



2023-24 Board of Directors

Board Chair, Erin Cramer **Board Vice-Chair**, Mackenzie Strawn

Board Members: Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Alisha Oliver

Student Representatives to the Board, Benjamin Perez & Lucas Joyce

Superintendent, Lee W. Loving

Director of Business & Fiscal Services, Rhonda Allen

Director of Human Resources, Danielle Blackwell

Director of Teaching & Learning, Nicole Duncan

Interim Director of Special Programs, Jeri Harbison-Jones

Director of Nutrition Services, John Barnes

Director of Safety, Security and Health Services, Gary Rychard

Director of Facilities, Dave Parsons

Superintendent/School Board Executive Assistant, Tonia Whisman

Regular Session

Thursday, April 20, 2023 ~ 6:00 PM

Sublimity Elementary Library

431 E Main St

Sublimity, OR 97385

<https://youtube.com/live/OnZACiG1VsQ?feature=share>

1. CALL REGULAR SESSION TO ORDER

(5 minutes)

The Regular Session of the North Santiam School District's Board of Directors is called to order at 6:00 pm. It is an open meeting of the Board and the public is allowed to observe in-person and via livestream on YouTube. On the agenda is a place for public comment. Those attending in-person that wish to address the Board during this time must complete an Intent to Submit Public Comment form available near the room entrance prior to this point in the agenda. Those attending virtually must have registered online prior to 4:00 pm in order to receive the Zoom meeting link.

Speakers may offer objective criticism of school operations and programs, however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks anyone wishing to communicate a complaint of this manner to follow the proper administrative process in Board policy KL (Public Complaints). This information is available near the room entrance and on the District website.

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: ALISHA OLIVER

PLEDGE OF ALLEGIANCE: ALISHA OLIVER

2. AGENDA APPROVAL

(2 minutes)

Changes to the agenda after posting on April 14, 2023 will be acknowledged:

Added Attachments-

***6.0-Every Student Belongs PPT**

***9.0-Financial Board Report March 2023**

***12.0-1057 Formalizing Council Liaison Assignments**

Revised Attachments-

***17-Board policies IKF, KBA & KBA-AR (revisions were to include summaries for proposed changes and display strikeouts that were not visible on previous copies)**

RECOMMENDED MOTION-AGENDA APPROVAL

I move that the Board approve the agenda as modified.

3. TEACHER APPRECIATION WEEK RESOLUTION

8

(5 minutes)

Teacher Appreciation Week is May 8-12, 2023. The Board will vote to approve a resolution honoring their commitment and dedication.

RECOMMENDED MOTION-RES #042023A

*Be it resolved that the NSSD expresses its deep appreciation of its Licensed staff by adopting Resolution #042023A proclaiming May 8-12, 2023 to be **TEACHER APPRECIATION WEEK**.*

Motion Made By:

Teacher Appreciation Week RESOLUTION 042023A

8

4. SPOTLIGHT: SUBLIMITY SCHOOL

9

(30 minutes)

This item is set aside for informational presentations that are not recurring agenda items. This may include guest speakers and highlights on schools or programs in the District.

2023 Sublimity School Board Presentation

9

5. STUDENT BUSINESS: Omar Garcia/Rori Bentz

(10 minutes)

This agenda item is for monthly reports from the NSSD Student Reps. to the Board and for other requests/reports from students.

6. SHS NON-DISCRIMINATION COMMUNICATION PLAN: Vicky Storey

18

(15 minutes)

The school will outline its efforts to inform students of the district's anti-racism/anti-harassment/anti-discrimination policies. The report will include measures taken to reteach high school students on issues of harassment, discrimination, and inclusion and will specifically target issues of racial harassment, examples of it; that it is prohibited, how to report incidents, and the consequences.

Every Student Belongs PPT

18

7. OPERATING PROTOCOLS FOR POLICY ACB: Lee Loving **30**
(15 minutes)

Superintendent Loving has been developing a checklist/standard operating protocols to be followed when there is a bias incident, hate symbol display, or other similar action that violates policy ACB.

