
**Oakridge Board of Directors
November 14, 2022
Regular Meeting
6:00 p.m.**

Regular School Board Meeting In-Person or Virtual

- Click the link to join the Zoom Webinar
<https://us02web.zoom.us/j/85478922663?pwd=aE0xNVNzWGFiYbHVuYW4zemVuK1UwZz09>
 - Listen by phone: +1 346 248 7799 Webinar ID: 854 7892 2663 Passcode: 087284
-

The Board values community engagement and recognizes the importance of public input. Community members are required to sign up for public comment and are encouraged to submit written public comment by noon the day of the scheduled meeting.

Please follow this link to sign up for public comment <https://forms.gle/5Fot1fQEYAWJcwHy5>.

Please submit your public comment to osdcomments@ohswarriors.net.

AGENDA

1. Call Meeting to Order
2. Changes or additions to the Agenda
3. Action Items
 - 3.1 Consent Agenda (Action)
4. Announcements/Correspondence
5. Information/Reports
 - 5.1 Narcan Presentation
 - 5.2 Superintendent Report
 - 5.3 OES Report
 - 5.4 OISH Report
 - 5.5 Athletic Director
 - 5.6 Data Report
 - 5.7 SIA Report (Possible Action)
 - 5.8 Division 22 Report
6. Unfinished Business
 - 6.1 Board Vacancy
 - Interview Board Candidates
 - Appoint Board Director (Action)
 - New Board Member Oath of Office
7. New Business
 - 7.1 Book Study Discussion
 - 7.2 Policies (1st Read)

Alexander Lavake
Superintendent Doland
Principal Maher
Principal McGrath
John Taylor
Chad Harrison

Susan Hardy

- **EFA** - Local Wellness
- **IGDJ** - Interscholastic Activities
- **JGAB** - Use of Restraint or Seclusion
- **AC-AR** – Discrimination Complaint Procedure (Board to Adopt recommended by OSBA)

(Information)

- **EFA-AR** - Local Wellness Program- Delete
- **GCDA/GDDA-AR** - Criminal Records Checks and Fingerprinting

8. Public Comment

(Personnel complaints will not be heard at Regular Board Meetings. Individuals with concerns regarding personnel should follow the Complaint Procedure Policy. Complaint information is available on the District website.)

9. Next Meetings

- Regular Board Meeting December 12, 2022 6:00pm

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

Members of the media may contact Heather Harrison hharrison@ohswarriors.net for login information to access the Executive Session link in accordance with ORS 192.660(4) and ORS 332.061(2) by noon the day of the scheduled meeting.

11. Adjourn

The Board of Director meetings of Oakridge School District are held in accordance with Open Meeting Laws and with accessibility requirements. If an individual with a disability needs assistance in order to attend or participate in a meeting or discuss a matter with the superintendent, please call the district office at 782-2813.

Posted: 11/10/2022

Start of Consent Agenda

November 14, 2022

1. Meeting Minutes

➤ Regular Session

- October 10, 2022

2. July 2022 Expenditures

3. August 2022 Expenditures

4. September 2022 Expenditures

End of Consent Agenda

**Oakridge Board of Directors
October 10, 2022 Regular Meeting 6:00 p.m.**

1. Call Meeting to Order

Present: Chair Martin, Vice Chair Hardy, Director Samuelson, Director Pope, Superintendent Doland, Confidential Secretary Jayme Martin.

Chair Martin called the Regular Meeting of the Board of Directors to order at 6:00pm. The Board meeting was led in the Pledge of Allegiance.

2. Changes or additions to the agenda

5.5 Athletic Report was removed from the agenda.

3. Action Items

3.1 Consent Agenda (Action)

Director Pope moved to approve the consent agenda. Director Samuelson seconded the motion.

Director Samuelson asked about the business report.
Superintendent Doland stated there would be a business report at the next meeting.

The motion passed with all directors voting yes.

4. Announcements/Correspondence

4.1 OSBA Annual Convention, Thursday – Sunday, November 10-13

The OSBA Annual Convention was discussed. The Board was asked to email Board Secretary if they wanted to attend.

4.2 Veteran's Day Lunch, Friday, November 11th

The Oakridge School Board's annual Veterans Day Lunch was discussed. The Board decided to do a flag raising ceremony and hand out a gift to each veteran who attended.

5. Information/Reports

5.1 BoardBook Presentation

Hal Frazier with BoardBook gave a presentation on the web-based meeting preparation and management software.

5.2 Superintendent Report

Superintendent Doland reported on the following:

Enrollment

	October 2022	October 2021
OES	278	264
OJH	87	98
OSHS	168	142
DISTRICT	557	513

Steps for Improved Air Quality in Schools

Superintendent Doland reported the following steps are in place to improve air quality in the buildings:

- Air scrubbers in common areas with regular filter changes
- 2-3 air purifiers in all classrooms
- HVAC MERV 13 filters
- Changed entry to limit smoke getting inside
- Keeping classroom doors closed to maximize filtration

Updates and Announcements

Superintendent Doland reported it was national lunch week. She stated Bridgeway Construction will be completing the CTE renovations. Planning for ESSER building improvements is underway including security improvements. AIMSweb data will be shared in the November meeting. She reported October 21 will be a professional development day for staff.

Chair Martin asked about the days that students missed due to the evacuation. Superintendent Doland stated she has to submit a waiver for those days to Oregon Department of Education.

5.3 OES Report

Principal Maher gave Shout Outs to Aimsweb Testing Team, Educational Assistants who have had to supervise for indoor recess. She also thanked the MTSS team for being flexible and change their schedule. Principal Maher shared she was pleased with the results from the first round of Aimsweb testing. She reported that Cindy Neace had been at OES to support the new teachers to help with pacing and Math talks and teacher talks. Ms. Maizie Smith worked with every student in the school to create a "Thank You Firefighters" banner. Mrs. Maher got "dunked" by students that attended school on a Friday.

5.4 OJSH Report

Principal McGrath shared they have started classroom observations and evaluations for staff. Student attendance is being looked at closely and letters to parents are going home with requests for meetings to discuss student's attendance. Homecoming events are in the works and taking shape. It was possible there would not be a homecoming football game due to the smoke. Principal McGrath thanked other schools that had accommodated Oakridge in allowing games to be held on their grounds. He stated he is working on a plan and protocol for staff to document classroom discipline and behavioral issues which includes a call home from the teacher. He praised Tasha Callahan and Emily Travis for their work in getting homecoming dress clothes for students. He reported PSATs were happening in the gym organized by Mrs. Scott. She is also organizing a financial aid night for parents and students. Friday school is starting up. The OJSH is starting up their MTSS group.

6. Unfinished Business

6.1 Board Vacancy

- **Interview Board Candidates**

School Board Candidate Jeri Reed was interviewed.

- **Appoint Board Director (Action)**

Chair Martin moved to accept Jeri Reed to the vacant Board position for the remainder of the term expiring June 30, 2023. Director Samuelson seconded the motion. The motion did not pass. Chair Martin and Director Samuelson voted yes. Vice Chair Hardy and Director Pope voted no.

Discussion was had to keep the vacant position open until November 11 to see if other candidates would apply.

7. New Business

7.1 Book Study Discussion

The first section of "Engage Every Family" was discussed by the Board.

8. Public Comment

No Public Comment was made.

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

The meeting was called into executive session at 7:50pm.

The meeting was called back into regular session at 9:12pm.

*Vice Chair Hardy moved to accept the confidential report dated September 9, 2022
Director Pope seconded the motion. The motion passed with all directors voting yes.*

10. Next Meetings

- **Regular Board Meeting November 14, 2022 6:00pm**

11. Adjourn

The meeting adjourned at 9:14pm.

Review of Expenditures for July 2022

Our total operating budget for 2022-2023 is \$21,561,888

We spent \$351,339 to operate the month of July. That is 1.6% of the total District operating budget. This total includes all expenditures including payroll.

Through July 31, we have encumbered and expended \$4,347,152 from a General Fund budget of \$8,987,148. This represents 48.4% of the General Fund budget.*

Through July 31, we have expended only a total of \$178,557 from the General Fund, which represents 2%

*Although we are 1 months into the fiscal year, as of July 2022 we have encumbered and expended 48.4% of the General Fund. However, it is important to remember that encumbrances include financial obligations. This primarily involves purchase orders awaiting delivery and unexpended salary through June 30 for licensed staff, i.e. summer checks.

