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Phone: 503.792.3803
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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 17, 2019

Regular Session

The Gervais School District #1 Board of Directors will convene in a Regular Session at 6:00 p.m. in the Gervais School District Conference Center.

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.

Individuals needing accommodations regarding translation should contact the Director of Federal Programs at the Welcome Center Office x4010. Contact should be made at least 48 hours 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 17, 2019, at 6:00 p.m.** The agenda for the Regular Session meeting includes, but is not limited to, the following business:

Reports:

- **Student Council**
- **Administrators Reports**
- **Financial Reports**
  Safety Committee Quarterly Report
- **Superintendent Report**
  JFCJ: Weapons in School

Action Items:

- **Policy Second Reading**
  AC: Nondiscrimination
  AC-AR: Discrimination Complaint Procedure
  GCDA/GDDA: Criminal Records Check and Fingerprinting
  GCDA/GDDA-AR: Criminal Records Check and Fingerprinting
  IICC: Volunteers
- **Declare Two Budget Committee Vacancies & Approve the Budget Committee Selection Process**

Discussion Items:

- **Policy First Readings**
  EFAA-AR: Reimbursable Meals and Milk Programs
  KL: Public Complaints
- **Policies to Delete**
  JHFDA: Suspension of a Student's Driving Privileges
  JHFDA-AR (1): Request for Suspended Driving Privileges-Conduct
- **Superintendent Evaluation Goals**

GERVAIS SCHOOL DISTRICT

Agenda of October 17, 2019 School Board Meeting
Gervais School District Conference Center

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 a life-long learners, ready to enter the 21st century workforce and to be responsible citizens.

	ITEM	RESPONSIBILITY	TIME
1.0	**CALL TO ORDER**	Chairperson	6:00 p.m.
	1.1 Pledge of Allegiance		
2.0	**INTRODUCTIONS & ANNOUNCEMENTS**		6:05 p.m.
	2.1 Public Forum Sign-Up	Chairperson	
	2.2 Visitor Guest Book	Chairperson	
	2.3 Announcements	D. Stevens	
3.0	**APPROVAL OF MINUTES**	Chairperson	6:20 p.m.
	3.1 Regular & Executive Session	September 26, 2019	
	3.2 Working & Executive Session	October 3, 2019	
4.0	**PUBLIC FORUM**	Chairperson	6:25 p.m.
	4.1 Public Participation in Board Meetings (Gervais School District Policy BDDH-AR)		
	Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The Chairperson will direct complaints to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. At this time, members of the public are invited to present concerns to the Board.		
5.0	**REPORTS**		
	5.1 Student Council Report	Student Council Representative	6:50 p.m.
	5.2 Administrator Reports	Administrators	7:00 p.m.
	5.3 Financial Report	M. Wolfer	7:10 p.m.
	• Safety Committee Quarterly Report		
	5.4 Superintendent Report	D. Stevens	7:20 p.m.
	• JFCJ: Weapons in School		
6.0	**BOARD FOCUS/MEMBER TOPICS**	Chairperson	
7.0	**CONSENT ITEMS**	Chairperson	7:25 p.m.
	7.1 New Hire/Temporary/Extra Duty		
	7.2 Contract Change/Recall/Renewal		
	7.3 Reduction in Force/Resignation/Termination		
	7.4 2020-2021 Budget Calendar		

	ITEM	RESPONSIBILITY	TIME
8.0	**ACTION ITEMS**	Chairperson	7:40 p.m.
	8.1 Policy Second Readings AC: Nondiscrimination AC-AR: Discrimination Complaint Procedure GCDA/GDDA: Criminal Records Check and Fingerprinting GCDA/GDDA-AR: Criminal Records Check and Fingerprinting IICC: Volunteers		
	8.2 Declare Two Budget Committee Vacancies & Approve the Budget Committee Selection Process		
9.0	**DISCUSSION ITEMS**	D. Stevens	7:50 p.m.
	9.1 Policy First Readings EFAA-AR: Reimbursable Meals and Milk Programs KL: Public Complaints		
	9.2 Policies to Delete JHFDA: Suspension of a Student's Driving Privileges JHFDA-AR (1): Request for Suspended Driving Privileges-Conduct		
	9.3 Superintendent Evaluation Goals		
10.0	**FUTURE AGENDA ITEMS**		
11.0	**ADJOURN**	Chairperson	8:00 p.m.

Gervais School District #1
School Board Regular & Executive Session Meeting Minutes
Thursday, September 26, 2019

REGULAR SESSION
Director Jirges called the School Board of Gervais School District #1, Marion County into a Regular Session on Thursday, September 26, 2019, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, and Lorraine Martin. Others present included Dandy Stevens and Sandra Segura.

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS & ANNOUNCEMENTS

2.1 Public Forum Sign-Up
Director Jirges reminded everyone to sign the attendance sheet if they wished to speak during the public forum.

Public Forum Sign-Up included:
Lenthal Kaup.

2.2 Visitor Guest Book
Those present included:
Andrew Aman, Ryan Figura, Creighton Helms, Lenthal Kaup, Lisa Liege, Samantha Palmer, Ken Stott, and Melissa Wolfer.

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Announcements:
Ms. Stevens announced the followings :

- A Working Session is scheduled for next week for the board to, discuss board/superintendent goals and PSP Scholarship project.
- Johnson Controls reports that the old boilers have been replaced, and some control unit parts are delayed and will not be installed during the week of Thanksgiving as planned. It was mentioned that other heating alternatives had been discussed with Johnson Controls since the parts are delayed.
- Enrollment as of October 1st is 1001.
- Ms. Stevens iss part of a regional CTE committee and has been advocating for the district. They have discussed opening another CTE site. An investment plan is due in December and she will keep the district more informed as information is provided.
- Looking into solar apprenticeship program through a partnership with Johnston Control.

3.0 APPROVAL OF MINUTES
There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approve the Regular Session for August 15, 2019 minutes and Special Session for August 29, 2019. The motion passed 4-0.

4.0 Public Forum:
Director Jirges reminded the public that when speaking, they offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel.

Mr. Kaup expressed that he is in favor of having staff carry a firearm for safety reasons and to be better prepared.

5.0 REPORTS

- **Student Council:**

Student Council representatives reported on school activities, fall sports, and future activities/events.

- **Administrators Reports**

Gervais Elementary School

Dr. Helms reported the following highlights in addition to his written report.

- The benefits that students are receiving from the PE grant that was awarded to the elementary.
- Elementary library specialist now incorporates projects for all classes related to what the students are learning in the classroom. The librarian has been assigned a major task of looking at having a 21st century library.
- Engaging students with modern technology to learn new skills.
- Adding Lego robotics club.
- Shared academic achievements in Math and Reading.
- Jerry Jimenez and he will be presenters at the COSA Early Learners Conference to teach a class about behaviors and moving students in the right direction.

Gervais High School

Mr. Stott reported the following highlights in addition to his written report.

- Seeing an increase in enrollment with non-English speakers.
- Total number of college credits earned by students.
- Have revised the personal education plan.

Mr. Aman reported on teacher professional development for social studies and gave an update on the late bus option for students that are consistently late to school.

Financial Report:

Ms. Wolfer reported on the results of the fall audit, increasing enrollment, pending conversation with the superintendent in regards to where the district stands budget wise compared to last year. She said that the district has more carry-over than anticipated. She asked School Board members if they had any questions about issued checks on her financial report.

The School Board members did not have any questions on checks issued.

Superintendent Report:

Ms. Stevens reported on the following things:

- School Improvement Plan details and how the district has involved different stakeholders with a survey that has been available at different school events. She added that the School Improvement Plan process has morphed with the Student Success Act grant. She said that this grant would bring approximately 700K to the district. She stated that the grant has to be submitted by November and will share a draft to the School Board before it gets submitted.

6.0 BOARD FOCUS/MEMBER TOPICS:

None.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire/Temporary

Mara Arnold, Temporary Elementary Teacher
Sylvia Barocio, GES Child Care Worker
Crystal Camacho, Preschool Worker
Torrie Culp, Food Service Assistance
Kevin Davidson, PT, Temp Maintenance Worker
Tami Dettwyler, Daycare Worker
Ryan Figura, Temporary GHS Language Arts Teacher
Tracy Jackson, Temporary Elementary PE Teacher

DRAFT

Alia Lader, Temporary FLC Elementary IA
April Murphy, Temporary Counselor Mentor
Hailey Warren, Temporary FLC Elementary IA

Extra Duty:
Jenny Jones, Wellness Champion
April Joy-Koer, GHS Afterschool Teacher
Lecia Liege, GHS Afterschool Teacher
Richard Luna, GHS Assistant Coach Football (.50 FTE)
Ector Quintanilla, GHS Assistant Football Coach (.50 FTE)
Juan Navarrete, GHS Assistant Coach Football (.50 FTE)
John Stott, GMS Football Coach
Sergi Yakis, GHS Assistant Football Coach (.50 FTE)
Jason Villoria, GMS Football Coach

7.2 Approve
Contract Change / Renewal:

Recall:

7.3 Approve
Resignation/Termination/Non-Renewal
Aaron Brown, GHS Instructional Assistant
Stephen Curtis, JV Boys Basketball High School
Carrie Read, Childcare Worker
Reynalda Sagrero, Custodian II
Emily Wheeler, GHS Teacher & Drama Advisor

DRAFT

Decline:

Reduction in Force:

7.4 Approve
2020 Graduation Date

Gervais School District #1 Board of Directors approves the Graduation Date for the 2019-2020 school year as, Saturday, June 6, 2020 at 11:00 a.m.

7.5 Approve
Declare Surplus Social Studies Textbooks
Gervais School District#1 Board of Directors declares surplus the textbooks listed below.

Old Curriculum	Quantity
Holt McDougal Ancient Civilizations Through the Renaissance	57
HMH Ancient Civilizations	41
McDougal Littell History of the World	28

Glencoe The American Republic	98
Glencoe World Geography	56
Congressional Quarterly United States Government: Democracy in Action	64

7.6 Approve

Out of State Travel

Gervais School District #1 Board of Directors approves Out-of-State Travel for NAAE/ACTE Conference in Anaheim, CA from December 3rd to 6th for Sheena Bettis, Megan Dilson, Mercedes Cruz, Lindsay McCargar and Sarah Orschel .

7.7 Approve

Foundation for Rural Service

Gervais School District#1 Board of Directors approves applying for the Rural Service Grant in the amount of $3,144.

7.8 Approve

Out of Country Travel

Gervais School District #1 Board of Directors approves Out-of-Country Travel for WorldStrides' international teachers' convention in Nice, France, from November 7-13 for Bonny Atwood.

7.9 Approve

Oregon Robotics Tournament & Outreach Program

Gervais School District#1 Board of Directors approves applying for two of the ORTOP First LEGO League Financial Support Grant in the amount of $350.

DRAFT

Discussion:

Mr. Stott introduced three new high school staff members; Lisa Liege, Samantha Palmer, and Ryan Figura.

Motion:

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves the revised consent items en masse as listed on the agenda. The motion passed 4-0.

8.0 ACTION ITEMS

8.1 Appoint School Board Member

Discussion:

Interviews were conducted for the two School Board applicants; Lenthal Kaup and Debbie Sullivan.

Both Candidates were asked the following questions.
Why would you like to serve on the Gervais School Board?
Please speak to your qualifications for this position?

After both candidates were given the opportunity, the School Board members agreed to appoint Debbie Sullivan to fill the two year position due to her prior board member experience.

Motion:
There was a motion made by Director Jirges and seconded by Director Martin that the Gervais School District#1 Board of Directors appoints Debbie Sullivan to serve position #4 for a two year term. (The motion passed 4-0)

Debbie Sullivan was sworn in as School Board member.

8.2 OSBA Board Director Nominations for Position 12

Discussion:
There was no interest from the School Board members.

8.3 OSBA Legislative Policy Committee Position 11 & 12

Discussion:
There was no interest from the School Board members.

8.4 Mutual Agreement with the Frontier Charter Academy for 2020-2023

Discussion:
Ms. Stevens said that the only changes that were made to the agreement were the audit findings. A special education audit will happen; she said that they have an outside consultant that will be doing it in October. She recommends proceeding with approving the agreement.

Motion:
There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves the mutual agreement between Frontier Charter Academy and Gervais School District for 2020-2023. (The motion passed 5-0)

DRAFT

9.0 DISCUSSION ITEMS

9.1 Policy First Reading

AC: Nondiscrimination
AC-AR: Discrimination Complaint Procedure
GDCA/GDDA: Criminal Records Check and Fingerprinting
GCDA/GDDA-AR: Criminal Records Check and Fingerprinting
IGBBA: Talented and Gifted Students-Identification
IGBBA-AR: Appeal Procedure for Talented and Gifted Student Identification and Placement
IGBBC: Talented and Gifted-Programs and Services**
IGBBC-AR: Complaints Regarding the Talented and Gifted Program
IICC: Volunteers
JFCJ: Weapons in School

Discussion:

AC & AC-AR: Nondiscrimination

Ms. Stevens recommended saying “superintendent” instead of “designee” due to the size of the district, and she would like to be consistent on the number of days to say “10” days on the complaint procedure.

Director Jirges said that he recommends having complaints against the Board to go directly to the “district counsel” and if a complainant is not satisfied with the superintendent's decision he would like to have it taken to the School Board “at the next regular or special Board meeting.”

GDCA/GDDA & GDCA/GDDA-AR: Criminal Records Check and Fingerprinting

Ms. Stevens said that Ms. Wolfer (Business Manager) has given her input on this policy and AR and will blend in herinput in bring back for second reading next month.

IGBBA & IGBBA-AR: Talented and Gifted Student-Identification
IGBAA-AR: Appeal Procedure for Talented and Gifted Student Identification and Placement
IGBBC: Talented and Gifted-Programs and Services**
IGBBC-AR: Complaints Regarding the Talented and Gifted Program

Ms. Stevens said that she is not familiar with the talented program and would like to recommend postponing the policies for a second reading until she does a program audit.

There was a brief discussion on ways the district is able to support talented students.

IICC: Volunteers

Ms. Stevens said that she would like to have further discussions with the administrators and Ms. Wolfer (business manager) to get their input.

There was a brief discussion about direct and indirect volunteer supervision.

JFCJ: Weapons in School

There was a brief discussion by the School Board that they would like to have staff and administrators input about having designated staff members carry a firearm for safety measures.

Ms. Stevens said that the district would not put employees in a position that the district will inquire about firearms and that she will be checking with the district's insurance carrier to get their thoughts and will also follow through with the administrators.

There was a brief discussion about posting this policy for a second reading until more input is gathered.

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Other

There was a brief discussion about funds being used for the AP system and the need to install more cameras in some blind locations. Ms. Stevens said that she would get more information about where more cameras are needed.

10.0 FUTURE AGENDA ITEMS

EXECUTIVE SESSION

Director Jirges recessed the Regular Session at 7:51 p.m. and called the School Board of Gervais School District #1, Marion County into an Executive Session, under ORS 192.660 (2) (h) "Legal Counsel" on Thursday, September 26, 2019 at 7:57: p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero Mike Jirges, and Lorraine Martin, and Debbie Sullivan. Others present included Lisa Freiley (via phone), Dandy Stevens and Sandra Segura.

ITEMS DISCUSSED:

- Ms. Freiley informed the School Board that the district received a tort claim from a former employee.
- Ms. Freiley explained the legalities of a tort claim and the process.

11.0 ADJOURN

11.1 Adjourn Executive Session

Director Jirges adjourned the Executive session at 08:12p.m.

11.2 Adjourned Regular Session

Director Jirges reconvened the Regular Session and then adjourned at 08:12 p.m.

APPROVED

_____ _____

Board Chairperson Board Secretary

Gervais School District #1
School Board Working & Executive Session Meeting Minutes
Thursday, October 3, 2019

WORKING SESSION
Director Jirges called the School Board of Gervais School District #1, Marion County into a Working & Executive Session on Thursday, October 3, 2019, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Maria Caballero, Michael Jirges, Lorraine Martin, Debbie Sullivan (Director Bustamante was absent). Others present included Dandy Stevens and Sandra Segura.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

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

EXECUTIVE SESSION:

Director Jirges called an Executive Session under ORS 192.660 (2) (e) "Real Estate".

ITEMS DISCUSSED:

- The School Board discussed maintenance work that has been done to the North Howell School and possible maintenance work that is still needed.
- The School Board discussed an amount to counter to interested buyer.
- The School Board agreed to delegate the superintendent to negotiate on behalf of the district.

Director Jirges adjourned the Executive Session and reconvene into the Working Session at 6:19 p.m.

