Philomath School District 17J

Regular Board Meeting and Budget Hearing

Date and Time

Thursday June 18, 2026 at 7:00 PM PDT

Location

Philomath High School Community Conference Room

Agenda

		Time
I.	**Opening Items**	**7:00 PM**
A.	Call the Meeting to Order	
B.	Open Session	5 m

1. Pledge of Allegiance
2. Approval of Consent Agenda
3. Request for Agenda Modifications
4. Public Comment: To comment, please arrive before the meeting begins and complete a green "Request Card", and turn it into the Board Secretary prior to the meeting. Please email michele.mcrae@philomath.k12.or.us by 3:00 pm on the day of the meeting to submit a comment via email.

II.	**2026-2027 Budget Hearing**	**7:05 PM**

		Time
A.	Close Regular Session	
B.	Open 2026-2027 Budget Hearing for Discussion	15 m

1. Business Manager and Superintendent
2. Board Discussions
3. Public Comments

C.	Close Budget Hearing	
D.	Re-Open Regular Session	

III. Budget Actions — 7:20 PM

A.	2026-2027 Budget Actions	5 m

1. Resolution 2526-02: A Resolution to Adopt the Budget and to Make Appropriations
2. Resolution 2526-03: A Resolution Imposing and Categorizing the Tax

IV. Reports — 7:25 PM

A.	Association Reports	5 m

- PEA
- OSEA

B.	Student Services Report	15 m
C.	Facilities Report	10 m
D.	Superintendent's Report	10 m
E.	Financial Report	5 m

- Financial Report

F.	School Board Liaison Check-In	5 m

		Time
V.	**Discussion Items**	**8:15 PM**
A.	2025-2026 District Objectives	20 m
	• Senior/Post Graduate	
B.	Superintendent's Evaluation	10 m
C.	Board Self Evaluation	5 m
D.	July and August Board Meeting Schedules	5 m
E.	Student Representative to the Board	5 m
VI.	**Action Items**	**9:00 PM**
A.	2026-2028 OSEA Bargaining Agreement	10 m
B.	Declaration of Reduction in Force	5 m
C.	Co-Op With Alsea SD - Cross Country	5 m
VII.	**Closing Items**	**9:20 PM**
A.	Board Recognition	5 m
B.	Next Meeting Agenda Items	3 m
	July: Annual Designations (Consent Agenda)	
	August: District Objectives Local Option Levy	
C.	Board Thanks and Requests	5 m
D.	Adjourn Meeting	

Coversheet

Open Session

Section: I. Opening Items
Item: B. Open Session
Purpose:
Submitted by:
Related Material: Consent Agenda.pdf
May 21, 2026 Regular Board Meeting Minutes.pdf

Philomath School District 17J

CONSENT AGENDA

June 18, 2026

Updated: 6/12/26 3:25 PM

A. Minutes:
1. May 21, 2026, Regular Board Meeting Minutes

B. Out of State Travel: None

C. Unpaid Leave of Absence Request

D. Personnel/Staffing Adjustments

1. **Retirements:** None
2. **Resignations:**
   - **a.** Mike Hood — PHS AD & Asst. Principal – Effective 6/12/26 – to move to HS PE Teacher & AD for the 26-27 SY
   - **b.** Nora Smith — PHS IA
   - **c.** Kari Jaques — PHS Varsity Softball Coach
3. **New Hires:**
   - **a.** Aileen Schrock — One-year Temporary KG Teacher
   - **b.** Mike Hood — PE Teacher & AD
   - **c.** Antonio McNeil — Special Education Teacher
   - **d.** Kathryn Trotter — Speech Language Pathologist Asst.
   - **e.** Megan Hutchinson — Instructional Assistant
   - **f.** Sarah Tenison — CPS Music Teacher
4. **Staff Reassignments/Changes in FTE/Adjustments:**
   - **a.** Justin Barron — PA Teacher to 2nd Grade Teacher
5. **Coaches:** None
6. **Extra Duty Assignments:** None

REGULAR BOARD MEETING

Meeting Minutes

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

5/21/2026 07:00 PM

I. REGULAR SESSION

A. **Call to Order**: The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Tom Klipfel at 7:02 pm on May 21, 2026 at the Philomath High School Community Conference Room located at 2054 Applegate Street. Those in attendance included Philomath School District Board of Directors Tom Klipfel, Erin McMullen, Ryan Cheeke and Erin Gudge; Superintendent Susan Halliday; Executive Assistant Michele McRae; student representative to the Board Laney Thomas. Absent: Sandi Hering and Jennifer Griffith.

B. **Open Session**

1. **Pledge of Allegiance**: Director Gudge led us in the Pledge of Allegiance.
2. **Approval of Consent Agenda**: The consent agenda was amended to remove a resignation for Jamie Perkins. Director Gudge moved to approve the Consent Agenda as presented. Director Cheek seconded the motion, and the Board unanimously approved it. Motion passed 4-0.
3. **Request for Agenda Modifications**: There were no requests for agenda modifications.
4. **Public Comment**: Madeleine Thompson Rudolph, who works for Thompson Timber, is here as a representative of the Oregon Natural Resources Education Fund. She is here to present a $2,500 grant to the Philomath High School Forestry Program. She said that Simon Babcock has a stellar Forestry Program, and it's used as a model for other programs across the state.

II. REPORTS

A. **ASB Report:** The high school student body representatives, Lucy and Wyatt, reported that next week is their homegoing week, so it's going to be very busy for them. It will start off with a pancake breakfast, and other activities include PowderTuff, a luau, a talent show, and then field day. They will be celebrating staff members who are not returning next year.

B. **Student Representative to the Board Report:** Laney sent out another survey about bullying, and she's working on hanging posters in the hallways.

C. **Association Reports**

1. **PEA:** The PEA Vice-President Alice Ochs, reported that they are still seeking clarification on the scoring of the new rubric. They also would like to have more information on Safety Procedures/ICE. Superintendent Halliday said that she will be reporting on both items during the meeting
2. **OSEA:** No report tonight.

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D. **Superintendent's Report:**
- Superintendent Halliday gave updates about the Governor's mandate on Instructional minutes. There are work groups organizing around the state to help districts get ready.
- She presented an outline of what the schedule will look like during the summer learning program. The District received a grant for the program, thanks to Abby Couture, and King's Valley Charter School also received the grant.
- High school credit recovery will take place this summer, and extended school year will take place for special education students.
- The Classified bargaining teams will meet one more time, and then the agreement may be completed. OSEA will take the agreement to their members to be ratified before the end of the school year.
- The City of Philomath Town Hall Meeting met at the high school on April 25th.
- The Benton Community Foundation donated the remainder of the needed funds for the Lava Course that will be installed at the elementary school playground. They also donated $10,000 for the weekend food pack program.
- Rotary Salmon and Jazz took place on April 18th. The funds that are raised go to the Jazz Band Program, The Philomath Scouts, National Honor Society, and three $1,000 scholarships for Philomath high school students.
- The Rotary Club donated six Peace Poles, one for each site, and they have messages of peace written on them in different languages.
- Superintendent Halliday thanked Laney and Maggy for volunteering their time as Student Representatives on the Board.
- She clarified the scoring process for the new teacher's rubric. She said that there is a committee that is working on the scoring of the rubric. Steve Bell said that they have spent time during their professional development hours to learn about the rubric.
- Superintendent Halliday explained the process and possible outcomes when the Philomath residents vote on the Local Option Levy.

E. **Financial Report:** The financial reports were included in the Board packet along with a resolution for the Board to vote on. Director Cheeke moved to approve Resolution 2526-01: A Resolution Transferring Appropriations Between Funds for Fiscal Year 2025-26. Director McMullen seconded the motion, and the Board unanimously approved it. Motion passes 4-0.

F. **Annual Nurses Report:** The PSD nurse's 2025-2026 school year report was included in the packet.

G. **School Board Liaison Check-In:** Director Klipfel said that this is the time of year where there is a lot going on in the schools, and the Board members reported on the activities that they will be participating in.

III. DISCUSSION ITEMS

A. **District Objective Updates**

1. **Literacy Actions and Connecting Each Student With An Adult:** Steve and Molly Bell spoke about interim assessments and how they use the information to support students and staff.

B. **Superintendent's Evaluation:** This will be discussed at next month's meeting.

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C. **Emergency Response - Safety - ICE:** Superintendent Halliday reiterated the resolution that was adopted, the secure document, and two other documents. Director Klipfel suggested a flipbook similar to the one that Lincoln County School District has to be implemented with clear guidance for any scenario.

D. **Student Representative to the Board:** Superintendent Halliday said that recruitment announcements for student representatives to the Board went out to students at the high school.

E. **Graduation Updates:** Superintendent Halliday summarized the high school's and the Academy's graduation dates and times. King's Valley Charter School will host their graduation on June 13th.

IV. ACTION ITEMS

A. **Approval of 2027-2028 School Year Calendar:** Director Gudge moved to approve the 2027-2028 school year calendar as presented. Director Cheeke seconded the motion, and the Board unanimously approved it. Motion passes 4-0.

B. **Second Reading Policies: Policy EEACC: Transportation Guidelines:** The Board asked that the language regarding skateboards be removed. Director McMullen moved to approve policy EEACC with the removal of the language regarding skateboards. Director Gudge seconded the motion, and the Board unanimously approved it. Motion passes 4-0.

C. **Transportation Contract:** Superintendent Halliday reported that First Student has been easy to work with, and the District's attorney has reviewed the contract. Director Cheeke moved to approve the contract with First Student as presented. Director Gudge seconded the motion, and the Board unanimously approved it. Motion passes 4-0.

V. CLOSING ITEMS

A. **Board Recognition**

B. **Next Meeting Agenda Items**: Budget, District Objectives, Superintendent's Evaluation

C. **Board Thanks**: Director Klipfel thanked everyone for making all of the end of the year activities happen. Director Gudge thanked the Student Representatives to the Board for everything that they have done for students. She also thanked Thompson Timber and the Oregon Natural Resources Education Fund for their support to the forestry program, and she thanked the counselors for all that they do for students to help them be successful.

D. **Board Requests**

E. **Adjournment**: Board Chair Tom Klipfel adjourned the meeting at 8:55 pm.

_____
Board Chair

_____
Superintendent

_____
Date

Coversheet

2026-2027 Budget Actions

Section: III. Budget Actions
Item: A. 2026-2027 Budget Actions
Purpose: Vote
Submitted by:
Related Material: Resolutions 2526-02 and 2526-03 Tax levies.pdf

RESOLUTION No. 2526-02

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Philomath School District 17J hereby adopts the budget for fiscal year 20**26-27** in the total amount of $61,351,351.* This budget is now on file at **1620 Applegate Street** in Philomath, 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 100	
Instruction….....	17,002,908
Support Services…….	9,896,592
Enterprise & Comm…..	1,000
Facilities Acquisition/ Construction	5,000
Transfers……...…	470,000
Contingency…….....	385,000
Total……...	**$27,760,500**

Local/State/Federal Programs Funds 200s	
Instruction……	3,444,495
Support Services…….	1,640,929
Enterprise & Comm…..	1,257,360
Facilities Acquisition/ Construction	165,000
Transfers……...…	0
Total……	**$6,507,784**

Debt Service Fund 300s	
Debt Service	21,911,005
Total……	**$21,911,005**

Capital Projects Fund 400s	
Support Services…….	280,000
Facilities Acquisition/ Construction	518,217
Total……	**$798,217**

Unemployment Fund 600s	
Support Services…….	50,000
Total……	**$50,000**

Trust & Agency Funds 700s	
Instruction……	107,216
Support Services…….	147,984
Enterprise & Comm…..	2,400
Total……	**$257,600**

Total APPROPRIATIONS, All Funds	**$57,285,106**
Total Unappropriated and Reserve Amounts, All Funds	4,066,245
TOTAL ADOPTED BUDGET	**$61,351,351** *

(amounts with asterisks must match)*

X_____
Tom Klipfel, Board Chair

X_____
Susan Halliday, Superintendent

RESOLUTION No. 2526-03

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 $ 4.8664 per $1000 of assessed value for permanent rate tax;
(2) At the rate of $ 1.50 per $1000 of assessed value for local option tax;
(3) In the amount of $2,215,000 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.....$ 4.8664/$1000
Local Option Tax……...…...$ 1.50/$1000

Excluded from Limitation

General Obligation Bond Debt Service…..$ 2,215,000

The above resolution statements were approved and declared adopted on June 18, 2026.

X_____
Tom Klipfel, Board Chair

X_____
Susan Halliday, Superintendent

150-504-075-5 (Rev. 10-01-19)

Coversheet

Facilities Report

Section: IV. Reports
Item: C. Facilities Report
Purpose: FYI
Submitted by:
Related Material: Facilities Report.pdf

Facilities update - June 2026

Philomath School District
Board of Directors

The Facilities Department has been busy over the course of the 2025/26 school year. I'd like to highlight some of our accomplishments;

- Over winter break we removed the ceramic tile in the high school athletic hallway men's restroom and polished the concrete, and painted the walls for an upgraded look that will save us on maintenance long term.

Our plan moving forward (as the budget allows) will be to polish concrete floors throughout the schools in all areas that have hard surface floors. This does come with an upfront cost, but the long term savings in floor maintenance and replacement will save us tens of thousands.

- We moved our Special programs department twice this year, once from the district office to the library computer lab at PHS over the summer. Then we moved them into their new space owned by PYAC over spring break. Both of the moves went fairly smooth, I'm hopeful that their current space will be a longer term placement.

- As part of a statewide school facilities assessment through ODE, we had all of our schools assessed. They compiled a list of deferred maintenance, equipment replacement, compliance with ADA and provided repair cost estimates for their findings at all schools. These reports will provide us a great start for long term planning and budgeting.

- We are currently reviewing updates from the Oregon Department of Energy regarding House Bill 3409, which establishes the new Building Energy Performance Standard (BEPS). These regulations target energy consumption and emissions in existing commercial facilities, with compliance timelines rolling out in the near future. Under these BEPS mandates, we will be required to benchmark the current energy use intensity (EUI) of our district buildings.

  Over the course of the year we had energy audits completed by Oregon State students,to begin the process of benchmarking current energy use and look for ways to reduce energy consumption across the district.

Schools that have been assessed - PHS, PMS and PES.
Overall they had positive things to say about our schools, and the improvements we have already made to reduce our energy consumption. Examples; LED lighting conversions at all schools, HVAC controls, VFD's on motors.