ACB - Bias Incident Admin Investigation Checklist - DRAFT 30

NSSD _Every Student Belongs_ Communication Plan - 2023 34

8. SUPERINTENDENT'S REPORT: Lee W Loving

(10 minutes)

This standing agenda item is for the Board to receive a monthly report from the Superintendent. This month will include an update on the bond refinance the board voted to authorize in the March meeting.

9. BUSINESS DIRECTOR'S REPORT: Rhonda Allen **36**

(10 minutes)

This standing agenda item is for the Board to receive the monthly financial report from the Business Director as well as other information relating to that department.

Financial Board Report_Mar2023 36

Financial Report PPT- March 2023 44

10. STUDENT SERVICES REPORT: Nicole Duncan **50**

(10 minutes)

This standing agenda item is for the Board to receive regular reports regarding topics such as the Student Success Act, Curriculum & Instruction, Professional Development, Special Education, Grants, or other topics relating to student services.

ISST Board Report April 20th.docx 50

11. LICENSED UNION REPORT: Union Rep.

(5 minutes)

This standing agenda item is to receive regular reports from the Licensed Union representatives.

12. STAYTON CITY COUNCIL LIAISON REPORT: David Patty **53**

(5 minutes)

This standing agenda item is for reports from the Stayton City Council Liaison, David Patty. As noted in the attached resolution, the Mayor and City Council desire to ensure two-way communication between boards and commissions in Stayton and have appointed council members to act as liaisons.

1057 Formalizing Council Liaison Assignments 53

13. PUBLIC COMMENT

(20 minutes)

The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to

do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts respectfully. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair will direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the entrance of the room and on the District's website. Those who have completed a public comment card will be called one at a time to step forward (or turn on their cameras/mics) and state their name and relationship to the District. Please note that speakers will have three minutes to express their thoughts.

To submit questions for a follow-up response, please complete the form available near the room entrance or via this link [QUESTIONS](#)

14. CONSENT AGENDA

(2 minutes)

In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.

14.1. Approval of Meeting Minutes

55

The minutes from the previous month's meeting are submitted for Board review and approval.

03.02.23 Special Session Minutes-DRAFT

55

03.16.23 Meeting Minutes-DRAFT

57

14.2. Approval of New Hires

66

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Changes in licensed staff since the last board meeting are indicated below and on the attachment. Only new hires require board approval.

New Hires (Board Action Required)

n/a

Resignations

Janet Shryock (effective 6/2023)

April 2023 Licensed Report

66

14.3. Action on Consent Agenda

RECOMMENDED MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda as [presented] [modified].

15. 2023-24 SCHOOL CALENDAR APPROVAL

67

(2 minutes)

2023-24 Staff Calendar - D2

67

16. POLICY UPDATES/SECOND READING

68

(10 minutes)

The following policies were presented for a First Reading in the previous month's meeting. They are being presented for a Second Reading and possible adoption. Policies identified with an -AR (Administrative Regulations) are detailed directions governing the operation of schools and do not require board approval.

BBBA-Board Member Qualifications

CB-Superintendent

CBC-Superintendent's Contract

IK-Academic Achievement

JFCJ-Weapons in Schools

GCDA/GDDA-Criminal Records Checks/Fingerprinting

BBBA -Board Member Qualifications	68
CB -Superintendent	70
CBC -Superintendent's Contract	72
IK -Academic Achievement	74
JFCJ-Weapons in Schools	76
GCDA_ GDDA--Criminal Records Check & Fingerprinting	80

17. POLICY UPDATES/FIRST READING
(20 minutes)

84

These policy edits were recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They are presented for a first reading and will be brought back in the following month for a second reading and possible adoption. Policies identified with an -AR (Administrative Regulations) are detailed directions governing the operation of schools and do not require board approval. The Board member's name who has been assigned to introduce the policy appears next to the policy title.

