290 First Street
PO Box 100
Gervais, Oregon 97026-0100
Phone: 503.792.3803
FAX: 503.792.3809
www.gervais.k12.or.us

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, October 19, 2017

Regular & Executive Session

The Gervais School District #1 Board of Directors will convene in a 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.

Gervais School District is an equal opportunity educator and employer. El Distrito Escolar de Gervais es una empresa educadora de oportunidad igual.

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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, October 19, 2017 at 6:00 p.m.** and following will be an Executive Session.
The agenda for the Regular Session meeting includes, but is not limited to, the following business:

Reports:

- Student Council Report
- Administrator Reports
  - State Report Card Highlights
- Financial Report
- Superintendent Report
  - Safety Committee Quarterly Report

Board Focus:

Action Items:

- Policy Second Reading
  IGBI: Bilingual Education
  JECBB: Intradistrict Transfer Students
  JECB-AR: Intradistrict Transfer Procedures
  JFC: Student Conduct
  JHC: Student Health Services and Requirements
- Resolution for Inclusion Under the State of Oregon Deferred Compensation Plan

Discussion Items:

- Policy Update for September 2017
- Policy First Reading
  ING: Animals in District Facilities
  ING-AR: Animals in District Facilities
  BDDH: Public Comment at Board Meeting
  BDDH-AR: Public Comment at Board Meetings
- Board Meeting Agenda Order

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" and ORS 192.660 (2) (f) "Exempt Public Record" in the Gervais School District Conference Center on **Thursday, October 19, 2017** following the Regular Session.

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Agenda of October 19, 2017 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
3. **APPROVAL OF MINUTES** - Chairperson
   Time: 6:20 p.m.
4. **CONSENT ITEMS -** Chairperson 6
   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. 18-19 Budget Calendar 7
5. **REPORTS -** Administrators
   Time: 6:50 p.m.
   5. 1. Student Report
   5. 2. Administrators Reports 8
      5. 2. 1. State Report Card Highlights
   5. 3. Financial Report 11
   5. 4. Superintendent Report
      5. 4. 1. Safety Committee Quarterly Report
6. **BOARD FOCUS/MEMBER TOPICS** - Chairperson
7. **PUBLIC FORUM -** Chairperson
   Time: 7:30 p.m.

7. 1. Public Participation in Board Meetings (Gervais School District Policy BDDH-AR) 25

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 26

8. 1. 1. IGBI: Bilingual Education

8. 1. 2. JECBB: Intradistrict Transfer Students

8. 1. 3. JECBB_AR: Intradistrict Transfer Procedures

8. 1. 4. JFC: Student Conduct

8. 1. 5. JHC: Student Health Services and Requirements

8. 2. Resolution for Inclusion Under the State of Oregon Deferred Compensation Plan 38

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

9. 1. Policy Update for September 2017 44

9. 2. Policy First Reading 58

9. 2. 1. ING: Animals in District Facilities

9. 2. 2. ING-AR: Animals in District Facilities

9. 2. 3. BDDH: Public Comment at Board Meetings

9. 2. 4. BDDH-AR: Public Comment at Board Meetings

9. 3. Board Meeting Agenda Order

10. **FUTURE AGENDA ITEMS**

10. 1. **Consent Item:**

Process & Procedural Manuals (November 2017)
WESD Resolution Services (January 2018)
Renew Probationary Employee Contract (February 2018)
Contract Employee Extensions (February 2018)
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)

10. 2. **Reports:**
    Risk Management Quarterly Review (November 2017 & March 2018)
    Safety Committee Reports (October, **January** & April, June 2018)
    Audit Report (February 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)

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)
    Textbook Adoption (June 2018)
    GASB Fund Balances Resolution (June 2018)
    Elect 2017-2018 Board Chair and Vice-Chair (July 2018)

10. 5. **Discussion Items:**
    Policy CCA-Organizational Chart (November 2017)
    School Board & Superintendent Agree on Evaluation Process (November 2017)
    Budget 101 (April 2018)
    School Board & Superintendent Goals July 2018)
    School Board Approves District Goals (August 2018)
    Superintendent Reports District/Evaluation Goals (September 2017 & December 2017)

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

11. **ADJOURN -** Chairperson
    Time: 8:00 p.m.

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:

Maria Garcia, Daycare Worker
Eulalia Griffin, Daycare Worker
Melissa Lopez, GES Child Care Worker
Judy Maccines, Temporary GES Special Education Teacher (.5FTE)

Extra Duty:

Myra Adams, GHS After School Teacher and GHS TAG Facilitator
Andrew Aman, GMS After School Teacher
Kristin Camat, GMS After School Teacher
Hayden, Chandler, GMS After School Teacher
Kevin Davidson, GHS Head Softball Coach
Baltazar Gonzalez, Intermural Football Coach
Lucas Hill, GMS After School Teacher
Gerardo Jimenez, GMS After School Teacher
April Joy-Koer, GHS After School Teacher
Liz Lopez, GMS After School Teacher
Michael Mulkerin, GMS Afterschool Teacher
Adelita Ruiz. Aguilar de Oro Advisor

4.2 Approve

Contract Change / Renewal:

Recall:

No Recall

4.3 Approve

Resignation / Termination:

Patrick Fennimore, Declined .5 FTE Assistant Track Coach

Reduction in Force:

4.4 Approve

Northwest Pacific Educators

Gervais District #1 Board of Directors approves applying for the Northwest Pacific Educators Classroom Grant for the amount of $500, as shown on agenda item 10-17-4.4.1.

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.

Gervais School District – 2018/2019
Budget Calendar

Date	Activity	Who
July 27, 2017	Appoint Budget Officer	School Board
August – December	Leadership council reviews current / future program changes.	Principals
October 19, 2017	Announce Budget Committee Openings (if applicable) Approve Budget Committee Selection Process, if needed.	Superintendent
November 16, 2017	Appoint Budget Committee Members Current Members: Brent LaFollette (Term Expires 06/30/19) Steve Rush (Term Expires 6/30/18) Danielle Senay (Term Expires 6/30/18) Rocio Tafolla (Term Expires 6/30/18) Carl Wolff (Term Expires 6/30/19)	School Board
December 1, 2017	Finalize 2017-2018 ADMr Estimates Finalize 2017-2018 Revenue Estimates	Superintendent / Business Manager
December 14, 2017	Review Materials & Supplies to Schools for 2015-16	Business Manager
December – January	Schools Build Budgets with help of School Councils, Staff and Administration	Principals
February 2018	Review Program Change Recommendations	Administrators
March 2018	Discuss Program Budgets with Superintendent & Business Manager	Administrators
March 2018	Budget 101 – Budget Orientation for New Budget Committee Members and as needed	Superintendent / Business Manager
April 4, 2018	1st Publication Notice of Budget Committee Meeting (Not more than 30 days prior to meeting)	Business Manager
April 18, 2018	2nd Publication Notice of Budget Committee Meeting (At least 7 days after 1st publication and no later than 5 days prior to the meeting.)	Business Manager
April 26, 2018	Budget Meeting – First Meeting 7:00 p.m.	Superintendent / Business Manager
May 17, 2018	Latest Date for Budget Approval	Budget Committee
June 6, 2018	Publication of Budget Hearing (Publish not less than 5 days and not more than 30 days prior to hearing.)	Business Manager
June 21, 2018	Public Hearing of Budget Prior to Board Meeting	Superintendent / Business Manager
June 21, 2018	2018-2019 Budget: Adopt, Appropriate, and Levy Taxes	School Board

DRAFT

Gervais School Board Meeting
October 10, 2017
Food Service Manager Report

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

Start up for the new year

With the preschool moving to their new facilities and Samuel Brown moving to the high school kitchen the Food Service Department had several adjustments and readjustments to get all the students fed. With the help and patience of the preschool and Samuel Brown staff and students we now have a good routine of providing meals throughout the district.

2017-18 Reimbursement Rates

In 2016-17 school year the Gervais School District received $528,123.95 in reimbursement for lunches and breakfasts. This does not include the after school supper program or summer meals.

- Lunch: $3.25, an increase of 1 cent
- Breakfast: $2.09, an increase of 5 cents

Using the meal counts for the 2016-17 year we can anticipate the following increase in revenue of $5,647.37

85,478 Breakfasts (2016-17) x .05= $4273.90
137,347 Lunches (2016-17) x .01= $1373.47

Grants for 2017-18

Farm to School Grant:

- This grant was awarded over a two-year period to help the District bring local Oregon products to the cafeteria. The grant amount for the two years is $11,116.97

Fresh Fruit & Vegetable Grant:

- Gervais School District has once again been approved to receive the Fresh Fruit & Vegetable grant which provides daily to the elementary and middle school a small snack of fruit or vegetables. This is to encourage children to eat more fruits and vegetables.
- This grant runs from October 1, 2017 through September 30th 2018
- Award amounts:
    - Gervais Elementary: $23,550.00
    - Gervais Middle: $11,450.00

Community Engagememt

Marion Polk Food Share:

- Each Thursday we partner with the Marion Polk Food Share to bring produce and grain products to the community members. This is not income based so anyone can participate.

Summer Events and Beyond:

The Food Service Department partnered with the City of Gervais, The Gervais Police Department, The Community Progress Team, Data Visions, The Woodburn Fire Department and the Bicycle Hub and was able to

participate in 4 summer events. We used grant money from ODE Summer School Program as well as donations from various vendors.

We are very excited to continue to work with these partners to provide future community activities.

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Technology Board Report – October 2017

Start of School/ChromeOS:
The start of school went smoothly in terms of our technology infrastructure and devices. The 712 new Chromebooks and Chromeboxes have been well-received by staff and students and are getting a lot of use. Slight adjustments to our wireless network have been necessary to accommodate the additional devices. We now have a total of 1264 Chrome devices in our district and 1003 students. The district decision to provision Chrome devices by classroom/program, rather than a one-to-one student implementation has paid off so far in minimal equipment loss and damage and much better availability/reliability for students. Teacher enthusiasm is high in implementing the devices into their instruction and buildings are working on cultivating their own in-house Google gurus and "groundswell" among their staffs.

Odds and Ends:
We had an incidence of a user's account being hacked and used to propagate spam last week. The spam issue was resolved quickly but there have been some residual effects in that some email domains have flagged our domain as propagating spam and aren't accepting our emails. We are continuing to identify those domains and get back in their good graces.

We had a couple UPS (uninterruptible power supply) units, which provide backup power to our network equipment in the event of an outage, fail. The units are just old and we will soon replace, repair, and shuffle units as needed to compensate.

We had a lot of new staff this year and have continued to add a few even in in the last two weeks. We've been working hard to get everyone input into the various systems and set up with necessary equipment, access, and training. We also continue to remind and retrain existing staff on our systems such as CrisisGo (emergency response app) and SafeSchools (safety/bullying reporting tool).

Gervais School Board Meeting
October 19, 2017
Business Manager Report

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

2018-19 Budget Committee and Selection Process

There are no budget committee positions that need to be filled

2018-19 Gervais School District Budget Calendar

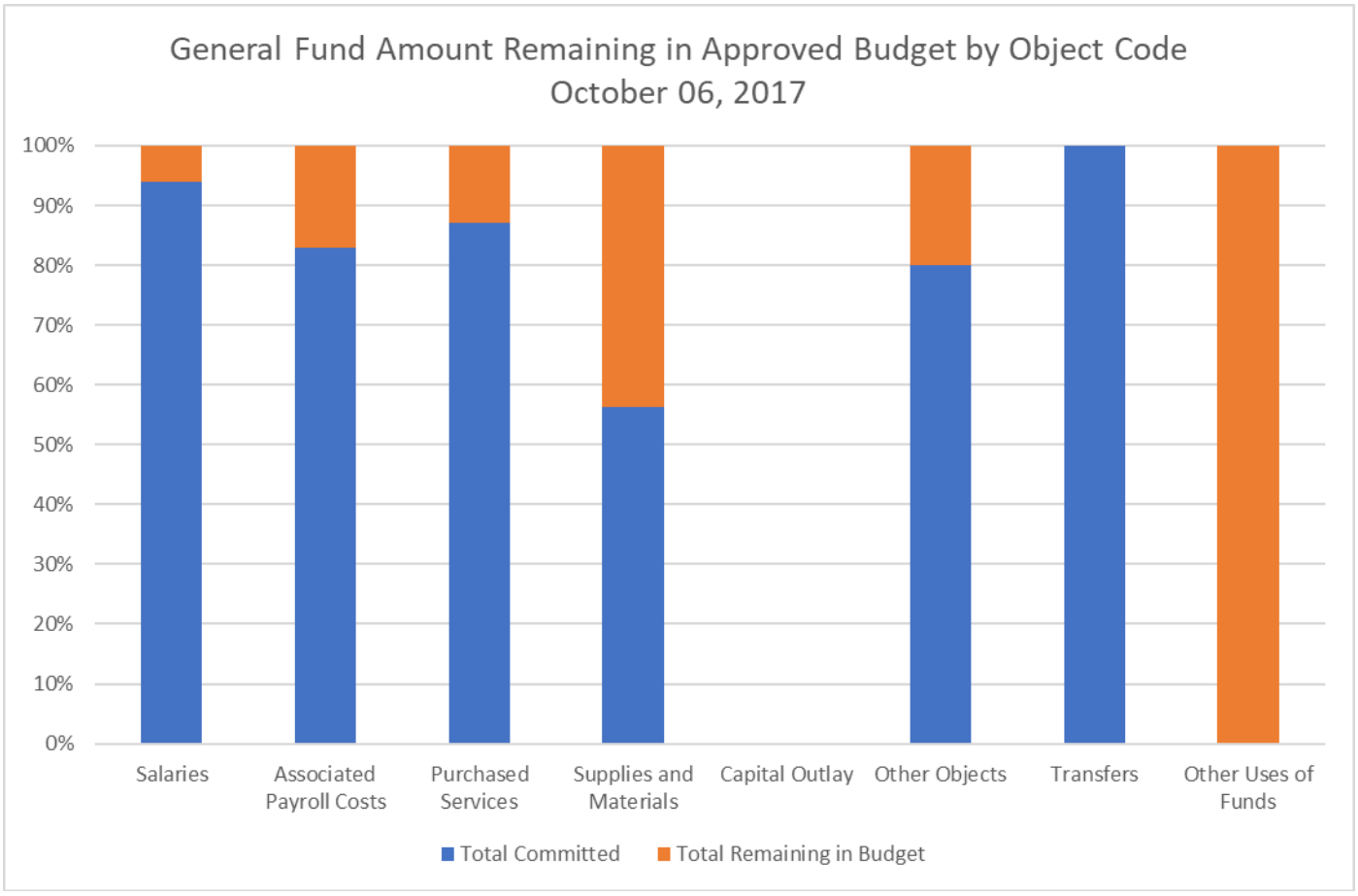
I have included a draft of the 2018-19 Budget Calendar in the October Board packet for your review and approval. The timeline is based on prior years. Please let me know if you have any questions.