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District#1 Board of Directors delegate Dandy Stevens to negotiate a counter offer for the North Howell School property on behalf of the district. (The motion passed 4-0) (Director Bustamante was absent)

DRAFT

2.0 INTRODUCTIONS & ANNOUNCEMENTS

Ms. Stevens announced that she learned that recently, an organization has lease the Fiber Fab facility to dry hemp. She said that she has been in contact with the city manager and the Woodburn Fire Department in regards to the use of this facility. She has been told that the lease is until December only. Although the organization did not follow proper process the city will let them proceed to lease the building. Ms. Stevens said that other potential student opportunities that have been mentioned for this building are a partnership with SEDCOR and a Career Technical Education (CTE) facility would be ideal.

The School Board had a brief discussion on educating students about the product and other safety concerns due to the proximity of the facility to the school.

Ms. Stevens said that she will be visiting the schools the following week and will talk to the staff about this.

3.0 APPROVAL OF MINUTES

None.

4.0 Public Forum:

None.

5.0 REPORTS:

None.

6.0 BOARD FOCUS/MEMBER TOPICS:
None.

7.0 CONSENT ITEMS:
None.

8.0 ACTION ITEMS
None.

9.0 DISCUSSION ITEMS

9.1 Superintendent & School Board Goals

Discussion:

Ms. Stevens presented her goals and asked the School Board for their input.

The School Board expressed that they agree with the goals that Ms. Stevens presented to them. The School Board said that it's time to take action and is glad to see that her goals are focused around innovative student instruction. Other recommendation that were mentioned; using aligned K-12 language when reporting to the School Board, aligned K-12 extra-curricular activites, continue building relationships with community/business partners, assessing website, being visible at school events/assemblies, CTE certification opportunities, and measuring Strategic Plan outcomes.

Ms. Stevens said that she has already started working/having conversations on all the areas mentioned above.

9.2 School Board & Superintendent Working Agreement

Discussion:

The School Board had a discussion that they would like to see a more condensed working agreement and eliminate any repetitive language.

Ms. Stevens said she agrees that it needs to be shorter and have the working agreement be set up more to follow guidelines. She said that she would like to believe that if there's a problem that the problem will solve communicating with each other. She said that she will communicate with Ms. Miles to see if she is able to provide a more condensed copy to have available for the next meeting.

9.2 Program Scholarship Program (PSP) Options

Discussion:

Ms. Stevens said that she will ask Ms. Miles to open up the survey link again to give the opportunity for those that were not able to complete it to have a better idea of what direction to take in regards to the PSP project.

10.0 FUTURE AGENDA ITEMS

11.2 Adjourned Working Session
Director Jirges reconvened the Working Session and then adjourned at 07:29 p.m.

APPROVED

_____ _____

Board Chairperson Board Secretary

DRAFT

Gervais School District 1

Code: **BDDH-AR**
Adopted: 4/14/92
Revised/Readopted: 7/15/93, 11/16/17,
Administrative change: 3/15/18

Public Comment at Board Meetings

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 sign the public signup sheet upon arrival to the meeting. An individual that has sign up 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:
>
> Comments Regarding Staff Members -
> Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaints involving 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."

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.

9/28/17 | PH

Monthly Administrator Report to Board

GHS **October 2019**

I. Enrollment

9^{th} = 90 10^{th} = 76 11^{th} = 95 12^{th} = 62 TOTAL = 321 (Increase of +1 from Sept.)

II. Discipline (# of Student Behavioral Referrals)

	2016-17*	2017-18*	2018-19*
Totals	185	57	39

	2019-20	
September	1	(15, 7, 1 during Sept. in the three prior years)*
October		
November		
December		
January		
February		
March		
April		
May		
June		

III. Attendance

		2018-19
Average		92.46%
Regular Attender =		74%

		2019-20
Average	September	94.17%
	October	
	November	
	December	
	January	
	February	
	March	
	April	
	May	
	June	
Regular Attender =		80.31%

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

- Our Consolidated School Improvement plan (CSIP) has been updated and formatted to the format requested by ODE.

- Our September professional development (PD) time was spent focusing upon:
    - the implementation of SIOP strategies
    - the implementation of AVID strategies. (This year staff are integrating “focused notetaking”

skills into their classes)
- RULER trainings (this is a K-12 effort in assisting students who have experienced trauma)
- Career Information Systems (CIS) training
- Staff wellness

- Teachers will complete their classroom observations of each other this month.

- Certified staff will be completing a self-evaluation and writing four goals in the next two weeks as a part of each year's formal evaluation process. Goal meetings between an administrator and each teacher will follow soon after.

- AVID students recently went on a field trip to OSU.

- Lindsay took students on a field trip to various manufacturing sites and to CCC as part of a local manufacturing day.

- All sophomores (and a few juniors) will be taking the PSAT on Wednesday, October 16.

- The GHS SITE Council meets again on Monday, Oct. 14.

- The GHS student store has been lucrative and has helped promote school spirit. Our new online student store is open until Oct 14.

- We appreciate Dandy's willingness to hire another ELD teacher, and an Instructional assistant to bring down class sizes for our 2nd language students.

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

- Fall sports continue.

- Students with no tardies for September were honored with a donut (Donut be late). Perfect student attendance for September was celebrated with student rewards. Attendance percentages for each grade have been posted in the hallway to promote higher 'Regular Attender' rates. In other attendance news… Andrew is working to troubleshoot our K-12 late bus for chronically absent students. We will most likely eliminate the late bus and work to make phone calls in AM for absent students. He is working with all buildings to ensure best practices are put in place.

- The first blood drive collected 32 pints, with 13 first time donors.

- Megan and her FFA students will be welcoming GEs students to their pumpkin patch on Friday, Oct. 18.

- Living History Day is Monday, Nov. 4

VI. Career Related Learning/CTE Strand Development

- All students were able to log on to their private Career Information System (CIS) account during Freshman Orientation and start working through their personal inventory. All GHS students will be expected to complete many modules of work in their CIS accounts through the course of the year in order to assist them in creating their "Education Plan and Profile."

- Much time will be spent in October finalizing reports for last year's High School Success funds and preparing for the spending of this year's funds.

VII. Community Relations/Partnerships

- The first set of parent conferences are in the planning stages, as this is written. We are attempting to

meet with all GHS parents during these conferences. Students called their parents during an Advisory class to schedule their own appointments. All students have completed goal sheets and are planning to lead their own conferences.

- The FFA Alumni group meets monthly. They recently met to review events from summer and fall and tour the greenhouse and barn, focusing upon the cement work that has recently been completed. They are now turning their attention toward their annual fundraising dinner and auction.

- On September 30 Sara was part of a 'Crisis Response Team' at North Marion High School, after one of their students was killed in a motor vehicle crash.

VIII. Trainings/Workshops/Conferences

- Todd and Ken attended a one day training on the updated Career Information System (CIS) which we use with all students to guide their career planning efforts.

- Liz and Todd recently attended two days of training learning to be peer coaches helping teachers to implement SIOP strategies in their lessons. Ken attended the administrator's training prior to this two day event.

- Andrew and Sara continue to attend RULER (coping with trauma) trainings through the WESD. They have been training staff. A RULER staff charter was created at a staff meeting. A beautiful poster of our staff charter was then created and posted in hallway thanks to Sarah Orschel. The next RULER training at the WESD is Oct. 11.

- Andrew is also the district representative at the monthly Willamette Curriculum Coalition meetings. Our participation is an excellent way to network with other schools and districts. He brought back information about Willamette Promise, World of Work, Chronic Absenteeism Cohort Meetings, and they discussed SIP and ESSA dollars.

- Andrew and Sara attended a threat assessment and Sexual Incident Response Training (SIRT) on Oct. 7 at the WESD.

- Other upcoming trainings for Sara…
  10/25 Youth Mental Health First Aid
  11/8 Chemeketa High School Partnerships

IX. Senior News

- Seniors headed to college have begun the arduous application process, taking tests like the SAT and applying for financial aid. October 23rd, in the evening, Sara will be leading parents through the process to complete their "FAFSA", the first step in procuring any financial aid.

X. Leadership News

- Homecoming week is Oct. 21-25, with the football game on the 25th at 7 pm. Following the game will be a bonfire. The following evening the dance will begin at 8 pm with the announcement of the king and queen.

- Andrew is working with Sheena and her Leadership class to create a student group to promote student-student support and encouragement at sporting events. T-Shirts have been ordered for this group thanks to Tim Bowman, our Athletic Director.

XI. AVID News

- Samantha will attend her AVID elective teacher training this month.

Come visit any time.

Ken

Monthly Administrator Report to Board

Gervais Middle School **October 2019** **Bob Martin, principal**

I. Enrollment: as of 9/30/2019

Total = 245 (-5 since 9/2019)

6th = 84	7th = 74	8th = 87
September 2019	= 250	
October 2019	= 245	

II. Discipline (# of Student Behavioral Referrals)

Minor Referrals:	*Major Referrals*:
6th: 6	2
7th: 3	1
8th: 2	0

III. Attendance

	2017	2018	2019
Sept.			**95.42**
Oct.			

YTD Ave = 95.42%

Regular Attenders*

At the end of September 2019, our regular attender rate is at 80.3% which is way below where our attendance team would like it to be. Remedies will include letters and phone calls home to our chronically absent students; and fun Friday Activities which will be focused around attendance behaviors.

* > 90% of enrolled days for the year

Note: This rate **does** include absences due to religious holidays

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

On Friday, September 20th, we held a Fun Friday activity where students had choice activities for the last 40 minutes of the day – activities, all supervised by staff, included open gym, Chromebook time, board games, free time with friends. Students with Ds or Fs were required to attend a study hall instead of attending one of the other activities.

Students recently completed the iReady tests which are used as a baseline for academic growth throughout the school year. Teachers also use the assessments to determine if initial placement is appropriate for the students in math and ELA classes.

Results:	ELA	Math
6th grade --	6% @GL, 38% 1 GL below, 56% 2 GL below	12% @ GL, 28% 1 GL below, 60% 2 GL below
7th grade --	25% @ GL, 14% 1 GL below, 61% 2 GL below	21% @ GL, 44% 1 GL below, 35% 2 GL below
8th grade --	32% @ GL, 22% 1 GL below, 47% 2 GL below	27% @ GL, 32% 1 GL below, 42% 2 GL below

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

September Student of the Month certificates were distributed to students nominated by their teachers for the character trait of RESPONSIBILITY. The following students were recognized: Jocelyn Torres, Jay Cha, Ulises Pacheco, Alex Lezama-Santos, Viveya Polushkin, Stephanie Bermudez, Junior Arellano, Evelyn Pintle, Mavricky Martushoff, Evelyn Pintle, Ariana Ramos, Elise Ferreira, Sean Moberg, AndreAna Lopez-Ruiz, Oscar Navarrete.

Parent-Teacher conferences will be taking place October 9th and 10th. Our students will be leading their conferences, and out teachers have been prepping them during advisory and elective period.

VI. Career Related Learning/CTE Strand Development:

Our afterschool programs will be starting up soon after conferences and our LEGO robotics team will be part of the schedule. Mr. Hill has already entered our team in a pre-season competition coming up in November or December.

VII. Community Relations/Partnerships/Volunteer News:

The GMS food booth at OktoberFest saw its sales improve over the 2018 sales, but a rainy Sunday kept the Wolverine booth rom having a terrific weekend. Compared to surrounding booths our Thursday thru Saturday sales were higher, but Sunday washed out any hope of large returns. We're already making preparations for O'Fest 2020, and the very popular Wolverine Brachos will be back next year as a fan favorite.

VIII. Trainings/Workshops/Conferences:

Principal Martin attended the Oregon Special Education Directors' conference in Eugene October 2, 3, 4. Several of our teachers are attending in-services outside the district on Statewide In-service Day on October 11, 2019.

IX. 8th Grade News:

No news to report at this time.

X. Leadership News:

RULER training and implementation is continuing at GMS; our staff has created a charter and this will be finalized during the month of October, and it will be formally displayed later in the month. The GMS RULER Team will be attending an area-wide training on October 11, 2019.

Special Education Program Audit Summary
by LuAnn Anderson (consultant)

During the week of August 12 thru 16, 2019, LuAnn Anderson performed an audit of the Special Education Department of the Gervais School District. During her audit, LuAnn spoke with administrators, teachers, and IAs. The following is a summation of her findings.

Recommendations:

#1) The Director of Special Education must be a 1.0 FTE position;

#2) High School—Students' schedules need adjustments, so they are receiving their specially designed instruction in all three trimesters;

#3) Schedules—Staff need to make sure they are taking their contractual breaks, lunches, and preps;

#4) Focus on using "people first" language.
Example: The student with autism vs. the autistic student

#5) Staffing -- staff to student ratio is appropriate; look at creating schedules to maximize employee time; teaming as appropriate across programs. ***IA time was charted for a week, and the results are being analyzed to see where efficiencies can be created.***

#6) IEPs—Staff needs training and guidance in how to write content and revisiting paperwork processes, including what team members should be invited, minutes of meetings, etc. ***SpEd teachers met with LuAnn to discuss the IEP process, and current IEPs were analyzed to determine areas of improvement***. ***A common time line was presented, discussed, and adopted by the GSD SpEd department.***

#7) 504s—Students who are on 504s should not be accessing any sped services. **SpEd teachers and 504 monitors met with LuAnn to discuss proper implementation of 504 plans.**

#8) Curriculum—Sped staff should have teacher copies and access to everything being taught in Gen Ed classrooms. Resource rooms need to be using grade level content material.

#9) Growth mindset needs to be established. Don't get stuck in "this is how we have always done it" mentality. Goal is to prepare students for an employment/continued education mindset. Creating opportunities for students to struggle (with support) in gen ed and be successful. Give students the opportunity to go into difficult situations and support them. Don't decide to not let students go to class or field trip because they might do "x." Be proactive, plan, and if it doesn't go as planned, regroup as we would for any student.

#10) All buildings need to address their pre-referral process. We are over-identifying ELL students as students with disabilities, as well.

Submitted August 2019

Monthly Administrator Report For Gervais School District Board

Date: October 2019 **School:** GES **Administrator:** Dr. Helms

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**
    a. All students, K-5, received Fall benchmark assessments in reading (Acadience Reading, formally known as DIBELS Next); all students, grades 1st-5th, received Fall benchmark assessments in Imagine Learning (online adaptive language and literacy program); and all students, grades 2nd-5th, received Fall benchmark assessments in Acadience Math. Furthermore, all students who performed in the bottom 25% of the Acadience Reading benchmark who are not currently receiving Special Education support received a QPA (Quick Phonics Assessment), which is diagnostic in nature (all other assessments are indicators).
        i. Teachers have and will continue to PLC around benchmark data, both horizontally (within grade-level teams) and vertically (K-5 alignment).
        ii. Data will be used to inform and adjust Tier I Instruction (classroom, general instruction), Tier II instruction (small-group and individual intervention), and Tier III support (Special Education).
        iii. Winter Benchmark Week (1/20/20-1/24/20); Spring Benchmark Week (6/1/20-6/4/20).
    b. Additional data is being gathered through formative and summative assessments embedded within core curriculums (Reach for Reading and Bridges (math)).

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**
    a. Fall Fundraiser (coordinated by Charlene Weidemann) was a great success; many students sold enough components to earn a limo ride to lunch (sometime in Oct or Nov)
    b. Book Fair (coordinated by Gina Deffenbaugh) was also a great success.

3. **Community Relations/Partnerships/Volunteers**
    a. Start Making A Reader Today (S.M.A.R.T.) program started this month. Thank you to our volunteers who come in Tuesday mornings to read to our kindergarten students!
    b. GPD (Officer Seibel) continues to teach D.A.R.E. to our 5th graders on Wednesdays, which has already proven to be an outstanding addition to 5th-grade's overall social-emotional learning program.

4. **Staff Professional Development Trainings/Workshops/Conferences**
    a. GES In-Service Day (10/11/19) Trainings (for all classroom teachers):
        i. Imagine Learning (again, online adaptive language and literacy program)
        ii. ECRI (Enhanced Core Reading Instruction; Tier I and II phonics program
        iii. Acadience Reading Progress Monitoring Assessment (short check-in assessments in between benchmark tests)
        iv. All benchmark and QPA data evaluation meeting (in individual teams, w/ Dr. Helms)

5. **PBIS School Climate Data/Attendance and Discipline Data**
    a. RULER Team + Attendance and Tardy Improvement Committee (ATIC) continue to meet bi-monthly and are actively addressing students with attendance/tardy concerns.
        i. September Daily Attendance Rate: 95.35%. Regular Attendance Rate: 80.98%
    b. September Behavior Incident Distribution:
        i. 98.3% of students have 0-1 behavior incidents; 1.7% of students have 2+ behavior incidents.