(Source of Information is the Summary Expenditure Status Report)

CHECK	TOTAL	VENDOR
50074	-1260	PIVOT ARCHITECTURE
50092	27095.56	FOODSERVICE SUSTAINABILITY SOLUTION
50103	37744.19	SAIF CORPORATION
50145	0	AMAZON
50146	0	AMAZON
50149	2358	LIGHTSPEED SYSTEMS
50158	1161.69	AMERICAN FIDELITY
50159	729.15	HEALTH EQUITY
50160	298.31	HORACE MANN
50161	100	MATRIX TRUST COMPANY
50162	125	HORACE MANN INSURANCE CO
50163	48	MASA
50164	200	OREGON SAVINGS GROWTH PLAN
50165	217.87	OSEA
50166	8	OSEA/OAKRIDGE CHAPTER 46
50167	79.39	ACCESS INFORMATION HOLDINGS, LLC
50168	82172	AEGIS ASPHALT CONSTRUCTION
50169	1175	AMAZON
50170	1453.17	BANNER BANK
50171	220.93	VICKI BATES
50172	1392.19	CENTURYLINK
50173	27	CRIMINAL INFORMATION SERVICES
50174	102.55	DASH DELIVERY
50175	1171	DEPARTMENT OF ENVIRONMENTAL QUALITY
50176	5976.68	FRONTLINE TECHNOLOGIES GROUP, LLC
50177	165	HEADWATERS CONSTRUCTION
50178	1477.95	HOME DEPOT PRO
50179	25000	INTERNATIONAL ACADEMY OF SCIENCE
50180	5307.04	LANE ARTS COUNCIL
50181	0	LANE ELECTRIC CO-OP
50182	10640.2	LANE ELECTRIC CO-OP
50183	1041.6	LUMEN ACCESS BILL
50184	48.75	MARK OSBORN
50185	3920.5	OSBA
50186	13.43	VALERIE PEDERSON
50187	27.97	TAMARA SCOTT
50188	26.48	SIERRA SPRINGS
50189	3000	KELLY MILANDIN
50190	170.84	TIAA BANK
50191	17999.44	UPPER WILLAMETTE YOUTH
50192	80.02	VERIZON WIRELESS
50193	69.6	SUSAN WATSON
50195	749.85	AMAZON
50196	1743	EARLY CHILDHOOD - CARES
50198	331	WASHINGTON STATE SUPPORT REGISTRY
88538	441.74	□□□□□□□□□□□□
88539	501.63	□□□□□□□□□□□□
88540	2076.42	□□□□□□□□□□□□
88541	2437.88	□□□□□□□□□□□□
88542	981.68	□□□□□□□□□□□□

CHECK	TOTAL	VENDOR
88543	1207.23	XXXXXXXXXXXXXXXX
88544	721.97	XXXXXXXXXXXXXXXX
88545	468.63	XXXXXXXXXXXXXXXX
88546	910.31	XXXXXXXXXXXXXXXX
88547	2102.37	XXXXXXXXXXXXXXXX
88548	1154.24	XXXXXXXXXXXXXXXX
88549	722.22	XXXXXXXXXXXXXXXX
88550	2023.71	XXXXXXXXXXXXXXXX
88551	695.37	XXXXXXXXXXXXXXXX
88552	460.08	XXXXXXXXXXXXXXXX
88553	955.78	XXXXXXXXXXXXXXXX
88554	2633.07	XXXXXXXXXXXXXXXX
88555	754.3	XXXXXXXXXXXXXXXX
88556	648.58	XXXXXXXXXXXXXXXX
88557	563.91	XXXXXXXXXXXXXXXX
88558	1269.2	XXXXXXXXXXXXXXXX
88559	787.85	XXXXXXXXXXXXXXXX
88560	1867.89	XXXXXXXXXXXXXXXX
88561	2520.36	XXXXXXXXXXXXXXXX
88562	724.6	XXXXXXXXXXXXXXXX
88563	1416.62	XXXXXXXXXXXXXXXX
88564	1424.15	XXXXXXXXXXXXXXXX
88565	894.38	XXXXXXXXXXXXXXXX
V17924	579.86	XXXXXXXXXXXXXXXX
V17925	487.81	XXXXXXXXXXXXXXXX
V17926	1009.91	XXXXXXXXXXXXXXXX
V17927	717.22	XXXXXXXXXXXXXXXX
V17928	7244.3	XXXXXXXXXXXXXXXX
V17929	546.55	XXXXXXXXXXXXXXXX
V17930	2285.64	XXXXXXXXXXXXXXXX
V17931	824.14	XXXXXXXXXXXXXXXX
V17932	692.22	XXXXXXXXXXXXXXXX
V17933	2858.1	XXXXXXXXXXXXXXXX
V17934	4114.64	XXXXXXXXXXXXXXXX
V17935	939.1	XXXXXXXXXXXXXXXX
V17936	46.7	XXXXXXXXXXXXXXXX
V17937	666.97	XXXXXXXXXXXXXXXX
V17938	2161.86	XXXXXXXXXXXXXXXX
V17939	4189.03	XXXXXXXXXXXXXXXX
V17940	70.04	XXXXXXXXXXXXXXXX
V17941	1421.67	XXXXXXXXXXXXXXXX
V17942	2824.47	XXXXXXXXXXXXXXXX
V17943	2224.89	XXXXXXXXXXXXXXXX
V17944	3257.44	XXXXXXXXXXXXXXXX
V17945	4756.62	XXXXXXXXXXXXXXXX
V17946	150.63	XXXXXXXXXXXXXXXX

CHECK	TOTAL	VENDOR
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V17947	3308.8	XXXXXXXXXXXX
V17948	1100.85	XXXXXXXXXXXXXXXXXXXX
V17949	775.72	XXXXXXXXXXXXXXXXXXXX
V17950	1014.27	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
V17951	1006.93	XXXXXXXXXXXXXXXXXXXX
V17952	589.68	XXXXXXXXXXXXXXXXXXXX
V17953	742.7	XXXXXXXXXXXX

\$

320,383.28

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 13:32:28

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 1/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAIL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY, K-3	1,121,443.00	355.42	988,737.24	355.42	132,350.34	88.20
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	334,739.00	.00	368,046.78	.00	-33,307.78	109.95
1131	HIGH SCHOOL PROGRAMS	1,162,997.00	.89	596,885.29	.89	566,110.82	51.32
1132	HIGH SCHOOL EXTRACURR.	202,041.00	3,081.25	63,017.22	3,081.25	135,942.53	32.72
1140	PRE-KINDERGARTEN PROGRAM	.00	.00	.00	.00	.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	2,500.00	.00	.00	.00	2,500.00	.00
1221	LEARN CENTERS/STRUC&INTE	1,141,645.00	1,645.06	295,835.02	1,645.06	844,164.92	26.06
1250	LESS RESTRICT.W/DISABILI	.00	.00	.00	.00	.00	.00
1260	EARLY INTERVENTION	3,000.00	.00	.00	.00	3,000.00	.00
1271	REMEDIATION	5,283.00	.00	.00	.00	5,283.00	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	106,423.00	532.97	95,622.40	532.97	10,267.63	90.35
1291	ENGLISH LANGUAGE LEARNER	1,815.00	.00	.00	.00	1,815.00	.00
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
1460	SPECIAL PROG. SUMMER SCH	14,127.00	2,683.39	.00	2,683.39	11,443.61	18.99
2112	ATTENDANCE SERVICES	145,801.00	5,745.92	71,436.64	5,745.92	68,618.44	52.94
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	156,973.00	.55	121,950.18	.55	35,022.27	77.69
2130	HEALTH SERVICES	715.00	.00	.00	.00	715.00	.00
2134	NURSE SERVICES	.00	.00	.00	.00	.00	.00
2150	SPEECH PATHOLOGY/AUDIO	112,484.00	.00	80,541.49	.00	31,942.51	71.60
2160	OTHER STUDENT TREATMT SV	.00	.00	.00	.00	.00	.00
2190	SERV.DIRECTION-STUD.SUPP	.00	.00	.00	.00	.00	.00
2213	CURRICULUM DEVELOPMENT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 11/10/2022
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ACCOUNTING PERIOD: 1/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2222	LIBRARY/MEDIA CENTER	58,835.00	351.37	40,802.60	351.37	17,681.03	69.95
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	15,000.00	.00	.00	.00	15,000.00	.00
2310	BOARD OF ED SERVICES	87,241.00	17,943.57	.00	17,943.57	69,297.43	20.57
2321	OFFICE OF SUPERINTENDENT	412,083.00	40,309.98	239,928.27	40,309.98	131,844.75	68.01
2329	OTHER EXECUTIVE ADMIN	163,525.00	65.00	116,276.00	65.00	47,184.00	71.15
2410	OFFICE OF PRINCIPAL SERV	433,170.00	863.69	316,022.68	863.69	116,283.63	73.16
2520	FISCAL SERVICES	147,663.00	14,764.11	107,994.41	14,764.11	24,904.48	83.13
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	995,996.00	59,193.33	518,417.33	59,193.33	418,385.34	57.99
2543	CARE,UPKEEP OF GROUNDS	45,368.00	2,903.16	24,520.66	2,903.16	17,944.18	60.45
2551	SERVICE AREA DIRECTION	46,436.00	2,174.98	24,981.23	2,174.98	19,279.79	58.48
2552	VEHICLE OPERATION SERVIC	331,309.00	251.84	1,739.32	251.84	349,317.84	.57
2553	REIMBURSABLE FIELD TRIPS	16,737.00	.00	.00	.00	16,737.00	.00
2554	NON-REIMBURSABLE TRIPS	50,942.00	.00	.00	.00	50,942.00	.00
2558	SPECIAL ED TRANSPORT SVC	162,688.00	.00	.00	.00	162,688.00	.00
2633	PUBLIC INFORMATION SVCS	.00	.00	.00	.00	.00	.00
2660	TECHNOLOGY SERVICES	212,730.00	25,690.42	95,840.27	25,690.42	91,199.31	57.13
2700	SUPP. RETIREMENT PROGRAM	65,400.00	.00	.00	.00	65,400.00	.00
3360	WELFARE SERVICES	2,768.00	.00	.00	.00	2,768.00	.00
3361	WELFARE ACTIVITIES	.00	.00	.00	.00	.00	.00
3390	COMMUNITY SAFETY NET	.00	.00	.00	.00	.00	.00
4000	FACILITIES	10.00	.00	.00	.00	10.00	.00
5110	LONG-TERM DEBT	3,163.00	.00	.00	.00	3,163.00	.00

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 13:32:28

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 1/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	- - - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5215	BUS REPLACEMENT TRANSFER	740,257.00	.00	.00	.00	740,257.00	.00
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00
6110	OPERATING CONTINGENCY	448,842.00	.00	.00	.00	448,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	8,987,149.00	178,556.90	4,168,595.03	178,556.90	4,639,997.07	48.37

Review of Expenditures for August 2022

Our total operating budget for 2022-2023 is \$21,561,888

We spent \$469,272 to operate the month of August. That is 2.2% of the total District operating budget. This total includes all expenditures including payroll.

