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**Legal Reference(s):**

ORS 332.075
ORS 342.143
ORS 342.173
ORS 342.850
OAR 584-020-0000 - 0035
OAR 584-046-0003 - 0024
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

**Cross Reference(s):**

CBG - Evaluation of the Superintendent

DELETE

# Woodburn School District 103

Code: CBA
Adopted:

## Qualifications and Duties of the Superintendent
(Version 2)

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district{[1]};
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

**General Functions**

PROPOSED

{[1] Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

**Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;

2. Serve as educational leader to the Board, staff and community;

3. Act as the district's chief administrative officer;

4. Serve as district school clerk, performing such duties as required by law or by the Board;

5. Support the Board with scheduling meeting places, providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and for all committee meetings authorized by the Board, as appropriate;

6. Attend all regular and special meetings of the Board, except when excused;

7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;

8. Administer adopted Board policies;

9. Regularly review adopted Board policies and make recommendations for needed changes;

10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;

11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;

12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;

16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;

PROPOSED

17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;

20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;

21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;

25. Provide for performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

26. Assign and control the promotion of students;

27. Maintain a continuous inventory of all district property, furniture, material and supplies;

28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;

29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;

31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;

32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;

33. Direct the district in its relationships with federal, state and local government agencies;

34. Cooperate with universities and colleges in their student-teacher training programs;

35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;

37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;

38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;

39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

ORS 332.075
ORS 342.143
ORS 342.173
ORS 342.850
OAR 584-020-0000 - 0035
OAR 584-046-0003 - 0024
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

PROPOSED

# Woodburn School District 103

Code: **CBG**
Adopted: 10/21/04
Revised/Readopted: 8/16/12; 6/15/17; 5/28/24
Orig. Code(s): CBG

## Evaluation of the Superintendent

The Board will ~~may~~ formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.[1] Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs.~~.~~ Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 192.660
ORS 332.107
ORS 332.505
OAR 199-040-0027
OAR 199-040-0030
OAR 581-022-2405

[1] Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the Board;
b. The time, date and location of the meeting;
c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
d. Information on how the superintendent may make a request for an open hearing.

Hanson v. Culver Sch. Dist. (FDAB 1975).

**Cross Reference(s):**

BDC - Executive Sessions
CBA - Qualifications and Duties of the Superintendent

# Woodburn School District 103

Code: CEA
Adopted: 8/26/25

## Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee{[1]} shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and

2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee may prepare an annual report that:

1. Contains the following information:

    a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
    b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
    c. Any other information required by the State Board of Education.

2. Is shared with the Board:

    a. By the superintendent; and
    b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.

3. Is made available by being:

    a. Distributed to the parents of district students;
    b. Posted on the district's website; and
    c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;

[1] {The district can name this committee something else. If the district chooses to do so, use consistent language throughout.}

2. Must ensure that membership is primarily representative of underserved student groups;

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;

4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and

5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

6. The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.[2]

END OF POLICY

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**Legal Reference(s):**

ORS 328.542
ORS 329.711
ORS 332.107
OAR 199-050-0010
OAR 581-022-2307

House Bill 4066 (2026)

[2] {The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.}The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

# Woodburn School District 103

Code: DBEA
Adopted: 2/28/23

## Budget Committee

### Organization, Membership and Terms of Office

The district budget committee will consist of the five members of the Board and five electors appointed by the Board as required by law. The term of the appointed members of a budget committee in a district that prepares an annual budget, will each be three years, with appointments made so that, as nearly as practicable, the terms of one-third of the members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.[1] The Board will establish appropriate timelines and procedures for the appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action item.

### Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.

2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of the district budget.

### Meetings of the Budget Committee

The district's budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

### Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not

[1] ~~{The budget committee is~~ ~~Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are~~ not required to include a member of the~~convene an~~ educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee~~September 15, 2025~~.

previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

## Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

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**Legal Reference(s):**

ORS 174.130
ORS 192.610 - 192.695
ORS 294.305 - 294.565
ORS 328.542
ORS 329.711
ORS 433.835 - 433.875
OAR 581-022-2307

House Bill 4066 (2026)

# Woodburn School District 103

Code: **EBB**
Adopted: 8/15/13
Revised/Readopted: 12/18/14

## Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the Boarddistrict shall adopt an integrated pest management plan (IPM){(}[1]} which emphasizes the least possible risk to students, staff and community members and shall adopt a list[2] of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website[3].

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

    a. Protect the health and safety of students and staff;
    b. Protect the integrity of district buildings and grounds;
    c. Maintain a productive learning environment; and
    d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

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[1] {See Model Integrated Pest Management ProgramPlan for Oregon Schools at . The program includes access to Resources & Forms including Model plans for large school districts and small school districts.}http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html

[2] See ORS 634.705(5).

