

PUBLIC NOTICE

OAKRIDGE SCHOOL DISTRICT #76

"Schools and community partnering to prepare students for productive citizenship."

Board Meeting

Date: Monday, October 12, 2020

Time: 6:00 p.m.

Location: Join Zoom Meeting

<https://us02web.zoom.us/j/82746526517?pwd=N1htdCtOUUV1dkNaVU8ydlh6QStadz09>

Meeting ID: 827 4652 6517

Password: 5MuyUH

One tap mobile

+13462487799,,82746526517#,,1#,762145# US (Houston)

+16699009128,,82746526517#,,1#,762145# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 827 4652 6517

Password: 762145

Find your local number: <https://us02web.zoom.us/j/82746526517?pwd=N1htdCtOUUV1dkNaVU8ydlh6QStadz09>

- 1. Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.**

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 meeting or discuss a matter with the superintendent, please call the district office at 782-2813.

Posted 10/9/2020

Oakridge School District No. 76
47997 W 1st St
Oakridge, OR 97463
Oakridge School District Board Room

The Oakridge School District Regular Board Meeting is a meeting that is held in public each month. Public comment is accepted twice at each meeting, once at the beginning of the meeting and once at the end of the meeting.

Personnel complaints will not be heard at Regular Board Meetings, and individuals with concerns regarding personnel should follow the Complaint Procedure Policy. Copies are available at every Board meeting and on the District website.

Regular Session

Regular School Board Meeting

Monday, October 12, 2020

6:00 p.m. – Virtual Zoom Meeting (see link below)

Join Zoom Meeting

<https://us02web.zoom.us/j/82746526517?pwd=N1htdCtOUUV1dkNaVU8ydHh6QStadz09>

Meeting ID: 827 4652 6517

Password: 5MuyUH

One tap mobile

+13462487799,,82746526517#,,1#,762145# US (Houston)

+16699009128,,82746526517#,,1#,762145# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 827 4652 6517

Password: 762145

Find your local number: <https://us02web.zoom.us/j/82746526517?pwd=N1htdCtOUUV1dkNaVU8ydHh6QStadz09>

AGENDA

- A. Approval of the Regular Meeting Minutes of September 14, 2020 (Action)**
- B. Public Comment**
- C. Announcements/Correspondence (Information Only)**
 - 1. Fair Dismissal Appeals Board (FDAB) – Vacancy Notification**
 - 2. Veteran’s Day - Wednesday, November 11 (Planning Discussion)**
 - 3. OSBA Annual Virtual Fair - <https://osbavac2020.pathable.co/>**
- D. Review Expenditures for July and August – Accounts Payable/General Funds/Special Funds/OSD Bond 2018 - Handout**
- E. Reports (Discussion)**
 - 1. Superintendent Report - Reta Doland**
 - 3. McKinney Vento/Attendance Report – Mark Osborn**
 - 4. OJSH Report – Greg Chapman**
 - 5. OES Report – Peter Iten**
 - 6. Special Education Student Services Report – Chad Harrison**
- F. Unfinished Business**
 - 1. Policy Update (2nd Reading/Possible Action)**
 - **GBEA Workplace Harassment**
 - **GBEA-AR Workplace Harassment Reporting and Procedure**

- GBNAA/JHFF Reporting Requirements for Suspected Sexual Conduct with Students
- GBNAA/JHFF-AR Suspected Sexual Conduct Report Procedures and Form
- JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students
- JHFF/GBNAA-AR Suspected Sexual Conduct Report Procedures and Form

G. New Business

1. **Policy Update (1st Reading)**
 - BBF Board Member Standards of Conduct (Version 1 & 2)
 - BBFC Reporting of Suspected Abuse of a Child
 - BDC Executive Sessions
 - GBA Equal Employment Opportunity
 - GBA-AR Veteran's Preference
 - LBEA Resident Student Denial for Virtual Public Charter School Attendance
 - LBEA-AR Public Charter Schools
2. **Resolution 21-05: SRGP Seismic Rehabilitation Grant Program (Possible Action)**
3. **OSEA Contract (Action)**
4. **Lane ESD – School District Transit Dollar Request for Fiscal Year 2021-22 (Action)**
5. **Division 22 Report (Action)**

H. Personnel

1. **Employee Recommendation(s) (Action)**
 - Certified
Ken Myers, Educational Assistant, Life Skills, 8 hours per day (Effective September 28, 2020)
 - Classified
Ashley Maslach, Head Cook, 8 hours per day (Effective September 28, 2020)

I. Executive Session pursuant to ORS 192.660 (2)(i) Review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing. Executive Session pursuant to ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session pursuant to ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

J. Post Public Comment

K. Future Agenda Items

1. **Next Regular School Board Meeting, November 9, 2020, 6:00 p.m., Virtual Zoom Meeting**
2. **Board Work Session TBD**

L. 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 10/7/2020

Oakridge School District No. 76
BOARD OF DIRECTORS

REGULAR SESSION

September 14, 2020

The meeting of the Board of Directors of Oakridge School District No. 76 was convened at 6:02 p.m. remotely by virtual Zoom meeting connection and called to order by Chair Weddle. In addition to the Chair, those present were directors Hardy, Edmunds, McPherson and Martin. Also present was Superintendent Doland, Business Manager Peggy Mahla, Confidential Secretary Lori McMahon, and Confidential Secretary Robyn Schreiber.

Other Attendees: Kathy Pounds, Michael on the music pad. Ray Yarbrough

Additions and Changes to the Agenda: None.

A. Chair Weddle read the Public Meeting Statement. All personnel are reminded to follow the established complaint procedure policy.

B. PUBLIC COMMENT -- None.

C. APPROVAL OF MINUTES -- *Director Hardy moved to approve the Regular Meeting Minutes of August 10, 2020 and Special Meeting Minutes for September 3, 2020. The motion was seconded by Director McPherson and the motion carried with all Directors present voting yes.*

D. ANNOUNCEMENTS / CORRESPONDENCE (Information Only)

1. **Letter dated August 11, 2020 Lane County Health RE: Operational Blueprint**
Acknowledgement for School Reentry plans have been received from OSD.
2. **Division 22 Update** -- Superintendent Doland shared that the timeline for submitting Division 22 for the 19-20 fiscal year has shifted to October.

E. Review Expenditures for July - General Funds/Special Funds/OSD Bond 2018 -- Peggy Mahla, Business Manager shared that this Review has been moved to next month.

F. Reports (discussion)

1. **Superintendent's Report** -- Superintendent Doland shared information about School Reopening.

Board Minutes

September 14, 2020

- a. Superintendent Doland shared updated information from the recent USDA meeting. Indications show that approval to begin work, regarding the Generator/Locker Room Project is coming in the next few days.
- b. Regarding Comprehensive Distance Learning, the District is working on getting internet access to as many families as possible. Hotspots and extended wi-fi are in the works. Families can also drive up and access the internet on School grounds. 100 Chromebooks will be made available to those in need. We have a great team working to get those out. The smoke from wildfires has impacted our start to the school year. We will begin school with staggered start days. Meals will be served once the air quality becomes safe to do so.

G. UNFINISHED BUSINESS

1. Policy Update (Possible Action)

- a. **AC-AR Discrimination Complaint Procedure (Revision/Action)** -- *Director Hardy moved to keep all language, except for the language regarding Charter Schools, which should be removed due to irrelevance. Director Edmunds seconded and the motion carried with all Directors present voting yes.*
- b. **EEA Student Transportation (Revision/Action)** -- *Director Martin moved to approve the updated changes. Director Hardy seconded and the motion carried with all Directors present voting yes.*
- c. **GBEA Workplace Harassment (1st Reading)**
- d. **GBEA-AR Workplace Harassment Reporting and Procedure (1st Reading)**
- e. **GBNNA/JHFF Reporting Requirements for Suspected Sexual Conduct with Students (1st Reading)**
- f. **GBNNA/JHFF-AR Suspected Sexual Conduct Report Procedures and Form (1st Reading)**
- g. **JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students (1st Reading)**
- h. **JHFF/GBNAA-AR Suspected Sexual Conduct Report Procedures and Form (1st Reading)**

H. NEW BUSINESS

1. Resolutions 2020-21 Fiscal Year (Action)

- a. **21-03 Elementary and Secondary School Emergency Relief Fund (ESSER)** -- First round of funds will go towards Comprehensive Distance Learning \$404,488.89.
- b. **21-04 E-Rate** -- Funds spent on technology including replacing servers.
Director Hardy moved to approve Resolutions 21-03 and 21-04, described above.
Director Martin seconded and the motion carried with all Directors present voting yes.

Board Minutes

September 14, 2020

2. **2020-21 Salary Schedule - for employees not covered by union representation**
(Action) Director McPherson moved to approve the Salary Schedule. Director Hardy seconded and the motion carried with all Directors present voting yes.

I. PERSONNEL ITEMS

1. **Employee Recommendation(s) (Action)**

Confidential

Robyn Schreiber, Confidential Secretary, 8 hour per day (Effective September 8, 2020)

Employee Resignation(s)

Classified

Kathryn Brewer, OJSH Head Cook (Effective September 11, 2020)

Leave of Absence Request

Classified

Linda Love, Educational Assistant (Effective September 14, 2020 for the 20-21 school year)

Director Hardy moved to approve the recommended employee actions. Director Martin seconded and the motion carried with all Directors present voting yes.

2. **2020-21 Extra Duty Contracts, as listed in the Board Packet (Action)**

- a. Set aside, for the moment “Activity director” - do not hold in abeyance.
- b. Holding asterisk positions in abeyance until further notice. Those contracts without an asterisk are being approved for extra duty.

Director Hardy moved to approve the Extra Duty Contracts (with the revision of the Athletic Director). Director Edmunds seconded and the motion carried with Directors Weddle, Edmunds, Hardy and McPherson voting yes, and Director Martin voting no.

J. EXECUTIVE SESSIONS -- Superintendent Doland announced there will be no Executive Session this meeting (due to connectivity issues).

SPECIAL THANKS (Reflection) -- The Board would like to give a special “Thank You” to Confidential Secretary Lori McMahon for her 22 years of dedicated and excellent service. May she enjoy her retirement! Chair Weddle reflects on their early years working together. A modest and thoughtful gift is presented as a token of appreciation.

K. POST-PUBLIC COMMENT -- None.

L. Future Agenda Items

1. Next Regular Board Meeting is scheduled for Oct 12, 2020 at 6pm. The meeting is planned to be held by Zoom.

Board Minutes

September 14, 2020

M. ADJOURN -- The meeting was adjourned at 7:40pm

APPROVED:

LJM

CHAIRMAN

SUPERINTENDENT

From: La'Nell Trissel <ltrissel@osba.org>
Sent: Friday, October 2, 2020 12:12 PM
To: Lori McMahon <lmcmahon@oakridge.k12.or.us>
Subject: FDAB Openings for School Board Members

This message was sent by OSBA on behalf of: Richard Donovan, rdonovan@osba.org.

Dear Board Secretaries,

I write to make you aware that the Fair Dismissal Appeals Board, or "FDAB," has a number of openings for school board members. We have traditionally tried to help fill vacancies and would appreciate your help in informing your board members about these openings. FDAB exists to hear appeals of teacher and administrator dismissal. FDAB consists of 24 members appointed from specific categories, as dictated by statute, specifically ORS 342.930 and a few other statutes. In terms of how FDAB works, it's composed as follows:

- Six members must be administrators in common or union high school districts. One member may be retired prior to appointment if the member had been previously employed as an administrator.
- Six members must be contract teachers, which one member can be a retired contract teacher. One member may be retired prior to appointment if the member had been previously employed as a contract teacher.
- **Six members must be members of common or union high school district boards at the time of their appointment.** (Note: that includes ESD board members.)
- Six members may not have any affiliation with any common or union high school district.

Statute also prescribes some size restrictions based on district enrollment. Three of six members have to be from different-sized districts, as follows:

- A school district with an average daily membership of less than 1,500 students;
- A school district with an average daily membership of 1,500 to 4,500 students; and
- A school district with an average daily membership of greater than 4,500 students.

When an appeal makes it to FDAB, a panel of three members are appointed to that case. One of these members will be a school board member, and panel members are selected in part based on their schedule. The hearings take place in the community where the appeal is from. ODE pays members for travel expenses to and from the meeting and hearings. As to the number of hearings per year it, in recent years the FDAB caseload has ranged from 0 to 12 cases, but not all went to hearing. Also, there is normally one annual meeting in October which lasts about two hours. This meeting is in Salem but there is also a phone in option. Since the onset of the COVID-19 emergency, FDAB hearings have been postponed, and if they were to be scheduled during the emergency, then I fully expect FDAB would meet virtually.

Currently, all six school board member slots need to be filled. This is unusual, and I think it's an opportunity. Because we have need for all six spots, anyone who applies will be given consideration. We need members from all district sizes and, ideally, members from across the state.

Please pass this information along to your school board members. We need volunteers from districts of all sizes and all parts of Oregon.

If any school board member is interested, or if there are questions or concerns, please email me directly at: rdonovan@osba.org.

Sincerely,

Richard Donovan

(he/him/his)

Legislative Specialist

Oregon School Boards Association

1201 Court St. NE, #401

Salem, OR 97301

Office: 503-588-2800

Cell: 503-313-0856



ReplyForward

Oregon School Boards Association

Virtual Annual Convention

2020

<https://osbavac2020.pathable.co/>

- Live and pre-recorded musical performances from students throughout Oregon
- Student Art Showcases
- Oregon School Board “Member of the Year” Awards
- Keynote Speaker – The Rev. Bryant Marks: “Implicit Bias in the Age of Covid-19”
- Student Panel on Current Events
- “The Next Voice You Hear: Oregon’s Gen Z Looks to the Future”
- Virtual Meeting Rooms
 - Themed Networking Groups
 - One-on-One Meetings
 - Region Roundtables

Monday, November 2



4:00 PM PST - 5:00 PM PST

Monday, November 2

Practice Session: The Role of the School Board Member in the Rollout of HB 2845 – the Ethnic Studies bill

Jessica Arzate, Kendra Hughes, Amit Kobrowski, Helen Ying

Saturday, November 14



8:00 AM PST - 12:30 PM PST

Saturday, November 14

EXHIBITORS

Exhibitor/Vendor Hall Open

8:00 AM PST - 8:45 AM PST

Saturday, November 14

THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM
Board Equity & Anti-Racism Interests Spencer Lewis, Haley Percell	Board Officers (Chairs & Vice Chairs) Renee Sessler	COVID-19 Lessons Learned - large districts Kris Howatt, Maureen Wolf	COVID-19 Lessons Learned - mid-sized districts Brandy Penner	COVID-19 Lessons Learned - remote & rural districts Chris Cronin, Scott Rogers

THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM
Charter School Interests Kristen Miles	Coalition of School Administrators Colin Cameron, Krista Parent	Conversation with the Oregon Community College Association Cam Preus	Conversation with the Oregon PTA Kristi Dille, Otto Schnell	New to Virtual Conferences? Q & A Help & Support Vince Adams

THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM	THEMED NETWORKING ROOM
Oregon Association of Education Service Districts Gary Peterson, Rose Wilde	Oregon Association of School Business Officials Angie Peterman	Oregon School Board Members of Color Caucus Bill Graupp	Q & A with Oregon Department of Education Colt Gill, Scott Nine, Carmen Urbina	Small Schools Association Michael Carter

8:45 AM PST - 9:00 AM PST

Saturday, November 14

BREAK**VISIT WITH OSBA'S DEPARTMENTS****Break****Meet with the OSBA Director of Legal Services and PACE Administrator**

Dave Harvey, Haley Percell, Meghan Peterson



9:00 AM PST - 10:20 AM PST

GENERAL SESSION

Opening General Session- Leadership Lessons Learned from COVID-19 and Implicit Bias in the Age of COVID-19