FUTURE BOARD APPROVAL

IKF- Graduation Requirements (Alisha)

KBA-Public Records (Mark)

BOARD NOTIFICATION

KBA-AR-Public Records (Mark)

IKF -Graduation Requirements	84
KBA -Public Records	93
KBA-AR -Public Records	96

18. COMMUNITY ENGAGEMENT
(5 minutes)

This standing agenda item is for the Board to continue discussing the process of increasing the engagement of parents and the greater community in our schools.

19. BOARD REFLECTION
(7 minutes)

This standing agenda item has been added to allow the Board to collectively reflect upon statements made during public comment or topics covered during Reports.

20. BOARD REPORT/ANNOUNCEMENTS

(5 minutes)

This item is for things such as reports from board members (E.g. conferences or community events they attended) or to request volunteers for upcoming activities.

Board Buddy Update:

Board Greeter for Next Month:

Possible Future Agenda Items:

21. INFORMATION ONLY

21.1. Field Trip Report:

99

A list of the field trips taken and/or scheduled since the start of the school year has been included in the board packet. New trips scheduled since the last board meeting are highlighted in yellow. Any overnight stays are indicated in red.

April 2023 Fieldtrips Board Report

99

21.2. Student Enrollment:

109

Current enrollment is approximately 2,153 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 183

Sublimity: 358

Stayton Elementary: 359

Stayton Intermediate/Middle: 455

(SIS:188 SMS:267)

Stayton High: 652

Options Academy: 146

April 2023 Enrollment Totals

109

21.3. Future Agenda Items:

111

A list of possible future agenda items is attached as part of the board packet. Board members may request that additional items be posted to this list.

Agenda Items Annual Calendar rev 9.22

111

21.4. Upcoming Events

Information regarding activities across the District can be found on the website at www.nisantiam.k12.or.us

May 4, 2023: Special Session Board Meeting (Equity Collaborative)

5:30-7:00 pm ~ District Office/Santiam Room

May 8, 2023: Soup with the Supt
5:30-6:30 pm ~ Stayton High School cafeteria

May 11, 2023: NSSD 2023-24 Budget Committee Meeting
6:00 pm ~ District Office/Santiam Room

May 18, 2023: Regular Session-Board Meeting:
6:00 pm ~ Stayton High School

May 25, 2023: 2nd NSSD 2023-24 Budget Committee Meeting (if needed)
5:30 pm ~ District Office/Santiam Room

22. EXECUTIVE SESSION-ORS 192.660(2)(i)
(60 minutes)

The Board will enter into Executive Session under ORS 192.660(2)(i) for the annual evaluation of the performance of the superintendent. This portion of the meeting is not open to the public.

23. RETURN TO OPEN SESSION

24. APPROVAL OF SUPERINTENDENT EVALUATION
(2 minutes)

The Board will vote to approve the evaluation form that was discussed during the Executive Session.

25. ADJOURN

Time:

EQUAL OPPORTUNITY EMPLOYER

The North Santiam School District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, gender identity (including gender expression), sexual orientation, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.



RESOLUTION #042023A

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the North Santiam School District Board of Directors proclaims May 8 – 12, 2023 to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the North Santiam School Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 20th day of April, 2023

Signed:

Board Chair, Alisha Oliver

Superintendent, Lee W Loving

Sublimity School

2023 Board Presentation

Student Council Highlight Tour

Wildcat Pledge

POWER Skills

Pentagames

Electives

State Testing

MS Band

Gaga Ball

Cafeteria

5th Grade Pods

AVID/Career Learning

RULER SEL

Wildcat Den

School Garden

Library - OBOB

Grant Funding for 2022-23

Oregon Farm to CNP: School Garden Program

Sublimity and Stayton Elementary School

Sublimity Garden Goals

1. Provide more practical, real-life application for student learning around science, health, agriculture, and other content areas.
2. Create an outdoor classroom and sensory area for student/staff enjoyment and campus beautification

Provide a practical, real-life application for student learning

Career Related Learning:

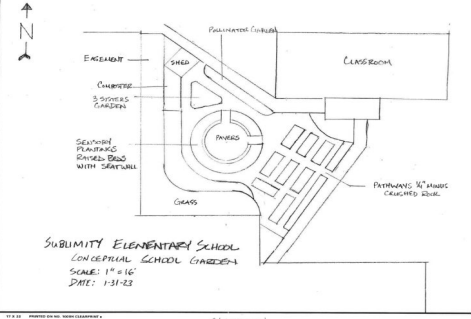
- [Landscape Design](#)
- Student [Design Submissions](#)
- Intro to CTE elective
- STEM, Health, Nutrition

Earth Week:

- Student Planting Day

13







Create an outdoor classroom and sensory area for enjoyment and beautification



Recognition

— — —

- Jeanette Sherman - Life Skills Teacher
- Rebecca Mitchell - 1st Grade Teacher
- Rick Sherman - ODE
- Brenda Knobloch - Designer, Coordinator, & Consultant
- Luke Smith - Trillium Landscape Construction, INC

Every Student Belongs

Inclusion, Discrimination, & Harassment



THE WHY...

Our mission at Stayton High is to empower **ALL** students for life.



This means we work to be future-focused:

- Help you be ready for next steps (3 Es) by learning to monitor your speech and actions
- Help you be your best self and knowing how to avoid inadvertently causing harm to others.



Today we will define inclusion, discrimination and harassment, specifically racial harassment.

We will clearly articulate our expectations, explain consequences for actions that are harassing or discriminatory, and make sure you know how to report behaviors when you see or hear them on our campus.



Inclusion



Inclusive education allows students of all backgrounds to learn and grow side by side, to the benefit of all.

This celebrates students' different skill sets and perspectives, and honors our individual stories.

Our responsibilities to contribute to an inclusive school are but not limited to:

- Do your best and assume positive intent from others
- Be compassionate
- Be curious and open minded
- Be engaged
- Listen to understand

Harassment & Discrimination work in opposition to Inclusion.

Discrimination



Discrimination is the unfair or prejudicial treatment of people and groups based on characteristics such as race, ability, age, religion, sexual orientation or gender identity.

That's the simple answer. Explaining *why* it happens is more complicated.

The human brain naturally puts things in categories to make sense of the world. Very young children quickly learn the difference between cats and dogs, for instance. But the values we place on different categories are learned—from our parents, our peers, our experiences, what we see on TV, the observations we make about how the world works, and so on.

Often, discrimination stems from fear and misunderstanding.

Harassment



Harassment is behavior or actions, physical, verbal or implied, that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed.

At Stayton High, **words** or **actions** that:

- hinder a student's ability to get an education,
 - significantly harm a student's well-being,
 - substantially interfere with a student's rights, or
 - intimidate the student because of their identity
- are **harassment**.

Harassment



NSSD Policy ABC says:

All students are entitled to a high quality educational experience, *free from discrimination or harassment* based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

Examples of harassment might include:

- Using racial slurs (i.e, the n-word)
- Using derogatory language about someone's sexuality or gender identity
- Appropriating another culture's dress or hair style in a manner intended to make fun of it
- And more! When in doubt, learn about it first!

At Stayton High School, our handbook says we will treat harassment like we would a fight. Some instances may be so severe that punishment is greater and may even lead to expulsion.

Harassment



Social media content can also be considered harassment.

“Cyberbullying” means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity.

If what you post creates a significant disruption to the school day (which could simply mean administration spend a chunk of their day talking about it), your social media behavior is under the school’s jurisdiction for discipline.

Most of us have seen hurtful content on social media or have been victims of it. You are responsible for being a good digital citizen in the same way you are responsible for your “real life” citizenship.

Your intent does not always equal your impact

Bias Incident



Sometimes hurtful and harmful speech is NOT accidental.

We call the use of hurtful and harmful language or the display of hate symbols a BIAS INCIDENT when the intent is hostile, or when intentionally used to cause harm.