[3] Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the maintenance supervisor as the Integrated Pest Management Plan Coordinator and gives them the authority for overall implementation and evaluation of the IPM plan.

**Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

4. Ensure~~Ensuring~~ identification and evaluation of pest situation;

5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

7. Evaluate pest management results;~~ and~~

8. Keep for at least four years following the application date, records of applied pesticides that include:

    a. A copy of the label;
    b. A copy of the Safety Data Sheet (SDS);~~;~~
    c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
    d. The pest condition that prompted the application;
    e. The approximate amount and concentration of pesticide applied;
    f. The location and description of the area where the pesticide was applied;
    g. The type of application and whether the application was effective;
    h. The name(s) of the person(s) applying the pesticide;

i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
j. The dates and times for the placement and removal of warning signs; and
k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.[4] The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

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**Legal Reference(s):**

ORS 634.116
ORS 634.700 - 634.750

**Cross Reference(s):**

EB - Safety Program
GBE - Staff Health and Safety

[4] For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

# Woodburn School District 103

Code: **EBBA**
Adopted: 12/21/06
Readopted: 8/15/13; 6/25/24
Orig. Code: EBBA

## Student Health Services**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will[1]:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;

1. Refer to available communicable disease prevention and management plan that includes school-level protocols[2];

2. Outline a district-to-school communication plan[3];

3. Provide information about health screenings, including immunizations and TB certificate requirements;

4. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed[4];

5. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

6. Describe how hearing, vision and dental screenings are managed and/or verified for required students[5];

[1] For exact language and complete requirement, see OAR 581-022-2220(1).

[2] For specific protocol content requirements, see OAR 581-022-2220(1)(b).

[3] For requirements of this plan see OAR 581-022-2220(1)(c).

[4] For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

[5] For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

7. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school[6];

8. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids[7];

9. Refer to adopted policy and procedures for medications in accordance with Oregon law[8];

10. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities[9][; and][.]

11. [List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).]

[Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.[10]

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.]

[6] For definitions for this policy see ORS 336.201.

[7] OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

[8] Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

[9] For guideline requirements see OAR 581-022-2220(1)(k).

[10] For additional delegation requirements see OAR 851-047-0030.

[The district provides a menstrual product dispenser with a variety of products in every student bathroom[11] which meets the requirements of law.]

END OF POLICY

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**Legal Reference(s):**

ORS 329.025
ORS 332.107
ORS 336.201
ORS 336.204
ORS 336.211 – 336.214
ORS 342.458
OAR 581-021-0017
OAR 581-021-0031
OAR 581-021-0587
OAR 581-021-0590
OAR 581-022-2050
OAR 581-022-2220
OAR 581-022-2515

Every Student Succeeds Act, 20 U.S.C. § 7928 (2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2024).

**Cross Reference(s):**

EBBAA/GBEBC/JHCCC - Infection Control - HIV, AIDS, HBV
GB - General Personnel Policies
GBE - Staff Health and Safety
JHCCC/EBBAA/GBEBC - Infection Control - HIV, AIDS, HBV

[11] ["Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)]

# OSBA Model Sample Policy

Code: ECAA
Adopted:

## Access to Buildings

The Board directs the superintendent to control access to district buildings as appropriate and necessary to protect property, students and personnel.

The superintendent or designee will develop procedures to control access to school buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., keys, access cards) in their possession.

Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.

END OF POLICY

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**Legal Reference(s):**

ORS 332.107
ORS 332.172
ORS 339.408

PROPOSED

# Woodburn School District 103

Code: **GBA**
Adopted: 10/21/04
Readopted: 3/07/13; 1/21/20; 11/22/21
Orig. Code: GBA

## Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition[2], age, veterans' status[3], service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability[4] if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be communicated~~provided~~ to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interview~~recruiting, interviewing~~ and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

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**Legal Reference(s):**

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[1] Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001. ~~(as amended by House Bill 2935 (2021)).~~

[2] [Certain protections~~This unlawful employment practice~~ related to pregnancy, childbirth or a related medical condition apply~~as described in House Bill 2341 (2019) (added to ORS 659A) applies~~ to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).] {Remove if district has six or more employees.}~~.~~

~~[3] The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.~~

[4] [Certain protections~~This unlawful employment practice~~ related to disability apply only~~as described in ORS 659A.112 applies~~ to employers who employ six or more persons (ORS 659A.106).] {Remove if ESD has six or more employees.}~~).~~

ORS 174.100
ORS 243.305
ORS 326.051
ORS 332.505
ORS 408.225 – 408.237
ORS 652.210 - 652.220
ORS 659.850
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
ORS 659A.820

OAR 581-021-0045
OAR 581-022-2405
OAR 839-006-0435 - 0480

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).