Technology Board Report – October, 2019

Intercom System Replacements:
A RAM upgrade to the server that will manage the new intercom systems is being made today and testing of the existing speakers followed by installation of the new system will begin on Wednesday (Oct. 9). I expect the new systems to be operational this month.

Permanent A/V Systems for All Gyms:
The contractor for this project is running behind on the previous project and suggested pushing our installation out to the week of the 21st. That is our homecoming week, however, so I'm working with the high school administration to determine a better time, or the contractor has mentioned that it could be an evening job. At this time the installation hasn't yet been set.

Camera Additions and Changes:
The district admin team will discuss whether and where additional cameras are needed at our upcoming meeting.

Gervais School Board Meeting
Oct. 17, 2019
Food Service Manager Report

Contact Information:

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

Oregon Farm to School Procurement Grant

Gervais School District has been allotted $18,406.10 from the Oregon Farm to School Procurement Grant. This grant covers purchasing Oregon grown or processed foods for both the 2019-20 and the 2020-21 school year.
This is a $10,000 increase over the Farm to School Grant for the 2017-18 & 2018-19 school year

Gervais School District was actively involved in the establishment of the Oregon Farm to School Program. Former Food Service Manager Claire Columbus worked directly with the Oregon Department of Education, local farmers and others for many years to make Oregon grown and processed foods available to schools in Oregon.

The food service department has used the grant money to purchase not only local produce, but cheese, cereal, and other items to add to the school meals. They currently also purchase Oregon processed bread, although currently bread is not funded by the grant.

Fresh Fruit & Vegetable Program

Gervais School District has participated for many years in the Fresh Fruit & Vegetable Program. This program allows us to send a small sample of fruit or vegetable daily to the Gervais Elementary and Middle Schools. The amount allotted for each school is:
Gervais Elementary School: $20,550
Gervais Middle School: $12,250

While fresh produce is difficult to find in the winter time, for the month of September the students have been able to sample pluots (across between a plum and apricot) zucchini sticks and locally grown kiwi berries.

Gervais School Board Meeting
October 8, 2019
Maintenance Report

Contact Information:
Email – tony_miller@gervais.k12.or.us or
gustavo_munoz@gervais.k12.or.us

High School

Completed projects:

- Got the new compressor hooked up in the welding shop for the plasma cutter.
- Had all the fence lines sprayed with pre-emergent so no weeds will grow there for a year.
- I have finished working on the baseball field it will be ready for the baseball season.

Ongoing projects:

- Johnson controls are installing the new boilers now, but in the mean time we have space heaters in all the classrooms until they can fire up the new boilers.
- Wiring in the halls.
- Steve, Gus and I are still working on the air exchangers.
- Ace septic was out to pump out the lift station. The pumps went down after we had electrical brown out. I had ace replace the pumps and floats.

Middle School

Completed projects:

- Johnson controls has finished with the solar panels on the middle school roof.
- Johnson controls has been replacing the lights, and the gyms are much brighter now

Current projects:

- Possible sidewalk from the main modular to the 8th grade modulars.

Elementary School

Completed projects:

- I had a company out to clean and camera the drains at the elementary school.
- Johnson controls is finishing up the HVAC at the elementary school.
- Placed new wood chips around the playground equipment.
- Have replaced the HVAC unit in room 25.

Current Projects:

- Moving the fence between rooms 11, 12, and elementary building out to the sidewalk.
- Have no hot water to the kitchen bathroom I had a plumber out to look at it the temper valves that are not working, so I'm having them replaced. Still waiting on parts.

Other Areas

Daycare-
Current projects:

- Need to repair the roof of the daycare. There are a couple of shingles missing. Getting bids for a new roof.
- We are replacing the filters, cleaning and lubricating all heaters and AC unit's district wide.

Gervais School Board Meeting
October 17, 2019
Business Manager Report
Contact Information:
Email - melissa_wolfer@gervais.k12.or.us
Phone - 503.792.3803 ext. 5020

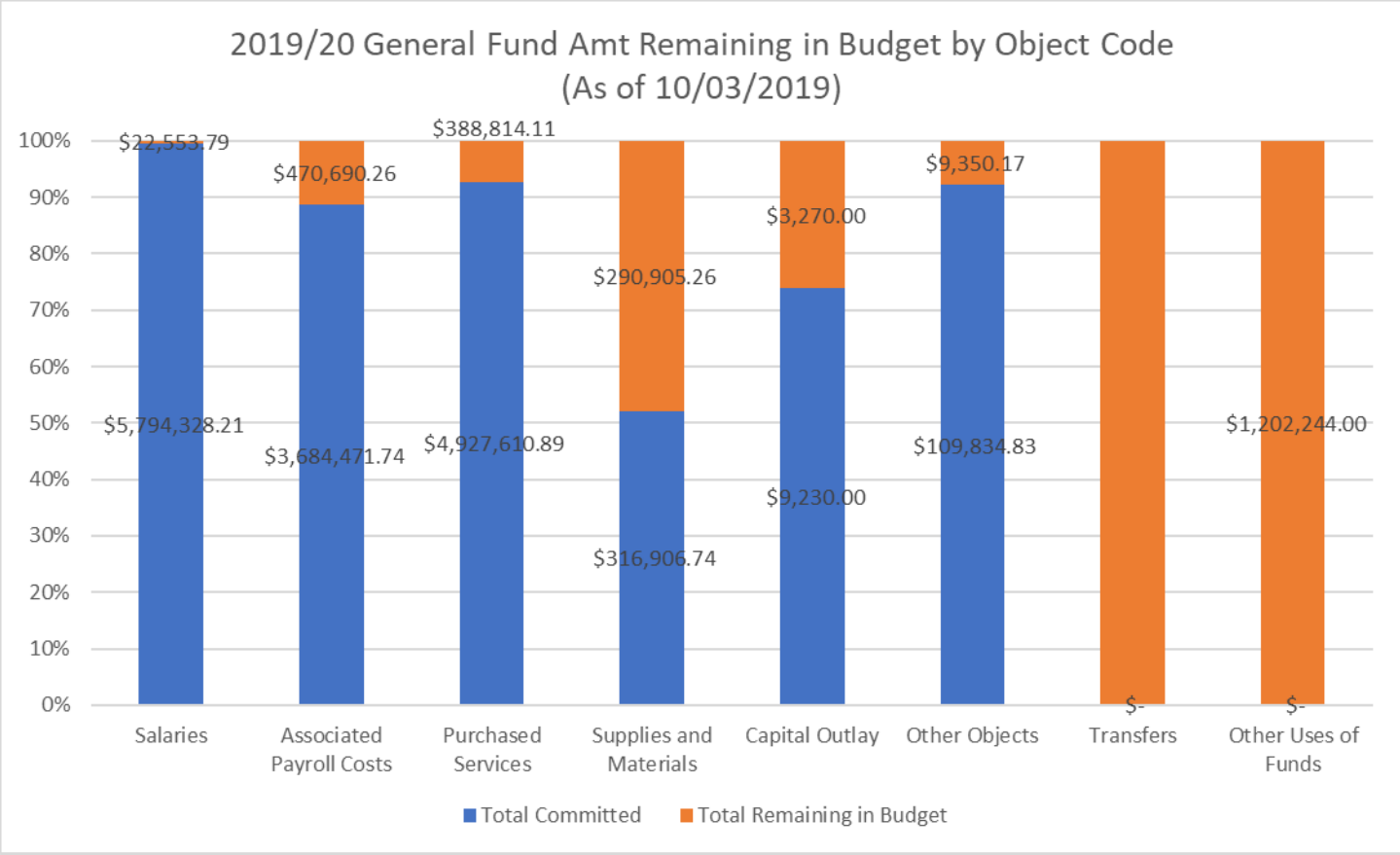
In the October Board Packet

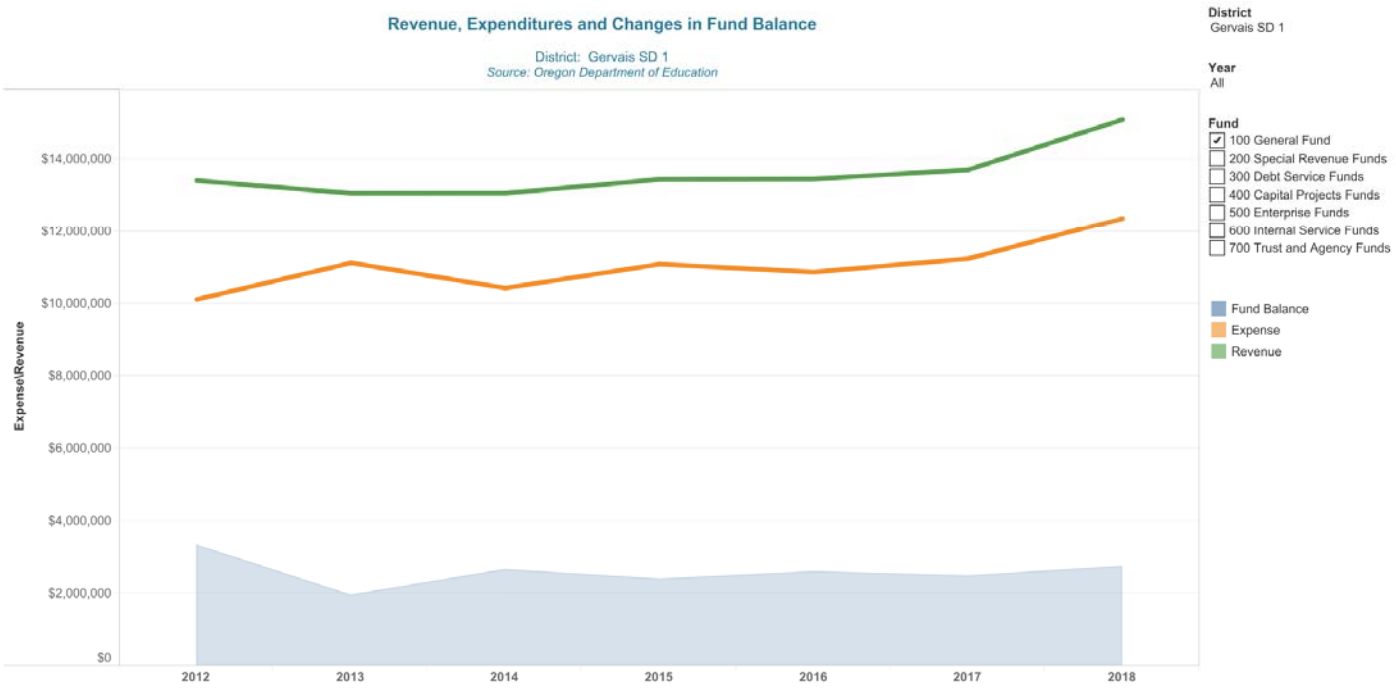
- We are presenting a draft of the 2020-21 Budget Calendar for your approval.
- There will be two vacated budget committee positions for the 2020-21 budget process. A process and selection process are included in the packet.

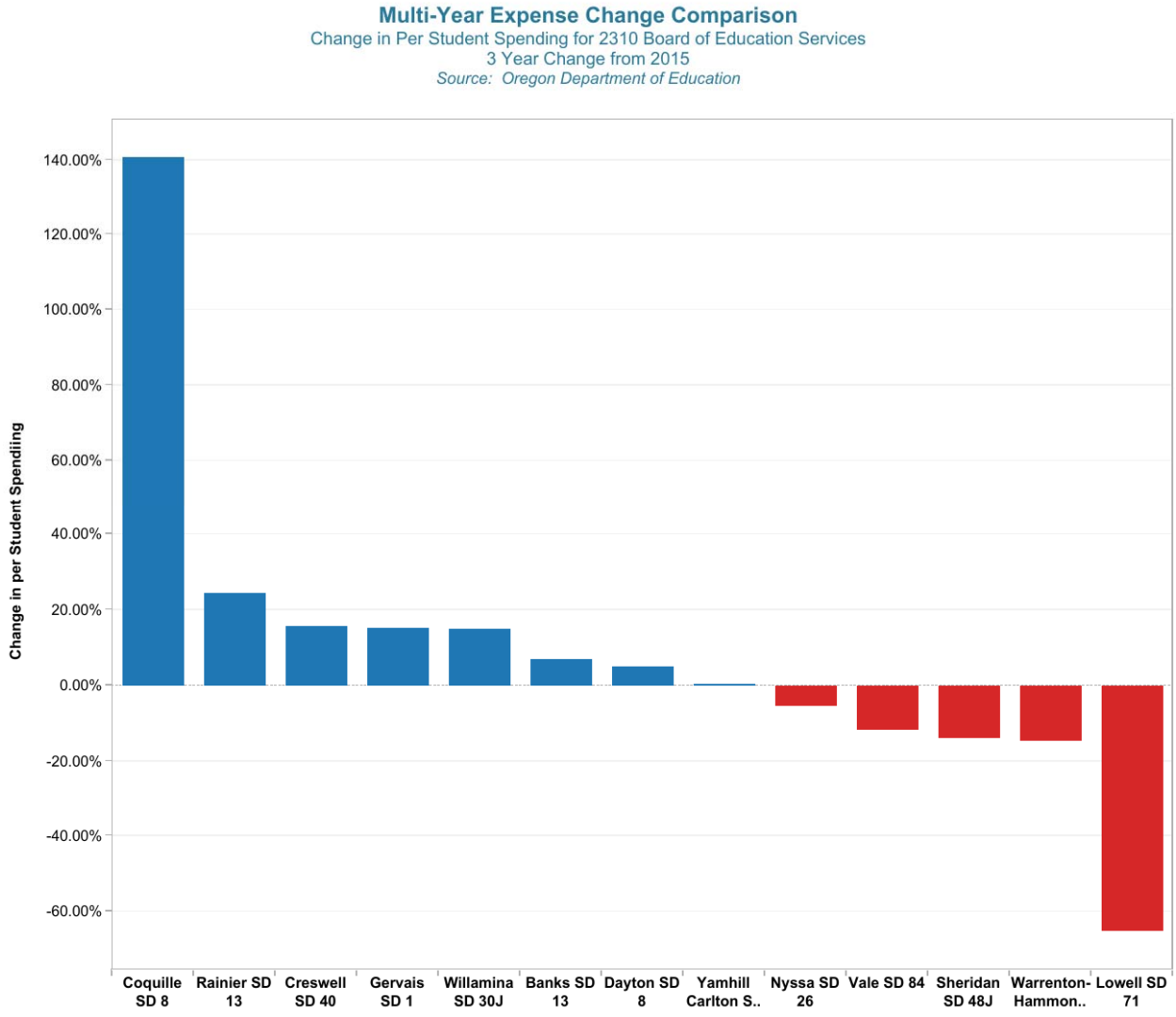
Coming next month:
Process and Procedures Manual

- I anticipate putting the updated Process and Procedures Manual in the October or November 2019 Agenda Packet for your review.

