

**DISTRICT ORGANIZATIONAL PROCEDURES  
2012-2013**

BE IT RESOLVED to approve the annual District Organizational Procedures:

- 1. DESIGNATION OF CHIEF ADMINISTRATIVE OFFICER**  
RESOLVED that the Board designate A.J. Grauer as School District #48J's Chief Administrative Officer and Custodian of Funds and appoint A.J. Grauer as School District #48J's Clerk and DeAnn O'Neil as Business Manager and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 332.525 and 328.441.
- 2. DESIGNATION OF BUDGET OFFICER**  
RESOLVED that the Board designate A.J. Grauer as Budget Officer of School District #48J.
- 3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING**  
RESOLVED that the Board appoint A.J. Grauer as the Local Agency Representative and be directed to execute and file applications for and in behalf of School District #48J, and otherwise act as authorized representative of the School District in all activities related to federal, state and privately funded projects, proposals, and grants.
- 4. DESIGNATION OF SCHOOL DISTRICT AUDITOR**  
RESOLVED that the Board appoint Accuity, LLC. Auditing Firm as School District #48J's auditor for the fiscal year 2012-2013.
- 5. DESIGNATION OF SCHOOL DISTRICT ATTORNEY**  
RESOLVED that the Board appoint OSBA Legal Counsel as School District #48J's attorney of record.
- 6. DESIGNATION OF AGENT OF RECORD**  
RESOLVED that the Board designate Hagan Hamilton Insurance/PACE as Agent of Record.
- 7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES**  
RESOLVED that the Board designate the following employees as Confidential Employees of School District #48J:

DeAnn O'Neil	Business Manager
Emilie Molloy	Fiscal Assistant
Penny Elliott	District Secretary
- 8. DESIGNATION OF NEWSPAPER FOR PUBLICATIONS**  
RESOLVED that the Board designate The Sun as the news source for publishing legal notices for School District #48J.
- 9. DESIGNATION OF DEPOSITORY OF FUNDS**  
RESOLVED that the Board authorizes deposits of School District #48J in U.S. Bank, Sheridan Branch; as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which the Clerk and Business Manager shall deposit all monies belonging to the District. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Pool based on the yield.
- 10. AUTHORIZATION FOR INTRA-FUND LOANS**  
RESOLVED that intra-fund loans from the Capital Assets Fund, Bond Interest Fund, and Debt Service to the General Fund and Grant Fund are authorized to meet current operating expenditures.

- 11. AUTHORIZATION TO PAY BILLS**  
RESOLVED that the Board authorize the Clerk and Business Manager to pay bills of the District when due and the payroll as per the 2011-2012 budget.
- 12. AUTHORIZATION OF SIGNATURES**  
RESOLVED that the Board authorizes the Clerk and Business Manager to approve purchase orders and authorizes the Clerk, Business Manager, and FCS Principal to sign checks and authorizes the use of facsimile signatures. Two signatures are required for checks.
- 13. ESTABLISHMENT OF BOARD MEETING DATES**  
RESOLVED that the Board establish and hold the regular Board meetings in the Board Room of the District Office, unless otherwise determined, on the third Wednesday of each month at 6:00 p.m. Meeting notices shall be posted in all school buildings, The Sun, The News Register and Willamette Broadband.
- 14. RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY**  
RESOLVED that the Board authorize A.J. Grauer to approve the sale of obsolete equipment and supplies that are no longer of use to the District.
- 15. RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES**  
RESOLVED that the Board authorize A.J. Grauer to represent the School Board in signing for the conveyance of real property purchases and sales.
- 16. RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD**  
RESOLVED that the Sheridan School District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279.055(2).
- 17. RESOLUTION ESTABLISHING MEAL PROGRAM HEARINGS OFFICER**  
RESOLVED that the Board appoint A.J. Grauer as hearings officer for the meal program.
- 18. RESOLUTION ESTABLISHING HIRING PROCEDURES**  
RESOLVED that the Board authorize A.J.Grauer to fill vacancies, exclusive of administrative vacancies, as they occur within the District and report such employment to the Board at its next meeting.
- 19. RESOLUTION FOR AUTHORIZATION OF BORROWING LIMIT**  
RESOLVED that the Board authorize A.J. Grauer to borrow up to, and not to exceed, \$500,000.00 to maintain the General Fund.
- 20. RESOLUTION ESTABLISHING APPROVED ALTERNATIVE PROGRAMS**  
RESOLVED that the following list of programs are approved alternative programs for Sheridan School District 48J:  
20.1 ~~West Valley Academy~~ - CLOSED  
20.2 Opportunity House Alternative School  
20.3 Faulconer-Chapman Alternative Program  
20.4 Winema West
- 21. RESOLUTION ESTABLISHING DRUG, ALCOHOL and TOBACCO PREVENTION POLICIES, RULES, AND PROCEDURES**  
RESOLVED that the Board has established policies drug, alcohol and tobacco prevention policies, rules and procedures.
- 22. RESOLUTION ESTABLISHING MEDIA PROGRAM GOALS**

RESOLVED that the Board has established Media Goals.