**Cross Reference(s):**

AC - Nondiscrimination
ACA - Americans with Disabilities Act

# Woodburn School District 103

Code: GBA-AR
Revised/Reviewed: 3/08/22

## Veterans' Preference

Oregon law~~Oregon's Veterans' Preference Law~~ requires the district to grant a preference to qualified and eligible veterans, ~~and~~ disabled veterans, state servicemembers and former state servicemembers at each stage during~~in~~ the hiring or~~and~~ promotion process who claim a preference.~~.~~ To be **qualified** for ~~veterans'~~ preference, an applicant~~a veteran or disabled veteran~~ must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for ~~veterans'~~ preference[1] an applicant~~a veteran or disabled veteran~~ must provide certification they are a veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember as defined by Oregon law[2].

The district is not obligated to hire or promote a qualified and eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember.~~.~~ The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the ~~veterans'~~ preference has been applied.

~~A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.~~

### Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a~~veterans and disabled veterans with~~ preference as required by Oregon law and the job posting will require applicants to provide certification[3] of eligibility for preference, in addition to other requested materials.

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[1] See Oregon Revised Statute (ORS) 408.235.

[2] See Oregon Revised Statute (ORS) 408.225 ~~and OAR 839-006-0440~~ for definitions of veteran, ~~and~~ disabled veteran, state servicemember and former state servicemember.

[3] ~~See Verification of Veteran's Preference (OAR 839-006-0465).~~ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

**Selection Procedures**{[4]}

Step 1: Before the review of any applications the [human resources director]~~hiring manger~~ will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.

Step 2: The [human resources director]~~hiring manager~~ will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the [human resources~~resource~~ director] shall evaluate whether the skill experience obtained in service~~the military~~ are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.

Step 3: Based on Step 2, the [human resources director]~~hiring manager~~ determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.

Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.

Step 5: Following completion of the interviews, the [human resources director]~~hiring manager~~ shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Preference~~Veterans' preference~~ shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.

Step 6: The district will appoint an otherwise qualified ~~hiring manager makes the offer to the~~ applicant claiming preference to the position~~with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran~~ if the applicant's results of their application examination, when combined with the preference,~~they~~ are equal to or better than the results for the top candidate~~ after the veterans' preference has been applied~~.

The district~~A veteran~~ may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect ~~submit a written request~~ to the position.

In the event the district chooses~~for an explanation of the reasons why they were~~ not to appoint an applicant covered by this administrative regulation, the~~selected for the position. The~~ district shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant~~for not selecting the candidate when requested~~.

**Filing a Complaint**

[4] {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans,~~ and~~ disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}~~).~~

A veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember is encouraged to contact the [human resources~~resource~~ office] if there are~~they have~~ any concerns or questions concerning the application of or the process used for ~~veterans'~~ preference.

An applicant~~A veteran or disabled veteran~~ claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

# Woodburn School District 103

Code: **GBN/JBA**
Adopted: 10/21/04
Revised/Readopted: 3/07/13; 7/17/14; 9/18/18; 6/11/20; 9/28/20; 6/25/24; 12/17/24; 12/17/24
Orig. Code: GBN/JBB

## Sexual Harassment
(Version 1)

See updated version

[1]The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.[2]

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be

[1] Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

[2] Other complaint policies and administrative regulations that may apply include, but are not limited to: AC – Nondiscrimination and Civil Rights; ACB – Every Student Belongs; GBEA – Workplace Harassment, GBNA – Hazing, Harassment, Intimidation, Menacing, or Cyberbullying – Staff; GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements; GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements; and JFCF – Hazing, Harassment, Intimidation, Bulling, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**OREGON DEFINITION**

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

**Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

| Name | Position | Phone | Email |
|---|---|---|---|
| Nikki Tucker, Director of Human Resources | | 503-981-2711 | nikki.tucker@woodburnsd.org |

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should use the above contact information. The person designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. This person is also designated as the Title IX coordinator.

**Response**

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Any staff member who becomes aware of behavior that may violate this policy shall report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

**Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment and prevent reoccurrence:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement, if necessary, at district events.

**No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

**Notice**

When a person[5] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

[5] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include[6]:

1. Name and contact information for all person designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
   b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

**Oregon Department of Education (ODE) Support**

[6] Remember confidentiality laws when providing any information.

The ODE will provide technical assistance and training upon request.



## Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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**Legal Reference(s):**

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

**Cross Reference(s):**

AC - Nondiscrimination
GBNA - Hazing, Harassment, Intimidation, Bullying, Cyberbullying, or Menacing – Staff
GBNAA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students
JBA/GBN - Sexual Harassment
JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF - Reporting Requirements Regarding Sexual Conduct with Students

# Woodburn School District 103

Code: GBN/JBA
Adopted:

## Sexual Harassment

(Version 2)

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints{[1]} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[2]}.