2019-20 Budget vs Actual Year-to-Date




Revenue, Expenditures and Changes in Fund Balance
District: Gervais SD 1
Source: Oregon Department of Education
Expense\Revenue
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
2012
2013
2014
2015
2016
2017
2018
District
Gervais SD 1
Year
All
Fund
100 General Fund
200 Special Revenue Funds
300 Debt Service Funds
400 Capital Projects Funds
500 Enterprise Funds
600 Internal Service Funds
700 Trust and Agency Funds
Fund Balance
Expense
Revenue


Multi-Year Expense Change Comparison
Change in Per Student Spending for 2310 Board of Education Services
3 Year Change from 2015
Source: Oregon Department of Education
Change in per Student Spendiing
140.00%
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
-20.00%
-40.00%
-60.00%
Coquille SD 8
Rainier SD 13
Creswell SD 40
Gervais SD 1
Willamina SD 30J
Banks SD 13
Dayton SD 8
Yamhill Carlton S..
Nyssa SD 26
Vale SD 84
Sheridan SD 48J
Warrenton-Hammon..
Lowell SD 71

Gervais School District #1

Copy of -Budget Summary - All Funds For the Period 09/01/2019 through 09/30/2019

Fiscal Year: 2019-2020

☐ Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
INCOME							
-							
Local Sources (+)	$3,928,785.00	$156,226.40	$268,456.77	$3,660,328.23	$0.00	$3,660,328.23	93.2%
State Sources (+)	$13,105,088.00	$1,063,769.00	$4,256,354.00	$8,848,734.00	$0.00	$8,848,734.00	67.5%
Federal Sources (+)	$1,640,005.00	$3,294.10	$58,722.22	$1,581,282.78	$0.00	$1,581,282.78	96.4%
Transfers (+)	$586,500.00	$0.00	$0.00	$586,500.00	$0.00	$586,500.00	100.0%
Other (+)	$4,970,347.00	$0.00	$5,343,393.24	($373,046.24)	$0.00	($373,046.24)	-7.5%
Sub-total : -	$24,230,725.00	$1,223,289.50	$9,926,926.23	$14,303,798.77	$0.00	$14,303,798.77	59.0%
Total : INCOME	$24,230,725.00	$1,223,289.50	$9,926,926.23	$14,303,798.77	$0.00	$14,303,798.77	59.0%
EXPENSES							
-							
Instruction (-)	$11,604,066.00	$937,716.87	$2,051,530.48	$9,552,535.52	$8,772,064.51	$780,471.01	6.7%
Support Services (-)	$6,868,900.00	$401,095.47	$1,109,466.73	$5,759,433.27	$4,097,678.15	$1,661,755.12	24.2%
Enterprise & Community (-)	$956,635.00	$50,142.41	$78,832.24	$877,802.76	$661,529.99	$216,272.77	22.6%
Facitilities Acquisition (-)	$1,725,000.00	$30,826.99	$41,751.99	$1,683,248.01	$1,438,685.00	$244,563.01	14.2%
Transfers (-)	$586,500.00	$0.00	$0.00	$586,500.00	$0.00	$586,500.00	100.0%
Debt Service (-)	$1,287,380.00	$0.00	$0.00	$1,287,380.00	$1,280,855.50	$6,524.50	0.5%
Contingency (-)	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.0%
Sub-total : -	($24,230,725.00)	($1,419,781.74)	($3,281,581.44)	($20,949,143.56)	($16,250,813.15)	($4,698,330.41)	19.4%
Total : EXPENSES	($24,230,725.00)	($1,419,781.74)	($3,281,581.44)	($20,949,143.56)	($16,250,813.15)	($4,698,330.41)	19.4%
NET ADDITION/(DEFICIT)	$0.00	($196,492.24)	$6,645,344.79	($6,645,344.79)	($16,250,813.15)	$9,605,468.36	0.0%

NOT AUDITED

End of Report

Gervais School District #1

Board Revenue - All Funds

From Date: 9/1/2019 To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ 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	($17,701,710.00)	($1,092,865.35)	($7,073,295.32)	($10,628,414.68)	$0.00	($10,628,414.68)	60.04%
100.0000.0000.100.000.000	SUMMARY	($40,000.00)	($4,210.00)	($4,210.00)	($35,790.00)	$0.00	($35,790.00)	89.48%
100.0000.0000.150.000.000	SUMMARY	($75,000.00)	($12,462.39)	($12,604.48)	($62,395.52)	$0.00	($62,395.52)	83.19%
202.0000.0000.000.000.000	SUMMARY	($50,000.00)	$0.00	$0.00	($50,000.00)	$0.00	($50,000.00)	100.00%
204.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
204.0000.0000.400.000.000	SUMMARY	($250,000.00)	$0.00	$0.00	($250,000.00)	$0.00	($250,000.00)	100.00%
207.0000.0000.000.000.000	SUMMARY	($40,000.00)	$0.00	($8,967.71)	($31,032.29)	$0.00	($31,032.29)	77.58%
208.0000.0000.150.000.000	SUMMARY	($22,000.00)	$0.00	$0.00	($22,000.00)	$0.00	($22,000.00)	100.00%
211.0000.0000.000.000.000	SUMMARY	($396,520.00)	$0.00	$0.00	($396,520.00)	$0.00	($396,520.00)	100.00%
212.0000.0000.000.000.000	SUMMARY	($40,000.00)	$0.00	$0.00	($40,000.00)	$0.00	($40,000.00)	100.00%
216.0000.0000.400.000.000	SUMMARY	($7,500.00)	$0.00	$0.00	($7,500.00)	$0.00	($7,500.00)	100.00%
218.0000.0000.000.000.000	SUMMARY	($251,075.00)	$0.00	$0.00	($251,075.00)	$0.00	($251,075.00)	100.00%
219.0000.0000.000.000.000	SUMMARY	($100,000.00)	$0.00	($47,215.61)	($52,784.39)	$0.00	($52,784.39)	52.78%
232.0000.0000.000.000.000	SUMMARY	($1,500.00)	$0.00	($15,490.97)	$13,990.97	$0.00	$13,990.97	-932.73%
232.0000.0000.100.000.000	SUMMARY	($12,200.00)	$0.00	$0.00	($12,200.00)	$0.00	($12,200.00)	100.00%
232.0000.0000.300.000.000	SUMMARY	($300.00)	$0.00	$0.00	($300.00)	$0.00	($300.00)	100.00%
232.0000.0000.400.000.000	SUMMARY	($37,150.00)	$0.00	($2,750.00)	($34,400.00)	$0.00	($34,400.00)	92.60%
232.0000.0000.800.000.000	SUMMARY	($300.00)	$0.00	$0.00	($300.00)	$0.00	($300.00)	100.00%
233.0000.0000.000.000.000	SUMMARY	($37,000.00)	$0.00	$0.00	($37,000.00)	$0.00	($37,000.00)	100.00%
240.0000.0000.000.000.000	SUMMARY	($363,500.00)	($4,500.00)	($141,324.36)	($222,175.64)	$0.00	($222,175.64)	61.12%
241.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
242.0000.0000.000.000.000	SUMMARY	($250,000.00)	($1,715.01)	($243,147.51)	($6,852.49)	$0.00	($6,852.49)	2.74%
243.0000.0000.000.000.000	SUMMARY	($1,900,000.00)	($1,875.00)	($1,585,165.06)	($314,834.94)	$0.00	($314,834.94)	16.57%
250.0000.0000.000.000.000	SUMMARY	($879,910.00)	($3,294.10)	($131,160.48)	($748,749.52)	$0.00	($748,749.52)	85.09%
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	($38,500.00)	$0.00	($38,377.63)	($122.37)	$0.00	($122.37)	0.32%
261.0000.0000.400.000.000	SUMMARY	($179,000.00)	$310.00	($2,383.35)	($176,616.65)	$0.00	($176,616.65)	98.67%
262.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	($10,918.66)	$918.66	$0.00	$918.66	-9.19%
262.0000.0000.300.000.000	SUMMARY	($37,000.00)	$0.00	$0.00	($37,000.00)	$0.00	($37,000.00)	100.00%
270.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($1,292.00)	$1,292.00	$0.00	$1,292.00	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	($4,000.00)	$0.00	$0.00	($4,000.00)	$0.00	($4,000.00)	100.00%
275.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($7,220.84)	$7,220.84	$0.00	$7,220.84	0.00%
275.0000.0000.400.000.000	SUMMARY	($13,000.00)	$0.00	$0.00	($13,000.00)	$0.00	($13,000.00)	100.00%
279.0000.0000.000.000.000	SUMMARY	($3,500.00)	$0.00	($27,585.70)	$24,085.70	$0.00	$24,085.70	-688.16%
279.0000.0000.100.000.000	SUMMARY	($34,350.00)	$0.00	$0.00	($34,350.00)	$0.00	($34,350.00)	100.00%
279.0000.0000.300.000.000	SUMMARY	($27,150.00)	($6,154.25)	($6,169.25)	($20,980.75)	$0.00	($20,980.75)	77.28%
280.0000.0000.000.000.000	SUMMARY	$0.00	$0.00	($52,640.75)	$52,640.75	$0.00	$52,640.75	0.00%
280.0000.0000.400.000.000	SUMMARY	($79,500.00)	($8,253.49)	($11,933.63)	($67,566.37)	$0.00	($67,566.37)	84.99%
280.0000.0000.800.000.000	SUMMARY	($500.00)	$0.00	$0.00	($500.00)	$0.00	($500.00)	100.00%
295.0000.0000.000.000.000	SUMMARY	($20,000.00)	$0.00	($6,834.67)	($13,165.33)	$0.00	($13,165.33)	65.83%
300.0000.0000.000.000.000	SUMMARY	($5,000.00)	$0.00	($4,274.62)	($725.38)	$0.00	($725.38)	14.51%
312.0000.0000.000.000.000	SUMMARY	($244,500.00)	$0.00	($1,416.80)	($243,083.20)	$0.00	($243,083.20)	99.42%
313.0000.0000.000.000.000	SUMMARY	($1,013,560.00)	($88,269.91)	($484,162.84)	($529,397.16)	$0.00	($529,397.16)	52.23%
400.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	($6,383.99)	($3,616.01)	$0.00	($3,616.01)	36.16%
	Grand Total:	($24,230,725.00)	($1,223,289.50)	($9,926,926.23)	($14,303,798.77)	$0.00	($14,303,798.77)	59.03%

