290 First Street
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***We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become life-long learners, ready to enter the 21st century workforce and to be responsible citizens.***

# School Board Meeting Packet

## Thursday, February 15, 2018

## Regular & Executive Session

The Gervais School District #1 Board of Directors will convene in Regular Session at 6:00 PM in the Gervais School District Conference Center. Following the Regular Session, will be an Executive Session.

Persons having questions about, or requests for special needs and accommodations, should contact the Director of Special Services at the Gervais School District Office. Contact should be made at least 48 hours in advance of the event.

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## REGULAR SESSION

The Gervais School District #1 School Board, Gervais, Oregon will convene in a Regular Session in the Gervais School District Conference Center on **Thursday, February 15, 2018, at 6:00 p.m. and following the Regular Session will be an Executive Session.** The agenda for the Regular Session meeting includes, but is not limited to, the following business:

**Action Items:**

- **Policy Second Reading**
  GBI: Gifts and Solicitations
  GBI-AR: Internet-Sourced Crowdfunding Solicitation
  JHF: Student Safety
  JHFE-AR (2): Abuse of Child Investigations Conducted on District Premises
  JOA: Directory Information
  KBA: Public Records
  KBA-AR: Public Records
  KL: Public Complaints (Version 4)

**Discussion Items:**

- **Policy First Reading**
  DDB: Native American Impact Aid Funds
  DDC: Native American Education Program Grants- Title VI Indian Education
  IGBI: Bilingual Education
  JECC: Assignment of Student to Schools**
  JECF: Inter-district Transfer of Resident Students**
  KI: Public Solicitation in District Facilities
  LBE: Public Charter Schools**
  LBE-AR: Public Charter Schools
  JBB: Educational Equity
- **Draft School Calendar 2018-2019**
- **Establish a Number for Open Enrollment and Inter-district Transfers**
- **Grade Range Served by the Frontier Charter School**

## EXECUTIVE SESSION

The Gervais School District #1 School Board, Gervais, Oregon will hold an Executive Session under ORS 192.660 (2) (e) "Real Estate Transactions" in the Gervais School District Conference Center on **Thursday, February 15, 2018** following the Regular Session.

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Agenda of February 15, 2018 Regular & Executive Session
Gervais School District Conference Center

1. **CALL TO ORDER** - Chairperson
   Time: 6:00 p.m.
   1. 1. Pledge of Allegiance
2. **INTRODUCTIONS & ANNOUNCEMENTS** - Chairpeson
   Time: 6:05 p.m
   2. 1. Public Forum Sign-Up
   2. 2. Visitor Guest Book
   2. 3. Announcements - M. Henry
      2. 3. 1. Exceptional Employee Recognitions
      2. 3. 2. Frontier Charter School Presentation
3. **APPROVAL OF MINUTES** - Chairperson
   Time: 6:20 p.m.

| | | |
|---|---|---|
| 3. 1. Special Session | January 10, 2018 | 7 |
| 3. 2. Regular Session | January 18, 2018 | 10 |
| 3. 3. Special Session | January 23, 2018 | 19 |

4. **CONSENT ITEMS -** Chairperson 22
   Time: 6:25 p.m.
   4. 1. New Hire/Temporary/Extra Duty
   4. 2. Contract Change/Recall/Renewal
   4. 3. Reduction in Force/Resignation/Terminination
   4. 4. Appropriation Increase (Special Fund)
   4. 5. Appropriation Increase (Special Fund)
   4. 6. Renew Probationary Employee Contract
   4. 7. Contract Employee Extensions
   4. 8. New Employee Designation
   4. 9. Gervais School Job Description for "Special Education Support Assistant"
5. **REPORTS -** Administrators
   Time: 6:50 p.m.

5. 1. Student Report

5. 2. Administrators Reports 30

5. 3. Financial Report 42

5. 4. Superintendent Report

6. **BOARD FOCUS/MEMBER TOPICS** - Chairperson

7. **PUBLIC FORUM -** Chairperson 54
Time: 7:30 p.m.

7. 1. Public Participation in Board Meetings (Gervais School District Policy BDDH-AR)
*Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The chairperson will direct complaints to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. At the time, members of the public are invited to present concerns to the Board.*

8. **ACTION ITEMS -** Chairperson
Time: 7:40 p.m.

8. 1. Policy Second Reading 55

8. 1. 1. GBI: Gifts and Solicitations

8. 1. 2. GBI-AR: Internet-Sourced Crowdfunding Solicitation

8. 1. 3. JHF: Student Safety

8. 1. 4. JHFE-AR(2): Abuse of Child Investigations Conducted on District Premises

8. 1. 5. JOA: Directory Information

8. 1. 6. KBA: Public Records

8. 1. 7. KBA-AR: Public Records

8. 1. 8. KL: Public Complaints (Version 4)

9. **DISCUSSION ITEMS** - Matt Henry
Time: 7:40 p.m.

9. 1. Policy First Reading 72

9. 1. 1. DDB: Native American Impact Aid Funds

9. 1. 2. DDC: Native American Education Program Grants- Title VI Indian Education

9. 1. 3. IGBI: Bilingual Education

9. 1. 4. JECC: Assignment of Student to Schools**

9. 1. 5. JECF: Interdistrict Transfer of Resident Students**

9. 1. 6. KI: Public Solicitation in District Facilities

9. 1. 7. LBE: Public Charter Schools**

9. 1. 8. LBE-R: Public Charter Schools

9. 1. 9. JBB: Educational Equity

9. 2. Draft School Calendar 2018-2019 117

9. 3. Establish a Number for Open Enrollment and Inter-district Transfers

9. 4. Grade Range Served by the Frontier Charter School 119

10. **FUTURE AGENDA ITEMS**

10. 1. **Consent Item:**
Administrative Salaries (July 2018)
2018-2019 Organization & Procedural Appointments (July 2018)
2018-2019 School Board Meeting Schedule (July 2018)
2018-2019 Per Diem Rate (July 2018)
2018-2019 Board Guidelines (July 2018)
2018-2019 Milk Products RFP Awards (July 2018)
2018-2019 Food Products and Non-Food Supplies Requirement Award (July 2018)
2017-2018 Substitute Teacher Pay Rate (August 2018)
2017-2018 Driver's Education Tuition (August 2018)
Graduation Date (September 2018)
Budget Calendar (October 2018)
Process & Procedural Manuals (November 2018)
WESD Resolution Services (January 2019)
Renew Probationary Employee Contract (February 2019)
Contract Employee Extensions (February 2019)

10. 2. **Reports:**
Safety Committee Reports (April, June, October 2018)
Risk Management Quarterly Review (March 2018 & November 2018)
Recommendations for Program Change (April 2018)
Textbook Committee Recommendations (May 2018)
GSD Profile Annual Report (May 2018)
Counseling Report (May 2018)
SAT Information/Alumni Survey Update (June 2018)
Audit Report (February 2019)

10. 3. **Board Focus/Member Topics:**

10. 4. **Action Items:**
Textbook Adoption (June 2018)
GASB Fund Balances Resolution (June 2018)
Elect 2017-2018 Board Chair and Vice-Chair (July 2018)
Division 22 Standards for K-12 Education with the OARs (January 2019)
Audit Approval (February 2019)

10. 5. **Discussion Items:**
Budget 101 (April 2018)
School Board & Superintendent Goals July 2018)
School Board Approves District Goals (August 2018)
Superintendent Reports District/Evaluation Goals (September 2018 & December 2018**)**
Policy CCA-Organizational Chart (November 2018)
School Board & Superintendent Agree on Evaluation Process (November 2018)

10. 6. **Other Items:**
Superintendent Evaluation Process-Board Only (Executive Session February 2018)
Probationary Staff Review (Executive Sessions January & June 2018)
Superintendent Evaluation (Executive Session January 2019)

11. **ADJOURN -** Chairperson

Time: 8:00 p.m.

**Gervais School District #1**
**School Board Special Session Meeting Minutes**
**Wednesday, January 10, 2018**

**SPECIAL SESSION**
Director Jirges called the School Board of Gervais School District #1, Marion County into a Special Session on Thursday, January 10, 2018, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Jenny Jones, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Matt Henry and Sandra Segura. (Director Bustamante was absent)

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**
Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**2.1 Public Forum Sign-Up**

**Public Forum Sign-Up included:**
None.

**2.2 Visitor Guest Book**
**Those present included:**
Kristen Miles, Oregon School Boards Association (OSBA) representative. (Not all participants signed-in)

**Announcements**
Director Jirges said that he asked OSBA for assistance to get the process started for the superintendent evaluation to have more clarity/direction moving forward. Director Jirges said that last year random individuals were selected to give input and after reviewing the input it was noticed that some individuals might have not understood the survey questions well enough.

DRAFT

**3.0 APPROVAL OF MINUTES**
None.

**4.0 Public Forum:**
None.

**5.0 REPORTS**
None.

**6.0 BOARD FOCUS/MEMBER TOPICS**
None.

**7.0 CONSENT ITEMS:**
None.

**8.0 ACTION ITEMS**
None.

## 9.0 DISCUSSION ITEMS

### 9.1 Superintendent Evaluation Survey Process

Kristen Miles from Oregon School Boards Association (OSBA) said that it's very important to ask the appropriate questions to the right audience when doing a superintendent survey. She also advised that it's very important to keep in mind that different stakeholders have different perspectives. She recommends that the questions are short and clear. There has to be mutual collaboration between the board members and the superintendent. The superintendent might have some suggestions to include in the evaluation. Ms. Miles also reminded the School Board to keep in mind that this survey serves as a tool to the evaluation.

Discussion items regarding the survey included:

- Have questions asked to tell us how we are doing as a district.
- Determining the goal for the survey.
- Who do we want the audience to be?
- Using survey monkey.
- Keeping questions as quantitative as possible.
- Having the survey available to all staff members, parents, and community members.
- Match questions to standards.
- Having two different surveys one for staff members and the other for parents/community.
- Have the survey available on the districts website for parents, announce it in the newsletter and have it translated for the Spanish speaking community.
- Have OSBA in charge of the survey versus having a district staff member in charge.
- Timeline for the survey will be starting on February 7th and closing on February 12th.
- Keeping the numbers of questions six to eight.
- The School Board members discussed all the possible questions that could be asked on both of the surveys.

DRAFT

The School Board members agreed to have Kristen Miles come up with some questions, based on their discussion, and match them to the standards. Ms. Miles will send the draft questions back to the School Board for final review before the survey gets published.

## 10.0 FUTURE AGENDA ITEMS

**10.1 Consent Item:**

- Administrative Salaries (July 2017)
- 2018-2019 Organization & Procedural Appointments (July 2018)
- 2018-2019 School Board Meeting Schedule (July 2018)
- 2018-2019 Per Diem Rate (July 2018)
- 2018-2019 Board Guidelines (July 2018)
- 2018-2019 Milk Products RFP Awards (July 2018
- 2018-2019 Food Products and Non-Food Supplies Requirement Award (July 2018)
- 2018-2019 Substitute Teacher Pay Rate (August 2018)
- 2018-2019 Driver's Education Tuition (August 2018)
- Graduation Date (September 2017)
- Budget Calendar (October 2018)
- Process & Procedural Manuals November 2018)
- WESD Resolution Services (January 2019)
- Renew Probationary Employee Contract (February 2019
- Contract Employee Extensions (February 2019)

**10.2 Report:**

- Safety Committee Reports (January, April & June 2018)
- Risk Management Quarterly Review (May 2018 & November 2018)
- SAT Information/Alumni Survey Update (June 2017)
- Audit Report (February 2018)
- Recommendations for Program Change (March 2018)
- E-Rate (April 2018)
- Textbook Committee Recommendations (April 2018)
- GSD Profile Annual Report (May 2018)
- Counseling Report (May 2018)

**10.3 Board Focus/Member Topics:**

**10.4 Action Items:**

- GASB Fund Balances Resolution (May 2018)
- Textbook Adoption (June 2018)
- Elect 2018-2019 Board Chair and Vice-Chair (July 2018)
- Division 22 Standards for K-12 Education with the OARs (December 2018)
- Audit Approval (February 2019)
- Establish a Number for Inter-district Transfers (February 2019)

**10.5 Discussion:**

- Budget 101 (April 2018)
- School Board & Superintendent Goals July 2018)
- School Board Approves District Goals (August 2018
- Policy CCA-Organizational Chart (November 2018)
- School Board & Superintendent Agree on Evaluation Process (November 2018)

**10.6 Other:**

- Superintendent Evaluation (Executive Session June 2018)
- Probationary Staff Review (Executive Sessions January & June 2018)
- Superintendent Evaluation Process-Board Only (Executive Session January 2019)

## 11.0 ADJOURN

### 11.1 Adjourn Special Session

Director Jirges adjourned the Special Session at 7:42 p.m.

**APPROVED**

_____ _____

Board Chairperson Board Secretary

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**Gervais School District #1**
**School Board Regular Session Meeting Minutes**
**Thursday, January 18, 2018**

**REGULAR SESSION**
Director Jirges called the School Board of Gervais School District #1, Marion County into a Regular Session on Thursday, January 18, 2018, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Jenny Jones, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Matt Henry and Sandra Segura. (Director Bustamante was absent)

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**
Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**2.1 Public Forum Sign-Up**
Director Jirges announced that the board has been discussing moving the order of the agenda to have meetings run more efficiently and he said that today will be the first meeting that it will be tested. He said that public forum agenda item will be moved after announcements and the consent items will be moved after administrators' reports. He also reminded everyone to sign in on the attendance sheet if they wished to speak during public forum.

**Public Forum Sign-Up included:**
Lisa Martin and Claudia Mendoza

**2.2 Visitor Guest Book**
**Those present included:**
Melissa Ayala, Gina Deffenbaugh, Melinda Fitz-Henry, Jennifer Guido, Phil Hawkins, Creighton Helms, Lenthal Kaup, Margaret Krauss, Lisa Martin, Claudia Mendoza, Kay Gage, Bob Martin, Ann O'Connell, Alejandra Rincon, Christina Romero, Ken Stott, Sylvia Valentine-Garcia, and Melissa Wolfer. (Not all participants signed-in)

DRAFT

**Announcements**
Mr. Henry said that Director Sullivan had suggested having a bulletin board placed in the conference to recognize alumni students who are serving the military. He said that the bulletin board is ready for pictures to go up. This new practice will be announced in the district newsletter that will be mailed to parents and the community soon.

Director Sullivan said that she would like to also include alumni that have been successful in other professions as well.

**Board Recognition**
Mr. Henry recognized all the School Board Members for their service to the district and their dedication to kids.

**United Way Donation**
Cassie Cruze, United Way Representative, presented a check in the amount of $3600 for K-5 classrooms supplies. She thanked all the teachers for their dedication and for making a difference in every child's life.

**3.0 APPROVAL OF MINUTES**

There was a motion by Director Martin and seconded by Director Jones that the Gervais School District Board of Directors approves the Regular & Executive Session Minutes from December 21, 2017, with minor corrections. The motion passed 4-0. (Director Bustamante was absent)

**4.0 Public Forum:**

Director Jirges reminded those in attendance that when speaking they need to be concise in their comments. Additionally, the School Board will not hear complaints about specific personnel in a public meeting.

Ms. Martin said that on behalf of Gervais Education Association (GEA) she would like to thank each of the School Board members for their commitment. GES brought some treats for them to enjoy at the meeting.

Ms. Mendoza said that she is here to speak on behalf of the preschool program. She expressed that her son attends preschool and really loves coming to school every day due to the caring teachers. She said that she has other children that attend the Gervais School District and they love coming to school as well. She said that she lives in Salem, but chose to have her children attend Gervais School District because they feel safe and loved.

**5.0 REPORTS**

- **Student Council**

Gabriel Lucas (Student Council President), Michelle Perez (Senior Class President), and Alejandro Contreras (Junior Class President) shared the following highlights regarding the council and student body activities.

- Working on community service projects such as volunteering to help the Humane Society taking care of animals that have been abandoned.
- Doing a blanket drive for two facilities that provide shelter for abused victims.
- Sophomore class is doing a shoe drive for the needy.
- Seniors are working on cleaning the court yard and making it look beautiful.
- Freshmen are also doing something with community service.
- Will be selling roses for Valentine Days and doing a basket raffle to raise funds for prom.

The Board members present thanked the students for their efforts at helping others in need.

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- **Administrators Reports**

Mr. Henry said that from now on administrators will be rotating on giving verbal reports. He will have two administrators give their reports today; Sylvia Valentine-Garcia and Creighton Helms. The written reports can still be found in the agenda packet.

**Gervais Elementary School:**

Dr. Helms reported the following for the elementary.

- Introduced Brandon Guido who made a tremendous behavior change. Dr. Helms commended him in public for his efforts and thanked the staff that showed exceptional support to motive the student to change his behaviors.
- Ordering different color T-shirts to start a “House Friendship Program”. They will have positive contests and will find ways to group students in areas where they normally don’t socialize. This activity will be on Fridays.
- Started a new student welcome process where students will meet with the principal, have a tour of the building, and get tested in reading and writing for proper placement. The goal is to have new students have that initial friendly adult contact.
- Will be getting some grant money from Lowe’s to paint the entire gym.
- Planning to attend a youth musician’s concert in Portland with some students so they can see that age is not a factor to be successful.
- Attendance is doing fantastic.
- Approaching core curriculum as objective as they can by not eliminating any plan. The goal is for teachers to have the proper tools for student learning.

**Preschool/Daycare/Samuel Brown Academy:**

Ms. Valentine-Garcia reported the following.

**ELL Program:**

- Just finishing the English Language Learner (ELL) schedule accommodation plan for 2017-19 which is due the end of February. She said that there's a possibility of presenting at the statewide conference.

**Samuel Brown Academy:**

- A total of ten pregnant teens have enrolled since we returned from winter break.
- Students are starting to complete more units and credits this second trimester.
- Each student has goals set with the teacher.
- The teacher has set daily and weekly expectation meetings in order for students to be able to graduate on time.
- Each student is placed on a plan according to their individual needs.
- Expectation for the students is they can work from home, but need to be physically present at school at least once a week.
- Resources available for teen parents enrolled are counseling services, Women, Infants, and Children (WIC) nutrition services, early childhood development class, and parenting classes that are offered in the evening.
- Starting to gather data to work on a school improvement plan for the next three years.
- The program is up to its capacity. Staff includes: one teacher, one instructional assistant, one tutor (temporary), and math support.

**Preschool/Daycare Program:**

- Distributed some updated information on the pre-kindergarten programs.
- Updated brochure has been posted on the district website.
- Have a draft handbook for the Early Learning Center that has a lot of good information about the program.
- Staff have staff development opportunities through a partnership through Oregon Child Development Coalition (OCDC).
- Career Technical Education (CTE) Early Childhood strand is moving right along with having high school students working with the little ones.
- Work is still in progress for Early Learning certification.

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The School Board members requested more specific data on graduation numbers for Samuel Brown Academy, data in regards to new students enrolling in the district, numbers on how many out of district students enrolled in the preschool program that have stayed in the district, new students in the district indicating whether they are out of district, in district, school enrollment numbers since September of this year and specifics on staff professional development trainings for Samuel Brown Academy and Preschool/Daycare program.

Ms. Valentine-Garcia said that she will bring data next month because it does take some time to gather.

There was some further discussions regarding criteria for reduce fees for daycare, monthly pay rate, how accounts that are behind are handled and due dates for accounts each month.

Director Sullivan said that she is concerned about not having enough staff at the daycare to fulfill student to adult ratio requirements.

Ms. Martinez (CTE Early Childhood Teacher) gave a brief overview of what she does as the lead person for the programs to make sure the district is fulfilling the requirements at the daycare and preschool program and explained the opportunities available for high school students who are enrolled in the Early Childhood Development class.

**Gervais Middle School:**

Ms. O'Connell announced that they will be having a parent meeting early February and the topic will be "Social Media". She invited all to attend. She also said that students are working on "Operation Gratitude" which is sending items and thank you letters to active duty troops overseas and would like to ask for any donations. She said that a flyer with further details will be distributed.

Mr. Henry complemented Ms. O'Connell for her report on School-wide Information System (SWIS). He said that it's a great tool for discipline.

**Financial Report**

Mr. Henry said that the administrative team has been meeting to discuss priorities and the budget for next year. They are really focusing on being strategic with the funds.

Ms. Wolfer (Business Manager) reported that the elementary has been doing research on acquiring new language arts curriculum. The cost has not been determined. There are resources available in uncommitted funds that could be used to purchase the curriculum. However, since this purchase was unexpected, other budget areas will need to be readjusted.

Director Jirges asked about the "other funds category" in her written report.

Ms. Wolfer said that is the contingency amount approved by the budget committee, basically the savings for the district, and should not be touched unless there's an emergency. She reported in regards to the budget process, the administrative team has some preliminary numbers in regards to the budget and is looking closely at priorities. She said that the first budget meeting will be at the end of April. She said that as she begins to work on budget details, starting in February, she will have a better idea on how the budget looks like for next year.

There was a discussion regarding Measure 101 and the possible impact on school funding.

Ms. Wolfer said that Mr. Henry and she attended a Public Employees Retirement System (PERS) workshop and there was a discussion about paying down the unfunded liability within the PERS system by having local districts put additional funds into PERS side accounts. She said that the district did this in 2003 and it's making some interest, but the payments are up to 1 million since the district borrowed the money. She said that she heard a district ask on the impact of paying down the liability if all districts went this route and the response was that it would not help the situation very much. The district does have reserves from the sale of buildings, but at this time she does not recommend going that route.

DRAFT

Director Jirges asked how much money has the district received from the sale of buildings.

Ms. Wolfer said that right now there's 1.8 million and if North Howell sells the district should have over 2 million. She asked if there were any questions in regards to her written report or the December checks that have been issued. She said that one initiative that the governor is putting is that they would match $.25 per dollar of funds put into a PERS side account. However, they have not finished the criteria yet. They do intend to present it to the legislature in February.

Director Jirges asked when the budget meetings cycles starts.

Ms. Wolfer said that is starts at the end of April. She added since everyone is planning on coming back from the previous year's budget committee, she was not planning on having a Budget 101 meeting to go over terminology and processes but she is open to having the meeting if the Board wishes to have one.

**Superintendent Report:**

Mr. Henry reported the following.

- Stated some of the projects that maintenance and custodial department are working on. He said that a report is available on back table if any one wishes to see.
- North Howell has some ongoing repairs and it would best if it sold.
- Has been in communicating with Mr. Plato regarding renting Pioneer. He will have more information by next board meeting.

- Handed a draft copy of next year's school calendar and said that the administrative team is discussing it and he will meet with GEA team next week to get their input as well.
- A goal is to start a steering committee composed of staff and industry contacts.
- Will be presenting a five year maintenance priority plan at the next meeting.
- Frontier Charter School will be presenting a proposal to change their contract for next year.
- Attended a superintendent meeting and learned more regarding transgender rights including confidentiality and non-discrimination.

**6.0 BOARD FOCUS/MEMBER TOPICS**

None.

**7.0 CONSENT ITEMS:**

**7.1 Approve**

**New Hire / Temporary:**

Garrett Phillips, GHS Head Baseball Coach

**Extra Duty:**

**7.2 Approve**

**Contract Change / Renewal:**

Eulalia Griffith, from Daycare Worker 3.75 FTE to Cook/Custodian 3.75 FTE

**Recall:**

No Recall

**7.3 Approve**

**Resignation/Termination**

Maria Garcia, Daycare Worker

**Reduction in Force:**

**7.4 Approve**

**NEA Learning Leadership Grant**

Gervais District #1 Board of Directors approves applying for the National Education Association (NEA) Learning Leadership Grant for the amount of $5000, as shown on agenda item 01-18-7.4.1.

**7.5 Approve**

**NEA Learning Leadership Grant**

Gervais District #1 Board of Directors approves applying for the NEA Learning Grant for the amount of $2000, as shown on agenda item 01-18-7.5.1.

**7.6 Approve**

**Budget Transfers (Special Fund"**

Gervais School District#1 Board of Directors approves the Budget Transfers as shown in agenda item 01-18-7.6.1.

**Fund 218 - IDEA**

| | |
|---|---|
| Increase Support Services (Function 2000) | $ 33,000.00 |
| Decrease Instruction Services (Function 1000) | $ (33,000.00) |

DRAFT

**Fund 233 - Title III**

| | |
|---|---|
| Increase Support Services (Function 2000) | $ 7,500.00 |
| Decrease Instruction Services (Function 1000) | $ (7,500.00) |

**Fund 240 - Capital Improvements**

| | |
|---|---|
| Increase Facilities Acquisition & Improvement (Function 4000) | $ 75,000.00 |
| Decrease Support Services (Function 2000) | $ (75,000.00) |

**7.7. Approve**

**NEA Learning Leadership Grant (Group)**

Gervais District #1 Board of Directors approves applying for the NEA Learning Leadership Grant for the amount of $5000, as shown on agenda item 01-18-7.7.1.

**Motion:**

There was a motion by Director Bustamante and seconded by Director Martin that the Gervais School District Board of Directors approve the revised consent items en masse as listed on Agenda Item 01--18-4.0. The motion passed 4-0. (Director Bustamante was absent)

DRAFT

**8.0 ACTION ITEMS**

**8.1 Division 22 Standards for K-12 Education within the OARs**

Mr. Henry said that all the administrators were assigned certain state education standards to review to make sure that the district is in compliance. He said that the results will be posted on the website and a handout is available on the back table for anyone that wishes to see the areas that the district is not in compliance. He said that in spite of the limited funding provided to school districts, the district does its best to be in compliance in every area.

Areas the district is not in compliance are as follows:

**581-022-2045 Prevention Education Programs and Alcohol**
**581-022-2050 Human Sexuality Education**
**581-022-2265 Report on Physical Education Data**
**581-022-2340 Media Programs**

There was more discussion regarding if statewide data is available to compare other districts data.