Formally recognized symbols of hate include:

- nooses
- symbols of neo-Nazi ideology (i.e., swastikas)
- the battle flag of the Confederacy

The district prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

Reporting Discrimination, Harassment or Bias Incidents



1. Any administrator would be happy to field any report that you would like to bring their way. You may email or visit Mrs. Storey, Mr. Traeger, Mr. Shryock or Mr. Emmert if you have something to report.
2. Safe Oregon Tip-line (see next slide). For investigative purposes, details matter! Please don't hesitate to let us know how to reach you for more information.
3. ²⁷ Discrimination Complaint Form (Board Policy AC-AR).

TIPS CAN BE SUBMITTED IN A VARIETY OF WAYS



+



WEB PORTAL

MOBILE APP - Android v3.0 iOS v1.9.5

REPORT A TIP ONLINE



+



+



CALL

TEXT

EMAIL

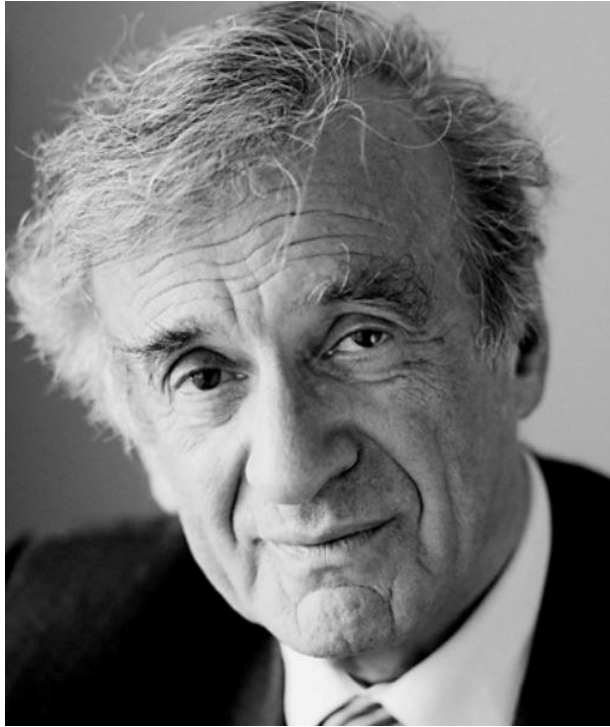
28

844-472-3367

844-472-3367

tip@safeoregon.com

Reporting Discrimination, Harassment or Bias Incidents



"I swore never to be silent
whenever and wherever
human beings endure
suffering and humiliation.
We must always take sides.
Neutrality helps the oppressor,
never the victim.
Silence encourages
the tormentor,
never the tormented."

– Elie Wiesel

Photo Credit: Sergey Bermeniev/npr
HistoryByZim.com

North Santiam School District

ACB - Bias Incident Admin Investigation Checklist

Updated April 2023

Incident Response for Anonymous Incidents

When an anonymous incident of vandalism, graffiti, or concerning behavior on District property or at a District-sponsored event or activity is noticed or reported, the administrator will:

- **Document:** The administrator will document and take note of the incident.
- **Consult:** Consult with the Superintendent or Designee to make a determination if removal of the vandalism, etc., would hinder the investigation.
- **Law Enforcement:** Determine whether law enforcement will be contacted.
- **Cover/Contain:** After documenting the damage, staff will cover or remove the content as quickly as possible.
- **Communication:** In the event of an anonymous act of a symbol of hate, school administrators, in consultation with the Superintendent, may issue a community-wide communication regarding the incident.

Formal Complaints

A complaint regarding an alleged bias incident or symbol of hate may be filed through a verbal report or by completing a Bias Complaint Reporting Form.

- **Complaint In Writing:** The complaining party must reduce the complaint to writing, including:
 - What, where, when, who, and how the incident occurred.
 - Who they request to be interviewed.
 - Desired Outcome.
 - Any other information they would like the district to know.
- **Complaint Placement:**
 - Complaints against a student shall be filed with the school principal. Begin at Step 1 of the ACB-AR - Bias Incident Complaint Procedure.
 - Complaints against an employee shall be filed with the employee's direct supervisor. Begin at Step 1 of the procedure.
 - Complaints against a school or site administrator shall be filed with the Superintendent. Begin at Step 3 of the procedure.
 - Complaints against the Superintendent shall be filed with the Board Chair. Begin at Step 4 of the procedure.
 - If complaints begin later than Step 1, the district official reviewing the complaint will ensure that all requirements are met.