Kevin Cassidy, Colt Gill, Jim Green, Craig Hawkins, Bryant Marks

Saturday, November 14

10:20 AM PST - 10:50 AM PST

BREAK

Break

VISIT WITH OSBA'S DEPARTMENTS

Meet with OSBA Policy Services Department Staff

Jean Chiappisi, Leslie Fisher, Colleen Forcier, Spencer Lewis, Rick Stucky

Saturday, November 14

10:50 AM PST - 11:35 AM PST

Saturday, November 14

WORKSHOP

EQUITY & DIVERSITY

**All Students
Belong**

Colt Gill, Carmen Urbina



WORKSHOP

Charter**Schools: Policy
and
Governance
Considerations
in the 2020-21
School Year**Spencer Lewis, Kristen
Miles

WORKSHOP

**Mental Health
Integration:
Development,
Maintenance,
Sustainability**Sabrina Alexander, Joe
Leykam, Ryan Noss

WORKSHOP

EQUITY & DIVERSITY

**Responding to
Hate in Public
Schools**Jessica Acee, Patrick
Griffin, Rose Wilde

WORKSHOP

**Successful
Superintendents,
Successful
School Boards**Vince Adams, Melissa Goff,
Krista Parent, Jennifer
Ward

EQUITY & DIVERSITY

WORKSHOP

**The Role of the School Board Member in the
Rollout of House Bill 2845, the Ethnic Studies
Bill**

Jessica Arzate, Kendra Hughes, Amit Kobrowski, Helen Ying



WORKSHOP

**Understanding Academic Growth After School
Closure**

Cheryl Davis, Robin DeLoach, Ella Taylor



11:35 AM PST - 11:50 AM PST

Saturday, November 14

BREAK

Break

VISIT WITH OSBA'S DEPARTMENTS

**Meet with OSBA Communication Services
Department Staff**

Jake Arnold, Rachel Baker, Erin Good, Gina Hutchinson, Alex Pulaski

11:50 AM PST - 12:05 PM PST		Saturday, November 14
GENERAL SESSION		
OSBA Annual Business Meeting		
Scott Rogers		
12:05 PM PST - 12:50 PM PST		Saturday, November 14
GENERAL SESSION		
Lunch Programming: Legislative Message/Capitol Watch		
Richard Donovan, Lori Sattenspiel		
12:50 PM PST - 1:05 PM PST		Saturday, November 14
BREAK		
Break		VISIT WITH OSBA'S DEPARTMENTS
		Meet with OSBA Labor Services Department Staff
		Marie Dudgeon, Michael Osmanski

1:05 PM PST - 1:50 PM PST				Saturday, November 14			
REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES
Central Region Roundtable Patti Norris	Charter Schools Meeting Kristen Miles	Clackamas Region Roundtable Libra Forde, Liz Hartman	Douglas/South Coast Region Roundtable Jackie Crook	Eastern Region Roundtable Kevin Cassidy, Chris Cronin			
REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES
Gorge Region Roundtable Scott Rogers	Lane Region Roundtable Linda Hamilton	Linn/Benton/Lincoln Region Roundtable Sarah Finger McDonald	Marion Region Roundtable Melissa LaCrosse, Tass Morrison	Multnomah Region Roundtable Kris Howatt, Sonja Mckenzie, Michelle Vo			
REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES	REGION ROUNDTABLES
North Coast Region Roundtable Greg Kintz	Southeast Region Roundtable Lori Theros	Southern Region Roundtable Dianne Milhocko	Washington Region Roundtable LeeAnn Larsen, Erika Lopez, Maureen Wolf	Yamhill/Polk Region Roundtable Brandy Penner			
1:50 PM PST - 2:20 PM PST				Saturday, November 14			
BREAK				VISIT WITH OSBA'S DEPARTMENTS			
Break				Meet with OSBA Legislative Services Department Staff			
				Richard Donovan, Lori Sattenspiel, La'Neil Trissel			

2:20 PM PST - 3:05 PM PST

Saturday, November 14

WORKSHOP

Collaborative Governance Works!

Adrian DeLeon, Bryan Trendell



WORKSHOP

Consortium-based Virtual Learning Academies

Madeline Koenig, Erin Lair



EQUITY & DIVERSITY WORKSHOP

Diversity in District Administration: The Role of School Boards

Bill Graupp, Heidi Sipe



WORKSHOP

Executing Your District's Mission, Vision and Values Using 90-Day Improvement Cycles

Joe Behrman, Ryan Carpenter, Kathy Oropallo, Rochelle Shibahara



WORKSHOP

Exploring Ways to Increase Community Engagement

Pat Ketcham, Amber Ryerson, Ella Taylor



WORKSHOP

EQUITY & DIVERSITY

Overcoming the Digital Divide in Our Communities

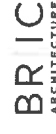
Sami Al-AbdRabbuh, Satya Chandragiri, Suzanne West



WORKSHOP

Responding to Adl's Act: Suicide Prevention, Intervention and Postvention Policy Step by Step

Kahae Rikeman, Parker Sczeapanik



3:05 PM PST - 3:25 PM PST

Saturday, November 14

BREAK

Break

VISIT WITH OSBA'S DEPARTMENTS

Meet with OSBA Board Development Department Staff

Vince Adams, Sarah Herb, Steve Kelley, Kristen Miles, Renee Sessler, Amber Smith

3:25 PM PST - 4:00 PM PST

Saturday, November 14

GENERAL SESSION

Closing General Session- The Next Voice You Hear: Oregon's Gen Z Looks to the Future and Closing Remarks

Kevin Cassidy, Alexa Castanon, Gia Faith, Jim Green, Alex Pulaski

Review of Expenditures for July 2020

Our total operating budget for 2020-2021 is \$15,885,262

We spent \$233,079 operate the month of July. That is 1.47% of the total District operating budget. This total includes all expenditures including payroll.

Through July 31, we have encumbered and expended \$5,744,028 from a General Fund budget of \$8,216,130. This represents 69.91% of the General Fund budget.*

Through July 31, we have expended only a total of \$181,762 from the General Fund, which represents 2.21%

*Although we are 1 month into the fiscal year, as of July 2020 we have encumbered and expended 69.91% 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)

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:39:32

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 1/21

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	1,466,045.00	.92	1,234,630.72	.92	231,413.36	84.22
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	432,650.00	.00	442,272.86	.00	-9,622.86	102.22
1131	HIGH SCHOOL PROGRAMS	1,054,227.00	.82	994,870.62	.82	59,355.56	94.37
1132	HIGH SCHOOL EXTRACURR.	254,768.00	.00	32,344.87	.00	222,423.13	12.70
1140	PRE-KINDERGARTEN PROGRAM	36,085.00	.00	.00	.00	36,085.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	500.00	.00	.00	.00	500.00	.00
1221	LEARN CENTERS/STRUC&INTE	966,164.00	2,671.92	344,928.51	2,671.92	618,563.57	35.98
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	13,864.00	.00	.00	.00	13,864.00	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	180,076.00	.00	192,896.08	.00	-12,820.08	107.12
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	11,272.00	1,458.36	.00	1,458.36	9,813.64	12.94
2112	ATTENDANCE SERVICES	146,539.00	4,197.03	111,690.55	4,197.03	30,651.42	79.08
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	161,607.00	.00	43,189.44	.00	118,417.56	26.72
2130	HEALTH SERVICES	1,015.00	.00	.00	.00	1,015.00	.00
2150	SPEECH PATHOLOGY/AUDIO	109,129.00	.00	85,386.61	.00	23,742.39	78.24
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
2222	LIBRARY/MEDIA CENTER	55,973.00	.25	53,652.32	.25	2,320.43	95.85

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:39:32

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 1/21

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
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	18,000.00	.00	.00	.00	18,000.00	.00
2310	BOARD OF ED SERVICES	43,091.00	.00	131.64	.00	42,959.36	.31
2321	OFFICE OF SUPERINTENDENT	359,236.00	21,706.76	217,669.47	21,706.76	119,859.77	66.63
2329	OTHER EXECUTIVE ADMIN	124,867.00	96,669.00	195.00	96,669.00	28,003.00	77.57
2410	OFFICE OF PRINCIPAL SERV	422,820.00	208.00	483,656.54	208.00	-61,044.54	114.44
2520	FISCAL SERVICES	153,859.00	9,591.94	118,123.03	9,591.94	26,144.03	83.01
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	855,881.00	21,626.33	587,526.70	21,626.33	246,727.97	71.17
2543	CARE,UPKEEP OF GROUNDS	43,429.00	3,070.38	26,342.43	3,070.38	14,016.19	67.73
2551	SERVICE AREA DIRECTION	47,288.00	3,999.46	33,724.35	3,999.46	9,564.19	79.77
2552	VEHICLE OPERATION SERVIC	228,794.00	20.01	385,217.11	20.01	-156,443.12	168.38
2553	REIMBURSABLE FIELD TRIPS	14,249.00	.00	17,749.00	.00	-3,500.00	124.56
2554	NON-REIMBURSABLE TRIPS	42,272.00	.00	42,272.00	.00	.00	100.00
2558	SPECIAL ED TRANSPORT SVC	155,699.00	.00	.00	.00	155,699.00	.00
2660	TECHNOLOGY SERVICES	209,728.00	16,540.84	108,762.18	16,540.84	84,424.98	59.75
2700	SUPP. RETIREMENT PROGRAM	.00	.00	.00	.00	.00	.00
3360	WELFARE SERVICES	2,743.00	.00	1,870.95	.00	872.05	68.21
3361	WELFARE ACTIVITIES	45,000.00	.00	.00	.00	45,000.00	.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	3,162.88	.00	.12	100.00
5215	BUS REPLACEMENT TRANSFER	137,430.00	.00	.00	.00	137,430.00	.00
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:39:32

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 1/21

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTAL1

FUND - 100 - GENERAL FUND

FUNCTION	- - - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
6110	OPERATING CONTINGENCY	398,842.00	.00	.00	.00	398,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	8,216,130.00	181,762.02	5,562,265.86	181,762.02	2,472,102.12	69.91
TOTAL REPORT		8,216,130.00	181,762.02	5,562,265.86	181,762.02	2,472,102.12	69.91

CHECK	TOTAL	VENDOR
3128	\$ 46,012.65	SAIF CORPORATION
47359	\$ 12,107.16	FOODSERVICE SUSTAINABILITY SOLUTION
47360	\$ 5,403.05	FRONTLINE TECHNOLOGIES GROUP, LLC
47361	\$ 2,679.52	LOWELL SCHOOL DISTRICT 71
47362	\$ 98,354.00	PACE
47363	\$ 341.66	AMERICAN FIDELITY
47364	\$ 1,329.10	AMERICAN FIDELITY
47365	\$ 295.83	HEALTH SERVICES ADMINISTRATION
47366	\$ 575.00	HORACE MANN INSURANCE CO
47367	\$ 57.00	MASA
47368	\$ 188.11	OSEA
47369	\$ 8.00	OSEA/OAKRIDGE CHAPTER 46
47370	\$ 200.00	ANNIE SCHROEDER
47371	\$ 16.00	BUCKS REPAIR SHOP
47372	\$ 280.00	BULLFROG ENTERPRISES
47373	\$ 124.44	CENTURYLINK
47374	\$ 2,315.00	COSA
47375	\$ 940.00	DEPARTMENT OF ENVIRONMENTAL QUALITY
47376	\$ 140.50	DUCK DELIVERY
47377	\$ 4,737.76	EMERALD FRUIT/PRODUCE CO
47378	\$ 1,433.35	HOME DEPOT PRO
47379	\$ 16,000.00	INTERNATIONAL ACADEMY OF SCIENCE
47380	\$ 269.95	JERRYS BUILDING MATERIALS
47381	\$ 65.00	LAWRENCE COMPANY
47382	\$ 1,750.00	LIGHTSPEED SYSTEMS
47383	\$ 119.37	
47384	\$ 220.69	OAKRIDGE HARDWARE
47385	\$ 150.00	OETC
47386	\$ 3,500.00	OSBA
47387	\$ 185.00	OSU HORTICULTURE
47388	\$ 208.00	PACIFIC OFFICE AUTOMATION
47389	\$ 3,976.68	SAIF CORPORATION
47390	\$ 7,380.70	SYSCO
47391	\$ 170.84	TIAA BANK
47392	\$ 3,099.60	UMPQUA DAIRY PRODUCTS COMPANY
47393	\$ 80.02	VERIZON WIRELESS
47394	\$ 331.00	WASHINGTON STATE SUPPORT REGISTRY
87943	\$ 2,147.80	████████████████████
87944	\$ 1,402.31	████████████████
87945	\$ 945.15	████████████████
87946	\$ 934.27	████████████████████
87947	\$ 787.70	████████████████
87948	\$ 558.81	████████████████
87949	\$ 887.69	████████████████████
87950	\$ 59.00	████████████████████
87951	\$ 1,098.81	████████████████████
87953	\$ 215.24	████████████████████
V15773	\$ 6,804.22	████████████████
V15774	\$ 1,025.30	████████████████████
V15775	\$ 1,925.66	████████████████
V15776	\$ 1,587.94	████████████████████
V15777	\$ 1,747.17	████████████████████
V15778	\$ 4,209.27	████████████████
V15779	\$ 1,832.84	████████████████████
V15780	\$ 3,763.91	████████████████████
V15781	\$ 3,235.25	████████████████████
V15782	\$ 814.58	████████████████████████████████████
V15783	\$ 367.33	████████████████████
V15784	\$ 2,322.16	████████████████
V15785	\$ 723.65	████████████████████
V15786	\$ 990.00	████████████████████

\$ 255,431.04

Review of Expenditures for August 2020

Our total operating budget for 2020-2021 is \$15,885,262

We spent \$297,268 operate the month of August. That is 1.87% of the total District operating budget. This total includes all expenditures including payroll.