Through August 31, we have encumbered and expended \$4,628,637 from a General Fund budget of \$8,987,148. This represents 51.5% of the General Fund budget.*

Through August 31, we have expended only a total of \$519,349 from the General Fund, which represents 5.8%

*Although we are 2 months into the fiscal year, as of August 2022 we have encumbered and expended 51.5% of the General Fund. However, it is important to remember that encumbrances include financial obligations. This primarily involves purchase orders awaiting delivery and unexpended salary through June 30 for licensed staff, i.e. summer checks.

(Source of Information is the Summary Expenditure Status Report)

CHECK	TOTAL	VENDOR
50199	6150	APPTEGY, INC.
50200	3000	ARMORZONE
50201	498.23	BULLFROG ENTERPRISES
50202	210	CHAD HARRISON
50203	652.28	CIT
50204	122.5	CLEM POPE
50205	1417.05	EMERALD FRUIT/PRODUCE CO
50206	12600	CLINT FELLA
50207	1600	GILLASPIE TREE SERVICE
50208	180	HEATHER HARRISON
50209	1049.4	HOME DEPOT PRO
50210	1600	HOUGHTON MIFFLIN COMPANY
50211	4841.42	HUNGERFORD LAW FIRM
50212	1797.6	IMPACT NORTHWEST
50213	30.9	JAYME R MARTIN
50214	262.83	JERRYS BUILDING MATERIALS
50215	3574.45	KIDDER MEDIA
50216	0	LANE ELECTRIC CO-OP
50217	7909.46	LANE ELECTRIC CO-OP
50218	65	LAWRENCE COMPANY
50219	123.75	LISA SAMUELSON
50220	14.96	PEGGY MAHLA
50221	132.5	MARK OSBORN
50222	14500	CYNTHIA NEACE
50223	220.76	OAKRIDGE HARDWARE
50224	2090.06	OAKRIDGE SANI-HAUL
50225	0	CITY OF OAKRIDGE
50226	1962.34	CITY OF OAKRIDGE
50227	1673.34	OETC
50228	1107.5	OREGON APPAREL
50229	810	OREGON CHILD NUTRITION COALITION
50230	12.5	FRANCE ROACH
50231	1201.02	SOLAGEN
50232	2892.57	SYSCO
50233	1359.5	TEACHING STRATEGIES
50234	249.96	TIME WARNER CABLE
50235	1458.2	UMPQUA DAIRY PRODUCTS COMPANY
50236	450.6	VERIZON WIRELESS
50237	120	WESTERN MOBILE STORAGE
50238	951.47	AMERICAN FIDELITY
50239	729.15	HEALTH EQUITY
50240	458.06	HORACE MANN
50241	100	MATRIX TRUST COMPANY
50242	1125	HORACE MANN INSURANCE CO
50243	57	MASA
50244	200	OREGON SAVINGS GROWTH PLAN
50245	317.44	OSEA
50246	12	OSEA/OAKRIDGE CHAPTER 46
50247	331.3	WASHINGTON STATE SUPPORT REGISTRY
50248	776.25	COWGIRL COOK'N
50249	551.48	AMERICAN FIDELITY

CHECK	TOTAL	VENDOR
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50250	35.4	HORACE MANN
88566	1571.53	XXXXXXXXXXXXXXXXXX
88567	449.35	XXXXXXXXXXXXXXXXXX
88568	2074.88	XXXXXXXXXXXXXXXXXX
88569	2437.97	XXXXXXXXXXXXXXXXXX
88570	1617.06	XXXXXXXXXXXXXXXXXX
88571	1859.52	XXXXXXXXXXXXXXXXXX
88572	760.7	XXXXXXXXXXXXXXXXXX
88573	424.27	XXXXXXXXXXXXXXXXXX
88574	774.28	XXXXXXXXXXXXXXXXXX
88575	774.28	XXXXXXXXXXXXXXXXXX
88576	1289.32	XXXXXXXXXXXXXXXXXX
88577	3779.25	XXXXXXXXXXXXXXXXXX
V17954	979.11	XXXXXXXXXXXXXXXXXX
V17955	647.7	XXXXXXXXXXXXXXXXXX
V17956	746.67	XXXXXXXXXXXXXXXXXX
V17957	775.85	XXXXXXXXXXXXXXXXXX
V17958	706.7	XXXXXXXXXXXXXXXXXX
V17959	7244.39	XXXXXXXXXXXXXXXXXX
V17960	400.96	XXXXXXXXXXXXXXXXXX
V17961	2438.75	XXXXXXXXXXXXXXXXXX
V17962	1238.52	XXXXXXXXXXXXXXXXXX
V17963	371.76	XXXXXXXXXXXXXXXXXX
V17964	1349.87	XXXXXXXXXXXXXXXXXX
V17965	4113.76	XXXXXXXXXXXXXXXXXX
V17966	1768.79	XXXXXXXXXXXXXXXXXX
V17967	367.39	XXXXXXXXXXXXXXXXXX
V17968	6112.1	XXXXXXXXXXXXXXXXXX
V17969	327.6	XXXXXXXXXXXXXXXXXX
V17970	2190.74	XXXXXXXXXXXXXXXXXX
V17971	2161.93	XXXXXXXXXXXXXXXXXX
V17972	3335.1	XXXXXXXXXXXXXXXXXX
V17973	62.27	XXXXXXXXXXXXXXXXXX
V17974	6767.63	XXXXXXXXXXXXXXXXXX
V17975	715.75	XXXXXXXXXXXXXXXXXX
V17976	2824.56	XXXXXXXXXXXXXXXXXX
V17977	2392.75	XXXXXXXXXXXXXXXXXX
V17978	3257.53	XXXXXXXXXXXXXXXXXX
V17979	4756.27	XXXXXXXXXXXXXXXXXX
V17980	6926.88	XXXXXXXXXXXXXXXXXX
V17981	346.47	XXXXXXXXXXXXXXXXXX
V17982	6555.8	XXXXXXXXXXXXXXXXXX
V17983	3308.89	XXXXXXXXXXXXXXXXXX
V17984	1077.85	XXXXXXXXXXXXXXXXXX
V17985	1292.63	XXXXXXXXXXXXXXXXXX
V17986	1101.47	XXXXXXXXXXXXXXXXXX

CHECK	TOTAL	VENDOR
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V17987	606.91	XXXXXXXXXXXX
V17988	1058.38	XXXXXXXXXXXXXXXX
V17989	610.97	☐XXXXXXXXXXXX
V17990	1289.32	☐XXXXXXXXXXXX
V17990	-1289.32	☐XXXXXXXXXXXX
V17991	507.13	XXXXXXXXXXXX
V17992	796.43	XXXXXXXXXXXXXXXX
V17993	1359.14	XXXXXXXXXXXX
V17994	920.36	XXXXXXXXXXXXXXXX
V17995	583.91	XXXXXXXXXXXXXXXXXXXX
V17996	94.47	XXXXXXXXXXXXXXXXXXXX
V17997	2498.31	XXXXXXXXXXXX
V17998	575.09	XXXXXXXXXXXXXXXX
V17999	955.78	XXXXXXXXXXXX
V18000	566.48	XXXXXXXXXXXX
V18001	668.66	XXXXXXXXXXXX ☐☐☐
V18002	558.15	XXXXXXXXXXXXXXXX
V18003	1073.36	XXXXXXXXXXXX
V18004	165.05	XXXXXXXXXXXX
V18005	722.7	XXXXXXXXXXXXXXXX
V18006	339.58	XXXXXXXXXXXX
V18007	3144.25	XXXXXXXXXXXXXXXX
V18008	1151.43	XXXXXXXXXXXX
V18009	1202.86	☐XXXXXXXXXXXX

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 13:52:09

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 2/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTAIL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5215	BUS REPLACEMENT TRANSFER	740,257.00	.00	.00	.00	740,257.00	.00
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00
6110	OPERATING CONTINGENCY	448,842.00	.00	.00	.00	448,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	8,987,149.00	340,791.90	4,109,288.28	519,348.80	4,358,511.92	51.50

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 13:52:09

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 2/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY, K-3	1,121,443.00	3,246.01	992,462.11	3,601.43	125,379.46	88.82
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	334,739.00	171.25	368,838.15	171.25	-34,270.40	110.24
1131	HIGH SCHOOL PROGRAMS	1,162,997.00	171.95	600,554.45	172.84	562,269.71	51.65
1132	HIGH SCHOOL EXTRACURR.	202,041.00	7,563.27	65,703.24	10,644.52	125,693.24	37.79
1140	PRE-KINDERGARTEN PROGRAM	.00	.00	.00	.00	.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	2,500.00	.00	.00	.00	2,500.00	.00
1221	LEARN CENTERS/STRUC&INTE	1,141,645.00	5,556.38	329,609.77	7,201.44	804,833.79	29.50
1250	LESS RESTRICT.W/DISABILI	.00	.00	.00	.00	.00	.00
1260	EARLY INTERVENTION	3,000.00	.00	.00	.00	3,000.00	.00
1271	REMEDIATION	5,283.00	.00	.00	.00	5,283.00	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	106,423.00	.00	95,714.36	532.97	10,175.67	90.44
1291	ENGLISH LANGUAGE LEARNER	1,815.00	.00	.00	.00	1,815.00	.00
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
1460	SPECIAL PROG. SUMMER SCH	14,127.00	2,272.05	.00	4,955.44	9,171.56	35.08
2112	ATTENDANCE SERVICES	145,801.00	8,506.86	71,436.64	14,252.78	60,111.58	58.77
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	156,973.00	.09	121,950.18	.64	35,022.18	77.69
2130	HEALTH SERVICES	715.00	.00	.00	.00	715.00	.00
2134	NURSE SERVICES	.00	.00	.00	.00	.00	.00
2150	SPEECH PATHOLOGY/AUDIO	112,484.00	.00	80,714.85	.00	31,769.15	71.76
2160	OTHER STUDENT TREATMT SV	.00	.00	.00	.00	.00	.00
2190	SERV.DIRECTION-STUD.SUPP	.00	.00	.00	.00	.00	.00
2213	CURRICULUM DEVELOPMENT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 13:52:09