### OREGON DEFINITION AND PROCEDURES

### Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;

[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNAA/JHFF).}

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

b. Interferes with a school or district staff member's ability to perform their job; or
c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].{[5]}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [{[6]}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

**Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

{[7]}[Name], [position] at [phone] or [email]

[This] [These] individual[s] [is] [are] responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX coordinator.{[8]}] *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

**Response**

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

[8] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

**Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[9]}]

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. [Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.]

When a student or staff member is harassed by a third party, the district will consider the following:

[9] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.]

**No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

**Notices**

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[11]:

[10] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[11] Remember confidentiality laws when providing any information.

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
   b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

[**Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.]

**FEDERAL DEFINITION AND PROCEDURES**

**Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[12];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

**Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

**Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities

[12] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.{[13]}

**Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[17]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[18] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

**Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

[13] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[14] (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[15] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[15] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[16] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[18] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[19], or both.]

**No Retaliation**

Neither the district or any person may retaliate[20] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

**Publication**

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [district] student handbook and on the [school] [district] website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or district staff member, or third party] [person] upon request.

END OF POLICY

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**Legal Reference(s):**

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

PROPOSED

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

# Woodburn School District 103

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 12/08/20; 3/08/22; 12/17/24

## Family and Medical Leave

(Version 1)

See updated version. There are two versions to review, select the one that aligns with the number of employees in the district

**Employee Eligibility**

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days[1] immediately prior to the first day of the start of the requested leave[2]

An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

3. Separates from employment with the district, irrespective of any reason:

    a. Is eligible to take leave OFLA at the time the employee separates; and
    b. Is reemployed by the district within 180 days of separation from employment; or

4. Is eligible to take OFLA leave:

    a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and

[1] Thirty days during a declared public health emergency.

[2] The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;

3. An employee unable to work because of a disabling compensable injury[3] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

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[3] As defined in ORS 656.005.

**Qualifying Reason**

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[4] or continuing treatment by a health care provider[5].

2. Parental leave[6] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
    b. Bonding with and caring for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
    c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
    d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Military caregiver leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;

4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes leave to care for an employee's child whose school or child care provider has been closed[7] in conjunction with a statewide public health emergency declared by a public health official.[8]

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[4] "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

[5] "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

[6] Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

[7] "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

[8] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.[9]

Eligible employees may also access OMFLA under OFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

**Definitions**

1. Family member:

   a. For the purposes of FMLA, "family member" means:

      (1) Spouse[10];
      (2) Parent[11];
      (3) Child; or
      (4) Persons who are "in loco parentis."

   b. For the purposes of OFLA, "family member" means an eligible employee's:

      (1) Spouse or domestic partner;
      (2) Child or the child's spouse or domestic partner;
      (3) Parent or the parent's spouse or domestic partner;
      (4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
      (5) Grandparent or the grandparent's spouse or domestic partner;
      (6) Grandchild or the grandchild's spouse or domestic partner; or
      (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.[12]

2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

[9] Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

[10] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

[11] "Parent" means a biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" to the employee when the employee was a child as defined herein. This does not include parents "in law."

[12] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;

2. Child:

   a. For the purposes of FMLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
   b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
   c. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee's spouse or domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis."
   d. For the purposes of child placement leave and sick child leave only under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

   a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
   b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

   For the purposes of FMLA , "next of kin" means the nearest blood relative other than the covered servicemember's spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

   a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
   b. Siblings;
   c. Grandparents;
   d. Siblings of parents and their spouses; and
   e. First cousins.

5. Covered servicemembers:

   For the purposes of FMLA, "covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

6. Covered veteran:

For the purposes of FMLA, "covered veteran" means an individual who was:

a. A member of the Armed Forces (including a member of the National Guard or Reserves);
b. Discharged or released under conditions other than dishonorable; and
c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a "public health emergency" means;

a. A public health emergency declared under ORS 433.441.
b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

**Leave Period**

For the purposes of calculating an employee's leave period for FMLA, the district will use the 12-month period measured forward from the date the employee's leave begins

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

**Leave Duration**

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)[13]. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;

2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or

[13] An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[14]

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick leave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[15]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[16]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

[14] Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

[15] For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

[16] For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.[17] However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

**Intermittent Leave**

With the exception of parental leave under FMLA which must be taken in one continuous block of time, a eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

When OFLA leave is not covered by FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

**Alternate Work Assignment**

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

[17] See 29 CFR § 825.200(h).

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

**Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and

special education assistants, such as interpreters[18] for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

   When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee's own serious medical condition, the district may require the eligible instructional employee to choose either to:

   a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
   b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's regular position.