End of Report

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2019 To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ 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	$3,775,393.00	$315,905.68	$321,371.47	$3,454,021.53	$3,504,412.89	($50,391.36)	-1.33%
204.1000.0100.000.000.000	Salaries	$39,500.00	$6,508.06	$6,508.06	$32,991.94	$66,715.33	($33,723.39)	-85.38%
208.1000.0100.000.000.000	Salaries	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
211.1000.0100.000.000.000	Salaries	$130,455.00	$9,412.18	$9,412.18	$121,042.82	$96,089.31	$24,953.51	19.13%
218.1000.0100.000.000.000	Salaries	$84,400.00	$8,311.40	$8,311.40	$76,088.60	$91,425.32	($15,336.72)	-18.17%
219.1000.0100.000.000.000	Salaries	$27,825.00	$373.01	$15,564.37	$12,260.63	$4,103.11	$8,157.52	29.32%
233.1000.0100.000.000.000	Salaries	$7,400.00	$615.82	$615.82	$6,784.18	$6,774.02	$10.16	0.14%
261.1000.0100.000.000.000	Salaries	$99,750.00	$11,292.97	$11,292.97	$88,457.03	$79,599.00	$8,858.03	8.88%
262.1000.0100.000.000.000	Salaries	$24,000.00	$4,408.00	$4,408.00	$19,592.00	$14,008.00	$5,584.00	23.27%
100.2000.0100.000.000.000	Salaries	$2,041,489.00	$186,205.45	$415,241.92	$1,626,247.08	$1,553,301.93	$72,945.15	3.57%
204.2000.0100.000.000.000	Salaries	$4,850.00	$1,408.88	$1,408.88	$3,441.12	$15,437.18	($11,996.06)	-247.34%
207.2000.0100.000.000.000	Salaries	$8,000.00	$600.00	$600.00	$7,400.00	$6,150.00	$1,250.00	15.63%
208.2000.0100.000.000.000	Salaries	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
211.2000.0100.000.000.000	Salaries	$21,775.00	$1,712.27	$3,507.75	$18,267.25	$17,039.48	$1,227.77	5.64%
212.2000.0100.000.000.000	Salaries	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
218.2000.0100.000.000.000	Salaries	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$2,500.00	100.00%
219.2000.0100.000.000.000	Salaries	$30,000.00	$532.62	$532.62	$29,467.38	$2,559.92	$26,907.46	89.69%
232.2000.0100.000.000.000	Salaries	$0.00	$178.66	$1,384.66	($1,384.66)	$0.00	($1,384.66)	0.00%
211.3000.0100.000.000.000	Salaries	$1,100.00	$0.00	$0.00	$1,100.00	$0.00	$1,100.00	100.00%
250.3000.0100.000.000.000	Salaries	$217,050.00	$17,644.18	$30,961.74	$186,088.26	$181,842.65	$4,245.61	1.96%
	OBJECT: Salaries - 0100	$6,522,487.00	$565,109.18	$831,121.84	$5,691,365.16	$5,639,458.14	$51,907.02	0.80%
100.1000.0200.000.000.000	Associated Payroll Costs	$2,694,246.00	$208,179.14	$209,958.43	$2,484,287.57	$2,288,084.04	$196,203.53	7.28%
204.1000.0200.000.000.000	Associated Payroll Costs	$33,175.00	$3,877.57	$3,877.57	$29,297.43	$41,046.60	($11,749.17)	-35.42%
208.1000.0200.000.000.000	Associated Payroll Costs	$1,150.00	$0.00	$0.00	$1,150.00	$0.00	$1,150.00	100.00%
211.1000.0200.000.000.000	Associated Payroll Costs	$116,010.00	$8,396.09	$8,396.09	$107,613.91	$87,562.63	$20,051.28	17.28%
218.1000.0200.000.000.000	Associated Payroll Costs	$60,450.00	$5,560.84	$5,560.84	$54,889.16	$61,136.95	($6,247.79)	-10.34%
219.1000.0200.000.000.000	Associated Payroll Costs	$13,650.00	$366.88	$5,321.60	$8,328.40	$4,033.75	$4,294.65	31.46%
233.1000.0200.000.000.000	Associated Payroll Costs	$7,975.00	$662.59	$662.59	$7,312.41	$7,285.24	$27.17	0.34%
261.1000.0200.000.000.000	Associated Payroll Costs	$40,525.00	$3,543.36	$3,543.36	$36,981.64	$29,793.62	$7,188.02	17.74%
262.1000.0200.000.000.000	Associated Payroll Costs	$8,700.00	$1,078.82	$1,078.82	$7,621.18	$3,975.72	$3,645.46	41.90%
100.2000.0200.000.000.000	Associated Payroll Costs	$1,460,916.00	$118,880.95	$254,290.91	$1,206,625.09	$972,767.07	$233,858.02	16.01%
204.2000.0200.000.000.000	Associated Payroll Costs	$6,215.00	$784.55	$784.55	$5,430.45	$8,617.53	($3,187.08)	-51.28%
207.2000.0200.000.000.000	Associated Payroll Costs	$2,975.00	$192.48	$192.48	$2,782.52	$1,782.78	$999.74	33.60%
208.2000.0200.000.000.000	Associated Payroll Costs	$1,250.00	$0.00	$0.00	$1,250.00	$0.00	$1,250.00	100.00%
211.2000.0200.000.000.000	Associated Payroll Costs	$15,485.00	$1,031.60	$1,983.30	$13,501.70	$10,375.84	$3,125.86	20.19%
212.2000.0200.000.000.000	Associated Payroll Costs	$160.00	$0.00	$0.00	$160.00	$0.00	$160.00	100.00%
218.2000.0200.000.000.000	Associated Payroll Costs	$1,600.00	$7.90	$7.90	$1,592.10	$86.71	$1,505.39	94.09%
219.2000.0200.000.000.000	Associated Payroll Costs	$14,700.00	$253.09	$268.28	$14,431.72	$1,719.89	$12,711.83	86.48%
232.2000.0200.000.000.000	Associated Payroll Costs	$0.00	$57.98	$451.86	($451.86)	$0.00	($451.86)	0.00%
233.2000.0200.000.000.000	Associated Payroll Costs	$500.00	$0.60	$0.60	$499.40	$6.71	$492.69	98.54%
250.2000.0200.000.000.000	Associated Payroll Costs	$1,000.00	$16.37	$29.40	$970.60	$159.20	$811.40	81.14%
211.3000.0200.000.000.000	Associated Payroll Costs	$625.00	$0.00	$0.00	$625.00	$0.00	$625.00	100.00%
250.3000.0200.000.000.000	Associated Payroll Costs	$203,935.00	$13,620.26	$20,471.38	$183,463.62	$140,866.36	$42,597.26	20.89%
	OBJECT: Associated Payroll Costs - 0200	$4,685,242.00	$366,511.07	$516,879.96	$4,168,362.04	$3,659,300.64	$509,061.40	10.87%
100.1000.0300.000.000.000	Purchased Services	$3,672,800.00	$315,953.16	$1,264,191.93	$2,408,608.07	$2,334,870.07	$73,738.00	2.01%
204.1000.0300.000.000.000	Purchased Services	$66,260.00	$0.00	$0.00	$66,260.00	$0.00	$66,260.00	100.00%
208.1000.0300.000.000.000	Purchased Services	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
211.1000.0300.000.000.000	Purchased Services	$16,000.00	$0.00	$0.00	$16,000.00	$4,750.00	$11,250.00	70.31%
218.1000.0300.000.000.000	Purchased Services	$11,500.00	$0.00	$0.00	$11,500.00	$3,000.00	$8,500.00	73.91%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2019 To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ 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
219.1000.0300.000.000.000	Purchased Services	$0.00	$0.00	$0.00	$0.00	$1,500.00	($1,500.00)	0.00%
233.1000.0300.000.000.000	Purchased Services	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
261.1000.0300.000.000.000	Purchased Services	$22,850.00	$4,612.24	$4,612.24	$18,237.76	$5,399.70	$12,838.06	56.18%
262.1000.0300.000.000.000	Purchased Services	$3,500.00	$1,689.00	$1,689.00	$1,811.00	$1,000.00	$811.00	23.17%
100.2000.0300.000.000.000	Purchased Services	$1,643,625.00	$52,941.82	$130,091.21	$1,513,533.79	$1,182,104.44	$331,429.35	20.16%
204.2000.0300.000.000.000	Purchased Services	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
207.2000.0300.000.000.000	Purchased Services	$9,125.00	$0.00	$0.00	$9,125.00	$1,700.00	$7,425.00	81.37%
208.2000.0300.000.000.000	Purchased Services	$2,700.00	$0.00	$0.00	$2,700.00	$0.00	$2,700.00	100.00%
211.2000.0300.000.000.000	Purchased Services	$30,500.00	$47.56	$2,510.37	$27,989.63	$4,250.00	$23,739.63	77.83%
212.2000.0300.000.000.000	Purchased Services	$24,000.00	$0.00	$700.00	$23,300.00	$4,250.00	$19,050.00	79.38%
218.2000.0300.000.000.000	Purchased Services	$59,750.00	$2,122.00	$2,122.00	$57,628.00	$0.00	$57,628.00	96.45%
219.2000.0300.000.000.000	Purchased Services	$4,500.00	$0.00	$3,529.08	$970.92	$970.92	$0.00	0.00%
232.2000.0300.000.000.000	Purchased Services	$11,150.00	$18.76	$169.16	$10,980.84	$0.00	$10,980.84	98.48%
233.2000.0300.000.000.000	Purchased Services	$12,725.00	$0.00	$0.00	$12,725.00	$500.00	$12,225.00	96.07%
241.2000.0300.000.000.000	Purchased Services	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
243.2000.0300.000.000.000	Purchased Services	$50,000.00	$5,208.00	$67,847.30	($17,847.30)	$59,785.50	($77,632.80)	-155.27%
261.2000.0300.000.000.000	Purchased Services	$20,000.00	$0.00	$0.00	$20,000.00	$20,000.00	$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	$5,000.00	$1,896.04	$1,896.04	$3,103.96	$0.00	$3,103.96	62.08%
211.3000.0300.000.000.000	Purchased Services	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
232.3000.0300.000.000.000	Purchased Services	$0.00	$500.00	$2,500.00	($2,500.00)	$0.00	($2,500.00)	0.00%
250.3000.0300.000.000.000	Purchased Services	$30,075.00	$3,865.37	$7,027.65	$23,047.35	$17,766.22	$5,281.13	17.56%
243.4000.0300.000.000.000	Purchased Services	$0.00	$0.00	$10,000.00	($10,000.00)	$0.00	($10,000.00)	0.00%
	OBJECT: Purchased Services - 0300	$5,723,560.00	$388,853.95	$1,498,885.98	$4,224,674.02	$3,646,846.85	$577,827.17	10.10%
100.1000.0400.000.000.000	Supplies & Materials	$241,757.00	$13,117.65	$74,424.30	$167,332.70	$11,549.39	$155,783.31	64.44%
202.1000.0400.000.000.000	Supplies & Materials	$50,000.00	$0.00	$49,863.50	$136.50	$0.00	$136.50	0.27%
204.1000.0400.000.000.000	Supplies & Materials	$90,000.00	$2,140.90	$2,140.90	$87,859.10	$7,175.60	$80,683.50	89.65%
208.1000.0400.000.000.000	Supplies & Materials	$7,400.00	$0.00	$0.00	$7,400.00	$295.00	$7,105.00	96.01%
211.1000.0400.000.000.000	Supplies & Materials	$19,570.00	$0.00	$0.00	$19,570.00	$0.00	$19,570.00	100.00%
216.1000.0400.000.000.000	Supplies & Materials	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	$7,500.00	100.00%
218.1000.0400.000.000.000	Supplies & Materials	$13,000.00	$0.00	$0.00	$13,000.00	$0.00	$13,000.00	100.00%
219.1000.0400.000.000.000	Supplies & Materials	$0.00	$64.90	$3,520.66	($3,520.66)	$230.95	($3,751.61)	0.00%
232.1000.0400.000.000.000	Supplies & Materials	$8,100.00	$1,010.23	$1,087.61	$7,012.39	$0.00	$7,012.39	86.57%
233.1000.0400.000.000.000	Supplies & Materials	$7,900.00	$0.00	$0.00	$7,900.00	$0.00	$7,900.00	100.00%
261.1000.0400.000.000.000	Supplies & Materials	$16,375.00	$2,720.52	$3,905.52	$12,469.48	$3,349.54	$9,119.94	55.69%
262.1000.0400.000.000.000	Supplies & Materials	$3,300.00	$1,045.00	$1,045.00	$2,255.00	$90.00	$2,165.00	65.61%
270.1000.0400.000.000.000	Supplies & Materials	$4,500.00	$0.00	$0.00	$4,500.00	$0.00	$4,500.00	100.00%
275.1000.0400.000.000.000	Supplies & Materials	$12,400.00	$395.06	$395.06	$12,004.94	$0.00	$12,004.94	96.81%
279.1000.0400.000.000.000	Supplies & Materials	$65,000.00	$2,185.11	$3,454.16	$61,545.84	$3,735.96	$57,809.88	88.94%
280.1000.0400.000.000.000	Supplies & Materials	$80,000.00	$3,825.69	$7,678.03	$72,321.97	$8,672.77	$63,649.20	79.56%
295.1000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
100.2000.0400.000.000.000	Supplies & Materials	$336,055.00	$22,119.47	$62,807.89	$273,247.11	$159,947.85	$113,299.26	33.71%
207.2000.0400.000.000.000	Supplies & Materials	$19,900.00	$153.74	$600.72	$19,299.28	$316.26	$18,983.02	95.39%
208.2000.0400.000.000.000	Supplies & Materials	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
211.2000.0400.000.000.000	Supplies & Materials	$15,000.00	$2,430.00	$2,430.00	$12,570.00	$500.00	$12,070.00	80.47%
212.2000.0400.000.000.000	Supplies & Materials	$11,340.00	$0.00	$0.00	$11,340.00	$0.00	$11,340.00	100.00%
218.2000.0400.000.000.000	Supplies & Materials	$2,875.00	$0.00	$0.00	$2,875.00	$0.00	$2,875.00	100.00%
219.2000.0400.000.000.000	Supplies & Materials	$9,325.00	$0.00	$1,067.24	$8,257.76	$0.00	$8,257.76	88.56%
232.2000.0400.000.000.000	Supplies & Materials	$20,050.00	$0.00	$0.00	$20,050.00	$0.00	$20,050.00	100.00%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2019 To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ 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
240.2000.0400.000.000.000	Supplies & Materials	$29,180.00	$0.00	$0.00	$29,180.00	$0.00	$29,180.00	100.00%
243.2000.0400.000.000.000	Supplies & Materials	$300,000.00	$1,574.29	$39,997.75	$260,002.25	$45,250.53	$214,751.72	71.58%
261.2000.0400.000.000.000	Supplies & Materials	$8,500.00	$0.00	$0.00	$8,500.00	$8,500.00	$0.00	0.00%
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	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
400.2000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$500.00	$4,500.00	90.00%
100.3000.0400.000.000.000	Supplies & Materials	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	100.00%
211.3000.0400.000.000.000	Supplies & Materials	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
232.3000.0400.000.000.000	Supplies & Materials	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
250.3000.0400.000.000.000	Supplies & Materials	$448,225.00	$14,512.60	$16,989.14	$431,235.86	$320,642.76	$110,593.10	24.67%
295.3000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
	OBJECT: Supplies & Materials - 0400	$1,886,752.00	$67,295.16	$271,407.48	$1,615,344.52	$573,256.61	$1,042,087.91	55.23%
204.1000.0500.000.000.000	Capital Outlay	$0.00	$0.00	$15,000.00	($15,000.00)	$0.00	($15,000.00)	0.00%
100.2000.0500.000.000.000	Capital Outlay	$12,500.00	$0.00	$9,230.00	$3,270.00	$0.00	$3,270.00	26.16%
204.2000.0500.000.000.000	Capital Outlay	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
240.2000.0500.000.000.000	Capital Outlay	$40,000.00	$0.00	$0.00	$40,000.00	$0.00	$40,000.00	100.00%
243.2000.0500.000.000.000	Capital Outlay	$350,000.00	$0.00	$0.00	$350,000.00	$0.00	$350,000.00	100.00%
250.3000.0500.000.000.000	Capital Outlay	$12,125.00	$0.00	$0.00	$12,125.00	$0.00	$12,125.00	100.00%
240.4000.0500.000.000.000	Capital Outlay	$270,000.00	$0.00	$0.00	$270,000.00	$200,000.00	$70,000.00	25.93%
242.4000.0500.000.000.000	Capital Outlay	$250,000.00	$0.00	$0.00	$250,000.00	$238,185.00	$11,815.00	4.73%
243.4000.0500.000.000.000	Capital Outlay	$1,200,000.00	$30,826.99	$31,751.99	$1,168,248.01	$1,000,500.00	$167,748.01	13.98%
400.4000.0500.000.000.000	Capital Outlay	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
	OBJECT: Capital Outlay - 0500	$2,149,625.00	$30,826.99	$55,981.99	$2,093,643.01	$1,438,685.00	$654,958.01	30.47%
100.1000.0600.000.000.000	Other	$650.00	$0.00	$0.00	$650.00	$0.00	$650.00	100.00%
261.1000.0600.000.000.000	Other	$9,500.00	$440.00	$2,550.00	$6,950.00	$400.00	$6,550.00	68.95%
262.1000.0600.000.000.000	Other	$0.00	$25.00	$25.00	($25.00)	$0.00	($25.00)	0.00%
275.1000.0600.000.000.000	Other	$600.00	$0.00	$64.00	$536.00	$0.00	$536.00	89.33%
100.2000.0600.000.000.000	Other	$118,535.00	$720.39	$100,328.86	$18,206.14	$9,223.41	$8,982.73	7.58%
211.2000.0600.000.000.000	Other	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$25,000.00	100.00%
212.2000.0600.000.000.000	Other	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
218.2000.0600.000.000.000	Other	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00	100.00%
232.2000.0600.000.000.000	Other	$11,150.00	$0.00	$3,454.00	$7,696.00	$0.00	$7,696.00	69.02%
243.2000.0600.000.000.000	Other	$0.00	$0.00	$0.00	$0.00	$2,375.00	($2,375.00)	0.00%
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	$2,500.00	$0.00	$882.33	$1,617.67	$412.00	$1,205.67	48.23%
240.5000.0600.000.000.000	Other	$24,320.00	$0.00	$0.00	$24,320.00	$24,320.00	$0.00	0.00%
300.5000.0600.000.000.000	Other	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
312.5000.0600.000.000.000	Other	$244,500.00	$0.00	$0.00	$244,500.00	$244,500.00	$0.00	0.00%
313.5000.0600.000.000.000	Other	$1,013,560.00	$0.00	$0.00	$1,013,560.00	$1,012,035.50	$1,524.50	0.15%
	OBJECT: Other - 0600	$1,474,315.00	$1,185.39	$107,304.19	$1,367,010.81	$1,293,265.91	$73,744.90	5.00%
100.5000.0700.000.000.000	Transfers	$586,500.00	$0.00	$0.00	$586,500.00	$0.00	$586,500.00	100.00%
	OBJECT: Transfers - 0700	$586,500.00	$0.00	$0.00	$586,500.00	$0.00	$586,500.00	100.00%
100.6000.0800.000.000.000	Other Uses of Funds	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.00%
	OBJECT: Other Uses of Funds - 0800	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.00%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 9/1/2019 To Date: 9/30/2019

Fiscal Year: 2019-2020

☐ 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
	Grand Total:	$24,230,725.00	$1,419,781.74	$3,281,581.44	$20,949,143.56	$16,250,813.15	$4,698,330.41	19.39%

End of Report

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
	68782	09/05/2019	ANDERSON, LU ANN	$2,919.12	1024	Printed	Expense	☑	09/30/2019	
	68783	09/05/2019	BOWMAN, TIMOTHY	$219.24	1024	Printed	Expense	☑	09/30/2019	
	68784	09/05/2019	BROOKS HARDWARE #7063	$25.69	1024	Printed	Expense	☑	09/30/2019	
	68785	09/05/2019	CHEMEKETA COMMUNITY COLLEGE_02551	$500.00	1024	Printed	Expense	☑	09/30/2019	
	68786	09/05/2019	COMMUNITY NEWSPAPERS	$173.75	1024	Printed	Expense	☑	09/30/2019	
*	68788	09/05/2019	CURRICULUM ASSOCIATES INC	$359.34	1024	Printed	Expense	☑	09/30/2019	
	68789	09/05/2019	DATAVISION COMMUNICATIONS	$450.33	1024	Printed	Expense	☑	09/30/2019	
	68790	09/05/2019	EDNETIC, INC	$250.00	1024	Printed	Expense	☑	09/30/2019	
	68791	09/05/2019	FRONTIER COMMUNICATIONS	$57.58	1024	Printed	Expense	☑	09/30/2019	
	68792	09/05/2019	GARTEN SERVICES INC	$99.75	1024	Printed	Expense	☑	09/30/2019	
	68793	09/05/2019	GENERAL PRINTING AND DESIGN, INC.	$797.74	1024	Printed	Expense	☑	09/30/2019	
	68794	09/05/2019	GREEN THUMB FLOWER BOX	$50.00	1024	Printed	Expense	☑	09/30/2019	
	68795	09/05/2019	GW HARDWARE #244	$83.03	1024	Printed	Expense	☑	09/30/2019	
	68796	09/05/2019	INDUSTRIAL WELDING SUPPLY INC	$50.00	1024	Printed	Expense	☑	09/30/2019	
	68797	09/05/2019	JACKSON, TRACY WILLIAM	$122.84	1024	Printed	Expense	☑	09/30/2019	
	68798	09/05/2019	KINYON, ROBERT R.	$30,826.99	1024	Printed	Expense	☑	09/30/2019	
	68799	09/05/2019	LAKESHORE LEARNING MATERIALS	$369.55	1024	Printed	Expense	☑	09/30/2019	
	68800	09/05/2019	LOWE'S HOME IMPROVEMENT	$1,574.29	1024	Printed	Expense	☑	09/30/2019	
	68801	09/05/2019	O'CONNOR, TODD	$63.56	1024	Printed	Expense	☑	09/30/2019	
	68802	09/05/2019	OASC	$75.00	1024	Printed	Expense	☑	09/30/2019	
	68803	09/05/2019	OFFICE DEPOT	$683.55	1024	Printed	Expense	☑	09/30/2019	
	68804	09/05/2019	OVERHEAD DOORS	$2,550.00	1024	Printed	Expense	☑	09/30/2019	

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68805	09/05/2019	PACIFIC OFFICE AUTOMATION	$137.12	1024	Printed	Expense	☑	09/30/2019	
68806	09/05/2019	PACIFIC OFFICE AUTOMATION LEASING	$421.85	1024	Printed	Expense	☑	09/30/2019	
68807	09/05/2019	PLAYWORKS EDUCATION ENERGIZED	$2,500.00	1024	Printed	Expense	☑	09/30/2019	
68808	09/05/2019	POINT SOURCE SOLUTIONS LLC	$5,208.00	1024	Printed	Expense	☑	09/30/2019	
68809	09/05/2019	ROCK'N LATTE	$400.00	1024	Printed	Expense	☑	09/30/2019	
68810	09/05/2019	SALEM/KEIZER PUBLIC SCHOOLS_01933_1116	$39.55	1024	Printed	Expense	☑	09/30/2019	
68811	09/05/2019	SCHOLASTIC MAGAZINES & NEWS	$1,662.99	1024	Printed	Expense	☑	09/30/2019	
68812	09/05/2019	SHERWIN WILLIAMS	$35.14	1024	Printed	Expense	☑	09/30/2019	
68813	09/05/2019	STAPLES BUSINESS CREDIT	$379.95	1024	Printed	Expense	☑	09/30/2019	
68814	09/05/2019	SUMMIT BENEFIT & ACTUARIAL SERVICES	$575.00	1024	Printed	Expense	☑	09/30/2019	
68815	09/05/2019	T-MOBILE	$113.57	1024	Printed	Expense	☑	09/30/2019	
68816	09/05/2019	VALLEY GREEN INC.	$4,691.50	1024	Printed	Expense	☑	09/30/2019	
68817	09/05/2019	WALTER E. NELSON CO.	$1,252.05	1024	Printed	Expense	☑	09/30/2019	
68818	09/05/2019	WEST MUSIC	$132.04	1024	Printed	Expense	☑	09/30/2019	
68819	09/11/2019	AMAZON FULFILLMENT SERVICES, INC	$596.27	1025	Printed	Expense	☑	09/30/2019	
68820	09/11/2019	AMAZON FULFILLMENT SERVICES, INC	$80.89	1025	Printed	Expense	☑	09/30/2019	
68821	09/11/2019	AMAZON FULFILLMENT SERVICES, INC	$74.90	1025	Printed	Expense	☑	09/30/2019	
68822	09/11/2019	AMAZON FULFILLMENT SERVICES, INC	$541.95	1025	Printed	Expense	☑	09/30/2019	
68823	09/11/2019	ARMOR ZONE	$75.00	1025	Printed	Expense	☑	09/30/2019	
68824	09/11/2019	ARTISAN BUILDING & PAINTING CO	$8,442.67	1025	Printed	Expense	☑	09/30/2019	