**Motion:**

There was a motion by Director Jirges and seconded by Director Jones that the Gervais School District Board of Directors approve the Division Standards for K-12 Education within the OARs as presented by Mr. Henry. Motion passed 4-0. (Director Bustamante was absent)

**8.2 Policies to Delete**

ILBA: Test Exemption
BDC-AR: Executive Session-News Media
EFAH: Child Nutrition-Collection Procedures
EFAJ: Child Nutrition-Meals Served Visiting Children
EFAL: Child Nutrition-Second Meals
JHCD: Nonprescription Medication

JHCDA: Prescription Medication
KL-AR: Public Complaints
KLD: Complaints about District Personnel
LGA: Compliance with Standards
LGA-AR (1): Public Appeals and Complaints about Alleged Violations of Standards

**Motion:**
There was a motion by Director Jones and seconded by Director Martin for the Gervais School District Board of Directors to approve to delete policies ILBA, BDC-AR, EFAH, EFAJ, EFAL, JHCD, JHCDA, KL-AR, KLD, LGA, and LGA-AR (1. Motion passed 4-0. (Director Bustamante was absent)

**8.3 Policy Administrative Change**

KG-AR: Administrative Procedures and Fee Schedule

**Discussion:**
The board agreed to change the proposed language to say that deposits will be reimbursed within 15 business days instead of five business days.

**Motion:**
There was a motion by Director Jirges and seconded by Director Martin for the Gervais School District Board of Directors to approve the administrative change to policy KG-AR as discussed by the board. Motion passed 4-0. (Director Bustamante Absent)

**8.4 Audit Approval**

**Motion:**
There was a motion by Director Jirges and seconded by Director for Jones the Gervais School District Board of Directors to approve the 2016-2017 audited Financial Statements as presented by Pauly Rogers, at the Regular Board Meeting on December 21, 2017.

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**8.5 Food Service Corrective Action Plan**

**Discussion:**
There was a discussion regarding the requirement to update the procurement procedures for the school nutrition program according to federal guidelines. Gervais had been following the training and guidelines from Oregon Department of Education (ODE) and Oregon School Boards Association (OSBA). A corrective action plan was presented to the school board for approval. These newly implemented processes will be included for Board review annually in the process and procedures manual.

**Motion:**
There was a motion by Director Jones and seconded by Director Martin for the Gervais School District Board of Directors to approve the Food Service Corrective Action Plan, as shown on agenda item 01-18-8.5. Motion passed 4-0. (Director Bustamante absent)

**9.0 DISCUSSION ITEMS**

**9.1 Policy First Reading**

GBI: Gifts and Solicitations
GBI-AR: Internet-Sourced Crowdfunding Solicitation
JHCD/JHCDA: Medications**/*
JHCD/JHCDA-AR: Medications **/*
JHF: Student Safety

JHFE-AR(2): Abuse of Child Investigations Conducted on District Premises
JOA: Directory Information
KBA: Public Records
KBA-AR: Public Records
KL: Public Complaints (Version 4)

**Discussion:**
There was a discussion regarding the following policies.
**GBI: Gifts and Solicitations**
-Only concern is that we ask the same businesses for donations.
**GBI-AR: Internet-Sourced Crowdfunding Solicitation**
-Seeing more requests and would like to go with donorchoose and howdowe.org and others be consider for approval by the superintendent.

**JHCD/JHCDA: Medications**/***
**JHCD/JHCDA-AR: Medications **/***
- Would like thermometers placed in every refrigerator where medication kept.

**JOA: Directory Information**
-It was recommended to include somewhere that some parents groups may have access to student information.
-It was recommended to find an administrative rule sample to find the proper procedure.
-It was suggested to include the question on the student registration form if the parent would like parent groups to have access to their student information.

**KL: Public Complaints (Version 4)**
-Currently the district has SafeAlert to report any complaints anonymously.
-It was recommended to add 30 working days for the number of days to have a decision made by the board on a complaint.
-Have the Board Chair handle the complaint first before it goes to a third party to save money.

DRAFT

**Motion:**
There was a motion by Director Jirges and seconded by Director Martin for the Gervais School District Board of Directors to approve policies JHCD/JHCDA and JHCD/JHCDA-AR, as shown on agenda item 01-18-9.1. Motion passed 4-0. (Director Bustamante absent)

## 10.0 FUTURE AGENDA ITEMS

**10.1 Consent Item:**

- WESD Resolution Services (January 2018)
- Renew Probationary Employee Contract (February 2018)
- Contract Employee Extensions (February 2018)
- Administrative Salaries (July 2017)
- 2018-2019 Organization & Procedural Appointments (July 2018)
- 2018-2019 School Board Meeting Schedule (July 2018)
- 2018-2019 Per Diem Rate (July 2018)
- 2018-2019 Board Guidelines (July 2018)
- 2018-2019 Milk Products RFP Awards (July 2018
- 2018-2019 Food Products and Non-Food Supplies Requirement Award (July 2018)
- 2018-2019 Substitute Teacher Pay Rate (August 2018)
- 2018-2019 Driver's Education Tuition (August 2018)
- Graduation Date (September 2017)
- Budget Calendar (October 2018)
- Process & Procedural Manuals November 2018)

**10.2 Report:**

- Safety Committee Reports (January, April & June 2018)
- Risk Management Quarterly Review ( November 2017 & May 2018)
- SAT Information/Alumni Survey Update (June 2017)
- Audit Report (February 2018)
- Recommendations for Program Change (March 2018)
- E-Rate (April 2018)
- Textbook Committee Recommendations (April 2018)
- GSD Profile Annual Report (May 2018)
- Counseling Report (May 2018)

**10.3 Board Focus/Member Topics:**

**10.4 Action Items:**

- Division 22 Standards for K-12 Education with the OARs (December 2017)
- Audit Approval (February 2018)
- Establish a Number for Interdistrict Transfers (February 2018)
- GASB Fund Balances Resolution (May 2018)
- Textbook Adoption (June 2018)
- Elect 2018-2019 Board Chair and Vice-Chair (July 2018)

**10.5 Discussion:**

- Budget 101 (April 2018)
- School Board & Superintendent Goals July 2018)
- School Board Approves District Goals (August 2018
- Policy CCA-Organizational Chart (November 2018)
- School Board & Superintendent Agree on Evaluation Process (November 2018)

**10.6 Other:**

- Superintendent Evaluation Process-Board Only (Executive Session January 2018
- Superintendent Evaluation (Executive Session June 2018)
- Probationary Staff Review (Executive Sessions January & June 2018)

## 11.0 ADJOURN

**11.1 Adjourn Regular Session**

**Director Jirges adjourned the** Regular Session at 9:27 p.m.

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**APPROVED**

_____ _____

Board Chairperson Board Secretary

**Gervais School District #1**
**School Board Special Session Meeting Minutes**
**Tuesday, January 23, 2018**

**SPECIAL SESSION**
Director Jirges called the School Board of Gervais School District #1, Marion County into a Special Session on Thursday, January 10, 2018, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Jenny Jones, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Matt Henry and Sandra Segura. (Director Bustamante was absent)

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**
Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**2.1 Public Forum Sign-Up**

**Public Forum Sign-Up included:**
None.

**2.2 Visitor Guest Book**
**Those present included:**

**Announcements**
Director Jirges suggested having a working session in the future to discuss the topic of "Communication". He said that since this Board is fairly new he would like all to know the proper process to make requests.

Director Martin said that she would also like to know regarding board topics if they should have something prepared ahead of time versus right on the spot.

Director Jirges said that he would like to suggest having a subcommittee with two board members, two principals and parents to start discussing the sustainability of the Early Childhood program.

In regards to the Early Childhood program questions discussed with an administrator last meeting, Mr. Henry stated that the administrator will prepare the requested data for the March meeting.

Director Jirges stated that Director Bustamante could not be present today, but he did send his input regarding the survey questions.

**3.0 APPROVAL OF MINUTES**
None.

**4.0 Public Forum:**
None.

**5.0 REPORTS**
None.

**6.0 BOARD FOCUS/MEMBER TOPICS**
None.

**7.0 CONSENT ITEMS:**
None.

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## 8.0 ACTION ITEMS

None.

## 9.0 DISCUSSION ITEMS

### 9.1 Superintendent Evaluation Survey Questions

The School Board members reviewed each of the survey questions thoroughly and worked together to come up with the appropriate wording to make sure that the questions were clear to all stakeholders. The School Board members discussed the appropriate rating for each of the questions to be fair to the superintendent, having a limited space for comments and the different classifications of the persons doing the survey.

**Motion:**

There was a motion by Director Jirges and seconded by Director Jones for the Gervais School District Board of Directors to approve the superintendent evaluation survey questions as discussed. Motion passed 4-0. (Director Bustamante absent)

## 10.0 FUTURE AGENDA ITEMS

**10.1 Consent Item:**

- Administrative Salaries (July 2017)
- 2018-2019 Organization & Procedural Appointments (July 2018)
- 2018-2019 School Board Meeting Schedule (July 2018)
- 2018-2019 Per Diem Rate (July 2018)
- 2018-2019 Board Guidelines (July 2018)
- 2018-2019 Milk Products RFP Awards (July 2018
- 2018-2019 Food Products and Non-Food Supplies Requirement Award (July 2018)
- 2018-2019 Substitute Teacher Pay Rate (August 2018)
- 2018-2019 Driver's Education Tuition (August 2018)
- Graduation Date (September 2017)
- Budget Calendar (October 2018)
- Process & Procedural Manuals November 2018)
- WESD Resolution Services (January 2019)
- Renew Probationary Employee Contract (February 2019
- Contract Employee Extensions (February 2019)

**10.2 Report:**

- Safety Committee Reports (January, April & June 2018)
- Risk Management Quarterly Review (May 2018 & November 2018)
- SAT Information/Alumni Survey Update (June 2017)
- Audit Report (February 2018)
- Recommendations for Program Change (March 2018)
- E-Rate (April 2018)
- Textbook Committee Recommendations (April 2018)
- GSD Profile Annual Report (May 2018)
- Counseling Report (May 2018)

**10.3 Board Focus/Member Topics:**

**10.4 Action Items:**

- GASB Fund Balances Resolution (May 2018)
- Textbook Adoption (June 2018)
- Elect 2018-2019 Board Chair and Vice-Chair (July 2018)
- Division 22 Standards for K-12 Education with the OARs (December 2018)
- Audit Approval (February 2019)
- Establish a Number for Inter-district Transfers (February 2019)

**10.5 Discussion:**

- Budget 101 (April 2018)
- School Board & Superintendent Goals July 2018)
- School Board Approves District Goals (August 2018
- Policy CCA-Organizational Chart (November 2018)
- School Board & Superintendent Agree on Evaluation Process (November 2018)

**10.6 Other:**

- Superintendent Evaluation (Executive Session June 2018)
- Probationary Staff Review (Executive Sessions January & June 2018)
- Superintendent Evaluation Process-Board Only (Executive Session January 2019)

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**11.0 ADJOURN**

**11.1 Adjourn Special Session**

Director Jirges adjourned the Special Session at 8:22 p.m.

**APPROVED**

_____ _____

Board Chairperson Board Secretary

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**CONSENT ITEMS TO BE APPROVED EN MASSE**



**PROPOSED MOTION:** Move that the Gervais District #1 Board of Directors approve the consent items as listed en masse:

MOTION BY: _____ SECONDED BY: _____

**4.1 Approve**

**New Hire / Temporary:**
Shannon McGregor, Daycare Worker

**Extra Duty:**

**4.2 Approve**

**Contract Change / Renewal:**
Carrie Ballweber, from Instructional Assistant to Special Education Support Assistant.

**Recall:**
No Recall

**4.3 Approve**

**Resignation / Termination:**
Barbara Anderson, Instruction Assistant
Rudy Silva, GHS Assistant Baseball Coach

**Reduction in Force:**

**4.4 Approve**

Appropriation Increase (Special Fund)
Gervais School District #! Board of Directors approves the appropriation increase as shown in agenda item 02-18-4.4.1.

**Fund 216: Career Pathways**

| | |
|---|---|
| Increase Instruction (Function 1000): | $5,600.00 |

**4.5 Approve**

Appropriation Increase (Special Fund)
Gervais School District #! Board of Directors approves the appropriation increase as shown in agenda item 02-18-4.5.1.

**Fund 204: Career and Technical Education - Measure 98**

| | |
|---|---|
| Increase Instruction (Function 1000): | $ 10,000.00 |
| **Increase Support Services (Function 2000):** | $ 15,000.00 |
| | **$ 25,000.00** |

**4.6 Approve**

**Renew Probationary Employee Contract**
Gervais School District #1 Board of directors approves the Renewal Probationary Employee Contracts, as shown in agenda item 02-18-4.5.

**4.7 Approve**

**Contract Employee Extensions**
Gervais School District #1 Board of directors approves the Contract Employees Extensions, as shown in agenda item 02-18-4.6.

**4.8 Approve**

**New Employee Designation**

Gervais School District #1 Board of directors approves the new employee designation on the classified wage scale at row H.

**4.9 Approve**

**Gervais School Job Description for "Special Education Support Assistant"**

Gervais School District #1 Board of Directors approves revisions to the job description for Special Education Support Assistant as shown in agenda item 02-18-4.9.1.

| **Board Members:** | **For:** | **Against:** | **Abstain:** |
|---|---|---|---|
| Bustamante | _____ | _____ | _____ |
| Jones | _____ | _____ | _____ |
| Jirges | _____ | _____ | _____ |
| Martin | _____ | _____ | _____ |
| Sullivan | _____ | _____ | _____ |

**Board Members can request to have any consent item removed and made into an action item, or tabled until a future meeting.**

# APPROPRIATION INCREASE REQUEST

Date February 15, 2018

| Fund | Function | Object | Building | Area | Decrease | Increase |
|---|---|---|---|---|---|---|
| 216 | 1131 | 0410 | 400 | 550/152 | | $2800 |
| 216 | 1131 | 0410 | 400 | 560/152 | | $2800 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | $5,600.00 |

**Explanation of Request** (Statement of need and purpose.)

Gervais High School received a career pathways grant. These career and technical education funds will be used to purchase classroom supplies

Revenue Account: 216.0000.3299.400.000.152

KEN STOTT — **Requested by**

**Approved**: Administrator and/or Director

PRINCIPAL — Department

**Reviewed:**

M. WOLFE 1.29.18
Business Manager

**Approval:**

Superintendent/Clerk

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais School District office for additional information and/or compliance issues. Gervais School District's Director of Special Programs, 290 First Street, Gervais, OR, 97026 (503) 792-3801.*

5/27/10 | PH

Budget Transfer Authority - DBK-AR
1-1

# APPROPRIATION INCREASE

**Date:** 2/15/2018

| Fund | Function | Object | Center | SubAcct | Decrease | Increase |
|---|---|---|---|---|---|---|
| 204 | 2190 | 111 | 400 | 270 | | $ 15,000.00 |
| 204 | 1131 | 540 | 400 | 270 | | $ 10,000.00 |
| | | | | | | |
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| | | | | | | |
| (Revenue posted to 208.0000.3299.400.270.000) | | | | | | |
| | | | | | $0 | $ 25,000.00 |

**Explanation of Request (statement of need and purpose):**

The district will receive more funds than anticipated from Measure 98 to support the career and technical education program. With this increase, the appropriation levels for this grant will be raised to accommodate any changes before the end of the fiscal year.

Requested by: _____ Date: _____

Reviewed by Business Manager: M. WUNFER Date: 2.5.18

Approval by Superintendent: _____ Date: 2.5.18

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais School District office for additional information and/or compliance issues. Gervais School District's Director of Special Programs, 290 First Street, Gervais, OR, 97026 (503) 792-3801.*

***Budget Transfer Authority - DBK-AR***

| Last Name | First Name | 2017/18 Status | 18/19 Status |
|---|---|---|---|
| Bettis | Sheena | Probationary 1 | Probationary 2 |
| Broadhurst | Sara | Probationary 1 | Probationary 2 |
| Chandler | Hayden | Probationary 1 | Probationary 2 |
| Ferguson | Renee | Probationary 1 | Probationary 2 |
| Hamlin | Holly | Probationary 1 | Probationary 2 |
| Helm | Stacey | Probationary 1 | Probationary 2 |
| Helms | Creighton | Probationary 1 | Probationary 2 |
| Jones | Brandon | Probationary 1 | Probationary 2 |
| Jones | Matthew | Probationary 1 | Probationary 2 |
| Marquez | Chantel | Probationary 1 | Probationary 2 |
| Rincon | Alejandra | Probationary 1 | Probationary 2 |
| Rozo | Katie | Probationary 1 | Probationary 2 |
| So | Stephanie | Probationary 1 | Probationary 2 |
| Stott | Kenneth | Probationary 1 | Probationary 2 |
| Brack | Tucker | Probationary 2 | Probationary 3 |
| Bustamante | Suzanne | Probationary 2 | Probationary 3 |
| Dilson | Megan | Probationary 2 | Probationary 3 |
| Fennimore | Patrick | Probationary 2 | Probationary 3 |
| Funderburg | Grant | Probationary 2 | Probationary 3 |
| Hill | Lucas | Probationary 2 | Probationary 3 |
| Lopez | Elizabeth | Probationary 2 | Probationary 3 |
| Orschel | Sarah | Probationary 2 | Probationary 3 |
| Enfield | Amber | Probationary 3 | Contract |
| Garrett | Heather | Probationary 3 | Contract |
| Jimenez | Gerardo | Probationary 3 | Contract |
| Joy-Koer | April | Probationary 3 | Contract |
| Wheeler | Emily | Probationary 3 | Contract |

| Last Name | First Name | Assignment Status |
|---|---|---|
| Adams | Myra | Contract |
| Aman | Andrew | Contract |
| Andrews | Shanna | Contract |
| Atwood | Bonny | Contract |
| Blanchard | Cheryl | Contract |
| Bowman | Tim | Contract |
| Broadhurst | Kerry | Contract |
| Camat (Lebsack) | Kristin | Contract |
| Chase | Michelle | Contract |
| Dettwyler | Ruby | Contract |
| Devine-Jenson | Patricia | Contract |
| Fast | Tiffany | Contract |
| Gage | Kay | Contract |
| Gatchet | Theresa | Contract |
| Hass | Paul | Contract |
| Hazelton | Kristin | Contract |
| Henry | Matthew | Contract |
| Hirte | John | Contract |
| Koos | Barbara | Contract |
| Krauss | Margaret | Contract |
| Martin | Lisa | Contract |
| McCargar | Lindsay | Contract |
| Miller | Cassie | Contract |
| Mulkerin | Michael | Contract |
| O'Connell | Ann | Contract |
| O'Connor | Todd | Contract |
| Piazza | Eleanor | Contract |
| Poissant | Jayme | Contract |
| Romero | Christina | Contract |
| Sanderlin | Lisa | Contract |
| Simmons | Brad | Contract |
| Smith | Cynthia | Contract |
| Tavares | Robert | Contract |
| Taylor | Laura | Contract |
| Valentine-Garcia | Sylvia | Contract |
| Warberg | Helen | Contract |
| Williams-Johnson | Toni | Contract |
| Wrinkle | Whitney | Contract |
| Zielinski-Johnston | Dawn | Contract |

# SPECIAL EDUCATION SUPPORT ASSISTANT

**QUALIFICATIONS:**

- Associates Degree, 72 quarter (48 semester) hours of post-secondary coursework or High School Diploma or equivalent, and pass a rigorous local assessment;
- Computer entry experience;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Respect confidential information;
- Evidence of good leadership and citizenship qualities;
- An interest in students;
- Ability to communicate well with adults and children;
- Prior job-related experience required;
- Must possess valid Oregon driver's license;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

**REPORTS TO:**

- Assigned Supervisor and Building Principal.

**JOB GOAL:**

- To provide support services to students with special needs in self-contained, general education classroom, or work site setting.

**PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department/work sites when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

**Responsibilities include, but are not limited to, the following:**

- Ability to deliver instructional programs to students who have significant learning and physical disabilities, and/or social behavior challenges;
- Ability to work effectively in an environment which can be physically and emotionally fatiguing;
- Provides direct instruction to individual and/or small groups of students under the direction of a licensed staff member;
- Maintain student records and special education records under the direction of the classroom teacher or specialist;
- Maintains a calendar and/or schedule meetings to independently support assigned students and sites;
- Ability to work with students who may exhibit aggressive behavior;
- Understand the basic provisions of the Individuals with Disabilities Education Act (IDEA), and transition services required for students with disabilities;
- Understand the basic provisions of an Individualized Education Plan (IEP) for assigned students and participate in IEP meetings on assigned students;
- Demonstrate a positive attitude in working with students with special needs;
- Support students who require attention to basic feeding and personal hygiene;

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- Assist with physical activities which may include: moving and/or lifting students with physical disabilities and moving, lifting, and/or physically restraining students with emotional and/or behavioral disabilities;
- Ability to follow written plans developed by qualified licensed staff with minimal supervision;
- Help develop data collection systems, administer, score, and record student progress, and complete interest inventories and other assessments as the supervisor recommends for individual students;
- Serve as a source of information and assistance to any substitute teacher and substitute for instructional assistants as assigned by supervisor;
- Help develop jobs and provide training for students with a variety of disabilities;
- Alert the regular supervisor to any problem, or special information about an individual student;
- Maintain a high level of ethical behavior;
- Perform clerical administrative tasks, as required;
- Make minor decisions independently, according to District policy and regulations;
- Perform some minor First Aid;
- Maintain confidentiality of staff and student business;
- Assist the building program with non-instructional duties (playground, cafeteria, health screening, etc.);
- Participate and help provide inservice training programs, as assigned;
- Maintain a safe, well-organized work area;
- Establish and maintain good working relationships; and
- Perform other duties, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature _____ Date _____

# Monthly Administrator Report For Gervais School District Board

**Date:** February 2018 **School:** GES **Administrator:** Dr. Helms

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**
    a. ELA Core Curriculum Adoption Initiative
        i. Curriculum options narrowed to two vendors; continued vetting of materials.
    b. iReady Experience Pilot, Feb 12th and 13th
    c. After School Reading Intervention
    d. Evaluation of Social Emotional Learning (SEL) curriculum into daily schedule (for '18-'19 school year)
    e. 5th Grade Rotation Concept for '18-'19 SY (students walk to math, walk to reading, walk to writing).
    f. Winter Star360 testing complete (Star360 to be replaced by iReady next school year)

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**
    a. Student "House" T-Shirts have arrived!
    b. Operation Gratitude (w/ GMS)
        i. Assembly on 2/21 (to be attended by ODE Chief of Staff Cindy Hunt)

3. **Community Relations/Partnerships/Volunteers**
    a. 5th Grade Fieldtrip, Portland Youth Philharmonic (Feb 14th)

4. **Staff Professional Development Trainings/Workshops/Conferences**
    a. ENVoY Visit, Kennedy Elementary School, Feb 15th
    b. Social Media Training, WESD, Feb 22nd
    c. COSA Trauma-Informed Practices, Part II, Mar 6th

5. **PBIS School Climate Data/Attendance and Discipline Data…Other**
    a. January Attendance remains high (>93%)
    b. Major referral incidents remain low
        i. "No Bully" Boxes around school

# Monthly Administrator Report to Board

**GHS** **February 2018**

## I. Enrollment

$9^{th}$ = 91 $10^{th}$ = 62 $11^{th}$ = 69 $12^{th}$ = 65 TOTAL = 287 (as of 2/5/18; +1 from Jan.)

## II. Discipline

| September | 2016-17 | 2017-18 |
|---|---|---|
| # of student behavioral referrals | 15 | 7 |
| October | | |
| # of student behavioral referrals | 18 | 6 |
| November | | |
| # of student behavioral referrals | 18 | 5 |
| December | | |
| # of student behavioral referrals | 4 | 4 |
| January | | |
| # of student behavioral referrals | 16 | 7 |

## III. Attendance

| | 2015 | 2016 | 2017 | |
|---|---|---|---|---|
| Sept | 92.74 | 94.37 | 94.76 | |
| Oct | 91.69 | 93.95 | 94.07 | |
| Nov | 91.02 | 92.73 | 95.26 | |
| Dec | 89.38 | 91.46 | 90.66 | |
| Jan | 91.01 | 92.12 | 92.28 | YTD Ave = 93.78 |

## IV. Academic Highlights and Actions Supporting School Improvement & Student Learning:

- Bob and Ken will finish meeting with departments to discuss course offerings and three year course rotations for 2018-19 on Wed., Feb. 14.
- The $2^{nd}$ round of formal observations with all probationary certified staff and the $2^{nd}$ round of informals with all permanent certified staff have begun.
- Becky (and Celia) will be attending this month's Data Collection Committee meeting to hear about changes ODE is making to state reports for 2018-19.
- Staff are beginning a long process of school improvement (in all areas) as we begin to prepare for an accreditation visitation in the spring of 2019.
- Credit deficient seniors each have recovery plans which Sara and our Academic Recovery (AR) teachers (Myra Adams and April Joy-Koer) are implementing. Students from other grades are also attending AR.
- Individual departments are beginning a process of creating three-year plans to improve state testing results.
- Our AVID 9 elective has begun holding student-led tutorials where students work through points of confusion from the classes together. We have also started hosting career speakers in the AVID elective classes to broaden students' knowledge of available career and education opportunities. AVID Students of the Month for January were Kayla Cortes (AVID 9) and Luz Lopez (AVID 10).