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 2/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTAIL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2222	LIBRARY/MEDIA CENTER	58,835.00	.18	40,802.60	351.55	17,680.85	69.95
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	15,000.00	190.00	.00	190.00	14,810.00	1.27
2310	BOARD OF ED SERVICES	87,241.00	15,367.00	.00	33,310.57	53,930.43	38.18
2321	OFFICE OF SUPERINTENDENT	412,083.00	34,225.92	240,396.60	74,535.90	97,150.50	76.42
2329	OTHER EXECUTIVE ADMIN	163,525.00	116,276.00	.00	116,341.00	47,184.00	71.15
2410	OFFICE OF PRINCIPAL SERV	433,170.00	41,760.38	315,744.62	42,624.07	74,801.31	82.73
2520	FISCAL SERVICES	147,663.00	17,562.85	107,994.41	32,326.96	7,341.63	95.03
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	995,996.00	52,557.67	522,478.43	111,751.00	361,766.57	63.68
2543	CARE,UPKEEP OF GROUNDS	45,368.00	8,128.11	26,256.66	11,031.27	8,080.07	82.19
2551	SERVICE AREA DIRECTION	46,436.00	5,648.35	22,725.23	7,823.33	15,887.44	65.79
2552	VEHICLE OPERATION SERVIC	351,309.00	283.45	1,455.87	535.29	349,317.84	.57
2553	REIMBURSABLE FIELD TRIPS	16,737.00	.00	.00	.00	16,737.00	.00
2554	NON-REIMBURSABLE TRIPS	50,942.00	.00	.00	.00	50,942.00	.00
2558	SPECIAL ED TRANSPORT SVC	162,688.00	.00	.00	.00	162,688.00	.00
2633	PUBLIC INFORMATION SVCS	.00	.00	.00	.00	.00	.00
2660	TECHNOLOGY SERVICES	212,730.00	21,304.13	104,450.11	46,994.55	61,285.34	71.19
2700	SUPP. RETIREMENT PROGRAM	65,400.00	.00	.00	.00	65,400.00	.00
3360	WELFARE SERVICES	2,768.00	.00	.00	.00	2,768.00	.00
3361	WELFARE ACTIVITIES	.00	.00	.00	.00	.00	.00
3390	COMMUNITY SAFETY NET	.00	.00	.00	.00	.00	.00
4000	FACILITIES	10.00	.00	.00	.00	10.00	.00
5110	LONG-TERM DEBT	3,163.00	.00	.00	.00	3,163.00	.00

Review of Expenditures for September 2022

Our total operating budget for 2022-2023 is \$21,561,888

We spent \$830,593 to operate the month of September. That is 3.85% of the total District operating budget. This total includes all expenditures including payroll.

Through September 30, we have encumbered and expended \$5,132,800 from a General Fund budget of \$8,987,148. This represents 57.11% of the General Fund budget.*

Through September 30, we have expended only a total of \$1,057,630 from the General Fund, which represents 11.76%

*Although we are 3 months into the fiscal year, as of September 2022 we have encumbered and expended 57.11% of the General Fund. However, it is important to remember that encumbrances include financial obligations. This primarily involves purchase orders awaiting delivery and unexpended salary through June 30 for licensed staff, i.e. summer checks.

(Source of Information is the Summary Expenditure Status Report)

CHECK	TOTAL	VENDOR
49020	1309.97	AMERICAN FIDELITY
49021	4024.96	AMERICAN FIDELITY
49022	550	MATRIX TRUST COMPANY
49023	2450	HORACE MANN INSURANCE CO
49024	201	MASA
49025	200	OREGON SAVINGS GROWTH PLAN
49026	765.43	OSEA
49027	38	OSEA/OAKRIDGE CHAPTER 46
49028	175	THRIVENT FINANCIAL FOR LUTHERANS
49029	1275	VALIC
50251	15870.29	FIRST STUDENT, INC.
50252	10811.5	FM SHEET METAL, INC.
50253	7260.16	LIMINEX, INC
50254	128.75	SUSAN HARDY
50255	58.75	HEATHER HARRISON
50256	355.47	JOHN TAYLOR
50257	190	LANE COUNTY HEALTH & HUMAN SERVICES
50258	200.53	KEVIN MARTIN
50259	270.82	MINERS GRADUATE SERVICES
50260	78682.6	NATIONAL BUSINESS FURNITURE
50261	4200	OASBO
50262	1516.44	ODP BUSINESS SOLUTIONS LLC
50263	2505	OSAA
50264	118532	PACE
50265	21.22	VALERIE PEDERSON
50266	241.88	RETA DOLAND
50267	26.48	SIERRA SPRINGS
50268	901.2	VERIZON WIRELESS
50269	33652.8	VIRCO
50270	104	SUSAN WATSON
50271	1518	COWGIRL COOK'N
50272	474.04	ACCESS INFORMATION HOLDINGS, LLC
50273	9686.33	ALPINE ABATEMENT ASSOCIATES, INC
50274	99	APPLE, INC.
50275	4690	ARMORZONE
50276	221.75	BAXTER PLUMBING
50277	3900	BRIDGEWAY HOUSE
50278	127.5	BRITTANI HIRSCH
50279	819.15	BULLFROG ENTERPRISES
50280	120	KEEGAN CAUGHLIN
50281	1363.09	CENTURYLINK
50282	652.28	CIT
50283	3820	CLASSLINK
50284	3459	COSA
50285	4539	DELL MARKETING, LP
50286	10320	EDMENTUM, INC
50287	706.53	EMERALD FRUIT/PRODUCE CO
50288	192.34	EWING
50289	10076	FM SHEET METAL, INC.
50290	2600	GILLASPIE TREE SERVICE






CHECK	TOTAL	VENDOR
50291	6084.09	HOME DEPOT PRO
50292	889.86	HORACE MANN INSURANCE CO
50293	11903.97	HUNGERFORD LAW FIRM
50294	1975	INTEGRATED ELECTRONIC SYSTEMS
50295	207.92	PETER ITEN
50295	-207.92	PETER ITEN
50296	48.71	JERRYS BUILDING MATERIALS
50297	-175.13	JERRYS REPAIR SERVICE
50297	175.13	JERRYS REPAIR SERVICE
50298	2446.82	JOSTENS
50299	1883	LANE COUNTY FOOTBALL OFFICIALS
50300	139.5	LANE COUNTY WASTE MANAGEMENT
50301	48.84	LANE ELECTRIC CO-OP
50302	76971	LANE ESD
50303	5691	LANE FOREST PRODUCTS
50304	24	ANDREW LEACH
50305	60.72	LUMEN - CENTURY LINK
50306	1041.6	LUMEN ACCESS BILL
50307	690	MARK & CO.
50308	51.25	MARK OSBORN
50309	2300.74	OAKRIDGE SANI-HAUL
50310	2537.33	CITY OF OAKRIDGE
50311	4128.78	ODP BUSINESS SOLUTIONS LLC
50312	270	OREGON WATER SERVICES INC
50313	3005	OSBA
50314	190	OSU HORTICULTURE
50315	300.87	PACIFIC OFFICE AUTOMATION
50316	3111	PACIFIC SPORTS TURF
50317	7.5	VALERIE PEDERSON
50318	4590	PIVOT ARCHITECTURE
50319	69.45	JOHN PORTER
50320	309.72	RETA DOLAND
50321	1767.17	SCHOLASTIC INC
50322	1784.65	SERVICE MASTER OF EUGENE
50323	86.86	ERIN GARDNER
50324	170.84	TIAA BANK
50325	446.9	UMPQUA VALLEY FIRE SERVICES, INC
50326	80.02	VERIZON WIRELESS
50327	35.38	SUSAN WATSON
50328	53.75	HEATHER HARRISON
50329	175.13	JERRYS BUILDING MATERIALS
50330	68.14	CATHRYN KORTH
50331	810	PEARSON EDUCATIONAL, INC.
50332	103.96	PETER ITEN
50333	5254	COMM FITNESS
50334	754.02	VALLEY ATHLETICS
50335	104	SUSAN WATSON
50336	3288.12	AMERICAN FIDELITY
50337	1629.14	HEALTH EQUITY
50338	650.55	HORACE MANN