Quarterly Risk Management Meeting

I would like to schedule a risk management meeting with the school board chair or vice chair along with Mr. Henry and the district's insurance agent. Please let me know what dates would work for you. The meeting will be approximately one hour and could be at the end of a school day.

November Meeting

- Process and Procedures Manual



Gervais School District #1

Copy of -Budget Summary - All Funds For the Period 09/01/2017 through 09/30/2017

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	$106,099.50	$205,844.75	$3,300,269.25	$0.00	$3,300,269.25	94.1%
State Sources (+)	$9,953,063.00	$772,447.20	$3,082,969.20	$6,870,093.80	$0.00	$6,870,093.80	69.0%
Federal Sources (+)	$1,580,300.00	$41,449.09	$42,486.51	$1,537,813.49	$0.00	$1,537,813.49	97.3%
Transfers (+)	$527,000.00	$0.00	$0.00	$527,000.00	$0.00	$527,000.00	100.0%
Other (+)	$4,712,993.00	$681,225.24	$5,702,973.78	($989,980.78)	$0.00	($989,980.78)	-21.0%
Sub-total : -	$20,279,470.00	$1,601,221.03	$9,034,274.24	$11,245,195.76	$0.00	$11,245,195.76	55.5%
Total : INCOME	$20,279,470.00	$1,601,221.03	$9,034,274.24	$11,245,195.76	$0.00	$11,245,195.76	55.5%
EXPENSES							
-							
Instruction (-)	$9,271,449.00	$747,448.01	$1,107,502.51	$8,163,946.49	$6,305,921.73	$1,858,024.76	20.0%
Support Services (-)	$6,651,011.00	$388,433.81	$1,061,473.52	$5,589,537.48	$3,635,002.55	$1,954,534.93	29.4%
Enterprise & Community (-)	$892,964.00	$47,249.21	$74,386.34	$818,577.66	$568,537.95	$250,039.71	28.0%
Facitilities Acquisition (-)	$700,000.00	$0.00	$0.00	$700,000.00	$1,000.00	$699,000.00	99.9%
Transfers (-)	$527,000.00	$0.00	$0.00	$527,000.00	$0.00	$527,000.00	100.0%
Debt Service (-)	$1,202,536.00	$0.00	$0.00	$1,202,536.00	$1,163,535.50	$39,000.50	3.2%
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)	($1,183,131.03)	($2,243,362.37)	($18,036,107.63)	($11,673,997.73)	($6,362,109.90)	31.4%
Total : EXPENSES	($20,279,470.00)	($1,183,131.03)	($2,243,362.37)	($18,036,107.63)	($11,673,997.73)	($6,362,109.90)	31.4%
NET ADDITION/(DEFICIT)	$0.00	$418,090.00	$6,790,911.87	($6,790,911.87)	($11,673,997.73)	$4,883,085.86	0.0%

NOT AUDITED

End of Report

Gervais School District #1

Board Revenue - All Funds

From Date: 9/1/2017 To Date: 9/30/2017

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)	($787,413.35)	($5,587,149.02)	($8,540,654.98)	$0.00	($8,540,654.98)	60.45%
100.0000.0000.100.000.000	SUMMARY	$0.00	($530.00)	($530.00)	$530.00	$0.00	$530.00	0.00%
100.0000.0000.150.000.000	SUMMARY	($30,000.00)	($3,846.17)	($13,071.59)	($16,928.41)	$0.00	($16,928.41)	56.43%
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	($26,849.94)	($75,150.06)	$0.00	($75,150.06)	73.68%
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)	$0.00	$0.00	($509,217.00)	$0.00	($509,217.00)	100.00%
211.0000.0000.800.000.000	SUMMARY	($20,000.00)	$0.00	$0.00	($20,000.00)	$0.00	($20,000.00)	100.00%
212.0000.0000.000.000.000	SUMMARY	($65,018.00)	$0.00	$0.00	($65,018.00)	$0.00	($65,018.00)	100.00%
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)	$0.00	$0.00	($232,290.00)	$0.00	($232,290.00)	100.00%
219.0000.0000.000.000.000	SUMMARY	($60,039.00)	($25,000.00)	($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	($13,999.43)	$6,649.43	$0.00	$6,649.43	-90.47%
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	$0.00	($45,491.00)	$0.00	($45,491.00)	100.00%
232.0000.0000.800.000.000	SUMMARY	($4,000.00)	$0.00	$0.00	($4,000.00)	$0.00	($4,000.00)	100.00%
233.0000.0000.000.000.000	SUMMARY	($52,206.00)	$0.00	$0.00	($52,206.00)	$0.00	($52,206.00)	100.00%
240.0000.0000.000.000.000	SUMMARY	($187,250.00)	($5,555.02)	($117,815.88)	($69,434.12)	$0.00	($69,434.12)	37.08%
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)	($1,925.99)	($200,949.45)	($9,050.55)	$0.00	($9,050.55)	4.31%
243.0000.0000.000.000.000	SUMMARY	($1,730,000.00)	($681,225.24)	($1,971,657.54)	$241,657.54	$0.00	$241,657.54	-13.97%
250.0000.0000.000.000.000	SUMMARY	($817,539.00)	($16,547.04)	($198,981.64)	($618,557.36)	$0.00	($618,557.36)	75.66%
250.0000.0000.100.000.000	SUMMARY	($25,000.00)	$0.00	$0.00	($25,000.00)	$0.00	($25,000.00)	100.00%
250.0000.0000.300.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
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)	($5,105.00)	($8,805.00)	($180,095.00)	$0.00	($180,095.00)	95.34%
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	$0.00	($42,000.00)	$0.00	($42,000.00)	100.00%
270.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($2,112.40)	$2,112.40	$0.00	$2,112.40	0.00%
270.0000.0000.100.000.000	SUMMARY	($500.00)	$0.00	$0.00	($500.00)	$0.00	($500.00)	100.00%
270.0000.0000.300.000.000	SUMMARY	($7,500.00)	$0.00	$0.00	($7,500.00)	$0.00	($7,500.00)	100.00%
275.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($15,445.17)	$15,445.17	$0.00	$15,445.17	0.00%
275.0000.0000.400.000.000	SUMMARY	($18,160.00)	($35.00)	($65.00)	($18,095.00)	$0.00	($18,095.00)	99.64%
279.0000.0000.000.000.000	SUMMARY	($1,050.00)	$0.00	($29,433.94)	$28,383.94	$0.00	$28,383.94	-2703.23%
279.0000.0000.100.000.000	SUMMARY	($42,825.00)	$0.00	$0.00	($42,825.00)	$0.00	($42,825.00)	100.00%
279.0000.0000.300.000.000	SUMMARY	($24,125.00)	$0.00	$0.00	($24,125.00)	$0.00	($24,125.00)	100.00%
280.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($43,811.70)	$43,811.70	$0.00	$43,811.70	0.00%
280.0000.0000.400.000.000	SUMMARY	($131,600.00)	($7,573.67)	($11,688.17)	($119,911.83)	$0.00	($119,911.83)	91.12%
280.0000.0000.800.000.000	SUMMARY	($400.00)	$0.00	$0.00	($400.00)	$0.00	($400.00)	100.00%
295.0000.0000.000.000.000	SUMMARY	($28,850.00)	($956.87)	($6,394.91)	($22,455.09)	$0.00	($22,455.09)	77.83%
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	($1,104.91)	($246,395.09)	$0.00	($246,395.09)	99.55%
313.0000.0000.000.000.000	SUMMARY	($918,536.00)	($65,507.68)	($656,384.45)	($262,151.55)	$0.00	($262,151.55)	28.54%
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)	($1,601,221.03)	($9,034,274.24)	($11,245,195.76)	$0.00	($11,245,195.76)	55.45%

End of Report

NOT AUDIT

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2017 To Date: 9/30/2017

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	$284,470.37	$302,265.38	$3,612,356.62	$3,127,457.91	$484,898.71	12.39%
204.1000.0100.000.000.000	Salaries	$75,000.00	$3,645.99	$3,645.99	$71,354.01	$40,105.86	$31,248.15	41.66%
208.1000.0100.000.000.000	Salaries	$12,000.00	$0.00	$0.00	$12,000.00	$0.00	$12,000.00	100.00%
211.1000.0100.000.000.000	Salaries	$195,741.00	$13,728.39	$26,605.89	$169,135.11	$127,633.78	$41,501.33	21.20%
218.1000.0100.000.000.000	Salaries	$119,654.00	$6,041.67	$6,041.67	$113,612.33	$66,304.99	$47,307.34	39.54%
219.1000.0100.000.000.000	Salaries	$24,417.00	$357.77	$16,424.10	$7,992.90	$3,935.47	$4,057.43	16.62%
233.1000.0100.000.000.000	Salaries	$24,300.00	$0.00	$9,259.25	$15,040.75	$11,487.63	$3,553.12	14.62%
261.1000.0100.000.000.000	Salaries	$102,044.00	$12,091.10	$12,091.10	$89,952.90	$76,630.29	$13,322.61	13.06%
262.1000.0100.000.000.000	Salaries	$21,980.00	$3,606.00	$3,606.00	$18,374.00	$18,018.00	$356.00	1.62%
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	$158,410.20	$388,824.06	$1,321,098.94	$1,465,483.01	($144,384.07)	-8.44%
201.2000.0100.000.000.000	Salaries	$9,000.00	$0.00	$0.00	$9,000.00	$0.00	$9,000.00	100.00%
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	$4,346.99	$56,816.01	$27,822.17	$28,993.84	47.40%
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	$1,281.93	$1,281.93	($103.93)	$1,953.39	($2,057.32)	-174.65%
219.2000.0100.000.000.000	Salaries	$13,331.00	$2,592.52	$3,468.52	$9,862.48	$5,540.70	$4,321.78	32.42%
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	$1,544.31	$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	$0.00	$2,000.00	$0.00	$2,000.00	100.00%
250.3000.0100.000.000.000	Salaries	$210,180.00	$14,944.16	$30,052.95	$180,127.05	$159,887.52	$20,239.53	9.63%
	OBJECT: Salaries - 0100	$6,521,966.00	$505,395.34	$811,788.65	$5,710,177.35	$5,132,260.72	$577,916.63	8.86%
100.1000.0200.000.000.000	Associated Payroll Costs	$2,630,796.00	$172,940.86	$177,863.21	$2,452,932.79	$1,880,656.66	$572,276.13	21.75%
204.1000.0200.000.000.000	Associated Payroll Costs	$50,050.00	$2,502.05	$2,502.05	$47,547.95	$27,508.55	$20,039.40	40.04%
208.1000.0200.000.000.000	Associated Payroll Costs	$3,920.00	$0.00	$0.00	$3,920.00	$0.00	$3,920.00	100.00%
211.1000.0200.000.000.000	Associated Payroll Costs	$142,626.00	$10,631.83	$14,117.57	$128,508.43	$86,917.24	$41,591.19	29.16%
218.1000.0200.000.000.000	Associated Payroll Costs	$58,200.00	$4,072.65	$4,072.65	$54,127.35	$44,728.63	$9,398.72	16.15%
219.1000.0200.000.000.000	Associated Payroll Costs	$13,196.00	$334.55	$3,743.64	$9,452.36	$3,682.28	$5,770.08	43.73%
233.1000.0200.000.000.000	Associated Payroll Costs	$10,701.00	$0.00	$2,324.31	$8,376.69	$0.00	$8,376.69	78.28%
261.1000.0200.000.000.000	Associated Payroll Costs	$36,202.00	$3,139.76	$3,139.76	$33,062.24	$20,404.22	$12,658.02	34.96%
262.1000.0200.000.000.000	Associated Payroll Costs	$7,230.00	$728.05	$728.05	$6,501.95	$4,128.47	$2,373.48	32.83%
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	$100,956.57	$217,759.31	$954,673.69	$874,341.70	$80,331.99	6.85%
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	$3.42	$3.42	($3.42)	$37.62	($41.04)	0.00%
208.2000.0200.000.000.000	Associated Payroll Costs	$3,945.00	$0.00	$0.00	$3,945.00	$0.00	$3,945.00	100.00%
211.2000.0200.000.000.000	Associated Payroll Costs	$31,652.00	$1,638.18	$2,460.04	$29,191.96	$17,084.54	$12,107.42	38.25%
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	$325.30	$325.30	($145.30)	$221.26	($366.56)	-203.64%
219.2000.0200.000.000.000	Associated Payroll Costs	$9,095.00	$905.71	$1,165.35	$7,929.65	$3,643.70	$4,285.95	47.12%
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	$427.19	$970.41	($265.41)	$0.00	($265.41)	-37.65%
250.2000.0200.000.000.000	Associated Payroll Costs	$500.00	$13.55	$28.54	$471.46	$132.19	$339.27	67.85%
211.3000.0200.000.000.000	Associated Payroll Costs	$735.00	$0.00	$0.00	$735.00	$0.00	$735.00	100.00%
250.3000.0200.000.000.000	Associated Payroll Costs	$178,900.00	$11,685.36	$18,597.88	$160,302.12	$108,552.13	$51,749.99	28.93%
	OBJECT: Associated Payroll Costs - 0200	$4,355,936.00	$310,305.03	$449,945.52	$3,905,990.48	$3,072,039.19	$833,951.29	19.15%
100.1000.0300.000.000.000	Purchased Services	$1,160,210.00	$88,050.77	$352,308.78	$807,901.22	$708,838.34	$99,062.88	8.54%
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%
218.1000.0300.000.000.000	Purchased Services	$21,000.00	$0.00	$0.00	$21,000.00	$1,200.00	$19,800.00	94.29%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2017 To Date: 9/30/2017