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68825	09/11/2019	AUS WEST LOCKBOX	$559.37	1025	Printed	Expense	☑	09/30/2019	
68826	09/11/2019	CABALLERO, REYNALDO	$580.50	1025	Printed	Expense	☑	09/30/2019	
68827	09/11/2019	CAMACHO, MARICRUZ	$97.44	1025	Printed	Expense	☑	09/30/2019	
68828	09/11/2019	COMMERCIAL DISHWASHER	$100.00	1025	Printed	Expense	☑	09/30/2019	
68829	09/11/2019	DAVIDSON, KEVIN	$164.48	1025	Printed	Expense	☑	09/30/2019	
68830	09/11/2019	DILSON, MEGAN D	$170.52	1025	Printed	Expense	☑	09/30/2019	
68831	09/11/2019	FLECK, DONALD R	$495.00	1025	Printed	Expense	☑	09/30/2019	
68832	09/11/2019	GALAXY T-SHIRT	$140.00	1025	Printed	Expense	☑	09/30/2019	
68833	09/11/2019	GARTEN SERVICES INC	$432.00	1025	Printed	Expense	☑	09/30/2019	
68834	09/11/2019	GRAINGER SUPPLY	$163.20	1025	Printed	Expense	☑	09/30/2019	
68835	09/11/2019	HIGHWAY FUEL	$4,198.00	1025	Printed	Expense	☑	09/30/2019	
68836	09/11/2019	INDUSTRIAL WELDING SUPPLY INC	$52.00	1025	Printed	Expense	☑	09/30/2019	
68837	09/11/2019	JKW SCHOOL PSYCHOLOGICAL SERVICES	$3,573.12	1025	Printed	Expense	☑	09/30/2019	
68838	09/11/2019	JTM PROVISIONS CO.	$560.91	1025	Printed	Expense	☑	09/30/2019	
68839	09/11/2019	KING FRESH PRODUCE	$150.00	1025	Printed	Expense	☑	09/30/2019	
68840	09/11/2019	MARTIN, LISA (CONSULTANT)	$100.00	1025	Printed	Expense	☑	09/30/2019	
68841	09/11/2019	MEDOSWEET FARMS OF OREGON	$1,094.22	1025	Printed	Expense	☑	09/30/2019	
68842	09/11/2019	NW NATURAL	$485.27	1025	Printed	Expense	☑	09/30/2019	
68843	09/11/2019	O'CONNOR, TODD	$47.56	1025	Printed	Expense	☑	09/30/2019	
68844	09/11/2019	OFFICE CRAFT	$211.97	1025	Printed	Expense	☑	09/30/2019	
68845	09/11/2019	OFFICE DEPOT	$376.37	1025	Printed	Expense	☑	09/30/2019	
68846	09/11/2019	PGE_01831	$5,999.04	1025	Printed	Expense	☑	09/30/2019	
68847	09/11/2019	RAMOS, ARTURO	$100.00	1025	Printed	Expense	☐		

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

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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
68848	09/11/2019	SALEM SOCCER REFEREES ASSOC	$281.00	1025	Printed	Expense	☑	09/30/2019	
68849	09/11/2019	SALEM VOLLEYBALL OFFICIALS ASSOC	$2,425.00	1025	Printed	Expense	☑	09/30/2019	
68850	09/11/2019	SCHOOL SPECIALTY	$903.79	1025	Printed	Expense	☑	09/30/2019	
68851	09/11/2019	SPORTDECALS, INC.	$254.88	1025	Printed	Expense	☑	09/30/2019	
68852	09/11/2019	STAPLES BUSINESS CREDIT	$226.17	1025	Printed	Expense	☑	09/30/2019	
68853	09/11/2019	SYSCO FOOD SERVICES	$5,142.05	1025	Printed	Expense	☑	09/30/2019	
68854	09/11/2019	TRAINING ROOM, INC.	$1,293.68	1025	Printed	Expense	☑	09/30/2019	
68855	09/11/2019	US BANK	$11,760.37	1025	Printed	Expense	☑	09/30/2019	
68856	09/11/2019	US POSTAL SERVICE	$250.00	1025	Printed	Expense	☑	09/30/2019	
68857	09/11/2019	WALTER E. NELSON CO.	$78.16	1025	Printed	Expense	☑	09/30/2019	
68858	09/11/2019	WILLAMINA SCHOOL DISTRICT	$100.00	1025	Printed	Expense	☑	09/30/2019	
68859	09/11/2019	WOLFER, MRS. MELISSA	$200.00	1025	Printed	Expense	☑	09/30/2019	
68860	09/11/2019	WRINKLE, WHITNEY	$50.00	1025	Printed	Expense	☑	09/30/2019	
68861	09/11/2019	YES GRAPHICS PRINTING CO	$72.00	1025	Printed	Expense	☑	09/30/2019	
68862	09/19/2019	321INSIGHT	$2,430.00	1028	Printed	Expense	☑	09/30/2019	
68863	09/19/2019	AMAZON FULFILLMENT SERVICES, INC	$59.75	1028	Printed	Expense	☑	09/30/2019	
68864	09/19/2019	AMAZON FULFILLMENT SERVICES, INC	$42.99	1028	Printed	Expense	☑	09/30/2019	
68865	09/19/2019	AMAZON FULFILLMENT SERVICES, INC	$256.52	1028	Printed	Expense	☑	09/30/2019	
68866	09/19/2019	AMAZON FULFILLMENT SERVICES, INC	$35.65	1028	Printed	Expense	☑	09/30/2019	
68867	09/19/2019	BEAR ELECTRIC	$275.00	1028	Printed	Expense	☑	09/30/2019	
68868	09/19/2019	BROADHURST, KERRY	$190.17	1028	Printed	Expense	☑	09/30/2019	

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68869	09/19/2019	BUSTAMANTE, SUZANNE M	$90.50	1028	Printed	Expense	☐		
68870	09/19/2019	CANON FINANCIAL SERVICES	$1,540.61	1028	Printed	Expense	☑	09/30/2019	
68871	09/19/2019	CAPITAL DISTRICT FFA	$1,302.00	1028	Printed	Expense	☐		
68872	09/19/2019	CAPITAL TROPHY	$84.20	1028	Printed	Expense	☑	09/30/2019	
68873	09/19/2019	CITY OF GERVAIS	$1,868.64	1028	Printed	Expense	☑	09/30/2019	
68874	09/19/2019	EDNETIC, INC	$4,501.48	1028	Printed	Expense	☑	09/30/2019	
68875	09/19/2019	ENFIELD, AMBER M	$18.76	1028	Printed	Expense	☐		
68876	09/19/2019	FLINN SCIENTIFIC,INC	$290.05	1028	Printed	Expense	☑	09/30/2019	
68877	09/19/2019	FRONTIER CHARTER ACADEMY	$315,953.16	1028	Printed	Expense	☑	09/30/2019	
68878	09/19/2019	GALAXY T-SHIRT	$296.00	1028	Printed	Expense	☑	09/30/2019	
68879	09/19/2019	GASTON HIGH SCHOOL	$190.00	1028	Printed	Expense	☑	09/30/2019	
68880	09/19/2019	GENERAL PARTS DISTRIBUTION LLC	$23.41	1028	Printed	Expense	☑	09/30/2019	
68881	09/19/2019	GREAT AMERICA FINANCIAL SERVICES	$129.00	1028	Printed	Expense	☑	09/30/2019	
68882	09/19/2019	JACKSON, TRACY WILLIAM	$40.03	1028	Printed	Expense	☑	09/30/2019	
68883	09/19/2019	JONES, JENNY	$53.90	1028	Printed	Expense	☑	09/30/2019	
68884	09/19/2019	KEIZER OUTDOOR POWER EQUIPMENT	$42.05	1028	Printed	Expense	☐		
68885	09/19/2019	OFFICE DEPOT	$819.06	1028	Printed	Expense	☑	09/30/2019	
68886	09/19/2019	OSBA	$295.00	1028	Printed	Expense	☑	09/30/2019	
68887	09/19/2019	PACIFIC OFFICE AUTOMATION LEASING	$1,300.00	1028	Printed	Expense	☑	09/30/2019	
68888	09/19/2019	PGE_01831	$1,187.36	1028	Printed	Expense	☑	09/30/2019	
68889	09/19/2019	PILOT ROCK HIGH SCHOOL	$150.00	1028	Printed	Expense	☐		
68890	09/19/2019	POWERS, JULIE	$47.20	1028	Printed	Expense	☑	09/30/2019	

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68891	09/19/2019	REPUBLIC SERVICES	$3,068.28	1028	Printed	Expense	☑	09/30/2019	
68892	09/19/2019	ROMERO, CHRISTINA MADDY	$33.99	1028	Printed	Expense	☑	09/30/2019	
68893	09/19/2019	SCHOOL SPECIALTY	$128.71	1028	Printed	Expense	☑	09/30/2019	
68894	09/19/2019	SHERWIN WILLIAMS	$98.73	1028	Printed	Expense	☑	09/30/2019	
68895	09/19/2019	SKID INK	$1,200.00	1028	Printed	Expense	☐		
68896	09/19/2019	SPARTAN ENVIRONMENTAL SERVICES	$2,115.00	1028	Printed	Expense	☑	09/30/2019	
68897	09/19/2019	SPRINT SOLUTIONS, INC	$301.62	1028	Printed	Expense	☑	09/30/2019	
68898	09/19/2019	STAPLES BUSINESS CREDIT	$1,632.73	1028	Printed	Expense	☑	09/30/2019	
68899	09/19/2019	TANGENT	$550.00	1028	Printed	Expense	☑	09/30/2019	
68900	09/19/2019	TAYLOR, RICHARD A.	$72.00	1028	Printed	Expense	☑	09/30/2019	
68901	09/19/2019	TOOLS FOR SCHOOLS	$5,297.72	1028	Printed	Expense	☑	09/30/2019	
68902	09/19/2019	UNIVERSITY OF OREGON	$1,050.00	1028	Printed	Expense	☑	09/30/2019	
68903	09/19/2019	US POSTAL SERVICE	$1,000.00	1028	Printed	Expense	☑	09/30/2019	
68904	09/19/2019	WALTER E. NELSON CO.	$518.98	1028	Printed	Expense	☑	09/30/2019	
68905	09/19/2019	WEIDEMANN, PAM	$45.95	1028	Printed	Expense	☐		
68906	09/19/2019	WILLAMETTE ESD_02407	$502.77	1028	Printed	Expense	☑	09/30/2019	
68907	09/19/2019	YES GRAPHICS PRINTING CO	$971.00	1028	Printed	Expense	☑	09/30/2019	
68908	09/19/2019	ZIELINSKI, DAWN M	$58.46	1028	Printed	Expense	☑	09/30/2019	
68909	09/26/2019	ACE CHEMICAL TOILETS	$120.00	1035	Printed	Expense	☐		
68910	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$779.96	1035	Printed	Expense	☑	09/30/2019	
68911	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$115.63	1035	Printed	Expense	☑	09/30/2019	
68912	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$6.64	1035	Printed	Expense	☑	09/30/2019	

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68913	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$123.38	1035	Printed	Expense	☑	09/30/2019	
68914	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$142.10	1035	Printed	Expense	☑	09/30/2019	
68915	09/26/2019	AMAZON FULFILLMENT SERVICES, INC	$292.46	1035	Printed	Expense	☑	09/30/2019	
68916	09/26/2019	ARMOR ZONE	$1,045.00	1035	Printed	Expense	☑	09/30/2019	
68917	09/26/2019	ASBO INTERNATIONAL	$230.00	1035	Printed	Expense	☐		
68918	09/26/2019	BRASWELL, AMANDA C	$1,803.00	1035	Printed	Expense	☐		
68919	09/26/2019	CANBY TROPHIES	$29.00	1035	Printed	Expense	☐		
68920	09/26/2019	CHEVRON/TEXACO CARD SERVICES	$409.28	1035	Printed	Expense	☐		
68921	09/26/2019	GENERAL PARTS DISTRIBUTION LLC	$154.22	1035	Printed	Expense	☑	09/30/2019	
68922	09/26/2019	GOPHER_13834	$298.76	1035	Printed	Expense	☑	09/30/2019	
68923	09/26/2019	GRAINGER SUPPLY	$931.16	1035	Printed	Expense	☑	09/30/2019	
68924	09/26/2019	HELGESON, KATHLEEN	$1,896.04	1035	Printed	Expense	☐		
68925	09/26/2019	HELMS, CREIGHTON CARL	$202.35	1035	Printed	Expense	☑	09/30/2019	
68926	09/26/2019	JTM PROVISIONS CO.	$750.27	1035	Printed	Expense	☐		
68927	09/26/2019	LIBERTY UNIVERSITY ONLINE	$1,845.00	1035	Printed	Expense	☐		
68928	09/26/2019	MARION CO. SHERIFF'S DEPT.	$50.00	1035	Printed	Expense	☐		
68929	09/26/2019	MARQUEZ, JIMMY	$100.00	1035	Printed	Expense	☑	09/30/2019	
68930	09/26/2019	MILLER, ANTHONY	$97.90	1035	Printed	Expense	☑	09/30/2019	
68931	09/26/2019	NLR REFRIGERATION	$185.00	1035	Printed	Expense	☑	09/30/2019	
68932	09/26/2019	NW REGIONAL ESD	$4,074.00	1035	Printed	Expense	☐		
68933	09/26/2019	OACA	$180.00	1035	Printed	Expense	☐		

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68934	09/26/2019	OFFICE DEPOT	$1,110.84	1035	Printed	Expense	☐		
68935	09/26/2019	OLIVER, MICHAEL	$827.00	1035	Printed	Expense	☑	09/30/2019	
68936	09/26/2019	OREGON LIBRARY ASSOCIATION	$65.00	1035	Printed	Expense	☐		
68937	09/26/2019	OSBA	$800.00	1035	Printed	Expense	☐		
68938	09/26/2019	PACE	$96.00	1035	Printed	Expense	☐		
68939	09/26/2019	PGE_01831	$129.85	1035	Printed	Expense	☑	09/30/2019	
68940	09/26/2019	PORTLAND STATE UNIVERSITY_08011	$267.00	1035	Printed	Expense	☐		
68941	09/26/2019	POWELL'S BOOKS INC_04063	$79.10	1035	Printed	Expense	☐		
68942	09/26/2019	POWERS, JULIE	$364.00	1035	Printed	Expense	☑	09/30/2019	
68943	09/26/2019	SALEM FOOTBALL OFFICIALS ASSN	$2,984.00	1035	Printed	Expense	☐		
68944	09/26/2019	SCHOOL SPECIALTY	$468.15	1035	Printed	Expense	☑	09/30/2019	
68945	09/26/2019	SECURE CONTENT SOLUTIONS	$2,688.90	1035	Printed	Expense	☐		
68946	09/26/2019	STAPLES BUSINESS CREDIT	$191.14	1035	Printed	Expense	☑	09/30/2019	
68947	09/26/2019	TRI RIVER CONFERENCE	$25.00	1035	Printed	Expense	☐		
68948	09/26/2019	UNIVERSITY OF PORTLAND	$3,978.00	1035	Printed	Expense	☐		
68949	09/26/2019	WALTER E. NELSON CO.	$400.00	1035	Printed	Expense	☐		
68950	09/26/2019	WESTERN MENNONITE SCHOOL	$200.00	1035	Printed	Expense	☐		
68951	09/26/2019	WOLFER, MRS. MELISSA	$2,510.00	1035	Printed	Expense	☑	09/30/2019	
68952	09/26/2019	YES GRAPHICS PRINTING CO	$663.00	1035	Printed	Expense	☐		
68953	09/25/2019	AFA-ANNUITY PREMIUM TRUST	$3,805.00	1034	Printed	Payroll Ded	☑	09/30/2019	
68954	09/25/2019	AFLAC	$658.43	1034	Printed	Payroll Ded	☐		
68955	09/25/2019	AMERICAN FIDELITY ASSURANCE CO	$4,906.64	1034	Printed	Payroll Ded	☐		

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 09/01/2019 **To Date:** 09/30/2019

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
68956	09/25/2019	AMERICAN FIDELITY.	$2,288.72	1034	Printed	Payroll Ded	☐		
68957	09/25/2019	AMERICAN FIDELTIY ASSURANCE	$6,191.83	1034	Printed	Payroll Ded	☐		
68958	09/25/2019	AXA EQUITABLE EQUI-VEST	$4,478.50	1034	Printed	Payroll Ded	☐		
68959	09/25/2019	BONNEVILLE BILLING & COLLECTIONS INC	$515.59	1034	Printed	Payroll Ded	☐		
68960	09/25/2019	FORESTER FINANCIAL	$900.00	1034	Printed	Payroll Ded	☑	09/30/2019	
68961	09/25/2019	IVY FUNDS	$25.00	1034	Printed	Payroll Ded	☑	09/30/2019	
68962	09/25/2019	LEGAL SHIELD	$330.85	1034	Printed	Payroll Ded	☐		
68963	09/25/2019	MATRIX TRUST COMPANY (DEN)	$200.00	1034	Printed	Payroll Ded	☐		
68964	09/25/2019	OSEA	$1,847.49	1034	Printed	Payroll Ded	☐		
68965	09/25/2019	TEXAS LIFE INS CO	$1,453.98	1034	Printed	Payroll Ded	☐		
		Total Amount:	$526,018.45						

Report Total Amount: Amount

End of Report

NOT AUDITED

Gervais School Board Meeting
Oct. 17, 2019
Superintendent's Report

Contact Information:

Email – dandy_stevens@gervais.k12.or.us
Phone - 503.792.3803 ext. 5010

Summary of 504 Program Audit by LuAnn Anderson

This is the second program we have audited. Both summaries are being presented tonight and are going to require the consideration of additional funding in terms of staffing and/or professional development for the 2020-21 school year.