Upcoming projects over the summer;

- Gym Floor refinishing
- Kindergarten classroom carpet replacement
- 2nd grade classroom carpet replacement
- Water heater replacement at PMS
- Chilled water pump replacement at PMS
- Boiler tube replacement at PMS
- Miscellaneous maintenance tasks; grounds upkeep, HVAC service, pressurewashing all schools on exterior, mics. repairs and deep cleaning/ floor refinishing at all schools.

Respectfully submitted,

Joey DiGiovannangelo
Facilities Director
Philomath School District 17J

Coversheet

Superintendent's Report

Section:	IV. Reports
Item:	D. Superintendent's Report
Purpose:	FYI
Submitted by:	
Related Material:	Superintendent's Report.pdf Inter-District Transfer Activity Report.pdf

Philomath School District 17J

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

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

Philomath School District 17J
Board of Directors
Superintendent Report
June 18, 2026

Graduation Success:

- All Three Schools Exceed the 2024-2025 Oregon Statewide Graduation Rate of 83%!
  - Philomath Academy — 22 Graduates and 9 GED Completers — (88.0%)
  - Philomath High School — 118 Graduates — (97.5%)
  - Kings Valley Charter School — 8 Graduates — (88.9%)

Summer Happenings:

- High School Credit Recovery – Philomath Academy (9:00am-Noon)
  - Week #1: June 15-18, 2026 (M-Th)
  - Week #2: June 22-26, 2026 (M-F)
  - Week #3: June 29-30, 2026 (M-T)
- Summer Camp (K-3) – Clemens Primary School
  - July 13 – August 21, 2026 (M-F)
    - Kindergarten: 4 hours per day (AM)
      - 08/17-21/2026 8 hours per day (Safety Town)
    - 1st-3rd Grades: 8 hours per day
  - Friday Field Trips coordinated with PYAC
- Extended School Year (ESY) – Clemens Primary School
  - August 10-20, 2026 (M-Th) 4 hours per day (AM)

- School Offices Closed: June 23 – August 8, 2026
- District Office Hours: June 18-30, 2026 Open 8:00am-4:00pm (M-F)
  Holiday Closure 06/19/2026 for Juneteenth
  July 1-31, 2026 Open 8:00am-4:00pm (M-Th)
  August 3, 2026 Return to Normal Schedule for 2026-2027
- All Schools Closed: July 1-31, 2026

Phall Pheats:

- Regular Openings:
  - District Office August 3, 3026
  - School Offices August 10, 2026
- On-Site Registration:
  - Blodgett Elementary August 19, 2026 (Wednesday) 7:00am-3:00pm @ PES
  - Clemens Primary August 19, 2026 (Wednesday) 7:00am-3:00pm @ CPS
  - Philomath Academy No On-Site Registration
  - Philomath Elementary August 19, 2026 (Wednesday) 7:00am-3:00pm @ PES
  - Philomath Middle August 19, 2026 (Wednesday) 7:00am-3:00pm @ PMS
  - Philomath High
    - August 17, 2026 (M) New Student Appointments (8:30am-3:30pm)
    - August 18, 2026 (T) New Student Appointments (8:30am-3:30pm)
    - August 19, 2026 (W) Seniors (8:00am-11:00am)
Juniors (12:30pm-3:30pm)
    - August 20, 2026 (Th) Sophomores (8:00am-11:00am)
Freshman (12:30pm-3:30pm)

Inservice Week:

Monday (08/24)	Tuesday (08/25)	Wednesday (08/26)	Thursday (08/27)	Friday (08/28)
New Employee Inservice Student Services Soiree	8am School PL 11:45am Board BBQ 12:30pm District PL	8:00am Lite Breakfast 8:15am School PL 11:30am Association Lunches 12:00pm Class Prep	8:00am Class Prep (All Day)	No School

Start of School:

Monday (08/31)	Tuesday (09/01)	Wednesday (09/02)	Thursday (09/03)	Friday (09/04)
First ½ Day Kinder (Blodgett) 2nd Grade 6th Grade 9th Grade **Clemens Primary** Student Assessment (by appointment)	**First Full Day for All** Blodgett Philomath Acad. Philomath Elem. Philomath Middle Philomath High **Clemens Primary** Student Assessment (by appointment)	**All Students in Schools!** (Full School Day) **Clemens Primary** Early Release Students Last Name A-K Only	**All Students in Schools!** (Full School Day) **Clemens Primary** Early Release Students Last Name L-Z Only	**All Students in All Schools!** **Early Release** Blodgett Elem. Clemens Primary Philomath Acad. Philomath Elem. Philomath Middle Philomath High

**** No School on Monday, September 7th – Labor Day Holiday**

Philomath School District 17J

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

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

Philomath School District 17J
Board of Directors
Interdistrict Transfer Activity Report
June 18, 2026

School	Allocated Slots	Approved as of 06/12/2026	Available Slots for Approval
Blodgett Elementary	2 slots per grade level (K-4)	0 slots	Initially Allocated Numbers
Clemens Primary	10 slots for Kinder 10 slots for 1st	10 slots for Kinder 2 slots for 1st	0 slots for Kinder 8 slots 1st
Philomath Academy	5 slots for 9th 5 slots for 10th 2 slots for 11th 2 slots for 12th	0 slots	Initially Allocated Numbers
Philomath Elementary	8 slots for 2nd 4 slots for 3rd 4 slots for 4th 5 slots for 5th	1 slot for 2nd 3 slots for 3rd 2 slots for 4th 5 slots for 5th	7 slots for 2nd 1 slot for 3rd 2 slots for 4th (1 pending) 0 slots for 5th
Philomath High	10 slots per grade level (9th-12th)	4 slots for 9th 0 slots for 10th 1 slot for 11th 0 slots for 12th	6 slots for 9th 10 slots for 10th 9 slots for 11th 10 slots for 12th
Philomath Middle	8 slots for 6th 10 slots for 7th 4 slots for 8th	8 slots for 6th 2 slots for 7th 1 slot for 8th	0 slots for 6th 8 slots for 7th 3 slots for 8th

*Pending = still awaiting resident district signature.
**Waiting = no more spaces or unique situation(s).

Coversheet

Financial Report

Section: IV. Reports
Item: E. Financial Report
Purpose: Discuss
Submitted by:
Related Material: June 2026 Financial Report.pdf
Appropriations 6.2.26.pdf
Cash Flow 6.1.26.pdf
PES Student Activities Report 6.2.26.pdf
PMS Student Activities Report 6.2.26.pdf
PHS Student Activities Report 6.2.26.pdf
061826 Enrollment.pdf

Philomath School District 17J

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

June 18, 2026

Board Members:

We made it through another school year! Thank you to the Board for supporting all of the end-of-year celebrations and graduations. The campuses will be quiet for a couple months, but the District Staff will still be working hard closing out the fiscal year and preparing for the new year. We are working on quite a few transitions for the upcoming year including the new transportation contractor, RedRover Hiring and Employee Records, ParentSquare Messaging and website system, and the Infinite Visions Accounting system to their Cloud version. It will be a busy summer!

We anticipate ending the 2025-26 Fiscal Year with a slightly lower ending fund balance than originally estimated. As we finish closing out the year, we will have a better picture of the final balance for the July Board meeting.

Included in this board packet are the resolutions for the Board to adopt the 2026-27 budget. These resolutions allow the Board to adopt the budget, set budget appropriations and set the tax levy rates for the district. To comply with Oregon Budget Law the 2026-27 budget needs to be adopted, and tax levies set prior to June 30, in order to begin spending on July 1, 2026.

Resolution 2526-02: Adopting the Budget and making Appropriations
Resolution 2526-03: Imposing and Categorizing the Tax

A copy of the 2026-27 Proposed Budget document is available on the district website.

Included in the board packet are the following financial reports:

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

May 2026 General Fund Expenditures totaled $2,090,068. Expenditures that exceeded $25,000 from all fund sources are as follows:

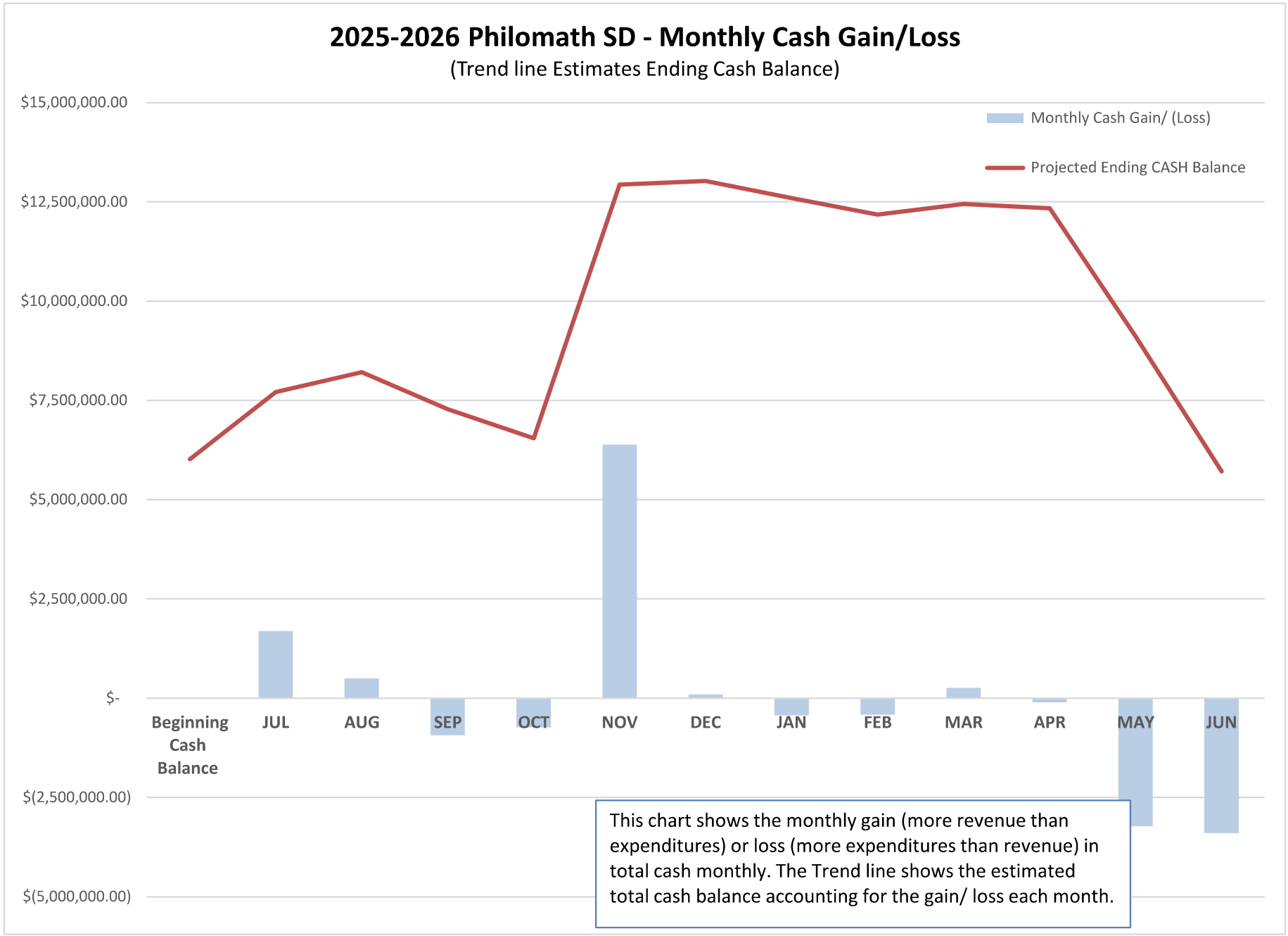
• Western Oregon Outdoor School	$ 31,280	(2nd half Outdoor School contract)
• Corvallis School District	$ 45,301	(April Food Service Expense)
• Northwest Textbooks Depository	$ 47,884	(Math curriculum)
• Mid-Columbia Bus Company	$ 122,085	(April Transportation Services)
• Oregon Educators Benefit Board	$ 216,815	(May Insurance premiums OEBB)
• PERS	$ 315,547	(April PERS payments)
• Kings Valley Charter School	$ 326,659	(May SSF, LOL and SIA grant payment KVCS)

Respectfully Submitted,
Jennifer Griffith
Business Manager

6/2/2026

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

		Appropriations	Resolutions	Expenditures	Encumbrances*	Expenditures	Under Budget
General Fund (100)	1000 Instruction	16,345,987	-	13,145,721	3,035,230	16,180,951	165,036
	2000 Support Services	8,985,487	230,000	8,009,565	1,137,634	9,147,199	68,288
	3000 Enterprise & Commun.	1,276	-	-	-		1,276
	4000 Facilities	5,000	-	-	-	-	5,000
	5200 Transfers	710,000	-	635,429	-	635,429	74,571
	6000 Contingency	375,000	(230,000)	-	-	-	145,000
	Sub Totals	26,422,750	-	21,790,715	4,172,864	25,963,579	459,171
Local/State/Federal Programs Funds	1000 Instruction	2,442,233	-	1,793,638	369,305	2,162,943	279,290
Special Revenue Fund (200)	2000 Support Services	1,677,204	-	459,044	313,522	772,566	904,638
(includes Pool Ops Fund)	3000 Community Services	1,148,967	-	929,436	102,683	1,032,119	116,848
	4000 Facilities	80,000	-	-	-	-	80,000
	5200 Transfers	-	-			-	-
	Sub Totals	5,348,404	-	3,182,118	785,510	3,967,628	1,380,776
Assoc. Student Body (284, 285, 286)	1000 Instruction	824,478	-	441,728	54,699	496,427	328,051
Debt Service Funds (300)	5100 Debt Service	1,873,745	-	1,873,745	-	1,873,745	-
Capital Improvement Funds (400)	2000 Support Services	480,000	-	345,321	78,050	423,371	56,629
	4000 Facilities	471,852	-	-	83,765	83,765	388,087
	5100 Debt Service	-	-	-	-	-	0
	Sub Totals	951,852	-	345,321	161,815	507,136	444,716
Unemployment Fund (600)	2000 Support Services	80,000	-	11,978	-	11,978	68,022
Trust & Agency Funds (700)	1000 Instruction	85,500	-	63,245	19,794	83,039	2,461
	2000 Support Services	138,000	-	46,220	5,194	51,414	86,586
	3000 Community Services	7,500	-	3,300	600	3,900	3,600
	Sub Totals	231,000	-	112,765	25,588	138,353	92,647
						-	
						-	
Total Appropriations		**35,732,229**	**-**	**27,758,370**	**5,200,476**	**32,958,846**	**2,773,383**
Total Unappropriated		21,359,755	-	-	-	-	**21,359,755**
Total Adopted Budget		**57,091,984**	**-**	**27,758,370**	**5,200,476**	**32,958,846**	**24,133,138**


2025-2026 Philomath SD - Monthly Cash Gain/Loss
(Trend line Estimates Ending Cash Balance)
$15,000,000.00
$12,500,000.00
$10,000,000.00
$7,500,000.00
$5,000,000.00
$2,500,000.00
$-
$(2,500,000.00)
$(5,000,000.00)
Monthly Cash Gain/ (Loss)
Projected Ending CASH Balance
Beginning Cash Balance
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
This chart shows the monthly gain (more revenue than expenditures) or loss (more expenditures than revenue) in total cash monthly. The Trend line shows the estimated total cash balance accounting for the gain/ loss each month.