## V. Staff and Student Recognition, Honors and Upcoming Events:

- Alexys Zepeda (freshman) is a district champion in wrestling in the girl's division **and** the boy's division. She will be wrestling in the state competition soon.
- Staff perfect attendance was recognized for January
- Student attendance (overall and improvement) continues to be recognized
- Our Oregon Battle of the Books (OBOB) team has been practicing battle skills twice a week since returning from winter break. Team members must read up to 12 books for the competition. GHS has had strong participation in its program for the past 8 years and will send a team to the regional competition in Philomath in March.
- GHS is currently offering students two international travel opportunities. Summer 2018 students will spend nine days comparing cultures in France and Spain. Summer 2019 students will spend ten days exploring ancient and modern Japan. Travel is a transformative, high-interest learning experience, uniting lessons in history, literature, and science and lending meaning and purpose to all those lessons that preceded it and will follow it.

## VI. Career Related Learning/CTE Strand Development

- Ken and Bob are meeting with our CTE strand teams to develop course rotations for 2018-19 and beyond.
- Todd O'Connor is currently using the CIS program with a couple of students to test its value. Then we will be revising our student Personal Education Plans (PEPs) and creating lesson plans to implement the use of CIS by students.
- Megan Dilson (FFA) and Lindsay McCargar (Robotics) are taking kids to various weekend competitions
- Our Flying Club had its first meeting on Tuesday, February 6.
- An ODE required 4-year plan is being written to guide our use of High School Success funds (Measure 98)

## VII. Community Relations/Partnerships

- Preparation continues for the 7th annual Ag Alumni fundraising banquet and auction. Saturday, February 24th, Mt. Angel Event Center, 5 pm

## VIII. Trainings/Workshops/Conferences

- Ken continues to prepare to be on an accreditation visit for a local high school this spring.
- Ken is attending Mid-Willamette Education Consortium (MWEC) administrator meetings for the advancement of CTE programs

## IX. Senior News

- **Daisy Correa**, acceptance to attend Oregon State University
- **Monica Montalvo**, acceptance to attend Washington State
- **Jose Ruiz** has received an ACTSIX scholarship, and has received a full ride to Warner Pacific College in Portland. Since Warner is a private college, the value of this scholarship is close to $150,000.

## X. Thank Yous

- Thank you to Becky Miller and Maricruz Camacho for adding a significant amount of state reporting to Job responsibilities this school year and doing it very well.

Come visit anytime.

Ken

# Monthly Administrator Report For Gervais School District Board

**Date: February 15, 2018, School: SBA** **Administrator: S. Valentine-Garcia**

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**

   ELL support is offered one-on-one to two students from GHS staff, and others attend a class in the GHS building.

   An Education Specialist is providing services twice per week.

   Marion County Teen Parent Liaison is meeting with Teen Parents each Monday as needed per the individual need of student.

   We are beginning to work on a 3-year plan for school improvement. This will help us provide stable systems that lead to school success and improvement in student outcomes.

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**

   Student-Led Conferences will take place on Wednesday, February 7 and Thursday, February 8. Schedule from 2 pm to 8 pm on each day is filled at 100%. Other parents have been seen or will be contacted by phone as needed.

   We are working on a reward system for students to add incentive to work completion as we see less completion of units and classes than we would like.

   We continue to work with students on academic and personal goals each week.

3. **Community Relations/Partnerships/Volunteers**

   Currently sponsoring four students attending CCC that are on track to obtain GED this school year.

   Junior Achievement just completed a series of Personal Finance workshops that we do to go with our Personal Finance class.

**4. Staff Professional Development Trainings/Workshops/Conferences**

School Registrar attended OACE Conference January 25 & 26
Workshops Attended: Homeless, Unaccompanied Youth, Foster Care, CAMP, and HEP. All of these workshops are necessary information due to the unique population of SBA students and their variety of backgrounds and needs.

**5. School Climate Data/Attendance and Discipline Data…Other**

Enrollment has increased by 10 students since January 3rd. Average daily attendance is 23 students.

# Monthly Administrator Report For Gervais School District Board

**Date: February 15, 2018 School: ECE CTE Program Administrator: S. Valentine-Garcia**

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**

   Currently ECE class is learning about theorists and their theories of child development. Last week we learned about Maslow's Hierarchy, the difference between needs and wants.

   A couple of weeks ago the videos that the students made about Preschoolers personal care were shown to the preschool's students. The students decided which videos they liked the best. We all learned that the preschoolers could not only raise their hands once. Both the ECE students and the preschoolers enjoyed watching the videos. At the end of the videos, the preschoolers gave hugs and high fives to all the ECE students which was heartwarming. All of the high school students had smiles on their faces while the preschoolers were thanking them.

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**

   We are currently making a video production highlighting our ECE/CTE Program. I will include classroom clips and testimonials that should raise our enrollment in the program even higher next year.

3. **Community Relations/Partnerships/Volunteers**

   We currently have a mother who volunteers with us daily from 11:00 to 1:30: A big Thank you to Silvia Lerma.

4. **Staff Professional Development Trainings/Workshops/Conferences**

   February 26th ECE Summit at Chemeketa Community College

   At this summit the high school teachers and college instructors teaching early child education get together to discuss what everyone is teaching and give ideas to one another. We will also take a tour of the Chemeketa's Early Learning Center.

On February 6, 2018, we did a Central Campus Fire Drill. This included the District Office, the Preschool, the 3-year-old classroom, and the Nursery. All staff pulled together, along with all the CTE students to clear all the children out of the buildings and across the street to the GHS field. It went off without a hitch!

**5. School Climate Data/Attendance and Discipline Data…Other**

Although we do not take hard data, happiness prevails in our PreK Centers at Gervais. Attendance in the centers has been down, primarily due to illness. CTE classes are well attended by the GHS students but we haven't separated this class out from GHS data.

**Gervais School Board Meeting**
February 15th, 2018
Food Service Manager Report

Contact Information:
Email – melinda_fitz-henry@gervais.k12.or.us
Phone - 503.792.3803 ext. 5050

## Procurement Review Update

Child Nutrition Program Procurement Review:

The Procurement Review for the Gervais Food Service Department has been completed. The corrective actions approval letter from Oregon Department of Education was received on January 30th, 2018.

## Farm to School Summit

The 2018 Farm to School Summit was held at the Oregon Gardens January 25th & 26th. Three representatives from the Gervais School District attended.

Heather Garrett GMS Teacher
Cassie Miller GMS Teacher
Melinda Fitz-Henry Food Service Manager

The first day of the summit focused on farm and garden based education. The teachers had positive feedback regarding their day at the summit and were looking for ways to implement what they learned into their classrooms.

The second day of the summit focused on incorporating local food into school meals. This helps us build partnerships with local businesses. There were also ideas on how to access local food and to use our Farm to School grant in the best way for our district.

## Equipment Replacement

The Gervais High School's Combi Oven/Steamer had to be replaced. The steamer was purchased in 1998 and had outlived its expected usage by many years. The replacement was installed on February 7th at a cost of approximately $20,000.

## Community Engagememt

The Farm to School Summit encouraged us to have a family event around farm to school. We are meeting with other staff and some partners to discuss this possible event.

We will not have daily meals during spring break, since most of the food service staff is at the Wellness Conference.

## Block Grants for School Nutrition Programs

The House proposal to use block grants for the school nutrition programs is under much debate. The School Nutrition Association (SNA) has opposed the block grant from the beginning. Attached is a calculator provided by the SNA that using our data would show how the block grant would impact Gervais School Nutrition Program.

# School Meal Block Grant Calculator

## *Gervais School District*

Complete the green fields to see an estimate of funds lost under a school meal block grant. Results are a best-case scenario, based on the pilot proposed in 2016. Natural disasters, economic recession, and state discretion to divert funds would significantly increase funds lost. Don't forget to print your results!

| **Part 1: IMMEDIATE LOSS** | |
|---|---|
| Number of Paid breakfasts served in SY 2016: | 1949 |
| Number of Paid lunches served in SY 2016: | 26050 |
| Number of Paid snacks served in SY 2016: | |
| Number of *all* lunches served in SY 2016 (paid+ F/R): | 146200 |
| Total reimbursement for all meals served in SY 2016: | $524,916.40 |
| Paid Breakfast Reimbursement Loss = | $584.70 |
| Paid Lunch Reimbursement Loss = | $8,336.00 |
| Paid Snack Reimbursement Loss = | $0.00 |
| Six Cent Certification Loss = | $8,772.00 |
| **IMMEDIATE LOSS OF FUNDS =** | **$17,692.70** |

| **Your Block Grant Lump Sum =** | **$507,223.70** |
|---|---|

| **Part 2: LOSS OVER TIME*** | |
|---|---|
| **Year One** | |
| Dollar Amount Decrease | $28,191.03 |
| **PERCENT DECREASE IN FUNDING:** | **5.27%** |
| | |
| **Year Two** | |
| Dollar Amount Decrease: | $38,899.32 |
| **PERCENT DECREASE IN FUNDING:** | **7.12%** |
| | |
| **Year Three** | |
| Dollar Amount Decrease: | $49,821.78 |
| **PERCENT DECREASE IN FUNDING:** | **8.94%** |

| **Part 3: CUMULATIVE LOSS AFTER THREE YEARS** | |
|---|---|
| Cumulative funding over three years - no block grant: | $1,638,583.23 |
| Cumalative funding over three years with block grant: | $1,521,671.10 |
| **TOTAL LOSS OF FUNDS OVER 3 YEARS =** | **$116,912.13** |

*Under the current entitlement funding model, reimbursements are increased each year to adjust for inflation. This increase in funding would be lost under a block grant which remains static for 3 years, as proposed by Congress in 2016.

# Block Grants

## *Putting School Meals on the Chopping Block*

### Background:

Since 1946, the federal government has provided students consistent access to healthy meals at school. Serving more than 30 million students each day, the National School Lunch and Breakfast Programs are critical to children's health and academic success, contributing to economic growth and national security.

Congress specifically designed these programs as "entitlements" to provide participating schools a reliable source of funds to serve all students in need. Schools receive a federal reimbursement for each meal served.

Fixed-sum block grants would eliminate this guarantee, dismantling an effective federal program. Block grant proposals would harm students by cutting funds for school meal programs and nullifying crucial federal mandates, including nutrition standards and student eligibility rules for free and reduced price meals.

*Block grants break the promise that America's students will have consistent access to the nutrition they need to succeed.*

### Block Grants Harm Students:

Thanks to entitlement status, school meal programs currently have the necessary funding to meet students' nutritional needs. Funding fluctuates annually with the number of student meals served. When unforeseen situations occur – i.e. natural disaster strikes, school enrollment increases, or a factory closes - the number of students eligible to receive free and reduced price meals increases. Schools can serve more students knowing their reimbursement will rise to cover the added cost.

Fixed-sum block grants provide a finite amount of funding each year. If circumstances change mid-year, states do not receive extra funds to cover the cost of serving meals to additional students in need. Cash strapped school districts would be forced to either cover meal program losses at the expense of academics or limit free and reduced price meals for students, putting America's most vulnerable students at risk. Schools would abandon efforts to expand school breakfast service, proven to support academic achievement, since increasing student participation would increase costs.

Learn more at *schoolnutrition.org*

Feeding Bodies. Fueling Minds.™

SCHOOL NUTRITION ASSOCIATION

***In a September 2015 report, the non-partisan Congressional Budget Office warned that**: "block grants that are smaller than the funding that current legislation would provide would probably eliminate access to nutrition programs for some children and reduce it for others. Such grants would also leave the programs unable to respond automatically to economic downturns."*

## Block Grants Slash Funds for School Meals:

The 2016 House-proposed block grant pilot would have slashed funds for school meal programs through an immediate funding cut and the elimination of annual adjustments, which help schools keep pace with rising costs. The proposal could have resulted in a crippling 12% funding cut after three years, according to an analysis by the Center on Budget and Policy Priorities (CBPP).

History demonstrates that block grants shrink available funding over time, severely limiting a program's ability to serve Americans in need. A CBPP analysis of 13 major housing, health, and social services block-grant programs reveals that combined funding for the programs declined by 26 percent — or $13 billion in 2016 dollars — from 2000 to 2016. Notably, when adjusted for inflation, funding under the Temporary Assistance for Needy Families (TANF) block grant has plummeted by 32 percent, despite population growth.

## Block Grants Abolish Crucial Federal Standards:

Block grants void federal rules that ensure the uniformity and consistency of school meal programs across the nation. States could set their own rules dictating which children are eligible for free or reduced price meals, restricting access for low income children currently enrolled in the program. States could abandon all federal nutrition mandates, compromising the quality and variety of school meals.

Block grants could void Buy American mandates and impact USDA Foods assistance for school meal programs, which have supported America's farmers and introduced students to a wide variety of healthy US grown foods.

***For more information, call (301) 686-3100 and ask for the Government Affairs and Media Relations Center.***

Learn more at schoolnutrition.org

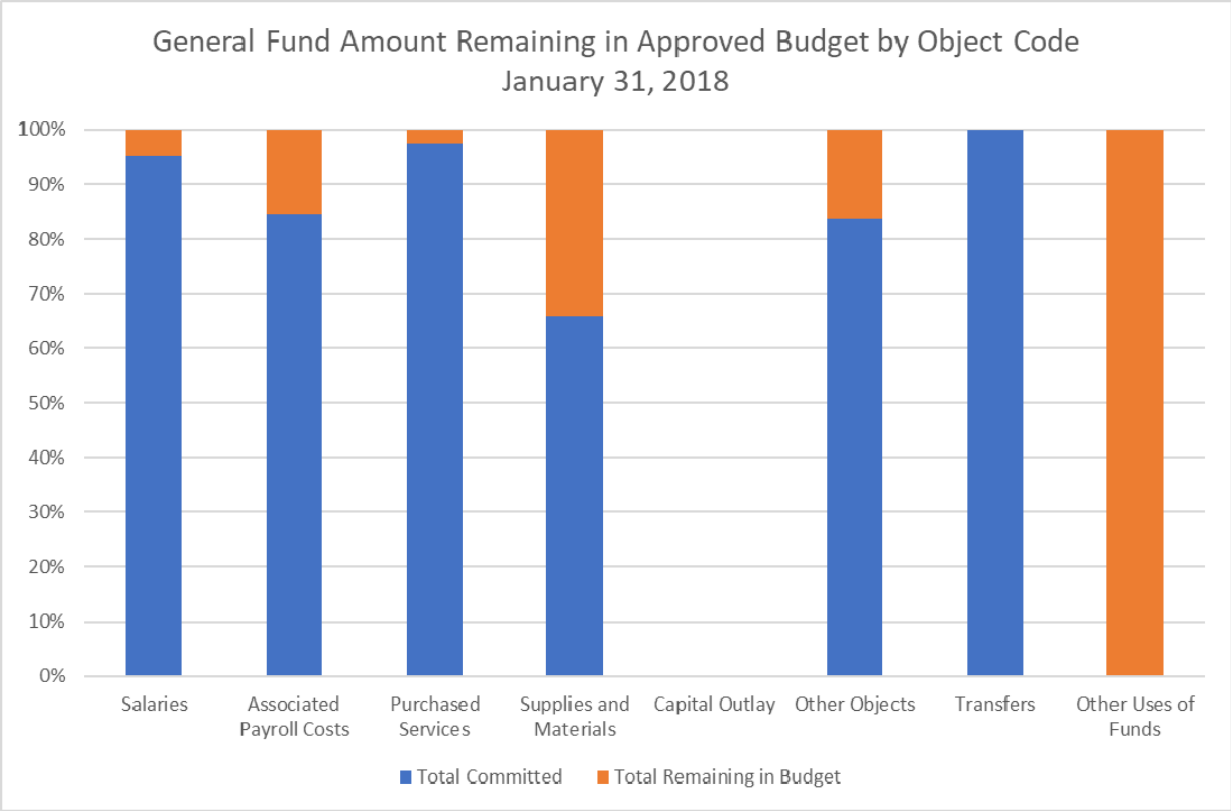
Feeding Bodies. Fueling Minds.™

SCHOOL NUTRITION ASSOCIATION

**Gervais School Board Meeting**
**February 15, 2018**
Business Manager Report

Contact Information:
Email - melissa_wolfer@gervais.k12.or.us
Phone - 503.792.3803 ext. 5020

## Status of General Fund Budget




| General Fund Only | Total Committed | Total Remaining in Budget |
|---|---|---|
| Salaries | $ 5,356,394.75 | $ 268,150.25 |
| Associated Payroll Costs | $ 3,212,930.12 | $ 590,298.88 |
| Purchased Services | $ 2,490,294.02 | $ 66,461.98 |
| Supplies and Materials | $ 327,592.36 | $ 169,536.64 |
| Capital Outlay | $ - | $ - |
| Other Objects | $ 95,916.77 | $ 18,718.23 |
| Transfers | $ 527,000.00 | $ - |
| Other Uses of Funds | $ - | $ 1,034,510.00 |

## Other Item

- I would like to schedule the next Risk Management meeting with a Board Representative during the month of March.

# Gervais School District #1

## Copy of -Budget Summary - All Funds For the Period 01/01/2018 through 01/31/2018

**Fiscal Year: 2017-2018**

☐ Include Pre Encumbrance

| | Budget | Range To Date | Year To Date | Balance | Encumbrance | Budget Balance | |
|---|---|---|---|---|---|---|---|
| **INCOME** | | | | | | | |
| - | | | | | | | |
| Local Sources (+) | $3,506,114.00 | $129,479.49 | $2,845,565.51 | $660,548.49 | $0.00 | $660,548.49 | 18.8% |
| State Sources (+) | $9,953,063.00 | $764,676.75 | $6,136,734.58 | $3,816,328.42 | $0.00 | $3,816,328.42 | 38.3% |
| Federal Sources (+) | $1,580,300.00 | $213,855.65 | $530,857.08 | $1,049,442.92 | $0.00 | $1,049,442.92 | 66.4% |
| Transfers (+) | $527,000.00 | $0.00 | $527,000.00 | $0.00 | $0.00 | $0.00 | 0.0% |
| Other (+) | $4,712,993.00 | $0.00 | $5,702,973.78 | ($989,980.78) | $0.00 | ($989,980.78) | -21.0% |
| Sub-total : - | $20,279,470.00 | $1,108,011.89 | $15,743,130.95 | $4,536,339.05 | $0.00 | $4,536,339.05 | 22.4% |
| **Total : INCOME** | $20,279,470.00 | $1,108,011.89 | $15,743,130.95 | $4,536,339.05 | $0.00 | $4,536,339.05 | 22.4% |
| **EXPENSES** | | | | | | | |
| - | | | | | | | |
| Instruction (-) | $9,230,949.00 | $637,506.57 | $3,791,111.80 | $5,439,837.20 | $4,032,039.65 | $1,407,797.55 | 15.3% |
| Support Services (-) | $6,616,511.00 | $376,571.00 | $2,754,278.24 | $3,862,232.76 | $2,248,994.66 | $1,613,238.10 | 24.4% |
| Enterprise & Community (-) | $892,964.00 | $47,736.12 | $322,104.15 | $570,859.85 | $399,670.23 | $171,189.62 | 19.2% |
| Facitilities Acquisition (-) | $775,000.00 | $8,250.00 | $22,459.00 | $752,541.00 | $10,450.00 | $742,091.00 | 95.8% |
| Transfers (-) | $527,000.00 | $0.00 | $527,000.00 | $0.00 | $0.00 | $0.00 | 0.0% |
| Debt Service (-) | $1,202,536.00 | ($0.10) | $199,772.09 | $1,002,763.91 | $989,887.75 | $12,876.16 | 1.1% |
| Contingency (-) | $1,034,510.00 | $0.00 | $0.00 | $1,034,510.00 | $0.00 | $1,034,510.00 | 100.0% |
| Sub-total : - | ($20,279,470.00) | ($1,070,063.59) | ($7,616,725.28) | ($12,662,744.72) | ($7,681,042.29) | ($4,981,702.43) | 24.6% |
| **Total : EXPENSES** | ($20,279,470.00) | ($1,070,063.59) | ($7,616,725.28) | ($12,662,744.72) | ($7,681,042.29) | ($4,981,702.43) | 24.6% |
| **NET ADDITION/(DEFICIT)** | $0.00 | $37,948.30 | $8,126,405.67 | ($8,126,405.67) | ($7,681,042.29) | ($445,363.38) | 0.0% |

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**End of Report**

# Gervais School District #1

## Board Revenue - All Funds

From Date: 1/1/2018 To Date: 1/31/2018

**Fiscal Year: 2017-2018**

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Balance | % Bud |
|---|---|---|---|---|---|---|---|---|
| 100.0000.0000.000.000.000 | SUMMARY | ($14,127,804.00) | ($790,503.86) | ($10,893,546.06) | ($3,234,257.94) | $0.00 | ($3,234,257.94) | 22.89% |
| 100.0000.0000.100.000.000 | SUMMARY | $0.00 | ($2,396.00) | ($7,630.86) | $7,630.86 | $0.00 | $7,630.86 | 0.00% |
| 100.0000.0000.150.000.000 | SUMMARY | ($30,000.00) | ($5,076.89) | ($35,439.64) | $5,439.64 | $0.00 | $5,439.64 | -18.13% |
| 201.0000.0000.000.000.000 | SUMMARY | ($15,125.00) | $0.00 | $0.00 | ($15,125.00) | $0.00 | ($15,125.00) | 100.00% |
| 202.0000.0000.000.000.000 | SUMMARY | ($102,000.00) | $0.00 | ($101,849.94) | ($150.06) | $0.00 | ($150.06) | 0.15% |
| 204.0000.0000.400.000.000 | SUMMARY | ($150,000.00) | $0.00 | $0.00 | ($150,000.00) | $0.00 | ($150,000.00) | 100.00% |
| 208.0000.0000.150.000.000 | SUMMARY | ($38,365.00) | $0.00 | $0.00 | ($38,365.00) | $0.00 | ($38,365.00) | 100.00% |
| 211.0000.0000.000.000.000 | SUMMARY | ($509,217.00) | ($108,787.45) | ($127,851.96) | ($381,365.04) | $0.00 | ($381,365.04) | 74.89% |
| 211.0000.0000.100.000.000 | SUMMARY | $0.00 | $0.00 | ($2,749.78) | $2,749.78 | $0.00 | $2,749.78 | 0.00% |
| 211.0000.0000.800.000.000 | SUMMARY | ($20,000.00) | $0.00 | ($14,839.03) | ($5,160.97) | $0.00 | ($5,160.97) | 25.80% |
| 212.0000.0000.000.000.000 | SUMMARY | ($65,018.00) | ($5,670.04) | ($10,098.56) | ($54,919.44) | $0.00 | ($54,919.44) | 84.47% |
| 216.0000.0000.000.000.000 | SUMMARY | $0.00 | $0.00 | ($0.01) | $0.01 | $0.00 | $0.01 | 0.00% |
| 218.0000.0000.000.000.000 | SUMMARY | ($232,290.00) | ($51,328.89) | ($63,050.44) | ($169,239.56) | $0.00 | ($169,239.56) | 72.86% |
| 219.0000.0000.000.000.000 | SUMMARY | ($60,039.00) | $0.00 | ($25,000.00) | ($35,039.00) | $0.00 | ($35,039.00) | 58.36% |
| 232.0000.0000.000.000.000 | SUMMARY | ($7,350.00) | $0.00 | ($3,569.28) | ($3,780.72) | $0.00 | ($3,780.72) | 51.44% |
| 232.0000.0000.100.000.000 | SUMMARY | $0.00 | ($6,600.00) | ($7,425.89) | $7,425.89 | $0.00 | $7,425.89 | 0.00% |
| 232.0000.0000.300.000.000 | SUMMARY | ($5,000.00) | $0.00 | $0.00 | ($5,000.00) | $0.00 | ($5,000.00) | 100.00% |
| 232.0000.0000.400.000.000 | SUMMARY | ($45,491.00) | $0.00 | ($10,130.15) | ($35,360.85) | $0.00 | ($35,360.85) | 77.73% |
| 232.0000.0000.800.000.000 | SUMMARY | ($4,000.00) | $0.00 | ($300.00) | ($3,700.00) | $0.00 | ($3,700.00) | 92.50% |
| 233.0000.0000.000.000.000 | SUMMARY | ($52,206.00) | ($6,680.40) | ($9,561.46) | ($42,644.54) | $0.00 | ($42,644.54) | 81.69% |
| 240.0000.0000.000.000.000 | SUMMARY | ($187,250.00) | ($5,683.48) | ($144,238.05) | ($43,011.95) | $0.00 | ($43,011.95) | 22.97% |
| 241.0000.0000.000.000.000 | SUMMARY | ($30,000.00) | $0.00 | ($19,980.87) | ($10,019.13) | $0.00 | ($10,019.13) | 33.40% |
| 242.0000.0000.000.000.000 | SUMMARY | ($210,000.00) | ($2,018.79) | ($208,215.55) | ($1,784.45) | $0.00 | ($1,784.45) | 0.85% |
| 243.0000.0000.000.000.000 | SUMMARY | ($1,730,000.00) | $0.00 | ($1,971,657.54) | $241,657.54 | $0.00 | $241,657.54 | -13.97% |
| 250.0000.0000.000.000.000 | SUMMARY | ($817,539.00) | ($40,096.01) | ($451,755.89) | ($365,783.11) | $0.00 | ($365,783.11) | 44.74% |
| 250.0000.0000.100.000.000 | SUMMARY | ($25,000.00) | ($902.00) | ($10,312.92) | ($14,687.08) | $0.00 | ($14,687.08) | 58.75% |
| 250.0000.0000.300.000.000 | SUMMARY | ($10,000.00) | ($632.29) | ($1,721.20) | ($8,278.80) | $0.00 | ($8,278.80) | 82.79% |
| 261.0000.0000.000.000.000 | SUMMARY | ($35,000.00) | $0.00 | ($33,226.70) | ($1,773.30) | $0.00 | ($1,773.30) | 5.07% |
| 261.0000.0000.400.000.000 | SUMMARY | ($188,900.00) | ($4,810.00) | ($181,898.00) | ($7,002.00) | $0.00 | ($7,002.00) | 3.71% |
| 262.0000.0000.000.000.000 | SUMMARY | ($14,330.00) | $0.00 | ($8,985.58) | ($5,344.42) | $0.00 | ($5,344.42) | 37.30% |
| 262.0000.0000.300.000.000 | SUMMARY | ($42,000.00) | $0.00 | ($42,000.00) | $0.00 | $0.00 | $0.00 | 0.00% |
| 270.0000.0000.100.000.000 | SUMMARY | ($500.00) | $0.00 | ($428.95) | ($71.05) | $0.00 | ($71.05) | 14.21% |
| 270.0000.0000.300.000.000 | SUMMARY | ($7,500.00) | $0.00 | ($1,758.45) | ($5,741.55) | $0.00 | ($5,741.55) | 76.55% |
| 275.0000.0000.400.000.000 | SUMMARY | ($18,160.00) | $0.00 | ($15,572.17) | ($2,587.83) | $0.00 | ($2,587.83) | 14.25% |
| 279.0000.0000.000.000.000 | SUMMARY | ($1,050.00) | $0.00 | ($514.35) | ($535.65) | $0.00 | ($535.65) | 51.01% |
| 279.0000.0000.100.000.000 | SUMMARY | ($42,825.00) | ($1,506.40) | ($38,919.36) | ($3,905.64) | $0.00 | ($3,905.64) | 9.12% |
| 279.0000.0000.300.000.000 | SUMMARY | ($24,125.00) | ($1,160.53) | ($19,144.57) | ($4,980.43) | $0.00 | ($4,980.43) | 20.64% |
| 280.0000.0000.400.000.000 | SUMMARY | ($131,600.00) | ($10,869.10) | ($73,750.33) | ($57,849.67) | $0.00 | ($57,849.67) | 43.96% |
| 280.0000.0000.800.000.000 | SUMMARY | ($400.00) | $0.00 | ($399.75) | ($0.25) | $0.00 | ($0.25) | 0.06% |
| 295.0000.0000.000.000.000 | SUMMARY | ($28,850.00) | ($172.82) | ($7,014.98) | ($21,835.02) | $0.00 | ($21,835.02) | 75.68% |
| 300.0000.0000.000.000.000 | SUMMARY | ($10,000.00) | $0.00 | ($4,273.85) | ($5,726.15) | $0.00 | ($5,726.15) | 57.26% |
| 312.0000.0000.000.000.000 | SUMMARY | ($247,500.00) | $0.00 | ($247,604.91) | $104.91 | $0.00 | $104.91 | -0.04% |
| 313.0000.0000.000.000.000 | SUMMARY | ($918,536.00) | ($63,116.94) | ($910,156.83) | ($8,379.17) | $0.00 | ($8,379.17) | 0.91% |
| 400.0000.0000.000.000.000 | SUMMARY | ($90,000.00) | $0.00 | ($36,298.20) | ($53,701.80) | $0.00 | ($53,701.80) | 59.67% |
| 720.0000.0000.000.000.000 | SUMMARY | ($4,500.00) | $0.00 | ($258.89) | ($4,241.11) | $0.00 | ($4,241.11) | 94.25% |
| | **Grand Total:** | ($20,279,470.00) | ($1,108,011.89) | ($15,743,130.95) | ($4,536,339.05) | $0.00 | ($4,536,339.05) | 22.37% |