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
261.1000.0300.000.000.000	Purchased Services	$33,000.00	$2,092.61	$2,211.61	$30,788.39	$1,725.00	$29,063.39	88.07%
262.1000.0300.000.000.000	Purchased Services	$3,500.00	$1,781.98	$1,781.98	$1,718.02	$690.00	$1,028.02	29.37%
100.2000.0300.000.000.000	Purchased Services	$1,396,546.00	$48,450.61	$120,979.65	$1,275,566.35	$1,027,922.36	$247,643.99	17.73%
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	$10,000.00	$15,678.98	$23,567.02	$8,733.42	$14,833.60	37.80%
212.2000.0300.000.000.000	Purchased Services	$34,350.00	$2,139.62	$3,616.25	$30,733.75	$14,276.54	$16,457.21	47.91%
218.2000.0300.000.000.000	Purchased Services	$4,050.00	$0.00	$0.00	$4,050.00	$62.30	$3,987.70	98.46%
232.2000.0300.000.000.000	Purchased Services	$13,850.00	$7,131.18	$7,742.76	$6,107.24	$7,418.23	($1,310.99)	-9.47%
233.2000.0300.000.000.000	Purchased Services	$2,500.00	$611.10	$800.24	$1,699.76	$748.00	$951.76	38.07%
240.2000.0300.000.000.000	Purchased Services	$85,000.00	$0.00	$0.00	$85,000.00	$0.00	$85,000.00	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	$1,014.08	$1,014.08	$16,064.92	$16,064.92	$0.00	0.00%
262.2000.0300.000.000.000	Purchased Services	$5,000.00	$0.00	$0.00	$5,000.00	$5,000.00	$0.00	0.00%
295.2000.0300.000.000.000	Purchased Services	$2,000.00	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	100.00%
400.2000.0300.000.000.000	Purchased Services	$0.00	$12,607.15	$25,167.15	($25,167.15)	$1,450.00	($26,617.15)	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	$1,259.93	$1,451.33	$28,498.67	$10,278.67	$18,220.00	60.83%
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	$2,944,031.00	$175,139.03	$576,760.89	$2,367,270.11	$1,808,157.78	$559,112.33	18.99%
100.1000.0400.000.000.000	Supplies & Materials	$161,005.00	$22,301.54	$37,572.94	$123,432.06	$37,964.49	$85,467.57	53.08%
202.1000.0400.000.000.000	Supplies & Materials	$102,000.00	$93,500.10	$97,542.10	$4,457.90	$26.00	$4,431.90	4.35%
204.1000.0400.000.000.000	Supplies & Materials	$24,950.00	$0.00	$0.00	$24,950.00	$0.00	$24,950.00	100.00%
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	$0.00	$1,900.00	$0.00	$1,900.00	100.00%
232.1000.0400.000.000.000	Supplies & Materials	$10,300.00	$2,380.00	$2,380.00	$7,920.00	$0.00	$7,920.00	76.89%
233.1000.0400.000.000.000	Supplies & Materials	$12,000.00	$926.78	$1,622.36	$10,377.64	$0.00	$10,377.64	86.48%
261.1000.0400.000.000.000	Supplies & Materials	$18,275.00	$3,287.80	$5,702.80	$12,572.20	$900.00	$11,672.20	63.87%
262.1000.0400.000.000.000	Supplies & Materials	$16,120.00	$1,360.53	$1,360.53	$14,759.47	$0.00	$14,759.47	91.56%
270.1000.0400.000.000.000	Supplies & Materials	$8,000.00	$1,344.00	$1,344.00	$6,656.00	$0.00	$6,656.00	83.20%
275.1000.0400.000.000.000	Supplies & Materials	$17,810.00	$997.45	$1,072.45	$16,737.55	$2,189.62	$14,547.93	81.68%
279.1000.0400.000.000.000	Supplies & Materials	$68,000.00	$1,374.16	$1,528.41	$66,471.59	$2,777.90	$63,693.69	93.67%
280.1000.0400.000.000.000	Supplies & Materials	$132,000.00	$8,809.25	$9,045.72	$122,954.28	$6,260.40	$116,693.88	88.40%
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	$23,016.93	$55,600.28	$273,433.72	$143,061.85	$130,371.87	39.62%
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	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
211.2000.0400.000.000.000	Supplies & Materials	$902.00	$0.00	$944.24	($42.24)	$55.76	($98.00)	-10.86%
212.2000.0400.000.000.000	Supplies & Materials	$16,683.00	$0.00	$0.00	$16,683.00	$0.00	$16,683.00	100.00%
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	$0.00	$0.00	$15,000.00	$94.98	$14,905.02	99.37%
240.2000.0400.000.000.000	Supplies & Materials	$69,250.00	$2,956.00	$6,755.90	$62,494.10	$599.00	$61,895.10	89.38%
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	$143.00	$143.00	$9,857.00	$4,857.00	$5,000.00	50.00%
262.2000.0400.000.000.000	Supplies & Materials	$2,500.00	$0.00	$0.00	$2,500.00	$2,500.00	$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%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2017 To Date: 9/30/2017

Fiscal Year: 2017-2018

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

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
400.2000.0400.000.000.000	Supplies & Materials	$0.00	$7,524.84	$8,578.43	($8,578.43)	$5,222.91	($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	$0.00	$0.00	$6,500.00	$0.00	$6,500.00	100.00%
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	$18,639.76	$23,305.29	$376,903.71	$289,487.63	$87,416.08	21.84%
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	$1,585,956.00	$188,562.14	$309,837.55	$1,276,118.45	$495,997.54	$780,120.91	49.19%
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	$0.00	$30,000.00	100.00%
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	$1,916,500.00	$0.00	$0.00	$1,916,500.00	$1,000.00	$1,915,500.00	99.95%
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	$950.00	$3,060.00	$4,240.00	$0.00	$4,240.00	58.08%
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	$1,909.49	$91,040.26	$23,544.74	$675.00	$22,869.74	19.96%
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	$150.00	$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	$0.00	$20,000.00	$0.00	$20,000.00	100.00%
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	$720.00	$720.00	$2,080.00	$332.00	$1,748.00	62.43%
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	$0.00	$26,500.00	$0.00	$26,500.00	100.00%
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	$0.00	$247,500.00	$246,500.00	$1,000.00	0.40%
313.5000.0600.000.000.000	Other	$918,536.00	$0.00	$0.00	$918,536.00	$917,035.50	$1,500.50	0.16%
	OBJECT: Other - 0600	$1,393,571.00	$3,729.49	$95,029.76	$1,298,541.24	$1,164,542.50	$133,998.74	9.62%
100.5000.0700.000.000.000	Transfers	$527,000.00	$0.00	$0.00	$527,000.00	$0.00	$527,000.00	100.00%
	OBJECT: Transfers - 0700	$527,000.00	$0.00	$0.00	$527,000.00	$0.00	$527,000.00	100.00%
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	$1,183,131.03	$2,243,362.37	$18,036,107.63	$11,673,997.73	$6,362,109.90	31.37%

End of Report

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2017-2018

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2017 **To Date:** 09/30/2017

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
65378	09/01/2017	AMAN, ANDREW	$20.33	1020	Printed	Expense	☐		
65379	09/01/2017	BROWN INDUSTRIES, INC.	$144.75	1020	Printed	Expense	☑	09/30/2017	
65380	09/01/2017	CAPITAL TROPHY	$134.00	1020	Printed	Expense	☑	09/30/2017	
65381	09/01/2017	CHEVRON/TEXACO CARD SERVICES	$212.56	1020	Printed	Expense	☑	09/30/2017	
65382	09/01/2017	CURRICULUM ASSOCIATES INC	$267.12	1020	Printed	Expense	☑	09/30/2017	
65383	09/01/2017	DAYTON HIGH SCHOOL	$150.00	1020	Printed	Expense	☑	09/30/2017	
65384	09/01/2017	GARTEN SERVICES INC	$455.95	1020	Printed	Expense	☑	09/30/2017	
65385	09/01/2017	GW HARDWARE #244	$68.16	1020	Printed	Expense	☑	09/30/2017	
65386	09/01/2017	K D L HARDWARE	$1,129.03	1020	Printed	Expense	☑	09/30/2017	
65387	09/01/2017	LAKESHORE LEARNING MATERIALS	$183.91	1020	Printed	Expense	☑	09/30/2017	
65388	09/01/2017	LONG BROS BUILDING SUPPLY	$598.27	1020	Printed	Expense	☑	09/30/2017	
65389	09/01/2017	LOWE'S HOME IMPROVEMENT	$1,341.82	1020	Printed	Expense	☑	09/30/2017	
65390	09/01/2017	MCLAREN'S CARPET ONE	$1,649.00	1020	Printed	Expense	☑	09/30/2017	
65391	09/01/2017	MILLER, CASSIE	$60.00	1020	Printed	Expense	☑	09/30/2017	
65392	09/01/2017	OFFICE CRAFT	$1,250.00	1020	Printed	Expense	☑	09/30/2017	
65393	09/01/2017	OFFICE DEPOT	$3,161.26	1020	Printed	Expense	☑	09/30/2017	
65394	09/01/2017	PACIFIC OFFICE AUTOMATION LEASING	$529.07	1020	Printed	Expense	☑	09/30/2017	
65395	09/01/2017	REALLY GOOD STUFF	$209.65	1020	Printed	Expense	☑	09/30/2017	
65396	09/01/2017	SCHOOL SPECIALTY	$1,882.96	1020	Printed	Expense	☑	09/30/2017	
65397	09/01/2017	SHERWIN WILLIAMS	$63.48	1020	Printed	Expense	☑	09/30/2017	
65398	09/01/2017	SILVERTON HEALTH	$75.00	1020	Printed	Expense	☑	09/30/2017	
65399	09/01/2017	T-MOBILE	$124.25	1020	Printed	Expense	☑	09/30/2017	

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
65400	09/01/2017	TRAINING ROOM, INC.	$1,536.72	1020	Printed	Expense	☑	09/30/2017	
65401	09/01/2017	ULINE	$190.44	1020	Printed	Expense	☐		
65402	09/01/2017	UNIVERSAL PUBLISHING	$391.05	1020	Printed	Expense	☑	09/30/2017	
65403	09/01/2017	VALENTINE-GARCIA, SYLVIA	$86.24	1020	Printed	Expense	☑	09/30/2017	
65404	09/01/2017	WALTER E. NELSON CO.	$1,069.35	1020	Printed	Expense	☑	09/30/2017	
65405	09/01/2017	WOLFER, MELISSA	$44.55	1020	Printed	Expense	☑	09/30/2017	
65406	09/08/2017	AMERICAN ENTERTAINMENT INT'L, INC	$3,315.80	1022	Printed	Expense	☑	09/30/2017	
65407	09/08/2017	ATWOOD, BONNY	$71.92	1022	Printed	Expense	☐		
65408	09/08/2017	BRAG INVESTMENTS, INC.	$10,570.00	1022	Printed	Expense	☑	09/30/2017	
65409	09/08/2017	BROOKS HARDWARE #7063	$11.69	1022	Printed	Expense	☑	09/30/2017	
65410	09/08/2017	CAPITAL TROPHY	$43.50	1022	Printed	Expense	☑	09/30/2017	
65411	09/08/2017	COMPEX, INC.	$750.00	1022	Printed	Expense	☑	09/30/2017	
65412	09/08/2017	COSA	$595.00	1022	Printed	Expense	☑	09/30/2017	
65413	09/08/2017	DATAVISION COMMUNICATIONS	$2,736.06	1022	Printed	Expense	☑	09/30/2017	
65414	09/08/2017	DILSON, MEGAN D	$201.33	1022	Printed	Expense	☑	09/30/2017	
65415	09/08/2017	ERNST IRRIGATION	$3,519.38	1022	Printed	Expense	☑	09/30/2017	
65416	09/08/2017	FRONTIER COMMUNICATIONS	$51.41	1022	Printed	Expense	☑	09/30/2017	
65417	09/08/2017	GERVAIS TELEPHONE CO	$415.44	1022	Printed	Expense	☑	09/30/2017	
65418	09/08/2017	HASS, PAUL	$30.00	1022	Printed	Expense	☑	09/30/2017	
65419	09/08/2017	INDUSTRIAL WELDING SUPPLY INC	$52.00	1022	Printed	Expense	☑	09/30/2017	
65420	09/08/2017	MARION CO ENVIRONMENTAL HEALTH	$630.00	1022	Printed	Expense	☐		
65421	09/08/2017	MULKERIN, MICHAEL	$151.50	1022	Printed	Expense	☐		