**23. RESOLUTION ESTABLISHING SUBSTITUTE RATE OF PAY**

RESOLVED that the substitute rate of pay for 2012-2013 will be as follows:

Licensed

\$161.48 per day	For the first 10 consecutive days
\$181.55 per day	Beyond 10 consecutive days (1/190 <sup>th</sup> of the district's annual salary scale for beginning teachers with a bachelor's degree)

Classified

Custodial	Food Service	Educational Assistant/Clerical
\$10.60 per hour	\$9.80 per hour	\$9.80 per hour

**24. RESOLUTION TO REVIEW/ESTABLISH PETTY CASH ACCOUNTS/AMOUNTS**

RESOLVED that petty cash accounts are not authorized.

**25. RESOLUTION ESTABLISHING MILEAGE RATE**

RESOLVED that when staff are required to use their own vehicle for District work or to travel at the request of the administrator, mileage reimbursement will be at the current IRS rate for mileage.

**26. RESOLUTION ESTABLISHING TUITION RATE FOR NONRESIDENT STUDENTS**

RESOLVED that the Board shall charge equal to state funding annual tuition for nonresident students.

**27. RESOLUTION ESTABLISHING USE OF FACILITIES FEES**

RESOLVED that the use of facilities costs for the 2012-2013 school year are as follows:

Area	Deposit Single Use	Deposit Multiple Use	Youth Group Rent	Adult Group Rent	Event
Gymnasium	50.00	100.00	No Fee	25.00	NA
Cafeteria	25.00	50.00	No Fee	25.00	100.00
Classroom	10.00	25.00	No Fee	5.00	50.00
Auditorium/ Commons/Music Room	50.00	100.00	No Fee	25.00	100.00
Library	50.00	100.00	No Fee	10.00	50.00
Fields	50.00	100.00	No Fee	No Fee	NA
HS Front/Commons Area	50.00	100.00	No Fee	No Fee	100.00
Parking Lot	50.00	100.00	No Fee	No Fee	50.00

**28. RESOLUTION ESTABLISHING ACTIVITY PARTICIPATION FEES**

RESOLVED that the athletic participation fees for the 2012-2013 school year are as follows:

Grades	Individual Student Cost	Maximum Family Cost
Students in grades 6 - 8	\$40.00 per sport	\$150.00
Students in grades 9 - 12	\$70.00 per sport	\$150.00
Students in grades 6 - 12		\$290.00
Students approved for Free & Reduced Meals qualify for half-price waivers		

**29. RESOLUTION ESTABLISHING BREAKFAST/LUNCH FEES, UNLESS ELIGIBLE FOR FREE OR REDUCED PRICE MEALS**

RESOLVED that the meal prices for the 2012-2013 school year are as follows:

	Elementary (K - 3)	Middle (4 - 8)	High School (9 - 12)	Adult	Milk
Breakfast	Free	Free	Free	2.65	.40
Lunch	2.25	2.50	2.75	3.50	.45
Reduced Breakfast	Free	Free	Free		
Reduced Lunch	.40	.40	.40		

**30. DESIGNATION OF VOLUNTARY STUDENT INSURANCE PLAN**

RESOLVED that United Health Care Insurance Company, will serve as the District voluntary student insurance plan.

**31. RESOLUTION ESTABLISHING BOOK FEES**

RESOLVED to charge a \$20.00 book fee for grades 4 - 12, refundable at the end of the school year when books are returned in satisfactory condition.

**32. RESOLUTION APPROVING FOREIGN EXCHANGE PROGRAMS**

RESOLVED that the Board approves the following Foreign Exchange Programs:

- 32.1 EF Foundation
- 32.2 Aspect Foundation
- 32.3 Laurasian Institute

**33. DESIGNATION OF STAFF AUTHORIZED TO DISPENSE MEDICATION**

RESOLVED that the following list of staff are authorized to dispense medication:

- 33.1 Building Secretaries
- 33.2 Building Administrators
- 33.3 School Nurse
- 33.4 Staff Who Have Received Training

**34. RESOLUTION ESTABLISHING COPY FEES**

RESOLVED to charge \$.10 per copy for non-school related copy work.

**35. RESOLUTION ESTABLISHING FAXING FEE**

RESOLVED to charge \$.10 per page for faxing non-school related copies.

**36. RESOLUTION AUTHORIZING CONTRACT ADMINISTRATION**

RESOLVED that the Board authorizes A.J. Grauer to administer contracts with vendors on behalf of the School Board.

**37. RESOLUTION ESTABLISHING EARLY ENTRANCE INTO KINDERGARTEN FEE**

RESOLVED that the early entrance into Kindergarten fee will be \$125.00.