6/1/2026

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

☐ Exclude Encumbrances ☑ Reverse Signs ☑ Subtotal By Journal

		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810	PSD Food Pack Program	2,354.12	22,678.17	(8,056.99)	16,975.30	.00	16,975.30
284.0000.9701.097.797.812	PES Blodgett	3,555.91	1,910.84	(663.77)	4,802.98	.00	4,802.98
284.0000.9701.097.797.815	CPS Donations	109.49	8,890.07	(6,498.21)	2,501.35	(1,868.23)	633.12
284.0000.9701.097.797.816	PES Grants	2,475.01	6,950.00	(6,435.38)	2,989.63	(145.32)	2,844.31
284.0000.9701.097.797.825	PES Playground Donations Fund Balance	.00	29,790.36	(153.16)	29,637.20	(2,885.00)	26,752.20
284.0000.9701.097.797.826	PES Field Trips	.00	10.00	.00	10.00	.00	10.00
284.0000.9701.097.797.827	PES Library	507.69	.00	.00	507.69	.00	507.69
284.0000.9701.097.797.828	PES Donations-Unrestricted	668.91	14,346.59	(10,061.85)	4,953.65	(1,491.00)	3,462.65
284.0000.9701.097.797.830	PES Music	1,924.74	1,612.87	(2,703.64)	833.97	.00	833.97
284.0000.9701.097.797.834	Falcon Swag Fund Balance	902.59	1,193.50	(1,893.20)	202.89	.00	202.89
284.0000.9701.097.797.842	PES Social Committee	957.75	1,106.53	(1,002.70)	1,061.58	.00	1,061.58
284.0000.9701.097.797.846	PES Yearbook	4,253.49	3,781.00	(239.00)	7,795.49	(4,722.32)	3,073.17
284.0000.9701.097.797.847	PES Students in Need	26.42	.00	.00	26.42	.00	26.42
284.0000.9701.097.797.849	CPS Students in Need	20.20	.00	.00	20.20	.00	20.20
284.0000.9701.097.797.850	PES School Supplies	.00	.00	.00	.00	.00	.00
284.0000.9701.097.797.851	CPS Cub Swag Fund Balance	.00	.00	.00	.00	.00	.00
GRAND TOTALS		17,756.32	92,269.93	(37,707.90)	72,318.35	(11,111.87)	61,206.48

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

☐ Exclude Encumbrances ☑ Reverse Signs ☑ Subtotal By Journal

		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500	PMS Apparel	455.60	.00	(455.60)	.00	.00	.00
285.0000.9701.098.798.501	PMS Art	1,713.65	330.00	(422.34)	1,621.31	.00	1,621.31
285.0000.9701.098.798.502	PMS Athletics	3,532.78	1,456.80	(977.73)	4,011.85	.00	4,011.85
285.0000.9701.098.798.503	PMS Band	1,215.95	4,245.00	(2,952.49)	2,508.46	.00	2,508.46
285.0000.9701.098.798.504	PMS Band Repair/Replace	379.76	105.00	(484.75)	.01	.00	.01
285.0000.9701.098.798.506	PMS Choir Beginning Balance	466.80	2,022.89	(494.50)	1,995.19	.00	1,995.19
285.0000.9701.098.798.507	PMS Donations	.00	26,520.00	(25,112.00)	1,408.00	.00	1,408.00
285.0000.9701.098.798.508	PMS Drama	17,977.15	7,857.89	(8,717.15)	17,117.89	.00	17,117.89
285.0000.9701.098.798.510	PMS Library	129.47	.00	.00	129.47	.00	129.47
285.0000.9701.098.798.511	PMS Life Skills	612.11	.00	.00	612.11	.00	612.11
285.0000.9701.098.798.512	PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515	PMS Outdoor School	17,079.91	.00	.00	17,079.91	.00	17,079.91
285.0000.9701.098.798.516	PMS Sports/Pay-to-Play	25.00	.00	.00	25.00	.00	25.00
285.0000.9701.098.798.519	PMS School Enhancement	137.13	792.26	(13.00)	916.39	.00	916.39
285.0000.9701.098.798.520	PMS Science	12.14	500.00	.00	512.14	.00	512.14
285.0000.9701.098.798.521	PMS Shop	1,177.80	2,385.00	(2,358.34)	1,204.46	.00	1,204.46
285.0000.9701.098.798.522	PMS Struxness - Helping Families	1,528.99	400.00	(435.98)	1,493.01	.00	1,493.01
285.0000.9701.098.798.523	PMS Student Body Fees	476.80	7,860.00	(5,332.27)	3,004.53	.00	3,004.53
285.0000.9701.098.798.524	PMS Suspension Account	755.19	444.85	(444.85)	755.19	.00	755.19
285.0000.9701.098.798.525	PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527	PMS Textbook Damage/Replacement	221.77	.00	.00	221.77	.00	221.77
285.0000.9701.098.798.529	PMS Student Wellness	585.90	4,100.00	(3,800.00)	885.90	.00	885.90

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

☐ Exclude Encumbrances ☑ Reverse Signs ☑ Subtotal By Journal

		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.530	PMS Oregon Research Institute	(12.23)	.00	.00	(12.23)	.00	(12.23)
285.0000.9701.098.798.531	PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532	PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533	PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534	PMS Battle of the Books	555.76	300.00	(38.38)	817.38	.00	817.38
285.0000.9701.098.798.535	PMS School Supplies	10.00	.00	.00	10.00	.00	10.00
285.0000.9701.098.798.536	PMS Turkey Bingo	.00	1,650.00	(950.00)	700.00	.00	700.00
285.0000.9701.098.798.537	PMS Fitness	(28.10)	.00	.00	(28.10)	.00	(28.10)
285.0000.9701.098.798.538	PMS Engineering	(55.66)	2,251.43	(1,362.43)	833.34	.00	833.34
285.0000.9701.098.798.539	MS Robotics PHRED FLL Fund Balance	.00	3,680.52	(1,699.78)	1,980.74	.00	1,980.74
285.0000.9701.098.798.685	PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
GRAND TOTALS		53,170.32	66,901.64	(56,051.59)	64,020.37	.00	64,020.37

End of Report

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

☐ Exclude Encumbrances ☑ Reverse Signs ☑ Subtotal By Journal

		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000	Begining Fund Balance Student Activities	(217.41)	.00	217.41	.00	.00	.00
286.0000.9701.099.799.600	PHS Over/Short	149.09	.00	(149.09)	.00	.00	.00
286.0000.9701.099.799.604	PHS Art	1,589.69	2,705.53	(3,523.88)	771.34	.00	771.34
286.0000.9701.099.799.605	PHS Art Club Beginning Fund Balance	464.23	25.00	(77.81)	411.42	.00	411.42
286.0000.9701.099.799.606	PHS ASB	3,999.41	8,514.53	(7,494.02)	5,019.92	(2,594.55)	2,425.37
286.0000.9701.099.799.607	PHS Athletic Officials	7,501.00	34,989.97	(19,410.49)	23,080.48	.00	23,080.48
286.0000.9701.099.799.611	PHS Athletics	18,456.06	13,471.37	(11,554.17)	20,373.26	.00	20,373.26
286.0000.9701.099.799.613	PHS Baseball	8,974.79	17,438.59	(20,483.64)	5,929.74	(2,500.00)	3,429.74
286.0000.9701.099.799.616	PHS Botany	2,798.50	.00	(1,063.90)	1,734.60	.00	1,734.60
286.0000.9701.099.799.617	PHS Boys Basketball	12,665.52	15,738.40	(8,649.89)	19,754.03	(5,300.00)	14,454.03
286.0000.9701.099.799.618	PHS Cheerleading	20,055.88	25,686.37	(32,448.28)	13,293.97	(2,268.20)	11,025.77
286.0000.9701.099.799.620	PHS Community Service Club-G. Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621	PHS Cross Country	12,603.62	6,856.80	(4,087.83)	15,372.59	.00	15,372.59
286.0000.9701.099.799.622	PHS Dance Team	8,517.48	10,131.40	(6,701.31)	11,947.57	.00	11,947.57
286.0000.9701.099.799.625	PHS Donation	1,693.01	1,260.86	.00	2,953.87	.00	2,953.87
286.0000.9701.099.799.627	PHS Driver Education	3,500.00	18,525.00	(17,475.00)	4,550.00	.00	4,550.00
286.0000.9701.099.799.633	PHS Robotics Fund Balance	13,443.79	19,657.54	(22,546.87)	10,554.46	.00	10,554.46
286.0000.9701.099.799.635	PHS Foods	3,310.80	3,070.00	(1,379.98)	5,000.82	.00	5,000.82
286.0000.9701.099.799.636	PHS Football	15,098.86	16,461.52	(12,276.28)	19,284.10	(2,601.40)	16,682.70
286.0000.9701.099.799.637	PHS Forestry	7,754.12	6,911.50	(3,470.58)	11,195.04	.00	11,195.04
286.0000.9701.099.799.638	PHS GED	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.639	PHS German Class	726.19	3,825.00	(3,328.80)	1,222.39	(500.00)	722.39

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

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		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.640	PHS Girls Basketball	21,814.77	13,997.05	(16,908.02)	18,903.80	(3,975.00)	14,928.80
286.0000.9701.099.799.641	PHS Health Occ/Anatomy	1,085.92	1,260.00	(1,112.02)	1,233.90	.00	1,233.90
286.0000.9701.099.799.642	PHS Green Team	289.83	.00	.00	289.83	.00	289.83
286.0000.9701.099.799.643	PHS Racial Equity/Culture Club	67.67	70.00	(114.49)	23.18	.00	23.18
286.0000.9701.099.799.644	PHS Unified Basketball	5,468.18	1,337.79	(3,530.61)	3,275.36	.00	3,275.36
286.0000.9701.099.799.645	PHS Library	(105.01)	.00	149.09	44.08	.00	44.08
286.0000.9701.099.799.646	PHS Lifeguard	210.00	.00	.00	210.00	.00	210.00
286.0000.9701.099.799.647	PHS Link Crew	215.54	.00	.00	215.54	.00	215.54
286.0000.9701.099.799.648	PHS Life Skills	.00	1,000.00	(289.42)	710.58	.00	710.58
286.0000.9701.099.799.649	PHS Manufacturing Technology	9,244.03	4,381.00	(6,622.14)	7,002.89	(468.27)	6,534.62
286.0000.9701.099.799.652	PHS Misc Books	130.78	36.00	.00	166.78	.00	166.78
286.0000.9701.099.799.653	PHS Music Dept	9,378.47	2,000.00	(3,506.16)	7,872.31	.00	7,872.31
286.0000.9701.099.799.654	PHS Music Choir	120.07	.00	(120.07)	.00	.00	.00
286.0000.9701.099.799.655	PHS Music Tour	7,104.61	.00	(2,053.80)	5,050.81	(250.00)	4,800.81
286.0000.9701.099.799.656	PHS National Honor Society	2,481.37	210.00	(35.88)	2,655.49	.00	2,655.49
286.0000.9701.099.799.657	PHS OWC Athletics Account	6,363.12	10,532.52	(12,023.72)	4,871.92	(1,800.00)	3,071.92
286.0000.9701.099.799.658	PHS OWC Activities Account	3,537.50	6,000.00	(4,012.75)	5,524.75	.00	5,524.75
286.0000.9701.099.799.659	PHS Parking/Student Safety	1,825.00	2,122.00	(2,919.76)	1,027.24	.00	1,027.24
286.0000.9701.099.799.660	PHS PE Fees	355.60	25.00	.00	380.60	.00	380.60
286.0000.9701.099.799.661	PHS Peer Counseling	195.74	.00	.00	195.74	.00	195.74
286.0000.9701.099.799.664	PHS PHS Pay to Play	8,250.00	22,450.00	(30,600.00)	100.00	.00	100.00

Benton County School District 17J

Student Activities Summary Report

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

☐ Print Detail ☐ Page Break by Activity

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		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.665	PHS Preschool	2,534.01	4,730.00	(4,937.59)	2,326.42	.00	2,326.42
286.0000.9701.099.799.666	PHS Prom	9,428.14	5,464.72	(7,384.70)	7,508.16	.00	7,508.16
286.0000.9701.099.799.668	PHS Boys Golf fund Balance	4,236.48	2,720.00	(3,469.23)	3,487.25	(900.00)	2,587.25
286.0000.9701.099.799.669	PHS Girls Golf Fund Balance	.00	.00	1,568.42	1,568.42	.00	1,568.42
286.0000.9701.099.799.670	PHS Scholarship	700.77	.00	.00	700.77	.00	700.77
286.0000.9701.099.799.674	PHS School Enhancement	6,376.81	152.63	(954.86)	5,574.58	.00	5,574.58
286.0000.9701.099.799.675	PHS School of Business	809.37	.00	(452.61)	356.76	.00	356.76
286.0000.9701.099.799.676	PHS Science	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.678	PHS Soccer Boys	3,843.60	3,241.00	(163.76)	6,920.84	.00	6,920.84
286.0000.9701.099.799.679	PHS Soccer Girls	866.91	6,851.95	(6,213.02)	1,505.84	.00	1,505.84
286.0000.9701.099.799.680	PHS Softball	3,245.27	7,445.00	(7,049.09)	3,641.18	(1,248.75)	2,392.43
286.0000.9701.099.799.681	PHS Spanish Class	995.50	.00	(623.09)	372.41	.00	372.41
286.0000.9701.099.799.682	PHS Youth Transition Program	1,363.55	.00	(36.84)	1,326.71	.00	1,326.71
286.0000.9701.099.799.684	PHS Student Body Fee	1,040.00	16,475.00	(16,355.00)	1,160.00	.00	1,160.00
286.0000.9701.099.799.685	PHS Lost or Damaged Technology	680.00	300.00	(700.00)	280.00	.00	280.00
286.0000.9701.099.799.686	PHS Swim Team	3.78	626.87	(510.89)	119.76	.00	119.76
286.0000.9701.099.799.687	PHS Boys Tennis	5,376.11	250.00	(1,023.33)	4,602.78	.00	4,602.78
286.0000.9701.099.799.688	PHS Girls Tennis	4,577.82	250.00	(32.82)	4,795.00	.00	4,795.00
286.0000.9701.099.799.689	PHS Theatre	6,356.06	1,706.00	2,766.40	10,828.46	(850.00)	9,978.46
286.0000.9701.099.799.690	PHS Track	2,297.05	1,833.55	(1,340.00)	2,790.60	.00	2,790.60
286.0000.9701.099.799.692	PHS Boys Volleyball Fund Balance	.00	958.28	(30.90)	927.38	.00	927.38