   If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term[19]

   When an eligible instructional employee requests leave near the end of the term, the district may require the following:

   a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:

      (1) The leave will last at least three weeks; and
      (2) The employee would return to work during the three-week period before the end of the term.

[18] 29 CFR 825.600(c) uses "signers."

[19] "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end of the term.

c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee[20] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

**Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

**Benefits and Insurance**

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining

[20] Applies only to an employee who is employed principally in an instructional capacity by the district.

agreement, other agreement or other district policy provide otherwise.[21] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

**Fitness-for-Duty Verification**

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

**Application**

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[22] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA

[21] See also ORS 342.934(4)(d) in reduction force situations.

[22] Oral notice may be given by any other person on behalf of the employee taking the leave.

leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information[23] to determine the requested leave qualifies as FMLA or OFLA leave. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.[24]

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[25] within 24 hours before or after commencement of the leave. In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

**Verification**

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[26], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[27], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If

[23] Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.

[24] See 29 CFR § 825.304.

[25] Notice may be given by any other person on behalf of the employee taking the leave.

[26] Medical verification is not allowed in every situation. Review current laws and guidance for more information.

[27] Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

**Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.[28] The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.[29]

**Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

**Federal vs. State Law**

[28] https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf; electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

[29] https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and OFLA or other state leave entitlements run concurrently when for the same purpose.



# Woodburn School District 103

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

## Family and Medical Leave *

(Version 2)

{This administrative regulation (AR) is intended for districts with 50 or more employees. If the district has 25 or more and fewer than 50 employees, use version 2 (Oregon Family Leave Act (OFLA)) of GCBDA/GDBDA-AR(1) - Family Leave *.}

**Employee Eligibility**

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.[1] In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines. An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

[1] [The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as the leave required by OFLA.]

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee unable to work because of a disabling compensable injury[2] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

**Qualifying Reason**

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[3] or continuing treatment by a health care provider[4].

2. Parental leave[5] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
    b. Bonding with and caring for a newly adopted child or newly placed child in foster care{[6]} under the age of 18 (within 12 months of placement);

[2] As defined in ORS 656.005.

[3] "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

[4] "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

[5] Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

[6] {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);

d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin of the servicemember with a serious injury or illness;

4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed[7] in conjunction with a statewide public health emergency declared by a public health official.[8]

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.[9] [When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.]

Eligible employees may also access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

**Definitions**

1. Family member:

[7] "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

[8] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

[9] Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

a. For the purposes of FMLA, "family member" means:

(1) Spouse[10];
(2) Parent[11]; or
(3) Child[12].

b. ""For the purposes of OFLA, "family member" means an eligible employee's:

(1) Spouse or domestic partner;
(2) Child or the child's spouse or domestic partner;
(3) Parent or the parent's spouse or domestic partner;
(4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
(5) Grandparent or the grandparent's spouse or domestic partner;
(6) Grandchild or the grandchild's spouse or domestic partner; or
(7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.[13]

2. Child:

a. For the purposes of FMLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
c. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee's spouse or domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis."
d. For the purposes of sick child leave under OFLA, the child must be under the age of 18 or substantially limited by a physical or mental impairment as described in ORS 659A.104.

[10] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

[11] "Parent" means a biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" to the employee when the employee was a child as defined herein. This does not include parents "in law."

[12] "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

[13] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:
1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

3. In loco parentis:

   a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
   b. For the purposes of OFLA, "in loco parentis" means person in the place of a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

   For the purposes of FMLA , "next of kin" means the nearest blood relative other than the covered servicemember's spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

   a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
   b. Siblings;
   c. Grandparents;
   d. Siblings of parents and their spouses; and
   e. First cousins.

5. Covered servicemembers:

   For the purposes of FMLA, "covered servicemember" means:

   a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:

      (1) Is undergoing medical treatment, recuperation or therapy;
      (2) Is otherwise in outpatient status; or
      (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or

   b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

   For the purposes of FMLA, "covered veteran" means an individual who was:

   a. A member of the Armed Forces (including a member of the National Guard or Reserves);
   b. Discharged or released under conditions other than dishonorable; and
   c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

   For OFLA a "public health emergency" means;

   a. A public health emergency declared under ORS 433.441.

b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

**Leave Period**

For the purposes of calculating an employee's leave period for FMLA, the district will use [the calendar year] [any fixed 12-month "leave year"] [the 12-month period measured forward from the date the employee's leave begins] [a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave].

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

**Leave Duration**

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)[14]. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;

2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or

3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

[14] An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[15]

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick time law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[16]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[17]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.[18] However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

**Intermittent Leave**

[With the exception of parental leave under FMLA which must be taken in one continuous block of time, a][A]n eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

[15] Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

[16] For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

[17] For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

[18] See 29 CFR § 825.200(h).