Through August 31, we have encumbered and expended \$5,949,712 from a General Fund budget of \$8,216,130. This represents 72.42% of the General Fund budget.*

Through August 31, we have expended only a total of \$357,831 from the General Fund, which represents 4.36%

*Although we are 2 months into the fiscal year, as of August 2020 we have encumbered and expended 72.42% 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)

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:43:11

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 2/21

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	1,466,045.00	635.43	1,235,040.87	636.35	230,367.78	84.29
1112	INTERMEDIATE PROGRAMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR. HIGH PROGRAMS	432,650.00	142.15	440,471.77	142.15	-7,963.92	101.84
1131	HIGH SCHOOL PROGRAMS	1,054,227.00	421.64	991,358.88	422.46	62,445.66	94.08
1132	HIGH SCHOOL EXTRACURR.	254,768.00	4,921.45	32,344.87	4,921.45	217,501.68	14.63
1140	PRE-KINDERGARTEN PROGRAM	36,085.00	.00	.00	.00	36,085.00	.00
1141	PRE-K	.00	.00	.00	.00	.00	.00
1210	TALENTED AND GIFTED	500.00	.00	.00	.00	500.00	.00
1221	LEARN CENTERS/STRUC&INTE	966,164.00	2,268.61	396,456.49	4,940.53	564,766.98	41.55
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	13,864.00	.00	.00	.00	13,864.00	.00
1272	EDUCATIONALLY DISADVANTA	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	180,076.00	.00	192,896.08	.00	-12,820.08	107.12
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	11,272.00	1,430.11	.00	2,888.47	8,383.53	25.63
2112	ATTENDANCE SERVICES	146,539.00	11,201.17	111,690.55	15,398.20	19,450.25	86.73
2115	STUDENT SAFETY	15,000.00	.00	.00	.00	15,000.00	.00
2120	GUIDANCE SERVICES	161,607.00	.00	43,189.44	.00	118,417.56	26.72
2130	HEALTH SERVICES	1,015.00	.00	162.65	.00	852.35	16.02
2150	SPEECH PATHOLOGY/AUDIO	109,129.00	.00	85,386.61	.00	23,742.39	78.24
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
2222	LIBRARY/MEDIA CENTER	55,973.00	.25	53,652.32	.50	2,320.18	95.85

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:43:11

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 2/21

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTAL1

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2223	MULTIMEDIA SERVICES	.00	.00	.00	.00	.00	.00
2230	ASSESSMENT AND TESTING	.00	.00	.00	.00	.00	.00
2240	INSTRUCTIONAL STAFF DEVE	18,000.00	.00	.00	.00	18,000.00	.00
2310	BOARD OF ED SERVICES	43,091.00	30.00	211.63	30.00	42,849.37	.56
2321	OFFICE OF SUPERINTENDENT	359,236.00	32,178.24	210,997.09	53,885.00	94,353.91	73.73
2329	OTHER EXECUTIVE ADMIN	124,867.00	.00	195.00	96,669.00	28,003.00	77.57
2410	OFFICE OF PRINCIPAL SERV	422,820.00	27,841.63	491,219.98	28,049.63	-96,449.61	122.81
2520	FISCAL SERVICES	153,859.00	12,158.63	118,123.03	21,750.57	13,985.40	90.91
2541	SERVICE AREA DIRECTION	.00	.00	.00	.00	.00	.00
2542	CARE,UPKEEP OF BLDGS SVC	855,881.00	46,214.44	569,875.32	67,840.77	218,164.91	74.51
2543	CARE,UPKEEP OF GROUNDS	43,429.00	2,810.34	26,126.86	5,880.72	11,421.42	73.70
2551	SERVICE AREA DIRECTION	47,288.00	3,548.53	33,724.35	7,547.99	6,015.66	87.28
2552	VEHICLE OPERATION SERVIC	228,794.00	-214.27	385,155.97	-194.26	-156,167.71	168.26
2553	REIMBURSABLE FIELD TRIPS	14,249.00	.00	17,749.00	.00	-3,500.00	124.56
2554	NON-REIMBURSABLE TRIPS	42,272.00	.00	42,272.00	.00	.00	100.00
2558	SPECIAL ED TRANSPORT SVC	155,699.00	88.56	.00	88.56	155,610.44	.06
2660	TECHNOLOGY SERVICES	209,728.00	30,391.67	108,547.18	46,932.51	54,248.31	74.13
2700	SUPP. RETIREMENT PROGRAM	.00	.00	.00	.00	.00	.00
3360	WELFARE SERVICES	2,743.00	.00	1,870.95	.00	872.05	68.21
3361	WELFARE ACTIVITIES	45,000.00	.00	.00	.00	45,000.00	.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	3,162.88	.00	.12	100.00
5215	BUS REPLACEMENT TRANSFER	137,430.00	.00	.00	.00	137,430.00	.00
5220	FOOD SERVICE TRANSFER	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION
DATE: 09/28/2020
TIME: 19:43:11

SELECTION CRITERIA: orgn.fund='100'
ACCOUNTING PERIOD: 2/21

OAKRIDGE SCHOOL DISTRICT 76
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTAL11

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
6110	OPERATING CONTINGENCY	398,842.00	.00	.00	.00	398,842.00	.00
7000	UNAPPROP END FUND BALANC	.00	.00	.00	.00	.00	.00
TOTAL	GENERAL FUND	8,216,130.00	176,068.58	5,591,881.77	357,830.60	2,266,417.63	72.42
TOTAL REPORT		8,216,130.00	176,068.58	5,591,881.77	357,830.60	2,266,417.63	72.42

CHECK	TOTAL	VENDOR
47374	-2315	COSA
47379	-16000	INTERNATIONAL ACADEMY OF SCIENCE
47395	50	ANNIE SCHROEDER
47396	960.85	BANNER BANK
47397	29.95	BANNER BANK
47397	-29.95	BANNER BANK
47398	252.75	C & K MARKETS INC
47399	225	CASCADE PLUMBING & SUPPLY INC
47400	400	CASH
47401	1194.02	CENTURYLINK
47402	1065.6	CENTURYLINK ACCESS
47403	206.37	CHEVRON AND TEXACO CARD SERVICES
47404	2255	COSA
47405	74.24	EWING
47406	12500	INTERNATIONAL ACADEMY OF SCIENCE
47407	11.5	LANE COUNTY PUBLIC WORKS
47408	27.6	MARK OSBORN
47409	-578	OREGON SMALL SCHOOLS ASSOCIATION
47409	578	OREGON SMALL SCHOOLS ASSOCIATION
47410	2325	OSBA
47411	106.35	SHERWIN WILLIAMS
47412	4776.77	WILLAMETTE ESD
47413	120	WORKS INTERNATIONAL, INC.
47414	44.12	ACCESS INFORMATION HOLDINGS, LLC
47415	24.16	CASH
47416	315.11	CIT
47417	119	COLLEGE ENTRANCE EXAMINATION BOARD
47418	8890.44	HOME DEPOT PRO
47419	156.95	INDUSTRIAL SOURCE
47420	32.5	LANE COUNTY PUBLIC WORKS
47421	0	LANE ELECTRIC CO-OP
47422	8384.2	LANE ELECTRIC CO-OP
47423	154.9	LEGO EDUCATION
47424	5359.04	LOWELL SCHOOL DISTRICT 71
47425	6	MINERS GRADUATE SERVICES
47426	771.7	OAKRIDGE SANI-HAUL
47427	1495.15	CITY OF OAKRIDGE
47428	578	OREGON SMALL SCHOOLS ASSOCIATION
47429	300	OREGON WATER SERVICES INC
47430	208	PACIFIC OFFICE AUTOMATION
47431	10.35	RETA DOLAND
47432	192.84	TIAA BANK
47433	2588.69	TREASURE BAY
47434	80.02	VERIZON WIRELESS
47435	566.66	AMERICAN FIDELITY
47436	1661.98	AMERICAN FIDELITY
47437	295.83	HEALTH SERVICES ADMINISTRATION
47438	100	MATRIX TRUST COMPANY
47439	575	HORACE MANN INSURANCE CO
47440	66	MASA
47441	274.35	OSEA
47442	12	OSEA/OAKRIDGE CHAPTER 46
47443	6150	APPTEGY, INC.
47444	19220	ARCLIGHT DYNAMICS, LLC
47445	305	BULLFROG ENTERPRISES
47446	-2369.6	CENTURYLINK
47446	2369.6	CENTURYLINK
47447	315.11	CIT
47448	360	THE COLLEGE BOARD
47449	15388.83	FIRST STUDENT, INC.

CHECK	TOTAL	VENDOR
47450	1033.2	HOME DEPOT PRO
47451	24468	INTERNATIONAL ACADEMY OF SCIENCE
47452	2580	LANE ESD
47453	22.67	
47454	6.95	
47455	12500	
47456	1520.42	OFFICE DEPOT
47457	2255	OSAA
47458	1820.5	OSBA
47459	710.29	PACIFIC OFFICE AUTOMATION
47460	15027	PIVOT ARCHITECTURE
47461	907.76	QUADIENT, INC
47462	14396.28	SHI
47463	13.98	SIERRA SPRINGS
47464	331	WASHINGTON STATE SUPPORT REGISTRY
47465	9	
87954	2146.81	XXXXXXXXXXXXXXXXXX
87955	266.98	XXXXXXXXXXXXXXXXXX
87956	1522.39	XXXXXXXXXXXXXXXXXX
87957	1872.08	XXXXXXXXXXXXXXXXXX
87957	-1872.08	XXXXXXXXXXXXXXXXXX
87958	691.28	XXXXXXXXXXXXXXXXXX
87959	670.02	XXXXXXXXXXXXXXXXXXXX
87959	-670.02	XXXXXXXXXXXXXXXXXXXX
87960	127.53	XX 旗XXXXXXXXXXXX
87961	962.43	XXXXXXXXXXXXXXXXXX
87962	1026.67	XXXXXXXXXXXXXXXXXX
87963	718.62	XXXXXXXXXXXXXXXXXXXX
87963	-718.62	XXXXXXXXXXXXXXXXXXXX
87964	376.09	XXXXXXXXXXXXXXXXXX
87965	59	XXXXXXXXXXXXXXXXXXXX
87966	250.86	XXXXXXXXXXXXXXXXXXXX
87967	1002.92	旗XXXXXXXXXXXXXXXXXX
87968	230.32	XXXXXXXXXXXXXXXXXXXXXX
87969	670.02	XXXXXXXXXXXXXXXXXXXXXX
87970	718.62	XXXXXXXXXXXXXXXXXXXX
87971	1872.08	XXXXXXXXXXXXXXXXXXXX
V15787	1942.43	XXXXXXXXXXXXXXXXXXXX
V15788	6621.05	XXXXXXXXXXXXXXXXXXXXXX
V15789	6804.22	XXXXXXXXXXXXXXXXXXXX
V15790	1924.69	XXXXXXXXXXXXXXXXXXXX
V15791	1331.5	XXXXXXXXXXXXXXXXXXXX
V15792	5127.12	XXXXXXXXXXXXXXXXXXXX
V15793	1690.61	XXXXXXXXXXXXXXXXXXXX
V15794	1589.76	XXXXXXXXXXXXXXXXXXXXXX
V15795	2408.18	XXXXXXXXXXXXXXXXXXXX
V15796	1086.21	XXXXXXXXXXXXXXXXXXXX
V15797	1831.81	XXXXXXXXXXXXXXXXXXXXXX
V15798	3762.86	XXXXXXXXXXXXXXXXXXXX
V15799	3306.66	XXXXXXXXXXXXXXXXXXXX
V15800	907.81	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
V15801	794.51	XXXXXXXXXX 旗XXXXXX
V15802	2321.14	XXXXXXXXXXXXXXXXXXXX
V15803	1723.92	XXXXXXXXXXXXXXXXXXXX
\$ 217,938.51		

2018 BOND Oakridge School District				Projects/Activities							Bond Proceeds OSCIM Grant		\$ 6,568,115.73 \$ 4,000,000.00	
Date paid	Vendor	Invoice	Interest	Closing Costs	Advertising	A/E Services	Construction	Misc Owner Expense	\$ 10,568,115.73					
11/21/2017	Daily Journal	743526386			\$ (259.90)					\$ (259.90)				
11/21/2017	Daily Journal	743527547			\$ (561.20)					\$ (561.20)				
1/10/2018	Dead Mt. Echo				\$ (66.00)					\$ (66.00)				
1/24/2018	State of Oregon	Prepay		\$ (200.00)						\$ (200.00)				
2/27/2018	Guard Publishing				\$ (130.00)					\$ (130.00)				
3/7/2018	Zions Bank	6637551-1		\$ (8,050.00)						\$ (8,050.00)				
3/7/2018	Guard Publishing	7184285			\$ (425.00)					\$ (425.00)				
3/7/2018	Daily Journal	743635444			\$ (115.00)					\$ (115.00)				
3/7/2018	Daily Journal	743659173			\$ (400.20)					\$ (400.20)				
3/7/2018	Pivot	00001				\$ (7,438.28)				\$ (7,438.28)				
3/22/2018	Moody's	266392		\$ (15,000.00)						\$ (15,000.00)				
3/31/2018	LGIP	March 2018	\$ 8,763.37							\$ 8,763.37				
4/30/2018	Pivot	00003				\$ (24,243.46)				\$ (24,243.46)				
4/30/2018	LGIP	April 2018	\$ 11,602.23							\$ 11,602.23				
5/17/2018	Pivot	00002				\$ (24,347.84)				\$ (24,347.84)				
5/31/2018	LGIP	May 2018	\$ 11,682.59							\$ 11,682.59				
6/26/2018	Amazon							\$ (65.00)		\$ (65.00)				
6/6/2018	Pivot	00004				\$ (30,523.34)				\$ (30,523.34)				
6/26/2018	Pivot	00005				\$ (17,209.84)				\$ (17,209.84)				
6/30/2018	LGIP	June 2018	\$ 12,588.26							\$ 12,588.26				
6/30/2018	Pivot	00006				\$ (31,803.37)				\$ (31,803.37)				
7/31/2018	LGIP	Jul-18	\$ 12,463.70							\$ 12,463.70				
8/20/2018	McKenzie Commercial	2					\$ (14,443.00)			\$ (14,443.00)				
8/31/2018	LGIP	Aug-18	\$ 12,049.77							\$ 12,049.77				
9/30/2018	LGIP	Sep-18	\$ 12,351.99							\$ 12,351.99				
9/30/2018	Pivot	00007				\$ (13,479.30)				\$ (13,479.30)				
9/30/2018	Pivot	00008				\$ (43,501.98)				\$ (43,501.98)				
10/8/2018	Brothers plumbing	5106					\$ (775.00)			\$ (775.00)				
10/13/2018	McKenzie Commercial						\$ (13,672.00)			\$ (13,672.00)				
10/22/2018	Pivot	00007B				\$ (54,714.75)				\$ (54,714.75)				
10/30/2018	Pivot	00009				\$ (36,750.62)				\$ (36,750.62)				
10/31/2008	LGIP	Oct-18	\$ 13,891.96							\$ 13,891.96				
11/16/2018	Pivot	00010				\$ (69,961.62)				\$ (69,961.62)				
11/30/2018	LGIP	Nov-18	\$ 13,459.38							\$ 13,459.38				
12/31/2018	LGIP	Dec-18	\$ 13,437.15							\$ 13,437.15				
12/11/2018	Cascade Plumbing	20642					\$ (98.00)			\$ (98.00)				
12/19/2018	Pivot	00011				\$ (99,800.56)				\$ (99,800.56)				
1/31/2019	LGIP	Jan-19	\$ 16,592.92							\$ 16,592.92				
1/31/2019	McKenzie Commercial	3					\$ (2,285.00)			\$ (2,285.00)				
1/31/2019	Pivot	00012				\$ (68,456.45)				\$ (68,456.45)				
2/28/2019	LGIP	Feb-19	\$ 13,087.78							\$ 13,087.78				
2/14/2019	Pivot	00013				\$ (69,354.01)				\$ (69,354.01)				
2/28/2019	Oakridge, City						\$ (1,620.71)			\$ (1,620.71)				
2/28/2019	Oakridge, City						\$ (38,241.16)			\$ (38,241.16)				