OSBA Annual Convention 2019

Michael and I met a few weeks ago to go through the program for the convention and highlighted some specific sessions we thought would be good for the board and our district to attend. Of course, if there are others that you find more appealing please feel free to select those. Debbie will not be attending the convention this year but the rest of us are registered.

Policy JFCJ: Weapons in School

For this meeting, the weapons policy was slated for a second reading. However, we decided to move this policy to more discussion as this will provide me with more time to gather information and bring it to you for consideration.

Summary of 504 Program Audit
by LuAnn Anderson

Recommendations:

1. A designated Section 504 District Coordinator
2. A dedicated Section 504 person in each building
3. Re-assign the Section 504 process to non-special education staff
4. Re-assess students on Section 504 Plans accessing Resource Room for instruction
5. Mr. Helms will conduct additional file reviews using the template shared by Mrs. Anderson
6. Develop or adopt a Section 504 Process and Procedure Manual
7. Conduct in-service training to all administrators and counselors on Section 504 Process and procedure
8. Conduct in-service training to all teachers on Section 504 and their responsibility to provide the accommodations written in a Section 504 plan

It was a pleasure to meet with district staff to conduct this review process. Please let me know if you have questions or want more detail in the report.

Respectfully submitted,

Lu Ann Anderson

Submitted October 2019

OSBA Annual Convention 2019—Portland Marriott Downtown Waterfront

- Thursday, November 14, 2019
  - Opening reception 4 p.m. to 6 p.m.

- Friday, November 15, 2019
  - Breakfast 7:30 to 8:30
  - General Session 8:30 to 10:30
  - Breakout sessions 11 to 12:15
    - Building a Communications Strategy and Community Engagement Around Student Success Act
    - Meaningful Board Work is NOT a Spectator Sport
    - PERS and All That Jazz
    - Supporting and Growing Successful Superintendents
    - Legislative Advocacy at the Board Level: Part 1
  - Lunch 12:15 to 1:15
  - OSBA Region Roundtables 1:30 to 2:30
  - Breakout Sessions 3 to 4:15
    - Bargaining Basics for Board Members
    - Bonds: From Dreams to Reality!
    - Disability Culture has Changed—Are you ready?
    - Every Child Reading: Lessons Learned from Studies of Dyslexia
    - Legislative Advocacy at the Board Level: Part 2
    - Supporting Students Suffering from Substance Use and Mental Health Challenges
    - Utilizing Corporate Recruiting Strategies in Education
  - Reception 5 p.m. to 7 p.m.

- Saturday, November 16, 2019
  - Breakfast 7:30 to 8:30
    - Capitol Watch
    - Small Schools
    - Critical Issues
  - General Session 8:45 to 10:30
  - Breakout Sessions 11 to 12:15
    - Back on Track: How Districts Benefit from a Board Improvement Plan
    - Equity and Civil Rights in School Sponsored Activities
    - Supporting Student Success through Innovative Implementation
    - The Design Process: Enhancing CTE Pathways
    - The School Board's Role in Implementing the Student Success Act

        - Using Student Gardens to Advance Student Achievement and Improve Absenteeism
        - Winning Your School Bond and Winning Your Community
    - Lunch 12:15 to 1:45
    - Breakout Sessions 2 p.m. to 3:15 p.m.
        - Continuous Improvement: Process, Planning and Practice
        - Finding the Balance: Dreams, Needs and Budget
        - Goal-setting for School Boards
        - Intersection of Medicaid and Education: A Lucrative Union
        - Navigate through Sophisticated Racism—K-12 Cradle to Career Focus
        - Smarter School Spending: Transparency and Accountability Through A-ROI (Academic Return on Investment)
    - Break 3:15 to 3:45
    - OSBA Annual Membership meeting 3:45 to 4:00
    - Hot Topics Table 4 p.m. to 5 p.m.

- Sunday, November 17, 2019
    - Breakfast 7:45 to 8:15
    - General Session 8:15 to 9:45

Gervais School District #1

Code: **JFCJ**
Adopted: 07/15/93
Readopted/Revised: 08/17/95, 03/12/98, 10/17/02, 06/21/12
Administrative Change: 05/29/14, 8/15/19

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, "weapon" includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;

2. A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

3. A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device;

4. A "destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been

expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are age appropriate, and shall provide such information in writing to the student and the parent in accordance with law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulation.

Weapons under the control of law enforcement personnel ~~[or a person who has a valid license under ORS 166.291 and 166.292~~] are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property [~~including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports~~].

The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 166.382
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
ORS 339.315
ORS 339.327
ORS 809.135
ORS 809.260
OAR 581-021-0050 – 021-0075
OAR 581-053-0010(5)
OAR 581-053-0230(9)(k)
OAR 581-053-0330(1)(r)
OAR 581-053-0430(17)
OAR 581-053-0531(16)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2012).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2012).

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: _____

7.1 Approve

New Hire / Temporary:

Tami Pizer, GHS Sped Instructional Assistant

Extra Duty:

7.2 Approve

Contract Change / Renewal:

Recall:

7.3 Approve

Resignation / Termination/Non-Renewal:

Decline:

Rescinding Contract:

Brandon Jones, Middle School Track

Garrett Phillips, Boys Baseball

Reduction in Force:

7.4 Approve

2020-2021 Budget Calendar

Gervais District#1 Board of Directors approves the 2020-21 Budget Calendar as shown on agenda item 10-19-7.4.1.

Board Members:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
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 – 2020/21
Budget Calendar

Date	Activity	Who
June or July	Appoint Budget Officer	School Board
August – December	Leadership council reviews current / future program changes.	Principals
October 17, 2019	Announce Budget Committee Openings (if applicable) Approve Budget Committee Selection Process, if needed.	Superintendent
November 21, 2019	Appoint Budget Committee Members Current Members: Wes Leiva (term ends June 2021) Rocio Tafolla (term ends June 2021) Pascual Oropeza (term ends June 2021) 2 OPEN POSITIONS	School Board
December 1, 2019	Finalize 2019-20 ADMr Estimates Finalize 2019-20 Revenue Estimates	Superintendent / Business Manager
December 2, 2019	Review Materials & Supplies to Schools for 2020-21	Business Manager
December – January	Schools Build Budgets with help of School Councils, Staff and Administration	Principals
February 2020	Review Program Change Recommendations	Administrators
March 2020	Discuss Program Budgets with Superintendent & Business Manager	Administrators
March 2020	Budget Orientation presentations with Budget Committee Members (Dates to be determined)	Superintendent / Business Manager
April 2, 2020	1st Publication Notice of Budget Committee Meeting (Not more than 30 days prior to meeting)	Business Manager
April 16, 2020	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 30, 2020	Budget Meeting – First Meeting 6:00 p.m.	Superintendent / Business Manager
May 21, 2020	Latest Date for Budget Approval	Budget Committee
June 4, 2020	Publication of Budget Hearing (Publish not less than 5 days and not more than 30 days prior to hearing.)	Business Manager
June 18, 2020	Public Hearing of Budget Prior to Board Meeting	Superintendent / Business Manager
June 18, 2020	2020-21 Budget: Adopt, Appropriate, and Levy Taxes	School Board

POLICY SECOND READING
Proposed Resolution:
AC: Nondiscrimination
AC-AR: Discrimination Complaint Procedure
GCDA/GDDA: Criminal Records Check and Fingerprinting
GCDA/GDDA-AR: Criminal Records Check and Fingerprinting
IICC: Volunteers

Move that the Gervais School District #1 Board of Directors adopt and/or approve changes to policies AC, AC-AR, GCDA/GDDA, GCDA/GDDA-AR and IICC as shown in action item 10-19-8.1.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

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

Gervais School District#1

CODE: **AC**
ADOPTED: 12/20/1990
REVISED/READOPTED: 07/15/93, 2/19/98, 10/17/02, 10/21/04, 02/21/08, 11/18/10, 10/15/15, 11/16/17, 10/17/19

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], color, religion, sex, sexual orientation[2], national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

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[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

[2] "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Legal Reference(s):

ORS 174.100
ORS 192.630
ORS 326.051(1)(e)
ORS 408.230
ORS 659.805
ORS 659.815
ORS 659.850 - 659.860
ORS 659.865
ORS 659.870
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.040
ORS 659A.103 - 659A.145
ORS 659A.230 - 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.321
ORS 659A.409
OAR 581-002-0001 – 002-0005
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0047
OAR 581-022-2310
OAR 581-022-2370
OAR 839-003

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2012); 29 C.F.R Part 1626 (20178.
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2018).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2012).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

Gervais School District #1

Code: **AC-AR**
Adopted: 08/19/2010
Revised/Reviewed: 10/15/15, 11/16/17, 10/17/19

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: [1]Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.

The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within ten school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent within ten school days after receipt of the principal's response to the complaint.

The superintendent shall review the principal's decision within ten school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the principal's decision. The superintendent will respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within ten school days of receipt of the superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent.

[1] For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the district counsel.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal[2] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR)581-002-0001 – 002-0023.

[2] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent □ Employee □ Job applicant □ Other □ _____

Type of discrimination:

- ☐ Race
- ☐ Color
- ☐ Religion
- ☐ Sex
- ☐ National or ethnic origin
- ☐ Mental or physical disability
- ☐ Marital status
- ☐ Familial status
- ☐ Economic status
- ☐ Veterans' status
- ☐ Age
- ☐ Sexual orientation
- ☐ Pregnancy
- ☐ Discriminatory use of a Native American mascot
- ☐ Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Gervais School District 1

Code: **GCDA/GDDA**
Adopted: 3/12/98
Revised/Readopted: 10/17/02, 02/21/08, 12/17/09, 05/19/16, 09/20/16, 11/16/17, 9/20/18, 10/17/19
Administrative Change: 03/28/14

Criminal Records Checks and Fingerprinting *

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees[1] not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

"Direct, unsupervised contact with students" means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals[2]:

1. All individuals employed as or by a contractor[, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;

2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;

3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and

4. [3]Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

[1] Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

[2] Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

[3] If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a fingerprint-based criminal records check for all volunteers allowed direct, unsupervised contact with students.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of a subject individual or terms of a district contractor before the return and disposition of the required criminal records checks.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual may be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A volunteer who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

ORS 181A.180	ORS 332.107	OAR 414-061-0010 – 061-0030
ORS 181A.230	ORS 336.631	OAR 581-021-0510 – 021-0512
ORS 326.603	ORS 342.143	OAR 581-022-2430
ORS 326.607	ORS 342.223	OAR 584-050-0012

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Gervais School District 1

Code: **GCDA/GDDA-AR**
Adopted: 03/12/98
Readopted/Revised: 10/17/02, 02/21/08, 12/17/09, 09/20/12, 09/20/16, 11/16/17, 09/20/18, 10/17/19
Administrative Change: 03/28/14

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee[1], whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223, such as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.

2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a criminal records check and fingerprinting with TSPC.

3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.

4. Any individual hired as or by a contractor[2], whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

   The superintendent will identify contractors who are subject to such requirements.

5. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.

6. Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a criminal records check and fingerprinting.

7. A volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy[3] by the district as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints.

8. A volunteer that is not likely to have direct, unsupervised contact with students will be required to undergo an in-state criminal records check.

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[1] Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

[2] A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

[3] See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

Exceptions

A newly hired employee[4] is not subject to fingerprinting if the district has evidence on file that the employee successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:

    a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
    b. Any action resulting from such checks completed by the Oregon Department of Education (ODE) that impact employment, contract or volunteering may be appealed as a contested case to ODE;
    c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
    d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment or contract status or the ability to volunteer in the district;
    e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts or ODE forms (written or electronic) may result in immediate termination from employment or contract status;
    f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
    g. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the district. The district may remove the volunteer from the position allowing direct, unsupervised contact with students.

2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

2. Fingerprints may be collected by one of the following:

    a. Employing district staff;
    b. Contracted agent of employing district; or
    c. Local or state law enforcement agency.

3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or contract or volunteering.

[4] Any individual hired within the last three months.

5. A copy of the fingerprinting results will be kept by the district.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors[5], shall be paid by the individual or company.

2. An individual offered employment in the district may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.

3. Fees associated with required criminal records checks for volunteers shall be paid by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:

    a. Refusal to consent to a criminal records check and/or fingerprinting; or
    b. Notification[6] from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

2. A subject individual may be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.

3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and the provisions of Accountability for Schools for the 21st Century Law.

4. A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the district.

5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.

6. A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

[5] A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

[6] Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

Code: **IICC**
Adopted: 12/20/90
Revised/Readopted: 7/15/93, 10/17/02, 11/18/04, 11/16/17, 09/20/18, 10/17/19

Volunteers *

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

[1]A volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints. (See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.)

A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Nonexempt employees[2] may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services[3] as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.[4]

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

Legal Reference(s):

[1] The district must make a determination on whether volunteer positions will or will not be allowed direct, unsupervised contact with students, and also decide if any of these volunteer positions will be identified by the district to require a criminal records check and fingerprinting. If the district allows volunteers direct, unsupervised contact with students, this language is required. Choose the appropriate bracketed options and align with bracketed language selections made in GCDA/GDDA and GCDA/GDDA-AR.

[2] There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

[3] Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

[4] Districts should review the use of non-exempt employees in extracurricular activity positions such as coaching, cheerleading advisors and other district-sponsored activities with legal counsel for FLSA district impact.

ORS Chapter 243
ORS 326.607
ORS 332.107
OAR 581-021-0510 – 021-0512
OAR 839-020-0005

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

DECLARE TWO BUDGET COMMITTEE VACANCIES AND APPROVE THE BUDGET COMMITTEE SELECTION PROCESS

Proposed Resolution:

Move that the Gervais School District #1 Board of Directors declares two vacancies for the Budget Committee and approve the Budget Committee Selection Process as shown in action item 10-19-8.2.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

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

Gervais School District #1
PO Box 100 – 290 1st St
Gervais OR 97026
Phone: 503-792-3801
Fax: 503-792-3809

BUDGET COMMITTEE APPLICATION

Name: _____ Date: _____

Home Address: _____ Home Phone: _____

OCCUPATION: _____

BUSINESS ADDRESS: _____ Work Phone: _____

DO YOU HAVE CHILDREN IN THE Gervais School District? ❑ Yes ❑ No If so, how many?_____

SCHOOL AND COMMUNITY ACTIVITIES and INVOLVEMENT: _____

_____

_____

ARE YOU A REGISTERED VOTER? (required) ❑ Yes ❑ No

HOW LONG HAVE YOU RESIDED IN GERVAIS SCHOOL DISTRICT? _____

ARE YOU A U.S. CITIZEN AND A CITIZEN OF OREGON? (required) ❑ Yes ❑ No

WHY ARE YOU INTERESTED IN SERVING ON THE BUDGET COMMITTEE? (use additional paper if more space is needed)

_____

_____

PREVIOUS EXPERIENCE ON BOARDS, COMMITTEES, OR OTHER GROUPS:

_____

OCCUPATIONAL BACKGROUND (Prior Employment) (use additional paper if more space is needed)

_____

EDUCATIONAL BACKGROUND (use additional paper if more space is needed)

_____

Signature: _____

Timelines:

Vacancy Declared:	October 17, 2019
Advertise Budget Committee Vacancies:	October 18, 2019
Applications Due:	November 11, 2019
Applications sent out with Board Packets:	November 15, 2019
Candidates may attend Board Meeting for brief presentation & School Board Selection:	November 21, 2019

Rating Process

	Name	Application Completeness & Quality of Answers Rating(1-4)	Board Presentation Rating (1-4)	Experience & Knowledge of Budgets Rating (1-4)	School Community Involvement Rating (1-4)	Total (a total of 16 is possible)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

This rating scale MAY be used to evaluate each candidate for the budget committee vacancy.