CHECK	TOTAL	VENDOR
50339	700	MATRIX TRUST COMPANY
50340	3200	HORACE MANN INSURANCE CO
50341	558	MASA
50342	200	OREGON SAVINGS GROWTH PLAN
50343	584.69	OSEA
50344	28	OSEA/OAKRIDGE CHAPTER 46
50345	925	THRIVENT FINANCIAL FOR LUTHERANS
50346	1350	VALIC
50347	404.34	CREDIT SERVICES OF OREGON INC
50348	455.87	VALLEY CREDIT SERVICE, INC.
50349	331	WASHINGTON STATE SUPPORT REGISTRY
50350	0	AMAZON
50351	0	AMAZON
50352	18049.39	AMAZON
50353	819.25	BARNES & NOBLE
50354	3029.89	BOOMBAH
50355	84.7	BRIDGETOWER OPCO, LLC
50356	19128.4	BRIDGEWAY CONTRACTING, LLC
50357	2827.5	BULKBOOKSTORE.COM
50358	1599	DISCOVERY EDUCATION
50359	200.32	EMERALD VALLEY BACKFLOW
50360	44070.86	FIRST STUDENT, INC.
50361	7280.56	GENE STRINGFIELD BUILDING MATERIALS
50362	40053.25	HOME DEPOT PRO
50363	6035	IXL LEARNING
50364	3574.45	KIDDER MEDIA
50365	10946.24	LANE ARTS COUNCIL
50366	20622.5	PIVOT ARCHITECTURE
50367	3005.22	SCHOLASTIC TEACHER STORE
50368	8996	SHI
50369	19.05	STATE OF OREGON
50370	84570.85	VIRCO
50371	120	WESTERN MOBILE STORAGE
50372	1200	THE WHISTLE STOP
50373	120	WORKS INTERNATIONAL, INC.
50374	1504.63	YBA SHIRTS
50375	623.59	EMERALD FRUIT/PRODUCE CO
88578	1283.87	□□□□□□□□□□□□
88579	2066.06	□□□□□□□□□□□□
88580	2436.08	□□□□□□□□□□□□
88581	332.48	□□  □□□□□□□□□□
88582	724.39	□□□□□□□□□□□□
88583	268.23	□□□□□□□□□□□□
88584	224.61	 □□□□□□□□□□
88585	2255.97	□□□□□□□□□□□□
88586	2566.5	□□□□□□□□□□□□
88587	2311.18	□□□□□□□□□□□□
88588	2253.18	□□□□□□□□□□□□
88589	4126.39	□□□□□□□□ 

CHECK	TOTAL	VENDOR
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88590	2350.18	XXXXXXXXXXXXXXXXXXXX
88591	2332.18	XXXXXXXXXXXX
88592	7997.38	XXXXXXXXXXXX
88593	2554.1	☒XXXXXXXXXXXX
V18010	1615.32	XXXXXXXXXXXXXXXXXXXX
V18011	1369.31	XXXXXXXXXXXX
V18012	721.57	XXXXXXXXXXXX
V18013	1721.51	XXXXXXXXXXXX
V18014	3883.94	XXXXXXXXXXXX
V18015	1719.11	XXXXXXXXXXXX
V18016	3438.76	XXXXXXXXXXXX
V18017	2489.33	XXXXXXXXXXXX
V18018	3501.58	XXXXXXXXXXXXXXXXXXXX
V18019	3364.75	XXXXXXXXXXXXXXXXXXXX
V18020	3400.9	XXXXXXXXXXXXXXXXXXXX
V18021	4145.52	XXXXXXXXXXXX
V18022	4063.35	XXXXXXXXXXXX
V18023	2547.56	XXXXXXXXXXXXXXXXXXXX
V18024	1304.42	XXXXXXXXXXXX
V18025	7324.47	XXXXXXXXXXXX
V18026	1143.24	XXXXXXXXXXXXXXXXXXXX
V18027	1332.79	XXXXXXXXXXXX
V18028	1931.92	XXXXXXXXXXXXXXXXXXXX
V18029	2405.24	XXXXXXXXXXXX
V18030	4429.33	XXXXXXXXXXXX
V18031	943.89	XXXXXXXXXXXX
V18032	3873	XXXXXXXXXXXX
V18033	1215.15	XXXXXXXXXXXX
V18034	122.98	XXXXXXXXXXXX
V18035	4123.89	XXXXXXXXXXXXXXXXXXXX
V18036	1070.5	XXXXXXXXXXXXXXXXXXXX
V18037	3058.55	XXXXXXXXXXXX
V18038	3010.17	XXXXXXXXXXXXXXXXXXXX
V18039	3825.58	☒☒XXXXXXXXXXXX
V18040	1427.38	XXXXXXXXXXXXXXXXXXXX
V18041	3678.57	XXXXXXXXXXXX ,
V18042	6116.41	XXXXXXXXXXXX
V18043	653.04	XXXXXXXXXXXX
V18044	1443.7	XXXXXXXXXXXX
V18045	3790.2	XXXXXXXX☒☒
V18046	1850.13	XXXXXXXXXXXXXXXXXXXX
V18047	1351.43	XXXXXXXXXXXX
V18048	2170.18	XXXXXXXXXXXXXXXXXXXX
V18049	937.03	XXXXXXXXXXXXXXXXXXXX
V18050	3895.19	XXXXXXXXXXXXXXXXXXXX
V18051	3334.48	XXXXXXXXXXXX

CHECK	TOTAL	VENDOR
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V18052	140.09	XXXXXXXXXXXX 
V18053	1509.47	XXXXXXXXXXXX
V18054	5055.45	XXXXXXXXXXXX
V18055	1967.74	XXXXXXXXXXXX
V18056	1363.74	XXXXXXXXXXXX
V18057	4548.16	XXXXXXXXXXXX
V18058	2824.89	XXXXXXXXXXXX
V18059	2342.93	XXXXXXXXXXXX
V18060	3257.36	XXXXXXXXXXXX
V18061	4771.02	XXXXXXXXXXXX
V18062	3557.07	XXXXXXXXXXXX
V18063	6924.81	XXXXXXXXXXXX
V18064	600.66	XXXXXXXXXXXX
V18065	2718.41	XXXXXXXXXXXX
V18066	4584.03	XXXXXXXXXXXX
V18067	2790.34	XXXXXXXXXXXX  XXXX
V18068	1694.19	XXXXXXXXXXXX
V18069	1506.94	XXXXXXXXXXXX
V18070	2975.45	XXXXXXXXXXXX
V18071	3594.93	XXXXXXXXXXXX
V18072	3007.45	XXXXXXXXXXXX
V18073	2736.71	XXXXXXXXXXXX
V18074	3986.97	XXXXXXXXXXXX
V18075	374.47	XXXXXXXXXXXX
V18076	260.34	XXXXXXXXXXXX
V18077	3232.53	XXXXXXXXXXXX
V18078	3116.66	XXXXXXXXXXXX
V18079	659.14	XXXXXXXXXXXX
V18080	1317.74	XXXXXXXXXXXX
V18081	3555.16	XXXXXXXXXXXX
V18082	1432.51	XXXXXXXXXXXX
V18083	3363.33	XXXXXXXXXXXX
V18084	5158	XXXXXXXXXXXX
V18085	3558.9	XXXXXXXXXXXX
V18086	3215.87	XXXXXXXXXXXX
V18087	1639.33	XXXXXXXXXXXX
V18088	268.23	XXXXXXXXXXXX
V18088	-268.23	XXXXXXXXXXXX
V18089	3027.88	XXXXXXXXXXXX
V18090	4698.5	XXXX  XXXXXXXXXX
V18091	4319	XXXX  XXXXXXXXXX
V18092	4329.53	XXXXXXXXXXXX
V18093	3654.14	XXXXXXXXXXXX
V18094	406.24	XXXXXXXXXXXX
V18095	4048.02	XXXXXXXXXXXX
V18096	3106.67	 XXXXXXXXXX

CHECK	TOTAL	VENDOR
V18097	2920.9	☒ 0000000000000000
V18098	124.53	☒ 00000000000000
V18099	224.61	☒ 00000000000000
V18099	-224.61	☒ 00000000000000
V18100	3203.67	☒ 00000000000000
V18101	1351.89	☒ 0000000000000000
V18102	1213.01	☒ 00000000000000
V18103	1589.05	☒ 00000000000000

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 14:11:28

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 3/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY, K-3	1,121,443.00	123,693.42	966,427.97	127,294.85	27,720.18	97.53
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	334,739.00	44,921.00	365,361.25	45,092.25	-75,714.50	122.62
1131	HIGH SCHOOL PROGRAMS	1,162,997.00	76,710.91	588,240.25	76,883.75	497,873.00	57.19
1132	HIGH SCHOOL EXTRACURR.	202,041.00	25,448.46	64,924.41	36,092.98	101,023.61	50.00
1140	PRE-KINDERGARTEN PROGRAM	.00	.00	.00	.00	.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	2,500.00	.00	.00	.00	2,500.00	.00
1221	LEARN CENTERS/STRUC&INTE	1,141,645.00	41,633.47	325,860.01	48,834.91	766,950.08	32.82
1250	LESS RESTRICT.W/DISABILI	.00	.00	.00	.00	.00	.00
1260	EARLY INTERVENTION	3,000.00	.00	.00	.00	3,000.00	.00
1271	REMEDIATION	5,283.00	.00	.00	.00	5,283.00	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	106,423.00	9,824.11	95,789.31	10,357.08	276.61	99.74
1291	ENGLISH LANGUAGE LEARNER	1,815.00	.00	.00	.00	1,815.00	.00
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
1460	SPECIAL PROG. SUMMER SCH	14,127.00	.00	.00	4,955.44	9,171.56	35.08
2112	ATTENDANCE SERVICES	145,801.00	8,579.09	71,436.64	22,831.87	51,532.49	64.66
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	156,973.00	16,399.67	121,950.18	16,400.31	18,622.51	88.14
2130	HEALTH SERVICES	715.00	.00	.00	.00	715.00	.00
2134	NURSE SERVICES	.00	.00	.00	.00	.00	.00
2150	SPEECH PATHOLOGY/AUDIO	112,484.00	8,048.91	80,929.85	8,048.91	23,505.24	79.10
2160	OTHER STUDENT TREATMT SV	.00	.00	.00	.00	.00	.00
2190	SERV.DIRECTION-STUD.SUPP	.00	.00	.00	.00	.00	.00
2213	CURRICULUM DEVELOPMENT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 11/10/2022
TIME: 14:11:28