Gervais School District #1

Reprint Check Listing

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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
	65422	09/08/2017	NORTHWEST TEXTBOOK DEPOSITORY CO	$93,500.10	1022	Printed	Expense	☑	09/30/2017	
	65423	09/08/2017	NW NATURAL	$533.44	1022	Printed	Expense	☑	09/30/2017	
	65424	09/08/2017	OFFICE DEPOT	$762.42	1022	Printed	Expense	☑	09/30/2017	
	65425	09/08/2017	OREGON CAREER INFORMATION SYSTEM	$1,315.80	1022	Printed	Expense	☑	09/30/2017	
	65426	09/08/2017	SCHOOL SPECIALTY	$461.00	1022	Printed	Expense	☑	09/30/2017	
	65427	09/08/2017	SCHOOLDUDE	$2,059.56	1022	Printed	Expense	☑	09/30/2017	
	65428	09/08/2017	SUMMIT BENEFIT & ACTUARIAL SERVICES	$575.00	1022	Printed	Expense	☑	09/30/2017	
*	65430	09/08/2017	TOOLS FOR SCHOOLS	$3,711.58	1022	Printed	Expense	☑	09/30/2017	
	65431	09/08/2017	WALTER E. NELSON CO.	$1,650.68	1022	Printed	Expense	☑	09/30/2017	
	65432	09/08/2017	WILLAMETTE ESD_02407	$150.00	1022	Printed	Expense	☑	09/30/2017	
	65433	09/08/2017	YES GRAPHICS PRINTING CO	$69.00	1022	Printed	Expense	☑	09/30/2017	
	65434	09/15/2017	AUS WEST LOCKBOX	$289.68	1023	Printed	Expense	☑	09/30/2017	
	65435	09/15/2017	CHEMEKETA COMMUNITY COLLEGE_02551	$446.00	1023	Printed	Expense	☑	09/30/2017	
	65436	09/15/2017	CITY OF GERVAIS	$1,332.28	1023	Printed	Expense	☑	09/30/2017	
	65437	09/15/2017	COMMERCIAL DISHWASHER	$167.75	1023	Printed	Expense	☑	09/30/2017	
	65438	09/15/2017	COSA	$275.00	1023	Printed	Expense	☑	09/30/2017	
	65439	09/15/2017	DANSKEY CONSTRUCTION LLC	$10,958.15	1023	Printed	Expense	☑	09/30/2017	
	65440	09/15/2017	DEFFENBAUGH, GINA	$17.99	1023	Printed	Expense	☐		
	65441	09/15/2017	FIREFLY COMPUTERS, LLC	$2,736.00	1023	Printed	Expense	☑	09/30/2017	
	65442	09/15/2017	FLECK, DONALD R	$532.02	1023	Printed	Expense	☑	09/30/2017	
	65443	09/15/2017	FRONTIER CHARTER ACADEMY	$88,050.77	1023	Printed	Expense	☑	09/30/2017	
	65444	09/15/2017	FUENTES, ALEJANDRA	$1,500.00	1023	Printed	Expense	☑	09/30/2017	

Gervais School District #1

Reprint Check Listing

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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
65445	09/15/2017	GENERAL PARTS DISTRIBUTION LLC	$19.99	1023	Printed	Expense	☑	09/30/2017	
65446	09/15/2017	HENRY, MATT	$28.34	1023	Printed	Expense	☑	09/30/2017	
65447	09/15/2017	INDUSTRIAL WELDING SUPPLY INC	$75.00	1023	Printed	Expense	☑	09/30/2017	
65448	09/15/2017	JKW SCHOOL PSYCHOLOGICAL SERVICES	$5,003.25	1023	Printed	Expense	☑	09/30/2017	
65449	09/15/2017	MEDOSWEET FARMS OF OREGON	$805.48	1023	Printed	Expense	☑	09/30/2017	
65450	09/15/2017	MOVIE LICENSING USA	$1,505.00	1023	Printed	Expense	☑	09/30/2017	
65451	09/15/2017	OETC	$150.00	1023	Printed	Expense	☑	09/30/2017	
65452	09/15/2017	OFFICE DEPOT	$799.60	1023	Printed	Expense	☑	09/30/2017	
65453	09/15/2017	OREGON FFA ASSOCIATION	$15.00	1023	Printed	Expense	☑	09/30/2017	
65454	09/15/2017	OSBA	$262.36	1023	Printed	Expense	☑	09/30/2017	
65455	09/15/2017	PACE	$437.00	1023	Printed	Expense	☑	09/30/2017	
65456	09/15/2017	PGE_01831	$6,959.70	1023	Printed	Expense	☑	09/30/2017	
65457	09/15/2017	REPUBLIC SERVICES	$4,316.90	1023	Printed	Expense	☑	09/30/2017	
65458	09/15/2017	SEVERSON, MARK B	$2,380.00	1023	Printed	Expense	☑	09/30/2017	
65459	09/15/2017	US BANK	$20,186.79	1023	Printed	Expense	☑	09/30/2017	
65460	09/15/2017	WALTER E. NELSON CO.	$1,121.75	1023	Printed	Expense	☑	09/30/2017	
65461	09/15/2017	WILLAMETTE VALLEY SECURITY INC	$1,208.55	1023	Printed	Expense	☑	09/30/2017	
65462	09/15/2017	YES GRAPHICS PRINTING CO	$1,344.00	1023	Printed	Expense	☑	09/30/2017	
65463	09/20/2017	BOWMAN, TIMOTHY	$131.61	1026	Printed	Expense	☐		
65464	09/20/2017	CASCADE ATHLETICS	$5,113.54	1026	Printed	Expense	☑	09/30/2017	
65465	09/20/2017	CDW GOVERNMENT INC._07468	$3,741.84	1026	Printed	Expense	☑	09/30/2017	
65466	09/20/2017	COMMUNITY NEWSPAPERS	$93.75	1026	Printed	Expense	☑	09/30/2017	

Gervais School District #1

Reprint Check Listing

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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
65467	09/20/2017	DILSON, MEGAN D	$1,605.04	1026	Printed	Expense	☑	09/30/2017	
65468	09/20/2017	EDNETIC, INC	$4,327.67	1026	Printed	Expense	☑	09/30/2017	
65469	09/20/2017	FAN CLOTH	$26.00	1026	Printed	Expense	☑	09/30/2017	
65470	09/20/2017	GARRETT HEMANN ROBERTSON,P.C.	$4,056.02	1026	Printed	Expense	☑	09/30/2017	
65471	09/20/2017	GEORGE FOX UNIVERSITY	$1,938.00	1026	Printed	Expense	☑	09/30/2017	
65472	09/20/2017	GRAINGER SUPPLY	$371.81	1026	Printed	Expense	☑	09/30/2017	
65473	09/20/2017	GREAT AMERICA FINANCIAL SERVICES	$129.00	1026	Printed	Expense	☑	09/30/2017	
65474	09/20/2017	JENNIE-O TURKEY STORE INC	$1,602.72	1026	Printed	Expense	☑	09/30/2017	
65475	09/20/2017	JOHN, EDWARD L.	$10,000.00	1026	Printed	Expense	☑	09/30/2017	
65476	09/20/2017	MATH LEARNING CENTER	$4,701.31	1026	Printed	Expense	☑	09/30/2017	
65477	09/20/2017	MID COLUMBIA BUS CO INC	$2,861.85	1026	Printed	Expense	☑	09/30/2017	
65478	09/20/2017	NEWSELA, INC	$2,025.00	1026	Printed	Expense	☑	09/30/2017	
65479	09/20/2017	OFFICE DEPOT	$1,102.25	1026	Printed	Expense	☑	09/30/2017	
65480	09/20/2017	OREGON CHILD NUTRITION COALITION	$720.00	1026	Printed	Expense	☑	09/30/2017	
65481	09/20/2017	OREGON LIBRARY ASSOCIATION	$65.00	1026	Printed	Expense	☐		
65482	09/20/2017	OREGON STATE OREGON STATE UNIV. OFFICE O	$25.00	1026	Printed	Expense	☑	09/30/2017	
65483	09/20/2017	OSNA.	$375.00	1026	Printed	Expense	☐		
65484	09/20/2017	PACIFIC OFFICE AUTOMATION LEASING	$1,300.00	1026	Printed	Expense	☑	09/30/2017	
65485	09/20/2017	PIXIS LABS	$50.00	1026	Printed	Expense	☑	09/30/2017	
65486	09/20/2017	ROMERO, CHRISTINA MADDY	$66.66	1026	Printed	Expense	☑	09/30/2017	
65487	09/20/2017	SCHOOL SPECIALTY	$67.24	1026	Printed	Expense	☑	09/30/2017	

Gervais School District #1

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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
65488	09/20/2017	SHERWIN WILLIAMS	$214.00	1026	Printed	Expense	☑	09/30/2017	
65489	09/20/2017	STUDENT MAGS	$190.85	1026	Printed	Expense	☑	09/30/2017	
65490	09/20/2017	TAVARES, ROBERT	$59.47	1026	Printed	Expense	☑	09/30/2017	
65491	09/20/2017	WALTER E. NELSON CO.	$837.94	1026	Printed	Expense	☑	09/30/2017	
65492	09/20/2017	WESTERN MENNONITE SCHOOL	$200.00	1026	Printed	Expense	☑	09/30/2017	
65493	09/20/2017	YES GRAPHICS PRINTING CO	$540.00	1026	Printed	Expense	☑	09/30/2017	
65494	09/29/2017	ADVANCED LOCKING SOLUTIONS INC	$554.50	1032	Printed	Expense	☐		
65495	09/29/2017	ADVANCED PIERRE FOODS	$623.10	1032	Printed	Expense	☐		
65496	09/29/2017	ARMOR ZONE	$1,885.00	1032	Printed	Expense	☐		
65497	09/29/2017	ASBO INTERNATIONAL	$225.00	1032	Printed	Expense	☐		
65498	09/29/2017	AVID CENTER	$3,800.00	1032	Printed	Expense	☐		
65499	09/29/2017	CAPITAL DISTRICT FFA	$1,250.00	1032	Printed	Expense	☐		
65500	09/29/2017	CASCADE ATHLETICS	$109.20	1032	Printed	Expense	☐		
65501	09/29/2017	CHASE, MICHELLE	$690.00	1032	Printed	Expense	☐		
65502	09/29/2017	CHEVRON/TEXACO CARD SERVICES	$79.46	1032	Printed	Expense	☐		
65503	09/29/2017	CONFEDERATION IN OREGON FOR LANG. TRAIN	$200.00	1032	Printed	Expense	☐		
65504	09/29/2017	COSA	$129.00	1032	Printed	Expense	☐		
65505	09/29/2017	DILSON, MEGAN D	$42.50	1032	Printed	Expense	☐		
65506	09/29/2017	EDUCATIONAL TECHNOLOGY AND LIFE CORP	$299.00	1032	Printed	Expense	☐		
65507	09/29/2017	GALAXY T-SHIRT	$686.00	1032	Printed	Expense	☐		
65508	09/29/2017	GW HARDWARE #244	$63.44	1032	Printed	Expense	☐		
65509	09/29/2017	LAZEL	$3,058.86	1032	Printed	Expense	☐		

Gervais School District #1

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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
65510	09/29/2017	MAGNET STREET	$1,188.00	1032	Printed	Expense	☐		
65511	09/29/2017	MOTIVATIONAL MILLENNIAL LLC	$800.00	1032	Printed	Expense	☐		
65512	09/29/2017	NORTHWEST TEXTBOOK DEPOSITORY CO	$439.45	1032	Printed	Expense	☐		
65513	09/29/2017	OFFICE DEPOT	$3,700.51	1032	Printed	Expense	☐		
65514	09/29/2017	OREGON FFA ASSOCIATION	$87.00	1032	Printed	Expense	☐		
65515	09/29/2017	PACIFIC OFFICE AUTOMATION	$672.84	1032	Printed	Expense	☐		
65516	09/29/2017	PACIFIC OFFICE AUTOMATION LEASING	$529.07	1032	Printed	Expense	☐		
65517	09/29/2017	PGE_01831	$87.76	1032	Printed	Expense	☐		
65518	09/29/2017	POWELL'S BOOKS INC_04063	$436.99	1032	Printed	Expense	☐		
65519	09/29/2017	SALEM FOOTBALL OFFICIALS ASSN	$3,130.76	1032	Printed	Expense	☐		
65520	09/29/2017	SALEM SOCCER REFEREES ASSOC	$2,450.00	1032	Printed	Expense	☐		
65521	09/29/2017	SCHOOL SPECIALTY	$275.38	1032	Printed	Expense	☐		
65522	09/29/2017	SCHULTZ, BENJAMIN JAMES	$71.90	1032	Printed	Expense	☐		
65523	09/29/2017	SKID INK	$440.50	1032	Printed	Expense	☐		
65524	09/29/2017	WALTER E. NELSON CO.	$849.00	1032	Printed	Expense	☐		
65525	09/29/2017	WOLFER, MRS. MELISSA	$291.20	1032	Printed	Expense	☑	09/30/2017	
65526	09/29/2017	YES GRAPHICS PRINTING CO	$978.00	1032	Printed	Expense	☐		
65527	09/29/2017	ZOO-PHONICS, INC	$120.95	1032	Printed	Expense	☐		
65528	09/29/2017	AFA-ANNUITY PREMIUM TRUST	$3,730.00	1031	Printed	Payroll Ded	☐		
65529	09/29/2017	AFLAC	$238.74	1031	Printed	Payroll Ded	☐		
65530	09/29/2017	AMERICAN FIDELITY ASSURANCE CO	$3,528.26	1031	Printed	Payroll Ded	☐		