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**End of Report**

# Gervais School District #1

## Board Expense Report- All Funds

From Date: 1/1/2018 To Date: 1/31/2018

**Fiscal Year: 2017-2018**

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Balance | % Bud |
|---|---|---|---|---|---|---|---|---|
| 100.1000.0100.000.000.000 | Salaries | $3,914,622.00 | $289,508.30 | $1,474,949.69 | $2,439,672.31 | $2,012,158.51 | $427,513.80 | 10.92% |
| 204.1000.0100.000.000.000 | Salaries | $75,000.00 | $5,105.13 | $21,148.23 | $53,851.77 | $29,205.46 | $24,646.31 | 32.86% |
| 208.1000.0100.000.000.000 | Salaries | $12,000.00 | $0.00 | $652.97 | $11,347.03 | $0.00 | $11,347.03 | 94.56% |
| 211.1000.0100.000.000.000 | Salaries | $195,741.00 | $11,611.60 | $73,170.59 | $122,570.41 | $81,221.50 | $41,348.91 | 21.12% |
| 218.1000.0100.000.000.000 | Salaries | $86,654.00 | $6,208.14 | $30,589.37 | $56,064.63 | $46,257.93 | $9,806.70 | 11.32% |
| 219.1000.0100.000.000.000 | Salaries | $24,417.00 | $357.77 | $17,855.18 | $6,561.82 | $2,504.39 | $4,057.43 | 16.62% |
| 233.1000.0100.000.000.000 | Salaries | $24,300.00 | $1,044.33 | $13,436.57 | $10,863.43 | $7,310.31 | $3,553.12 | 14.62% |
| 261.1000.0100.000.000.000 | Salaries | $102,044.00 | $8,085.80 | $55,569.41 | $46,474.59 | $42,203.38 | $4,271.21 | 4.19% |
| 262.1000.0100.000.000.000 | Salaries | $21,980.00 | $2,002.00 | $15,624.00 | $6,356.00 | $6,802.00 | ($446.00) | -2.03% |
| 295.1000.0100.000.000.000 | Salaries | $2,795.00 | $0.00 | $0.00 | $2,795.00 | $0.00 | $2,795.00 | 100.00% |
| 100.2000.0100.000.000.000 | Salaries | $1,709,923.00 | $156,435.96 | $1,011,481.29 | $698,441.71 | $856,991.13 | ($158,549.42) | -9.27% |
| 201.2000.0100.000.000.000 | Salaries | $9,000.00 | $0.00 | $0.00 | $9,000.00 | $0.00 | $9,000.00 | 100.00% |
| 204.2000.0100.000.000.000 | Salaries | $0.00 | $0.00 | $0.00 | $0.00 | $5,390.71 | ($5,390.71) | 0.00% |
| 208.2000.0100.000.000.000 | Salaries | $12,000.00 | $0.00 | $0.00 | $12,000.00 | $0.00 | $12,000.00 | 100.00% |
| 211.2000.0100.000.000.000 | Salaries | $61,165.00 | $2,680.93 | $15,911.72 | $45,253.28 | $17,098.45 | $28,154.83 | 46.03% |
| 212.2000.0100.000.000.000 | Salaries | $8,145.00 | $0.00 | $518.24 | $7,626.76 | $0.00 | $7,626.76 | 93.64% |
| 218.2000.0100.000.000.000 | Salaries | $1,178.00 | $177.59 | $2,034.11 | ($856.11) | $1,243.13 | ($2,099.24) | -178.20% |
| 219.2000.0100.000.000.000 | Salaries | $13,331.00 | $503.70 | $5,797.22 | $7,533.78 | $3,525.90 | $4,007.88 | 30.06% |
| 232.2000.0100.000.000.000 | Salaries | $491.00 | $0.00 | $0.00 | $491.00 | $0.00 | $491.00 | 100.00% |
| 233.2000.0100.000.000.000 | Salaries | $2,000.00 | $0.00 | $3,354.58 | ($1,354.58) | $0.00 | ($1,354.58) | -67.73% |
| 211.3000.0100.000.000.000 | Salaries | $2,000.00 | $0.00 | $557.93 | $1,442.07 | $0.00 | $1,442.07 | 72.10% |
| 250.3000.0100.000.000.000 | Salaries | $210,180.00 | $17,091.68 | $96,206.59 | $113,973.41 | $103,572.32 | $10,401.09 | 4.95% |
| | OBJECT: Salaries - 0100 | $6,488,966.00 | $500,812.93 | $2,838,857.69 | $3,650,108.31 | $3,215,485.12 | $434,623.19 | 6.70% |
| 100.1000.0200.000.000.000 | Associated Payroll Costs | $2,630,796.00 | $174,390.85 | $879,112.58 | $1,751,683.42 | $1,208,375.97 | $543,307.45 | 20.65% |
| 204.1000.0200.000.000.000 | Associated Payroll Costs | $50,050.00 | $2,620.26 | $12,746.41 | $37,303.59 | $18,331.27 | $18,972.32 | 37.91% |
| 208.1000.0200.000.000.000 | Associated Payroll Costs | $3,920.00 | $0.00 | $173.32 | $3,746.68 | $0.00 | $3,746.68 | 95.58% |
| 211.1000.0200.000.000.000 | Associated Payroll Costs | $142,626.00 | $9,103.52 | $50,523.96 | $92,102.04 | $63,689.80 | $28,412.24 | 19.92% |
| 218.1000.0200.000.000.000 | Associated Payroll Costs | $58,200.00 | $4,082.02 | $20,376.64 | $37,823.36 | $28,784.89 | $9,038.47 | 15.53% |
| 219.1000.0200.000.000.000 | Associated Payroll Costs | $13,196.00 | $334.58 | $5,082.86 | $8,113.14 | $2,344.52 | $5,768.62 | 43.71% |
| 233.1000.0200.000.000.000 | Associated Payroll Costs | $10,701.00 | $601.30 | $4,702.14 | $5,998.86 | $4,207.88 | $1,790.98 | 16.74% |
| 261.1000.0200.000.000.000 | Associated Payroll Costs | $36,202.00 | $2,294.78 | $15,107.31 | $21,094.69 | $12,143.52 | $8,951.17 | 24.73% |
| 262.1000.0200.000.000.000 | Associated Payroll Costs | $7,230.00 | $437.57 | $3,474.09 | $3,755.91 | $1,769.85 | $1,986.06 | 27.47% |
| 295.1000.0200.000.000.000 | Associated Payroll Costs | $1,055.00 | $0.00 | $0.00 | $1,055.00 | $0.00 | $1,055.00 | 100.00% |
| 100.2000.0200.000.000.000 | Associated Payroll Costs | $1,172,433.00 | $95,094.59 | $607,684.53 | $564,748.47 | $516,537.50 | $48,210.97 | 4.11% |
| 201.2000.0200.000.000.000 | Associated Payroll Costs | $3,075.00 | $0.00 | $0.00 | $3,075.00 | $0.00 | $3,075.00 | 100.00% |
| 204.2000.0200.000.000.000 | Associated Payroll Costs | $0.00 | $4.89 | $20.05 | ($20.05) | $34.16 | ($54.21) | 0.00% |
| 208.2000.0200.000.000.000 | Associated Payroll Costs | $3,945.00 | $0.00 | $0.62 | $3,944.38 | $0.00 | $3,944.38 | 99.98% |
| 211.2000.0200.000.000.000 | Associated Payroll Costs | $31,652.00 | $1,628.93 | $9,217.43 | $22,434.57 | $10,590.20 | $11,844.37 | 37.42% |
| 212.2000.0200.000.000.000 | Associated Payroll Costs | $640.00 | $0.00 | $144.03 | $495.97 | $0.00 | $495.97 | 77.50% |
| 218.2000.0200.000.000.000 | Associated Payroll Costs | $180.00 | $20.36 | $418.10 | ($238.10) | $144.97 | ($383.07) | -212.82% |
| 219.2000.0200.000.000.000 | Associated Payroll Costs | $9,095.00 | $331.35 | $2,577.48 | $6,517.52 | $2,318.56 | $4,198.96 | 46.17% |
| 232.2000.0200.000.000.000 | Associated Payroll Costs | $100.00 | $0.00 | $0.00 | $100.00 | $0.00 | $100.00 | 100.00% |
| 233.2000.0200.000.000.000 | Associated Payroll Costs | $705.00 | $0.99 | $974.39 | ($269.39) | $6.93 | ($276.32) | -39.19% |
| 250.2000.0200.000.000.000 | Associated Payroll Costs | $500.00 | $15.21 | $88.68 | $411.32 | $94.05 | $317.27 | 63.45% |
| 211.3000.0200.000.000.000 | Associated Payroll Costs | $735.00 | $0.00 | $161.82 | $573.18 | $0.00 | $573.18 | 77.98% |
| 250.3000.0200.000.000.000 | Associated Payroll Costs | $178,900.00 | $13,122.01 | $70,709.32 | $108,190.68 | $85,820.80 | $22,369.88 | 12.50% |
| | OBJECT: Associated Payroll Costs - 0200 | $4,355,936.00 | $304,083.21 | $1,683,295.76 | $2,672,640.24 | $1,955,194.87 | $717,445.37 | 16.47% |
| 100.1000.0300.000.000.000 | Purchased Services | $1,160,210.00 | $98,102.45 | $770,989.66 | $389,220.34 | $412,307.18 | ($23,086.84) | -1.99% |
| 211.1000.0300.000.000.000 | Purchased Services | $15,250.00 | $0.00 | $0.00 | $15,250.00 | $3,750.00 | $11,500.00 | 75.41% |

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# Gervais School District #1

## Board Expense Report- All Funds

From Date: 1/1/2018 To Date: 1/31/2018

**Fiscal Year: 2017-2018**

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Balance | % Bud |
|---|---|---|---|---|---|---|---|---|
| 218.1000.0300.000.000.000 | Purchased Services | $21,000.00 | $0.00 | $5.89 | $20,994.11 | $2,700.00 | $18,294.11 | 87.11% |
| 261.1000.0300.000.000.000 | Purchased Services | $33,000.00 | $4,090.50 | $12,585.75 | $20,414.25 | $2,560.00 | $17,854.25 | 54.10% |
| 262.1000.0300.000.000.000 | Purchased Services | $3,500.00 | $1,676.00 | $3,847.98 | ($347.98) | $300.00 | ($647.98) | -18.51% |
| 100.2000.0300.000.000.000 | Purchased Services | $1,396,546.00 | $86,068.85 | $648,492.83 | $748,053.17 | $646,950.50 | $101,102.67 | 7.24% |
| 201.2000.0300.000.000.000 | Purchased Services | $1,500.00 | $0.00 | $0.00 | $1,500.00 | $0.00 | $1,500.00 | 100.00% |
| 208.2000.0300.000.000.000 | Purchased Services | $1,000.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 | 100.00% |
| 211.2000.0300.000.000.000 | Purchased Services | $39,246.00 | $0.00 | $19,243.76 | $20,002.24 | $4,980.05 | $15,022.19 | 38.28% |
| 212.2000.0300.000.000.000 | Purchased Services | $34,350.00 | $2,420.00 | $11,589.84 | $22,760.16 | $7,780.01 | $14,980.15 | 43.61% |
| 218.2000.0300.000.000.000 | Purchased Services | $37,050.00 | $4,360.65 | $21,010.43 | $16,039.57 | $31,925.75 | ($15,886.18) | -42.88% |
| 219.2000.0300.000.000.000 | Purchased Services | $0.00 | $0.00 | $0.00 | $0.00 | $1,310.00 | ($1,310.00) | 0.00% |
| 232.2000.0300.000.000.000 | Purchased Services | $13,850.00 | $0.00 | $8,603.07 | $5,246.93 | $6,125.00 | ($878.07) | -6.34% |
| 233.2000.0300.000.000.000 | Purchased Services | $10,000.00 | $0.00 | $3,901.17 | $6,098.83 | $3,889.23 | $2,209.60 | 22.10% |
| 240.2000.0300.000.000.000 | Purchased Services | $40,000.00 | $0.00 | $0.00 | $40,000.00 | $0.00 | $40,000.00 | 100.00% |
| 241.2000.0300.000.000.000 | Purchased Services | $30,000.00 | $0.00 | $0.00 | $30,000.00 | $0.00 | $30,000.00 | 100.00% |
| 243.2000.0300.000.000.000 | Purchased Services | $45,000.00 | $0.00 | $44,008.08 | $991.92 | $0.00 | $991.92 | 2.20% |
| 261.2000.0300.000.000.000 | Purchased Services | $17,079.00 | $2,107.45 | $9,259.20 | $7,819.80 | $7,753.46 | $66.34 | 0.39% |
| 262.2000.0300.000.000.000 | Purchased Services | $5,000.00 | $338.29 | $2,701.98 | $2,298.02 | $2,298.02 | $0.00 | 0.00% |
| 295.2000.0300.000.000.000 | Purchased Services | $2,000.00 | $0.00 | $0.00 | $2,000.00 | $9,975.00 | ($7,975.00) | -398.75% |
| 400.2000.0300.000.000.000 | Purchased Services | $0.00 | $0.00 | $14,943.15 | ($14,943.15) | $0.00 | ($14,943.15) | 0.00% |
| 211.3000.0300.000.000.000 | Purchased Services | $3,000.00 | $0.00 | $0.00 | $3,000.00 | $0.00 | $3,000.00 | 100.00% |
| 250.3000.0300.000.000.000 | Purchased Services | $29,950.00 | $1,607.45 | $7,449.89 | $22,500.11 | $7,536.48 | $14,963.63 | 49.96% |
| 720.3000.0300.000.000.000 | Purchased Services | $1,000.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 | 100.00% |
| | OBJECT: Purchased Services - 0300 | $2,939,531.00 | $200,771.64 | $1,578,632.68 | $1,360,898.32 | $1,152,140.68 | $208,757.64 | 7.10% |
| 100.1000.0400.000.000.000 | Supplies & Materials | $161,005.00 | $4,141.20 | $83,886.87 | $77,118.13 | $8,483.40 | $68,634.73 | 42.63% |
| 202.1000.0400.000.000.000 | Supplies & Materials | $102,000.00 | ($344.68) | $97,197.42 | $4,802.58 | $3,673.52 | $1,129.06 | 1.11% |
| 204.1000.0400.000.000.000 | Supplies & Materials | $24,950.00 | $4,587.43 | $29,787.70 | ($4,837.70) | $4,742.85 | ($9,580.55) | -38.40% |
| 208.1000.0400.000.000.000 | Supplies & Materials | $4,500.00 | $0.00 | $0.00 | $4,500.00 | $0.00 | $4,500.00 | 100.00% |
| 211.1000.0400.000.000.000 | Supplies & Materials | $5,400.00 | $0.00 | $538.21 | $4,861.79 | $0.00 | $4,861.79 | 90.03% |
| 218.1000.0400.000.000.000 | Supplies & Materials | $1,900.00 | $0.00 | $3,464.66 | ($1,564.66) | $0.00 | ($1,564.66) | -82.35% |
| 232.1000.0400.000.000.000 | Supplies & Materials | $10,300.00 | $0.00 | $2,380.00 | $7,920.00 | $0.00 | $7,920.00 | 76.89% |
| 233.1000.0400.000.000.000 | Supplies & Materials | $4,500.00 | $0.00 | $1,622.36 | $2,877.64 | $0.00 | $2,877.64 | 63.95% |
| 261.1000.0400.000.000.000 | Supplies & Materials | $18,275.00 | $379.05 | $10,429.70 | $7,845.30 | $749.85 | $7,095.45 | 38.83% |
| 262.1000.0400.000.000.000 | Supplies & Materials | $16,120.00 | $0.00 | $1,435.53 | $14,684.47 | $0.00 | $14,684.47 | 91.09% |
| 270.1000.0400.000.000.000 | Supplies & Materials | $8,000.00 | $0.00 | $1,344.00 | $6,656.00 | $0.00 | $6,656.00 | 83.20% |
| 275.1000.0400.000.000.000 | Supplies & Materials | $17,810.00 | $1,077.35 | $4,155.43 | $13,654.57 | $3,856.34 | $9,798.23 | 55.02% |
| 279.1000.0400.000.000.000 | Supplies & Materials | $68,000.00 | $2,544.45 | $22,217.72 | $45,782.28 | $3,517.83 | $42,264.45 | 62.15% |
| 280.1000.0400.000.000.000 | Supplies & Materials | $132,000.00 | $3,014.87 | $24,517.27 | $107,482.73 | $1,703.40 | $105,779.33 | 80.14% |
| 295.1000.0400.000.000.000 | Supplies & Materials | $2,000.00 | $0.00 | $0.00 | $2,000.00 | $0.00 | $2,000.00 | 100.00% |
| 100.2000.0400.000.000.000 | Supplies & Materials | $329,034.00 | $18,891.07 | $132,029.46 | $197,004.54 | $101,148.70 | $95,855.84 | 29.13% |
| 201.2000.0400.000.000.000 | Supplies & Materials | $1,550.00 | $0.00 | $0.00 | $1,550.00 | $0.00 | $1,550.00 | 100.00% |
| 208.2000.0400.000.000.000 | Supplies & Materials | $1,000.00 | $356.47 | $580.81 | $419.19 | $1,091.16 | ($671.97) | -67.20% |
| 211.2000.0400.000.000.000 | Supplies & Materials | $902.00 | $0.00 | $988.44 | ($86.44) | $55.76 | ($142.20) | -15.76% |
| 212.2000.0400.000.000.000 | Supplies & Materials | $16,683.00 | $0.00 | $116.45 | $16,566.55 | $0.00 | $16,566.55 | 99.30% |
| 218.2000.0400.000.000.000 | Supplies & Materials | $12,878.00 | $0.00 | $0.00 | $12,878.00 | $0.00 | $12,878.00 | 100.00% |
| 232.2000.0400.000.000.000 | Supplies & Materials | $15,000.00 | $459.08 | $766.13 | $14,233.87 | $1,522.50 | $12,711.37 | 84.74% |
| 240.2000.0400.000.000.000 | Supplies & Materials | $39,250.00 | $3,735.00 | $11,089.90 | $28,160.10 | $0.00 | $28,160.10 | 71.75% |
| 242.2000.0400.000.000.000 | Supplies & Materials | $105,000.00 | $0.00 | $0.00 | $105,000.00 | $0.00 | $105,000.00 | 100.00% |
| 243.2000.0400.000.000.000 | Supplies & Materials | $0.00 | $0.00 | $54,542.00 | ($54,542.00) | $0.00 | ($54,542.00) | 0.00% |
| 261.2000.0400.000.000.000 | Supplies & Materials | $10,000.00 | $675.94 | $1,586.17 | $8,413.83 | $3,371.69 | $5,042.14 | 50.42% |

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# Gervais School District #1

## Board Expense Report- All Funds

From Date: 1/1/2018 To Date: 1/31/2018

**Fiscal Year: 2017-2018**

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Balance | % Bud |
|---|---|---|---|---|---|---|---|---|
| 262.2000.0400.000.000.000 | Supplies & Materials | $2,500.00 | $31.82 | $402.64 | $2,097.36 | $2,097.36 | $0.00 | 0.00% |
| 295.2000.0400.000.000.000 | Supplies & Materials | $6,000.00 | $0.00 | $0.00 | $6,000.00 | $0.00 | $6,000.00 | 100.00% |
| 400.2000.0400.000.000.000 | Supplies & Materials | $0.00 | $0.00 | $11,855.56 | ($11,855.56) | $1,945.78 | ($13,801.34) | 0.00% |
| 100.3000.0400.000.000.000 | Supplies & Materials | $7,090.00 | $0.00 | $0.00 | $7,090.00 | $0.00 | $7,090.00 | 100.00% |
| 211.3000.0400.000.000.000 | Supplies & Materials | $6,500.00 | $351.55 | $443.94 | $6,056.06 | $277.34 | $5,778.72 | 88.90% |
| 232.3000.0400.000.000.000 | Supplies & Materials | $1,600.00 | $0.00 | $0.00 | $1,600.00 | $0.00 | $1,600.00 | 100.00% |
| 250.3000.0400.000.000.000 | Supplies & Materials | $400,209.00 | $15,563.43 | $145,575.77 | $254,633.23 | $182,131.29 | $72,501.94 | 18.12% |
| 295.3000.0400.000.000.000 | Supplies & Materials | $15,000.00 | $0.00 | $0.00 | $15,000.00 | $0.00 | $15,000.00 | 100.00% |
| 720.3000.0400.000.000.000 | Supplies & Materials | $1,500.00 | $0.00 | $258.89 | $1,241.11 | $0.00 | $1,241.11 | 82.74% |
| | OBJECT: Supplies & Materials - 0400 | $1,548,456.00 | $55,464.03 | $643,213.03 | $905,242.97 | $320,368.77 | $584,874.20 | 37.77% |
| 204.1000.0500.000.000.000 | Capital Outlay | $0.00 | $0.00 | $21,930.63 | ($21,930.63) | $16,384.10 | ($38,314.73) | 0.00% |
| 240.2000.0500.000.000.000 | Capital Outlay | $6,500.00 | $0.00 | $0.00 | $6,500.00 | $0.00 | $6,500.00 | 100.00% |
| 242.2000.0500.000.000.000 | Capital Outlay | $105,000.00 | $0.00 | $0.00 | $105,000.00 | $0.00 | $105,000.00 | 100.00% |
| 243.2000.0500.000.000.000 | Capital Outlay | $985,000.00 | $0.00 | $0.00 | $985,000.00 | $0.00 | $985,000.00 | 100.00% |
| 400.2000.0500.000.000.000 | Capital Outlay | $90,000.00 | $0.00 | $0.00 | $90,000.00 | $0.00 | $90,000.00 | 100.00% |
| 250.3000.0500.000.000.000 | Capital Outlay | $30,000.00 | $0.00 | $0.00 | $30,000.00 | $20,000.00 | $10,000.00 | 33.33% |
| 240.4000.0500.000.000.000 | Capital Outlay | $75,000.00 | $8,250.00 | $22,459.00 | $52,541.00 | $9,450.00 | $43,091.00 | 57.45% |
| 243.4000.0500.000.000.000 | Capital Outlay | $700,000.00 | $0.00 | $0.00 | $700,000.00 | $1,000.00 | $699,000.00 | 99.86% |
| | OBJECT: Capital Outlay - 0500 | $1,991,500.00 | $8,250.00 | $44,389.63 | $1,947,110.37 | $46,834.10 | $1,900,276.27 | 95.42% |
| 100.1000.0600.000.000.000 | Other | $50.00 | $0.00 | $0.00 | $50.00 | $0.00 | $50.00 | 100.00% |
| 261.1000.0600.000.000.000 | Other | $7,300.00 | $450.00 | $4,479.70 | $2,820.30 | $0.00 | $2,820.30 | 38.63% |
| 275.1000.0600.000.000.000 | Other | $350.00 | $0.00 | $0.00 | $350.00 | $0.00 | $350.00 | 100.00% |
| 100.2000.0600.000.000.000 | Other | $114,585.00 | $231.88 | $95,117.77 | $19,467.23 | $799.00 | $18,668.23 | 16.29% |
| 211.2000.0600.000.000.000 | Other | $25,000.00 | $0.00 | $59.50 | $24,940.50 | $0.00 | $24,940.50 | 99.76% |
| 212.2000.0600.000.000.000 | Other | $5,200.00 | $0.00 | $150.00 | $5,050.00 | $0.00 | $5,050.00 | 97.12% |
| 218.2000.0600.000.000.000 | Other | $13,250.00 | $0.00 | $0.00 | $13,250.00 | $0.00 | $13,250.00 | 100.00% |
| 232.2000.0600.000.000.000 | Other | $20,000.00 | $0.00 | $1,017.43 | $18,982.57 | $0.00 | $18,982.57 | 94.91% |
| 232.3000.0600.000.000.000 | Other | $500.00 | $0.00 | $0.00 | $500.00 | $0.00 | $500.00 | 100.00% |
| 250.3000.0600.000.000.000 | Other | $2,800.00 | $0.00 | $740.00 | $2,060.00 | $332.00 | $1,728.00 | 61.71% |
| 720.3000.0600.000.000.000 | Other | $2,000.00 | $0.00 | $0.00 | $2,000.00 | $0.00 | $2,000.00 | 100.00% |
| 240.5000.0600.000.000.000 | Other | $26,500.00 | $0.00 | $3,120.00 | $23,380.00 | $23,120.00 | $260.00 | 0.98% |
| 300.5000.0600.000.000.000 | Other | $10,000.00 | $0.00 | $0.00 | $10,000.00 | $0.00 | $10,000.00 | 100.00% |
| 312.5000.0600.000.000.000 | Other | $247,500.00 | $0.00 | $53,243.77 | $194,256.23 | $193,250.00 | $1,006.23 | 0.41% |
| 313.5000.0600.000.000.000 | Other | $918,536.00 | ($0.10) | $143,408.32 | $775,127.68 | $773,517.75 | $1,609.93 | 0.18% |
| | OBJECT: Other - 0600 | $1,393,571.00 | $681.78 | $301,336.49 | $1,092,234.51 | $991,018.75 | $101,215.76 | 7.26% |
| 100.5000.0700.000.000.000 | Transfers | $527,000.00 | $0.00 | $527,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | OBJECT: Transfers - 0700 | $527,000.00 | $0.00 | $527,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 100.6000.0800.000.000.000 | Other Uses of Funds | $1,034,510.00 | $0.00 | $0.00 | $1,034,510.00 | $0.00 | $1,034,510.00 | 100.00% |
| | OBJECT: Other Uses of Funds - 0800 | $1,034,510.00 | $0.00 | $0.00 | $1,034,510.00 | $0.00 | $1,034,510.00 | 100.00% |
| | **Grand Total:** | $20,279,470.00 | $1,070,063.59 | $7,616,725.28 | $12,662,744.72 | $7,681,042.29 | $4,981,702.43 | 24.57% |