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

When an exempt employee is eligible for OFLA leave but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

**Alternate Work Assignment**

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, or child, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

**Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee's own serious medical condition, the district may require the eligible instructional employee to choose either to:

a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term[19]

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:

(1) The leave will last at least three weeks; and
(2) The employee would return to work during the three-week period before the end of the term.

b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end of the term.

c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

[19] "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee[20] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

**Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period [{[21]}to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave]. [The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave.] The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

**Benefits and Insurance**

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.[22] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

[20] Applies only to an employee who is employed principally in an instructional capacity by the district.

[21] {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

[22] See also ORS 342.934(4)(d) in reduction force situations.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

**Fitness-for-Duty Verification**

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

**Application**

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

For purposes of OFLA, an eligible employee shall provide at least [{[23]}30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[24] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information[25] to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

[23] {This number of days should align with the days provided in the leave request form.}

[24] Oral notice may be given by any other person on behalf of the employee taking the leave.

[25] See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.[26]

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[27] within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

**Verification**

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[28], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[29], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district or be paid as otherwise allowed by law. The district will not delay the use of

[26] See 29 CFR § 825.304.

[27] Notice may be given by any other person on behalf of the employee taking the leave.

[28] Medical verification is not allowed in every situation. Review current laws and guidance for more information.

[29] Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

**Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.[30] The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.[31]

**Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

**Federal vs. State Law**

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and state leave entitlements run concurrently when for the same purpose.

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[30] https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting **is not** sufficient to satisfy this requirement but may be used to supplement the physical posting.}

[31] https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf {Electronic posting **is** sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

# Woodburn School District 103

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed:

## Family Leave *

(Version 2)

{This administrative regulation (AR) is intended for districts with 25 or more and fewer than 50 employees . If the district does not have 25 or more and fewer than 50 employees, the district should not use this AR. This AR accompanies Version 2 of Board policy GCBDA/GDBDA - Family Leave.}

**Employee Eligibility**

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.[1] In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines. An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-

[1] [The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.]

009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee unable to work because of a disabling compensable injury[2] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

**Qualifying Reason**

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed[3] in conjunction with a statewide public health emergency declared by a public health official.[4]

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family

[2] As defined in ORS 656.005.

[3] "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

[4] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

member.[5] [When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.]

Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

**Definitions**

1. Family member:

   For the purposes of OFLA, "family member" means an eligible employee's:

   a. Spouse or domestic partner;
   b. Child or the child's spouse or domestic partner;
   c. Parent or the parent's spouse or domestic partner;
   d. Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
   e. Grandparent or the grandparent's spouse or domestic partner;
   f. Grandchild or the grandchild's spouse or domestic partner; or
   g. Any individual related by blood or affinity[6] whose close association with an eligible employee is the equivalent of a family relationship.

2. Child:

   a. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee's spouse or domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis."
   b. For the purposes of sick child leave only under OFLA, the child must be under the age of 18 or substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

   For the purposes of OFLA, "in loco parentis" means person in the place of a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Public health emergency:

[5] Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

[6] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

For OFLA a "public health emergency" means:

a. A public health emergency declared under ORS 433.441.
b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

**Leave Period**

For the purposes of calculating an employee's leave period for OFLA, the district uses a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

**Leave Duration**

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within an leave year, except that the eligible employee may not take more than four weeks of bereavement leave within an leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of family leave and all or part of the 12 weeks of pregnancy disability leave in any order.

OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[7]

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under OFLA may run concurrently with available leave taken under ORS 653.601 - 653.661, but does not run concurrent with leave taken under Paid Family and Medical Leave Insurance (PFMLI).

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[8]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the

[7] Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

[8] For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

leave period shall be used for calculating the employee's normal workweek[9]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

**Intermittent Leave**

An eligible employee is permitted under OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.), rather than in one continuous block of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

**Alternate Work Assignment**

The district may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

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[9] For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of OFLA leave, e.g., sick child leave and bereavement leave. An eligible employee working an average 25 hours per week may be entitled to additional OFLA pregnancy disability leave calculated as 12 times 25 hours, or a total of 300 hours of pregnancy disability leave in the same leave year.

An employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

**Special Rules for School Employees**

For the purposes of OFLA leave, if an employee[10] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

**Paid/Unpaid Leave**

OFLA does not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will not run concurrently with OFLA but may run concurrently with leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period [{[11]}to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave]. [The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of

[10] Applies only to an employee who is employed principally in an instructional capacity by the district.