Gervais School District #1

Code: **EFAA-AR**
Adopted: 02/20/03
Revised: 06/21/12, 03/16/17

Reimbursable Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:

   a. Nonpricing (serve SMP milk at no charge to all students);
   b. Pricing programs without a free option (charge all students for SMP milk); or
   c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).

~~1.~~2. Reimbursable meals [and afterschool ~~meals~~snacks] will be priced as a unit.

~~2.~~3. Reimbursable meals[,] [and] [milk] [afterschool snacks] will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals [and free milk].

~~3.~~4. Annually, the district will establish prices for reimbursable student meals[,] [and] [afterschool snacks] [milk]. The price charged to students who do not qualify for free or reduced-price meals [or free milk] will be established annually by the district in compliance with state and federal laws.[1]

~~4.~~5. ~~–~~The price charged to students who qualify for reduced~~-~~-price meals will be established annually by the district in compliance with state and federal laws.[2]

6. ~~–~~[The district will offer SMP [with the free option] [without the free option] [at no charge] to students who are not able to participate in the district's lunch or breakfast programs.]

7. [The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: *(List schools)* .]

~~5.~~8. [The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: ~~*(Gervais Elementary School, Gervais Middle School, Gervais High School, Samuel Brown Academy and Daycare)*~~. *(List schools)* .]

Application Procedures

~~6.~~1. ~~–~~Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals~~,~~ [,] [and ~~-~~] [afterschool ~~meals,~~snacks] [milk], for the students listed on the official document.~~-~~ Districts must access this document at least three times per year.

~~7.~~2. ~~–~~Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals[,] [and] [afterschool snacks] [milk], for the students listed on the official documents.

~~8.~~3. ~~–~~Households that submit a confidential application will be notified of their student's eligibility for free or reduced~~-~~-price meals~~.~~ [or free milk]. Households that are denied free or reduced~~-~~-price benefits will be notified in writing using the ODE template letter distributed to the district annually.

~~9.~~4. ~~–~~On a case-by-case basis~~,~~ when a student is known to be eligible for free or reduced~~-~~-price meal [or free milk] benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced~~-~~-price meal benefits. ~~-~~Parents of a student approved for free or reduced~~-~~-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

~~10.~~5. ~~–~~Students who do not qualify for free or reduced~~-~~price meals [or free milk] are eligible to participate in the [SMP,] National School Lunch Program (NSLP) [and School Breakfast Program (SBP~~)~~)] and will be charged "paid" prices set by the district. ~~-~~"Paid" category students will be treated equally to students receiving free or reduced~~-~~price benefits in every aspect of the district's NSLP~~-~~[,] [and] [SMP] [SBP] [Child and Adult Care Food Program (CACFP)] [Summer Food Service Program (SFSP)].

~~11.~~6. ~~–~~The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.

~~12.~~7. ~~–~~In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced~~-~~price meals [or free milk] to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. ~~–~~The district will maintain a nonprofit school nutrition and food service operation.

2. ~~–~~Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP~~-~~[,] [and] [SMP] [SBP] [CACFP] [SFSP].

3. ~~–~~Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.[3]

4. ~~–~~District nutrition and food services revenues will not be used to purchase land or buildings.

5. ~~–~~The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.

6. ~~–~~The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

[3] For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

7. –The district will meet the requirements for allowable NSLP–[,] [and-] [SMP] [SBP] [CACFP] [SFSP] costs as described in 2 C.F.R. 200.

8. –In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. ––All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

10. –In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

11. ––[The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly–.]

Civil Rights and Confidentiality Procedures

1. –The district will not discriminate against any student because of his/her eligibility for free or reduced--price meals.

2. –The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.

3. –The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.

4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP–[,] [and-] [SMP] [SBP–] [CACFP–] [SFSP] benefits and services, and employment practices with regard to the operation of its NSLP–[,] [and-] [SMP] [SBP–] [CACFP–] [SFSP–]. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.

~~4.~~5. –The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

~~5.~~6. ~~–~~The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced~~-~~-price meals [or free milk] or direct certification, including students' eligibility for free or reduced~~-~~-price meals and all household information. ~~-~~The district's NSLP~~,~~ [,] [and~~-~~] [SMP] [SBP] [CACFP] [SFSP] operators are not required to release any information from a student's confidential application for free or reduced~~-~~-price meals~~-~~ [or free milk]. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

a. ~~–~~An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;
b. ~~–~~Any other confidential information contained in the confidential application for free and reduced~~-~~-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. ~~–~~Meals and afterschool snacks served for reimbursement will meet the ~~recommendations~~nutrition standards established by the U.S. Department of ~~the most current *Dietary Guidelines for Americans*~~Agriculture (USDA) and Oregon Smart Snacks Standards.

2. ~~–~~Meals [and afterschool snacks] served for reimbursement will meet at least the minimum NSLP~~,~~ [,] [and~~-~~] [SBP~~,~~] [CACFP~~,~~] [SFSP] requirements for food items and quantities.

3. ~~–~~Meals served for reimbursement will:

a. ~~–~~Meet all calorie range requirements by grade level;
b. ~~–~~Meet the maximum standards set for saturated fat;
c. ~~–~~Meet the maximum standards set for sodium by grade level; and
d. ~~–~~Meet the requirement for zero grams of trans fats.

4. ~~–~~The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

~~4.~~5. [The district will use the offer versus serve option when serving program breakfasts to senior high school students. ~~Students~~High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts~~.~~.]

~~5.~~6. ~~–~~[The district will use the offer versus serve option when serving program lunches to students~~.~~ below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches~~.~~.]

7. ~~–~~[The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.]

~~6.~~8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.[4]

Use and Control of Commodity Foods

~~7.~~1. ~~–~~The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP~~,~~ [,] [and ~~CACFP,~~] [SBP] [SFSP~~.~~].

~~8.~~2. ~~–~~The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.

~~9.~~3. ~~–~~The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool ~~meals~~snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. ~~–~~The district will claim reimbursement only for reimbursable meals[,] [and] [afterschool snacks] [milk] served to eligible children.

2. ~~–~~All meals[,] [and] [afterschool snacks] [milk] claimed for reimbursement will be counted at each dining site at a "point of service" where it can be accurately determined that the ~~meals meet~~meal[,] [and] [afterschool snack] [milk] meets NSLP~~,~~ [,] [and-] [SMP,] [SBP~~,~~,] [CACFP-] [and-] [SFSP] requirements for reimbursement.

3. ~~–~~The person responsible for determining ~~reimbursability of~~ if the meals [and afterschool snacks] are reimbursable will be trained to recognize a reimbursable meal.

4. ~~–~~The district official signing the claim for reimbursement will review and analyze monthly meal[,] [and] [afterschool snack] [milk] counts to ensure accuracy of the claim, before submitting the claim to ODE.

5. ~~–~~Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. ~~-~~Instructions for completing the verification process will be sent by ODE to the district in October each year.~~ (not applicable if school is under CEP)~~

~~6. During a CEP renewal period the district official will use April 1st enrollment data and steps one and two of the application procedure to determine continue eligibility.~~

Food Safety and Sanitation Inspections

~~7.~~1. ~~–~~The district will maintain necessary facilities for storing, preparing and serving food and milk.

~~8.~~2. ~~–~~Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.

~~9.~~3. ~~–~~The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. ~~–~~The district will ensure that no student is denied a meal as a disciplinary action.

2. ~~–~~Breakfast will be served in the morning hours, at or near the beginning of the student's school day.

3. ~~–~~Lunch will be served between the hours of 10 a.m. and 2 p.m.

4. ~~–~~The district will provide substitute foods for students with a disability[5] that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to

[5] To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

write medical prescriptions. ~~-~~Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. ~~-~~The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. ~~-~~The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.

5. ~~–~~The district will control the sale of competitive foods. ~~All Food sold to students outside NSLP, SBP, CACFP will need to meet Oregon Smart Snacks Standards according to ORS 336.423.~~

6. ~~–~~The district will ensure that potable [drinking] water will be available to students, free of charge for consumption in the place where meals are served during meal service.

7. ~~–~~The district will notify all households and appropriate staff of its meal charge requirements[6] at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be [posted on the district website,] [published in the student/parent handbook] [and made available in the information on free and reduced-priced meals].

[7][Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.] [The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.]

~~7.~~8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. ~~-~~A copy of the Board minutes approving and defining competitive food sales will be made available upon request.

~~8.~~9. ~~–~~Students [will] [will not] be charged for second servings of meals or portions of meals served.

Record Keeping

[6] [Federal law requires the district to publish meal charging requirements. The district's charging requirements must identify how and when the information about account balances is communicated to staff, students and parents, and what collection methods will be used on delinquent balances.]

[7] [Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be in policy.]

The following ~~document~~documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. ~~–~~All currently approved and denied confidential applications for free and reduced~~-~~price meals[, free milk,] all current direct certification documents, eligibility verification documents and school membership or enrollment lists;

2. ~~–~~Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;

3. ~~–~~Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and~~-~~ competitive foods available for sale to students at a school campus;

4. ~~–~~Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;

5. ~~–~~Production and menu records;

6. ~~–~~Records to document compliance with Paid Lunch Equity;

7. ~~–~~Records to document compliance with Revenue from Nonprogram Foods; and

~~8.~~ ~~–~~Internal program monitoring documents for NSLP~~,~~[,] [and] [SBP~~,~~,] [afterschool ~~meals and~~ snacks] [CACFP] [SFSP~~.~~

8. ~~R1/31/17|PH~~].

Gervais School District 1

Code: **KL**
Adopted: 12/20/90
Readopted: 7/15/93, 2/19/15, 11/19/15, 2/15/18
Administrative change: 10/18/18

Public Complaints* */**

(Version 4)

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

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

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

A person may initiate a complaint by discussing the matter with the ~~appropriate~~ [administrator~~.~~] [principal]. That [administrator] [principal] shall attempt to resolve the complaint ~~or identify the reasons for not resolving the issue. In the event a complaint is not resolved~~ within [10] working days ~~at the building level~~ of initiation of the complaint by discussion with the [administrator] [principal]. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent~~.~~ within [10] working days of the decision from the [administrator] [principal]. The superintendent will attempt to resolve the complaint. ~~-~~If the complaint remains unresolved after [10] working days of receipt of the complaint by the superintendent, the complainant may ~~request~~appeal to ~~place the complaint on~~ the Board ~~agenda~~. A written complaint referred to the Board may be considered[at the next regularly scheduled or special Board meeting~~. Any written complaint bearing the signature of a complainant, and which is presented to the Board, may be considered by the entire Board.~~]. A final written decision regarding the complaint shall be made by the Board within ~~30 working~~[20] days from receipt of the complaint. ~~-~~The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. ~~-~~If the Board chooses not to hear the complaint, the superintendent's decision is final.

The ~~complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the administrator.~~[1]Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.[[2]]

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

Complaints against the principal ~~may~~should be filed with the superintendent. ~~-~~The superintendent will attempt to resolve the complaint. ~~-~~If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda [at the next regularly scheduled or special Board meeting]. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within [20] days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [10] days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. ~~-~~The Board chair shall present the complaint to the Board~~. A final written decision regarding the complaint shall be made by the~~ in a Board ~~within [30] working days from receipt of the complaint.~~ meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. ~~-~~When the investigation is complete, the results will be presented to the Board. ~~After receiving~~ The Board may use executive session if the ~~results of the investigation, the~~subject matter qualifies under Oregon law. The Board shall decide, within [20] days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [10] days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be ~~made~~referred to the Board chair on behalf of the Board. ~~-~~The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. ~~-~~When the investigation is complete, the results will be presented to the Board. The Board shall decide, within [20] days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be ~~made~~issued by the Board within ~~30 working~~[10] days ~~from receipt of the complaint.~~ . The written decision of the Board will ~~be final and will~~ address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair ~~-~~should be made directly to [district counsel] [the Board vice chair] on behalf of the Board. The [district counsel] [Board vice chair] shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. ~~-~~When the investigation is complete, the results will be presented to the Board. ~~After~~

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

[2] [For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)]

~~receiving the results of the investigation, the Board~~ The Board shall decide, within [20] days, in open session what action, if any, is warranted.

~~Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board.~~ A final written decision regarding the complaint shall be ~~made~~issued by the Board within ~~30 working days from receipt of the complaint.~~ [10] days. The written decision of the Board will ~~be final and will~~ address each allegation in the complaint and reasons for the district's decision. ~~If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. Once the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.~~

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

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

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

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 ~~to~~ 339.303 or OAR 581-021-0550 ~~to~~ 581-021-0570 (Restraint and Seclusion~~)~~), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. ~~-~~The final decision will address each allegation in the complaint and contain reasons for the district's decision. ~~-~~If the complainant is a [student~~,~~] parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may ~~have~~file an appeal ~~rights with~~[3] to the Deputy Superintendent of Public Instruction ~~as outlined in~~under OAR 581-~~002-0040~~ 001-0001 – 581-001-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

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

END OF POLICY

Legal Reference(s):

[3] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

ORS 192~~.610 to 192.690~~
.660
ORS 332.107

ORS 659.852
~~OAR 581-022-2370~~
OAR 581-002-0001 - 002-0005

OAR 581-022-2370

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

Gervais School District 1

Code: **JHFDA**
Adopted: 3/12/98
Revised/Readopted: 4/19/01, 6/17/04

Suspension of Driving Privileges

Conduct

The superintendent may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below.

If a request is made, the following requirements will be met:

1. The superintendent will meet with parent before submitting a request to ODOT;

2. The request to ODOT will be in writing;

3. The student involved is at least 15 years of age;

4. The student has been expelled for bringing a weapon on school property; or

5. The student has been suspended or expelled at least twice for any of the following reasons:

    a. Assaulting or menacing a school employee or another student;
    b. Willful damage or injury to district property;
    c. Use of threats, intimidation, harassment or coercion against a school employee or another student.
    d. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school – sponsored activity, function or event.

DELETE

The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent is filing a second written request. A second request may state suspension of privilege until the student reaches 21 years of age.

Withdrawal

The superintendent may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age.

Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences; or

2. Fifteen school days total of unexcused absences during a single semester.

Appeals

The student has a right to appeal the superintendent's decision through district suspension/expulsion due process procedures.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061
ORS 336.615 - 336.665
ORS 339.240
ORS 339.250
ORS 339.257
ORS 339.254
ORS 807.065
ORS 807.066
ORS 807.240
ORS 809.410
OAR 581-021-0065
OAR 581-021-0070

DELETE

Gervais School District 1

Agenda Item 10-19-9.2.3
Code: **JHFDA-AR**
Adopted: 3/12/98
Revised/Readopted: 4/19/01, 6/17/04

Request for Suspended Driving Privilege

Name of Student: _____

Address of Student: _____

Date of Birth _____ ODL Number (if applicable) _____

Number of requests for suspension on this student: ❑ one ❑ two or more

Type of privilege requested for suspension:

- ❑ Driving privilege
- ❑ Application for driving privilege

Length of suspension requested:

- ❑ No more than one year
- ❑ Six months
- ❑ Six weeks
- ❑ Other

DELETE

If two or more requests for suspension have been made on this student:

- ❑ Two years
- ❑ Until student is 21 years of age

Type of infraction:

- ❑ Expelled for bringing a weapon on school property.
- ❑ Suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student, possessing, using or delivering a controlled substance or being under the influence of a controlled substance at a school or on school property or at a school-sponsored activity, function or event.

This written request is submitted on _____by: _____

Name: _____

District: _____