Benton County School District 17J

Student Activities Summary Report

Fiscal Year: 2025-2026

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

☐ Print Detail ☐ Page Break by Activity

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		Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.693	PHS Girls Volleyball	13,014.22	4,764.50	(8,939.51)	8,839.21	.00	8,839.21
286.0000.9701.099.799.695	PHS Warrior Wellness	2,625.11	21.48	(225.00)	2,421.59	.00	2,421.59
286.0000.9701.099.799.696	PHS Wrestling	2,984.98	16,762.37	(20,290.61)	(543.26)	.00	(543.26)
286.0000.9701.099.799.697	PHS Yearbook	4,238.14	20,780.23	(6,262.60)	18,755.77	(18,031.00)	724.77
286.0000.9701.099.799.698	PHS Lagestee PTP Waiver Scholarship-Restricted	8,914.82	1,843.58	.00	10,758.40	.00	10,758.40
286.0000.9701.099.799.705	HS Student Transcript Fees	76.76	363.04	(153.67)	286.13	.00	286.13
GRAND TOTALS		308,158.14	368,230.94	(342,418.46)	333,970.62	(43,287.17)	290,683.45

End of Report

2025 / 2026 SCHOOL YEAR
ENROLLMENT FIGURES as of: June 18, 2026

	District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	95	79		6			0	0	10	
1st	94	77		4			0	0	13	
2nd	118		93	5			0	0	20	
3rd	115		91	5			0	0	19	
4th	121		100	3			0	0	18	
5th	133		114				0	0	19	
6th	113				95		1	0	17	
7th	134				110		3	1	20	
8th	143				126		5	0	12	
9th	135					116	3	0	16	
10th	132					105	17	0	10	
11th	117					85	19	0	13	
12th	141					120	12	1	8	
Totals		156	398	23	331	426	60	2	195	

TOTAL FULL-TIME ENROLLMENT - All Schools 1,589

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

School	09/11	10/09	11/13	12/11	01/08	02/19	03/12	04/16	05/21	06/18
CPS	157	157	157	152	156	155	156	154	156	156
PES	398	390	388	396	398	394	395	399	398	398
BL	26	25	24	24	24	24	24	23	23	23
PMS	347	340	338	339	337	338	338	333	333	331
PHS	462	452	447	432	432	426	426	427	426	426
Academy	55	61	62	69	65	64	65	66	67	60
KVCS	201	204	208	207	207	207	205	204	196	195
SubTotal	1,646	1,629	1,624	1,619	1,619	1,608	1,609	1,606	1,599	1,589
Part-time students	0	2	2	2	2	2	0	0	2	2
Total Enrollment	1,646	1,631	1,626	1,621	1,621	1,610	1,609	1,606	1,601	1,591

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

School	09/12	10/10	11/14	12/09	01/09	02/13	03/13	04/10	05/08	06/12
CPS	169	160	158	158	152	162	161	159	160	158
PES	365	365	367	362	369	369	370	370	370	370
BL	32	32	32	32	31	29	29	30	30	28
PMS	351	349	349	347	353	347	345	341	338	335
PHS	452	445	442	443	442	437	433	437	436	434
Academy	78	72	78	77	77	81	86	86	88	90
KVCS	193	194	195	194	190	194	196	195	194	191
SubTotal	1,640	1,617	1,621	1,613	1,614	1,619	1,620	1,618	1,616	1,606
Part-time students	0	10	9	9	9	7	7	7	7	6
Total Enrollment	1,640	1,627	1,630	1,622	1,623	1,626	1,627	1,625	1,623	1,612

Coversheet

2026-2028 OSEA Bargaining Agreement

Section: VI. Action Items
Item: A. 2026-2028 OSEA Bargaining Agreement
Purpose: Vote
Submitted by:
Related Material: 26-28 CBA Final.pdf

Collective Bargaining Agreement

Between

Philomath School District 17J

And

Oregon School Employees Association

Philomath Chapter 64

A Member's Union
OSEA
AFT Local 6732

July 1, 2026 – June 30, 2028

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Article 1 - Recognition

1.1 The Collective Bargaining Agreement (CBA), hereinafter referred to as the Agreement", is made between the Oregon School Employees Association (OSEA) Philomath Chapter 64, hereinafter referred to as the "Association", and the Philomath School District (PSD), hereinafter referred to as the "District".

The District recognizes the Association as sole and exclusive bargaining representative for all of the full-time and part-time classified employees, both regular and probationary, with these exceptions:

- Temporary Employees;
- Non-Bargaining Unit Substitutes; and
- High School and College Interns.

1.2 Definitions of Non-Bargaining Unit Positions

1.2.1 ***Temporary*** employees are those employed for an assignment that is limited in duration and/or scope, not to exceed ninety (90) work days, and does not replace a bargaining unit employee.

1.2.2 ***Substitute*** employees are those hired to take the place of an absent regular bargaining unit employee when the regular employee is on approved leave.

1.2.3 ***Interns*** are employees involved in high school or university programs, earning respective credit(s) for specific experience to be completed.

1.3 Definitions of Regular and/or Probationary Bargaining Unit Positions

1.3.1 ***Full-time*** employees, for purposes of benefits, are those employed by the District for twenty (20) or more hours per week.

1.3.2 ***Part-time*** employees are those employed by the District for less than twenty (20) hours per week.

1.3.3 ***Probationary*** employees are newly-hired employees working in the first nine contracted months, beginning with the first day on the job, prior to being considered a regular employee. Any paid or unpaid leave shall not be considered a work day toward the completion of the probationary period.

1.3.4 In cases where regular employees are filling temporary assignments, employees shall be transferred back to their original assignments at the end of the temporary assignment. Employees will continue to accrue seniority during the temporary assignment.

Article 2 — District Rights

2.1 It is expressly recognized that the District's operational and managerial responsibilities include the right to:

2.1.1 Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the employer;

2.1.2 Direct the work of all of its personnel, determine the number of shifts and hours of work starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement and the right to establish, modify or change any work or business hours or days;

2.1.3 The right to direct the working forces, including the right to hire, promote, discipline and discharge employees as per Article 11, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees;

2.1.4 Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein subject to negotiations with the Association over mandatory subjects of bargaining;

2.1.5 Adopt reasonable rules and regulations to include Board Policies;

2.1.6 Determine the qualifications of candidates for vacant positions, including physical condition standards;

2.1.7 Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, division or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;

2.1.8 Determine the financial policies including all accounting procedures and all matters pertaining to public relations; in accordance with state and federal law;

2.1.9 Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the employer shall not abridge any rights from employees as specifically provided for in this Agreement;

2.1.10 Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.

2.2 The District reserves all rights except those limited by this Agreement.

Article 3 — Association Dues Deductions

3.1 Upon authorization in writing by each employee, on the form provided by the Association, the District agrees to deduct Association dues from the employees' wages.

3.2 The District agrees to transmit the dues deducted, as indicated in Article 3.1, to the state office of the Oregon School Employees Association, 4735 Liberty Rd. S., Salem, OR 97302.

3.3 The Association agrees to hold the District harmless against any and all claims, suits, orders, or judgments brought against the District as a result of the provisions of this article. The Association shall pay fees and costs incurred by the District as a result of any claim regarding the provisions of the article.

Article 4 – Association Rights

4.1 **Facilities:** The Association designated representatives will be allowed access to employees within the bargaining unit during work hours at the worksites and to use the facilities of the District for meetings to conduct association representation or other business without charge in accordance with the District's scheduling procedures. Other uses of district facilities by the Association will be in accord with District policy.

4.2 **Office Equipment:** The Association will have the right to use office equipment for Association business when such equipment is not otherwise in use, provided that the equipment is not assigned to an individual. The Association will pay for the reasonable costs of all materials and supplies.

4.3 **Communications: Bulletin Boards, E-Mail/Mailboxes, and Courier:** Bulletin board space will be made available to the Association to post association materials in each school. The Association may use District email, staff mailboxes and intra-district courier for communicating with employees, provided District material will have the first priority. All materials must comply with State law and district policy with respect to campaign and election information.

4.4 **Designated Representatives:** The Association shall represent all classified bargaining unit members within the District equally and without discrimination.
Designated representatives for the purposes of this Article shall include chapter executive board officers, other association-trained, designated classified, and the non-employee association field representative. These representatives shall be permitted access to the District's facilities for the purpose of engaging in the activities described in this Article. Representatives will check in and out at the work site office.

Association chapter-designated representatives and the Field Representative shall be allowed reasonable time to engage in representational activities during the employees' regular work hours. Classified employees being represented and designated representative employees shall suffer no loss of compensation or benefits to engage in representation activities in accordance with HB 2016 to:

(a) Investigate and process grievances and other workplace-related complaints;
(b) Attend investigatory meetings, hearings, and other due process proceedings;
(c) Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
(d) Engage in collective bargaining;
(e) Attend labor-management meetings, safety committee meetings and any other meetings between representative of the District and OSEA to discuss employment relations;

(f) Provide information regarding the collective bargaining agreement to newly hired bargaining unit employees within thirty (30) calendar days from the date of hire for a period of at least thirty (30) minutes, during new employee orientation at individual/group meetings that may take place during work hours, without loss of compensation or benefits to the newly hired employee(s);
(g) Testify in a legal proceeding in which the designate union representative has been subpoenaed as a witness.

The District will not be obligated to pay overtime compensation due to the provisions of this Article, and will help to arrange and manage time if necessary. The parties agree that this constitutes a waiver of overtime within the meaning of ORS 653.268.

Designated classified representatives shall provide their immediate supervisor with notice of the need to perform the activities listed above at least forty-eight (48) hours prior to the time the activities require them to be away from their regular job duties, except in an emergency.

4.5. **District Employee Information Notifications to the Association:** Within ten (10) days of their date of hire, the District will provide the Association the following information for newly hired bargaining unit members: date of hire, position title, worksite location, annual salary, number of months worked, number of paychecks per year, work phone number, personal phone number, personal address, and personal email.

On the first (1st) workday of each month, the District will provide the Association with a list of all employees who resigned or have been terminated during the previous month.

Each one hundred and twenty (120) days, the District will provide the Association with an updated listing of all bargaining unit members to include: date of hire, position title, worksite location, annual salary, number of months worked, number of paychecks per year, work phone number, personal phone number, personal address, and personal email.

The information notifications described in this Article shall be sent to the Association's current chapter president and field representative, and state office (classified@osea.org) in an editable electronic format (Excel preferred).

4.6 **Employee Orientation:** The Association designated representative(s) shall provide orientation information to new employees by taking part in the District's scheduled new employee orientation sessions whenever possible. When it's not possible to participate in the District's scheduled new employee orientation sessions, the Association designated representatives may meet with new employees at their worksites or alternate sites.

The District shall provide the Association chapter president a ten (10) day notice of new classified employee orientation sessions, offered by the District.

OSEA shall be allowed to meet with newly hired classified bargaining unit members for a period of not less than thirty (30) minutes and up to one hundred twenty (120) minutes for the purpose of employee orientations without undue interference.

During group orientation events or activities at the beginning of the academic year, OSEA shall be permitted to set up a table to meet directly with employees before, after, and during breaks without undue interference. In addition, a separate group orientation period not to exceed one hundred and twenty (120) minutes may be requested and shall be granted on paid work time.

At least two (2) days' written notice of the time needed for employee orientation will be given to the immediate supervisor(s) of the Association designated representative(s) and new bargaining unit employees whenever possible.

No employee shall suffer a loss in compensation or benefits as a result of participating in or attending OSEA orientation presentations.

4.7 **OSEA Non-Local Association Representative:** Other non-local association representatives may visit District worksites after notice to the appropriate supervisor or the Human Resources Office, provided such visits do not interfere with District work.

4.8 **Association Leave and Time Release:** Association representatives, elected or appointed, will be granted time off from their regular district duties as follows:

4.8.1 Upon request of the Association, the District will grant to the Association leave time at no cost to the Association. Such leave will be for designated representatives to attend trainings, activities, and perform general duties of the Association relating to employment relations, in its role as the exclusive representative of employees represented by the Association with the District.

4.8.2 The District shall grant association time release to employees to attend outside trainings and events of importance to the Association. The cost of the employees' leave shall be reimbursed to the District by the Association.

4.8.3 At least two (2) days' written notice will be given to the immediate supervisor for association leave except in the case of an emergency. The use of such hours will be in increments of not less than one (1) hour per Association member using such hours.

4.8.4 The District reserves the right to refuse the requested time off for any employee whose absence will unduly interfere with the District's operation.

4.8.5 The District will not be obligated to pay overtime compensation due to the provisions of this section. The parties agree that this constitutes a waiver of overtime within the meaning ORS 653.268.

4.8.6 The District shall approve time release leave for any employee elected or re-elected to an association state office. Terms of office are for three (3) years and successive terms are possible. The employee on time release leave shall continue to be paid for their yearly assignment which will include all regularly scheduled work days and all other benefits (insurance, paid holidays, vacation days, PERS, etc.) provided by the District. The employee shall receive pay and benefit increases, and any other allocations as if they were present and working in the District.

During the time release leave, the employee's position shall be filled on either a temporary or limited duration assignment basis allowing the employee to return to the District position when they complete their term(s) as a state officer.

On a monthly basis, the District shall bill the Association for time release reimbursement (for all payroll and associated payroll costs, and for the cost of insurance benefits) to OSEA, 4735 Liberty Rd., S., Salem, OR 97302 or by email to Brad@osea.org. The Association shall provide payment to the District in a timely manner.

4.8.7 A public employer is not liable for an act or omission of, or an injury suffered by, an employee of the public employer if the act, omission or injury occurs during the course and scope of the employee serving as a designated representative for the exclusive representative during a period of time release leave.

4.8.8 If the public employer is held liable, the exclusive representative shall indemnify the employer and held the employer harmless from all liability arising from the act, omission or injury that occurred during the period of time release leave.