**End of Report**

DRAFT

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

**Criteria:**

**Bank Account:** US Bank 153604172442 **From Date:** 01/01/2018 **To Date:** 01/31/2018

**From Check:** **To Check:** **From Clear Date:** **To Clear Date:**

**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66002 | 01/05/2018 | ARMOR ZONE | $885.00 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66003 | 01/05/2018 | CALCULUS, INC. | $724.00 | 1069 | Printed | Expense | ☐ | | |
| 66004 | 01/05/2018 | CDW GOVERNMENT INC._04990 | $1,701.56 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66005 | 01/05/2018 | COMPEX, INC. | $1,120.00 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66006 | 01/05/2018 | GENERAL PARTS DISTRIBUTION LLC | $86.45 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66007 | 01/05/2018 | GW HARDWARE #244 | $98.63 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66008 | 01/05/2018 | JONES SCHOOL SUPPLY | $22.25 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66009 | 01/05/2018 | LAWRENCE CO | $62.50 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66010 | 01/05/2018 | LONG BROS BUILDING SUPPLY | $281.79 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66011 | 01/05/2018 | LOPEZ, ELIZABETH MARY | $37.98 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66012 | 01/05/2018 | LOWE'S HOME IMPROVEMENT | $717.72 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66013 | 01/05/2018 | MILLER, CASSIE | $293.53 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66014 | 01/05/2018 | OFFICE CRAFT | $113.94 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66015 | 01/05/2018 | PACIFIC OFFICE AUTOMATION | $171.51 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66016 | 01/05/2018 | PACIFIC OFFICE AUTOMATION LEASING | $529.07 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66017 | 01/05/2018 | POLK COUNTY FAMILY AND COMMUNITY OUTREAC | $100.00 | 1069 | Printed | Expense | ☐ | | |
| 66018 | 01/05/2018 | SCHOOL SPECIALTY | $91.93 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66019 | 01/05/2018 | SUMMIT BENEFIT & ACTUARIAL SERVICES | $575.00 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66020 | 01/05/2018 | US BANK | $14,027.14 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66021 | 01/05/2018 | WILLAMETTE WATER TECHNOLOGY | $64.00 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |
| 66022 | 01/05/2018 | YES GRAPHICS PRINTING CO | $115.00 | 1069 | Printed | Expense | ☑ | 01/31/2018 | |

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

**Criteria:**

**Bank Account:** US Bank 153604172442 **From Date:** 01/01/2018 **To Date:** 01/31/2018

**From Check:** **To Check:** **From Clear Date:** **To Clear Date:**

**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66023 | 01/12/2018 | AMAZON FULFILLMENT SERVICES, INC | $35.55 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66024 | 01/12/2018 | AMAZON FULFILLMENT SERVICES, INC | $308.64 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66025 | 01/12/2018 | AMAZON FULFILLMENT SERVICES, INC | $133.45 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66026 | 01/12/2018 | ANDREWS, SHANNA | $274.16 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66027 | 01/12/2018 | AUS WEST LOCKBOX | $293.72 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66028 | 01/12/2018 | BENNIGHT, SARAH | $178.97 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66029 | 01/12/2018 | BUREAU OF EDUCATION & RESEARCH | $946.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66030 | 01/12/2018 | CITY OF GERVAIS | $1,047.04 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66031 | 01/12/2018 | DUCK DELIVERY | $855.06 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66032 | 01/12/2018 | FRONTIER COMMUNICATIONS | $51.66 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66033 | 01/12/2018 | GHS SENIOR PARENTS | $150.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66034 | 01/12/2018 | INDUSTRIAL WELDING SUPPLY INC | $75.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66035 | 01/12/2018 | LINN BENTON LINCOLN ESD | $4,458.24 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66036 | 01/12/2018 | MARION CO ENVIRONMENTAL HEALTH | $3,913.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66037 | 01/12/2018 | MEDOSWEET FARMS OF OREGON | $2,293.02 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66038 | 01/12/2018 | MORENO, DAVID | $11.18 | 1071 | Printed | Expense | ☐ | | |
| 66039 | 01/12/2018 | NEW VENTURES, INC. | $3,845.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66040 | 01/12/2018 | NEWBERG STEEL & FAB, INC. | $1,123.67 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66041 | 01/12/2018 | NW NATURAL | $7,041.80 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66042 | 01/12/2018 | OFFICE DEPOT | $550.27 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66043 | 01/12/2018 | OREGON COAST AQUARIUM | $445.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

**Criteria:**

**Bank Account:** US Bank 153604172442 **From Date:** 01/01/2018 **To Date:** 01/31/2018

**From Check:** **To Check:** **From Clear Date:** **To Clear Date:**

**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66044 | 01/12/2018 | OUT OF THE SHELL, LLC - YANGS 5TH TASTE | $1,162.56 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66045 | 01/12/2018 | PACIFIC OFFICE AUTOMATION | $1,334.67 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66046 | 01/12/2018 | PGE_01831 | $9,622.23 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66047 | 01/12/2018 | PIXIS LABS | $50.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66048 | 01/12/2018 | REPUBLIC SERVICES | $2,749.80 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66049 | 01/12/2018 | RESOURCES FOR EDUCATORS | $358.00 | 1071 | Printed | Expense | ☐ | | |
| 66050 | 01/12/2018 | SALEM ACADEMY | $450.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66051 | 01/12/2018 | SCHOOL SPECIALTY | $85.01 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66052 | 01/12/2018 | SILVERTON HEALTH | $75.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66053 | 01/12/2018 | SYSCO FOOD SERVICES | $5,717.98 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66054 | 01/12/2018 | T-MOBILE | $196.63 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66055 | 01/12/2018 | TAVARES, ROBERT | $299.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66056 | 01/12/2018 | WALTER E. NELSON CO. | $844.05 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66057 | 01/12/2018 | WILLAMETTE ESD_02407 | $50.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66058 | 01/12/2018 | WOODBURN CHAMBER OF COMMERCE | $540.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66059 | 01/12/2018 | WOODBURN RADIATOR & GLASS INC | $319.00 | 1071 | Printed | Expense | ☑ | 01/31/2018 | |
| 66060 | 01/19/2018 | AMAZON FULFILLMENT SERVICES, INC | $508.99 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66061 | 01/19/2018 | AMAZON FULFILLMENT SERVICES, INC | $34.99 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66062 | 01/19/2018 | AMAZON FULFILLMENT SERVICES, INC | $68.99 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66063 | 01/19/2018 | AMAZON FULFILLMENT SERVICES, INC | $59.86 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

**Criteria:**

**Bank Account:** US Bank 153604172442 **From Date:** 01/01/2018 **To Date:** 01/31/2018

**From Check:** **To Check:** **From Clear Date:** **To Clear Date:**

**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66064 | 01/19/2018 | ASCD | $69.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66065 | 01/19/2018 | BOILER & COMBUSTION SERVICE INC | $1,167.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66066 | 01/19/2018 | CHEMEKETA COMMUNITY COLLEGE_02551 | $4,165.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66067 | 01/19/2018 | EDNETIC, INC | $4,085.93 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66068 | 01/19/2018 | FRONTIER CHARTER ACADEMY | $93,780.13 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66069 | 01/19/2018 | GARRETT, HEATHER K | $40.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66070 | 01/19/2018 | GOPHER_13834 | $267.91 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66071 | 01/19/2018 | GREAT AMERICA FINANCIAL SERVICES | $129.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66072 | 01/19/2018 | MID COLUMBIA BUS CO INC | $50,380.94 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66073 | 01/19/2018 | OFFICE DEPOT | $1,667.23 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66074 | 01/19/2018 | OREGON FFA ASSOCIATION | $15.00 | 1073 | Printed | Expense | ☐ | | |
| 66075 | 01/19/2018 | OSNA. | $1,000.00 | 1073 | Printed | Expense | ☐ | | |
| 66076 | 01/19/2018 | PACIFIC OFFICE AUTOMATION LEASING | $1,300.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66077 | 01/19/2018 | SAIF CLAIM REIMBURSEMENT | $235.09 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66078 | 01/19/2018 | SALEM BASKETBALL OFFICIALS | $1,676.00 | 1073 | Printed | Expense | ☐ | | |
| 66079 | 01/19/2018 | SCHOOL SPECIALTY | $116.10 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66080 | 01/19/2018 | TAVARES, ROBERT | $199.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66081 | 01/19/2018 | WALTER E. NELSON CO. | $1,300.36 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66082 | 01/19/2018 | WILLAMETTE HERITAGE CENTER | $2,375.00 | 1073 | Printed | Expense | ☑ | 01/31/2018 | |
| 66083 | 01/26/2018 | AMAZON FULFILLMENT SERVICES, INC | $254.07 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66084 | 01/26/2018 | AMERICAN SOLUTIONS FOR BUSINESS | $122.47 | 1077 | Printed | Expense | ☐ | | |

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

**Criteria:**

**Bank Account:** US Bank 153604172442 **From Date:** 01/01/2018 **To Date:** 01/31/2018

**From Check:** **To Check:** **From Clear Date:** **To Clear Date:**

**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66085 | 01/26/2018 | BOWMAN, MADELINE L | $130.91 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66086 | 01/26/2018 | CHEMEKETA COMMUNITY COLLEGE_02551 | $461.00 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66087 | 01/26/2018 | CITY OF GERVAIS | $3,750.00 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66088 | 01/26/2018 | FLINN SCIENTIFIC,INC | $324.49 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66089 | 01/26/2018 | HOCKMAN-CHUPP, CYNTHIA M. | $2,420.00 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66090 | 01/26/2018 | JEREMY A. DUMANOVSKY CONSTRUCTION INC | $8,250.00 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66091 | 01/26/2018 | JKW SCHOOL PSYCHOLOGICAL SERVICES | $4,360.65 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66092 | 01/26/2018 | JOSTENS | $648.00 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66093 | 01/26/2018 | NW REGIONAL ESD | $38.25 | 1077 | Printed | Expense | ☐ | | |
| 66094 | 01/26/2018 | OFFICE DEPOT | $318.70 | 1077 | Printed | Expense | ☐ | | |
| 66095 | 01/26/2018 | OUT OF THE SHELL, LLC - YANGS 5TH TASTE | $3,434.91 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66096 | 01/26/2018 | PGE_01831 | $57.51 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66097 | 01/26/2018 | POWELL'S BOOKS INC_04063 | $39.84 | 1077 | Printed | Expense | ☐ | | |
| 66098 | 01/26/2018 | SALEM BASKETBALL OFFICIALS | $4,075.50 | 1077 | Printed | Expense | ☐ | | |
| 66099 | 01/26/2018 | TAVARES, ROBERT | $30.26 | 1077 | Printed | Expense | ☑ | 01/31/2018 | |
| 66100 | 01/26/2018 | YES GRAPHICS PRINTING CO | $120.00 | 1077 | Printed | Expense | ☐ | | |
| 66101 | 01/30/2018 | AFA-ANNUITY PREMIUM TRUST | $3,905.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66102 | 01/30/2018 | AFLAC | $238.74 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66103 | 01/30/2018 | AMERICAN FIDELITY ASSURANCE CO | $4,613.61 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66104 | 01/30/2018 | AMERICAN FIDELITY. | $1,194.97 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66105 | 01/30/2018 | AMERICAN FIDELTIY ASSURANCE | $5,041.98 | 1078 | Printed | Payroll Ded | ☐ | | |

# Gervais School District #1

## Reprint Check Listing

**Fiscal Year:** 2017-2018

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**From Voucher:** **To Voucher:**

**Types:** ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

| Check Number | Date | Payee | Amount | Voucher | Status | Type | Cleared? | Clear Date | Void Date |
|---|---|---|---|---|---|---|---|---|---|
| 66106 | 01/30/2018 | ASPIRE | $1,025.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66107 | 01/30/2018 | AXA EQUITABLE EQUI-VEST | $2,720.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66108 | 01/30/2018 | FIDELITY INVESTMENTS | $1,700.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66109 | 01/30/2018 | FORESTER FINANCIAL | $1,275.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66110 | 01/30/2018 | LEGAL SHIELD | $251.10 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66111 | 01/30/2018 | OREGON EDUCATION ASSOCIATION | $4,774.59 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66112 | 01/30/2018 | OSEA | $2,322.57 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66113 | 01/30/2018 | TEXAS LIFE INS CO | $1,087.30 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66114 | 01/30/2018 | WESTERN SUN CAPITAL | $483.50 | 1078 | Printed | Payroll Ded | ☐ | | |
| 66115 | 01/30/2018 | WI SERVICES COMPANY | $25.00 | 1078 | Printed | Payroll Ded | ☐ | | |
| | | Total Amount: | $297,839.80 | | | | | | |

**Report Total Amount:** Amount

**End of Report**

Gervais School District #1

Code: **BDDH-AR**
Adopted: 04/14/92
Revised/Readopted: 07/15/93

# Public Participation in Board Meetings

1. A visitor may be recognized by the chairperson by rising, identifying himself/herself with his/her full name and address, and stating his/her purpose for appearing.

2. A group of visitors with a common purpose should designate a spokesperson for the group.

3. Discussion or presentation concerning a published agenda item is limited to the public forum section of the agenda, unless otherwise authorized by the chairperson.

4. A visitor may introduce a topic not on the published agenda. However, the Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing, and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.

5. At the discretion of the Board chairperson, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the board secretary on a sign-in sheet prior to the meeting. This will help the chairperson provide adequate time for each agenda item.

6. Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic.

7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chairperson will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

8. These procedures will be published on the back of every Board meeting information pamphlet.

END OF POLICY

**POLICY SECOND READING**
**Proposed Resolution:**

GBI: Gifts and Solicitations
GBI-AR: Internet-Sourced Crowdfunding Solicitation
JHF: Student Safety
JHFE-AR (2): Abuse of Child Investigations Conducted on District Premises
JOA: Directory Information
KBA: Public Records
KBA-AR: Public Records
KL: Public Complaints (Version 4)

Move that the Gervais School District #1 Board of Directors adopt and/or approve changes to policies GBI, GBI-AR, JHF, JHFE-AR (2), JOA, KBA, KBA-AR, and KL as shown in action item 2-18-8.1.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

| **Board Member:** | **For:** | **Against:** | **Abstain:** |
|---|---|---|---|
| Bustamante | _____ | _____ | _____ |
| Jirges | _____ | _____ | _____ |
| Jones | _____ | _____ | _____ |
| Martin | _____ | _____ | _____ |
| Sullivan | _____ | _____ | _____ |

Gervais School District #1

Code: **GBI**
Adopted: Unknown
Revised/Readopted: 12/20/90, 7/15/93, 10/16/08, 2/15/18

# Gifts and Solicitations

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts[1] to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet sourced crowdfunding or other similar types of fund raising, without the approval of the superintendent or designee.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. "Material value" is defined as $50 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the superintendent's approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without the superintendent's approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the superintendent's approval.

END OF POLICY

[1]"Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

**Legal Reference(s):**

ORS 244.010 to -244.400
ORS 339.880
OAR 584-020-0000 to -0045
OAR 199-005-0005 to -199-020-0020

6/27/17|PH

Gervais School District #1

Code: **GBI-AR**
Revised/Reviewed: 2/15/18

# Internet-Sourced Crowdfunding Solicitation

All district or school related support groups internet-sourced crowdfunding, or other similar types of monetary solicitation, shall be in compliance with all district fund-raising policies, including the preapproval from the principal. Without prior approval, the school or district name may not be used on the crowdfunding site to solicit donations. The only sites authorized for crowdfunding are donorschoose.org and howdowe.org.

The principal shall monitor the authorized internet-sourced crowdfunding sites to ensure that no student information is disclosed improperly and no images are used without permission.

All district or school fund raising shall follow appropriate internet policies and acceptable use guidelines.

All technology purchases or request for purchase will be approved by the director of technology.

All non-monetary items obtained become property of the district and all inventory procedures apply.

All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out. A check will be requested to be mailed to the school in the name of the school and not to the individual.

A file will be maintained by the principal that documents the principal approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations.

6/27/17 | PH

Gervais School District 1

Code: **JHF**
Adopted: 12/20/90
Readopted: 7/15/93, 2/15/18

# Student Safety

The Board directs the development and approval of a safety program. The plan is designed to assure every student a safe, healthy environment in which to learn. The plan will comply with federal, state and local laws and regulations and with Board policy.

Local building safety and health committees will ensure that general safety regulations are reviewed with staff and students, as appropriate, to assure student safety.

Instruction in professional technical courses and other offerings such as science, family and consumer studies, art and physical education will include and emphasize accident prevention.

Safety instruction will assist students to:

1. Learn how to work, play and exercise safely, and to prevent accidents;

2. Learn proper procedures to reduce the possibility of accidents;

3. Develop habits of good cleanliness, proper storage and proper handling of materials;

4. Become familiar with personal protective equipment and the proper clothing to be worn for safety purposes;

5. Develop skills in the safe use of tools and equipment;

6. Learn how to cooperate with others in the promotion and operation of a safety program in the school;

7. Respond to emergency situations in all settings.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above. Instructors will teach and enforce all safety rules set up for these particular courses. Rules will include, but not be limited to, wearing personal protective equipment in appropriate activities.

Students will be asked to sign off upon completion of reading safety policies and materials and upon the completion of safety instruction.

A student will report any accident sustained by him/herself while on district property to a district staff member. ALL accidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

END OF POLICY

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**Legal Reference(s):**
ORS 329.095
OAR 581-022-2225

Gervais School District #1

Code: **JHFE-AR(2)**
Revised/Reviewed: 2/15/18

# Abuse of a Child Investigations Conducted on District Premises

An investigation of a report of abuse of a child may be conducted on school premises by an investigator from the Department of Human Services (DHS) or a law enforcement agency according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

The investigator shall be advised by a school administrator or a school staff member of a child's disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

I, _____ (name of investigator or worker), am directing _____ _____ (district staff member) not to notify any person, including the parent or guardian of _____ (name of student), other than the Department of Human Services (DHS) or law enforcement agency, of this investigation and directing _____ _____ (name of district staff member) not to disclose any information obtained during the investigation pursuant to ORS 419B.045. The DHS or law enforcement agency are responsible for notifying the parents or guardians regarding the investigation pursuant to Oregon Administrative Rule (OAR) 413-015-0420. Pursuant to ORS 419B.045, DHS will assume liability and indemnify the district and its staff for complying with this order.

_____ Worker/Investigator Badge or ID Number

_____ Name of Agency

_____ Name of Worker's/Investigator's Supervisor

_____ Supervisor Contact Information

_____ Investigator Signature

_____ Date

**FOR COMPLETION BY DISTRICT STAFF**

_____ Name of Administrator Notified

- □ Student not available for interview
- □ Student refused to be interviewed
- □ Administrator participated in interview

This form should be placed in a separate secure file and not in the student's file.

HR9/28/17 | SL

Gervais School District #1

Code: **JOA**
Adopted: 12/20/90
Revised/Readopted: 7/15/93, 3/12/98, 10/17/02, 6/19/03, 4/16/09, 2/15/18

# Directory Information**

"Directory information" means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information[1] may be released to the public through appropriate procedures:

1. Student's name;

2. Student's photograph;

3. Participation in officially recognized sports and activities;

4. Weight and height of athletic team members;

5. Grade level;

6. Most recent previous school or program attended.

**Public Notice**

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law upon request, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

**Exclusions**

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names[, identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student

ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

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**Legal Reference(s):**

ORS 30.864
ORS 107.154
OAR 581-022-1660
ORS 326.565
ORS 326.575
ORS 336.187
OAR 581-021-0220 to -0430
HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1427 (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2017).

R9/28/17 | SL

Gervais School District #1

Code: **KBA**
Adopted: 12/20/90
Revised/Readopted: 07/15/93, 03/12/98, 10/17/02, 02/21/08, 10/16/08, 12/15/11 2/15/18
Administrative Change: 04/15/14

# Public Records**

"Public record" means any information that:

1. Is prepared, owned, used or retained by the district;

2. Is related to an activity, transaction or function of the district; and

3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the superintendent's office.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The Board's official minutes, its written policies and its financial records will be available at the superintendent's office for inspection by any citizen desiring to examine them during hours when the superintendent's office is open. All such information will be made available to individuals with disabilities in any appropriate format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons – either by the superintendent or any other person designated as custodian for district records – if such disclosure would be contrary to the public interest, as described in state law.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete

a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Employee and volunteer addresses, electronic mail addresses (other than district electronic mail addresses assigned by the district to district employees), social security numbers, dates of birth and telephone numbers contained in personnel records maintained by the district are exempt from public disclosure pursuant to Oregon Revised Statute (ORS) 192.445 and ORS 192.502(3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the district to district employees are not exempt.

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166, Division 400.

END OF POLICY

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**Legal Reference(s):**
ORS Chapter 192
OAR 137-004-0800(1)
OAR 166-400

HB 3464 (2017)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual* (2014).
Americans with Disabilities Act Amendments Act of 2008.

HR9/28/17 | RS

Gervais School District 1

Code: **KBA-AR**
Adopted: 7/15/93
Revised/Readopted: 3/12/98, 10/17/02, 10/16/08, 2/15/18

# Public Records

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records requests shall be submitted in writing through the superintendent's office at PO BOX 100 or 290 First Street, Gervais, Oregon 97026.

2. Upon receipt of a written request, the district shall respond within five business days[1] acknowledging receipt of the request or completing[2] the district's response to the request. If the district provides an acknowledgment of the request, it must:

   a. Confirm that the district is the custodian of the requested record;
   b. Inform the requester that the district is not the custodian of the requested record; or
   c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.

3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:

   a. Complete its response to the public records request. If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
   b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

[1]"Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.
[2]The district response to a public records request will be considered complete pursuant to criteria in Oregon law (ORS 192.410-192.505).

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:

   a. The staff or volunteers[3] necessary to complete a response to the public records request are unavailable;
   b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
   c. Of the volume of the public records request being simultaneously processed by the district.

   The district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification.

6. If a copy of a public record is requested, the district will provide a single certified copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be provided in the form the record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

7. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

8. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of $.25 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

   If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date he/she was informed of the fee or fails to pay the fee

[3]Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

9. The district reserves the right to restrict the inspection of some public records to the district's facilities.

Gervais School District 1

Code: **KL**
Adopted: 12/20/90
Readopted: 7/15/93, 2/19/15, 11/19/15, 2/15/18

# Public Complaints* (Version 4)

(This version of sample policy KL **does not** need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, delete any existing KL-AR.)