- **Acknowledge Receipt:** The district official receiving the complaint shall acknowledge receipt of the complaint. The day the complaint is received is day zero (0).
- **Notify & Consult:** Notify and consult with the Superintendent or Designee to review the ACB Bias Incident Checklist, the scope of the investigation, and process any questions or concerns.
- **Meet with Complainant:**
 - The investigator will meet with the Complainant and:
 - Restate a summary of the complaint to confirm understanding.
 - Ask the complainant to share more information and listen to understand the impact of the incident.
 - Confirm who they request be interviewed.
 - Confirm the desired outcome and ask any clarifying questions.
 - Inquire what else they would like the investigator to know.
 - Confirm 10 working day period of investigation.
- **Investigate:** investigate the complaint of a bias incident or symbol of hate.
 - Review Board Policy ACB and ACB-AR.
 - Recognize the experience of all persons impacted.
 - Acknowledge the impact.
 - Commit to taking immediate action.
 - Prevent further harm against those persons impacted from taking place.
 - Interview persons involved and work to determine possible impacts and harm done.
 - Take effective notes on each interview.
 - Ask open-ended questions.
 - Determine:
 - Was physical harm done?
 - Was emotional harm done?
 - Was academic harm done?
 - Were Civil Rights violated?
 - Whether this also might qualify to be a Title 9 or Discrimination violation?
- **Return & Report Consultation:** Once the investigation is completed, consult with the Superintendent or Designee regarding the scope of the findings of the investigation and process any questions or concerns. The Superintendent or Designee can provide a complaint response template upon request.
- **Writing Complaint Decision:**

- The investigator will make and write a decision:
 - within 10 working days of receiving the complaint.
 - All persons impacted will be provided with information relating to the investigation and the outcome of the investigation.
- At a minimum, the information provided in the written response must include:
 - When the investigation has been initiated.
 - When the investigation has been completed.
 - The findings of the investigation;
 - The final determination based on those findings.
 - Share the actions taken with those who committed the harassing behavior to:
 - remedy the behavior.
 - prevent reoccurrence when the actions relate directly to a person impacted by the event.
 - If any of the above information cannot be shared, then provide the law or rule that applies to the current situation which precludes the district from sharing the information.
 - Share the appeal process.
- **Meet with Complainant:**
 - The investigator will meet with the Complainant and:
 - Share a copy of the written response.
 - Read the written response to confirm your understanding of the findings.
 - Inquire about what questions they might have.
 - Share the appeal process.
- **Redirection Procedures:** For person(s) who were found to cause harm their consequences will include:
 - **Educational components** that address the history and impact of hate.
 - **Procedural components** to ensure the safety, healing, and agency of those impacted by hate.
 - **Accountability** for people who cause harm.
 - **Transformation of the conditions** that perpetuated the harm
 - **Communication:** The administrator, in consultation with the Superintendent, may issue a community-wide communication regarding the incident in consultation with the person(s) harmed.

- **Appeal:**
 - If a complainant or a respondent wishes to appeal the decision of the investigator, the complainant or respondent may submit a written appeal to the Superintendent (or Board Chair) within 10 working days after receipt of the decision.
 - The Superintendent or designee shall:
 - acknowledge receipt of the appeal.
 - may meet with all parties involved.
 - will review the merits of the complaint and the investigator's decision.
 - will respond in writing to the complainant within 10 working days unless the Superintendent or designee needs additional time based on the complexity of the review or need for additional investigation.
 - If additional time is needed, the Superintendent or designee will inform the parties that additional time is needed and will provide the parties with an estimate of how long he or she will need.
 - **Additional Appeal:**
 - If the complainant or respondent is not satisfied with the decision of the Superintendent or designee:
 - a written appeal may be filed with the Board Chair within 10 working days of receipt of the Superintendent's decision.
 - The Board will review the complaint and response.
 - At the next Board meeting, may schedule a hearing.
 - After review of the complaint and response, or following a hearing, the Board will notify the complainant whether it affirms the response of the Superintendent or whether further action is appropriate.
-