2018 BOND Oakridge School District			Projects/Activities							Bond Proceeds OSCIM Grant		Bond Proceeds OSCIM Grant	
Date paid	Vendor	Invoice	Interest	Closing Costs	Advertising	A/E Services	Construction	Misc Owner Expense					
2/28/2019	Oakridge, City						\$ (57,698.97)					\$ (57,698.97)	\$ (57,698.97)
3/25/2019	Pivot	00014				\$ (16,281.87)						\$ (16,281.87)	\$ (16,281.87)
3/31/2019	LGIP		\$ 13,852.69									\$ 13,852.69	\$ 13,852.69
4/5/2019	Oakridge, City						\$ (5.48)					\$ (5.48)	\$ (5.48)
4/17/2019	McKenzie Commercial						\$ (62,148.00)					\$ (62,148.00)	\$ (62,148.00)
4/1/2019	ODE							\$ (420.00)				\$ (420.00)	\$ (420.00)
4/26/2019	Pivot	00015				\$ (31,237.47)						\$ (31,237.47)	\$ (31,237.47)
4/30/2019	LGIP		\$ 13,496.68									\$ 13,496.68	\$ 13,496.68
5/31/2019	LGIP		\$ 13,949.36									\$ 13,949.36	\$ 13,949.36
5/31/2019	ODE							\$ (325.00)				\$ (325.00)	\$ (325.00)
5/20/2019	PIVOT	00016				\$ (15,162.35)						\$ (15,162.35)	\$ (15,162.35)
6/30/2019	LGIP		\$ 13,605.95									\$ 13,605.95	\$ 13,605.95
6/7/2019	McKenzie Commercial						\$ (82,539.00)					\$ (82,539.00)	\$ (82,539.00)
6/7/2019	Amazon								\$ (1,020.17)			\$ (1,020.17)	\$ (1,020.17)
6/10/2019	Banner Bank								\$ (3,898.01)			\$ (3,898.01)	\$ (3,898.01)
6/17/2019	Pivot					\$ (20,712.44)			\$ (215.00)			\$ (20,927.44)	\$ (20,927.44)
6/30/2019	McKenzie Commercial						\$ (622,376.00)					\$ (622,376.00)	\$ (622,376.00)
6/30/2019	McKenzie Commercial								\$ (3,292.00)			\$ (3,292.00)	\$ (3,292.00)
6/30/2019	Pivot					\$ (22,460.85)						\$ (22,460.85)	\$ (22,460.85)
6/30/2019	Western Mobile								\$ (1,050.00)			\$ (1,050.00)	\$ (1,050.00)
7/31/2019	LGIP		\$ 11,048.01									\$ 11,048.01	\$ 11,048.01
7/24/2019	Crim Info Services								\$ (317.00)			\$ (317.00)	\$ (317.00)
8/20/2019	FEI								\$ (5,118.50)			\$ (5,118.50)	\$ (5,118.50)
8/20/2019	Crim Info Services								\$ (182.00)			\$ (182.00)	\$ (182.00)
8/20/2019	Office Depot								\$ (8.70)			\$ (8.70)	\$ (8.70)
8/27/2019	McKenzie Commercial						\$ (1,093,147.00)					\$ (1,093,147.00)	\$ (1,093,147.00)
8/27/2019	Pivot					\$ (22,482.74)						\$ (22,482.74)	\$ (22,482.74)
8/27/2019	PACE								\$ (17,018.00)			\$ (17,018.00)	\$ (17,018.00)
8/31/2019	ODE								\$ 40.00			\$ 40.00	\$ 40.00
8/31/2019	LGIP INT		\$ 12,981.70									\$ 12,981.70	\$ 12,981.70
9/23/2019	McKenzie Commercial						\$ (2,778,199.00)					\$ (2,778,199.00)	\$ (2,778,199.00)
9/12/2019	Crim Info Services								\$ (50.00)			\$ (50.00)	\$ (50.00)
9/16/2019	Pivot					\$ (33,323.61)						\$ (33,323.61)	\$ (33,323.61)
9/30/2019	FEI								\$ (88.00)			\$ (88.00)	\$ (88.00)
9/30/2019	Home Depot								\$ (1,142.85)			\$ (1,142.85)	\$ (1,142.85)
9/30/2019	LGIP		\$ 6,308.83									\$ 6,308.83	\$ 6,308.83
10/31/2019	LGIP		\$ 7,708.33									\$ 7,708.33	\$ 7,708.33
10/11/2019	Work Pointe								\$ (29,339.92)			\$ (29,339.92)	\$ (29,339.92)
10/11/2019	Crim Info Services								\$ (26.00)			\$ (26.00)	\$ (26.00)
10/11/2019	McKenzie Commercial						\$ (605,852.00)					\$ (605,852.00)	\$ (605,852.00)
10/21/2019	Pivot					\$ (21,252.80)						\$ (21,252.80)	\$ (21,252.80)
10/31/2019	ODE								\$ (15.00)			\$ (15.00)	\$ (15.00)
11/30/2019	LGIP		\$ 7,319.01									\$ 7,319.01	\$ 7,319.01
11/18/2019	Pivot					\$ (11,524.43)						\$ (11,524.43)	\$ (11,524.43)

2018 BOND Oakridge School District			Projects/Activities							
			Bond Proceeds OSCIM Grant							
Date paid	Vendor	Invoice	Interest	Closing Costs	Advertising	A/E Services	Construction	Misc Owner Expense		
11/18/2019	McKenzie Commercial						\$ (316,215.00)		\$ (316,215.00)	
12/17/2019	McKenzie Commercial						\$ (216,541.00)		\$ (216,541.00)	
12/31/2019	LGIP		\$ 6,914.04						\$ 6,914.04	
1/9/2020	Pivot					\$ (14,620.01)			\$ (14,620.01)	
1/12/2020	Banner Bank							\$ (156.50)	\$ (156.50)	
1/16/2020	Budget Blinds							\$ (1,415.20)	\$ (1,415.20)	
1/30/2020	Pivot					\$ (4,305.13)			\$ (4,305.13)	
1/30/2020	McKenzie Commercial						\$ (38,475.00)		\$ (38,475.00)	
1/31/2020	LGIP		\$ 7,237.67						\$ 7,237.67	
2/10/2020	McKenzie Commercial								\$ (24,752.00)	
2/21/2020	Pivot					\$ (3,351.25)			\$ (3,351.25)	
2/29/2020	LGIP		\$ 6,885.57						\$ 6,885.57	
3/11/2020	BOLI							\$ (7,500.00)	\$ (7,500.00)	
3/16/2020	McKenzie Commercial						\$ (248,277.00)		\$ (248,277.00)	
3/24/2020	Pivot					\$ (3,712.50)			\$ (3,712.50)	
3/24/2020	School Speciality							\$ (8,548.90)	\$ (8,548.90)	
3/24/2020	McKenzie Commercial							\$ (4,969.00)	\$ (4,969.00)	
3/31/2020	LGIP		\$ 6,326.57						\$ 6,326.57	
4/24/2020	Integrated Electronics							\$ (294.00)	\$ (294.00)	
4/24/2020	Pivot					\$ (8,659.25)			\$ (8,659.25)	
4/24/2020	McKenzie Commercial							\$ (472.00)	\$ (472.00)	
4/30/2020	LGIP		\$ 4,942.89						\$ 4,942.89	
5/12/2020	McKenzie Commercial						\$ (130,288.00)		\$ (130,288.00)	
5/19/2020	McKenzie Commercial						\$ (117,293.00)		\$ (117,293.00)	
5/31/2020	LGIP		\$ 3,562.16						\$ 3,562.16	
6/4/2020	Pivot					\$ (25,505.50)			\$ (25,505.50)	
6/4/2020	School Speciality							\$ (5,615.40)	\$ (5,615.40)	
6/11/2020	McKenzie Commercial						\$ (912,783.00)		\$ (912,783.00)	
6/17/2020	Pivot					\$ (16,554.50)			\$ (16,554.50)	
6/30/2020	LGIP		\$ 2,917.00						\$ 2,917.00	
6/30/2020	Oakridge PR							\$ (707.77)	\$ (707.77)	
6/30/2020	Amazon							\$ (1,187.04)	\$ (1,187.04)	
6/30/2020	Pacific Plumbing							\$ (585.00)	\$ (585.00)	
6/30/2020	McKenzie Commercial						\$ (259,835.00)		\$ (259,835.00)	
6/30/2020	PIVOT					\$ (26,067.72)			\$ (26,067.72)	
7/31/2020	LGIP		\$ 2,386.04						\$ 2,386.04	
7/31/2020	McKenzie Commercial						\$ (175,206.00)		\$ (175,206.00)	
8/27/2020	PIVOT					\$ (15,027.00)			\$ (15,027.00)	
8/31/2020	LGIP		\$ 1,772.94						\$ 1,772.94	
9/14/2020	McKenzie Commercial						\$ (533,322.00)		\$ (533,322.00)	
9/14/2020	Banner Bank							\$ (1,519.98)	\$ (1,519.98)	
9/24/2020	PIVOT					\$ (17,646.98)			\$ (17,646.98)	
9/24/2020	Gray Bar Electrical							\$ (453.12)	\$ (453.12)	

2018 BOND Oakridge School District		Projects/Activities				
		Bond Proceeds				
		OSCIM Grant				

OSBA Model Sample Policy

Code: GBEA
Adopted:

Workplace Harassment *

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure² or nondisparagement³ agreement.

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

² A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

³ A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

Legal Reference(s):

<u>ORS 659A.001</u>	<u>ORS 659A.082</u>	<u>OAR 584-020-0040</u>
<u>ORS 659A.003</u>	<u>ORS 659A.112</u>	<u>OAR 584-020-0041</u>
<u>ORS 659A.006</u>	<u>ORS 659A.820</u>	
<u>ORS 659A.029</u>	<u>ORS 659A.875</u>	Senate Bill 479 (2019)
<u>ORS 659A.030</u>	<u>ORS 659A.885</u>	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

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

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 (2019).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

OSBA Model Sample Policy

Code: GBEA-AR
Revised/Reviewed:

Workplace Harassment Reporting and Procedure

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administration regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 or 659A.112 or section 4 of Senate Bill 479 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

Investigation Procedure

The ~~{position title(s)}~~ Superintendent [is] ~~{are}~~ responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves ~~{position title(s)}~~ the Superintendent, the employee may report to ~~{alternative position title(s)}~~ Board Chair(s). All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigator shall notify the complainant in writing that the

investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

[A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the [superintendent] ~~[human resources office].~~]

Step 2 If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the [superintendent] ~~[or designee]~~. Such appeal must be filed within [10] working days after receipt of the step 1 decision. The [superintendent] ~~[or designee]~~ shall review the investigators report and findings. The [superintendent] ~~[or designee]~~ will arrange such meetings with the complainant and other affected parties as deemed necessary by the [superintendent] ~~[or designee]~~ to discuss the appeal. The [superintendent] ~~[or designee]~~ shall provide a written decision to the complainant within [10] working days after receipt of the appeal.

[Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the [superintendent] ~~[or designee]~~ in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the [superintendent's] ~~[or designee's]~~ decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within ~~[20]~~ [30] days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

If the Board chooses not to hear the appeal, the [superintendent's] decision in Step 2 is final.]

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information¹ required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within [30] days, in open session what action if any is warranted. The Board chair shall notify the

¹ Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

complainant in writing within [10] days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Follow-up Procedures

The [position-title] Superintendent will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the [position-title] Superintendent received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The [position-title] Superintendent will document the record of this follow-up. The [position-title] Superintendent will continue follow-up in this manner until and unless the employee directs the [position-title] Superintendent in writing to stop.

Other Reporting Options and Filing Information

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

[Name of District]
[Address] | [Phone]

WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM

Name of person making report/complainant: _____

Position of person making report/complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of alleged misconduct: _____

Name of witnesses (if any): _____

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

[Name of District]
[Address] | [Phone]

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

OSBA Model Sample Policy

Code: GBNAA/JHFF
Adopted:

Reporting Requirements for Suspected Sexual Conduct with Students *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee [⁴], contractor, agent or volunteer] who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [⁵]~~designated licensed administrator~~ the Principal or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [~~licensed administrator~~ position title Lane ESD Superintendent] who shall report the suspected sexual conduct to the Board chair.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[⁴ The following language in brackets, i.e., [contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

[⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

[If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.]

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees^[6] designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;

[⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~[[strongly] [discouraged]~~ [prohibited].

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Senate Bill 155 (2019)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

OSBA Model Sample Policy

Code: GBNAA/JHFF-AR
Revised/Reviewed:

Suspected Sexual Conduct Report Procedures and Form *

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed¹ through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees [²] in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the [Lane ESD Superintendent licensed administrator position title] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave³ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor [⁴], an agent or a volunteer, the district [may] ~~[shall]~~ prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.]

¹ "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

² Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

³ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁴ The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

[An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.]

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.]

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] ~~[The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]~~

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct;
and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

[Name of School District]

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

[Name of School District]

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

OSBA Model Sample Policy

Code: JHFF/GBNAA
Adopted:

Reporting Requirements for Suspected Sexual Conduct with Students *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee [⁴], contractor, agent or volunteer] who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [⁵]designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [~~licensed administrator position title~~ Lane ESD Superintendent] who shall report the suspected sexual conduct to the Board chair.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[⁴ The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

[⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

[If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.]

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees^[6] designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;

[⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is ~~[[strongly] [discouraged]~~ [prohibited].

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Senate Bill 155 (2019)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

OSBA Model Sample Policy

Code: JHFF/GBNAA-AR
Revised/Reviewed:

Suspected Sexual Conduct Report Procedures and Form *

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed¹ through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees [2] in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the [Lane ESD Superintendent ~~licensed administrator position title~~] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave³ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor [4], an agent or a volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.]

¹ "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

[² Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

³ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

[⁴ The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

[An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.]

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.]

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] ~~[The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]~~

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct;
and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

[Name of School District]

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

[Name of School District]

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

OSBA Model Sample Policy

Code: BBF
Adopted:

Board Member Standards of Conduct (Version 1)

Individual Board members and the Board as a public entity must comply with ethics laws for public officials.

Board members will treat other Board members, the superintendent, staff and the public with dignity and courtesy and will provide an opportunity for all parties to be heard **with** due respect for their opinions.

Board members will recognize the superintendent as the chief executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

A Board member will keep information and documents discussed in executive session confidential.

A Board member will not post confidential information or documents about students, staff or district business online, including but not limited to, on social media.

Board members will treat fellow Board members, staff, students and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 192.610 - 192.710
ORS 244.040

ORS Chapter 244
ORS 332.055
ORS 419B.005
ORS 419B.010

ORS 419B.015
Senate Bill 415 (2019)

OSBA Model Sample Policy

Code: BBF
Adopted:

Board Member Standards of Conduct (Version 2)

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon's Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 192.610 - 192.710

ORS Chapter 244
ORS 332.055
ORS 419B.005

ORS 419B.010
ORS 419B.015
Senate Bill 415 (2019)

OSBA Model Sample Policy

Code: BBFC
Adopted:

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report shall contain, if known: the names and addresses of the child and the parents of the child or other persons responsible for the care of the child; the child's age; the nature and extent of the abuse, including any evidence of previous abuse; the explanation given for the abuse; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 419B.005

ORS 419B.010
ORS 419B.015

Senate Bill 415 (2019)

Oakridge School District 76

Code: BDC
Adopted: 6/15/98
Revised/Readopted: 8/12/19
Orig. Code: 121.8

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. 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. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential ~~medical records~~ of a student, including that student's ~~educational program~~. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student; or examination of the confidential ~~medical records~~ of a student ~~including, that student's educational program~~; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.045

ORS 332.061

House Bill 2514 (2019)

Cross Reference(s):

BD/BDA - Board Meetings
BDDG - Minutes
CBG - Evaluation of the Superintendent

Oakridge School District 76

Code: GBA
Adopted: 9/21/98
Revised/Readopted: 11/04/19
Orig. Code: 312

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation¹, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

<u>ORS 174.100</u>	<u>ORS 408.230</u>	<u>ORS 659A.029</u>
<u>ORS 192.630</u>	<u>ORS 408.235</u>	<u>ORS 659A.030</u>
<u>ORS 243.672</u>	<u>ORS 659.850</u>	<u>ORS 659A.109</u>
<u>ORS 326.051</u>	<u>ORS 659.870</u>	<u>ORS 659A.142</u>
<u>ORS 332.505</u>	<u>ORS 659A.003</u>	<u>ORS 659A.145</u>
<u>ORS 342.934</u>	<u>ORS 659A.006</u>	<u>ORS 659A.233</u>
<u>ORS 408.225</u>	<u>ORS 659A.009</u>	<u>ORS 659A.236</u>

¹ "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated within the individual's sex at birth.

² This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

³ The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁴ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

ORS 659A.309
ORS 659A.321
ORS 659A.409
ORS 659A.805

OAR 581-021-0045
OAR 581-022-2405
OAR 839-003-0000
OAR 839-006-0435
OAR 839-006-0440

OAR 839-006-0450
OAR 839-006-0455
OAR 839-006-0460
OAR 839-006-0465

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012); 29 C.F.R Part 1626 (2016).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2016).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008.
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.

Cross Reference(s):

AC - Nondiscrimination
ACA - Americans with Disabilities Act

Oakridge School District 76

Code: GBA-AR
Revised/Reviewed: 12/12/16
Orig. Code: 157.1

Veterans' Preference

Veterans' Preference

Oregon's Veterans' Preference Law requires the District to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be qualified for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be eligible for veterans' preference a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law.¹

The District is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The District is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if he or she is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the District for an explanation of the reasons why they were not selected for the position.² The District shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the District's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials.³

Selection Procedures⁴

Step 1: Before the review of any applications the hiring administrator will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.

¹ Oregon Revised Statute (ORS) 408.225: definition of veteran.

² Oregon Revised Statute (ORS) 408.230(5)

³ Verification of Veteran's Preference

A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs. A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.