Board members recognize that complaints about schools may be voiced by employees, students, parents and community members from time-to-time. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student or a student's parent or guardian who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the appropriate administrator. That administrator shall attempt to resolve the complaint or identify the reasons for not resolving the issue. In the event a complaint is not resolved within 10 working days at the building level, the complainant may file a written complaint with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. Any written complaint bearing the signature of a complainant, and which is presented to the Board, may be considered by the entire Board. A final written decision regarding the complaint shall be made by the Board within 30 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the administrator.[1]

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal may be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

[1]The timelines may be extended upon written agreement between both parties.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within [30] working days from receipt of the complaint. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 30 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 30 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. Once the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or

2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), ORS 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in OAR 581-002-0040

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

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**Legal Reference(s):**
ORS 192.610 to -192.690
ORS 332.107
ORS 659.852
OAR 581-022-2370

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Gervais School District #1

Code: **DDB**
Adopted: New

# Native American Impact Aid Funds

The district may claim children residing on Indian lands for the purpose of receiving federal funds pursuant to the Title VII - Impact Aid ~~statutes (20 U.S.C. Sections 7701-7714)~~ laws.

~~Administrative regulations shall be established and maintained to~~ The district ensures:

1. The equal participation of Indian children in the educational programs and activities of the district on the same basis as all other district students;

2. Parents of such children and Indian tribes are afforded an opportunity to present their views on such programs and activities, including an opportunity to make recommendations on the needs of those children and how the district may help such children realize the benefits of district programs and activities;

3. Parents and Indian tribes are consulted and involved in planning and developing such programs and activities;

4. Relevant applications, evaluations and program plans are disseminated to the parents and Indian tribes;

5. Parents and Indian tribes are afforded an opportunity to present their views to the district regarding the district's general educational program.

The policy ~~and administrative regulation~~ will be reviewed ~~regularly~~ annually and modified~~,~~ as ~~appropriate~~ needed.

Documentation demonstrating district compliance with the requirements of this policy and law will be maintained in the district office.

END OF POLICY

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**Legal Reference(s):**

~~No Child Left Behind Act of 2001, 20 U.S.C. § 6315 (2006).~~Every Student Succeeds Act of 2015, 20 U.S.C. § 7704 (2017).
Special Provisions for Local Educational Agencies that Claim Children Residing on Indian Lands, 34 C.F.R. §§ 222.90 - 222.122 (2006).

CR~~9/16/03~~6/27/17 | ~~NC~~PH

Gervais School District #1

Code: **DDC**
Adopted: NEW

# Native American Education Program Grants - Title VI Indian Education

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children. ~~Programs and activities will be consistent with, and promote state and local improvement plans under, applicable provisions of Title III of Goals 2000: Educate America Act.~~, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;

2. Is consistent with the State, tribal and local plans;

3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;

4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;

5. Demonstrates how funds will be used for the activities described above;

6. Describes the professional development opportunities that will be provided, as needed, to ensure that:

   a. Teachers and other school professionals who are new to the Indian community are prepared to work with Indian children; and
   ~~b.~~ All teachers involved in programs are properly trained to carry out such programs; and

7. Describes how the district will:

   a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
   b. Provide results of each assessment to the committee described below, to the community served by the district and to the Indian tribes whose children are served by the district; and
   c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.

8. Describes the process the district used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

~~The input of committee members, and representatives of the area to be served shall be solicited in the hiring of district personnel charged with program over-site responsibilities and in subsequent program operation and evaluation.~~

~~The progress of the district's Indian children will be assessed periodically in accordance with grant application requirements. Results will be reported to the committee and community.~~
END OF POLICY

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**Legal Reference(s):**

~~No Child Left Behind Act of 2001, 20 U.S.C. § 7424 (2006).~~
~~Goals 2000: Educate America Act, 20 U.S.C. § 5801 et seq. (2006).~~
Every Student Succeeds Act of 2015, 20 U.S.C. § 7424.

CR6/27/17 | PH

Gervais School District 1

Code: **IGBI**
Adopted: 12/20/90
Readopted: 7/15/93

~~**English as a Second Language**~~

# Bilingual Education

Students whose primary ~~languages are languages~~language is a language other than English will be provided ~~special~~appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their ~~child~~student will be provided with relevant written ~~or~~, verbal or signed communication in a language they can understand.

END OF POLICY

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**Legal Reference(s):**

~~ORS 329.465~~
~~ORS 336.074~~
~~ORS 336.079~~
~~OAR 581-021-0046~~
~~OAR 581-022-1140~~

ORS 336.074
ORS 336.079

OAR 581-021-0046
OAR 581-022-1140

Title VI of the Civil Rights Act of 1964, ~~as amended,~~ 42 U.S.C. ~~Section 2000(d).~~§ 2000d (2006).
~~No Child Left Behind Act of 2001~~Every Student Succeeds Act of 2015, 20 U.S.C. §§ 68~~1~~01-7014 (200~~6~~15).

R~~6/24/04~~6/27/17 | ~~NC~~PH

Gervais School District 1

Code: **JECC**
Adopted: 7/15/93

## Assignment of Students to Schools** (Version ~~2~~1)

~~Boundary lines occasionally must be changed as growth rates change in sections of the district.~~ A student shall be required to attend the school serving his/her place of residence. Exceptions to the policy may be granted under the following conditions:

1. A student changing place of residence within district boundaries during the school year may continue in the school of enrollment until the end of the current year;

2. A student who anticipates moving to a different school assignment area may be admitted in that school upon presentation of satisfactory evidence to the administration showing that the move will be made within the grading period during which the admission is requested;

3. A student whose educational interest would be better served in another school, as determined by the administration or because the student has not met or has exceeded academic content standards as provided by Oregon Revised Statute (ORS) 329.485, may be allowed to attend that school~~. Any exception granted is contingent upon adequate classroom space and staff. Students granted transfers will comply with the rules/regulations of the receiving school.~~;

~~Principals are prepared to assist parents/guardians in making an informed choice when an attendance area exception is being considered. This assistance is designed to serve as an act of providing information, not an act to dissuade.~~

~~The parent will be asked to fill out a basic application for district record after meeting with either principal affected by a transfer. Applications are forwarded to the director of instructional services for the approval of attendance area exceptions.~~

~~All applications are subject to availability of space, personnel, and resources. The Board may need to establish other criteria from time to time. The district should be receptive of parent/guardian requests which meet the existing assignment criteria. The parent/guardian may need to provide transportation for the student changing attendance areas.~~

~~Approved applications will be normally for a full school year.~~

~~All approved applications may be annually reviewed in relation to school enrollment by the principals and director of special services.~~

4. A student who becomes a victim of a violent criminal offense while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous may, as required by ~~NCLBA~~ Every Student Succeeds Act of 2015 (ESSA), transfer to a safe district school as defined by law.

Students granted transfers will comply with the building and classroom rules of the receiving school.

In the event of an attendance change not required by ~~NCLBA~~ ESSA or other state law, parents shall take the responsibility of providing transportation. Students may ride buses if buses are available and have sufficient room. Students transferring schools pursuant to the provisions of ~~NCLBA~~ ESSA will be provided with district transportation.

END OF POLICY

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**Legal Reference(s):**
~~ORS 329.585ORS 332.107~~
~~OAR 581-021-0045~~
ORS 329.485
ORS 332.107
OAR 581-021-0045

~~No Child Left Behind Act of 2001, 20 U.S.C. §§ 6316, 7912.~~
~~Elementary and Secondary Education Act (ESEA) Flexibility Waiver; July 18, 2012.~~
Every Student Succeeds Act of 2015, 20 U.S.C. § 7912.

~~9/20/12~~6/27/17 | PH

Gervais School District #1

Code: **JECF**
Adopted: New

# Interdistrict Transfer of Resident Students**

## Interdistrict Transfer

The district offers a variety of programs and services designed to meet the individual needs of its students. Nevertheless, the Board recognizes there may be circumstances that arise in which a resident student may benefit from attendance in another public school in the state. Consequently, a student who resides within district boundaries may be released to attend school in another district that agrees to accept the student. The agreement will be by written consent of the affected school boards or designees whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Fund moneys. Any additional fees or tuition costs are the responsibility of the parent.

When the resident district approves the release of a resident student to another school district, the student or his/her parent(s) will be solely responsible for transportation unless federal or state law requires transportation to be provided by the district. When a resident student, who is on an individualized education plan (IEP), is accepted to another district by an interdistrict transfer, the attending district becomes responsible for a free appropriate public education (FAPE).

Additionally, an interdistrict transfer of a resident student will be permitted, as appropriate, to meet the requirements to provide a safe public school choice in the ~~No Child Left Behind Act of 2001 (NCLBA)~~ Every Student Succeeds Act of 2015 (ESSA).

The resident district may not impose any limitations on the length of time for which consent is given to the student requesting release to another district.

The resident district shall not require a student to receive consent more than one time when the student requests admission to the same receiving district, regardless of any time limitations imposed by the receiving district.

The district shall allow the student whose legal residence changes to a different district during the school year, to complete the school year in the district if the student chooses to do so.

## Open Enrollment

A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Funding. When the attending district approves the admission of the student, the attending district shall notify the district in which the student resides no later than May 1. The student or his/her parent(s) will be solely responsible for transportation to the attending/receiving district unless federal or state law requires transportation to be provided by the attending/receiving district. Students under the Individuals with Disabilities Education Act (IDEA) will become the primary responsibility of the attending district.

**Safe Public School Choice Transfer Requests**

An interdistrict transfer[1] may be permitted in the event a student has been a victim of a violent criminal offense occurring in or on the grounds of a school the student attends, or the student attends a school identified as persistently dangerous and all other district schools the student may transfer to are also identified as persistently dangerous or there is no other district school to which the student may transfer. The transfer must be to a safe school.

**Homeless Student**

A homeless student residing in the district and the student's parent, or in the case of an unaccompanied student, the district's liaison for homeless students, may request that the student attend his/her school of origin[2], located out-of-district. The request will be considered based on the best interest of the student. The student may continue in his/her school of origin for the duration of the student's homelessness ~~when the student's family becomes homeless during or between an academic year, or for the remainder of the academic year if the student becomes permanently housed during the school year~~. Transportation ~~to an out-of-district school~~ will[3] be provided ~~through an interdistrict agreement~~ in accordance with law.

The superintendent is directed to establish procedures for the review of any student request to attend school in another district.

END OF POLICY

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**Legal Reference(s):**

ORS 109.056
ORS 327.006
ORS 329.485
ORS 332.107
ORS 335.090
ORS 339.115 to -339.133
ORS 339.141
ORS 339.250
ORS 343.221
ORS 433.267
OAR 581-021-0019
OAR 581-022-0705

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 ~~(2006)~~.
McKinney-Vento Homeless ~~Education~~ Assistance ~~Improvements~~ Act ~~of 2001~~, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (20~~06~~15).
~~No Child Left Behind Act of 2001~~Every Student Succeeds Act of 2015, 20 U.S.C. §§ ~~6316,~~ 7912.
~~Elementary and Secondary Education Act (ESEA) Flexibility Waiver; July 18, 2012.~~

~~10/23/14~~6/27/17 | PH

[1]Districts are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring district to accept transfer students, if there is not another school in the district in which the student legally resides for the transferring student.
[2]"School of origin" means the school that ~~the~~a student attended when permanently housed or the school in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.
[3]McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Gervais School District #1

Code: **KI**
Adopted:

# Public Solicitation in District Facilities ~~(Version 1)~~

Students and staff are to be protected from intrusions by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

Fund raising by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal.

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the district's schools or grounds, unless authorized by the superintendent and/or principal.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the district without first securing permission through the superintendent and/or principal.

Whenever possible, solicitation should occur during non-classroom time.

The solicitation and sale of travel services to students [is prohibited] [may be permitted with approval of the [superintendent] [Board]] on district property, at activities under the jurisdiction of the district and at interscholastic activities administered by a voluntary organization ~~approved by the State Board of Education (i.e., Oregon School Activities Association)~~.

This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.

[Sellers of travel services must meet the following district criteria:

1. Belong to an association of sellers of travel certified by the director of the Department of Consumer and Business Services;

2. Provide proof of errors and omissions insurance;

3. Provide proof of a client trust account or performance bond

4. Submit references

5. Include in all information provided to students and parents that drug, alcohol and tobacco use will be prohibited

6. Include in all information provided to students and parents a statement that the activity is a non-school-sponsored event;

7. Other.]

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are disallowed. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student, as required by the ~~No Child Left Behind Act of 2001 (NCLBA)~~ Every Student Succeeds Act of 2015 (ESSA). Any district survey containing any "covered survey items"[1] as defined by ~~NCLBA~~ ESSA, may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years ~~old~~of age or is an emancipated minor under applicable state law.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be released only with prior, written parental permission, unless as otherwise provided by ~~NCLBA~~ ESSA and/or the provisions of Board policy JOB - Personally Identifiable Information.

END OF POLICY

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**Legal Reference(s):**

~~ORS 332.593~~ORS 332.107 ORS 339.880

32 OR. ATTY. GEN. OP. 209 (1965)
46 OR. ATTY. GEN. OP 239 (1989)
Protection of Pupil Rights, 20 U.S.C. § 1232h (~~2006~~2015); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (~~2006~~2015).
Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2015).
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2010).

R~~5/01/03~~6/27/17 | ~~NC~~PH

[1] "Covered survey items" under the ~~NCLB~~ ESSA include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

# Gervais School District #1

Code: **LBE**
Adopted: 12/18/03
Revised: 09/21/06, 2/19/15

## Public Charter Schools**

The district recognizes that public charter schools offer an opportunity to create new, innovative and more flexible ways of educating students in an atmosphere of learning experiences based on current research and development. Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to one or more of the following goals:

1. Increase student learning and achievement;

2. Increase choices of learning opportunities for students;

3. Better meet individual student academic needs and interests;

4. Build stronger working relationships among educators, parents and other community members;

5. Encourage the use of different and innovative learning methods;

6. Provide opportunities in small learning environments for flexibility and innovation;

7. Create new professional opportunities for teachers;

8. Establish additional forms of accountability for schools; and

9. Create innovative measurement tools.

Public charter schools may be established as a new public school, from an existing public school or a portion of the school or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonsectarian school or religious institution or encompass all the schools in the district unless the district is composed of only one school.

The Board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant and adverse impact on the quality of the public education of students residing in the district. To meet the eligibility criteria for Board approval, a public charter school proposal must meet the requirements of Oregon Revised Statutes, Oregon Administrative Rules, Board policy and regulation. Upon request of the Board, the public charter school applicant must furnish in a timely manner any other information the Board deems relevant and necessary to conduct a complete and good faith evaluation of the public charter school proposal.

The district will determine if it has any unused or underutilized buildings. Buildings may be made available for public charter school use, subject to Board approval. Approved use may be limited to instructional purposes only. Appropriate-use fees will be determined by the Board. Public charter school use outside the district's instructional day will be subject to Board policy KG - Community Use of District Facilities and accompanying administrative regulation.

[Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings or other selected options if space and materials are available. Students must adhere to state law, Board policies, regulations and rules concerning conduct and discipline~~.~~.][ ~~Public charter school students shall not be permitted to participate in district curricular programs.~~]

The district ~~may~~[will] [~~will not~~] provide instructional materials, lesson plans or curriculum guides for use in a public charter school.

The public charter school employer will be determined with each proposal. If the Board is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the Board is not the sponsor of the public charter school, it shall not be the employer and will not collectively bargain with public charter school employees.

The district will [annually [by October 1]] [~~semiannually [by October 1 and April 1]] [by [December 1~~]][1]~~,~~ calculate the number of students residing in the district who are enrolled in a virtual public charter school. When the percentage is more than three percent ~~or above~~, the district may choose to not approve additional students for enrollment to a virtual public charter school, subject to the requirements in 581-026-0305(2).

The district is only required to use data that is reasonably available to the district including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;

2. The number of students residing in the district enrolled in public charter schools located in the district;

3. The number of students residing in the district enrolled in virtual public charter schools;

4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and

5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a school district to not approve a student for enrollment to a virtual public charter school to the State Board of Education.

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[1][~~Per OAR 581-026-0305(7)(a) the district must choose annual, semi-annual or other date used for calculation; dates are provided as a recommendation only.~~]

The superintendent will develop administrative regulations for public charter schools to include the proposal process, review and appeal procedure and charter agreement provisions.

END OF POLICY

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**Legal Reference(s):**

ORS 327.077
ORS 327.109
ORS 332.107
ORS Chapter 338
ORS 339.141
ORS 339.147
OAR 581-026-0005 to -0515

~~No Child Left Behind Act of 2001~~2001Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6311-6322 (~~2006~~2006~~2006~~2015).

# Gervais School District #1

Code: **LBE-AR**
Adopted: 12/18/03
Revised/Readopted: 11/17/05, 04/20/06, 09/21/06, 09/18/08, 10/16/08, 05/20/10, 01/20/11, 12/15/11, 2/19/15, 12/17/15
Administrative Change: 04/30/14, 11/25/14

1.~~1.~~ Definitions

~~a.~~ "Applicant" means any person or group that develops and submits a written proposal for a

a. public charter school to the district.

~~b.~~ "Public charter school" means an elementary or secondary school offering a comprehensive

instructional program operating under a written agreement entered into between the district

b. and an applicant.

~~c.~~ "Virtual ~~Public Charter School~~public charter school" means a public charter school that provides online courses,

c. but does not primarily serve students in a physical location.

(1)~~(1)~~ For the purpose of this definition, an "online course" is a course in which instruction and content are delivered on a computer using the internet, other electronic network or other technology such as CDs or DVDs; the student and teacher are in different physical locations for the majority of instructional time; the student is not required to be in a physical location of a school while participating in the course; and the online instruction is integral to the academic program of the charter school.

(2)~~(2)~~ For the purpose of this definition, "primarily serving students in a physical location" means that more than 50 percent of the core courses offered are not online courses; more than 50 percent of the total number of students attending the school are not receiving instructional services in an online course; and more than 50 percent of the school's required instructional hours are not through an online course.

d.~~d.~~ "Remote and necessary school district" means a school district that offers kindergarten through grade 12 and has: (a) an average daily membership (ADM), as defined in ~~ORS~~Oregon Revised Statute (ORS) 327.006, in the prior fiscal year of less than 110; and (b) a school that is located, by the nearest traveled road, more than 20 miles from the nearest school or from a city with a population of more than 5,000.

~~than 5,000.~~

e.~~e.~~ "Sponsor" means the district Board.

2.~~2.~~ Proposal Process

a.~~a.~~ The public charter school applicant shall submit the proposal to the district no later than [180 days prior to the proposed starting date] [by the date determined by the district] [insert district's identified date][1].

~~b.~~

b. To be considered complete, the proposal for a public charter school shall include the following:

~~(1)~~

(1) The identification of the applicant;

(2)~~(2)~~ The name of the proposed public charter school;

(3)~~(3)~~ A description of the philosophy and mission of the public charter school~~;~~ [and how it differs from the district's current program and philosophy];

(4)~~(4)~~ A description of any distinctive learning or teaching techniques to be used;~~ (5)~~

(5) A description of the curriculum of the public charter school;

(6)~~(6)~~ A description of the expected results of the curriculum and the verified methods of measuring and reporting results that will allow comparisons with district schools;

~~(7) The governance;~~

(7)~~(8)~~ The governance structure [public charter school board membership, selection, duties and responsibilities];

(8) The projected enrollment including the ages or grades to be served;

(9)~~(9)~~ The target population of students the public charter school is designed to serve;~~ (10)~~

The legal address, facilities and physical location of the public charter school [and

(10) applicable occupancy permits and health and safety approvals~~; (11)~~ ];

(11) A description of admission policies and application procedures;~~ (12)~~

(12) The statutes and rules that shall apply to the public charter school;

~~(13)~~ The proposed budget and financial plan including evidence that the proposed budget and

(13) financial plan are financially sound;

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[1]The date shall be at least 180 days prior to the date that the public charter school would begin operating and give a reasonable period of time for the school district board to complete the approval process and the public charter school to begin operating by the beginning of the school year.

(14)~~(14)~~ A financial management system that includes:

(a)~~(a)~~ A description of a financial management system for the public charter school. The financial management system must include a budget and accounting system that:

(i)~~(i)~~ Is compatible with the budget and accounting system of the sponsor of the school; and

~~(ii)~~ Complies with the requirements of the uniform budget and accounting

(ii) system adopted by the State Board of Education under Oregon Administrative Rule (OAR) 581-023-0035.

(b)~~(b)~~ A plan for having the financial management system in place at the time the school begins operating.

(15)~~(15)~~ The standards for behavior and the procedures for the discipline, suspension or expulsion of students;

~~(16)~~ The proposed school calendar, including the length of the school day and length of the

(16) school year;

~~(17)~~ A description of the proposed school staff and required qualifications of teachers [including a breakdown of professional staff who hold a valid teaching license issued by the Teacher Standards and Practices Commission (TSPC) and those who do not hold a license but are registered with the TSPC] (At least one-half of the full-time equivalent teaching and administrative staff of the public

(17) charter school shall be licensed.);

(18)~~(18)~~ The date upon which the public charter school would begin operating;

(19)~~(19)~~ The arrangements for any necessary special education and related services for students with disabilities who qualify under the Individuals with Disabilities Education Act (IDEA) and special education or regular education and related services for students who qualify under Section 504 of the Rehabilitation Act of 1973 who may attend the public charter school;

~~qualify under Section 504 of the Rehabilitation Act of 1973 who may attend the public charter school;~~

(20)~~(20)~~ Information on the manner in which community groups may be involved in the planning and development process of the public charter school;

(21)~~(21)~~ The term of the charter;

(22)~~(22)~~ The plan for performance bonding or insuring the public charter school, including buildings and liabilities;

(23)~~(23)~~ A proposed plan for the placement of public charter school teachers, other employees and students upon termination or nonrenewal of a charter;

(24)~~(24)~~ The manner in which the public charter school program review and fiscal audit will be conducted;

~~(25)~~ In the case of a district school's conversion to charter status, the following additional

(25) criteria must be addressed:

(a)~~(a)~~ The alternate arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school;

(b)~~(b)~~ The relationship that will exist between the public charter school and its employees including terms and conditions of employment.

(26)~~(26)~~ The district will not complete the review required under ORS 338.055 of an application that does not contain the required components listed in ORS 338.045 (2)(a~~) -(~~)-(y). A good faith determination of incompleteness is not a denial for purposes of requesting state board review under ORS 338.075;

~~(27)~~ In addition to the minimum requirements enumerated in ORS 338.045 (2)(a~~) -(~~)-(y), the

(27) district, under ORS 338.045 (3), may require the applicant to submit any of the following information as necessary to add detail or clarity to the minimum requirements or that the Board considers relevant to the formation or operation of the public charter school:

~~or that the Board considers relevant to the formation or operation of the public charter school:~~

~~(a)~~

(a) Curriculum, Instruction and Assessment

~~(i)~~

(i) [Description of a curriculum for each grade of students, which demonstrates in detail alignment with Oregon's academic content standards;

(ii) Description of instructional goals in relationship to Oregon's academic content standards and benchmarks;

(iii) A planned course statement for courses taught in the program, including related content standards, course criteria, assessment practices and state required work samples that will be collected;

(iv) Documentation that reflects consideration of credits for public charter school course work a student may perform at any other public school;

~~(ii)~~ Explanation of grading practices for all classes and how student performance

(v) is documented;

~~(iii) charter school~~ Explanation of how the proposed academic program will be aligned

with that of the district. (If an applicant is proposing an elementary level public charter school, please describe how the curriculum is aligned at each grade

level with the district's curriculum, including an explanation of how a

student in the public charter school will be adequately prepared to re-enter

(vi) the district's public school system after completing the charter school's program.);

~~program;~~

(vii)~~(iv)~~ Description of the student assessment system, including how student academic progress will be measured at each grade level and any specific assessment instruments that will be used;

~~assessment instruments that will be used;~~

(viii)~~(v)~~ Description of the plan for reporting student progress to parents, students and the community;

(ix)~~(vi)~~ Description of policies and procedures regarding diplomas and graduation;

(x)~~(vii)~~ Description of policies and practices for meeting the needs of students who are not successful in the regular program;

(xi)~~(viii)~~ Identification of primary instructional materials by publisher, copyright date, version and edition for each academic content area in each grade;

(xii) Identification of major supplementary material in core academic content areas and the criteria for use with students;

(xiii) Description of how the public charter school will meet the unique learning needs of students working above and below grade level, including but not limited to, talented and gifted students;

Description of how the public charter school staff will identify and address

(xiv) students' rates and levels of learning;

(xv)~~(ix)~~ Description of strategies the public charter school staff will use to create a climate conducive to learning and positive student engagement;

(xvi) Documentation that demonstrates improvements in student academic performance over time (both individual and program/grade level) from any private alternative school operated by the public charter school applicant, if applicable;

~~private alternative school operated by the public charter school applicant, if applicable;~~

(xvii)~~(x)~~ Description of how teachers will utilize current student knowledge and skills to assist in the design of appropriate instruction;

(xviii) Identification of how the public charter school will provide access to national assessments such as PSAT, SAT and ACT, if applicable;

(xix)~~(xi)~~ Description of parental involvement, content of planned meetings and how the school will adjust any meeting to meet the needs of working parents;

(xx)~~(b)~~Description of distance learning options available to students, including the grade levels and amount of instruction offered to students, if applicable.]