[11] {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

leave.] The district will notify the eligible employee when the requested leave has been designated as OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

**Benefits and Insurance**

When an eligible employee returns to work following OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.[12] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

**Application**

An eligible employee shall provide at least [{[13]}30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[14] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

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[12] See also ORS 342.934(4)(d) in reduction force situations.

[13] {This number of days should align with the days provided in the leave request form.}

[14] Oral notice may be given by any other person on behalf of the employee taking the leave.

The district may request additional information[15] to determine that the requested leave qualifies as OFLA leave as provided by law. The district may designate the employee as provisionally on OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take such leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

If an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[16] within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

**Verification**

The district may require an eligible employee to provide medical verification, when appropriate[17], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, any costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

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[15] See OAR 839-009-0260.

[16] Notice may be given by any other person on behalf of the employee taking the leave.

[17] Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

**Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.{[18]} The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.[19]

**Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

**Federal vs. State Law**

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and state leave entitlements run concurrently when for the same purpose.

S E D

[18] {Electronic posting **is not** sufficient to satisfy this requirement, but may be used to supplement the physical posting.}

[19] https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf {29 CFR § 825.300(a)(1) requires "every employer covered by the FMLA" to meet this requirement and 29 CFR § 825.600(b) specifies that educational entities are covered by FMLA. However, employees are not eligible for FMLA unless there are fifty or more employees within 75 miles. Electronic posting **is** sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

# Woodburn School District 103

Code: GCBDD/GDBDD
Adopted: 12/17/24

## Sick Time

"Employee" means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, ~~or~~ independent contractors or others excluded by law.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued.

[The district employs {[1]}10 or more employees and therefore shall allow an eligible employee to access up to 40 hours of paid sick time per year. [Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Paid sick time of 40 hours shall be {[2]}front-loaded to an employee at the beginning of each year.]]

**OR**

[The district employs {[3]}10 or more employees and has established and invokes the "undue hardship" exception of ORS 653.621 (1)(b); therefore, 56 hours of paid sick time shall be {[4]}front-loaded to an eligible employees at the beginning of each year.]

**OR**

[The district employs fewer than 10 employees and therefore shall provide access for an eligible employee of at least 40 hours of unpaid sick time or unpaid time off. [Unpaid sick time or time off shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Unpaid sick time or time off shall be {[5]}front-loaded to an employee at the beginning of each year.] ]

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[1] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

[2] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

[3] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

[4] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

[5] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. [{[6]}An employee is limited to [accruing no more than 80 hours of sick time ] [and ] [using no more than 40 hours of sick time in a year].]~~.~~

[Sick time shall be taken in hourly increments] [{[7]}Sick time shall be taken in increments of more than [one] hour[s]] [Sick time may be used in increments of less than one hour**]** and may be used for the employee's or a family member's[8] mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying Family and Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time earned by an employee may also be used for the following reasons:

1. In~~in~~ the event of a public health emergency compliant with Oregon Revised Statute (ORS) 653.616;

2. [{[9]}To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with ORS 653.616;]

3. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or

4. For~~for~~ leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

[When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.]

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than [three{[10]}] consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick

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percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

[6] {If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy. The application of these limits need not be applied to employers with less than 10 employees and who front-load at least 40 hours of unpaid sick time or unpaid time off at the beginning of each year used to calculate the accrual and usage of sick time or time off. (ORS 653.606 (1)(d))}

[7] {This bracketed option only applies if the public charter school claims "undue hardship" (as is defined in OAR 839-007-0000(7)) and front-loads 56 hours of paid sick time per year. The school may require the employee to use paid sick time in increments of more than one hour; however in the case of front-loading 56 hours of paid sick time, the school cannot require an employee to use sick time in increments that exceed four hours, however the employee may choose to do so. OAR 839-007-0025}

[8] "Family member" is defined in OAR 839-007-0000.

[9] {The district must first have a policy that allows an employee to donate sick time to a coworker for this purpose. Do not keep this language if there is no policy authorizing this process.}

[10] {This number can be increased, but not decreased. Review any applicable collective bargaining agreements.}

time, including a medical verification or certification[11] paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.
When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time {[12]}10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). [The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.]

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district [consistent with the reporting time established by the district] [at least 24 hours in advance ] [before the start of the employee's shift], or when circumstances prevent the employee from providing notice as required, as soon as practicable.

[The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.]

