

RESOLUTION 2026-01
Pendleton School District 16R

Resolved: That all actions 3.01 – 3.28 that establishes the basis for conducting the District business be effective July 1, 2025 and be approved as listed.

- 3.1 That Superintendent Michelle Jensen be named the Clerk and Michelle Jones be named the Deputy Clerk and Custodian of Funds for Pendleton School District 16R.
- 3.2 That the Clerk, Michelle Jensen, and the Deputy Clerk, Michelle Jones, be authorized to sign checks written on behalf of the Pendleton School District 16R.
- 3.3 That the Chair and Vice-Chair of the Board, Superintendent/Clerk, and Director of Business Services/Deputy Clerk are authorized to execute legal documents on behalf of the District.
- 3.4 That the Board of Directors of Pendleton School District 16R hereby authorizes the signatures of Michelle Jones and Michelle Jensen on all checks or other orders for payment of money drawn in this District's name. The Board of Directors further authorizes the facsimile signature of Michelle Jones on checks.
- 3.5 That approval be granted for payment of District payroll accounts when due, as governed by District fiscal policies.
- 3.6 That approval be granted for payment of District fiscal accounts when due, as governed by District policies.
- 3.7 That in accordance with ORS 328.260.2, the US Bank, Bank of America, Wells Fargo Bank, and the Oregon Local Government Investment Pool shall be designated as the depositories for the Board Interest and Redemption Fund of District 16R for the year 2025-2026. Those funds so designated will be deposited into that account and irrevocably pledged for payment of principal and interest of the bonds or coupons thereto.
- 3.8 That the Board of Directors of Pendleton School District 16R designates the following institutions as depositories for any and all funds received and/or disbursed on behalf of the District in 2025-2026.

US Bank
BMO Bank
State of Oregon-Local Government Investment Pool
Community Bank of Pendleton
Oregon First Community Credit Union
Umpqua Bank
Wells Fargo Bank
- 3.9 That Michelle Jones is designated as the Authorized Agent for P.L. 874 and that the Superintendent/Clerk Michelle Jensen and Michelle Jones are authorized to sign federal applications and project forms on behalf of the District for projects authorized by the Board.
- 3.10 That Deputy Clerk Michelle Jones be named the Budget Officer for the District.
- 3.11 That school district officials be authorized to invest surplus funds in time certificates or interest-bearing accounts with and through institutions designated as depositories of District funds. All investments shall be

made in accordance with and to the fullest extent allowable under ORS Chapter 294 and in accordance with the Board's policy governing the investment of funds.

- 3.12 That Michelle Jensen and Michelle Jones be authorized to secure a \$1,000,000 borrowing line of credit, with the condition the borrowing of funds not occur, in any amount, without prior Board of Director's approval.
- 3.13 That the fidelity bonding of the Superintendent/Clerk and Deputy Clerk in the amount of \$100,000 is authorized as prescribed by Oregon law.
- 3.14 That the regular board meeting will be held at the district office at 6:00 p.m. every second Monday of the month, and a board work session will be held every Tuesday of the month preceding the board meeting at 8:00 a.m. in the district office boardroom. One board meeting per year will be held on the Confederated Tribes of the Umatilla Indian Reservation.
- 3.15 That for the 2025-2026 school year, the appointment of Wheatland Insurance Company as the District's insurance agent of record is confirmed.
- 3.16 That the firms Corey, Byler & Rew, LLP, and the Hungerford Law Firm, LLP, be designated as legal representatives of the Pendleton School District during 2025-2026.
- 3.17 The firm of Cockburn & McClintock, LLP, be designated as District Auditors of the Pendleton School District 16R during 2025-2026.
- 3.18 That the Pendleton School District 16R hereby authorizes the Superintendent/Clerk and the Deputy Clerk to acquire surplus property from the Oregon State Agency for Surplus Property under those terms and conditions set forth by state and federal agencies.
- 3.19 That the following fees be charged for the use of the school facilities and staff for non-school organizations and events:
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| 1. Gymnasium | \$75.00 per day |
| 2. Cafeteria/Commons | \$50.00 per session (4 hours) |
| 3. Auditorium | \$100.00 per day |
| 4. Classroom | \$25.00 per day |
| 5. Kitchen | \$30.00 per hour for an on-site food service employee |
| 6. Custodial | \$35.00 per hour (when required) |
- 3.20 That it be resolved that inasmuch as the Pendleton Board of Education supports the proposition that it is imperative that all students of this school district be provided an excellent and equal educational opportunity and that a part of the opportunity is to obtain at the lowest possible cost appropriate nutrition, the Board of Directors of Pendleton School District 16R endorses the participation of the Pendleton School District 16R and its students in the free and reduced-price meals segment of the Nutritional School Lunch Program. Be it further resolved that the Pendleton School Board supports the participation of the District in the offer versus serve programs at the elementary and secondary levels as specified by the USDA and the State of Oregon Nutritional Guidelines.
- 3.21 That it be resolved that the Board authorizes the attendance of Pendleton students in the Pilot Rock, Athena-Weston, Stanfield, Echo and Hermiston School Districts when such attendance has been approved by the superintendent or designee, and

Resolved further that Pilot Rock, Athena-Weston, Stanfield, Helix, Echo and Hermiston students will be accepted by the Pendleton School District 16R when their attendance has been authorized by the superintendent or designee and provided the home district accepts Pendleton students in the same manner.