⁴ OSBA recommends use of a scored system. If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans and disabled veterans and the district will need to be able to demonstrate the method used for providing special consideration." ORS 408.230(2)(c).

Oakridge School District 76

Code: LBEA
Adopted: First Reading 9/14/2020

Resident Student Denial for Virtual Public Charter School Attendance**

(This policy is required if the district plans to deny a student the right to attend a virtual public charter school. Before adopting, first verify if the district has this language already in policy LBE.)

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

The district may send a notice of approval or disapproval to a parent² of a student who has sent a notice to the district of intent to enroll the student in a virtual public charter school not sponsored by the district (See OAR 581-026-0305(3)).

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

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 338.125

OAR 581-002-0040
OAR 581-026-0305

OAR 581-026-0310

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

² "Parent" means parent, legal guardian or person in "parental relationship" as defined in Oregon Revised Statute (ORS) 339.133.

Oakridge School District 76

Code: LBE-AR
Revised/Reviewed: 2/07/20
Orig. Code(s): 195

Public Charter Schools

1. Definitions

- a. “Applicant” means any person or group that develops and submits a written proposal for a public charter school to the district.
- b. “Public charter school” means an elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between the district and an applicant.
- c. “Virtual public charter school” means a public charter school that provides online courses, but does not primarily serve students in a physical location.
 - (1) For the purpose of this definition, an “online course” is a course in which instruction and content are delivered on a computer using the internet, other electronic network or other technology such as CDs or DVDs; the student and teacher are in different physical locations for the majority of instructional time; the student is not required to be in a physical location of a school while participating in the course; and the online instruction is integral to the academic program of the charter school.
 - (2) For the purpose of this definition, “primarily serving students in a physical location” means that more than 50 percent of the core courses offered are not online courses; more than 50 percent of the total number of students attending the school are not receiving instructional services in an online course; and more than 50 percent of the school’s required instructional hours are not through an online course.
- d. “Remote and necessary school district” means a school district that offers kindergarten through grade 12 and has: (a) an average daily membership (ADM), as defined in Oregon Revised Statute (ORS) 327.006, in the prior fiscal year of less than 110; and (b) a school that is located, by the nearest traveled road, more than 20 miles from the nearest school or from a city with a population of more than 5,000.
- e. “Sponsor” means the district Board.

2. Proposal Process

- a. The public charter school applicant shall submit the proposal to the district no later than January 31 for a September starting date¹.

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

- qualify under Section 504 of the Rehabilitation Act of 1973 who may attend the public charter school;
- (20) Information on the manner in which community groups may be involved in the planning and development process of the public charter school;
 - (21) The term of the charter;
 - (22) The plan for performance bonding or insuring the public charter school, including buildings and liabilities;
 - (23) A proposed plan for the placement of public charter school teachers, other employees and students upon termination or nonrenewal of a charter;
 - (24) The manner in which the public charter school program review and fiscal audit will be conducted;
 - (25) In the case of a district school's conversion to charter status, the following additional criteria must be addressed:
 - (a) The alternate arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school;
 - (b) The relationship that will exist between the public charter school and its employees including terms and conditions of employment.
 - (26) The district will not complete the review required under ORS 338.055 of an application that does not contain the required components listed in ORS 338.045(2)(a)-(y). A good faith determination of incompleteness is not a denial for purposes of requesting state board review under ORS 338.075;
 - (27) In addition to the minimum requirements enumerated in ORS 338.045(2)(a)-(y), the district, under ORS 338.045(3), may require the applicant to submit any of the following information as necessary to add detail or clarity to the minimum requirements or that the Board considers relevant to the formation or operation of the public charter school:
 - (a) Curriculum, Instruction and Assessment
 - (i) Description of a curriculum for each grade of students, which demonstrates in detail alignment with Oregon's academic content standards;
 - (ii) Description of instructional goals in relationship to Oregon's academic content standards and benchmarks;
 - (iii) A planned course statement for courses taught in the program, including related content standards, course criteria, assessment practices and state required work samples that will be collected;
 - (iv) Documentation that reflects consideration of credits for public charter school course work a student may perform at any other public school;
 - (v) Explanation of grading practices for all classes and how student performance is documented;
 - (vi) Explanation of how the proposed academic program will be aligned with that of the district. (If an applicant is proposing an elementary level public charter school, please describe how the curriculum is aligned at each grade level with the district's curriculum, including an explanation of how a student in the public charter school will be adequately prepared to re-enter the district's public school system after completing the charter school's program.);

- (vi) Description of how the public charter school will work with the district to comply with Section 504 accessibility requirements and nondiscrimination requirements in admissions and staff hiring;
 - (vii) Explanation of how the public charter school will work with the district to implement Child Find requirements;
 - (viii) Explanation of how the public charter school will work with the district to manage IDEA 2004 mandates regarding eligibility, individualized education program (IEP) and placement meetings;
 - (ix) Explanation of how the public charter school will work with the district in which the public charter school is located to implement accommodations and modifications contained in the IEP or Section 504 plan;
 - (x) Explanation of how the public charter school will work with the district to include parents in implementing IEPs;
 - (xi) Explanation of how the public charter school intends to work with the district in which the public charter school is located to provide special education services for eligible students.
- (c) Teacher Certification
- (i) Identification regarding the training and/or certification of staff, including areas of industry training, endorsements and the TSPC licensure;
 - (ii) Explanation of how the public charter school will comply with the TSPC requirements for all staff, including all TSPC Oregon Administrative Rules pertaining to its staff.
- (d) Professional Development
- (i) Provide the public charter school's plan for comprehensive professional development for all staff;
 - (ii) Identification of how the public charter school's licensed staff will obtain their required Continuing Professional Development units for licensure renewal.
- (e) Budget
- (i) Explanation of projected budget item for the Public Employees Retirement System (PERS) contributions that would be required of the public charter school;
 - (ii) Description of planned computer and technology support;
 - (iii) Description of planned transportation costs, if applicable;
 - (iv) Explanation of projected budget items for teaching salaries and other personnel contracts;
 - (v) Explanation on facilities costs, including utilities, repairs, and rent;
 - (vi) Copies of municipal audits for any other public charter school operated by the public charter school applicant, if applicable.

- (x) Description of the typical school day for a student, including a master schedule, related activities, breaks and extracurricular options;
- (xi) Description of how student membership will be calculated, including a description of the type of instruction and location of instruction that contributes to ADM;
- (xii) Documentation and description of how long most students remain in the program, and documentation of student improvement in academic performance, disciplinary referrals, juvenile interventions or any other disciplinary action while in the program;
- (xiii) Explanation of the legal relationship between the public charter school and any other public charter school, if applicable. (Please provide any contracts or legal documents that will create the basis of the relationship between the entities. Please also provide all financial audits and auditor's reports.);
- (xiv) If a public charter school applicant is operating any other public charter school, documentation that the public charter school applicant has established a separate Oregon nonprofit corporation, legally independent of any other public charter school in operation;
- (xv) If a public charter school applicant has not secured a facility at the time of submitting a public charter school proposal, a written and signed declaration of intent that states:

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

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

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

Name

Date

On behalf of the ADD APPLICANT'S NAME

- (c) Staffing with appropriately licensed or endorsed personnel;
 - (d) Student learning and performance;
 - (e) Specialty programs or activities such as music, physical education, foreign language, talented and gifted and English as a second language;
 - (f) Revenue;
 - (g) Expenditure for maintenance and upkeep of district facilities.
- (7) Whether there are arrangements for any necessary special education and related services;
 - (8) Whether there are alternative arrangements for students, teachers and other school employees who choose not to attend or be employed by the public charter school if the public charter school is converting an existing district school;
 - (9) The prior history, if any, of the applicant in operating a public charter school or in providing educational services.
- e. The Board must either approve or deny the proposal within 30 days of the public hearing.
 - f. Written notice of the Board's action shall be sent to the applicant. If denied, the notice must include the reasons for the denial with suggested remedial measures. The applicant may then resubmit the proposal. The Board must either approve or deny the resubmitted proposal within 30 days. The Board may, with good cause, request an extension in the approval process timelines from the State Board of Education.

4. Terms of the Charter Agreement

- a. Upon Board approval of the proposal, the Board will become the sponsor of the public charter school. The district and the applicant must develop a written charter agreement, subject to Board approval, which shall act as the legal authorization for the establishment of the public charter school.
- b. The charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the district.
- c. The district and the public charter school may amend a charter agreement through joint agreement.
- d. It is the intent of the Board that the charter agreement be detailed and specific to protect the mutual interests of the public charter school and the district. The agreement shall incorporate the elements of the approved proposal and will address additional matters, statutes and rules not fully covered by law or the proposal that shall apply to the public charter school including, but not limited to, the following:
 - (1) Sexual harassment (ORS 342.700, 342.704);
 - (2) Pregnant and parenting students (ORS 336.640);
 - (3) ~~Special English classes for certain children~~ English language learners (ORS 336.079);
 - (4) Student conduct (ORS 339.250);
 - (5) Alcohol and drug abuse program ~~policy and plan~~ (ORS 336.222);
 - (6) Student records (ORS 326.565);
 - (7) Oregon Report Card (ORS 329.115);
 - (8) Recovery of costs associated with property damage (ORS 339.270);
 - (9) Use of school facilities (ORS 332.172);
 - (10) Employment status of public charter school employees:
 - (a) Public charter school law requires the following:

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

(a) Public charter school law requires the following:

- (i) Student enrollment shall be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. An equitable lottery may incorporate a weighted lottery for historically underserved students. All resident applicants will have their names written on a uniform-sized card to be placed in a covered container. Names will be drawn individually until all available slots are filled. If slots remain after resident applicants are placed, the remaining slots may be filled by nonresident applicants using an identical process. The drawing shall be made in the presence of at least two employees of the public charter school and two employees of the district. If the public charter school has been in operation one or more years, priority enrollment may be given to those students who:
 - 1) Were enrolled in the public charter school the prior year;
 - 2) Have siblings who are presently enrolled in the public charter school and who were enrolled the prior year;
 - 1) Reside in the public charter school's sponsoring district or a district which is a party to a cooperative agreement with the sponsoring district.
- (ii) A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, income level, proficiency in the English language or athletic ability but may limit admission within a given age group or grade level and may implement a weighted lottery for historically underserved students. Historically underserved students are at risk because of any combination of two or more factors including their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, disability and geographic location.

(12) Transportation of students:

(a) Public charter school law requires the following:

- (i) The public charter school shall be responsible for providing transportation for its students and may negotiate with the district for the provision of transportation services;
- (ii) The district shall provide transportation for public charter school students pursuant to ORS 327.043. Resident public charter school students will be transported under the same conditions as students attending private or parochial schools located along or near established district bus routes. The district shall not be required to add or extend existing bus routes;
- (iii) Public charter school students who reside outside the district may use existing bus routes and transportation services of the district in which the public charter school is located;

- written notice of cancellation or material change. A certificate evidencing all of the above insurance shall be furnished to the district;
- (ii) The public charter school shall also hold harmless and defend the district from any and all liability, injury, damages, fees or claims arising out of the operations of the public charter school operations or activities;
 - (iii) The district shall be loss payee on the property insurance if the public charter school leases any real or personal district property;
 - (iv) The coverage provided and the insurance carriers must be acceptable to the district.
- e. If the district and the public charter school enter a cooperative agreement with other school districts for the purpose of forming a partnership to provide educational services, then the agreement must be incorporated into the charter of the public charter school.
 - f. In addition to any other terms required to be in the charter agreement, a virtual public charter school must have in the charter of the school, a requirement that the school:
 - (1) Monitor and track student progress and attendance; and
 - (2) Provide student assessments in a manner that ensures that an individual student is being assessed and that the assessment is valid.

5. Public Charter School Operation

- a. The public charter school shall operate at all times in accordance with the public charter school law, the terms of the approved proposal and the charter agreement.
- b. Statutes and rules that apply to the district shall not apply to the public charter school except the following, as required by law, shall apply:
 - (1) Federal law, including applicable provisions of the ESSA;
 - (2) ORS 30.260 to 30.300 (tort claims);
 - (3) ORS 192.410~~§11~~ to 192.505~~478~~ (Public Records Law);
 - (4) ORS 192.610 to 192.690 (Public Meetings Law);
 - (5) ORS Chapters 279A, 279B and 279C (Public Contracting Code);
 - (6) ORS 326.565, 326.575 and 326.580 (student records);
 - (7) ORS 297.405 to 297.555 and 297.990 (Municipal Audit Law);
 - (8) ORS 181A.195, 326.603, 326.607 and 342.223 (criminal records checks);
 - (9) ORS 336.840 (use of personal electronic devices);
 - (10) ORS 337.150 (textbooks);
 - (11) ORS 339.119 (considerations for educational services);
 - (12) ORS 339.141, 339.147 and 339.155 (tuition and fees);
 - (13) ORS 342.856 (core teaching standards);
 - (14) ORS 659.850, ~~659.855~~ ~~to and~~ 659.860 (discrimination);
 - (15) ORS Chapter 657 (Employment Department Law);
 - (16) Health and safety statutes and rules;
 - (17) Any statute or rule listed in the charter;
 - (18) The statewide assessment system developed by the Oregon Department of Education (ODE) for mathematics, science and English under ORS 329.485 (2);
 - ~~(19) ORS 329.045 (academic content standards and instruction);~~
 - (20) ~~ORS 329.496 (physical education);~~
 - (21) Any statute or rule that establishes requirements for instructional time;

6. Virtual Public Charter School Operation

- a. In addition to the other requirements for a public charter school, a virtual public charter school must have:
- (1) A plan for academic achievement that addresses how the school will improve student learning and meet academic content standards required by ORS 329.045;
 - (2) Performance criteria the school will use to measure the progress of the school in meeting the academic performance goals set by the school for its first five years of operation;
 - (3) A plan for implementing the proposed education program of the school by directly and significantly involving parents and guardians of students enrolled in the school and involving the professional employees of the school;
 - (4) A budget, business plan and governance plan for the operation of the school;
 - (5) An agreement that the school will operate using an interactive, Internet-based technology platform that monitors and tracks student progress and attendance in conjunction with performing other student assessment functions;
 - (6) A plan that ensures:
 - (a) All superintendents, assistant superintendents and principals of the schools are licensed by the TSPC to administrate; and
 - (b) Teachers who are licensed to teach by the TSPC, teach at least 95 percent of the school's instructional hours.
 - (7) A plan for maintaining student records and school records, including financial records, at a designated central office of operations;
 - (8) A plan to provide equitable access to the education program of the school by ensuring that each student enrolled in the school:
 - (a) Has access to and use of a computer and printer equipment as needed;
 - (b) Is offered an Internet service cost reimbursement arrangement under which the school reimburses the parent or guardian of the student, at a rate set by the school, for the costs of obtaining Internet service at the minimum connection speed required to effectively access the education program provided by the school; or
 - (c) Has access to and use of computer and printer equipment and is offered Internet service cost reimbursement.
 - (9) A plan to provide access to a computer and printer equipment and the Internet service cost reimbursement as described in (9~~8~~) above by students enrolled in the school who are from families that qualify as low-income under Title I of the ESSA;
 - (10) A plan to conduct school-sponsored optional educational events at least six times each school year at locations selected to provide convenient access to all students in the school who want to participate;
 - (11) A plan to conduct biweekly meetings between teachers and students enrolled in the school, either in person or through the use of conference calls or other technology;
 - (12) A plan to provide opportunities for face-to-face meetings between teachers and students enrolled in the school at least six times each school year;
 - (13) A plan to provide written notice to both the sponsoring district and the district in which the student resides upon enrollment or withdrawal for a reason other than graduation from high school:

- b. The Board or designee shall visit the public charter school at least annually to assure compliance with the terms and provisions of the charter.
- c. The public charter school shall be audited annually in accordance with the Municipal Audit Law. After the audit, the public charter school shall forward a copy of the audit to ODE and the following to the sponsoring district:
 - (1) A copy of the annual audit;
 - (2) Any statements from the public charter school that show the results of operations and transactions affecting the financial status of the charter school during the preceding annual audit period for the school; and
 - (3) Any balance sheet containing a summary of the assets and liabilities of the public charter school and related operating budget documents as of the closing date of the preceding annual audit period for the school.
- d. The sponsoring district may request at any time an acknowledgment from each member of the public charter school governing body that the member understands the standards of conduct and liabilities of a director of a nonprofit organization.
- e. The public charter school shall submit to the Board quarterly financial statements that reflect the school's financial operations. The report shall include, but not be limited to, revenues, expenditures, loans and investments.