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2017-2018

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2017 **To Date:** 09/30/2017

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
65531	09/29/2017	AMERICAN FIDELITY.	$1,717.88	1031	Printed	Payroll Ded	☐		
65532	09/29/2017	AMERICAN FIDELTIY ASSURANCE	$5,002.83	1031	Printed	Payroll Ded	☐		
65533	09/29/2017	ASPIRE	$275.00	1031	Printed	Payroll Ded	☐		
65534	09/29/2017	AXA EQUITABLE EQUI-VEST	$1,520.00	1031	Printed	Payroll Ded	☐		
65535	09/29/2017	FIDELITY INVESTMENTS	$1,700.00	1031	Printed	Payroll Ded	☐		
65536	09/29/2017	FORESTER FINANCIAL	$1,275.00	1031	Printed	Payroll Ded	☐		
65537	09/29/2017	GERVAIS EDUCATION ASSOCIATION	$2,106.00	1031	Printed	Payroll Ded	☐		
65538	09/29/2017	LEGAL SHIELD	$267.05	1031	Printed	Payroll Ded	☐		
65539	09/29/2017	OREGON DEPARTMENT OF REVENUE	$913.15	1031	Printed	Payroll Ded	☐		
65540	09/29/2017	OREGON EDUCATION ASSOCIATION	$4,680.10	1031	Printed	Payroll Ded	☐		
65541	09/29/2017	OSEA	$2,278.02	1031	Printed	Payroll Ded	☐		
65542	09/29/2017	TEXAS LIFE INS CO	$1,068.80	1031	Printed	Payroll Ded	☐		
65543	09/29/2017	WESTERN SUN CAPITAL	$529.30	1031	Printed	Payroll Ded	☐		
65544	09/29/2017	WI SERVICES COMPANY	$25.00	1031	Printed	Payroll Ded	☐		
		Total Amount:	$407,524.95						

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:
IGBI: Bilingual Education
JECBB: Intradistrict Transfer Students
JECBB_AR: Intradistrict Transfer Procedures
JFC: Student Conduct
JHC: Student Health Services and Requirements

Move that the Gervais School District #1 Board of Directors adopt and/or approve changes to policies IGBI, JECBB, JECBB_AR, JFC and JHC as shown in action item 10-17-8.1.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

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

Gervais School District #1

Code: **IGBC**
Adopted: 2/20/97
Revised: 6/19/03, 01/20/11, 09/21/17

Title IA/Parental and Family Involvement (Version 2)

(This version of the policy requires an administrative regulation, see IGBC-AR.)

The Board recognizes that parental and family involvement is vital to achieve maximum educational growth for students participating in the district's Title IA program. Therefore, in compliance with federal law and the Oregon Department of Education guidelines, the district shall meet with parents and family to provide information regarding their school's participation in the Title IA program and its requirements.

The superintendent shall ensure equivalence among schools in teachers, administration and other staff, and in the provision of curriculum materials and instructional supplies.

The Board directs the superintendent to ensure that each of the district's schools participating in the Title IA program meets annually. Parents and family of participating students shall be informed of their right to be involved in the development of the district's parental and family engagement policy, overall district Title IA plan and the school-parent compacts.

In cooperation with parents and family, the district's policy, plan and compact shall be reviewed annually and updated periodically to meet the changing needs of parents and the schools, and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

The superintendent shall develop administrative regulations, as necessary, to implement this policy and meet the requirements of law.

END OF POLICY

Legal Reference(s):

ORS 343.650
ORS 343.660 OAR 581-037-0005 to -0025

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6312, 6318.

Gervais School District #1

Policy Code: JECBB
Adopted: 2/ 20/ 03, 6/ 17/ 04, 10/ 19/ 17

Intradistrict Transfer Students

With the superintendent's approval, the district may grant the request of a resident student to attend another school in the district, provided the receiving school agrees to that request.

Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district, including transfer to a public charter school in the district.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.133 OAR 581-021-0045

Student Succeeds Act of 2015, 20 U.S.C. §7912.

HR6/27/17 | PH

Gervais School District #1

Code: JECBB-AR
Adopted: 2/20/03, 6/17/04, 4/21/05
Revised/Reviewed: 10/19/17

Intradistrict Transfer Procedures

The following procedures will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary~~:~~.

General Parent/Student Requests for Intradistrict Transfer

1. Resident students and their parents will be notified on an annual basis of intradistrict transfer options available;

2. Requests to transfer will be considered on a space-available basis and subject to the following criteria:

   a. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the district, that the nature and effect of the benefit to be received will be real and meaningful;
   b. Attendance at the school is nearer to the parent's place of work or to the location of child care;
   c. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
   d. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition;
   e. A program/activity is offered only at the receiving school.

3. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent (or emancipated minor or student age 18 or older) and submitted in writing on forms provided by the district] to the principal or designee of the school the student currently attends, no later than March 31. Later requests may be considered in unusual circumstances, at the district's discretion. Written requests must include a clear statement as to how the requested transfer meets district criteria;

4. The principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, the request will be denied;

5. The sending school principal or designee will notify the parent in writing that the request has been granted or denied, no later than June 1;
6. Students who apply for an intradistrict transfer and are not accepted at the time of application because of space availability or Every Student Succeeds Act of 2015 (ESSA) transfers will be placed on a waiting list in the order in which the applications are received. Such applications will be considered for approval at a later date as space becomes available. The waiting list will be maintained until [February] of each year, after which time a new waiting list will be developed;

7. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer;

8. Once a student transfer is approved, the district will, to the extent practicable, continue the student in the receiving school through the highest grade in that building, subject to the right of residents of the attendance area to attend their assigned school and students exercising safe school choice option~~s~~ under ESSA. Approved transfers will be reevaluated at the conclusion of each school year by the principal of the receiving school. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved;

9. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of ESSA, transfer students may be asked to enroll in another school or return to their school of origin;

10. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;

11. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of ESSA will be provided, subject to the following:

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer.

The notice will:

a. Be in writing, provided within 10 school days from the time the district becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by ODE;
b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
c. Identify each public school in the district, including public charter schools, that the parent may select;
d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

2. The transfer will be to a safe school in the district;

3. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;

4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;

5. Approved transfers will generally occur within 30 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;

6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;

7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement

with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

Special Education and Public School Choice

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

Miscellaneous General Provisions for All Transfers

1. Students who wish to return to their home school or to transfer to a different district school must reapply in accordance with established request procedures.

2. Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable Oregon School Activities Association (OSAA) rules.

3. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.

4. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.

5. Recruitment of students by district employees is strictly prohibited.

6. Students whose place of residence changes within the district during the school year must notify the district. Students may be required to attend the school of their new attendance area the following year, consistent with the ESSA requirements, unless application is made for transfer.

7. Parents may appeal decisions to deny intradistrict transfer requests to the superintendent and Board, through established district procedures.

Record Keeping

The principal will maintain a file of all intradistrict transfer requests. A copy will be forwarded to the district office for districtwide data collection purposes.

Gervais School District#1

Code: **JFC**

Adopted: 12/20/90

Revised/Readopted: 7/15/93, 3/15/01, 9/18/03, 10/15/15, 11/29//16, 10/19/17

Administrative Change: 5/21/14

Student Conduct** (Version 1)

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250
ORS 659.850
OAR 581-021-0050 to -0075

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).
Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).
C.R. v. Eugene S.D. 4J, No. 12-1042, U.S. District Court of OR (2013).

Code: **JHC**
Adopted: 12/20/90
Revised/Readopted: 7/15/93, 12/17/09, 10/19/17

Student Health Services and Requirements

Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;

2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and

3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The district shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;

2. Health appraisal to include screening for possible vision or hearing problems;

3. Health counseling for students and parents, when appropriate;

4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, and the county health department;

6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;

7. Services for students who are medically fragile or have special health care needs;

8. Integration of school health services with school health education programs.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of the Every Student Succeeds Act of 2015 (ESSA), the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination[1] or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests.

END OF POLICY

Legal Reference(s)

[1]The term "invasive physical examination,"as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

ORS 329.025
ORS 336.201
OAR 581-022-0705
OAR 581-022-1420
OAR 581-022-1440

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 (2015
Every Student Succeeds Act of 2015, 20 U.S.C. § 8548.
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g.

HR6/27/17 | PH

RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors approve the resolution for inclusion under State of Oregon Deferred Compensation Plan as shown in action item 10-17-8.2.

MOTION BY:_____SECONDED BY:_____

DISCUSSION:_____

_____

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

PLAN TRUST – DECLARATION

oregon SAVINGS GROWTH PLAN

Local Government Entity

ARTICLE I - PURPOSE

Employer, which is a local government entity in Oregon and an "eligible employer" under Section 457(e)(1) of the Internal Revenue Code (IRC), 26 USC 457(e)(1), desires to establish an "eligible deferred compensation plan" ("the Plan"), as defined in Section 457(b) of the Internal Revenue Code, for employees performing services for Employer ("Employer" or "Plan Sponsor"). Employer is the Plan Administrator, and its governing body is the Plan Trustee. The Plan is a "local government deferred compensation plan" as defined in ORS 243.401(9) that is administered by the Public Employees Retirement System. A Third Party Administrator (TPA) may be contracted to offer administrative services.

ARTICLE II - ACCOUNTS HELD IN TRUST

All amounts of compensation deferred under the Plan, all property and rights purchased with such amounts and all income attributable to such amounts, property, or rights shall be held in trust for the exclusive benefit of Participants and their beneficiaries.

ARTICLE III - INVESTMENT

Employer shall offer a diversified investment program(s) for employees participating ("Participants") in the Plan. All or any portion of each Participant's Account may be, but shall not be required to be, invested by Employer in the options designated by Participant. Employer shall have absolute and uncontrolled discretion with respect to the option or options, in which the Account as defined in Article IV, shall be invested.

ARTICLE IV - DEFERRAL

The compensation that Participant would otherwise receive for the pay period shall be reduced by the amount specified by the Participant in the Plan and Agreement, or through instructions communicated via the PERS/OSGP Website, telephone, or other approved method(s) prescribed by the Deferred Compensation Office. The amount of the reduction shall be contributed to Participant's Deferred Compensation Account (the "Account").

ARTICLE V - CHANGE IN AMOUNT OF DEFERRAL

The amount of compensation to be deferred under the Plan may be increased or decreased at any time in accordance with Plan procedures. Any such revision shall be effective for any calendar month by salary reduction only if an agreement providing for the deferral has been entered into before the first day of the month in which the compensation is paid or made available.

ARTICLE VI - MAXIMUM DEFERRAL

Except as provided in Article XIV, the following limitations shall apply: In no event shall the amount deferred for any Participant's taxable year exceed the lesser of (i) the certain amount specified by the Internal Revenue Service ($16,500 in 2011, and as may be adjusted by the Internal Revenue Service from time to time), or (ii) 100 percent of Participant's includible compensation for the taxable year for services performed for Employer.

ARTICLE VII - TIMING OF DEFERRAL

Compensation may be deferred for any calendar month by salary reduction only if an agreement providing for the deferral has been entered into before the first day of the month in which the compensation is paid or made available.

ARTICLE VIII - EMPLOYER'S OBLIGATION; FEES AND CHARGES

Employer's sole obligation to the Participant at any time shall be equal to the value of the Account at such time. The Participant's Account shall be reduced by any charges or fees incurred in liquidating any investment in which the Account is invested, including any interest penalty for early withdrawal of amounts deposited in any financial institution. In addition, the Plan may charge each Participant an annual administrative fee of up to two (2) percent of the Account.

Loan: If employer chooses to participate in the Plan's loan program, participants may be eligible to borrow funds from their OSGP account.

ARTICLE IX - NON-ASSIGNMENT

Except as required by the terms of a domestic relations order as defined in IRS Private Letter Ruling 9145010, July 31, 1991, the Internal Revenue Code, as may be amended, and Plan provisions, Participant may not assign, anticipate, alienate, sell, transfer, pledge, or in any way encumber any of the rights Participant may have in the Employer's 457 Plan, as may be amended. Employer shall reject and refuse to honor any such purported action with respect to such rights. The interest of Participant or any beneficiary designated by Participant in Participant's Account or in any obligation established by this Plan-Trust Declaration shall not be subject to the claims of Participant's creditors or to legal process on behalf of Participant's creditors or be liable for the debts of any beneficiary.

ARTICLE X - AVAILABILITY OF DEFERRED FUNDS

In no event will any amount payable under this Plan be paid or made available to Participant before the Participant incurs a Severance from Employment or is approved for an Unforeseeable Emergency or De Minimis distribution which are defined below. In no event may a Participant's Beneficiary or alternate payee under a QDRO receive a De Minimis distribution or a distribution for an Unforeseeable Emergency.

Severance from Employment shall be determined in the manner prescribed by the Internal Revenue Service. For purposes of this Plan, Participant will have a Severance from Employment on ceasing to render services for the Plan Sponsor, including services as a temporary employee. If a Participant returns to work with the Plan Sponsor, the Participant is no longer eligible for distributions except as otherwise expressly allowed under the Plan and the Internal Revenue Code. "Unforeseeable Emergency shall mean severe financial hardship to Participant resulting from a sudden and unexpected illness or accident of Participant or of Participant's dependent (as defined in Section 152(a) of the Internal Revenue Code), loss of Participant's property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond Participant's control. The circumstances that will constitute an Unforeseeable Emergency will depend upon the facts of each case, but in any case, payment may not be made to the extent that such hardship is or may be relieved: (i) through reimbursement of compensation by insurance or otherwise, (ii) by liquidation of Participant's assets, to the extent the liquidation would not itself cause severe financial hardship, or (iii) by cessation of deferrals under the Plan."