Article 5 – Work Week

5.1 **Workweek**: A full-time work schedule shall consist of forty (40) hours within the designated workweek, worked on the basis of five (5) eight (8) hour days or four (4) ten (10) hour days. To the extent consistent with the operational needs and requirements of the District, such workdays shall normally be consecutive as scheduled by the District. To the extent consistent with the operational needs and requirements of the District, the District will schedule work on a Monday-through-Friday basis. The District reserves the sole discretion over operational needs and requirements.

In accordance with ORS 279.340, (overtime) the District will compensate employees at the rate of time and one-half (1-1/2) for all hours worked in excess of forty (40) hours per week.

5.2 **Rest Periods:** Those employees who work four (4) or more hours per day will receive a paid fifteen (15) minute break during each four (4) hour period. Additionally, breaks of fifteen (15) minutes will be provided at least at the minimum hourly increments required by state and federal law and as detailed on the Meal and Rest Break Periods chart in Article 5.4.

Oregon law requires an employer-paid rest period of not less than ten (10) minutes for every segment of four (4) hours or major part thereof two (2) hours and one (1) minute through four (4) hours worked in one work period. This time must be taken in addition to and separately from required meal periods. The law requires employees to take all required breaks in the middle of each four (4) hour (or major part thereof) work segment. It is prohibited for an employer to allow employees to add the rest period to a meal period or to deduct rest periods from the beginning or end of the employee's work shift.

5.3 **Meal Period.** Employees shall receive an unpaid uninterrupted meal period of one-half (1/2) hour in accordance with Oregon Revised Statues and Oregon Bureau of Labor and Industries (BOLI) requirements. Such time shall be scheduled by the employee's immediate supervisor as near as possible to the halfway point of the individual's work day.

Ordinarily, employees are required to be relieved of all duties during the meal period. Under exceptional circumstances that only occur rarely and temporarily, however, the law allows an employee to perform duties during the meal period. When an employee must work all or part of their meal period, as directed by their immediate supervisor, the employer must pay the employee for the whole meal period.

5.4 **Oregon BOLI Minimum Requirements for Meal and Rest Break Periods Based on Length of Work Period.**

Length of work period	**Number of paid rest breaks required** 15 minutes by CBA	**Number of unpaid uninterrupted meal breaks required** 30 minutes minimum
2 hours or less	0	0
2 hours 1 minute – 5 hours 59 minutes	1	0
6 hours	1	1
6 hours 1 minute – 10 hours	2	1

The Oregon BOLI requirements for rest and meal period breaks may be modified by the terms of a collective bargaining agreement if the terms of the agreement specifically prescribe rules concerning rest and meal periods as long as the minimum times are met.

5.5 **In-Service Day(s).** The District shall provide a minimum of two (2) in-service days for classified at the beginning of the school year, and opportunities for additional professional learning during the school year.

5.6 **Transporting Students.** Classified employees who are assigned the duty of driving/transporting students will be provided written guidelines and any required on-going training; necessary emergency student health/medical and contact information; a properly equipped district vehicle; District-provided auto insurance coverage for the driver and the District vehicle; and any other items needed to provide for the safe transportation of students.

Unless approved by waiver for special programs, an employee should never transport a single student alone in a vehicle.

5.7 **Work Schedules.** Upon hire employees shall be provided with a written schedule which shall be updated to keep current. The schedule will contain: work shift start and end times, designated paid rest and unpaid uninterrupted meal breaks, and an up to fifteen (15) minute period of time when the employee shall check their work email.

5.8 **Flex Time**

Flex time is working different hours than the employee's regularly assigned schedule. Flex time is not a guarantee and shall be pre-approved in writing by the authorized supervisor. Flex time should not impact time directly working with students.

Determination of when minutes will be flexed, including day of the week, or time-carded will be made at time of pre-approval.

5.9 **Surveillance Video Equipment**

The District has surveillance video equipment at all sites for purposes of monitoring school safety and security. When issues of school safety or security require that video footage needs to be viewed, school administrative staff will be responsible for reviewing that footage.

a) Information derived from electronic surveillance will not be used for purposes of staff supervision and/or evaluation and does not exist for such purposes.
b) This agreement does not preclude the District from investigating a claim of potential employee misconduct if such an investigation is prompted by a review of the electronic surveillance for another bona fide school safety or security need, and possible misconduct is discovered. In such instances, the bargaining unit member and their OSEA representative (if applicable) shall be provided a copy of the video footage at the onset of the investigation.
c) Association members shall be informed of the location and purpose of such equipment by their school administrator. A centralized school map of camera locations shall be available for viewing upon request.
d) Except as otherwise provided by this Agreement, employees shall remain entitled to all of the benefits and rights provided by the collective bargaining agreement between the parties.
e) Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the collective bargaining agreement between the parties.

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Article 6 – Reduction in Force and Recall

6.1 **Seniority:** Seniority shall be defined as the employee's total length of continuous service with the District within the employee's assigned range and column.

For the purpose of computing seniority, all authorized paid or unpaid leave of six (6) months or less shall be considered as time worked. Employees who are laid off as a result of a reduction in positions and who are subsequently reinstated shall retain their full seniority except for the period of layoff.

6.2 **Reduction in Force/Layoff:** In conducting a layoff under this section, the District will first determine the programs(s) or area(s) scheduled for reduction or elimination. When considering a reduction in force, the District shall notify the affected classified employees and the Association within five (5) working days following the decision by the School Board. If the layoff is to occur in the same year as the Board's decision, the District will give the Association and affected classified employees at least thirty (30) calendar days notice. Employees shall be given written notice of layoff (by mail or hand delivery) and by verbal contact (by phone call or private meeting) so that every effort is made to contact employees when layoffs occur, regardless of the time of year.

Bargaining unit employees within the affected job title shall be laid off on the basis of the employee's seniority (See 6.1) within the District. The employee with the least District seniority shall be the first laid off. However, the District reserves the right to layoff out of order seniority if retention of special job skills is required.

6.3 **Bumping Rights:** When layoffs occur, the District shall provide for bumping rights of more senior employees. More senior employees shall bump the least senior employee in the (a) same job title and with the same annual hours of employment, (b) the same job title and with lower annual hours of employment.

More than one less-senior employee may be bumped for an aggregate of annual hours to allow for senior employees to maintain as many of their annual hours of employment as possible.

6.3.1 If there are no positions within the same job title for which the employee is eligible to bump (because, for example, the employee has the least district seniority within the job title or there are no other such positions in the District), the employee shall be eligible to bump:
(a) the least senior employee in a job title in the same classification, with the same or lower maximum rate of pay and the same annual hours of employment if the employee can demonstrate that they are qualified to perform the work of the job title that is proposed to bump,
(b) the least senior employee in a job title, in the same classification, with the same or lower maximum rate of pay and lower annual hours of employment.

(Any employee who can meet the minimum qualifications specified in the most recent position opening announcement for the job in question shall be considered qualified.)

6.3.2 An employee affected because of a reduction in force shall also be eligible to bump into a position formerly held within the District if the employee has greater seniority within the specific job title and remains qualified.

Employees may bump into positions that provide less than one hundred percent (100%) of the annual total compensation (including insurance benefits) earned at the time of layoff if there are no other jobs with greater total compensation available, however, by doing so, the employee does not forfeit their right to recall into a position with greater total compensation (up to their total at the time of layoff) if forces increase during the recall period.

6.4 Temporary Furlough

6.4.1 A furlough is a temporary, unpaid leave of absence or reduction in hours with intent to recall employees. Affected individuals remain eligible for benefits. As mandatory leave, employees may not use paid leave options to cover lost days or hours.

6.4.2 Where a layoff is expected to be of a short duration (less than ninety (90) days) or where a layoff could not have been planned for in advance, an employee(s) may be placed on temporary furlough for a period of up to ninety (90) days.

6.4.3 The District may elect to place an employee(s) on temporary furlough as an alternative to a layoff or until a layoff process can be worked out.

6.4.4 A temporary furlough shall not exceed ninety (90) days in duration.

6.4.5 Through JLMC, the District will remain in communication with the Association about any such options, should the need arise.

6.4.6 If the District believes that short-term furlough will alleviate staffing concerns without a reduction in force, the process would be planned and implemented.

6.4.7 At least ten (10) days advance notice will be given prior to the implementation of a temporary furlough.

6.4.8 An employee(s) who is subject to a temporary furlough shall continue to receive the paid insurance benefits provided for in Article 14 for the duration of such temporary furlough.

6.4.9 Any employee contribution for those benefits shall be paid to the District by the 25th of the month in order to receive benefits for the following month.

6.4.10 Should an employee choose to sever the employment relationship prior to the conclusion of their temporary furlough, they will not be provided the insurance benefits, referenced in 6.4.8 above. The insurance benefits will remain in effect only through the end of the month in which the employee resigns.

6.4.11 In the event of a temporary furlough, seniority shall not apply, but rather the specific employee(s) in the positions affected shall be furloughed.

6.5 Recall: When forces again increase, employees shall be returned in the inverse order

in which they were laid off. District seniority shall be used to determine the order of return to work within a job classification consistent with the employee's ability to perform the job. Any employee who can meet the minimum qualifications specified in the most recent position opening announcement for the job in question shall be considered qualified to perform the job.

An employee shall also be eligible for recall into a position formerly held within the District outside of their most recent classification if the employee remains qualified. In such case, the employee's seniority within the former position shall be used to determine order of return.

Recall rights expire sixteen (16) months after the date of layoff. The District shall have the responsibility to contact the employee for a sixteen (16) month period following a reduction in force. The employee shall have the responsibility of notifying the District during this sixteen (16) month period of a change in address.

Employees shall not be required to accept positions that provide less than one hundred percent (100%) of the annual total compensation (including insurance benefits) earned at the time of layoff. Should an employee accept a position with the District in a lower salary range or shorter hours, the employee shall retain all rights to be recalled in a higher range and hours, up to the level earning at the time of layoff.

The District shall simultaneously send a copy of the rehire offer and responses to the Association.

Part-time employees shall not be required to accept a position with greater hours.

Full-time employees whose positions have been eliminated may bump into one or more part-time jobs within a job classification if no other full-time jobs are available.

Article 7 – Job Postings, Transfers, and Job Shares

7.1 **Job Postings:** At least five (5) calendar days prior to the closing of any job posting, regular and temporary/seasonal position vacancies including job descriptions shall be posted on the District's website, on OSEA bulletin boards at each work site, and copies shall be sent to the Association president and secretary.

Current employees may apply for a job posting by completing the simple application process in TalentEd. Employees that meet the minimum qualifications of the position shall be offered an interview.

7.2 **Transfers:** When a regular job vacancy occurs which the District intends to fill by transfer, a notice shall be posted within thirty (30) calendar days of the vacancy.

At least five (5) calendar days prior to the closing of a transfer vacancy, the District shall make available to the Association by posting the transfer vacancy notice and job description on the District website, on OSEA bulletin boards at each work site, and copies sent to the Association president and secretary.

Current employees may apply for a transfer by completing the internal application process.

Employees shall be notified by the Superintendent of approval/denial of the transfer within ten (10) working days after the closing of the position.

7.3 **Job Share:** Education programs must be the primary consideration in determining whether a job is to be shared. Job Share assignments shall be filled only by staff who have jointly agreed to work together.

7.3.1 Job sharing shall refer to two (2) qualified employees sharing one (1) position. The responsibility for determining whether or not a position is to be shared shall rest with the building principal and be authorized by the Superintendent.

7.3.2 Individuals wishing to job share shall jointly submit a plan to the Superintendent by April 1st, for implementation in the next school year, counter-signed by the building principal signify their acceptance of the request. Job sharing may be granted annually upon mutual agreement of the two (2) employees, and with the approval of the building principal and the Superintendent. A new plan must be submitted each year to allow for plan continuation. The plan submitted will identify the responsibilities of each of the job share participants.

7.3.3 Job share plans shall also identify primary and secondary jobholder status for each employee. Primary jobholder refers to the employee who held the full position prior to the job share agreement. Secondary jobholder refers to the employee brought in to the job through the job share agreement. When two (2) individuals apply for a position which neither hold, with the intent to job share, primary and secondary jobholder status must be determined by the job sharers.

The primary jobholder retains the right to discontinue the job share at the annual expiration of the agreement and to have their hours restored. If the primary jobholder elects to discontinue the job share agreement at its expiration, the secondary jobholder may exercise their rights under Article 6 - Reduction in Force and Recall. A displaced job sharer may not bump into another job share arrangement.

If either employee resigns or otherwise terminates employment, the other employee must assume the duties of that position. An employee seeking to job share their position will be entitled to participate in the process of recruiting, interviewing, and selecting job share candidates.

7.3.4 Compensation shall be prorated to reflect the fraction of the position being shared. Each employee is entitled to a step increase in accordance with the Agreement. The two (2) participants may divide insurance and all other benefits (including early retirement, paid leaves, and holidays) so that the cost to the District will not exceed the normal benefits for one (1) full-time employee (subject to insurance carrier limitations).

Retirement will be in compliance with the legal requirements and contractual terms. Unemployment insurance and workers' compensation shall be provided.

Article 8 – Personnel Records

8.1 There shall be one (1) personnel file kept in a central location for each employee. The employee shall have the opportunity to sign all adverse materials prior to being placed in the personnel file; the signature only indicates that the employee has seen the material and does not indicate agreement. Any material added to the file that has or could have a negative impact upon employment shall be shown to the employee prior to its placement within the file. The employee shall have the right to attach a written rebuttal to any material placed in the personnel file.

No evaluation document, disciplinary document, complaint or any other document that reflects critically upon an employee's performance will be placed into the employee's personnel file without a copy being furnished to the affected employee and the employee shall be given the opportunity to sign the document. Should an employee refuse to sign, the supervisor shall indicate on the document that the employee refused to sign and sign and date the document themselves.

8.2 Any employee and their designee may examine their personnel file at any time. A designee must have approval from the employee to view the material.

8.3 After a minimum of five (5) years from the date of occurrence, an employee may request that the District remove disciplinary items that have been placed in their personnel file. Items that will not be removed include sexual misconduct or harassment, misuse of District resources, theft, and any performance-related issues that have been repeated during the most recent ten (10) years. Items shall be removed by agreement of the employee and the Superintendent.

Article 9 — Severability of Provisions

9.1 In the event any words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employment Relations Board (ERB), by statute or constitutional amendment or by inability of the employer or the employees to perform to the terms of the Agreement, then upon request by either party the invalid words or sections of this Agreement shall be reopened for negotiations. Renegotiation of the Agreement is pursuant to ORS 243.698.

Article 10 – Complaint/ Grievance Procedures

10.1 Definitions

10.1.1 A “complaint” is any matter an employee wishes to bring to the attention of the District which is not covered by the Collective Bargaining Agreement and its grievance procedure.