8. Charter School Renewal

- a. The first renewal of a charter shall be for the same time period as the initial charter. Subsequent renewals of a charter shall be for a minimum of five years but may not exceed 10 years.
- b. The Board and the public charter school shall follow the timeline listed below, unless a different timeline has been agreed upon by the Board and the public charter school:
 - (1) The public charter school shall submit a written renewal request to the Board for consideration at least 180 days prior to the expiration of the charter;
 - (2) Within 45 days after receiving a written renewal request from a public charter school, the Board shall hold a public hearing regarding the renewal request;
 - (3) Within 30 days after the public hearing, the Board shall approve the charter renewal or state in writing the reasons for denying charter renewal;
 - (4) If the Board approves the charter renewal, the Board and the public charter school shall negotiate a new charter within 90 days unless the Board and the public charter school agree to an extension of the time period. Notwithstanding the time period specified in the charter, an expiring charter shall remain in effect until a new charter is negotiated;
 - (5) If the Board does not renew the charter, the public charter school may address the reasons stated for denial of the renewal and any remedial measures suggested by the Board and submit a revised request for renewal to the Board;
 - (6) If the Board does not renew the charter based on the revised request for renewal or the parties do not negotiate a charter contract within the timeline established in this policy, the public charter school may appeal the Board's decision to the State Board of Education for a review of whether the Board used the process required by Oregon law in denying the charter renewal.

- (1) The district shall give the public charter school a 60-day written notification of its decision;
 - (2) If the grounds for termination include failure to maintain financial stability or failure to maintain a sound financial management system, the sponsor and the public charter school may agree to develop a plan to correct deficiencies. The plan to correct deficiencies will follow the process as per ORS 338.105;
 - (3) The district shall state the grounds for termination and deliver notification to the business office of the public charter school;
 - (4) The public charter school may request a hearing by the district. The request must be made in writing and delivered to the business address of the sponsor;
 - (5) Within 30 days of receiving the request for a hearing, the sponsor must provide the public charter school with the opportunity for a hearing on the proposed termination;
 - (6) The public charter school may appeal the decision to terminate to the State Board of Education;
 - (7) If the public charter school appeals the decision to terminate to the State Board of Education, the public charter school will remain open until the State Board issues its final order;
 - (8) If the State Board's final order upholds the decision to terminate and at least 60 days have passed since the notice of intent to terminate was received by the public charter school, the district's sponsorship of the public charter school will terminate;
 - (9) The final order of the State Board may be appealed under the provision of ORS 183.484;
 - (10) Throughout the ORS 183.484 judicial appeals process the public charter school shall remain closed;
 - (11) If terminated or dissolved, assets of the public charter school purchased by the public charter school with public funds, shall be given to the State Board of Education.
- c. If the public charter school is terminated by the Board for any reason related to student health or safety as provided in section a. (7) ~~above~~, the following shall occur:
- (1) If the district reasonably believes that a public charter school is endangering the health or safety of the students enrolled in the public charter school, the district may act to immediately terminate the approved charter and close the public charter school without providing the notice required in section b. (1) ~~above~~;
 - (2) A public charter school closed due to health or safety concerns may request a hearing by the sponsor. Such a request must be made in writing and delivered to the business address of the district;
 - (3) Within 10 days of receiving the request for a hearing, the district must provide the public charter school with the opportunity for a hearing on the termination;
 - (4) If the district acts to terminate the charter following the hearing, the public charter school may appeal the decision to the State Board of Education;
 - (5) The State Board will hold a hearing on the appeal within 10 days of receiving the request;
 - (6) The public charter school will remain closed during the appeal process unless the State Board orders the district not to terminate and to re-open the public charter school; and
 - (7) The final order of the State Board may be appealed under the provisions of ORS 183.484.
- d. If the public charter school is terminated, closed or dissolved by the governing body of the public charter school, it shall be done only at the end of a semester and with 180 days' notice

Seismic Rehabilitation Grant Program (SRGP)

**FOR THE
2020-21 FISCAL YEAR**

RESOLUTION 21-05

The Seismic Rehabilitation Grant Program is a state of Oregon competitive grant program that provides funding for the seismic rehabilitation of critical public buildings, particularly public schools and emergency services facilities. It is one of the infrastructure programs Business Oregon administers to help develop livable and prosperous communities, in addition to the agency's business development work.

The OJSHS Auditorium and Gymnasium will undergo Seismic retrofitting modifications of the existing structures to make them more resistant to seismic activity, ground motion, or soil failure due to earthquakes.

Be it Resolved, that the Board of Directors of Oakridge School District hereby approves appropriation of SRGP revenue funds for Seismic improvements.

Be it Resolved, that for the period beginning July 1, 2020 and ending June 30, 2021, the District appropriates funds for the following purpose:

Fund:	400 – Capital Projects	
Revenue:	2000 – Intermediate Restricted	\$2,499,708
Function:	4000 – Facilities Improvement	\$2,499,708

AGREEMENT BETWEEN

THE BOARD OF DIRECTORS, OAKRIDGE SCHOOL DISTRICT NO. 76

AND

THE OREGON SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 46

OAKRIDGE SCHOOL DISTRICT NO. 76
76499 ROSE STREET
OAKRIDGE, OREGON 97463

EFFECTIVE DATES: JULY 1, 2020 THROUGH JUNE 30, 2023

AGREEMENT PREAMBLE

- A. This agreement is entered into between the Board of Education on behalf of the Oakridge School District No. 76, Oakridge, Lane County, Oregon, herein referred to as the "Board" or "District", and the Oregon School Employees Association, Chapter 46, herein referred to as the "Association".
- B. The intent of the this agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for classified personnel included in the bargaining unit.

ARTICLE I - RECOGNITION STATUS OF AGREEMENT

- A. The Board recognizes the Association as the exclusive bargaining representative on wages, hours, and conditions of employment for all regular, full-time or part-time (3.5 hours or more) classified personnel employed by the district. Any member of the classified employee bargaining unit who fulfills his/her job description is considered a regular employee.

Regular employees assigned to work less than 3.5 hours per day shall be considered members of the bargaining unit for the purpose of applying for vacant positions as stated in Article XVII -- *Job Posting*.

- B. The Association recognizes the Board as the only elected representative of the people and agrees to negotiate only with the Board through the negotiating agent or agents officially designated by the Board to act in its behalf.
- C. Exclusions from the bargaining unit.
 - 1. Confidential employees - Those employees who assist and act in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.
 - 2. Supervisory employees - Those employees having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection there with, the exercise of such authority is not merely routine or clerical nature, but requires the use of independent judgment.
 - 3. Substitute employees. For the purpose of this contract, a "substitute employee" is one hired for the purpose of filling the position of an absent employee.

ARTICLE III - DISTRICT FUNCTIONS

- A. It is recognized that the Board has and will continue to retain the rights and responsibilities to operate and manage the school system and its programs, facilities, properties, and activities of its employees.
- B. Without limiting the generality of the foregoing (Paragraph A), it is expressly recognized that the Board's operational and managerial responsibility includes the following except as limited by this agreement:
 - 1. The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.
 - 2. The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures, and public relations.
 - 3. The determination of the management, supervisory or administrative organization of each school or facility in the system, and the selection of employees for promotion to supervisory, management, or administrative positions.
 - 4. The maintenance of discipline and control, and use of the school system property and facilities.
 - 5. The determination of safety, health, and property protection measures where legal responsibility of the Board or other governmental unit is involved.
 - 6. The right to enforce the rules and regulations now in effect, and to establish new rules and regulations from time to time not in conflict with this agreement.
 - 7. The direction and arrangement of all the working forces in the system including the right to hire, suspend, discharge or discipline, or transfer employees.
 - 8. The right to relieve employees from duty for poor or unacceptable work, or for other legitimate reasons.
 - 9. The creation, combination, modification or elimination of any position deemed advisable by the Board.
 - 10. The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.

needed to provide duplicating and information to the employees. The Association will pay the reasonable costs of materials and supplies incidental to such use, and for any repairs, excluding routine maintenance, necessitated as a result of using equipment.

- C. Whenever mutually scheduled, Association representatives, elected or appointed, shall be granted time off without loss of pay from their regular school duties to attend local meetings dealing with grievance proceedings and labor negotiations. Whenever possible, such meetings will be scheduled so as not to interfere with normal work duties. The District shall not be obligated to pay overtime compensation due to the provision of this section.
- D. The District will release the Association President or their designee for Association business. Association representatives will be allowed to attend events outside of the District. The Association will cover the wages of the representatives on time release, including wages and benefits. Time release will be requested at least (1) week prior to use. No more than two (2) representatives may be absent related to these hours on any given workday.
- E. Association Meetings. Any night-time employee wishing to attend a monthly Chapter meeting will be allowed to attend with the understanding that they make up lost time due to the meeting and their attendance. The employee will notify and will arrange to make up time with their supervisor in the same week time is taken (flex time).
- F. Meeting notices. The District shall provide the Association with the agenda of future meetings of the District Board of directors as soon as practicable following delivery to the school board. The District shall provide the Association with a copy of the official minutes of the Board meetings within (15) days after the minutes have been approved by the Board.
- G. Mail Facilities, Mailboxes and Email. The Association shall have the right to use the interschool mail courier service, school mailboxes and email as it deems necessary, and without the approval of building principles or other members of the administration, unless such use is deemed by the administration to overload or put undue cost upon the service, or is in violation of the U.S. Postal Service's rules and regulations.
- H. OSEA shall have the right, under HB 2016, to schedule meetings lasting at least (30) minutes but not more than (120) minutes with new employees on paid work time with at least twenty-four (24) hour notice to the new employee's supervisor. These meetings shall be attended by new employees and one (1) designated representative during paid work time with no less than (24) hour notice to the designated representative's supervisor(s) and District. The meeting will take place at the new employee's worksite location, unless a different location is agreed upon by the new employee and designated representative(s). Meeting locations must be approved through established building processes 24 hours in advance. All employees attending the meeting (the designated representative(s) and the new employee) will have up to (120) minutes of paid work time in which to meet so that they can discuss OSEA-related topics without any loss in compensation or benefits.

In addition, all bargaining unit employees who are not members of the Association shall, once per school year, upon request to a designated union representative and notification to their supervisor, be permitted to meet with the

will be deemed waived. The aggrieved employee may be accompanied by one other member of the Association when presenting the written grievance.

The supervisor will reply in writing to the employee, with a copy to the Association, within ten (10) work days after receipt of the written grievance.

Step 2 - If the grievance is not settled in "Step 1", and the employee wishes to appeal the grievance to "Step 2", the employee may file the grievance in writing to the superintendent of schools within ten work days after receipt of the supervisor's written answer. The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance is based, the issues involved, the agreement provisions involved, and the relief sought. The superintendent or his representative shall thoroughly review the grievance, arrange for necessary discussions, and give a written answer to the employee, with a copy to the Association, no later than ten work days after receipt of the written grievance.

Step 3 – If the Superintendent's decision is unsatisfactory to the aggrieved, he/she may:

1. Appeal in writing to the school board within ten (10) work days after receipt of the superintendent's decision.
2. Meet with the school board within ten (10) work days after receiving the superintendent's written decision.
3. The board's decision is due within ten (10) work days after the aggrieved has met with the board.

Step 4 – If the board's decision is unsatisfactory to the aggrieved, he/she may ask the Public Employee Relations Board for the services of a mediator to assist the parties in trying to resolve the issue by the bargaining process, but without the power to make recommendations or decisions. The mediator shall be requested to put his report in writing as to his success or failure in achieving a settlement.

Step 5 – Grievances not settled in "Step 4" of the grievance procedure may be appealed by either party to this agreement to arbitration provided:

1. Written notice of a request for arbitration, with a copy to the other party, is made to the Public Employees Relation Board within ten work days after receipt of the report of the mediator in "Step 4".
2. The issue must involve the interpretation or meaning of a specific provision(s) of the agreement.

The Board and the Association will share equally any joint costs of the arbitration procedure, such as the fee and expense of the arbitrator, the making of a transcript by a competent reporter and the cost of the hearing room.

The grievance procedures of this agreement provide the sole means for remedy to the parties for adjustment of grievances arising out of the interpretation and application of this agreement. Should an employee, or group of employees, elect to pursue any legal or other administrative remedy, such election shall bar any further or subsequent proceedings for relief under the provisions of this article.

ARTICLE VIII - STRIKES AND LOCKOUTS

- A. The Association and its members, as individuals or as a group, will not initiate, cause, permit or participate in any strike, work stoppage or slowdown, picketing, or any other restriction of work during the life of this agreement. Employees in the bargaining unit, while acting in the course of their employment shall not honor any picket line established by the Association, or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action including discharge may be taken by the District against any employee or employees engaged in a violation of this article. Such disciplinary action may be undertaken selectively at the option of the District and shall not preclude or restrict recourse to any other remedies including an action for damages which may be available to the District.
- B. In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Association will immediately, upon notification, attempt to secure an immediate and orderly return to work. This obligation and the obligations set forth in Part A above, shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance provisions of this agreement.
- C. There will be no lockout of employees in the unit by the District as a consequence of any dispute during the period of this agreement.

ARTICLE IX – COMPENSATION

- A. Effective July 1, 2020, the 2020-2021 wage and salary schedule (Exhibit 1, the 2020-2021 salary schedule) shall be increased by two percent (2%). Effective July 1, 2021, the 2021-2022 wage and salary schedule (Exhibit 2, the 2021-2022 salary schedule) shall be increased by three percent (3%). Effective July 1, 2022, the 2022-2023 wage and salary schedule (Exhibit 3, the 2022-2023 salary schedule) shall be increased by three percent (3%).
- B. Paydays and Pay Periods:
 - i. Paydays shall be the twenty-fifth (25th) of each month. Compensation for Head

for those employees on a salary schedule. Each step is equal to one (1) year of consecutive employment with the District. The step advancement of all employees who have been hired prior to January 1, shall be effective on the first day of the employee's work year and, therefore, shall be considered to have one (1) year of consecutive employment.

Example A: An employee is hired on December 2, 1995. The employee's step advancement shall be the employee's first day of work in the 1996 work year.

Example B: An employee is hired on January 12, 1995. The employee's step advancement shall be the employee's first day of work in the 1996 work year (after July 1, 1996).

- F. For the period of July 1, 2020, through June 30, 2023, employees will receive a lump sum longevity payment as provided below:
1. On the fifteenth (15th) anniversary of their date of hire, employees will receive a one-time longevity payment equal to five hundred dollars (\$500.00).
 2. On the twentieth (20th) anniversary of their date of hire, employees will receive a one-time longevity payment equal to one thousand dollars (\$1000.00).
 3. On the twenty-fifth (25th) anniversary of their date of hire, employees will receive a one-time longevity payment equal to one thousand five hundred dollars (\$1500.00).
 4. On the thirtieth (30th) anniversary of their date of hire, employees will receive a one-time longevity payment equal to two thousand dollars (\$2000.00).

Employees shall receive longevity in the amounts listed above based on the anniversary of their date of hire equal to the employee's maximum years of service. Longevity payments shall be paid no later than June 30th of the fiscal year in which the longevity payment was earned. If an employee ends their employment after their anniversary date and prior to receiving their earned longevity payment, the employee shall be paid their longevity payment in the employee's final paycheck.

Example A: An employee with twenty-five (25) years of service for the period of July 1, 2014, through June 30, 2015, shall receive a longevity payment of one thousand five hundred dollars (\$1500.00). (Not eligible for the fifteen (15) and twenty (20) year longevity payment.)