De Minimis Distribution. If a Participant's account has less than $5,000 and the Participant has not contributed to the Plan for a minimum of two years, the Participant may request that the account balance be distributed to the Participant. A Participant may elect this option only once.

Unforeseeable Emergency. Upon the occurrence of an Unforeseeable Emergency, as defined above, Participant may submit an Unforeseeable Emergency Withdrawal Request on a form supplied by the Deferred Compensation Office. If the Deferred Compensation manager, or the manager's designee, approves the request, a distribution will be made in an amount consistent with the terms of this Plan and Agreement and reasonably needed to satisfy the emergency need.

Loan. If employer chooses to participate in the Loan Program, participants may be eligible to borrow funds from their OSGP account.

Distribution After Severance from Employment. Upon Participant's Severance from Employment, as defined above, Employer shall direct the record keeper to pay Participant the value of Participant's Account in the manner specified in Article XII.

ARTICLE XI - PAYMENT UNDER THE PLAN

(a) Upon Participant's Severance from Employment, as defined in Article X, Employer shall authorize payment to the Participant in accordance with Plan procedures; or

(b) Upon the occurrence of an Unforeseeable Emergency, as defined in Article X. Participant may submit an Unforeseen Emergency Withdrawal Request on a form supplied by the Employer or TPA. The request, if approved, will be for only the amount of payment as is consistent with the terms of this Plan document and reasonably needed to satisfy the emergency need.

ARTICLE XII - DISTRIBUTIONS

The Settlement Agreement, which must be completed by a Participant upon severance of employment when the Participant requests a distribution from the Plan, provides for the time and manner in which the value of the Participant's Account is to be paid following Severance from Employment. The Participant may make or change an election regarding the manner in which payments are to be made by completing and executing the "Manner of Payment" portion of the Settlement Agreement and delivering it to the Deferred Compensation Office at least 30 days before the payment commencement date. The "Payment Commencement Date" portion and the "Manner of Payment" portion of the Settlement Agreement shall become effective when executed by both Participant and Employer. The payment commencement date must be at least 30 days after the termination date. Notwithstanding the foregoing, however, the payment commencement date can be no later than April 1 following the calendar year in which Participant reaches age 70½ or incurs a Severance from Employment, whichever is later. The manner of payment selected must satisfy the requirements of Section 401(a)(9) of the Internal Revenue Code. If a Participant fails to elect a payment commencement date by the required beginning date as defined in OAR 459-050-0080, payments shall be made in accordance with IRC 401(a)(9). Account balances of less than $1,000 shall be distributed as a lump sum within one year after the termination date.

ARTICLE XIII - DISTRIBUTION TO BENEFICIARIES

If the Participant dies after having begun to receive distributions, the distribution of benefits must continue to the designated beneficiary at least as rapidly as under the schedule of payments elected by Participant. If Participant dies before having begun to receive distributions, Participant's entire Account must be distributed by December 31 of the calendar year that contains the fifth anniversary of Participant's death, unless the designated beneficiary elects within 60 days after the date the Deferred Compensation Office is notified of the Participant's death to have one of the following special rules apply:

(a) ***IF THE BENEFICIARY IS PARTICIPANT'S SURVIVING SPOUSE:*** Distribution commencement date is no later than December 31 of the year in which the Participant would have reached age 70½ or the year that contains the first anniversary of Participant's death, whichever is later. Payments must be made over the spouse's life or a period no longer than the spouse's life expectancy.

(b) ***IF THE BENEFICIARY IS A PERSON OTHER THAN THE SURVIVING SPOUSE:*** If the beneficiary was designated by the Participant, distributions must begin no later than December 31 of the year that contains the first anniversary of Participant's death. The entire Account must be paid over a period which does not exceed the beneficiary's life expectancy.

(c) ***IF THE BENEFICIARY WAS NOT DESIGNATED BY THE PARTICIPANT:*** As defined in section 401(a)(9) of the Internal Revenue Code, the Participant's entire interest must be distributed to the Estate.

Distributions to the beneficiary may not commence until at least 30 days after the Employer or TPA receives notification of Participant's death.

ARTICLE XIV - CATCH-UP ELECTION

Participants nearing normal retirement age may make up some or all of any deferrals they did not make during previous years of eligibility. For purposes of this Article, "normal retirement age" shall have the meaning given to that term under the retirement system of the plan sponsor. A Participant may elect to make additional catch-up contributions using either of the options listed below. These options may not be exercised simultaneously.

(a) The earliest a Participant may exercise this catch-up option is three years before the Participant reaches normal retirement age. Within one to three years prior to the Participant's normal retirement, the Participant may make additional contributions, such that the sum of normal contributions and catch-up contributions does not exceed the lesser of:

(i) twice the dollar amount in effect under Internal Revenue Code section 457(b)(2)(A) ($16,500 in 2011 and as may be adjusted from time to time), or

(ii) the sum of the maximum contribution level available to the employee (the lesser of 100% of eligible income or the applicable dollar amount which is $16,500 in 2011) plus so much of the maximum contribution level as was not previously used.

(b) A Participant who has attained age fifty (50) before the close of the pay year may defer an amount in addition to the maximum contribution level, not to exceed the lesser of:

(i) the dollar amount stated by the Internal Revenue Service ($5,500 in 2011 and as may be adjusted from time to time); or

(ii) compensation as defined in IRC 415(c) less any other elective deferrals for the year.

ARTICLE XV - PLAN-TO-PLAN TRANSFERS OUT OF THE PLAN

If Participant has a Severance from Employment under this Plan, and becomes employed by another Employer that sponsors a plan that accepts eligible rollover distributions under the Internal Revenue Code, including but not limited to an "eligible deferred compensation plan" under Section 457, Participant may request a transfer of his or her Account to the new Employer's plan. Such a transfer is subject to the terms and conditions of the plan receiving the funds.

ARTICLE XVI - ACCEPTANCE OF DEFERRALS FROM ANOTHER PLAN

Compensation deferred by a Participant pursuant to another eligible plan, including but not limited to plans established under sections 401(k) and 403(b) of the Internal Revenue Code, IRAs, and a governmental employer's "eligible deferred compensation plan" within the meaning of Section 457 of the Internal Revenue Code, may be accepted by this Plan. Such amounts shall be credited to the Participant's Account established pursuant to this Plan-Trust Declaration and shall be subject to all the terms and provisions of the Plan, Oregon Revised Statutes, and the Oregon Administrative Rules, as they may be amended from time to time.

ARTICLE XVII - REVOCATION

Participant may revoke participation in the Plan by providing telephonic instructions, by issuing instructions via the PERS/OSGP Internet site, or any other method that is in accordance with Plan procedures. Any revocation shall be effective only for compensation earned after the last day of the calendar month in which the revocation is submitted. Revocation of participation in the Plan will not accelerate payment of amounts deferred. Payment will occur only upon the occurrence of one of the specific events detailed in this Plan document.

ARTICLE XVIII - DOMESTIC RELATIONS ORDER

The Plan will comply with domestic relation orders as defined in IRS Private Letter Ruling 9145010, July 31, 1991, and as required under Plan provisions, Oregon law, the Internal Revenue Code, rules and regulations, as they may be amended from time to time.

ARTICLE XIX - COMPLIANCE WITH INTERNAL REVENUE CODE SECTION 457

This Plan document is intended to comply with and to be administered in a manner consistent with Section 457 of the Internal Revenue Code. The provisions of this Plan documents shall be interpreted in accordance with this intent. If requested by the Employer, the Participant agrees to cooperate in correcting any inconsistency in the administration of the Plan and Agreement under Section 457 of the Internal Revenue Code. The Plan shall be administered in accordance with Oregon law, the Internal Revenue Code, and applicable rules and regulations, as they may be amended from time to time.

ARTICLE XX - AMENDMENT OF PLAN-TRUST DECLARATION

Subject to the requirements of ORS 243.474 through 243.478, the Employer may amend this Plan-Trust Declaration at any time and without the consent of any other person. Any amendment must be in writing, and may be required if necessary to maintain compliance with Oregon law, the Internal Revenue Code, rules and regulations, as they may be amended from time to time. However, any amendment that would diminish the protection of Article II, "Account Held in Trust" is absolutely void.

NOW THEREFORE, in recognition of the premises recited above, and in consideration of the provisions stated by this Plan-Trust Declaration, and intending to be legally bound by this written Plan-Trust Declaration, the Employer as the Plan Administrator and the Plan-Trustee signed below.

_____	_____
Employer's Signature (Do not print)	Plan Trustee's Signature (Do not print)
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

OREGON SCHOOL BOARDS ASSOCIATION
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Policy Update

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[Summer Board Conference]
July 14-16, 2017
Bend

[Annual Convention]
November 9-12, 2017
Portland

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AC-AR - Discrimination Complaint Procedure (Required)
BDDH - Public Comment at Board Meetings (Highly Recommended)
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CCG - Evaluation of Administrators (***Delete/Replace*** Version 2 with the revised version attached)
CCG-AR - Administrative Standards (Recommend ***Delete***; no longer necessary in an AR)
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GCN-AR - Core Teaching Standards (Recommend ***Delete***; no longer necessary in an AR)
GDN - Evaluation of Classified Staff *(Recommend **Delete**)*
IGBA - Students with Disabilities - Child Identification Procedures (Required)
IGBAG-AR - Special Education - Procedural Safeguards** (Required)
IGBAH - Special Education - Evaluation Procedures** (Required)
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IGBBC - Talented and Gifted – Programs and Services** (Highly Recommended)
IGBBC-AR - Complaints Regarding the Talented and Gifted Program (Optional)
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IICC - Volunteers (Version 2 - recommend ***delete/replace*** with revised/updated version)
IICC - Volunteers (Version 3 - recommend ***delete/replace*** with revised/updated version)
IICC-AR - Volunteers (Recommend ***Delete***)
IKF - Graduation Requirements (Required; Versions 1 and 2)
IKF-AR - Graduation Requirements (Required; accompanies only Version 2 of the policy)
IKFB - Graduation Exercises (Optional)
JEA - Compulsory Attendance (Highly Recommended)
JEC - Admissions** (Optional)
JECA - Admission of Resident Students** (Highly Recommended)
JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems (Required)

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

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If you have questions regarding this publication or OSBA, please call our offices: 503-588-2800 or 800-578-6722

JFCG-AR - Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems (Required; Version 1 or 2)
JFH - Student Complaints (Optional)
JGAB - Use of Restraint and Seclusion (Required)
JHCC - Communicable Disease - Students (***Now*** Required)
JHCC-AR - Procedures for Dealing with Students Having HIV, AIDS or HBV (Recommend ***delete***; Previously version 1)
JHCC/GBEB-AR - Communicable Disease (Previously Version 2; Recommend delete and replace with ***New*** JHCC-AR)
JHCC-AR - Communicable Disease - Students (***New***; Required)
JHCCF - Pediculosis (Head Lice), (Version 3; ***New*** Optional)
JHCD - Nonprescription Medication - ***Repeal (Rescind)/Replace***
JHCDA - Prescription Medication - ***Repeal (Rescind)/Replace***
JHCD/JHCDA - Medications**/* (***New***; Required)
JHCD/JHCDA-AR - Medications**/* (Required)
JHF - Student Safety (Highly Recommended)
JHFE-AR(2) - Abuse of a Child Investigations Conducted on District Premises (***New***; Highly Recommended; replaces existing JHFE-AR(2) or JHFE/KN-AR(2) depending on which version the district selected previously)
JHFE/KN-AR(2) OR KN/JHFE-AR(2) - Abuse of a Child [or Other] Investigations Conducted on District Premises - Recommend replace with JHFE-AR(2) and KN-AR(2)
JOA - Directory Information** (Required)
KBA - Public Records (Highly Recommended)
KBA-AR - Public Records (Highly Recommended)
KN-AR(2) - Investigations Conducted on District Premises (Revised; Highly Recommended; replaces existing KN-AR(2) or KN/JHFE-AR(2) depending on which version the district selected previously)
KL - Public Complaints (Highly Recommended) (Version 1, 2, 3 or 4)
KL-AR[(1)] - Public Complaint Procedure (Highly Recommended)
KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction (***New*** - Highly Recommended)
KLD - Complaints about District Personnel - Recommend ***Delete***; all versions
KLD-AR - Complaints about District Personnel - Recommend ***Delete***; all versions
LGA - Compliance with Standards - Recommend ***Delete***
LGA-AR(1) - Public Appeals and Complaints about Alleged Violations of Standards - Recommend ***Delete***
LGA-AR(2) - Appeal to the State Superintendent for Alleged Standards Violation - Recommend ***Delete***

GCBDD/GDBDD - Sick Time (Required) – ***Update***

The new legislation addressing Sick Time, Senate Bill 299 (2017), has been reviewed and has been determined not to affect recommended policy language in OSBA's sample policy. If there are related questions, please contact Peggy Holstedt, director of policy services at OSBA.

(Summaries continued on next page)

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

COMPLAINTS AND APPEALS

Summary

The State Board of Education revised and renumbered OAR 581-022-1941 to 581-022-2370 (Complaint Procedures); OAR 581-022-1940 to 581-002-0040 (Appeal Procedure); revised OAR 581-021-0570 (Complaint Procedures - Restraint and Seclusion); and repealed OAR 581-021-0043 (Retaliation; added to 581-022-2370). All are OARs related to the local complaint procedure, and the appeal procedure to the Deputy Superintendent of Public Instruction for which the Deputy Superintendent has jurisdiction.

Key revisions include but are not limited to:
- The local complaint procedure may not have more than four steps.
- The complaints relating to discrimination, retaliation, restraint and seclusion and Division 22 standards are the only type of complaints that can be appealed to the Deputy Superintendent of Public Instruction.
- The appeal procedure for a complaint is limited to complaints that are pursued by a student, a parent or guardian of a student attending school in the district or a person that resides in the district.
- The district is directed to have complaint procedures available at the district's administrative office and on the home page of the district's website.