(b) State and Federal Mandates/Special Education

(i)~~(i)~~ [Description of how the public charter school will meet any and all requirements of ~~No Child Left Behind,~~ Every Student Succeeds Act of 2015 (ESSA), which also specifically addresses adequate yearly progress (AYP) and the safe schools aspects of the law;

(ii)~~(ii)~~ Description of how the public charter school will collect AYP information on all subgroup populations in the school;

~~(iii)~~ Description of specific program information regarding curriculum and how

(iii) specially designed instruction is delivered for special education students. (Include methodologies, data collection systems and service delivery models used.);

~~(iv)~~ Description of how the public charter school will serve the needs of talented

(iv) and gifted students, including screening, identification and services; ~~(v)~~

Description of how the public charter school will deliver services and

(v) instruction to English Language Learners (ELL), including descriptions of curriculum, methodology and program accommodations;

(vi)~~(vi)~~Description of how the public charter school will work with the district to comply with Section 504 accessibility requirements and nondiscrimination requirements in admissions and staff hiring;

~~requirements in admissions and staff hiring;~~

~~(vii)~~ Explanation of how the public charter school will work with the district to

(vii) implement Child Find requirements;

(viii)~~(viii)~~ Explanation of how the public charter school will work with the district to manage IDEA 2004 mandates regarding eligibility, individualized education program (IEP) and placement meetings;

(ix) Explanation of how the public charter school will work with the district in which the public charter school is located to implement accommodations and modifications contained in the IEP or Section 504 plan;

~~(ix)~~ Explanation of how the public charter school will work with the district to

(x) include parents in implementing IEPs;

(xi)~~(c)~~ Explanation of how the public charter school intends to work with the district in which the public charter school is located to provide special education services for eligible students.]

(c) Teacher Certification

(i)~~(i)~~ [Identification regarding the training and/or certification of staff, including areas of industry training, endorsements and the TSPC licensure;

~~(ii)(ii) Explanation of how the public charter school will meet the federal mandate of "highly qualified" teachers contained in No Child Left Behind;~~

~~(iii) Identification of which teachers are Oregon Proficiency-based~~Based ~~Admission Standards System (PASS) trained by content areas and year of training or re-training, if applicable;~~

(iv)~~(d)~~ Explanation of how the public charter school will comply with the TSPC requirements for all staff, including all TSPC Oregon Administrative Rules pertaining to its staff.]

(d) Professional Development

(i)~~(i)~~ [Provide the public charter school's plan for comprehensive professional development for all staff;

(ii) Identification of how the public charter school's licensed staff will obtain their required Continuing Professional Development units for licensure renewal~~.~~.]

(e)~~(e)~~ Budget

~~(i)~~

(i) [Explanation of projected budget item for the Public Employees Retirement System (PERS) contributions that would be required of the public charter school;

(ii) Description of planned computer and technology support;~~(ii)~~

(iii) Description of planned transportation costs, if applicable;

~~(iii)~~ Explanation of projected budget items for teaching salaries and other

(iv) personnel contracts;

(v)~~(iv)~~Explanation on facilities costs, including utilities, repairs, and rent;

(vi)~~(v)~~ Copies of municipal audits for any other public charter school operated by the public charter school applicant, if applicable~~.~~.]

~~(f)~~

(f) Policy

[Copies of any policy that the public charter school intends to adopt: ~~(i)~~

Which address expectations of academic standards for students and

(i) transcripting of credits;

(ii)~~(ii)~~ On student behavior, classroom management, suspensions and expulsions, which must contain an explanation of how the charter school will handle a student expelled from another district for reasons other than a weapons violation;

~~student expelled from another district for reasons other than a weapons violation;~~

(iii)~~(iii)~~Regarding corporal punishment including descriptions;

(iv) Regarding dispensing of medication to students who are in need of regular medication during school hours;

(v)~~(iv)~~ Regarding reviewing and selecting instructional materials;

(vi) Regarding solicitation/advertising/fundraising by nonschool groups;

(vii) Regarding field trips;

(viii) Regarding student promotion and retention;

(ix) Regarding student publications;

(x)~~(v)~~ Regarding staff/student vehicle parking and use;

(xi) Regarding diplomas and graduation, and also participation in graduation exercises;

(xii)~~(vi)~~ Regarding student/parent/public complaints;

(xiii)~~(vii)~~ Regarding visitors;

(xiv)~~(viii)~~ Regarding staff discipline, suspension or dismissal~~.~~.]

(g)~~(g)~~ Other Information

(i)~~(i)~~ [Plans for use of any unique district facilities including, but not limited to, gymnasiums, auditoriums, athletic fields, libraries, cafeterias, computer labs and music facilities;~~ter Schools - LBE-AR~~

(ii)~~(ii)~~ Plans for child nutrition program(s);

(iii)~~(iii)~~ Plans for student participation in extracurricular activities pursuant to Oregon School Activities Association and Board policy, regulations and rules;

(iv)~~(iv)~~ Plans for counseling services;

(v)~~(v)~~ Explanation of contingency plans for the hiring of substitute professional and classified staff;

(vi)~~(vi)~~ Description of how the public charter school will address the rights and responsibilities of students;

(vii)~~(vii)~~ Description of how the public charter school will handle situations involving student, possession, use or distribution of illegal drugs, weapons, flammable devices and other items that may be used to injure others;

~~(viii)~~ Description of procedures on how the public charter school will handle

(viii) disciplinary referrals and how they will impact student promotion and advancement;

(ix)~~(ix)~~ Copies of program reviews conducted by other school districts that may have referred students to another public charter school operated by the public charter school applicant, if applicable;

~~public charter school applicant, if applicable;~~

(x)~~(x)~~ Description of the typical school day for a student, including a master schedule, related activities, breaks and extracurricular options;

(xi)~~(xi)~~ Description of how student membership will be calculated, including a description of the type of instruction and location of instruction that contributes to ADM;

~~contributes to ADM;~~

(xii)~~(xii)~~ Documentation and description of how long most students remain in the program, and documentation of student improvement in academic performance, disciplinary referrals, juvenile interventions or any other disciplinary action while in the program;

~~performance, disciplinary referrals, juvenile interventions, or any other~~

~~disciplinary action while in the program;~~

(xiii)~~(xiii)~~ Explanation of the legal relationship between the public charter school and any other public charter school, if applicable. (Please provide any contracts or legal documents that will create the basis of the relationship between the entities. Please also provide all financial audits and auditor's reports.);

(xiv)~~(xiv)~~ If a public charter school applicant is operating any other public charter school, documentation that the public charter school applicant has established a separate Oregon nonprofit corporation, legally independent of any other public charter school in operation;

(xv)~~(xv)~~ If a public charter school applicant has not secured a facility at the time of submitting a public charter school proposal, a written and signed declaration of intent that states:

If given any type of approval (conditional or unconditional), the public charter school applicant promises to provide to the school district liaison, at least [sixty (60~~)~~)] days before the intended date to begin operation of the public charter school, proof that it will be able to secure, at least [thirty (30~~)~~)] days before the intended date to begin operation of the public charter school, a suitable facility, occupancy and safety permits and insurance policies with minimum coverages required by the school district in school board policy and administrative regulation LBE that sets forth the requirements and process for the school board in reviewing, evaluating and approving a public charter school.

If the public charter school applicant fails to provide proof of an ability to secure a facility and all necessary occupancy and safety permits and insurance that is required by the school district as a condition of approval by the due date, it will withdraw its application to begin operation of a public charter school for the upcoming school year.

By signing this document, I affirm that I am authorized to make the promises stated above on behalf of the public charter school applicant. I understand that failure to fulfill the conditions listed above will result in an approval becoming void, and will automatically revoke any type of approval that the school board previously granted to the public charter school applicant.
~~to the public charter school applicant.~~

Name _____Date
On behalf of the [ADD APPLICAT'S NAME]~~]~~

The public charter school applicant will organize and label all information required in section 27 to correspond to the requested numbers.

~~(28)~~

Each member of the proposed public charter school's governing body must provide an acknowledgment of understanding of the standards of conduct and the liabilities of a

(28) director of a nonprofit organization in ORS 65.

3.~~3.~~ Proposal Review Process

~~a.~~

a. [The superintendent may appoint an advisory committee to review public charter school proposals and submit a recommendation to the Board. The committee will consist of district representatives, community members and others as deemed appropriate~~.~~.]

~~b.~~ Within 30 business days of receipt of a proposal, the district will notify the applicant as to the

b. completeness of the proposal and identify the specific elements of the proposal that are not complete. The district shall provide the applicant with a reasonable opportunity to complete the proposal.

~~c.~~ Within 60 days after the receipt of a completed proposal that meets the requirements of law

c. and the district, the Board shall hold a public hearing on the provisions of the public charter school proposal.

d.~~d.~~ The Board must evaluate a proposal in good faith using the following criteria:

(1)~~(1)~~ The demonstrated sustainable support for the proposal by teachers, parents, students and other community members, including comments received at the public hearing;

(2)~~(2)~~ The demonstrated financial stability of the proposed public charter school including the demonstrated ability of the school to have a sound financial management system that:

(a)~~(a)~~ Is in place at the time the school begins operating;

(b)~~(b)~~ Is compatible with the budget and accounting system of the sponsor of the school; and

(c)~~(c)~~ Complies with the requirements of the uniform budget and accounting system adopted by the State Board of Education under OAR 581-023-0035.

(3)~~(3)~~ The capability of the applicant in terms of support and planning to provide comprehensive instructional programs;

(4)~~(4)~~ The capability of the applicant in terms of support and planning to provide comprehensive instructional programs to students identified by the applicant as academically low achieving;

(5)~~(5)~~ The adequacy of the information provided as required in the proposal criteria;

(6)~~(6)~~ Whether the value of the public charter school is outweighed by any directly identifiable, significant and adverse impact on the quality of the public education of students residing in the district[.][;]

~~in the district;~~

[A "directly identifiable, significant and adverse impact" is defined as an adverse loss or reduction in staff, student, program or funds that may reduce the quality of existing district

educational programs. This may include, but not be limited to, the following current data as compared to similar data from preceding years:

(a)~~(a)~~ Student enrollment;~~(b)~~

(b) Student teacher ratio;

(c)~~(c)~~ Staffing with appropriately licensed or endorsed personnel;~~(d)~~

(d) Student learning and performance;

(e)~~(e)~~ Specialty programs or activities such as music, physical education, foreign language, talented and gifted and English as a second language;

(f) Revenue;

(g)~~(f)~~ Expenditure for maintenance and upkeep of district facilities~~.~~.]

(7)~~(7)~~ Whether there are arrangements for any necessary special education and related services;~~(8)~~

(8) Whether there are alternative arrangements for students, teachers and other school employees who choose not to attend or be employed by the public charter school if the public charter school is converting an existing district school;

~~(9)~~ The prior history, if any, of the applicant in operating a public charter school or in

(9) providing educational services.

~~e.~~

e. The Board must either approve or deny the proposal within 30 days of the public hearing.

~~f.~~ Written notice of the Board's action shall be sent to the applicant. If denied, the notice must include the reasons for the denial with suggested remedial measures. The applicant may then resubmit the proposal. The Board must either approve or deny the resubmitted proposal within

f. 30 days. The Board may, with good cause, request an extension in the approval process timelines from the State Board of Education.

4.~~4.~~ Terms of the Charter Agreement

a.~~a.~~ Upon Board approval of the proposal, the Board will become the sponsor of the public charter school. The district and the applicant must develop a written charter agreement, subject to Board approval, which shall act as the legal authorization for the establishment of the public charter school.

b.~~b.~~ The charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the district.

c.~~c.~~ The district and the public charter school may amend a charter agreement through joint agreement.

~~d.~~ It is the intent of the Board that the charter agreement be detailed and specific to protect the mutual interests of the public charter school and the district. The agreement shall incorporate

d. the elements of the approved proposal and will address additional matters, statutes and rules not fully covered by law or the proposal that shall apply to the public charter school including, but not limited to, the following:

(1)~~(1)~~ [Sexual harassment (ORS 342.700, 342.704~~);~~);]

(2)~~(2)~~ [Pregnant and parenting students (ORS 336.640~~);~~);]

(3)~~(3)~~ [Special English classes for certain children (ORS 336.079~~); (4) —~~);]

(4) [Student conduct (ORS 339.250~~);~~);]

(5)~~(5)~~ [Alcohol and drug abuse program (ORS 336.222~~);~~);]

(6)~~(6)~~ [Student records (ORS 326.565~~);~~);]

(7)~~(7)~~ [Oregon Report Card (ORS 329.115~~);~~);]

(8)~~(8)~~ [Recovery of costs associated with property damage (ORS 339.270~~); (9)~~);]

(9) [Use of school facilities (ORS 332.172);]

(10) Employment status of public charter school employees:

(a)~~(a)~~ Public charter school law requires the following:

(i)~~(i)~~ Employee assignment to a public charter school shall be voluntary;

(ii)~~(ii)~~ A public charter school or the sponsor of the public charter school may be considered the employer of any employees of the public charter school;

(iii)~~(iii)~~ If the Board is not the sponsor of the public charter school, it shall not be the employer and shall not collectively bargain with the employees;

~~(iv)~~ A public charter school employee may be a member of a labor organization

(iv) or organize with other employees to bargain collectively. The bargaining unit may be separate from other bargaining units of the district;

(v)~~(v)~~ The public charter school governing body shall control the selection of employees at the public charter school;

(vi)~~(vi)~~The Board shall grant a leave of absence to any employee who chooses to work in the public charter school. The length and terms of the leave of absence shall be set by collective bargaining agreement or by Board policy; however, the length of leave of absence may not be less than two years unless:

~~however, the length of leave of absence may not be less than two years~~

~~unless:~~

~~1)~~

1) The charter of the public school is terminated or the public charter school is dissolved or closed during the leave of absence; or

~~2)~~ The employee and the Board have mutually agreed to a different

2) length of time.

(vii)~~(vii)~~ An employee of a public charter school operating within the district who is granted a leave of absence and returns to employment with the district shall retain seniority and benefits as an employee, pursuant to the terms of the leave of absence.

(b)~~(b)~~ The terms and conditions of employment addressed in the agreement may include, but not limited to, the following provisions:

(i)~~(i)~~ A proposed plan for the placement of teachers and other school employees upon termination or nonrenewal of the charter;

(ii)~~(ii)~~ Arrangements for employees who choose not to be employed or participate in the public charter school, if a district school has been converted to a public charter school;

~~public charter school;~~

(iii)~~(iii)~~ [Salary for professional staff or wages for classified staff~~;~~;]

(iv)~~(iv)~~ [Health benefits~~;~~;]

(v)~~(v)~~ [Leaves, including timing, commencement and duration of leave; voluntary and involuntary termination and return to work; whether the leave is paid or unpaid; and a description of benefits upon termination of leave (i.e., same, similar or available position and salary schedule placement);]

~~similar or available position and salary schedule placement);~~

(vi)~~(vi)~~ [Work year;]

(vii) [Working hours;]

(viii) [Discipline and dismissal procedures;]

(ix) [Arrangements to secure substitutes;]

(x) [Arrangements to ensure that 50 percent of the total full-time equivalent teaching and administrative staff are licensed;]

(xi) [Hiring practices~~;~~;]

(xii)~~(vii)~~ [Evaluation procedures~~.~~.]

(11)~~(10)~~ Student enrollment, application procedures and whether the public charter school will admit nonresident students and on what basis:

(a)~~(a)~~ Public charter school law requires the following:

(i)~~(i)~~ Student enrollment shall be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. An equitable lottery may incorporate a weighted lottery for historically underserved students. [All resident applicants will have their names written on a uniform-sized card to be placed in a covered container. Names will be drawn individually until all available slots are filled. If slots remain after resident applicants are placed, the remaining slots may be filled by nonresident applicants using an identical process. The drawing shall be made in the presence of at least two employees of the public charter school and two employees of the district.] If the public charter school has been in operation one or more years, priority enrollment will be given to those students who:

1)~~1)~~ Were enrolled in the public charter school the prior year;

2)~~2)~~ Have siblings who are presently enrolled in the public charter school and who were enrolled the prior year;

3)~~3)~~ [[2]][Only when the public charter school is party to a cooperative agreement for the purpose of forming a partnership to provide educational services, reside in:

~~educational services, reside in:~~

~~a)~~

a) The public charter school's sponsoring district; or

b)~~b)~~ A district which is a party to the cooperative agreement~~.~~.]

[2][District should choose one of the options presented as "3)" above.]

~~(ii)~~

[OR]

3) [[2]][Reside in the public charter school's sponsoring district or a district which is a party to a cooperative agreement with the sponsoring district.]

(ii) A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, income level, proficiency in the English language or athletic ability but may limit admission within a given age group or grade level and may implement a weighted lottery for historically underserved students. Historically underserved students are at risk because of any combination of two or more factors including their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, disability and geographic location.

(12)~~(11)~~ Transportation of students:

(a)~~(a)~~ Public charter school law requires the following:

(i)~~(i)~~ The public charter school shall be responsible for providing transportation for its students and may negotiate with the district for the provision of transportation services;

(ii)~~(ii)~~ The district shall provide transportation for public charter school students pursuant to ORS 327.043. Resident public charter school students will be transported under the same conditions as students attending private or parochial schools located along or near established district bus routes. The district shall not be required to add or extend existing bus routes;

(iii)~~(iii)~~ Public charter school students who reside outside the district may use existing bus routes and transportation services of the district in which the public charter school is located;

(iv)~~(iv)~~ Any transportation costs incurred by the district shall be considered approved transportation costs.

(13)~~(12)~~ The plan for performance bonding or insuring the public charter school sufficient to protect the district. Documentation shall be submitted prior to agreement approval.

~~(a) Insurance[1]:~~

(a)~~(i)~~ [Insurance[3]:

Commercial General Liability Insurance in an amount of not less than

$1,000,000 combined single limit per occurrence/$3,000,000 annual aggregate covering the public charter school, the governing board,

employees and volunteers against liability for damages because of personal injury, bodily injury, death or damage to property including the loss of use

(i) thereof. Coverage to include, but not limited to, contractual liability, advertisers' liability, employee benefits liability, professional liability and teachers' liability;

~~(ii)~~ Liability Insurance for Directors and Officers in an amount not less than

(ii) $1,000,000 each loss/$3,000,000 annual aggregate covering the public charter school, the governing board, employees and volunteers against liability arising out of wrongful acts and employment practices. Continuous "claims made" coverage will be acceptable, provided the retroactive date is on the effective date of the charter;

~~on the effective date of the charter;~~

(iii)~~(iii)~~Automobile Liability Insurance in an amount not less than $1,000,000 combined single limit covering the public charter school, the governing board, employees and volunteers against liability for damages because of bodily injury, death or damage to property, including the loss of use thereof arising out of the ownership, operation, maintenance or use of any automobile. The policy will include underinsured and uninsured motorist vehicle coverage at the limits equal to bodily injury limits;

Workers' Compensation Insurance shall also be maintained pursuant to

Oregon laws (ORS Chapter 656). Employers' liability insurance with limits

(iv) of $100,000 each accident, $100,000 disease each employee and $500,000 each policy limit;

~~[1]Insurance requirements for individual public charter schools may vary and should be reviewed by legal counsel and an insurance representative.~~

[3]Insurance requirements for individual public charter schools may vary and should be reviewed by legal counsel and an insurance representative.

(v)~~(b)~~ Honesty Bond to cover all employees and volunteers. Limits to be determined by the governing board, but no less than $25,000. Coverage shall include faithful performance and loss of moneys and securities;

(vi) Property Insurance shall be required on all owned or leased buildings or equipment. The insurance shall be written to cover the full replacement cost of the building and/or equipment on an "all risk of direct physical loss basis," including earthquake and flood perils.

(b) Additional requirements:

~~(i)~~

(i) The district shall be an additional insured on commercial general and automobile liability insurance. The policies shall provide for a 90-day written notice of cancellation or material change. A certificate evidencing all of the above insurance shall be furnished to the district;

The public charter school shall also hold harmless and defend the district

(ii) from any and all liability, injury, damages, fees or claims arising out of the operations of the public charter school operations or activities;

(iii)~~(ii)~~ The district shall be loss payee on the property insurance if the public charter school leases any real or personal district property;

(iv) The coverage provided and the insurance carriers must be acceptable to the district~~.~~.]

e.~~e.~~ If the district and the public charter school enter a cooperative agreement with other school districts for the purpose of forming a partnership to provide educational services, then the agreement must be incorporated into the charter of the public charter school.

f.~~f.~~ In addition to any other terms required to be in the charter agreement, a virtual public charter school must have in the charter of the school, a requirement that the school:

(1)~~(1)~~ Monitor and track student progress and attendance; and

(2)~~(2)~~ Provide student assessments in a manner that ensures that an individual student is being assessed and that the assessment is valid.

5.~~5.~~ Public Charter School Operation

a.~~a.~~ The public charter school shall operate at all times in accordance with the public charter school law, the terms of the approved proposal and the charter agreement.

b.~~b.~~ Statutes and rules that apply to the district shall not apply to the public charter school except the following, as required by law, shall apply:

(1)~~(1)~~ Federal law, including applicable provisions of the ~~No Child Left Behind Act of 2001; (2)~~2001ESSA;

(2) ORS 30.260 to 30.300 (tort claims);

(3) ORS 192.410 to 192.505 (Public Records Law);

(4)~~(3)~~ ORS 192.610 to 192.690 (Public Meetings Law);

(5)~~(4)~~ ORS Chapters 279A, 279B and 279C (Public Contracting Code);~~(5)~~

(6) ORS 326.565, 326.575 and 326.580 (student records);

(7)~~(6)~~ ORS 297.405 to 297.555 and 297.990 (Municipal Audit Law);

(8)~~(7)~~ ORS ~~181.534~~181A.195, 326.603, 326.607~~,~~ and 342.223 (criminal records checks);

(9)~~(8)~~ ORS 336.840 (use of personal electronic devices);

(10) ORS 337.150 (textbooks);

(11)~~(9)~~ ORS 339.119 (considerations for educational services);~~(10) ORS 336.840 (use of personal electronic devices);~~

(12)~~(11)~~ ORS 339.141, 339.147 and 339.155 (tuition and fees);

(13)~~(12)~~ ORS 342.856 (core teaching standards);

(14) ORS 659.850~~, 659.855 and~~ to 659.860 (discrimination);~~(13) ORS 30.260 to 30.300 (tort claims);~~

(15)~~(14)~~ ORS Chapter 657 (Employment Department Law);~~(15)~~

(16) Health and safety statutes and rules;

(17)~~(16)~~ Any statute or rule listed in the charter;

~~(17)~~ The statewide assessment system developed by the Oregon Department of Education

(18) (ODE) for mathematics, science and English under ORS 329.485 (2);~~(18)~~

(19) ORS 329.045 (academic content standards and instruction);

(20)~~(19)~~ Any statute or rule that establishes requirements for instructional time;

(21)~~(20)~~ ORS 339.250 (12) (prohibition of infliction of corporal punishment);

(22)~~(21)~~ ORS 339.326 (notice concerning students subject to juvenile court petitions);

(23) ORS 339.370, 339.372, 339.388 and 339.400 (reporting of suspected abuse of a child and sexual conduct, and training on prevention and identification of abuse and sexual conduct);

~~conduct);~~

~~c. The public charter school shall be audited annually in accordance with the Municipal Audit~~

(24)~~(22)~~ ORS 329.451 (diploma, modified diploma, extended diploma and alternative certificate standards);

(25)~~(23)~~ Statutes and rules that expressly apply to public charter schools;

~~(24)~~ Statutes and rules that apply to special government body as defined in ORS 174.117, or

(26) public body as defined in ORS 174.109; ~~(25)~~ and

(27) ORS Chapter 338.

c.~~c.~~ The public charter school may employ as a teacher or administrator a person who is not licensed by the TSPC; however, at least one-half of the total full-time equivalent teaching and administrative staff at the public charter school shall be licensed by the commission, pursuant to ORS 342.135, 342.136~~,~~ or 342.138.

~~d.~~ A board member of the school district in which the public charter school is located may not serve as a voting member of the public charter school's board, yet may serve in an advisory

d. capacity.

e.~~e.~~ The public charter school shall participate in the PERS.

~~f.~~ The public charter school shall not violate the Establishment Clause of the First Amendment to

f. the United States Constitution or Section 5, Article I of the Oregon Constitution, or be religion based.

g.~~g.~~ The public charter school shall maintain an active enrollment of at least 25 students, unless the public charter school is providing educational services under a cooperative agreement entered into for the purpose of forming a partnership to provide educational services.

h.~~into for the purpose of forming a partnership to provide educational services. h.~~ The public charter school may sue or be sued as a separate legal entity.

i.~~i.~~ The public charter school may enter into contracts and may lease facilities and services from the district, education service district, state institution of higher education, other governmental unit or any person or legal entity.

~~unit or any person or legal entity.~~

j.~~j.~~ The public charter school may not levy taxes or issue bonds under which the public incurs liability.

k.~~k.~~ The public charter school may receive and accept gifts, grants and donations from any source for expenditure to carry out the lawful functions of the school.

~~l.~~ The district shall offer a high school diploma, modified diploma, extended diploma, alternative

l. certificate to any public charter school student located in the district who meets the district's and state's standards for a high school diploma, modified diploma, extended diploma, alternative certificate.

~~alternative certificate.~~

m.~~m.~~ A high school diploma, modified diploma, extended diploma, alternative certificate issued by a public charter school shall grant to the holder the same rights and privileges as a high school diploma, modified diploma, extended diploma, alternative certificate issued by a nonchartered public school.

~~public school.~~

~~n.~~ Upon application by the public charter school, the State Board of Education may grant a waiver of certain public charter school law provisions if the waiver promotes the development of programs by providers, enhances the equitable access by underserved families to the public education of their choice, extends the equitable access to public support by all students or

permits high quality programs of unusual cost. This waiver request must specify the reasons

n. the public charter school is seeking the waiver and further requires the public charter school to notify the sponsor if a waiver is being considered.