Example B: An employee with thirty (30) years of service for the period of July 1, 2014, through June 30, 2015, shall receive a longevity payment of two thousand dollars (\$2000.00) (Not eligible for the fifteen (15), twenty (20) and twenty-five year (25) longevity payment.)

holiday pay.

3. Exchange time - Less than eight (8) hour a day employees. An employee and his/her supervisor may mutually agree that the employee will work in excess of the employee's regularly scheduled work hours if the employee and the supervisor mutually agree when the employee will take off the same amount of time worked in excess of the employee's regularly scheduled work day within the same workweek.
4. Any employee who is assigned by an authorized administrator to perform substantially the same duties of a higher-paid job title during a temporary absence will receive the pay of the higher-paid position beginning with the sixth (6th) day of such absence. An employee so assigned shall be paid on the higher classification range at the first step that provides an increase above that presently earned.
5. Bargaining unit members selected by the District for coaching positions shall be paid based on the following schedule:

For 2020-2021:

- A code compensation (Varsity)
OSAA Trained \$4971 (Season)
- B code compensation (Junior Varsity)
OSAA Trained \$3356(Season)
- C code compensation (High School Assistant coaches)
OSAA Trained \$2948 (Season)
- D code compensation (Junior High)
OSAA Trained \$2629 (Season)
No OSAA Training \$1868 (Season)

For 2021-2022:

- A code compensation (Varsity)
OSAA Trained \$5120 (Season)
- B code compensation (Junior Varsity)
OSAA Trained \$3457 (Season)
- C code compensation (High School Assistant coaches)
OSAA Trained \$3036 (Season)
- D code compensation (Junior High)
OSAA Trained \$2708 (Season)
No OSAA Training \$1924 (Season)

For 2022-2023

- A code compensation (Varsity)
OSAA Trained \$5274 (Season)
- B code compensation (Junior Varsity)
OSAA Trained \$3561(Season)
- C code compensation (High School Assistant coaches)

ARTICLE XII - PAYROLL DEDUCTIONS

- A. The District agrees to deduct from the salaries of its regular, full-time or part-time classified employees as requested:
1. Premiums for board-approved insurance programs.
 - i. The District shall process all out-of-pocket expenses on insurance premiums experienced by members of the bargaining unit through the Section 125 plan currently utilized by the District.
 - ii. This action will be taken with regard to all employees, except those who provide a written objection to the District office prior to October 15th.
 - iii. The District will distribute to bargaining unit members written notice that, regardless of whether they have affirmatively enrolled in the Section 125 plan, members will begin having their out-of-pocket expenses for insurance premiums processed through such a plan unless written notice is given.
 - iv. The parties agree that this action does not constitute a violation of the current collective bargaining agreement, an unfair labor practice, or violation of Board policy or administrative rule. The Association agrees that it shall not file or process any grievance filed alleging such violation.
 - v. The Association shall hold the District harmless against any claim or action brought by one of its members protesting the District's action of processing out-of-pocket insurance premium expenses through the Section 125 plan without express written authorization. This indemnification shall not apply if an employee has issued a written objection to such action to the District office within the time period described above.
 2. Payments to an established banking institution or credit union, providing acceptable authorization is received in the administration office prior to the 15th day of the month.
 3. Payments to an approved tax sheltered annuity and/or to a tax sheltered savings program arranged through an established banking institution or credit union.
 4. No new payroll deductions will be accepted without ten Association members requesting that carrier.
- B. The District, by the 10th of the month immediately following the month of deduction, will transmit the moneys deducted to the named organizations above, and to the insurance companies to be named in writing by the Association.
- C. The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article unless it is established that the fault or error lies with the District.

Custodian/Grounds	12 Months	Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year's Day, President's Day, Memorial Day.
Educational Ass't	Less than 12 Months	Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, Memorial Day.
Cook	Less than 12 Months	Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, Memorial Day.
Mechanic/Ass't to Maintenance	12 Months	Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, Memorial Day

- B. Employees shall receive holiday pay for all holidays occurring between the start date and the end date of the employee's work year in which that employee was in paid status the workday before or the workday after the holiday.
- C. An employee not in a paid status the workday before or after the holiday may qualify for holiday pay if excused, in writing, by the Superintendent.
- D. Employees who are off duty because of illness or injury, and who are receiving pay for sick leave shall be considered to have qualified for the purposes of this section.

ARTICLE XV - VACATIONS WITH PAY

- A. All twelve-month employees who were continuously employed by the District for one full year from the July 1st prior to such dates shall receive two (2) weeks vacation with pay. After ten (10) years of continuous employment with the District, a third (3rd) week of vacation shall be added. After fifteen (15) years of such employment the employee will be granted three week's vacation with four week's pay. Vacation eligible employees shall earn vacation (prorated based on years of service) as of the first day of paid status. Employees shall be required to pay back vacation pay to the District upon resignation or termination if the employee used vacation that had not yet been earned. Employees who resign or who are terminated shall be paid for any vacation which they had earned (unused vacation) at the time of resignation or termination.

employee shall have the right to place information/written explanation in his/her personnel file.

- B. An employee shall have the right to attach a written statement of explanation to any material which the employee believes to be incorrect or derogatory. Letters of caution, consultation, warning, admonishment and reprimand shall be temporary contents of the personnel records, and shall be removed and destroyed no later than two years after they have been placed in the employee's personnel file. An employee's personnel records shall be available for inspection upon his/her request.

ARTICLE XVII - JOB POSTING

- A. All vacancies will be posted within the building prior to any local newspaper advertising of the position. A copy of the notice will be sent to each building secretary for posting to give all employees within the bargaining unit an opportunity to apply for a vacant or newly created position. The notice will be posted for five (5) working days prior to the date applications are no longer accepted.
- B. The hiring administrator will select the best qualified applicant giving first consideration to all internal District candidates and considering seniority.
- C. A selection committee will be used to interview and recommend candidates for positions. A bargaining unit member will serve on the selection committee for both Classified and Certified. The District will notify the bargaining unit local president regarding the hiring committee opportunity. The bargaining unit will provide a member to participate.
- D. An employee promoted to a job title on a higher pay range shall be placed on the first step of the higher pay range which provides an increase above that presently earned.
- E. An employee voluntarily demoted to a job title at a lower pay range shall be placed on the lower pay range at the step corresponding to that which the employee was placed when in the higher pay range.

ARTICLE XVIII - DUE PROCESS FOR EMPLOYEES

- A. No employee shall be disciplined or dismissed without just cause and without the provision of due process. Due process is defined for the purposes of this article to be:
 - 1. The employee will be told of the charges and given the information forming the basis for such action.
 - 2. The employee will have the opportunity to respond to the charges.
 - 3. The employee will have an opportunity to discuss the matter with his/her supervisor and/or the superintendent.

1. Resignation
2. Discharge
3. Failure to return from lay-off when recalled.

Order of Layoff. If the District decides on a reduction in force, the employees with the least seniority in the classification affected shall be laid off first.

Classification shall be as listed in the classified salary schedule attached as part of this agreement. The following Classifications are grouped within "family" classifications as listed:

- a. Office Manager, Secretarial and Office Assistant
- b. Head Custodian, Custodian/Grounds Keeper (Day Rate) and Custodian/Grounds Keeper (Night Rate)
- c. Head Cook, 2nd Cook and 3rd Cook
- d. Educational Assistant, Bus Aide
- e. Youth Crew Leader

Employees who lack sufficient seniority to continue assignment in the same classification shall have the right to displace a least senior employee within the "family" classification which they reside; classifications within "family" groupings may bump down in placement (example: an Office Manager has rights to bump a Secretary or Office Assistant position; a Head Custodian has rights to bump a day or night Custodian), but may not bump up (example: a 2nd Cook may not bump a Head Cook; a Secretary may not bump an Office Manager). Employees who lack sufficient seniority to continue assignment in the same classification shall have the right to displace the least senior employee in classification(s) the employee previously held, beginning with the previous classification most recently held.

The employee's salary placement shall be on the step of the previously held classification that most nearly makes the employee's wages whole, but is not a wage increase.

If an employee does not accept an assignment to a position in a previously held classification or has no right to a position, the employee shall be laid off and placed on the recall list.

- F. **Recall Rights.** An employee shall have recall rights for twenty-four (24) months from the actual date of his/her displacement or layoff. Recall rights shall automatically terminate twenty-four (24) months after the actual date of displacement from a classification or layoff. Whenever the District determines that a regular vacancy exists within a classification which has experienced a displacement or layoff (within the last twenty-four (24) months), displaced or laid-off employees from that classification will be recalled in reverse order of displacement or layoff unless the District determines that another displaced or laid-off employee has special or unusual qualifications and experience for the existing vacancy. Notice of recall may be done in person, by phone, or email during the first week of recall. If no contact is made or the District has not received a response in person, on the phone, or by email within the first week, then a notice of recall shall be sent by certified mail to the last known address. A displaced or laid-off employee will have fourteen (14) calendar days from the date of mailing to

have been offered the additional hours. Employees who decline the offer of additional hours shall be subject to the terms of Article XIX – Reduction in Force, Section F., Recall.

- b. Primary Classification – For the purpose of Section H. (Reduction in Hours) is the classification in which the employee is assigned fifty percent (50%) or more of the employee's total average daily hours in the work week. If the assigned work time in two or more classifications is equal, the primary classification shall be designated as the classification in which the employee has the greater seniority (classification held on the employee original date of hire [first day of paid status]).
- c. An employee who has less than three-point-five (3.5) hours in his/her primary classification and who has a total of three-point-five (3.5) or more assigned hours, shall have rights as if assigned three-point-five (3.5) hours in his/her primary classification.
- d. Regular employees for the purpose of Section H., (Reduction in Hours) do not include extra duty assignments, substitute and seasonal employees.
- e. The first person a more senior employee can displace is the least senior employee with the same time assignment (but not a greater time assignment), and second, if there is no less senior employee in the same time assignment, then within the time assignment that most closely makes the employee whole; then, to continue in this manner until there is no less senior employee in a shorter hour assignment.
- f. Employees who have more than one assignment in the same classification shall have all assigned hours counted for the purpose of Section H., (Reduction in Hours).
- g. Employees who have more than one assignment in different classifications shall have only the hours assigned in the primary classification for the purpose of Section H., (Reduction in Hours) with the exception as defined in Section H., c., (Reduction in Hours) above.
- h. When the District offers an employee a position restoring him/her to a previously held greater hour per day assignment under Section H., (Reduction in Hours), the employee must give the District notice of acceptance of the position within five (5) days or lose all rights under Section H. An employee may give notice of rejecting such an offer one time and still retain Section H., (Reduction in Hours) rights. An employee that has given notice of rejection continues to have recall rights as defined in Article XIX – Reduction in Force,

Employees who do not elect medical, dental, prescription and vision insurance may elect to receive cash in lieu of insurance in the amount of \$200.00 per month.

- D. Employees hired on or after November 1, 2001, shall have the District's insurance contribution based on hours worked per day.
 - 1. The District's total contribution per month for the cost of medical, dental, prescription, and vision insurance on behalf of employees who work a minimum of six (6) hours per day /twenty four (24) hours per week based on the four-day per week instructional schedule (four-day work-week) will be one thousand one hundred fifty dollars (\$1150.00) for the period of October 2021 through September 2022.
 - 2. The District's total contribution per member per month for medical, dental, prescription and vision insurance on behalf of employees who work at least four (4) hours per day/ sixteen (16) hours per week but less than six (6) hours per day based on the four-day per week instructional schedule (four-day work week) will be nine hundred eighty-nine dollars (\$989.00) for the period of October 2021 through September 2022.
 - 3. Employees working less than four (4) hours per day/(16) hours per week based on the four-day per week instructional schedule (four-day work week) will not be eligible for District-paid insurance.
 - 4. Employees who work at least four (4) hours per day/ sixteen (16) hours per week but less than six (6) hours per day/ 24 hours per week based on the four-day per week instructional schedule (four-day work week) will not be eligible for the District-paid cash option.
- E. The District will pay one thousand one hundred seventy five dollars (\$1175.00) per month for each bargaining unit member for the cost of medical, dental, prescription, and vision insurance, as specified by the employee in single coverage, employee and spouse, or full family coverage, effective October 1, 2022.

Employees who do not elect medical, dental, prescription and vision insurance may elect to receive cash in lieu of insurance in the amount of \$200.00 per month.

- F. Employees hired on or after November 1, 2001, shall have the District's insurance contribution based on hours worked per day.
 - 1. The District's total contribution per month for the cost of medical, dental, prescription, and vision insurance on behalf of employees who work a minimum of six (6) hours per day /twenty four (24) hours per week based on the four-day per week instructional schedule (four-day work-week) will be one thousand one hundred seventy five dollars (\$1175.00) for the period of October 2022 through September 2023.

changes such as employees hired and/or no longer with the District. The District will then adjust the pool to reflect those changes (plus or minus) to carry forward into the new benefit year.

2. For the period beginning with October 1, 2021, employees who do not elect medical/dental, prescription and vision insurance may elect to receive cash in lieu of insurance in the amount of \$200.00 per month. The District will contribute the remaining difference of \$1150.00 to an insurance pool ($\$1150.00 - \$200.00 = \$950.00$) per employee who works a minimum of (6) hours per day/ twenty four (24) hours per week based on the four-day per week instructional schedule (four-day work-week) electing the cash in lieu of option. At enrollment time that amount contributed into the pool will be divided by the number of employees taking insurance and paid out in equal payments per employee towards out-of-pocket insurance premium expenses. Employees who have no out-of-pocket premium expenses are not eligible for any additional payments from the insurance pool account.
 - a. The District's total contribution per member per month for medical, dental prescription and vision insurance on behalf of the employees who work at least four (4) hours per day/sixteen (16) hours per week but less than six (6) hours per day based on the four-day per week instructional schedule (four-day work-week) will be nine hundred eighty nine dollars (\$989.00) for the period of October 2021 through September 2022. Employees who receive the prorated District contribution of \$989.00 may also access the pool for the same percentage equal to their prorated amount of the \$1150.00 District contribution ($\$989.00$ divided by $\$1150.00 = 86\%$) of the insurance pool.
 - b. Employees who are hired after the insurance enrollment date (October 1, of the current school year) will be entitled to the same amount from the insurance pool as like employees. The District will then reconcile the pool at the new enrollment period reflecting changes such as employees hired and/or no longer with the District. The District will then adjust the pool to reflect those changes (plus or minus) to carry forward into the new benefit year.
3. For the period beginning with October 1, 2022, employees who do not elect medical/dental, prescription and vision insurance may elect to receive cash in lieu of insurance in the amount of \$200.00 per month. The District will contribute the remaining difference of \$1050.00 to an insurance pool ($\$1175.00 - \$200.00 = \$975.00$) per employee who works a minimum of (6) hours per day/ twenty four (24) hours per week based on the four-day per week instructional schedule (four-day work-week) electing the cash in lieu of option. At enrollment time that amount contributed into the pool will be divided by the number of employees taking insurance and paid out in equal payments per employee towards out-of-pocket insurance

An insurance committee comprised of three representatives selected by the Association and three representatives selected by the District will recommend and monitor the insurance programs. Prior to the annual contract anniversary date this committee may review any concerns regarding medical, dental and vision care plans, and make recommendations to the Board and the Association. Any change in carrier(s) will be selected by mutual agreement of the Board and the Association.

- K. Classified staff hired by the District on or after July 1, 1989, who are not in a PERS qualifying position, will not be eligible for the district-paid insurance package.

ARTICLE XXI - LEAVE POLICIES

A. Sick Leave

1. Each employee shall be entitled to ten days sick leave per year without deduction of salary as provided by ORS 332.507. Unused sick leave will be cumulative. Twelve-month employees shall accrue sick leave at 12 days per year.

This provision shall be applicable to absences due to pregnancy-related complications and for required prenatal medical care as called for by a doctor of medicine.

A sick leave absence of five consecutive days may be cause for the superintendent to require that the employee furnish a written statement from his attending physician. The statement should document the fact that the employee was under physician's care and/or be a notice of release to return to work.