Complaints regarding labor law violations are addressed outside of the regular complaint and grievance procedures detailed in this Article. An OSEA Field Representative will work directly with any classified employee who brings forward a labor law violation complaint.

10.1.2 A "grievance" is a claim by an employee, a group of employees, or the Association based on the interpretation, meaning or application of any of the provisions of this Agreement.

A "grievant" is the person, persons or the Association making the claim.

10.1.3 A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

10.1.4 Definitions of Days

10.1.4.1

A ‘calendar day’ is the period of elapsed time that begins at midnight and ends 24 hours later at the next midnight; successive days within standard calendar.

10.1.4.2

A ‘work day’ is a day in which affected staff member(s) are working as per calendar agreement.

10.2 Complaint Procedure

An employee with a complaint that is outside of the Agreement’s grievance procedure will follow the process and requirements in accordance with Board Policy GBM and GBM-AR. Complaints regarding labor law violations are addressed outside of the regular complaint and grievance procedures detailed in this Article. An OSEA Field Representative will work directly with any classified employee who brings forward a labor law violation complaint.

10.3 Grievance Purpose

10.3.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

10.3.2 Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss that matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the employee organization, provided the adjustment is not inconsistent with the terms of the Agreement and the employee's organization has been given the opportunity to be present at such adjustments.

10.4 **Grievance Procedures**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Year-End Grievances:

In the event that a grievance is filed by an employee working less than twelve (12) months at such time that it cannot be processed through the steps in this procedure by the end of the work year of the grievant, by mutual agreement of the District and the Association, time limits set forth herein may be modified.

10.4.1 Level One - Informal Conversation: An employee with a grievance shall first discuss it with their principal or immediate supervisor, either directly or through a representative with the objective of resolving the matter informally. Said grievance is to be initiated within twenty (20) working days of the occurrence of the grievance or first knowledge thereof. Failure to file a grievance within this time frame shall prevent the further prosecution of the grievance.

10.4.2 Level Two - Superintendent: If the grievance is not satisfied with the disposition of their grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance, they may, within ten (10) working days, file the grievance in writing with the Superintendent. The written grievance statement at Level Two shall contain an explanation of the grievance, the specific provisions of the Agreement that have been violated, and the requested remedy.

Within ten (10) working days of receipt of the written grievance by the Superintendent, the Superintendent or their designee shall meet with the aggrieved in an effort to resolve it.

10.4.3 Level Three - Arbitration: If the Superintendent's decision is not satisfactory, or if no decision has been rendered within ten (10) working days after the meeting, the grievance may, within ten (10) working days of the Superintendent's decision, be referred to binding arbitration.

When a timely request has been made for arbitration, the parties to this Agreement or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, they shall within ten (10) working days of the request for arbitration jointly request a list of five (5) arbitrators from the Employment Relations Board (ERB). As soon as the list has been received, the parties or their designated representatives shall determine the arbitrator by an alternating striking process. The party to strike first shall be determined by a coin flip. The arbitrator shall schedule a hearing and, after hearing such evidence as the parties' desire to submit to support or deny the grievance statement, shall render a decision and opinion within thirty (30) calendar days following the close of the hearing. The arbitration hearing shall be held in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. The arbitrator shall be without power or authority to make any decision or to impose any obligation on the Association or the District which is in violation of the terms of this Agreement. A decision of the arbitrator shall, within the scope of their authority, be binding on both parties.

The arbitrator shall have no power to substitute their judgment for that of the District. The arbitrator shall have no power to add to, subtract from, modify, or amend any terms of this Agreement.

The costs for the services of the arbitrator, including per diem expenses, if any, and their travel and subsistence expenses will be borne equally by the District and the Association. All other costs will be borne by the party incurring them.

10.5 **Rights of Employees to Representation**

10.5.1 No reprisals of any kind shall be taken by either party or by any member of the administration against either party in interest, any representative, or any other participant in the grievance procedure by reason of such participation.

10.5.2 Any party in interest may be represented at all stages of the grievance procedure by a person of their own choosing. When an employee is not represented by the employee organization, the organization shall have the right to be present and to state its views at all stages of the grievance procedure.

10.6 **Miscellaneous**

10.6.1 If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

10.6.2 Decisions rendered at levels one, two and three of the grievance procedure shall be in writing setting forth the decision, and the reasons therefore shall be transmitted promptly to all parties in interest and to the representatives.

10.6.3 All documents, communications and records dealing with the processing of grievances shall be filed separately from the personnel files of the participants.

Article 11 — Discipline Procedure

11.1 **Probationary Period:**

11.1.1 **New Employee**

The Association and the District recognize that the probationary period is an integral part of the employee selection process and provides the District with the opportunity to upgrade and improve operations by observing an employee's work, training, and aiding employees in adjustment to their positions, and by providing an opportunity to reject an employee whose work performance fails to meet required work standards. As a result, every new classified employee shall serve a probationary period of nine contracted months, beginning with the first day on the job, prior to being considered a regular employee. During the probationary period, one formal check-in will be made at the mid-point of probation by the supervisor and submit to the employee's cumulative file.

11.1.2 **Status**

Probationary employees shall have any employment protection conferred by Oregon law.

The District's decision to terminate a probationary employee shall not be subject to the grievance process contained in this agreement.

11.2 **Discipline Procedure:**

Employees shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause and due process. Just cause and due process in this Agreement mean:

11.2.1 The employee must be given timely written notice of charges against them.

11.2.2 There will be a thorough and fair investigation of the charges before any discipline is administered.

11.2.3 Any employee required to attend a meeting regarding a matter which could affect continued employment shall be given the reasons for the meeting at least forty-eight (48) hours in advance of the meeting.

11.2.4 The employee shall have the right to have representatives of their choice present at any meeting of an investigatory nature with a supervisor or the District which they reasonably believe might result in disciplinary action.

11.2.5 All information forming the basis of disciplinary action will be made available to the employee at the employee's request.

11.2.6 There must be a preponderance of evidence to take disciplinary action against an employee.

11.2.7 Discipline will be administered in a way that is reasonable as related to the offense.

11.3 Administrative Leave with Pay

11.3.1 In the event of an investigation regarding possible misconduct by an employee or by others, an employee may be immediately placed on paid administrative leave during the time of the investigation and discipline determination. During this time, the employee may be directed to remain off of District property and to turn in any keys/key cards that would provide access. The employee shall receive no loss of pay or benefits during paid administrative leave.

11.3.2 If the District terminates an employee, the termination date shall be the date of the discipline determination meeting with the employee.

11.3.3 Paid administrative leave shall not exceed thirty (30) workdays. This time limit may be extended by mutual agreement by the District and the Association.

11.4 Dismissal Procedure

11.4.1 Dismissal because of unacceptable job performance will be initiated only after a review of the employee's job performance with their supervisor. The employee will be given suggestions for improving performance and will be given a period of time, determined by the District, in which to improve.

11.4.2 If improvement is not satisfactory, the District may take further action as it deems appropriate. Dismissed employees have the right to a School Board hearing in accordance with current ORS.

Article 12 – Evaluation

12.1 Each classified employee will be evaluated on the District's classified employee evaluation form by their immediate supervisor once a year. Employees will be given a copy of the annual evaluation.

12.2 Any employee that needs to improve in an area(s) as identified by the annual evaluation or job description may be placed on a planned program of improvement by their supervisor. An employee who is placed on a planned program of improvement as a result of an unsatisfactory evaluation report will not immediately receive a step advancement for that coming year.

The employee will begin a planned program of improvement not to exceed three (3) months within four (4) employee workweeks of the decision that the employee shall be placed on a plan. When an employee has successfully completed their plan of improvement, the employee will become eligible for step advancement beginning on the date of successful completion, and it will not be retroactive to the start of the fiscal year. Any courses that are required by the program of improvement and approved by the Superintendent shall be provided and/or paid for by the District.

Article 13 – Compensation

13.1 Salary schedules for classified employees in the bargaining unit are located in Appendix A and by this reference are incorporated herein.

Steps of the salary schedules will be maintained at five percent (5%) increases between steps one through six (1-6) and increased to two and a quarter percent (2.25%) increases between steps six through nine (6-9).

Longevity Stipend

13.1.1 All employees who have eleven (11) or more continuous years of service shall receive a longevity stipend calculated by taking three percent (3.0%) of the employee's current hourly wages and multiplying it by the number of regularly scheduled contract hours per year. All employees who have sixteen (16) or more continuous years of service shall receive a longevity stipend calculated by taking five percent (5.0%) of the employee's current hourly wages and multiplying it by the number of regularly scheduled contract hours per year. All employees who have twenty-one (21) or more continuous years of service shall receive a longevity stipend calculated by taking eight percent (8.0%) of the employee's current hourly wages and multiplying it by the number of regularly scheduled contract hours per year. All employees who have twenty-six (26) or more continuous years of service shall receive a longevity stipend calculated by taking ten percent (10.0%) of the employee’s current hourly wages and multiplying it by the number of regularly scheduled contract hours per year.

13.1.2 The longevity stipend shall be payable to those employees who have completed the required years of service by September 30. The employee may choose at the beginning of the work year to have the payment of the longevity stipend in a separate payment during the month of June or by averaging the payment pursuant to Article 13.14.1 (electronic deposit versus check).

13.2 **Salary**

13.2.1 Effective July 1, 2026, for the 2026-2027 year, there shall be an across-the-board wage increase of four percent (4.0%) cost of living adjustment. These increases are reflected in Appendix A.

Effective July 1, 2027 for the 2027-2028 year, there shall be an across-the-board wage increase of three and three-quarter percent (3.75%) cost of living adjustment. These increases are reflected in Appendix A.

All eligible employees shall receive a step on the wage schedule on July 1, 2026 and July 1, 2027.

Effective July 1, 2026, the following adjustments will be in effect on the Salary Schedule:

- Campus Monitor, currently in Range D, will be moved to Range C.
- Speech Language Assistant/SLP-Treatment Only, currently in Range E, will be moved to Range F.
- YTP Transition Specialist, currently in Range E, will be renamed Pre-ETS Transition Specialist.
- YTP Job Coach, currently in Range C, will be renamed Pre-ETS Job Coach.
- The following position will be eliminated from the classified salary schedule:
    - Federal Programs Analyst, currently in Range E.

For those not eligible for step movement and who are not on a Plan of Assistance for Improvement (PAI), a $50 per-month 403(b) contribution shall be made for the 2026-2027 and 2027-2028 school years. Employee is responsible for setting up their own 403(b) account. District will notify any newly eligible employees in August of each year.

13.2.2 PERS CONTRIBUTION. The six percent (6%) employee contribution to PERS will be paid by the District.

13.3 Initial placement on the wage schedule for new hires and those who have applied for and been promoted to a new higher level range positions shall be in accordance with Pay Equity law requirements and take into consideration their knowledge, education/training and years of experience.

13.4 Overtime shall be compensated pursuant to ORS 279.340.

Compensatory time will not accumulate beyond forty (40) hours not including paid time off (e.g., holidays, sick leave, etc.). All hours worked shall be documented on monthly time sheets. Work schedules shall be determined by the supervisor or building principal. The building principal and/or supervisor shall monitor and sign all monthly time sheets.

13.5 Whenever an employee is required to work a contract-designated holiday, the total compensation the employee will be paid will be twice (2 times) the employee's normal rate for the hours worked.

13.5.1 During the employee's seventh (7th) consecutive day of work, the total compensation the employee will be paid is at twice (two times) the employee's normal rate for the hours worked. This rate of pay shall continue until the employee is provided at least twenty-four (24) hours off work. Employees will be required to work seven (7) or more consecutive days in the event of a time-sensitive work emergency only.

13.6 Paycheck Corrections

If an overpayment is made to an employee's payroll, the employee may request a one-

on-one meeting with the District payroll department to have the correction explained. The employee may choose to bring an Association representative.

Correction of errors or omissions made by the District to the advantage or disadvantage of an employee shall be fully retroactive.

If an overpayment of wages has occurred, the employee will be provided with at least a ten (10) day notice before making any deduction to recoup the overpayment. No deduction amount may exceed five percent (5%) of the employee's gross pay for each pay period, unless the employee requests/authorizes a greater percentage to be deducted. The District will provide a statement informing the employee that, if employee is terminated or separates from employment, the District can recoup the balance owed from the employee's final paycheck.

Upon confirmation that an underpayment error has been made, the District will correct the underpayment in accordance with ORS 652.120(5). When the underpayment represents less than five percent (5%) of the employee's gross wages, the amount may be paid on the next regular payday. If the underpayment represents more than five (5) percent of the employee's gross wages, the amount must be paid to the employee within three (3) business days.

13.7 **Incentives**

Any classified employee with two or fewer total absences, represented in Article 15 of this contract, during the school year will be awarded $150.

13.8 **Reclassification**

If an employee is reclassified by the District to a higher column range, the employee shall be moved, effective the date of the assignment, to the step in the new column range in accordance with Pay Equity law requirements and that takes into consideration their knowledge, education/training and years of experience. Employees shall be placed on the new pay schedule, and their hourly wage shall not be less than their previous wage.

If an employee voluntarily requests a reclassification to a lower column range, the employee shall be moved, effective the date of assignment, to the step in the new column range in accordance with Pay Equity law requirements.

13.9 **Working Out of Classification**

Employees temporarily assigned by the District to perform all the duties of a higher classification shall be considered to be working out of classification. On the second consecutive workday in such assignment, an employee shall be entitled to the rate of pay in the new classification at the same step as prior column assignment.

13.10 **Protective Equipment, Uniforms, and Safety Shoe Allowance**

When a classified employee is required by the District to wear protective equipment or clothing, such protective equipment or clothing shall be provided by the District.

Such equipment and clothing shall remain District property except for personal use disposable items.

Classified employees who perform maintenance, custodial and food service duties will be provided three (3) uniform shirts per year upon the employee's request. The uniform shirts shall remain the property of the District, and each employee will be responsible for laundering their own shirts.

Current or new employees who have completed their probationary period are eligible for reimbursement up to $100 each year toward the purchase of safety footwear. Appropriate protective footwear must comply with dress code and safety standards including reinforced toe caps, be slip resistant, and have puncture resistant soles. Standard sneakers or casual shoes are not approved. It is preferred that footwear meets OSHA requirements as described in the ASTM F2413-05 standards. Employees are expected to wear the shoes on the job.

An original receipt is required to process the reimbursement. Details of the footwear showing they meet the mandatory standards listed above is required prior to approval of reimbursement.

13.11 **Mileage and Per Diem Allowances**

The District shall pay an employee, with prior approval, a car allowance per mile at the current IRS rate and per diem (food and lodging) at the Board's established rate for all authorized business.