Legal Reference

See the policy documents for changes.

Collective Bargaining Impact

None

Local District Responsibility

Review the required and highly recommend policies and administrative regulations (AR) and the proposed language revisions for policy adoption and board review (AC-AR is required to be adopted by the board). Repeal the policies and ARs that are recommended for deletion.

Policy Implications

AC - Nondiscrimination (Required)
AC-AR - Discrimination Complaint Procedure (Required)
IGBBC - Talented and Gifted – Programs and Services** (Highly Recommended)
IGBBC-AR - Complaints Regarding the Talented and Gifted Program (Optional)
JFH - Student Complaints (Optional)
JGAB - Use of Restraint and Seclusion (Required)
KL - Public Complaints (Highly Recommended) (Version 1, 2, 3 or 4)
KL-AR[(1)] - Public Complaint Procedure (Highly Recommended)
KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction (***New*** - Highly Recommended)
KLD - Complaints about District Personnel - Recommend ***Delete***; all versions
KLD-AR - Complaints about District Personnel - Recommend ***Delete***; all versions
LGA - Compliance with Standards - Recommend ***Delete***
LGA-AR(1) - Public Appeals and Complaints about Alleged Violations of Standards - Recommend ***Delete***
LGA-AR(2) - Appeal to the State Superintendent for Alleged Standards Violation - Recommend ***Delete***

PUBLIC COMMENTS

Summary

As a result of several court cases, OSBA's legal staff recommends that members no longer allow any public comment – not just prohibiting complaints – concerning staff.

By prohibiting only criticism, it could be seen as "viewpoint discrimination" which is protected under the First Amendment.

Legal Reference

See policy document for changes.

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the Board review the recommended language and readopt this highly recommended policy, and review the recommended revised language in the administrative regulation and issue it to the Board for review.

Policy Implications

BDDH - Public Comment at Board Meetings (Highly Recommended)
BDDH-AR - Public Comment at Board Meetings (Optional)

TEACHER AND ADMINISTRATOR EVALUATIONS

Summary

At its June 2017 meeting the Oregon Board of Education revised the Oregon Administrative Rule (OAR) 581-022-2410 (renumbered from 581-022-1723) on Teacher and Administrator Evaluation and Support. These revisions removed the requirements generated by the expired NCLB waiver, while maintaining the integrity of Senate Bill 290. The changes requires district superintendents to regularly evaluate and report to the Board on the implementation of their local evaluation and support systems and educator effectiveness.

Legal Reference

None

Collective Bargaining Impact

The OAR states, "The standards shall be customized based on the collaborative efforts of the teachers and administrators of the school district and the exclusive bargaining representative of the employees of the school district." Review the district's collective bargaining agreement and any administrator agreements.

Local District Responsibility

The district should review the recommended changes and readopt the attached versions of policy CCG and GCN/GDN. If the district previously adopted Version 2 of policy CCG, OSBA recommends replacing it with the revised version presented in this update for policy CCG.

If the district previously adopted single coded versions of policy GCN and GDN, this double-coded version (GCN/GDN) can replace them both.

Policy Implications

CCG - Evaluation of Administrators (Version 1 is kept; updated; removed "Version 1" from title)
CCG - Evaluation of Administrators (***Delete/Replace*** Version 2 with the revised version attached)
CCG-AR - Administrative Standards (Recommend ***Delete***; no longer necessary in an AR)
GCN/GDN - Evaluation of Staff (Required)
GCN-AR - Core Teaching Standards (Recommend ***Delete***; no longer necessary in an AR)
GDN - Evaluation of Classified Staff *(Recommend **Delete**)*

ACCIDENT REPORTING

Summary

The Occupational Safety and Health Administration (OSHA) revised reporting rules resulting in the removal of "elementary and secondary schools," "other schools of instruction" and "educational support services" from exempt status in regards to filling out the OSHA 300 injury tracking log.

Legal Reference

Revision to OAR 437-001-0700

Collective Bargaining Impact

None

Local District Responsibility

Consider the revised language in policy EBBB and adopt. If the district has highly recommended policy JHF, also consider the revised language in policy JHF and adopt if the board feels it's in the best interest of the district.

Policy Implications

EBBB - Injury/Illness Reports (Required)
JHF - Student Safety (Highly Recommended)

COMMUNICABLE DISEASE

Summary

In working with the Oregon Health Authority (OHA) an the Oregon Department of Education (ODE), and the revision of the *Communicable Disease Guide* published by OHA and ODE, OSBA has revised the Communicable Disease policy and separated the administrative regulation; one for students and one for staff. Please note the staff policy is highly recommended, and the student policy is now designated as required, as required by Oregon law.

Legal Reference

Oregon Department of Education and Oregon Health Authority, *Communicable Disease Guidance* (2017).

Collective Bargaining Impact

None

Local District Responsibility

Based on Oregon law, policy GBEB is still highly recommended for the staff section, however policy JHCC has been designated as required for the student section. Similarly, since OSBA previously had a combined administrative regulation (AR) to cover both policies, the AR was separated and now the AR for policy JHCC is required, and the AR for GBEB is still highly recommended. It is recommended the district review the revisions to policy for adoption; and consider adoption of JHCC-AR and review of GBEB-AR.

Policy Implications

GBEB - Communicable Disease - Staff (Highly Recommended)
GBEB/JHCC-AR - Communicable Disease (Recommend delete and replace with GBEB-AR)
GBEB-AR - Communicable Disease - Staff (***New***; Highly Recommended)
JHCC - Communicable Disease - Students (***Now*** Required)
JHCC-AR - Procedures for Dealing with Students Having HIV, AIDS or HBV (Previously version 1; Recommend ***delete***)
JHCC/GBEB-AR - Communicable Disease (Previously Version 2; Recommend **delete/replace** with *New* JHCC-AR)
JHCC-AR - Communicable Disease - Students (***New***; Required)

DRUG AND ALCOHOL TESTING - TRANSPORTATION PERSONNEL

Summary

The Federal Motor Carrier Safety Administration (FMCSA) reduced the minimum annual percentage rate for random testing on controlled substances of drivers with a commercial drivers license (CDL), reducing the current rate of 50 percent of the average number of driver positions to 25 percent of the average number of driver positions.

Legal Reference

49 C.F.R. 382.305

Collective Bargaining Impact

None

Local District Responsibility

If the district has this conditionally required administrative regulation GBEDA-AR - Drug and Alcohol Testing – Transportation Personnel in its policy manual, review the new language and adopt. This administration regulation is required to be adopted by the board and is directed in statute.

Policy Implications

GBEDA-AR - Drug and Alcohol Testing – Transportation Personnel (Conditionally Required)

LICENSING

Summary

Senate Bill 205 was passed in the 2017 Legislature and allows a district, **if it so chooses**, to employ an applicant for a position in the district (this includes but is not limited to substitute teachers), who has a teaching license application pending with the Teacher Standards and Practices Commission (TSPC). The applicant must have met other specific criteria as required by law, then may be employed to teach in an Oregon public school for 90 calendar days after the date of the submission of the teaching license application to the TSPC. For these employees, the district must verify that the employee is properly licensed on the 91st day after the date of submission of the application.

This new law is effective now (for the 2017-2018 school year). The district may still choose to require licensure as a condition of employment.

Legal Reference

ORS 339.374
OAR 584-050-0035
OAR 584-200-0020

Collective Bargaining Impact

None

Local District Responsibility

If the district has this optional policy, it is recommended for the board to review and consider whether to adopt the optional language resulting from SB 205, and readopt this policy as appropriate.

Policy Implications

GCA - License Requirements (Optional)

CRIMINAL RECORDS CHECK FOR VOLUNTEERS

Summary

The 2017 Legislature passed House Bill (HB) 2992 which requires districts to adopt policy that requires a background check for a volunteer **if** that volunteer is to have direct, unsupervised contact with students. This requirement is effective on January 1, 2018, however the district may implement this requirement at any time prior to January 1.

Legal Reference

See revisions in policy

Collective Bargaining Impact

None

Local District Responsibility

The district should determine if it will allow volunteers to have direct, unsupervised contract with students. It is recommended that the Board review the new, proposed language,

determine which language is in the best interest of the district (choose which bracketed language), and make recommended revisions to required policy GCDA/GDDA and readopt. It is recommended that the administration review the recommended revisions to the required administrative regulation, make the same determination for the AR and other bracketed language, revise accordingly and submit to the Board for review.

If the district has policy IICC - Volunteers, it is recommended that the Board review the recommended revisions and readopt with revised language, and if not, consider if adopting the policy would be in the best interest of the district. Other versions of policy IICC previously available from OSBA are recommended for replacement with the version included herein.

The district should match policy language in policy IICC on the requirement for background checks for volunteers to that in policy GCDA/GDDA.

Policy Implications

GCDA/GDDA - Criminal Records Check and Fingerprinting (Required)
GCDA/GDDA - Criminal Records Check/Fingerprinting (Version 2 - Recommend ***delete/replace*** with revised/updated version)
GCDA/GDDA-AR - Criminal Records Check and Fingerprinting (Required)
IICC - Volunteers (Conditionally Required - recommended revision)
IICC - Volunteers (Version 2 - recommend ***delete/replace*** with revised/updated version)
IICC - Volunteers (Version 3 - recommend ***delete/replace*** with revised/updated version)
IICC-AR - Volunteers (Recommend ***Delete***)

SENATE BILL 20

Summary

Senate Bill (SB) 20 passed by the 2017 Legislature updated state law references to the Every Student Succeeds Act of 2015 (ESSA) in current law.

SB 20 changed references from NCLB to ESSA in several Oregon statutes.

Additionally, SB 20 changed statute so that the modified diploma is treated similarly to a regular high school diploma affecting several student related policies such as, but not limited to, IGBA, IGBAH, IGBAJ, IGCA, JEC and JECA.

The changes affecting policy IGBHE are a result of the Oregon Department of Education's removal of the Expanded Options Program rules in lieu of ORS Chapter 340.

Legal Reference

See policy documents for changes.

Collective Bargaining Impact

None

Local District Responsibility

If the district has the policies or administrative regulations (AR), review and adopt the new policy language, and review the revised administrative regulation or adopt as required (ARs related to special education require the board to adopt).

The sample policy JEC was previously offered in three versions; two of the versions have been deleted from OSBA samples and the final version is provided herein. It remains an optional policy.

If the district has IGBHE-AR(2) - Expanded Options Program Summary (District) and IGBHE-AR(3) - Expanded Options Program Checklist, review them for updates based on recommended policy changes as needed.

Policy Implications

IGBA - Students with Disabilities - Child Identification Procedures (Required)
IGBAG-AR - Special Education - Procedural Safeguards** (Required)
IGBAH - Special Education - Evaluation Procedures** (Required)
IGBAJ - Special Education - Free Appropriate Public Education (FAPE)** (Required)
IGBAJ-AR - Special Education - Free Appropriate Public Education (FAPE)** (Required)
IGBHE - Expanded Options Program** (Highly Recommended)
IGBHE-AR - Expanded Options Program (Recoded from IGBHE-AR(1); Highly Recommended)
IGCA - Post-Graduate Scholars Program (Conditionally Required)
JEC - Admissions** (Optional)
JECA - Admission of Resident Students** (Highly Recommended)

GRADUATION REQUIREMENTS

Summary

House Bill (HB) 3267, passed by the 2017 Oregon Legislature, directs districts and public charter schools to give a waiver for any graduation requirements above the state's requirements, if the student at anytime from grade 9 to 12 is, or was a foster child, homeless, a runaway, a child in a military family, a child of a migrant worker or enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

Senate Bill 20, also passed by the 2017 Legislature, adds that a student may also have the option to participate in a high school graduation ceremony with the student's class, if the student "qualifies to receive" a modified diploma, an extended diploma or an alternative certificate, in addition to the previous allowance for a student to participate who "receives" the same.

Lastly, HB 2220 removes certain exceptions for a person, who served in the U.S. Armed Forces and was discharged or released under honorable conditions, to receive a high school diploma upon request, subject to state law.

The effective date for these amendments is July 1, 2017.

Legal Reference

See revisions in the sample policy

Collective Bargaining Impact

None

Local District Responsibility

If the district has adopted the required policy IKF - Graduation Requirements, review the new language and adopt. Version 1 of the policy IKF, does not require an administrative regulation; all the required language for the district's graduation requirements is included in

the policy. Version 2 of policy IKF requires an accompanying administrative regulation to assure all the language is included for a district's graduation requirements (See IKF-AR).

Policy Implications

IKF - Graduation Requirements (Required; Versions 1 and 2)
IKF-AR - Graduation Requirements (Required; accompanies only Version 2 of the policy)
IKFB - Graduation Exercises (Optional)

COMPULSORY ATTENDANCE EXEMPTIONS

Summary

The 2017 Legislature passed House Bill (HB) 3029 and 3409 and Senate Bill (SB) 20, adding new or revising exemptions to the compulsory attendance law.

The HB 3029 exemption allows a parent or guardian to delay the attendance of their child if the child's sixth birthday occurs on or before September 1 immediately preceding the beginning of the current school year. The parent or guardian must submit written notification to the child's resident district that they intend to delay enrollment for one year for the purpose of better meeting the child's cognitive, social or physical development, as determined by the parent or guardian.

HB 3409 revised the compulsory attendance exemptions, which now exempts children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.

SB 20 revised the compulsory attendance exemption to also include a student who has received a modified diploma, in addition to the previous exemption for a student who has received a high school diploma.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

If the district has this highly recommended policy, the Board should review the recommended language and readopt. If the district does not have this highly recommended policy, review the policy and adopt if the Board determines it is in the best interest of the district.