2. Any absence incurred by an employee in accordance with the sick leave provisions in excess of the sick leave allowed by law will be charged for and deducted from the employee's salary at his/her daily rate of pay.
3. Absence due to personal illness in excess of the sick leave allowed may be given special consideration by the Board when the employee has been employed by the District ten years or more, and has rendered efficient and conscientious service.
4. Notification of sick leave days accumulated will be done once a year.
5. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to disciplinary action.
6. When an employee will be absent from work because of personal illness or injury or the illness or injury of an immediate family member, he/she shall give notice to the principal or supervisor. If the absence is for

2. The above provisions shall also apply to service as a witness in response to a subpoena or other direction by proper authority.
3. Leave identified in the above provision does not apply when an employee is involved as a litigant for personal reasons.

E. Temporary Disability Leave

1. As provided in Title IX regulations in the event of temporary job-related disability or maternity disability, the employee shall be allowed sick leave time for the specific period in which a bona fide disability exists.
2. To provide proof of such disability the employee shall be required to supply medical certification and may, at the option of the District, be required to submit to an independent medical evaluation by a physician retained and reimbursed by the District.
3. Any and all time away from the job not covered under the above shall be without pay.

F. Military Leave

Military leave shall be allowed in accordance with federal and state laws relating to such leave.

G. Leaves for OSEA Delegate

The Board grants released time with pay for one representative to attend the OSEA Representative Council for one day, and will give time with pay for attendance to other activities suggested by the Association which are approved by the superintendent.

H. Leave Without Pay

An employee shall be allowed leave without pay, upon request and with approval of the superintendent. Such leave shall be for a duration of not more than twelve months.

I. Personal Leave

An employee shall be allowed three (3) paid days off per year for the purpose of attending to personal matters. Employee earnings of personal leave shall be based upon the employee's assigned hours of work at the time of the leave request (i.e., an employee assigned to a four (4)-hour work shift shall earn four (4) hours of personal leave). Employees shall be allowed to use personal leave in hourly increments.

employee shall, unless circumstances do not permit, request date alteration within seven (7) days of the unanticipated action causing necessity for the change.

- c. If the employee fails to give notice, then the District may require the leave to commence at a time up to three (3) weeks after the notice and reduce the leave term by up to three (3) weeks.

6. Return to Duty. The employee shall be returned to his/her former position or an equivalent position, or if circumstances are changed, then returned to any other position which is available and suitable.

7. Break in Service. The first twelve (12) weeks of parental leave shall not constitute a break in service and the employee shall be credited for seniority purposes, with the time on leave as if worked. The employee will not be credited for sick leave or vacation leave for the time on unpaid parental leave for both parents exceed twelve (12) weeks.

K. Family Paid Leave

An employee may use his/her accrued paid sick leave to attend to the birth, adoption, foster care, or home care of his/her child, the serious health condition of his/her child, spouse, parent, step parent, or parent-in-law after the employee has used all his/her paid personal leave in Section I.

L. Family Unpaid Leave

An employee can take unpaid leave, up to the amount allowed under FMLA/OFLA, for the birth, adoption, foster care, or home care of his/her child or to attend to the serious health condition of his/her child, him/herself, spouse, step parent, parent, or parent-in-law.

M. Family Leave Duration

The employee may be eligible for extended paid or unpaid leave under Sections J, K, and L for a total of twelve (12) weeks during any fiscal year (July 1 through June 30) beginning with the first day of leave taken by the employee under Section J or K to attend to the birth, adoption, foster care, or home care of his/her child or the serious health condition of his/her child, spouse, parent, step parent, parent-in-law, or him/herself as provided by law.

N. District Benefit Contribution

The District shall make its monthly contribution toward the benefits of a member for the period the member is eligible for leave in Section M.

O. Employees requesting leaves in Sections J, K, L, and M shall be subject to

4. Pay/Additional Assignments

- a. Bargaining unit employees who are assigned to work for an absent employee (substitute) shall be paid as follows:
 - i. Employees assigned to substitute in the employees' current classification shall be paid at employees' current rate of pay.
 - ii. Employees assigned to substitute in a different classification shall be paid at the first step of the classification assigned. If the employee's current classification rate of pay is higher than the first step of the assigned classification, then the employee will be paid at their current rate of pay.
- b. Seasonal Employees: Employees assigned to work during the winter, spring and summer recess periods shall be paid as follows:
 - i. Employees assigned to seasonal work assignments in the employees' current classification shall be paid at the employees' current rate of pay.
 - ii. Employees assigned to seasonal work in a different classification shall be paid at the first step of the classification assigned.
 - iii. Employees assigned to seasonal work who are in a paid status the work day before or the workday after the holiday shall receive holiday pay.
- c. Bargaining unit employees assigned to work during a District sponsored summer school program shall be paid as follows:
 - i. Employees assigned to summer school work in the employees' current classification shall be paid at the employees' current rate of pay.
 - ii. Employees assigned to summer school work in a different classification shall be paid at the first step of the classification assigned.
- d. Bargaining unit employees who are assigned work in special programs that are funded through non-general fund resources shall be paid as follows:
 - i. The District will notify the Association prior to posting any on-general fund position or any positions not currently identified on the classified employee salary schedule. The notification shall

cost of the fingerprinting as required by state law based on the actual cost as determined by the Oregon Department of Education.

ARTICLE XXIV - COMMITTEES

A. Negotiating Committee

1. The Association agrees to maintain a committee composed of at least two and no more than three persons who are members of the Association, to be known as the "Association Committee". The names of the members of the Association Committee shall be certified in writing to the District by the Association over the signature of an official of the Association. It shall be the function of the Association Negotiation Committee to represent the Association in all matters of collective bargaining with the District.
2. The District agrees to maintain a committee composed of at least two and no more than three persons who are members of the Board or of the administrative staff of the District to represent the District in all matters of collective bargaining with the Association. The names of the members of the District Committee shall be in writing to the Association by the District over the signature of an official of the Board or the District.
3. The Association Committee and the District Committee shall work faithfully and diligently to effectuate the terms and conditions of this agreement and to carry out the spirit of this agreement.
4. It is the expectation of both parties that contractual negotiations and grievances will be worked out at the local level by the above designated representatives. Each party, however, reserves the right to have any person or persons assist its representatives at any time.

ARTICLE XXV - SEPARABILITY OF PROVISIONS

- A. In the event that any provision of this contract shall at any time be declared invalid by any court of competent jurisdiction, such decision should apply only to a specific article, section or portion thereof directly specified in the decision. Upon request of either the District or the Association, the parties will enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

Such a decision shall not invalidate the entire contract, it being the expressed intention of the parties hereto, that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE XXVI- FUNDING

- A. The Association recognizes that the District must have the financial resources necessary to fund the provisions of the collective bargaining agreement, and the

- D. The Association and the District enter into this Agreement with the understanding that the District has a continuing practice of providing all employees with compensation and insurance benefit contributions that have been equal across all employee groups. Therefore, the parties agree that the Association shall have the right to bargain Article IX - Compensation and Article XX – Insurance, given the District decision to increase the insurance benefit contribution or compensation (COLA) for any other employee groups of the Oakridge School District above the rate identified in Article IX - compensation and Article XX – Insurance of this Agreement.

ARTICLE XXIX -EMERGENCY SCHOOL CLOSURES AND DELAYED OPENINGS

A. Duty to Report

When emergency conditions determine a necessity of school closure for students, all classified custodial personnel are required to report for duty if the employee deems it safe to commute to work; all other classified employees are not required to report for duty.

Announcements not to report for duty carried on local radio stations or phone calls to the employees shall constitute notification by the Superintendent or designee. Secretarial staff will post the closure on the school voicemail system remotely.

- B. Notice from Employees - When conditions are such that it is impossible for an employee to reach his/her assigned workstation, the employee shall notify his/her immediate supervisor.
- C. Leave Time – An employee who is unable to reach his/her work station will have the option of using personal leave, or vacation time, if available.
- D. Show-up Pay - Employees whose time for reporting for duty is before first notification is made not to report to work, and who, in fact, report to work, will be paid a minimum of one (1) hour, at the employee's rate of pay. Employees may be required to work all or a portion of the one (1) hour minimum at the District's discretion.
- E. All classified in the food services, secretarial classification and classified employees who are primarily assigned to a student contact position who were not required to report for work on an emergency closure day will be required to make up the missed day(s) on a day determined by the school district.
- F. Employees in the food services, secretarial classification and classified employees who are primarily assigned to a student contact position who were not required to report for work, may with prior approval of the employee's direct supervisor, report for work. Employees shall provide their direct supervisor with a statement describing the work related duties the employee intends to complete.

Exhibit #1 (2020-2021)

9/28/2020

Salary Schedule for 20-21 w/2% COLA increase from 19-20

SchID	Office Manager Secretarial Custodian GrdsKeeper Head Cook 2nd Cook Youth Crew Leader Educ Assistant Office Assistant Bus Aide									
	A	B	C	D	E	F	G	H	I	J
1	\$15.10	\$14.67	\$15.06	\$14.80	\$15.06	\$13.95	\$14.67	\$13.84	\$12.82	\$12.24
2	\$15.53	\$15.15	\$15.52	\$15.21	\$15.52	\$14.36	\$15.15	\$14.25	\$13.16	\$12.60
3	\$16.04	\$15.61	\$16.03	\$15.70	\$16.03	\$14.79	\$15.61	\$14.67	\$13.61	\$12.97
4	\$16.51	\$16.10	\$16.50	\$16.17	\$16.50	\$15.23	\$16.10	\$15.11	\$14.03	\$13.35
5	\$17.04	\$16.59	\$17.04	\$16.68	\$17.04	\$15.68	\$16.59	\$15.56	\$14.46	\$13.75
6	\$17.56	\$17.13	\$17.54	\$17.19	\$17.54	\$16.15	\$17.13	\$16.02	\$14.92	\$14.16
7	\$18.07	\$17.63	\$18.06	\$17.72	\$18.06	\$16.63	\$17.63	\$16.50	\$15.36	\$14.58

Exhibit #1 (2021-2022)

9/28/2020

Salary Schedule for 21-22 w/3%
COLA increase from 20-21

Sch/D	Office Manager Secretarial Custodian GrdsKeeper Head Cook 2nd Cook Youth Crew Leader Educ Assistant Office Assistant Bus Aide									
	A	B	C	D	E	F	G	H	I	J
1	\$15.55	\$15.11	\$15.51	\$15.24	\$15.51	\$14.37	\$15.11	\$14.26	\$13.20	\$12.61
2	\$16.00	\$15.60	\$15.99	\$15.67	\$15.99	\$14.79	\$15.60	\$14.68	\$13.55	\$12.98
3	\$16.52	\$16.08	\$16.51	\$16.17	\$16.51	\$15.23	\$16.08	\$15.11	\$14.02	\$13.36
4	\$17.01	\$16.58	\$17.00	\$16.66	\$17.00	\$15.69	\$16.58	\$15.56	\$14.45	\$13.75
5	\$17.55	\$17.09	\$17.55	\$17.18	\$17.55	\$16.15	\$17.09	\$16.03	\$14.89	\$14.16
6	\$18.09	\$17.64	\$18.07	\$17.71	\$18.07	\$16.63	\$17.64	\$16.50	\$15.37	\$14.58
7	\$18.61	\$18.16	\$18.60	\$18.25	\$18.60	\$17.13	\$18.16	\$17.00	\$15.82	\$15.02

9/28/2020

Salary Schedule for 22-23 w/3% COLA increase from 21-22

Salary Schedule for 22-23 w/3% COLA increase from 21-22																
SchID	Office Manager		Secretarial		Head Custodian		Custodian GrdsKeeper		Youth Crew		Educ Assistant		Office Assistant		Bus Aide	
Step No	A	B	C	D	E	F	G	H	I	J						
1	\$16.02	\$15.56	\$15.98	\$15.70	\$15.98	\$14.80	\$15.56	\$14.69	\$13.60	\$12.99						
2	\$16.48	\$16.07	\$16.47	\$16.14	\$16.47	\$15.23	\$16.07	\$15.12	\$13.96	\$13.37						
3	\$17.02	\$16.56	\$17.01	\$16.66	\$17.01	\$15.69	\$16.56	\$15.56	\$14.44	\$13.76						
4	\$17.52	\$17.08	\$17.51	\$17.16	\$17.51	\$16.16	\$17.08	\$16.03	\$14.88	\$14.16						
5	\$18.08	\$17.60	\$18.08	\$17.70	\$18.08	\$16.63	\$17.60	\$16.51	\$15.34	\$14.58						
6	\$18.63	\$18.17	\$18.61	\$18.24	\$18.61	\$17.13	\$18.17	\$17.00	\$15.83	\$15.02						
7	\$19.17	\$18.70	\$19.16	\$18.80	\$19.16	\$17.64	\$18.70	\$17.51	\$16.29	\$15.47						

**Lane Education Service District
School District Transit Dollar Request for Fiscal Year 2021-22**

Pursuant to ORS 334.177, as amended by 2013 House Bill 3401, a component school district board may request that a percentage of the state formula revenue received by Lane ESD be distributed to the school district for any purpose identified by the school district board. The request for these "Transit Dollars" will be distributed on an ADMw basis.

*The ORS requires that the component school district Board submit the request to the Lane Education Service District Board **no later than November 1, 2020**. The percentage of funds requested may affect the school district's ability to participate in the formal governance of Lane Education Service District.*

The following school district requests the amount of funds identified below for fiscal year 2021-22.

Name of District: Oakridge School District #76

Date of Board Action: 10/12/2020

District Representative: Reta Doland

Signature: _____

Date Submitted: _____

Select One

X	Not to Exceed 50% <i>The school district may request up to 50% of their funds without having any impact on their ability to participate in the formal governance of Lane ESD.</i>
	More than 50% to 75% <i>The school district may request up to 75% of their funds but may only act in an advisory capacity for decisions made in relation to the governance of Lane ESD. This precludes the school district from voting for the Lane ESD local service plan.</i>
	More than 75% to 85% <i>The school district may request up to 85% of their funds but may only act in an advisory capacity for decisions made in relation to the governance of Lane ESD. This precludes the school district from voting for the Lane ESD local service plan. The percentage requested that exceeds 75% must be used to purchase services from one or more ESDs, not including Lane ESD.</i>

Division 22 Standards for Public Elementary and Secondary Schools

2019-20 Assurances Report

By November 1 of each year, school district superintendents are required by OAR 581-022-2305: Operating Policies and Procedures to report to their school board the district's standing with respect to all of the Standards for Public Elementary and Secondary Schools as set out in Oregon Administrative Rules Chapter 581, Division 22. For the 2019-20 school year, the State Board of Education adopted OAR 581-022-0103: State Standards for the 2019-20 School Year. This rule established a streamlined set of Division 22 standards in effect for the 2019-20 school year, accommodating for the shift to emergency distance learning in response to the COVID-19 pandemic. For the 2019-20 school year, school districts are required to report on the Division 22 standards included in OAR 581-022-0103; any standard not included in this rule is waived for the 2019-2020 school year.

Below is a summary of Oakridge's compliance with each of the standards included in OAR 581-0103: State Standards for the 2019-20 School Year. For each standard reported as out of compliance, Oakridge School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance by the beginning of the 2021-22 school year.

Summary of Compliance with Division 22 Requirements

Diploma Requirements

Compliance Status for 2019-20 school year: **In compliance**

Credit Options

Compliance Status for 2019-20 school year: **In compliance**

Distance Learning for All

Compliance Status for 2019-20 school year: **In compliance**

Special Education for Children with Disabilities

Compliance Status for 2019-20 school year: **In compliance**

Emergent Bilinguals

Compliance Status for 2019-20 school year: **In compliance**

Record and Reports

Compliance Status for 2019-20 school year: **In compliance**

Complaint Procedures

Compliance Status for 2019-20 school year: **In compliance**

Assurances

Compliance Status for 2019-20 school year: **compliance**