6.~~6.~~ Virtual Public Charter School Operation

a.~~a.~~ In addition to the other requirements for a public charter school, a virtual public charter school must have:

~~(1)~~

(1) A plan for academic achievement that addresses how the school will improve student learning and meet academic content standards required by ORS 329.045;

(2)~~(2)~~ Performance criteria the school will use to measure the progress of the school in meeting the academic performance goals set by the school for its first five years of operation;

(3)~~(3)~~ A plan for implementing the proposed education program of the school by directly and significantly involving parents and guardians of students enrolled in the school and involving the professional employees of the school;

(4)~~(4)~~ A budget, business plan and governance plan for the operation of the school;

(5)~~(5)~~ An agreement that the school will operate using an interactive, Internet-based technology platform that monitors and tracks student progress and attendance in conjunction with performing other student assessment functions;

~~(6) An agreement to employ only licensed teachers who are highly qualified as described in~~

~~(6) the Federal No Child Left Behind Act of 2001~~; ~~(7)~~

(7) A plan that ensures:

(a)~~(a)~~ All superintendents, assistant superintendents and principals of the schools are licensed by the TSPC to administrate; and

(b)~~(b)~~ Teachers who are licensed to teach by the TSPC, ~~and who are highly qualified as described in the federal No Child Left Behind Act of 2001~~ teach at least 95 percent of the school's instructional hours.

~~c. The public charter school shall be audited annually in accordance with the Municipal Audit of the school's instructional hours.~~

~~(8)~~

(8) A plan for maintaining student records and school records, including financial records, at a designated central office of operations;

(9)~~(9)~~ A plan to provide equitable access to the education program of the school by ensuring that each student enrolled in the school:

(a)~~(a)~~ Has access to and use of a computer and printer equipment as needed;

~~(b)~~ Is offered an Internet service cost reimbursement arrangement under which the school reimburses the parent or guardian of the student, at a rate set by the school,

(b) for the costs of obtaining Internet service at the minimum connection speed required to effectively access the education program provided by the school; or

(c)~~(c)~~ Has access to and use of computer and printer equipment and is offered Internet service cost reimbursement.

(10)~~(10)~~ A plan to provide access to a computer and printer equipment and the Internet service cost reimbursement as described in (~~8~~9) above by students enrolled in the school who are from families that qualify as low-income under Title I of the ~~federal Elementary and Secondary Education Act of 1965 (20 USC~~U.S.C. ~~6301 et. seq.);~~ ESSA;

(11)~~(11)~~ A plan to conduct school-sponsored optional educational events at least six times each school year at locations selected to provide convenient access to all students in the school who want to participate;

~~(12)~~ A plan to conduct biweekly meetings between teachers and students enrolled in the

(12) school, either in person or through the use of conference calls or other technology;

(13)~~(13)~~ A plan to provide opportunities for face-to-face meetings between teachers and students enrolled in the school at least six times each school year;

~~(14)~~ A plan to provide written notice to both the sponsoring district and the district in which

(14) the student resides upon enrollment or withdrawal for a reason other than graduation from high school:

~~(a)~~ If notice is provided due to enrollment, then the notice must include the student's

(a) name, age, address and school at which the student was formerly enrolled;

(b) If notice is provided due to withdrawal for a reason other than graduation from high school, then notice must include the student's name, age, address, reason for withdrawal (if applicable) and the name of the school in which the student intends to enroll (if known).

~~(15)~~ An agreement to provide a student's education records to the student's resident school

(15) district or to the sponsor upon request of the resident school district or sponsor.

b.~~b.~~ The sponsor of a virtual public charter school or a member of the public may request access to any of the documents described in a. above.

c.~~c.~~ If a virtual public charter school or the sponsor of a virtual public charter school contracts with a for-profit entity to provide educational services through the virtual public charter school, the for-profit entity may not be the employer of any employees of the virtual public charter school.

d.~~for-profit entity may not be the employer of any employees of the virtual public charter school. d.~~ The following limitations apply:

(1)~~(1)~~ School board members of the virtual public charter school's sponsoring district may not be:

~~be:~~

~~(a)~~

(a) An employee of the virtual public charter school;

(b)~~(b)~~ A member of the governing body of the virtual public charter school;

(c)~~(c)~~ An employee or other representative of any third-party entity with which the virtual public charter school has entered into a contract to provide educational services.

(2)~~(2)~~ Members of the governing body of the virtual public charter school may not be an employee of a third-party entity with which the virtual public charter school intends to enter or has entered into a contract to provide educational services;

(3)~~(3)~~ If a third-party entity contracts with a virtual public charter school to provide educational services to the school, then:

(a)~~(a)~~ No third-party entity's employee or governing board member may attend an executive session of the sponsoring district's school board;

~~(b)~~ No virtual public charter school employee may promote the sale or benefits of

(b) private supplemental services or classes offered by the third-party entity;

(c)~~(c)~~ The educational services must be consistent with state standards and requirements; ~~(d)~~

The virtual public charter school must have on file the third-party entity's budget

(d) for the provision of educational services, including itemization of:

~~c.~~ ~~The public charter school shall be audited annually in accordance with the Municipal Audit~~

(i)~~(i)~~ The salaries of supervisory and management personnel and consultants who are providing educational or related services for a virtual public charter school in this state; and

~~(ii)~~ The annual operating expenses and profit margin of the third-party entity for

(ii) providing educational services to a virtual public charter school in this state.

7.~~7.~~ Charter Agreement Review

a.~~a.~~ The public charter school shall report at least annually on the performance of the school and its students to the State Board of Education and the district.

b.~~b.~~ The Board or designee shall visit the public charter school at least annually to assure compliance with the terms and provisions of the charter.

c.~~Law.~~The public charter school shall be audited annually in accordance with the Municipal Audit Law. After the audit, the public charter school shall forward a copy of the audit to ODE and the following to the sponsoring district:

(1)~~(1)~~ A copy of the annual audit;

(2)~~(2)~~ Any statements from the public charter school that show the results of operations and transactions affecting the financial status of the charter school during the preceding annual audit period for the school; and

~~annual audit period for the school; and~~

(3)~~(3)~~ Any balance sheet containing a summary of the assets and liabilities of the public charter school and related operating budget documents as of the closing date of the preceding annual audit period for the school.

d.~~d.~~ The sponsoring district may request at any time an acknowledgment from each member of the public charter school governing body that the member understands the standards of conduct and liabilities of a director of a nonprofit organization.

~~e.~~ [The public charter school shall submit to the Board quarterly financial statements that reflect

e. the school's financial operations. The report shall include, but not be limited to, revenues, expenditures, loans and investments~~.~~.]

8.~~8.~~ Charter School Renewal

~~a.~~ The first renewal of a charter shall be for the same time period as the initial charter.

a. Subsequent renewals of a charter shall be for a minimum of five years but may not exceed 10 years.

~~b.~~ The Board and the public charter school shall follow the timeline listed below, unless a

b. different timeline has been agreed upon by the Board and the public charter school:

(1)~~(1)~~ The public charter school shall submit a written renewal request to the Board for consideration at least 180 days prior to the expiration of the charter;

(2)~~(2)~~ Within 45 days after receiving a written renewal request from a public charter school, the Board shall hold a public hearing regarding the renewal request;

(3)~~(3)~~ Within 30 days after the public hearing, the Board shall approve the charter renewal or state in writing the reasons for denying charter renewal;

(4)~~(4)~~ If the Board approves the charter renewal, the Board and the public charter school shall negotiate a new charter within 90 days unless the Board and the public charter school agree to an extension of the time period. Notwithstanding the time period specified in the charter, an expiring charter shall remain in effect until a new charter is negotiated;

~~the charter, an expiring charter shall remain in effect until a new charter is negotiated;~~

(5)~~(5)~~ If the Board does not renew the charter, the public charter school may address the reasons stated for denial of the renewal and any remedial measures suggested by the Board and submit a revised request for renewal to the Board;

~~(6)~~ If the Board does not renew the charter based on the revised request for renewal or the parties do not negotiate a charter contract within the timeline established in this policy,

the public charter school may appeal the Board's decision to the State Board of

(6) Education for a review of whether the Board used the process required by Oregon law in denying the charter renewal.

(a)~~(a)~~ If the State Board of Education finds that the Board used the appropriate process in denying the request for renewal, it shall affirm the decision of the Board. A public charter may seek judicial review of this order.

~~(b)~~ If the State Board of Education finds that the Board did not use the appropriate

process in denying the request for renewal, it shall order the Board to reconsider

(b) the request for renewal. If after reconsideration the Board does not renew the charter, the public charter school may seek judicial review of the Board's decision.

(7)~~(7)~~ The Board shall base the charter renewal decision on a good faith evaluation of whether the public charter school:

(a)~~(a)~~ Is in compliance with all applicable state and federal laws;

(b)~~(b)~~ Is in compliance with the charter of the public charter school;

(c)~~(c)~~ Is meeting or working toward meeting the student performance goals and agreements specified in the charter or any other written agreements between the Board and the public charter school;

~~(d)~~ Is fiscally stable and used the sound financial management system described in the

(d) proposal submitted under ORS 338.045 and incorporated into the written charter agreement; and

(e)~~(e)~~ Is in compliance with any renewal criteria specified in the charter of the public charter school.

(8)~~(8)~~ The Board shall base the renewal evaluation described above primarily on a review of the public charter school's annual performance reports, annual audit of accounts and annual site visit and review and any other information mutually agreed upon by the public charter school and the Board;

(9)~~(9)~~ For purposes of this section, the phrase "good faith evaluation" means an evaluation of all criteria required by this section resulting in a conclusion that a reasonable person would come to who is informed of the law and the facts before that person.

9.~~9.~~ Charter School Termination

~~a.~~

a. The public charter school may be terminated by the Board for any of the following reasons:~~(1)~~

Failure to meet the terms of an approved charter agreement or any requirement of ORS

(1) Chapter 338 unless waived by the State Board of Education;

(2)~~(2)~~ Failure to meet the requirements for student performance as outlined in the charter agreement;

(3)~~(3)~~ Failure to correct a violation of federal or state law;~~(4)~~

(4) Failure to maintain insurance;

(5)~~(5)~~ Failure to maintain financial stability;

~~(6)~~ Failure to maintain, for two or more consecutive years, a sound financial management

(6) system described in the proposal submitted under ORS 338.045 and incorporated into the written charter under ORS 338.065;

(7)~~(7)~~ Failure to maintain the health and safety of the students.

~~b.~~ If a public charter school is terminated by the Board for any reason listed in sections a. (1)

b. through a. (7), the following shall occur:

(1)~~(1)~~ The district shall give the public charter school a 60-day written notification of its decision;

(2)~~(2)~~ If the grounds for termination include failure to maintain financial stability or failure to maintain a sound financial management system, the sponsor and the public charter school may agree to develop a plan to correct deficiencies. The plan to correct deficiencies will follow the process as per ORS 338.105;

~~deficiencies will follow the process as per ORS 338.105;~~

(3)~~(3)~~ The district shall state the grounds for termination and deliver notification to the business office of the public charter school;

(4)~~(4)~~ The public charter school may request a hearing by the district. The request must be made in writing and delivered to the business address of the sponsor;

(5)~~(5)~~ Within 30 days of receiving the request for a hearing, the sponsor must provide the public charter school with the opportunity for a hearing on the proposed termination;

~~(6)~~ The public charter school may appeal the decision to terminate to the State Board of

(6) Education;

(7)~~(7)~~ If the public charter school appeals the decision to terminate to the State Board of Education, the public charter school will remain open until the State Board issues its final order;

~~(8)~~ If the State Board's final order upholds the decision to terminate and at least 60 days

have passed since the notice of intent to terminate was received by the public charter

(8) school, the district's sponsorship of the public charter school will terminate;

(9)~~(9)~~ The final order of the State Board may be appealed under the provision of ORS 183.484; ~~(10)~~

Throughout the ORS 183.484 judicial appeals process the public charter school shall

(10) remain closed;

(11)~~(11)~~ If terminated or dissolved, assets of the public charter school purchased by the public charter school with public funds, shall be given to the State Board of Education.

c.~~c.~~ If the public charter school is terminated by the Board for any reason related to student health or safety as provided in section a. (7), the following shall occur:

(1)~~(1)~~ If the district reasonably believes that a public charter school is endangering the health or safety of the students enrolled in the public charter school, the district may act to immediately terminate the approved charter and close the public charter school without providing the notice required in section b. (1);

(2)~~(2)~~ A public charter school closed due to health or safety concerns may request a hearing by the sponsor. Such a request must be made in writing and delivered to the business address of the district;

(3)~~(3)~~ Within 10 days of receiving the request for a hearing, the district must provide the public charter school with the opportunity for a hearing on the termination;

~~(4)~~ If the district acts to terminate the charter following the hearing, the public charter

(4) school may appeal the decision to the State Board of Education;

(5)~~(5)~~ The State Board will hold a hearing on the appeal within 10 days of receiving the request;

~~(6)~~ The public charter school will remain closed during the appeal process unless the State

(6) Board orders the district not to terminate and to re-open the public charter school; and

~~(7)~~ The final order of the State Board may be appealed under the provisions of

(7)
ORS 183.484.

~~d.~~ If the public charter school is terminated, closed or dissolved by the governing body of the

public charter school, it shall be done only at the end of a semester and with 180 days' notice

d. to the district, unless the health and safety of the students are in jeopardy. Such notice must be made in writing and be delivered to the business address of the sponsor.

Assets of a terminated, closed or dissolved public charter school that were obtained with grant funds will be dispersed according to the terms of the grant. If the grant is absent any reference to ownership or distribution of assets of a terminated, closed or dissolved public charter school, all assets will be given to the State Board of Education for disposal.
~~school, all assets will be given to the State Board of Education for disposal.~~

~~10.~~

10. District Immunity

The district, members of the Board and employees of the district are immune from civil liability with respect to the public charter ~~school's~~school's activities.

Gervais School District #1

Code: **JBB**
Adopted: New

# Educational Equity

The district is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. "Achieving equity" means students' identities will not predict or predetermine their success in school.

Educational equity is based on the principles of fairness and justice in allocating resources, opportunity, treatment and creating success for each student.

Educational equity promotes the real possibility of equality of educational results for each student and between diverse groups of students. Equity strategies are intentional, systemic and focused on the core of the teaching and learning process.

To achieve educational equity the district will commit to:

1. Systematically using districtwide and individual school level data, disaggregated by [race/ethnicity, national origin, language, special education, sex, socioeconomic status and mobility[1]] to inform district decision making.

2. Raising the achievement of all students while narrowing the gap between the lowest and the highest performing students.

3. Eliminating the predictability and disparity in all aspects of education and its administration, including but not limited to, the disproportionate representation of students by race, poverty, sex, sexual orientation[2] and national origin in discipline, special education and in various advanced learning.

4. Graduating all students ready to succeed in a diverse local, national and global community.

In order to achieve educational equity for each and every student:

1. The district shall provide every student with equitable access to high quality curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation.

[1]These are data categories that the Oregon Department of Education collects. Districts may choose to add to this list from data the district collects.
[2]"Sexual orientation" is defined by Oregon Revised Statute (ORS) 174.100(7) to mean an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

2. The district shall review existing policies, programs, professional development and procedures for the promotion of educational equity, and all applicable new policies, programs and procedures will be developed [using an educational equity analysis tool] [with educational equity as a priority].

3. The district shall actively work toward a balanced teacher and administrator workforce to reflect the diversity of the student body. The district seeks to recruit, employ, support and retain a workforce that includes racial, sex and linguistic diversity, as well as culturally responsive administrative, instructional and support personnel.

4. The district shall provide professional development to strengthen employees' knowledge and skills for eliminating opportunity gaps and other disparities in achievement.

5. The district shall create schools with a welcoming, inclusive culture and environment that reflects and supports diversity of the student population, their families and their community.

6. The district shall include partners who have demonstrated culturally specific expertise, including but not limited to, families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, local businesses and the community in general, in meeting our high goals for educational outcomes. The district shall seek to involve students, staff, families and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and other opportunity gaps.

7. The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement for each student.

8. The district shall provide materials and assessments that reflect the diversity of students and staff and are geared toward the understanding and appreciation of culture, class, language, ethnicity, poverty, ability and other differences that contribute to the uniqueness of each student and staff member.

The superintendent shall [develop procedures] [develop an action plan] [include equity practices in the district's strategic plan strategies] to implement this policy. The superintendent will [annually] report to the Board the progress of the [implementation of this policy] [action plan] [strategic plan].

END OF POLICY

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**Legal Reference(s):**

ORS 174.100(7)
ORS 332.075
ORS 332.107
ORS 342.437 to -342.449

6/30/16 | PH

# 2018/19 GERVAIS SCHOOL DISTRICT SCHOOL CALENDAR Grades: K-8

| July 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

Class Days 0
Other

| August 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | ORIE |
| I | W | W | I/W | 31 |

Class Days
Other I=1.5, W=2.5

| September 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| H | 6&9/W | ER | 6 | 7 |
| 10 | 11 | ER | 13 | 14 |
| 17 | 18 | ER | 20 | 21 |
| 24 | 25 | ER | 27 | 28 |
| | | | | |

Class Days 18
Other H=1, Other=.5, W=.5

| October 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 1 | 2 | ER | 4 | 5 |
| 8 | 9 | W / C | W /C | I |
| 15 | 16 | ER | 18 | 19 |
| 22 | 23 | ER | 25 | 26 |
| 29 | 30 | ER | | |

Class Days 20
Other I=1, C=2, W=1

| November 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | ER | 8 | 9 |
| H | 13 | ER | 15 | 16 |
| 19 | 20 | 21 | H | 23 |
| 26 | 27 | ER | 29 | W+ |

Class Days 15
Other H=2, W=1

| December 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 3 | 4 | ER | 6 | 7 |
| 10 | 11 | ER | 13 | 14 |
| 17 | 18 | ER | 20 | 21 |
| 24 | H | 26 | 27 | 28 |
| 31 | | | | |

Class Days 15
Other H=1

**End of 1st Trimester: November 29, 2018**

| January 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| W | 8 | ER | 10 | 11 |
| 14 | 15 | ER | 17 | W/C |
| 21 | 22 | ER | 24 | 25 |
| 28 | 29 | ER | 31 | |

Class Days 16
Other W=1.5, C=1

| February 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | ER | 7 | 8 |
| 11 | 12 | ER | 14 | 15 |
| 18 | 19 | ER | 21 | 22 |
| 25 | 26 | ER | 28 | |

Class Days 19
Other

| March 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | ER | ED/W | W+ |
| 11 | 12 | ER | 14 | 15 |
| 18 | 19 | ER | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Class Days 15 (Incl .5 W)
Other W=1

**9End of 2nd Trimester: March 7, 2018**

| April 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 1 | 2 | ER | 4 | 5 |
| 8 | 9 | ER | 11 | 12 |
| 15 | 16 | ER | W / C | 19 |
| 22 | 23 | ER | 25 | 26 |
| 29 | 30 | | | |

Class Days 21
Other W=.5, C=1

| May 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | ER | 2 | 3 |
| 6 | 7 | ER | 9 | 10 |
| 13 | 14 | ER | 16 | 17 |
| 20 | 21 | ER | 23 | 24 |
| H | 28 | ER | 30 | 31 |

Class Days 21
Other H=1

| June 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 3 | 4 | ER | 6 | 7 |
| 10 | 11 | ER | ED/W | W+ |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

Class Days 9 (Incl .5 W)
Other W=1

**End of 3rd Trimester: June 13, 2019**

| | CLASS DAYS | INSERVICES | HOLIDAYS | WORKDAYS | CONFERENCES | Other | TOTAL DAYS |
|---|---|---|---|---|---|---|---|
| Totals | 18.0 | 1.5 | 1.0 | 3.0 | 0.0 | 0.5 | 24.0 |
| Totals | 50.0 | 1.0 | 3.0 | 2.0 | 2.0 | 0.0 | 58.0 |
| Totals | 50.0 | 0.0 | 0.0 | 2.5 | 1.0 | 0.0 | 53.5 |
| Totals | 51.0 | 0.0 | 1.0 | 1.5 | 1.0 | 0.0 | 54.5 |
| | 169.0 | 2.5 | 5.0 | 9.0 | 4.0 | 0.5 | 190.0 |

ER=Early Release (students leave approximately 1 hour early on these
ED=Early Dismissal (students leave approximately 3 hours early on these days)
Conferences on 10/10, 10/11, 1/18 and 4/18 are 8 hours totaling a 12 hour day for licensed staff only.

Teacher Contract Begins: 8/27/18
Instruction begins grades 6 & 9: 9/4/18
Instruction begins grades K-5, 7, 8 & 10-12: 9/5/18

Teacher Contract Ends: 6/14/19 (unless make-up day is needed)
Instruction ends: 6/13/19 (unless make-up day is needed)
Possible snow day: 5/24/19

*.5 Workdays on 3/7 & 6/13 not represented in total

C-Parent Conferences, + End of Grading Period, H-Holiday, I-Inservice, W-Teacher Workday,
6 & 9 Grade Level Orientation, and ORIE=New Staff Orientation

Gervais School District #1
PO Box 100
Gervais, OR 97026

DRAFT

**DRAFT : V5 02.05.18**

# 2018/19 GERVAIS SCHOOL DISTRICT SCHOOL CALENDAR Grades: 9-12

| July 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

Class Days 0
Other

| August 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | ORIE |
| I | W | W | I/W | 31 |

Class Days 0
Other I=1.5, W=2.5

| September 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| H | 6&9/W | 5 | 6 | 7 |
| 10 | 11 | ED/I | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | ED/I | 27 | 28 |
| | | | | |

Class Days 18
Other H=1, Other=.5, W=.5

| CLASS DAYS | INSERVICES | HOLIDAYS | WORKDAYS | CONFERENCES | Other | TOTAL DAYS |
|---|---|---|---|---|---|---|
| Totals 18.0 | 1.5 | 1.0 | 3.0 | 0.0 | 0.5 | 24.0 |

| October 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | W / C | W /C | I |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | ED/I | 25 | 26 |
| 29 | 30 | 31 | | |

Class Days 20
Other I=1, C=2, W=1

| November 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | ED/I | 8 | 9 |
| H | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | H | 23 |
| 26 | 27 | 28 | 29 | W+ |

Class Days 15
Other H=2, W=1

| December 2018 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | ED/I | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | H | 26 | 27 | 28 |
| 31 | | | | |

Class Days 15
Other H=1

**End of 1st Trimester: November 29, 2018**

| CLASS DAYS | INSERVICES | HOLIDAYS | WORKDAYS | CONFERENCES | Other | TOTAL DAYS |
|---|---|---|---|---|---|---|
| Totals 50.0 | 1.0 | 3.0 | 2.0 | 2.0 | 0.0 | 58.0 |

| January 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| W | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | W/C |
| 21 | ED/I | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

Class Days 16
Other W=1.5, C=1

| February 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | ED/I | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | |

Class Days 19
Other

| March 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | ED/I | ED/W | W+ |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Class Days 15 (Incl .5 W)
Other W=1

**End of 2nd Trimester: March 7, 2019**

| CLASS DAYS | INSERVICES | HOLIDAYS | WORKDAYS | CONFERENCES | Other | TOTAL DAYS |
|---|---|---|---|---|---|---|
| Totals 50.0 | 0.0 | 0.0 | 2.5 | 1.0 | 0.0 | 53.5 |

| April 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | ED/I | W / C | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

Class Days 21
Other W=.5, C=1

| May 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | ED/I | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| H | 28 | 29 | 30 | 31 |

Class Days 21
Other H=1

| June 2019 | | | | |
|---|---|---|---|---|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | ED/W | W+ |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

Class Days 9 (Incl .5 W)
Other W=1

**End of 3rd Trimester: June 13, 2019**

| CLASS DAYS | INSERVICES | HOLIDAYS | WORKDAYS | CONFERENCES | Other | TOTAL DAYS |
|---|---|---|---|---|---|---|
| Totals 51.0 | 0.0 | 1.0 | 1.5 | 1.0 | 0.0 | 54.5 |
| 169.0 | 2.5 | 5.0 | 9.0 | 4.0 | 0.5 | 190.0 |

ER=Early Release (students leave approximately 1 hour early on these days)
ED=Early Dismissal (students leave approximately 3 hours early on these days)
Conferences on 10/10, 10/11, 1/18 and 4/18 are 8 hours totaling a 12 hour day for licensed staff only.

Teacher Contract Begins: 8/27/18
Instruction begins grades 6 & 9: 9/4/18
Instruction begins grades K-5, 7, 8 & 10-12: 9/5/18

Teacher Contract Ends: 6/14/19 (unless make-up day is needed)
Instruction ends: 6/13/19 (unless make-up day is needed)
Possible snow day: 5/24/19

*.5 Workdays on 3/6 & 6/13 not represented in total
Partial inservice days on 9/12,
9/26,10/24,11/7,12/12,1/22,2/19,3/6,4/17 & 5/8 are represented as full class days in total.

C-Parent Conferences, + End of Grading Period, H-Holiday, I-Inservice, W-Teacher Workday,
6 & 9 Grade Level Orientation, and ORIE=New Staff Orientation

Gervais School District #1
PO Box 100
Gervais, OR 97026

DRAFT

**DRAFT : V5 02.05.2018**

**MEMORANDUM OF AGREEMENT**
**between**
**Gervais School District #1**
**and**
**Frontier Charter School**

The following represents the mutual agreement reached between Gervais School District #1 ("District") and the Frontier Charter School ("Charter") related to the grade range served by the Charter School.

**Agreement**

Effective upon execution, the District will expand the age and grade range designated in section 5A of the Frontier Charter School contract to include kindergarten through fourth grade. This provision will remain in effective until the conclusion of the contract on June 30, 2020.

ACCEPTED AND AGREED:

| | |
|---|---|
| _____ | _____ |
| For the Charter | For the District |
| _____ | _____ |
| DATE | DATE |