3.22 Substitute Teacher Rates for the 2025-2026 School Year

1. Basic Daily Rate - \$221.02 per day or \$28.52 per hour, as set by the State Department of Education.
2. Long-Term Rate (10 consecutive days or more) - \$284.10 per day or \$36.66 per hour. This rate will also be the certified extended contract hourly rate.

3.23 Substitute Classified Rates for 2025-2026 School Year

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|--------------------------|------------------|
| 1. Educational Assistant | \$14.05 per hour |
| 2. Secretary | \$14.05 per hour |
| 3. Custodial/Maintenance | \$14.05 per hour |
| 4. Music Accompanist | \$15.00 per hour |

3.24 Extra-Curricular Activity Rates

Announcer (varsity only)	\$30.00 per game
Volleyball Lines (varsity only)	\$20.00 per game
Scorekeeper	
Varsity	\$30.00 per game
Frosh/JV	\$20.00 per game
Ticket Taker	\$20.00 per game
Football Chain-Gang	\$20.00 per game
Game Management	
Varsity	\$50.00 per game
Frosh/JV	\$30.00 per game

3.25 Per Diem for 2025-2026 School Year

Mileage	Current IRS Allowable Rate
Meals	Breakfast - \$16.00
	Lunch - \$19.00
	Dinner - \$28.00

3.26 Athletic Fees

Resolved that an athletic fee be assessed to middle school and high school students. The fee for middle school will be \$55.00 per sport with a family cap of \$165.00. The fee for high school will be \$100.00 per sport with a family cap of \$300.00. Students who receive Free and Reduced Lunches are eligible to apply to the athletic director for a reduction in the fees. (This fee is the agreed upon "Pay-for-Play").

3.27 Fee Schedules for 2025-2026 School Year

SUNRIDGE MIDDLE SCHOOL

Sixth Grade

ASB Card	(Optional)	\$10.00
Spirit Tee	(Optional)	\$20.00
PE Uniform Kit		\$30.00 (Shirt \$15.00/Shorts \$15.00)
Electives	(Per Semester)	
Art		\$15.00
Sports Fee	(Per Sport)**	
Cross Country		\$55.00
Wrestling		\$55.00
Track		\$55.00
Parents Club	(Optional)	Donation
Yearbook	(Optional)	\$15.00
Student Tuition		\$561.00*

Seventh & Eighth Grade

ASB Card	(Optional)	\$10.00
Spirit Tee	(Optional)	\$20.00
PE Uniform Kit		\$30.00 (Shirt \$15.00/Shorts \$15.00)
Electives	(Per Semester)	
Art		\$15.00
Digital Media		\$10.00
Drama		\$5.00
Fish & Wildlife		\$10.00
Foods		\$20.00
Leadership		\$5.00
Sports Fee	(Per Sport)**	
Football		\$55.00
Volleyball		\$55.00
Cross Country		\$55.00
Boys Basketball		\$55.00
Girls Basketball		\$55.00
Wrestling (Boys & Girls)		\$55.00
Track		\$55.00
Robotics Club		\$55.00
Tennis (Boys & Girls)		\$55.00
Parent Club	(Optional)	Donation
Yearbook	(Optional)	\$15.00
Student Tuition		\$561.00*

*Tuition will be charged to any student for whom the district cannot collect ADM.

** Athletic fees for middle school students will be \$55.00 per sport. Students receiving free or reduced lunches may apply to the athletic director for a reduction in fees.

PENDLETON HIGH SCHOOL

ASB Card (Optional)	\$25.00
PE Shirt	\$15.00
PE Lock	\$5.00
T&C Tech Fee	\$5.00
Freshman Math Lab	\$5.00
Art (Visual, Multimedia, Digital, Studio)	\$15.00 per semester
Hospitality & Tourism (Culinary Arts)	\$20.00 per semester
STEM (Robotics, Intro Engineering, Aerospace)	\$15.00 per semester
Metals	\$25.00 per semester
Building Construction	\$25.00 per semester
Fall Sport	\$100.00 pay to play per sport**
Winter Sport	\$100.00 pay to play per sport**
Spring Sport	\$100.00 pay to play per sport**
Parking Permit	\$10.00
Yearling	\$60.00 (before April 1, then \$70)
Student Tuition	\$561.00*

*Tuition will be charged to any student for whom the district cannot collect ADM.

**Athletic fees will be \$100.00 per sport. Students receiving free or reduced lunches may apply to the athletic director for a reduction in fees.

LUNCH PRICES: 2025-2026

Breakfast:	Elementary (CEP)	\$0
	Middle School (CEP)	\$0
	High School (CEP)	\$0
	Adult	\$3.00
	Milk	\$.60
Lunch:	Elementary (CEP)	\$0
	Middle School (CEP)	\$0
	High School (CEP)	\$0
	Adult	\$5.00
	Milk	\$.60

Board Chair

Date Approved