13.12 **Physical Examination**

The District will pay for any physical exam required by the District.

13.13 **Safety/First Aid/CPR Training**

The District will offer safety, First Aid and CPR training to all classified employees. Any classified employee who is required to participate in mandatory training as a requirement of their job duties will be paid for their training time. These trainings include but are not limited to, online "Safe Schools" (blood borne pathogens, mandatory reporting, FERPA), student behavior management, safe lifting, asbestos, forklift, playground concussion, First Aid and CPR.

13.14 **Payroll/Direct Deposit**

13.14.1 Payroll for employees shall be averaged over the twelve (12) month period starting with the first month of the employee's regularly scheduled work year. Employees that work less than four (4) hours per day will be paid based on actual hours worked each month unless they notify the District in writing by September 15. Pay days shall be the last business day of the month.

Current employees may choose to have paychecks issued via electronic deposit. Employees hired on or after July 1, 2026 must have paychecks issued via electronic deposit.

13.15 There will be a one (1) hour minimum call back paid at time and a half (1-1/2) regular rate of pay when staff designated on the District Security Call Out list are called back to work on non-regularly scheduled work time. This includes call backs for building rental issues.

13.16 When Administrative Assistants or other designated employees perform work finding substitutes outside normal work hours, they will be compensated for the time worked in increments of fifteen (15) minutes regardless of the number of calls made/received. Compensation will be by pay or compensatory time off by mutual agreement of the employee and the District.

Article 14 – Insurance Benefits

14.1 Insurance Benefits

14.1.1 Employee Insurance Allocation

For the 2026-2027 insurance year, the District will contribute a monthly amount not to exceed one thousand three hundred and seventy five dollars ($1,375.00). For the 2027-2028 insurance year, the District will contribute a monthly amount not to exceed one thousand four hundred and twenty five dollars ($1,425.00). Contributions to be used towards the purchase of family health, dental, and vision insurance.

Long-Term Disability and Life Insurance: The District will offer long-term disability insurance and a life insurance policy as part of the overall insurance package. The District will cover the cost of the long-term disability insurance and life insurance policy. Additional coverage beyond what the district covers is available at the expense of the employee.

14.1.2 Health Savings Accounts

The District shall contribute to Health Savings Accounts (HSA) for employees who choose a qualifying high-deductible health insurance plan. The employee shall receive an annual one-time payment into their HSA of five hundred dollars ($500.00) to be paid from the classified Insurance Reserve Account and seventy-five percent (75%) of the monthly premium savings each month up to the District premium contribution cap paid by the District during the 2026-2027 and 2027-2028 school years.

14.1.3 Section 125 Plan

The District shall continue to offer a Section 125 plan to all classified employees.

14.1.4 Benefit Termination

For eligible employees who work until end of annual contract period, health insurance benefits will be terminated on the last day of August.

14.1.5 Full Allocation and Proration

Employees with a full-time equivalent (FTE) range of .5 to 1.0 are eligible to apply for health benefits listed in Article 14.1.1. Employees with an FTE of .81 or higher are eligible to receive the full district contribution. Employees with an FTE of .5 to .80 are eligible for a prorated district contribution.

14.1.6 Opt Out

Employees may opt out or waive their insurance coverage benefit in accordance to current OEBB regulations.

If an employee opts out of coverage, the District contributions in excess of an individual employee's actual coverage premium shall be distributed as follows:

(1) Three hundred dollars ($300.00) per month will be returned as a salary adjustment to the employee;
(2) Twenty-five dollars ($25) per month for district payroll related costs; and
(3) The balance shall be deposited into the Insurance Reserve Account, up to a maximum of a fifty thousand dollar ($50,000) each year, with the total fund balance not to exceed $75,000. The funds collected in this reserve account shall be managed by the Joint Labor Management Committee and will be used for classified insurance related or classified staff development purposes.

If an employee waives coverage they shall receive no salary adjustment.

14.1.7 **Plan Design and Carrier Selection**
The JLMC will advise the District and the Association regarding insurance plan design and carrier selection for the active and retired employees' health insurance, and shall manage the classified insurance reserve account to determine the amount allocated to buy down the cost of insurance premiums for bargaining unit members and to fund classified professional development opportunities.

14.2 Early Retirement

14.2.1 **Early Retiree Insurance Allocation**
For the 2026-2027 year, the monthly insurance cap for eligible retirees shall be one thousand one hundred dollars ($1,100.00) per month.

For the 2027-2028 year, the monthly insurance cap for eligible retirees shall be one thousand one hundred dollars ($1,100.00) per month.

A. Eligible classified employees shall be entitled to retire early and receive the insurance benefit after they reach sixty (60) years of age and meet the requirements in this Article.

B. Classified employees hired on or after July 1, 1997 and before July 1, 2002 shall be entitled to retire early under this program after having been employed by the District for at least twelve (12) continuous years. Until the individual reaches sixty-five (65) years of age, the District will purchase for each retired employee up to the same single person health, dental, and vision insurance that is purchased for members of the bargaining unit in an amount not to exceed the amounts specified in this Article (14.2.1).

C. Classified employees hired on or after July 1, 2002 but before July 1, 2011 shall be entitled to retire early under this program after having been employed by the District for at least fifteen (15) continuous years. Until the

individual reaches sixty-five (65) years of age, the District will purchase for each retired employee up to the same single person health, dental, and vision insurance that is purchased for members of the bargaining unit as per this Article (14.2.1).

D. Eligible employees hired prior to July 1, 2001 will receive one hundred percent (100%) of cap. Employees hired on or after July 1, 2001 will receive the insurance payment in the following amounts:

30 years or more continuous service	100% of cap
25-29 years continuous service	90% of cap
20-25 years continuous service	80% of cap
15-20 years continuous service	75% of cap

E. The District will pay for the eligible early retiree's insurance until the employee turns sixty-five (65) years of age or becomes eligible for Medicare.

F. Payout Option. In lieu of any future medical and dental insurance listed in this Article 18 the employee may select a yearly payout of fifty percent (50%) of the premium at the time of eligibility for the Districts' Early Retirement benefit for up to the time limits of the applicable section or until the employee reaches sixty-five (65) years of age whichever is earlier. The employee is responsible for reviewing this option with the current health benefits carrier to determine rules, guidelines and regulations for current and future eligibility.

Article 15 – Holidays and Leaves

15.1 **Holidays**

15.1.1 Holidays for employees in the bargaining unit shall be:

Independence Day	Christmas Day
Labor Day	Day before New Year's Day
Veterans Day	New Year's Day
Thanksgiving Day	Martin Luther King Jr. Day
Day following Thanksgiving	Memorial Day
Day prior to Christmas	Juneteenth

15.1.2 If holiday falls on a day in individual contract calendar, employees in the bargaining unit shall be compensated for the holiday as though that employee had worked a regular contract day.

15.1.3 Holiday pay will be paid to an employee who is on paid status for the last contract day before the holiday and the contract day after the holiday.

15.2 **Vacation Leave**

15.2.1 For all classified employees hired before July 1, 2014, vacation time earned by employees in the bargaining unit shall be granted as indicated in the following outline.

For all classified employees hired after July 1, 2014, all twelve (12) month employees will be eligible to earn vacation as indicated in the following outline. Employees working less than twelve (12) months per year are not eligible for vacation accrual.

		Years with District		
		1-5	**6-14**	**15 +**
Months Worked				
Before 07/01/2014				
12.0		10	15	20
11.5		9.5	14.5	
11.0		9	14	
10.5		8.5	13.5	
10.0		8	13	
9.5		7.5	12.5	
After 07/01/2014				
12.0		10	15	20

15.2.2 Eligible classified employees must maintain continuous employment, with no breaks in service, in order to accrue vacation.

15.2.3 Employees eligible to earn vacation days may carry over no more than ten (10) vacation days past June 30 each year. Additional vacation days as stipulated in the contract may continue to be earned, however any unused vacation days in

excess of ten (10) days will be paid out each June 30.

15.2.4 Personal Leave days may not be used to extend vacation days.

15.2.5 Employees who work less than twelve months and accrue vacation, may take a maximum of five (5) vacation days during the school year except as otherwise permitted to cover District weather-related closure days that will not be made up as detailed in Article 15.6.

Custodial employees may take a maximum of five (5) vacation days during student contact days except that additional vacation days may be approved by the Superintendent due to special circumstances.

15.2.6 New twelve (12) month employees shall not be eligible for vacation pay until they have been employed for at least six (6) continuous months.

15.3 **Sick Leave**

15.3.1 Pursuant to ORS 332.507, full-time classified employees are entitled to one (1) day of sick leave per month of employment per year with unlimited accumulation. Part-time employees are entitled to one (1) day sick leave, consisting of normal working hours during a workday, per month of employment, with unlimited accumulation. Any of these days per year may be used for illness within the employee's immediate family or for an employee attending the birth or adoption of their child. The employee's immediate family is defined as people living under the same roof as the employee, the employee's mother, father and/or adult with whom the employee has a parental relationship, the employee's children and siblings as well as any other family members covered by state or Federal leave laws.

Employees who are not working due to a worker's compensation claim for a period of more than thirty (30) calendar days, shall have sick leave adjusted accordingly.

15.3.2 **Short-Term Disability Insurance**
The District shall make short-term disability insurance available. Such insurance shall be optional and employee-paid.

15.3.3 **Sick Leave Donations (from other classified employees)**

Eligibility and Benefit:
A classified employee who has exhausted their own leave balances may request support for obtaining up to the equivalent of three (3) working days of donated leave per school year. The maximum number of hours an employee may receive is based on their regular daily schedule as follows:

Daily Schedule	Total Allowed Request
8 hours/day	Up to 24 hours
7.5 hours/day	Up to 22.5 hours
7 hours/day	Up to 21 hours

Application Process:
To initiate a request for donated leave, the employee shall adhere to the following:

1. Employee must notify the Association, via e-mail, of the need for leave and may formally request assistance from the Association in soliciting leave donations.
2. The employee or designee is solely responsible for coordinating the donation process and ensuring that all leave donation information is communicated to the District Business Office prior to the utilization of any donated hours.

Donor Limitations and Restrictions:
Classified employees may voluntarily donate leave hours to another classified employee subject to the following conditions:

1. Donations may only be made up to the specific amount requested by the individual recipient for the school year.
2. Under no circumstances shall an individual employee be permitted to donate more than a total of 24 hours in a single school year.
3. Donated leave must be verified and processed by the District Business Office before it can be applied to recipient.

15.3.4 Upon PERS-eligible retirement, and not less than ten (10) consecutive years of employment with the District, the District will, contingent upon employee request:

1. The District shall participate in the PERS Unused Sick Leave Program, established under Oregon law. This participation shall allow qualifying classified employees to use one half (1/2) of their unused accumulated sick leave as a factor in their PERS retirement or disability retirement pension formulas.
2. For employees in OPSRP (Tier 3) with PERS, pay the retiree $20.00 per eight (8) hours of accumulated sick leave. The employee shall receive a lump sum payment upon retirement that may be subject to withholding federal and/or state income taxes.

15.4 **Personal Leave**

The intent of this language is to allow employees to be absent from work due to special circumstances. Employees are encouraged to limit these absences, when possible. For situations of emergency and/or unexpected leaves, the staff member is required to contact the school using the same procedures as if they were ill.

Employees' accumulated sick leave may be used for Personal Leave absences for up to five (5) days per year.

Personal Leave days may not be used to extend vacation days.

15.5 Professional Leave

The Superintendent may grant members leaves of absence with pay for the purpose of attending educational conventions, professional meetings, professional institutes, and other activities which improve professional ability, performance, and their quality of instructional support. Out-of-state travel will have prior Board approval.

a) Travel: Attendance at educational conferences and visitation to other schools must have approval from the Superintendent. Forms for such requests will be made available by the Superintendent.
b) Expenses: The authorized use of personal car for school purposes must have prior approval from the Superintendent and approved mileage shall be reimbursed at a rate to be determined by the IRS each year. If approved by the JLMC Staff Development Committee, the Insurance Reserve Fund will pay all other related expenses.

Classified staff members involved in paid coaching for middle for high school athletics or activities for the Philomath School District may have to leave early from their work day to attend contests or events. Such members, with approval from the Superintendent, may use professional leave for these events. Professional leave may not be used for practices.

15.6 **Emergency Closure Days, Inclement Weather Closure, Cancellation and Delayed Openings**

No employees will be compensated for time not worked due to closures, cancellations, or delays. However, the District administration will guarantee to reschedule work hours using make-up days, extended work schedules, or other means that will benefit educational planning and student learning without creating a financial hardship to employees. Employees will be afforded an opportunity to make-up lost time wages, by using accumulated paid leave time, including compensatory, vacation and sick leave. Those classified who are otherwise limited to the use of five (5) days of personal leave during the school year, may exceed this limit to make-up for lost time wages due to closures, cancellations or delays.

15.7 **Involuntary Absence Due to Quarantine or Other Health Emergency**

When it becomes necessary to close schools for non-weather related emergencies, hazardous conditions, pandemic or other acts of God, classified employees will not be required to report for work. The District will comply with all state and/or federal guidelines resulting from this act and reserves the right to make up missed work days not to exceed employee regular yearly calendar days. If additional days are required,

the superintendent will work with, and in consultation with, the Association to schedule any additional time or compensation.

15.8 **Bereavement Leave**

Employees will be granted up to five (5) days' paid leave for death in the immediate family with the approval of the Superintendent or designee. Immediate family shall be defined as an employee's and/or spouse's son, daughter, mother, father, sister, brother, grandparents, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchild, stepfather, stepmother, stepchild, aunt, uncle, niece, nephew, or anyone living in the employee's household. The length of time allowed for bereavement leave through additional use of sick leave days is defined by State and Federal leave laws.

15.9 **Jury Duty**

If an employee is summoned to serve on a jury during duty time, the District shall grant the employee a paid leave to serve. If the employee receives a fee for these services, the fee shall be tendered to the District by the employee. However, the employee shall retain all monies collected for mileage and expenses while on jury duty. The District reserves the right to petition to have the employee exempted from jury duty service if their absence would cause hardship on the District.

15.10 **Leave without Pay**

15.10.1 An employee may be allowed short-term leave without pay up to four (4) weeks, upon request and with approval of their supervisor and the Superintendent.

Long-term leave without pay up to a maximum of twelve (12) months may be allowed upon request and with approval of the Superintendent and Board.

An employee on leave without pay shall, at the end of such leave, be returned to a position within the District of the same classification, status, and pay. Increases in compensation that went into effect during the time the employee was on leave without pay shall be applied to the employee's compensation upon returning from leave.