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

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**Legal Reference(s):**

ORS 332.507
ORS 342.545
ORS 342.610
ORS 653.601 - 653.661
ORS 659A.150 - 659A.186
OAR 839-007-0020 – 007-0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

**Cross Reference(s):**

ACA - Americans with Disabilities Act
GBDA - Expression of Milk in the Workplace
GCBDA/GDBDA - Family and Medical Leave
GCBD/GDBD - Leaves and Absences

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[11] In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

[12] {ORS 653.621(3): "…not to exceed 10 days"}

# Woodburn School District 103

Code: **JBA/GBN**
Adopted: 10/21/04
Revised/Readopted: 3/07/13; 7/17/14; 9/18/18; 6/11/20; 9/28/20; 6/25/24; 12/17/24
Orig. Code: GBN/JBB

## Sexual Harassment

(Version 1)

See updated version

[1]The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.[2]

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be

[1] Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

[2] Other complaint policies and administrative regulations that may apply include, but are not limited to: AC – Nondiscrimination and Civil Rights; ACB – Every Student Belongs; GBEA – Workplace Harassment, GBNA – Hazing, Harassment, Intimidation, Menacing, or Cyberbullying – Staff; GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements; GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements; and JFCF – Hazing, Harassment, Intimidation, Bulling, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**OREGON DEFINITION**

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4]

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance

**Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

| Name | Position | Phone | Email |
|---|---|---|---|
| Nikki Tucker, Director of Human Resources | | 503-981-2711 | nikki.tucker@woodburnsd.org |

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should use the above contact information. The person designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. This person is also designated as the Title IX coordinator.

**Response**

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Any staff member who becomes aware of behavior that may violate this policy shall report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

**Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment and prevent reoccurrence:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement, if necessary, at district events

**No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

**Notice**

When a person[5] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

[5] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include[6]:

1. Name and contact information for all person designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
   b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

**Oregon Department of Education (ODE) Support**

[6] Remember confidentiality laws when providing any information.

The ODE will provide technical assistance and training upon request



## Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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**Legal Reference(s):**

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030

OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

**Cross Reference(s):**

GBN/JBA - Sexual Harassment
GBNA - Hazing, Harassment, Intimidation, Bullying, Cyberbullying, or Menacing – Staff
JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF - Reporting Requirements Regarding Sexual Conduct with Students
JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

# Woodburn School District 103

Code: JBA/GBN
Adopted:

## Sexual Harassment

(Version 2)

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints{[1]} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[2]}.

#### OREGON DEFINITION AND PROCEDURES

### Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).}

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

a. Interferes with a student's educational activity or program;
b. Interferes with a school or district staff member's ability to perform their job; or
c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].{[5]}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [{[6]}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

**Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

{[7]}[Name], [position] at [phone] or [email]

[This] [These] individual[s] [is] [are] responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX coordinator.{[8]}] *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

**Response**

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy." The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

[8] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

**Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.]

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[9]}]

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. [Discipline of staff and students engaging in sexual harassment;

[9] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.]

When a student or staff member is harassed by a third party, the district will consider the following:

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.]

**No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

**Notices**

PROPOSED

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[11]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
   b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol

[10] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[11] Remember confidentiality laws when providing any information.

or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

[**Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.]

**FEDERAL DEFINITION AND PROCEDURES**

**Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[12];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or

[12] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

**Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

**Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX coordinator [and can be contacted at [insert phone number]]. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.{[13]}

**Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and

[13] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[14] (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[15] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[15] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

by following a grievance procedure[16] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[17]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[18] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

**Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[19], or both.]

**No Retaliation**

Neither the district or any person may retaliate[20] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act

[16] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[18] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

(FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

**Publication**

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [district] student handbook and on the [school] [district] website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or district staff member, or third party] [person] upon request.

END OF POLICY

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**Legal Reference(s):**

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
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Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

PROPOSED

DIVERSE IN CULTURE; UNIFIED IN MISSION

Woodburn Schools * 1390 Meridian, Drive * Woodburn, Oregon 97071 * Tel. 503-981-9555 * Fax 503-981-8018 * www.woodburnsd.org

Date of Notice:
June 16, 2026

# Public Notice

## Executive Session

The Woodburn School District Board of Directors will hold an Executive Session on June 23, 2026 during the Regular Board Meeting pursuant to ORS 192.6660(2)(f) To consider information or records that are exempt by law from public inspection.

ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

This is a closed meeting.

**Special Accommodations/Non Discrimination**

Woodburn School District meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Please contact Jenne Marquez, Executive Secretary at 503-981-2701.

The Woodburn School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Woodburn School District to comply with state and federal laws and promote nondiscrimination and an environment free of harassment of individuals or groups based on race, color, religion, gender, sexual orientation, national origin, marital status, age, or disability in any educational programs, activities or employment.

All Career and Technical Education (CTE) programs in this school district will be open to all students. The District will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in CTE Programs.

***Michelle Murer**, Coordinator, Title II & Section 504 – (503) 981-2707*
*1390 Meridian Drive, Woodburn, OR 97071*

***Casey Woolley,** Coordinator, Title IX – (503) 981-2702*
*1390 Meridian Drive, Woodburn, OR 9707*