North Santiam School District

“Every Student Belongs” Communication Plan

Strategy	Purpose	Timeline	Audience	Persons Responsible
Letter to NSSD School Board	Restate our commitment to support the district’s efforts to ensure that every student is safe and that our schools will be free of discrimination, and harassment, based upon race, color, religion, gender identity, sexual orientation, disability, or national origin.	Annually in August	NSSD School Board Directors	Superintendent
Letter to Families	Restate our commitment to all stakeholders in our community that we will work tirelessly to ensure that every student is safe and that our schools will be free of discrimination, and harassment, based upon race, color, religion, gender identity, sexual orientation, disability, or national origin.	Annually in Early September	All NSSD Families	Diversity, Inclusion, and Equity (DEI) Coordinator
Training for Staff	Train new NSSD staff on Every Student Belongs student supports, expectations, policies, and responsibilities. Annual Refresher for returning staff on Every Student Belongs student supports, expectations, policies, and responsibilities.	Annual Training in August and Frequent Conversations throughout the School Year	All NSSD Staff	Superintendent DEI Coordinator Building Principals
Lessons for Students	Teach students the expectations and their responsibilities around every student being and feeling safe. This training will include student learning about inclusion, discrimination, harassment, bias incidents, acceptable social media posting, as well as reporting incidents so we can ensure every student feels and is safe at our schools.	Multiple times each school year.	All Students K-12	Building Principals

Strategy	Purpose	Timeline	Audience	Persons Responsible
School Website	Ensure our district and school websites are clear regarding our efforts to keep our schools safe from discrimination and harassment and how to report an issue or incident that violates our Every Student Belongs policies. Review and update our district and school websites to ensure the information is easy to find and that all web links are working properly.	Ongoing	All Community Stakeholders and Visitors	Superintendent
Equity Advisory Committee Newsletters	This district-created committee made up of staff and students will be working on ways to ensure district efforts continue to move forward toward every student feeling they belong in our schools and are safe.	Monthly	All School Stakeholders	DEI Coordinator
Weekly School Newsletters	School newsletters will update families on the school's Belonging Work and have links to how to report any incidents of discrimination or harassment.	Weekly	All School Families	Building Principals
School Campus Signage	Signage will be placed in prominent areas that the public, students, and staff frequent on each campus. This signage will clearly communicate our commitment that every student is safe and that our schools will be free of discrimination, and harassment, based upon race, color, religion, gender identity, sexual orientation, disability, or national origin.	Annual Inspections	All Community Stakeholders and Visitors	Director of Facilities and Maintenance

**Superintendent
Lee W. Loving**



**1155 N 3rd Avenue
Stayton, Oregon 97383**

**Phone: 503.769. 6924
Fax: 503.769. 3578**

March 10, 2023

TO: North Santiam SD Board of Directors
FROM: Rhonda Allen, Director of Business and Fiscal Services
RE: March 31, 2023, Financial Statements

Board Members,

Attached are the 2022-23 financial statements through March 31, 2023. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Food Service Statement of Revenue and Expenditures Budget vs. Actual, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2022, through March 31, 2023, and projections through June 30, 2023. The estimated General Fund Ending Fund Balance is \$5,131,274. Contingency and Unappropriated Ending Fund Balance make up \$1,300,000 of the Fund Balance total.

The budget process is in full swing. The proposed budget is set to have an early release date of May 4, 2023. We are building the budget on a state budget of \$10.1 billion. If the budget remains at the governor's budget released last month at \$9.9 billion, we have a contingency plan in place for the reduction in SSF funding.

Included this month is the Special Revenue Fund Report. The district has approximately 38 special revenue funds, not including student body accounts. The total allocation/beginning fund balance for these 38 funds is \$9 million.