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 3/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2222	LIBRARY/MEDIA CENTER	58,835.00	4,225.47	40,802.60	4,577.02	13,455.38	77.13
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	15,000.00	.00	.00	190.00	14,810.00	1.27
2310	BOARD OF ED SERVICES	87,241.00	12,990.10	1,074.18	46,300.67	39,866.15	54.30
2321	OFFICE OF SUPERINTENDENT	412,083.00	35,589.51	243,317.48	110,125.41	58,640.11	85.77
2329	OTHER EXECUTIVE ADMIN	163,525.00	19.05	.00	116,360.05	47,164.95	71.16
2410	OFFICE OF PRINCIPAL SERV	433,170.00	35,771.80	319,839.63	78,395.87	34,934.50	91.94
2520	FISCAL SERVICES	147,663.00	14,118.35	107,994.41	46,445.31	-6,776.72	104.59
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	995,996.00	53,397.13	535,284.22	165,148.13	295,563.65	70.32
2543	CARE,UPKEEP OF GROUNDS	45,368.00	4,479.62	26,256.66	15,510.89	3,600.45	92.06
2551	SERVICE AREA DIRECTION	46,436.00	2,775.49	22,725.23	10,598.82	13,111.95	71.76
2552	VEHICLE OPERATION SERVIC	351,309.00	217.43	1,238.44	752.72	349,317.84	.57
2553	REIMBURSABLE FIELD TRIPS	16,737.00	.00	.00	.00	16,737.00	.00
2554	NON-REIMBURSABLE TRIPS	50,942.00	.00	.00	.00	50,942.00	.00
2558	SPECIAL ED TRANSPORT SVC	162,688.00	.00	.00	.00	162,688.00	.00
2633	PUBLIC INFORMATION SVCS	.00	.00	.00	.00	.00	.00
2660	TECHNOLOGY SERVICES	212,730.00	19,355.86	95,717.38	66,350.41	50,662.21	76.18
2700	SUPP. RETIREMENT PROGRAM	65,400.00	.00	.00	.00	65,400.00	.00
3360	WELFARE SERVICES	2,768.00	82.04	.00	82.04	2,685.96	2.96
3361	WELFARE ACTIVITIES	.00	.00	.00	.00	.00	.00
3390	COMMUNITY SAFETY NET	.00	.00	.00	.00	.00	.00
4000	FACILITIES	10.00	.00	.00	.00	10.00	.00
5110	LONG-TERM DEBT	3,163.00	.00	.00	.00	3,163.00	.00

SUNGARD PENTAMATION
DATE: 11/10/2022
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SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: 3/23

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTALL

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5215	BUS REPLACEMENT TRANSFER	740,257.00	.00	.00	.00	740,257.00	.00
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00
6110	OPERATING CONTINGENCY	448,842.00	.00	.00	.00	448,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	8,987,149.00	538,280.89	4,075,170.10	1,057,629.69	3,854,349.21	57.11

Oakridge School District

Monthly Enrollment Report 2022-23

September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
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Oakridge Elementary School

OES Life Skills									
Hirsch		4	4						
Total Life Skills		4	4	0	0	0	0	0	0
Kindergarten									
Brissette		17	16						
Gardner		17	17						
Total Kindergarten	32	34	33	0	0	0	0	0	0
Grade 1									
Dappert		19	21						
Shafar		23	22						
Total Grade 1 Enrollment	44	42	43	0	0	0	0	0	0
Grade 2									
King		21	19						
McGill		21	21						
Total Grade 2 Enrollment	44	42	40	0	0	0	0	0	0
Grade 3									
Caughlin		17	17						
Porter		17	17						
Total Grade 3 Enrollment	36	34	34	0	0	0	0	0	0
Grade 4									
Shaw		20	20						
Tysoe		19	18						
Total Grade 4 Enrollment	43	39	38	0	0	0	0	0	0
Grade 5									
Howard		22	22						
Irvine		21	21						
Total Grade 5 Enrollment	52	43	43	0	0	0	0	0	0
Grade 6									
Brissette		19	19						
Wilkinson		20	20						
Total Grade 6 Enrollment	41	39	39	0	0	0	0	0	0
OES Transfer out of District		1	1						

Oakridge Elementary School	292	278	275	0	0	0	0	0	0
2021-22 Enrollment	276	264	270	273	272	272	273	271	266

Oakridge Junior High

Grade 7 Enrollment	49	44	45						
Grade 8 Enrollment	48	43	44						
	97	87	89	0	0	0	0	0	0

Oakridge Junior High School	97	87	89	0	0	0	0	0	0
2021-22 Enrollment	92	95	92	92	93	90	94	93	89

Oakridge High School

Grade 09 Enrollment	54	48	50						
Grade 10 Enrollment	34	34	32						
Grade 11 Enrollment	35	29	28						
Grade 12 Enrollment	45	38	37						

Oakridge High School	168	149	147	0	0	0	0	0	0
2021-22 Enrollment	143	135	135	134	136	138	136	132	125

Total District Enrollment 2020-21	557	514	511	0	0	0	0	0	0
Total District Enrollment 2021-22	513	496	499	501	503	502	505	498	481



CONTENTS

EFA – Local Wellness, Required
EFA-AR - Local Wellness Program, Recommend Delete
GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Required
IGDJ – Interscholastic Activities**, Required
JGAB – Use of Restraint or Seclusion**, Required

LOCAL WELLNESS

Summary

A triennial assessment, required by one of the components of the federal National School Lunch Program and delayed by COVID, of the district's local wellness plan (aka policy) has become due for the first time. In anticipation, the Oregon Department of Education (ODE), Oregon School Boards Association and other stakeholders (OEA Choice Trust) began discussing how to help members realize more effective local wellness planning and implementation in their districts. One of the supports was to revamp the model local wellness policy and bring elements of the accompanying model administrative regulation into the policy.

The result is a revised policy and a recommendation to rescind the administrative regulation if it is present in the district's board policy manual. There are resources available from ODE on their website to support local wellness policy planning and implementation: [Oregon Healthy Schools](#), the attached model policy is just one of those resources. The resources also include tools for the triennial assessment.

Collective Bargaining Impact

None

Local District Responsibility

Review the policy recommendations attached, along with reviewing the requirements for a triennial assessment available from ODE, and consider what changes need made to policy following results of the assessment. If the Board's manual includes the AR, and the district decides to revise the policy, action should be taken to rescind the AR.

Policy(ies) and ARs Impacted by these Revisions

EFA – Local Wellness, Required
EFA-AR - Local Wellness Program, Recommend Delete

FINGERPRINTING

Summary

[House Bill 4030](#) (2022) modifies fingerprinting requirements for persons seeking employment in schools and now makes a temporary exception to allow the Oregon Department of Education (ODE) to waive fingerprinting requirements if ODE determines the person has:

- Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
- Submitted to a criminal records check conducted by TSPC within the previous three years; or
- Remained continuously licensed or registered with the commission.

This is a temporary change and sunsets July 1, 2024.

Collective Bargaining Impact

None

Local District Responsibility

The revisions effect language in required administrative regulation GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting and can be revised by administration, implemented, and submitted to the Board for review; the AR is not required to be adopted.

Policy(ies) and ARs Impacted by these Revisions

GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Required

INTERSCHOLASTIC ACTIVITIES

Summary

[Senate Bill 1522](#) (2022; see Section 13) modified the use of the term general education development or GED to be referred to as “high school equivalency program” which was further defined to mean: a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

In addition, policy IGDJ has been redesignated required (from optional) to comply with OAR [581-022-2308\(2\)](#) – a new Division 22 rule requiring school districts to adopt policy with conditions of membership when entering into an agreement with a voluntary organization for interscholastic activities. As a result, much of the original language in what was an optional policy is now bracketed as it continues to be optional language. The remaining policy content is model language for a required policy regulated in OAR 581-022-2308(2).

Collective Bargaining Impact

None

Local District Responsibility

Policy IGDJ is now designated as required and recommended language for the required portion of the policy is included at the end of this model sample policy. The district should review suggested revisions and consider what optional language to continue with, and readopt to make policy required by OAR 581-022-2308.

Policy(ies) and ARs Impacted by these Revisions

IGDJ – Interscholastic Activities**, Required

RESTRAINT AND SECLUSION

Summary

The updates to policy are recommended to add mention of prohibitions related to seclusion cells.

Collective Bargaining Impact

None

Local District Responsibility

The changes to policy are recommended to identify prohibitions related to both restraint and seclusion. Revise and submit to the Board for readoption.

Policy(ies) and ARs Impacted by these Revisions

JGAB – Use of Restraint or Seclusion**, Required

OSBA Model Sample Policy

Code: EFA
Adopted:

Local Wellness

{Title 7 C.F.R. 210.31(a) requires local education agencies to “establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast Program...”. The law describes the policy as “a written plan that includes” various components intended to improve student wellness. This policy is designed to meet the requirements for a wellness policy and provide the framework for the district’s plan. Previously these requirements were split between the policy and an administrative regulation (AR). All required and/or related content is now included in the model policy, therefore OSBA recommends deleting the AR if the district previously included it in the board’s policy manual. Districts should consult with stakeholders in the process of adoption and incorporate language that meets the unique needs of the district.}

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board’s commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

[The district superintendent or designee shall establish a Wellness Advisory Committee to advise the district in the development, review and update of the local wellness policy.]

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;

4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity[, physical education] and other school-based activities that promote student wellness.

The Board designates the [superintendent] [principal(s)] to be responsible for ensuring each school meets the goals outlined and complies with this policy.

[Record Keeping]

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.]