There are no recommended changes for the accompanying administrative regulation, therefore it has not been included in this update.

Policy Implications

JEA - Compulsory Attendance (Highly Recommended)

TOBACCO

Summary

The 2017 Legislature passed Senate Bill 754 raising the minimum age for selling to or distributing of tobacco products or inhalant delivery systems to persons, from 18 to 21 years of age, and prohibiting the possession of tobacco products or inhalant delivery systems for persons under age 21 on district grounds, in a district facility or while at a district-sponsored activity. The bill also added to the definition of "facility", that already includes a public or private school, youth correction facility or juvenile detention facility, to include a college, community college, university, career school and technical education school.

The edits reflected in the two versions of JFCG-AR are effected by Oregon Revised Statute 339.250, which limits the use of out-of-school suspension and expulsion.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the Board review the recommended revisions of this required policy and readopt, and review the recommended revisions for administrative regulation JFCG-AR and revise accordingly.

Policy Implications

JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems (Required)
JFCG-AR - Discipline for Use, Possession, Distribution or Sale of Tobacco Products or Inhalant Delivery Systems (Versions 1 or 2) (Required)

HEAD LICE

Summary

The Oregon Health Authority and the Oregon Department of Education (ODE) have requested that OSBA release a Version 3 of the sample head lice policy. This sample reflects the recommendations of the National Association of School Nurses, Center for Disease Control and The Academy of Pediatrics as it relates to the management of head lice in a school setting. This policy is optional and state law allows the district discretion on how to address the issue of head lice with students in a school setting.

The ODE has released an update to the Head Lice Guidance and the link to this guidance is footnoted in the policy.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the Board review any current district head lice policy, procedures and administrative regulations for consistency. If the attached policy reflects district practice, review the new sample policy (Version 3) to determine if it is in the best interest of the district to adopt and replace existing policy.

Policy Implications

JHCCF - Pediculosis (Head Lice), (Version 3; ***New*** Optional)

MEDICATIONS

Summary

The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-021-0037 "Administration of Medication to Students". As a result, OSBA has chosen to combine the nonprescription and prescription medication policies into one double-coded policy which reflects the adopted revisions. The major changes include, but are not limited to, a new definition of medication; requirement that nonprescription medication not approved by the Food and Drug Administration (FDA) will require a prescriber's written note; replaces and expands the term "physician" to "prescriber,"; replaces "designated school employee" with "designated personnel"; and removed the district's responsibility at before-school and after-school activities on school property, except for the administration of treatment for a life-threatening food allergy and adrenal insufficiency, as required in statute.

Legal Reference

See policy document for changes.

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the Board repeal and replace Board policies JHCD - Nonprescription Medication and JHCDA - Prescription Medication with the new, required double-coded policy JHCD/JHCDA - Medications**/*, and review and adopt the recommended revisions to the required administrative regulation. The administration regulation is required to be adopted per statute.

Policy Implications

JHCD - Nonprescription Medication - Repeal (Rescind)/Replace
JHCDA - Prescription Medication - Repeal (Rescind)/Replace
JHCD/JHCDA - Medications**/* (New-Required)
JHCD/JHCDA-AR - Medications**/* (Required)

INVESTIGATIONS ON DISTRICT PREMISES

Summary

Senate Bill (SB) 101 (2017) clarified that a Department of Human Services (DHS) employee or law enforcement official is not required to reveal information about an investigation of child abuse to the school as a condition of conducting an investigation on school premises. The SB also reiterated that school employees are not allowed to notify anyone regarding an

investigation of abuse of a child conducted by DHS or law enforcement on school premises, the responsibility to notify parents or guardians rests with DHS and/or law enforcement. This is consistent with practices in most school districts across the state. SB 101 does not give the right to DHS employees to access students without signing forms and providing identification. At the request of DHS, we have created a form to be used for child abuse investigations.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

It is recommended for administration to review the attached new, and revised administrative regulations (AR), and submit to the Board for review. If the district has the double-coded JHFE/KN-AR(2), the district should replace it with the attached single-coded JHFE-AR(2) in its entirety in section J; replace KN/JHFE-AR(2) with the new attached version of KN-AR(2); resulting in no double-coded AR in the manual, and having two separate forms for situations involving investigations on district property, one for child abuse and one for all other investigations.

Policy Implications

JHFE-AR(2) - Abuse of a Child Investigations Conducted on District Premises (***New*** - Highly Recommended; replaces existing JHFE-AR(2) or JHFE/KN-AR(2) depending on which version the district selected previously)

JHFE/KN-AR(2) OR KN/JHFE-AR(2) - Abuse of a Child [or Other] Investigations Conducted on District Premises - Recommend replace with JHFE-AR(2) and KN-AR(2).

KN-AR(2) - Investigations Conducted on District Premises (Revised - Highly Recommended; replaces existing KN-AR(2) or KN/JHFE-AR(2) depending on which version the district selected previously)

PUBLIC RECORDS

Summary

Senate Bill (SB) 481 passed by the 2017 Legislature established time frames for public bodies to respond to a public records request. Districts must acknowledge or complete the public records request within five business days. The district acknowledgment of a public records request must confirm that the district is, is not, or is uncertain it is the custodian of the requested public records. If the public body first acknowledges the receipt of the request for public records – without completing it – the SB also imposes a time frame for completing the request.

In addition, SB 481 defined “business day” in regard to responding to a public records request. The SB makes this new Act applicable to public records requests received by a district on or after January 1, 2018.

House Bill 3464 (2017) added legislation that a “public body” shall not “..., in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws”.

Legal Reference

See the policy document for changes.

Collective Bargaining Impact

None

Local District Responsibility

If the district has these documents in its policy manual, review and adopt the new policy language and review the revised, highly recommended administrative regulation.

Policy Implications

JOA - Directory Information** (Required)
KBA - Public Records (Highly Recommended)
KBA-AR - Public Records (Highly Recommended)

ABOUT *POLICY UPDATE*

Policy Update is a quarterly subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts.

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

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

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

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally-located policy manual updated electronically, you have instant access to current district policies.
Go to *policy.osba.org* and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.
OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

2017-2018 STAFF/STUDENT HANDBOOKS AND KEY DATES CALENDAR *(Available Now)*:

OSBA's Model Staff and Student Handbooks and Key Dates Calendar are revised annually to reflect recent legislation and other changes.

Samples and online ordering of these tools for purchase can be found on the OSBA website through this link: *www.osba.org*. (Can be purchased under Downloads)

Gervais School District 1

Code: **ING**
Adopted: 12/20/90
Readopted: 7/15/93, 3/17/11

Animals in District Facilities

~~Permission is to be obtained from the principal before animals are brought into the school. Animals may not be transported on~~Only service animals[1] serving persons with a ~~school bus~~disability and animals approved by the [human resource director] [superintendent] that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

~~Animals~~Approved ~~A~~animals must be adequately ~~housed and~~ cared for ~~in secure cages~~and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, except those service animals serving ~~the disabled~~persons with a disability, may not be transported on a school bus.

~~Animals serving persons with a disability would be an exception to this policy~~.

END OF POLICY

Legal Reference(s):

~~ORS 336.067~~
~~ORS 346.620~~
~~OAR 581-053-0010~~
~~OAR 581-053-0015~~
~~OAR 581-053-0545(4)(c)(V)~~
~~OAR 581-053-0550(5)(u)~~

ORS 332.107

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[1]The American with Disabilities Act definition of "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

ORS 659A.400
OAR 581-053-0010
OAR 581-053-0230(9)(j)
OAR 581-053-0330(1)(q)
OAR 581-053-0430(16)
OAR 581-053-0531(15)

Americans with Disabilities Act of 1990, ~~104 Stat. 327,~~ 42 U.S.C. ~~§~~§§ 12101~~ et seq.,~~-12213 (2006~~).~~
); 28 CFR §§ 35.104, 35.136 (2006).

~~8/6/97~~|~~MW~~Americans with Disabilities Act Amendments Act of 2008.
~~10/24/13~~1/31/17 | ~~RS~~PH

Gervais School District#1

Code: **ING-AR**
Revised/Reviewed: **NEW**

Animals in District Facilities

~~Please provide the following information about the~~If the animal is a service animal[1], please answer the following questions~~.~~:

~~1. Parent/Staff and/or emergency contact information:~~ _____

_____

1. Is the service animal required due to a disability? ~~□ Yes □ No~~ _____

_____

2. ~~Describe the nature of the~~What work or task has the service animal ~~is~~ been trained~~, or is being trained~~ to ~~do or~~ perform ~~to~~[2] ~~meet the student's/staff's individual needs:~~?

_____

_____

If an animal is not a service animal, the district staff may request emergency contact information.

~~6/12/14~~1/31/17 | ~~RS~~PH

[1]The American with Disabilities Act definition of "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

[2]The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.

Gervais School District 1

Code: **BDDH**
Adopted: Unknown
Revised/Readopted: 12/20/90, 7/15/93, 01/20/05

Public ~~Participation in~~Comment at Board Meetings

All Board meetings, with the exception of executive ~~session~~sessions, will be open to the public. The Board invites district ~~citizens~~citizens~~school.~~district. community members to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids[1] and services.

Auxiliary aids and services for ~~disabled~~ persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

Audience

During ~~an open~~a session of a Board meeting open to the public, members of the public ~~are specifically~~ may be invited to present ~~concerns~~comments during the designated portion of the agenda ~~(Public Forum).~~. At the discretion of the ~~chairperson~~Board chair, further public ~~participation~~comment may be allowed.

Request for an Item on the Agenda

A member of the public may request the [superintendent ~~place~~] [Board chair] consider placing an item ~~of concern~~ on the agenda of a regular Board meeting. This request should be made in writing and presented to the [superintendent] [Board chair] for consideration at least ~~ten~~[five working days] prior to the scheduled meeting.

[1]Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.

Procedures for Public ~~Participation in~~Comment at Meetings

~~Procedures~~The Board will ~~be established~~ establish procedures for public ~~participation~~comment in open meetings ~~of the Board.~~. The purpose of these procedures will be to inform the public ~~as to~~ how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the ~~chairperson~~Board chair.

2. A visitor speaking during the meeting may introduce a topic not on the published agenda. 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 study.

3. Any person who is invited by the Board chair ~~person~~ to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

4. Statements by members of the public should be brief and concise. The ~~chairperson may~~Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.

5. Questions asked by the public, when possible, will be answered ~~immediately~~ by the ~~chairperson~~Board chair or referred to ~~staff members~~the superintendent for reply. Questions requiring investigation may, at the discretion of the ~~chairperson~~Board chair, be referred to the superintendent for response at a later time.

6. At the discretion of the Board ~~chairperson~~chair, 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 the Board secretary with a completed registration card or sign-in sheet, prior to the Board meeting in order to allow the ~~chairperson~~chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

~~Criticisms of~~ Comments Regarding Staff Members

Speakers may offer objective criticism of ~~school~~district operations and programs~~, but the~~. ~~t~~The Board will

not hear ~~complaints concerning~~ comments regarding any individual ~~school personnel.~~district ~~personnel~~staff member. The ~~chairperson~~Board chair will direct the visitor to the ~~appropriate means~~~~means~~procedures in Board policy [KL - Public Complaints] for Board consideration ~~and disposition~~ of a legitimate complaints involving ~~such individuals.~~ a staff member. [The association contract governing the employee's rights will be followed.] A commendation involving a staff member should be sent to the superintendent[, who will forward it to the [employee, his/her supervisor and the Board]].

END OF POLICY

Legal Reference(s):
~~ORS 165.535~~
~~ORS 165.540~~
~~ORS 192~~ORS 165.535
ORS 165.540
ORS 192.610 ~~–~~to ~~-~~192.690
~~ORS 332.057~~
ORS 332.057

Americans with Disabilities Act of 1990, 42 U.S.C. ~~Sections~~§§ 12101-12213~~;~~ (2017); 29 ~~CFR~~C.F.R. Part 1630 (~~2000~~2006~~2017~~); 28 ~~CFR~~C.F.R. Part 35 (~~2000~~2006~~2017~~).

~~Cross Reference(s):~~

~~Policy KLD - Public Complaints about School Personnel~~Americans with Disabilities Act Amendments Act of 2008.
Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).
Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

HR~~10/08/15~~9/28/17 | PH

Gervais School District 1

Code: **BDDH-AR**
Adopted: 4/14/92
Revised/Readopted: 7/15/93

Public ~~Participation in~~ Comment at 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.~~

~~—~~The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed [three] minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows:

Board policy BDDH - Public Comment at Board Meetings:

"~~Criticisms/Complaints of~~ Comments Regarding Staff Members -

~~7.~~Speakers may offer objective criticism of ~~school~~district operations and programs~~, but the~~. ~~t~~The Board will not hear ~~complaints concerning specific school personnel. The chairperson~~comments regarding any individual district ~~personnel~~staff member. The Board chair will direct the visitor to the ~~appropriate means for~~ procedures ~~for public complaints about district personnel~~ in Board policy [KL - Public Complaints] for ~~disposition~~ Board consideration ~~and disposition~~ of a legitimate complaints~~ involving individuals.~~

~~8. These procedures the individual~~ a staff member. [The association contract governing the employee's rights will be ~~published on the back of every Board meeting information pamphlet.~~followed.] A commendation involving a staff member should be sent to the superintendent[, who will forward it to the [employee, his/her supervisor and the Board]]."

INTENT TO SPEAK

The Board welcomes your input. Please submit this completed card to the Board secretary prior the start of the meeting.

Name: _____ Phone: _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

_____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with [Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure]. A hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.