An employee on leave without pay may continue to receive insurance coverage by paying the cost (in advance) of that coverage. This must be in accordance with the requirements of the policies in force.

15.10.2 Employees who are eligible for federal or state family medical leave may take the leave according to the statute, rules and regulations.

15.11 **Paid Leave Oregon**

15.11.1 The District will provide Paid Leave Oregon (PLO) to all classified staff members as required by law. The District will be responsible for payment of the 40% of the contribution rate. Each classified employee will be responsible for 60% of the contribution rate.

15.11.2 Employees shall have the option of using partial days from their accrued sick leave to keep their salaries whole while accessing this benefit. In such cases,

accrued sick leave shall be deducted in hourly portions at the amount necessary to keep the employee whole.

Article 16 – Joint Labor Management Committee

16.1 **Purpose**

The Joint Labor Management Committee (JLMC) is established to promote a partnership between the Association and the District. The parties commit to address issues and concerns at their earliest stage. JLMC's goal is to examine all points of view, to reach understanding, and to solve problems collaboratively. The committee will proactively address member needs as they arise.

16.2 **Topics**

The JLMC may address all issues, except for active grievances, individual disciplinary issues or issues determined to be subjects of bargaining. If contract issues are raised to or by the JLMC, the committee will either, a) agree to discuss the issue, or b) refer it to the appropriate parties for bargaining. All decisions or changes to the Agreement are subject to the respective party's approval procedures.

JLMC will advise the District and the Association regarding plan design and carrier selection for the active and retired classified employees' health insurance and shall manage the Insurance Reserve Account.

The District and Association are committed to working together on Classified Staff Evaluation protocols. This work is to be completed by June 30, 2028.

16.3 **Membership**

The JLMC will be composed of up to three (3) individuals appointed by the District and up to three (3) individuals appointed by the Association. Each party will determine whether its JLMC appointments are for fixed-term or ongoing membership.

16.4 **Meetings**

The JLMC will meet on a regular basis for up to two (2) hours per month. Additional time will be arranged upon mutual agreement.

16.5 **Observation of Meetings**

The JLMC meetings will be open for observation by any District employee, District Representative, or Association Representative.

16.6 **Compensation**

The District will cooperate with the Association to increase access of the employees to the JLMC process through scheduling of meetings, adjustment of work schedules and provisions of compensatory time arrangements.

16.7 **Operating Agreements**

The JLMC will develop and maintain its operation agreements, including:

(i) Agenda development;
(ii) Meeting times, locations, frequency and duration;
(iii) Record-keeping;
(iv) Ground rules supported by District and the Association;
(v) Process by which affected employees and/or supervisors raise issues;
(vi) Format for issue discussion and decision-making;
(vii) Communication with/to District and the Association;

(viii) Mechanism for addressing unresolved issues; and
(ix) Monitoring and evaluation of process.

Article 17 – Work After Retirement

17.1 Work After Retirement/Re-Employment of Classified Staff Members

Employees who retire from the Philomath School District and who are subsequently re-hired by the District are members of the bargaining unit represented by Association. All contractual rights and benefits under the Agreement will be afforded to re-employed bargaining unit members, except those rights and/or benefits expressly set forth below as exclusions:

17.1.1 Employees who choose to resign during the contract year will be rehired to finish out the contract year, should they request the same. Classified staff under a Plan of Assistance would be subject to administration approval.

A. The employee must notify the district of their plans in conjunction with retirement notification December 1st, and the Board will respond no later than December 20. The employee does not have to retire until February 28.

B. The employee would continue to work as a temporary employee at their current contracted salary for a period not to exceed their current contracted work year, and will receive insurance benefits per Article 14 through June 30.

C. Any contractual supplemental retirement benefits for which they are eligible will be deferred until the end of their employment agreement.

D. The District will not be obligated to forward payments to PERS for the re-employed unit member who is already drawing PERS benefits.

E. Vacation pay will be cashed out upon effective date of retirement and no additional days awarded.

17.1.2 Employees who retire at the end of the contract year but wish to return to work for the District for the following school year, will be required to apply for employment as a new applicant to the District. Notice of intent to retire employment must be made no later than March 1st of the current school year, different from mid-year notification process.

If retirees are re-employed by the District, the following shall apply:

A. Re-employed bargaining unit members will be considered temporary employees and will be placed on the salary schedule according to the position and state law and will receive insurance benefits per Article 14 throughout the period worked.

B. Any contractual supplemental retirement benefits for which they are eligible will be deferred until the end of their employment agreement.

C. The District will not be obligated to forward payments to PERS for the re-employed unit member who is already drawing PERS benefits.

D. The re-employed unit member will be fully responsible for completing all

retirement arrangements with PERS - including determining the date of retirement, retirement options, etc.

E. The District will not be responsible for monitoring work hours to ensure that the retired and the re-hired employee does not exceed PERS or Social Security (FICA) limits. Furthermore, the District will not pay or incur any financial liability should the employee exceed PERS or FICA limits.

F. Two employees eligible for retirement during the same period may job share a position if their experience and skills qualify them for the position.

G. Vacation pay will be cashed out upon effective date of retirement and no additional days awarded.

H. Retiring employee will not be eligible for longevity pay during the rehire year or any subsequent years.

17.1.3 Both mid-year and full-year rehired unit members cannot carry forward any unused sick leave. All re-hired unit members under this section will start over at zero (0) sick days and will be awarded, on a monthly basis, one (1) sick day per month worked.

Article 18 – Staff Development Program

The Staff Development Program was established to provide the classified employees of Philomath School District 17J with the opportunities to participate in activities which lead to enhancement of skills, both professional and personal, and to expand the depth of their performance in current or future positions within the District.

The Joint Labor Management Committee (JLMC), with members appointed by the Association and the District, will assist in the development of the program opportunities, and review requests for funds. The committee has developed a total plan concept with certain objectives, which are designed to maximally serve the needs of District 17J employees. However, the committee intends these plans to be flexible.

18.1 **Job Related Activities**
Staff Development funds may be requested for such activities as the cost of training, workshops, and expenses related to improving the employee's skill and knowledge of their present job assignment.

18.2 **Career Advancement and Growth**
Staff Development funds may be requested by employees who have successfully completed their probationary period, as referenced in Article 1.3.3 for expenses related to activities which will prepare the employee for advancement within their present job classification or for advancement to other positions within the District.

18.3 **Group Activities for Professional Growth**
Staff Development funds may be requested by employee groups for expenses related to group programs for job-training, career development, and personal growth.

18.4 **Requesting Funding for Individual Job-related Activities and Career Growth**

18.4.1 Any active classified employee with a twenty (20) hour or more work week may request reimbursement of tuition and materials or book expenses one (1) time per fiscal year through the JLMC submitted to the Association chapter president. The JLMC Staff Development Committee will review all requests and make a determination regarding approval for funding. Proof of attendance must be submitted for reimbursement.

18.4.2 For leave during the regular workday the employee shall submit a completed Staff Development request form to the supervisor for approval. Upon approval by the supervisor, the employee shall enter their leave as professional leave.

18.4.3 If approved, time off with pay shall be covered by the District. Substitute costs shall be covered by the Staff Development Fund if a substitute is deemed necessary by the District with the approval of the JLMC and leave request approval by the supervisor.

Tuition, materials and book expenses shall be reimbursed by the Staff Development Program funds as described in this Article upon approval of the JLMC Staff Development Committee. Depending upon funds available, some travel costs may be covered upon request and approval of the JLMC.

18.4.4 The School District and the Staff Development Committee, working with employee groups or with supervisors, may develop job-related educational opportunities to be offered.

18.5 **Requesting Funds for Group Activities**

The JLMC Staff Development Committee must approve the group activity and the following criteria will apply:

15.5.1 The minimum size of a group is two (2).

15.5.2 The allotment of funds will be up to a maximum of five hundred dollars ($500) per group. The JLMC for special circumstances may consider exceptions to this maximum.

15.5.3 Personal growth activities, i.e., activities which are not specifically related to job skill but which can be shown to improve an employee's productivity, will be considered by the Staff Development Committee.

18.6 **District-Wide Training**

The Classified bargaining unit and the District may agree to provide district-wide training that would exceed the costs and scale of the understandings previously detailed. The purpose of such a training will be the enhancement of skills of all employees.

18.7 **Insurance Reserve Account**

As provided in Article 14 of this agreement, the source of revenue for the classified Staff Development Program is from classified insurance opt out. Revenue will vary from year to year depending on the number of classified employees who choose to opt out of their insurance benefits.

Available funds from insurance opt out will be used by the JLMC to buy down the cost of classified insurance premiums and for classified professional development opportunities, up to a maximum deposit of $50,000 per year not to exceed a maximum fund balance of $75,000.

Article 19 – Safe and Healthy Working Environment

The District and the Association are committed to the health and safety of all employees, and mutually agree to promote a safe and healthy work environment.

The District will maintain a District-Wide Safety Protocol. Classified staff shall receive annual written notification of the District-Wide Safety Protocol at the beginning of each new school year and will be notified of any changes when they occur.

The District-Wide Safety Protocol will include:

- Threat Assessment Protocol
- Communication Protocol

The District will maintain an active Safety Committee, developing and refining protocols for various safety concerns, including report, response, and communication process.

A. Training
Any employee who is required to work in situations that may carry potential for serious bodily injury shall receive information on their potential work environment and be provided necessary training, coaching and supports, for such duties and/or situations. An employee may request additional training and the administrator will work to identify the best resource and method of training. It is the employee's responsibility to complete said training as assigned. If training is deemed insufficient with regard to safety or scope, additional training opportunities will be sought. Training and any associated costs shall be paid for by the District in accordance with state and federal law.

B. Safety Plans
The District will notify staff who provide direct services to students when safety plans are newly implemented or updated during the school year. This notification will happen as soon as possible after the change.

C. Reporting
Unsafe or unhealthful practices and conditions should be called to the attention of district or school administration, whether employer or employee, and once so identified should be investigated, and resolved as soon as possible in accordance with district policy, established protocols, and state and federal safety laws.

If a bargaining unit member is subjected to physical aggression in connection with District employment, the bargaining unit member will immediately notify the principal and/or their supervisor and will complete the District's incident report form. Copies of this form will be available in each building and online.

Follow-up will depend on context of incident and may involve however not be limited to any of the following:

1) Professional Learning;
2) Change(s) in instructional practice;
3) Protective equipment;
4) Classroom configuration.

D. Physical Environment
The District will comply with state and federal laws and regulations pertaining to environmental concerns, workplace safety, and maintaining a healthful environment.

Employees may report any potential health or safety concerns (such as temperature, water, noise) to an administrator or department supervisor.

Article 20 – Term of Agreement

17.1 The term of this Agreement is from July 1, 2026 through June 30, 2028.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

17.2 This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

17.3 Either party wishing to initiate negotiation of a successor agreement shall notify the other party, in writing, no later than January 30, 2028.

17.4 This Agreement was ratified by the Association on June 8, 2026 and by the District on June 18, 2026.

As affirmed by the signatures of the parties affixed below.

For the District:

_____

Susan Halliday
Philomath SD Superintendent Date

_____

Tom Klipfel
Philomath SD Board Chair Date

For the Association:

_____

Amber French
OSEA Chapter 64 President Date

_____

Laura Schunn
OSEA Chapter 64 President Date

_____

Debra Blanchard
OSEA Field Representative Date

Appendix A
Philomath Classified Salary Schedules
2026-2027 and 2027-2028

2026-2027 Salary Schedule						
4.0% COLA	Column/Range					
Step	B	C	D	E	F	G
1	18.08	18.35	19.46	21.88	23.51	25.19
2	18.98	19.26	20.43	22.98	24.69	26.45
3	19.93	20.23	21.45	24.12	25.92	27.77
4	20.92	21.24	22.53	25.33	27.22	29.16
5	21.97	22.30	23.65	26.60	28.58	30.62
6	23.07	23.41	24.83	27.93	30.01	32.15
7	23.59	23.94	25.39	28.56	30.69	32.87
8	24.12	24.48	25.96	29.20	31.38	33.61
9	24.66	25.03	26.55	29.85	32.08	34.37

2027-2028 Salary Schedule						
3.75% COLA	Column/Range					
Step	B	C	D	E	F	G
1	18.75	19.03	20.19	22.70	24.40	26.13
2	19.69	19.99	21.20	23.84	25.62	27.44
3	20.68	20.98	22.26	25.03	26.90	28.81
4	21.71	22.03	23.37	26.28	28.24	30.25
5	22.79	23.14	24.54	27.59	29.65	31.77
6	23.93	24.29	25.77	28.97	31.14	33.35
7	24.47	24.84	26.35	29.63	31.84	34.10
8	25.02	25.40	26.94	30.29	32.55	34.87
9	25.59	25.97	27.54	30.97	33.29	35.66

Steps 1-6: 5.00%
Steps 6-9: 2.25%

Column/Range Designations

Range	Position
B	Custodian, Food Service Assistant, Playground Assistant, Grounds I
C	Instructional Assistant, Pre-ETS Job Coach, Pool Supervisor, Food Service Specialist, Career Center Assistant, Campus Monitor
D	Grounds II, Maintenance I, Media Assistant, Attendance Clerk
E	Behavior Assistant, Pre-ETS Transition Specialist, Administrative Assistant, Kitchen Manager, Campus Steward
F	Crossing Guard, Interpreter, Maintenance II, Technology Specialist I, Speech Language Assistant/ SLP-Treatment Only
G	Lead Maintenance, Kitchen Manager II, Technology Specialist II

*2024-2026 Agreement removes Column A. Positions previously in Column A are moved to Column B. Food Server position becomes Food Service Assistant.

Coversheet

Declaration of Reduction in Force

Section: VI. Action Items
Item: B. Declaration of Reduction in Force
Purpose: Vote
Submitted by:
Related Material: RIF.pdf

Philomath School District 17J

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

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

June 18, 2026

To: Philomath School Board of Directors
From: Susan Halliday, Superintendent

Re: Proposal of Reduction in Force (RIF)

Due to anticipated budget constraints in the 2026-2027 school year, I am recommending approval of a Reduction in Force to support the fiscal responsibility of the District. The impact of suggested reductions will eliminate the following FTE:

- Administration 1.00 FTE
- Licensed 1.00 FTE
- Classified 4.83 FTE

All administrative and licensed positions are being addressed through retirements and resignations. Some of the classified reductions—the 4.33 FTE positions—are also being addressed through retirements and resignations. In the final tally, 0.5 FTE will involve an unfortunate reduction of current staff members.

As per negotiated Collective Bargaining Agreements (CBA), individuals have rights of recall should comparable positions be reinstated.