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;

2. The extent to which the district’s policy compares to model local school wellness policy^{1}; and
3. A description of the progress made in attaining the goals of the district’s policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)^{2}

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities [in community news, on the district’s website, on school websites, and/or in district or school communications]. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

[Wellness Advisory Committee^{3}

The district supports a wellness advisory committee to assist the development, implementation, and periodic review and update of the local wellness policy. The superintendent or designee will be a member of this committee.

The district will publicize information about the wellness advisory committee [in community news, in communications to parents, and/or on websites operated by the district] to communicate to parents, students and the community at large to explain the committee’s purpose, process and an invitation to volunteer.

1. The wellness advisory committee membership will include, to the extent possible, but not be limited to:
 - a. Parents, caregivers and students;
 - b. Representatives of the school nutrition program (e.g., school nutrition director);
 - c. Physical education and/or health education teachers;
 - d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);
 - e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);
 - f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);

¹ {Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

² {USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).}

³ {A Wellness Advisory Committee is not required. If the district chooses to have a committee, the district should amend the language here to establish the membership and responsibilities of the committee. [School Wellness Committee Toolkit](#) published by the Alliance for a Healthier Generation}

- g. Board members;
 - h. Supplemental Nutrition Assistance Program (SNAP) education coordinators;
 - i. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and
 - j. Members of the general public.
2. The committee, appointed by the superintendent or designee, will meet to organize and vote on a committee chair and a secretary prior to or at the beginning of the school year. The chair and secretary will serve for one year minimum and may be reappointed.
 3. The wellness advisory committee will meet [four] times per year to review of the local wellness policy.
 4. The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.

The district will create building-level committees to establish school-specific goals and activities that implement this policy. A school coordinator will be designated to support compliance with this policy.]

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

[Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.]

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. {⁴} [Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program[(which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating)], and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;

⁴ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

4. Teachers will receive curriculum-specific training;
5. Parents and families are encouraged through school communications to send healthy snacks/meals and [reusable] water bottles with their student to school;
6. Families and community organizations are involved, to the extent practicable, in nutrition education;
7. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
8. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.]

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. {⁵}[Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
3. Nutrition promotion materials are sent home with students, published on the district website, and distributed at parent-teacher conferences;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Physical activity is a planned part of all school-community events.]

School Meals

[Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE)[.] [which may include the NSLP[,] [and] [the SBP,] [Fresh Fruit & Vegetable Program (FFVP),] [After School Snack Program (ASSP),] [Special Milk Program (SMP),] [Summer Food Service Program (SFSP),] [Supper programs] [or others].] [The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab 'n' Go Breakfast.]

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

⁵ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

The [principal(s)] will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

[Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.]

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards⁶. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus [will meet or exceed] [are encouraged to meet] the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. [Food will not be used as a reward or incentive.] [This information will be conveyed to staff and parents.]

[Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the [principal] for approval before starting.]

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

[The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.]

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

⁶ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Physical activity should be included in the school's daily education program for grades [pre-]K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. {⁷}Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. {⁸}Every public school student in [pre-]kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade [5] [6] shall participate for a least 150 minutes during each school week, and students in grades [6] [7] through 8 for at least 225 minutes per school week;
6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;
8. {⁹}At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;
9. Physical activity is a planned part of all school-community events;
10. Materials promoting physical activity are sent home with students and published on the district website.]

⁷ {The goals listed are not required, but districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

⁸ {Districts are required to provide the specified number of physical education minutes, but are not required to include them as goals or in this policy. If the district operates K-5 elementary schools, select "5" in the first bracket and "6" in the second bracket. If the district operates K-6 elementary schools, select "6" in the first bracket and "7" in the second bracket.}

⁹ {This language is not required to be in policy, but this is a required action pursuant to ORS 329.496.}

[¹⁰] A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.]

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. [Scoliosis screenings;
2. Safe Routes to Schools Program;
3. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
4. Nonfood-related fund raisers;
5. Physical activity energizers during transitions from one subject to another;
6. Intramural sports;
7. Monthly/Weekly school walks;
8. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
9. Use of alternates to food as rewards in the classroom;
10. Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school- and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;
11. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
12. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;

¹⁰ {This language is not required to be in policy, but this is a required action pursuant to ORS 329.496.}

13. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).]

[¹¹] **Employee Wellness**¹²

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

The district's Employee Wellness Program may include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e., teachers and instructional assistants), but includes all administrators and support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);

¹¹ {This language is optional and is not required by state or federal law.}

¹² {CDC resources for [school employee wellness](#) and [workplace health promotion](#)}

2. District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).]

[DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing^{13]}” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”¹⁴ means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day[, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities].
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.]

END OF POLICY

Legal Reference(s):

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

¹³ [This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.]

¹⁴ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).
National School Lunch Program, 7 C.F.R. Part 210 (2022).
School Breakfast Program, 7 C.F.R. Part 220 (2022).

OSBA Model Sample Policy

Code: IGDJ
Adopted:

Interscholastic Activities**

[The Board recognizes the integral role interscholastic activities¹ play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, advisors, student participants, and others associated with the district's high school activities programs and events² shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and ~~of the Oregon School Activities Association (OSAA) and the fundamental values of sportsmanship~~ any associated voluntary organization³. Each will be held accountable for their actions.]

The district and its schools may only be members of and pay fees, if any, to a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities if the organization:

1. Implements and adheres to equity focused policies that:
 - a. Address the use of derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule that occurs at an interscholastic activity, including by spectators of the interscholastic activity;
 - b. Prohibit discrimination;
 - c. Permit a student to wear religious clothing in accordance with the student's sincerely held religious belief and consistent with any safety and health requirements; and
 - d. Balance the health, safety, and reasonable accommodation needs of participants on an activity-by-activity basis;
2. Maintains a transparent complaint process that:
 - a. Has a reporting system to allow participants of interscholastic activities or members of the public to make complaints about student, coach, or spectator behavior;
 - b. Responds to a complaint made within 48 hours of the complaint being received; and
 - c. Resolves a complaint within 30 days of the complaint being received unless the organization determines that there is good cause to extend the timeline for resolving the complaint;
3. Develops and implements a system of sanctions against schools, students, coaches, and spectators if a complaint is verified; and

¹ Interscholastic activities includes: for students any grade from kindergarten through grade 12, athletics, music, speech and other similar or related activities; for students in any grade from kindergarten through grade eight, activities that are offered only before or after regular school hours and that may, but are not required to, involve interaction among other schools.

² ~~This applies to only OSAA-sanctioned activities and events.~~

³ Includes a voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.

4. Performs an annual survey of students and their parents to understand and respond to potential violations of equity focused policies or other discrimination.

{⁴} [The district shall allow homeschooled students that reside in the district, students eligible to attend school and enrolled in a ~~district or ESD provided General Education Development (GED)~~ high school equivalency program⁵ that reside in the district, and students attending a public charter school that does not provide interscholastic activities that reside in the district, the opportunity to participate in available interscholastic activities when the requirements found in Oregon law are met.

Interscholastic activities when provided by the district will comply with Title IX and other nondiscrimination laws.]

{⁶} [District employees, students, parents, alumni, and activity volunteers are prohibited from inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, activities director, advisors and coaches are each responsible for ensuring student participants meet all district ~~and OSAA~~ eligibility requirements of participation and those of the associated voluntary organization. The principal [or designee] is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have all required certifications prior to assuming their duties. The principal [or designee] shall ensure that a program is in place to effectively evaluate the performance of all coaches and activity advisors under their supervision.

Volunteers may be approved to assist with district activities with prior approval from the principal.

The principal shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board policies, administrative regulations, and/or ~~OSAA~~ the rules and regulations of the associated voluntary organization. The principal shall notify the superintendent [or designee] of conduct that violates the terms of this policy and report to the associated voluntary organization ~~OSAA as~~ if required.

An employee determined to have violated Board policies and/or rules and regulations of the associated voluntary organization ~~OSAA~~ [will] [may] be subject to discipline, up to and including, dismissal. A student in violation of Board policies and/or the ~~OSAA~~ rules and regulations of the associated voluntary organization will be subject to discipline, up to and including, dismissal from an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of Board policies and/or the ~~OSAA~~ rules and regulations of the associated voluntary organization shall be subject to discipline, up to and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district.

Employees, volunteers, or students in violation of ~~OSAA~~ such policies, rules and/or regulations [will] [may] be required to remunerate the district in the event ~~of~~ fines are assessed ~~by OSAA~~ as a result of their actions.

⁴ {This policy content is required practice but is not required policy language.}

⁵ "High school equivalency program" means a program provided to assist a student in earning a certificate for passing an approved high school equivalency test such as the General Educational Development (GED) test.

⁶ {The remaining policy content is optional, but highly recommended language to inform about and support governance of activities (see beginning bracket here; ending with last paragraph of policy – see closing bracket).}

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated.

The district will annually review interscholastic activities and participation to determine whether the current offerings reflect the students the district serves.]

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)
[ORS 332.075\(1\)\(e\)](#)
[ORS 332.107](#)
[ORS 339.450 - 339.460](#)

[OAR 581-015-2255](#)
[OAR 581-021-0045 – 0049](#)
[OAR 581-022-2308\(2\)](#)
[OAR 581-026-0005](#)

[OAR 581-026-0700](#)
[OAR 581-026-0705](#)
[OAR 581-026-0710](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2022).

~~OREGON SCHOOL ACTIVITIES ASSOCIATION, OSAA HANDBOOK.~~

Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

Senate Bill 1522 (2022).

OSBA Model Sample Policy

Code: JGAB
Adopted:

Use of Restraint or Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator[, or volunteer], it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.

4. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
6. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
 8. “Prone restraint” means a restraint in which a student is held face down on the floor.
 9. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall utilize the [²] training program of restraint or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and seclusion.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;

[² The district must identify the program utilized for training.]

7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics³ of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website, and to the Board.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023.[This appeal process is identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.]

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff.

END OF POLICY

Legal Reference(s):

ORS 161.205	ORS 339.300	OAR 581-021-0563
ORS 339.250	ORS 339.303	OAR 581-021-0566
ORS 339.285		OAR 581-021-0568
ORS 339.288	OAR 581-021-0061	OAR 581-021-0569
ORS 339.291	OAR 581-021-0550	OAR 581-021-0570
ORS 339.294	OAR 581-021-0553	OAR 581-022-2267
ORS 339.297	OAR 581-021-0556	OAR 581-022-2370

³ Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

OSBA Model Sample Policy

Code: AC-AR
Adopted:

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: 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 10 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 or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee 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 or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a 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 the 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 or designee.

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 Board vice chair.

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 appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

¹ 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:

<input type="checkbox"/> Race	<input type="checkbox"/> Mental or physical disability	<input type="checkbox"/> Age
<input type="checkbox"/> Color	<input type="checkbox"/> Marital status	<input type="checkbox"/> Sexual orientation
<input type="checkbox"/> Religion	<input type="checkbox"/> Familial status	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Sex	<input type="checkbox"/> Economic status	<input type="checkbox"/> Discriminatory use of a Native American mascot
<input type="checkbox"/> National or ethnic origin	<input type="checkbox"/> Veterans' status	<input type="checkbox"/> Other _____
<input type="checkbox"/> Gender identity		

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.

OSBA Model Sample Policy

Code: EFA-AR
Revised/Reviewed:

Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components, representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. "Entree item" means an item that is either:
 - a. A combination food of meat or meat alternate and whole grain rich food; or
 - b. A combination food of vegetable or fruit and meat or meat alternate; or
 - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
 - d. Grains only when served in the SBP.
5. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
6. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
7. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
8. "Oregon Smart Snacks Standards"¹ means the minimum nutrition standards for competitive foods and beverages.
 - a. Food items, including accompaniment foods, must:
 - (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
 - (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or

¹ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

D

- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; and
- (5) Meet all the competitive food nutrient standards:

(a) Calories:

(i) Snacks contain no more than:

- 1) 150 calories as packaged or served for elementary level;
- 2) 180 calories as packaged or served for middle school level; and
- 3) 200 calories as packaged or served for high school level.

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(ii) Entrees contain no more than 350 calories as packaged or served.

- (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.

Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.

- (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.

Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.

- (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
- (e) Sugar must be no more than 35 percent by weight.

(i) Exempt from the sugar standard are:

- 1) Dried whole fruits or vegetables;
- 2) Dried whole fruit or vegetable pieces;
- 3) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
- 4) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).

(f) Sodium:

- (i) Snacks contain no more than 200 mg sodium per item as packaged or served.
- (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.

- (g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

(h) Exempt from all nutrients standards on any day are:

- (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
- (ii) Fruit packed in 100 percent juice, extra light or light syrup.
- (iii) Canned vegetables that contain a small amount of sugar for processing purposes.
- (iv) [Sugar-free chewing gum.]

(i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs are exempt from the nutrient standards for:

- (i) Calories;
- (ii) Total fat;
- (iii) Saturated fat;
- (iv) Transfat;
- (v) Sodium; and
- (vi) Sugar.

b. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
- (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;

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- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 180 calories;
- (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
- (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

- c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

- 9. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 10. “School campus” means all areas of property under the jurisdiction of the school that are accessible to students during the school day.
- 11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

Nutrition Promotion and Nutrition Education

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students’ eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

Nutrition education at all levels of the district’s curriculum shall include the following essential components designed to help students learn:

- 1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary

supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;

2. Age-appropriate nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

Food and Beverage Marketing

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment and product purchase or replacement to reflect the applicable food and beverage marketing guidelines established by the district wellness policy.

"Food and beverage marketing" is defined as advertising and other promotions in schools. Food and beverage marketing often include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

This term includes, but is not limited to, the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards;

Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance;

4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district;
5. Advertisements in school publications or school mailings;
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Physical Activity and Physical Education

In order to insure students are afforded the opportunity to engage in physical activity and physical education in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;

2. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. All physical education classes will be taught by licensed physical education teachers and/or appropriately licensed teachers as outlined by the Teacher Standards and Practices Commission (TSPC);
5. Daily recess period(s) will be provided that will not be used as a punishment or a reward.

Nutrition Guidelines and Food Services Operation

In order to support a school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP [and SBP] meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP[, [and] [SBP] [Special Milk Program (SMP)]] maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals [or free milk] in accordance with the National School Lunch Act;
4. The school's NSLP[, [and] [SBP] [SMP]] operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable nutrition standards set by the USDA and the Oregon Smart Snacks Standards. A school or district, that operates or contracts the food service component of their NSLP and SBP, shall form a nutrition advisory committee comprised of staff, students and parents. Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place to provide families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special dietary needs:

- a. The district will provide substitute foods to students with a disability² that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions.
 - b. Such 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.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair; and
 - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), § 1766(a)), as those regulations and guidance apply to schools.

Competitive Food Sales

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks Standards.

The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

Other Foods Offered or Sold

Foods and beverages sold [or offered] in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks Standards.

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

² 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.

[Employee Wellness³

The district's Employee Wellness Program [may] [shall] include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees. "Employees" are not limited to instructional staff (i.e. teachers and instructional assistants), but includes all administrators and support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);
2. District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).]

Other Activities that Promote Student Wellness

The district will provide the following activities and encourage the following practices which promote local wellness:

1. [Scoliosis screenings;]
2. [Safe Routes to Schools Program;]

³ [This language is optional and not required by state or federal law.]

3. [Physically active community engagement (e.g., skate night, fun run, dance night);]
4. [Nonfood-related fund raisers;]
5. [Physical activity brain breaks during transitions from one subject to another;]
6. [Intramural sports;]
7. [Monthly/Weekly school walks;]
8. [Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;]
9. [The use of alternates to food as rewards in the classroom;]
10. [Support groups for overweight and underweight students, and those students who struggle with nutrition and physical activity;]
11. [Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;]
12. [Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).]

Staff Development

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food service personnel will receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; and other topics directly relevant to the employee's job duties. The principal is responsible to ensure such training is made available, including but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;
8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and

9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. Staff are encouraged to cooperate within their own schools and with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
8. Staff encourages and provides support for parental involvement in their children's physical education[;][.]
9. [Materials promoting physical activity are sent home with students[; and][.]
10. [Physical activity is a planned part of all school-community events.]

Program Evaluation

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students, and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;

5. Teachers and school nutrition and food service personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;
7. [Teachers provide physical activity instruction and programs that meet the needs and interests of all students;]
8. Families and community organizations are involved, to the extent practicable, in nutrition education; and
9. One or more persons within the district or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements.

OSBA Model Sample Policy

Code: GCDA/GDDA-AR
Revised/Reviewed:

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee¹[, whether full-time or part-time,] and not requiring licensure under Oregon Revised Statute (ORS) 342.223 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 contractor²[, 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. {³}A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.

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 {If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal records checks on these volunteers. Choose the bracketed language options in 7, 8 and/or 9 of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy IICC – Volunteers with chosen language here.}

8. [A volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy⁴ by the district as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints.]
9. [A volunteer that is not likely to have direct, unsupervised contact with students [will] [will not] be required to undergo an in-state criminal records check.]

Exceptions

A newly hired employee⁵ is not subject to fingerprinting if:

1. The district has evidence on file that the ~~employee~~ person 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; or
2. {⁶} The Oregon Department of Education (ODE) determines the person:
 - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
 - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
 - c. Remained continuously licensed or registered with the TSPC.

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] [will] 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] [will] result in immediate termination from the ability to volunteer in the district.] [The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.]

⁴ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

⁵ Any individual hired within the last three months.

⁶ {This revision to TSPC rules sunsets July 1, 2024.}

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].
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 contractors⁷, shall be paid by the [individual] [district].
2. [An individual offered a contract or employment by the district may, only upon request, request that the amount of the fee be withheld from the amount otherwise due the individual in accordance with Oregon law.]
3. Fees associated with required criminal records checks for volunteers shall be paid by the [individual] [district].
4. [Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [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

⁷ 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.

- b. Notification⁸ 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] [will] 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 appeals 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 [will] [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 [will] [may] be denied the ability to volunteer in the district.]

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.

⁸ 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.

November 14, 2022

Re: Appointing Interim Board Member

1. At beginning of the interview/appointment process, the Board Chair will:

- Thank the applicants for their willingness to serve
- Introduce the process for the evening
- State the length of the appointment (June 30, 2023)
- Share the process for running for election as a regular board member; contact County elections office by the middle of March to file to run for office.

2. Interview Process:

- Each candidate will be asked the same question and have an opportunity to answer in turn.
- The turn for 1st response will be rotated with each question.
- Board members may take notes on the question document provided.
- Each Director will have one sheet per candidate, candidate and Director's names will be written on each sheet.
- Paperwork will be collected at the end of the meeting

3. Decision Making:

Majority Vote: 3 Votes is a majority

- Discuss the merits of each applicant giving rationale and how it relates to the work and balance of the board as a whole.
- Paper ballot will be cast by each sitting Director
- Board Secretary will read the result into the record

If majority is not achieved:

- The Board Chair will stimulate conversation amongst the board concerning the needs of the candidate for the work of the board.
- Discussion
- Revote

If majority cannot be reached, the position may remain open and stand for election in the spring.