North Santiam Schools ~ We Change Kids' Lives!
www.nisantiam.k12.or.us
communications@nsantiam.k12.or.us

Current Enrollment Totals:

As of 3-18-2023

School	K	1-5	6-8	9-12	TOTALS
Mari-Linn School	20	98	64		182
Stayton Elementary	74	255			329
Sublimity	32	196	130		358
Stayton Intermediate		188			188
Stayton Middle			267		267
Stayton High				648	648
NSSD Options Academy	1	4	16	130	151
GRAND TOTAL	127	741	477	778	2123

**** General Purpose Grant per Extended ADMw = \$9,479**

****SSF estimate based on ADMr of 2069.49; Extended ADMw 2481.23**

North Santiam's investments are held in the Local Government Investment Pool. Assets total \$16,484,460, yielding 3.75% through March 31, 2023.

Please let me know if you have any questions or concerns regarding these statements.

EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, sexual orientation, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Superintendent, Andy Gardner has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Superintendent may be contacted at the District Office at 503-769-4928 for additional information and/or compliance issues.

North Santiam School District 29J
General Fund: Statement of Revenues Budget Vs. Actual
Fiscal Year 2022-23, As of 03/31/2023

	2022-23 Budget	Actual YTD Rev. 3/31/2023	Projected Revenue 6/30/2023	Total Estimated 2022-23	(Over)/Under Budget
1000 Revenue From Local Sources					
1111 Current Year's Taxes	6,890,000	6,936,129	91,679	7,027,808	(137,808)
1112 Prior Year's Taxes	150,000	149,606	39,169	188,775	(38,775)
1114 Payments in Lieu of Property Taxes	-	70,483		70,483	
1200 REV from Local Gov't Unit Other Than Districts	-	1,720	-	1,720	(1,720)
1510 Interest on Investments	100,000	288,597	96,000	384,597	(284,597)
1700 Fees	3,836	26,128	-	26,128	(22,292)
1910 Rentals	-	1,010	-	1,010	(1,010)
1920 Contributions and Donations	-	6,000	-	6,000	
1960 Recovery of Prior Year Funds	-	-	-	-	-
1980 Fees Charged to Grants	100,000	-	129,144	129,144	(29,144)
1990 Miscellaneous	2,500	24,155	4,000	28,155	(25,655)
Total Revenue From Local Sources	\$ 7,246,336	7,503,827	359,992	7,863,820	(541,001)
2000 Revenue from Intermediate Sources					
2101 County School Funds	45,000	24,401	20,599	45,000	-
2102 General Education Service District Funds	600,000	300,000	300,000	600,000	-
2199 Intermediate Rev Heavy Equipment Tax	10,000	-	-	-	10,000
2800 Heavy Equipment Rent Tax	-	6,144	-	6,144	
Total Revenue from Intermediate Sources	\$ 655,000	330,545	320,599	651,144	10,000
3000 Revenue From State Sources					
3101 State School Fund—General Support	15,489,954	12,898,517	3,472,630	16,371,147	
3103 Common School Fund	218,710	135,479	262,672	264,014	
3104 State Managed County Timber	250,000	78,220	20,000	98,220	
3105 STATE SCH FUND PRIOR YRS ADJ	(150,000)	-	-	-	
3107 State School Fund High Cost Disability	50,000	-	50,000	50,000	
Total Revenue From State Sources	\$ 15,858,664	13,112,217	3,805,302	16,783,381	-
4000 Revenue From Federal Sources					
4801 Federal Forest Fees	10,000	-	10,000	10,000	-
Total Revenue From Federal Sources	\$ 10,000	-	10,000	10,000	-
5000 Revenue From Other Sources					
5110 Bond Proceeds	-	-	-	-	
5400 Beginning Fund Balance	3,850,000	4,857,915	-	4,857,915	(1,007,915)
Total Revenue From Other Sources	\$ 3,850,000	4,857,915	-	4,857,915	(1,007,915)
Total Resources	\$ 27,620,000	\$ 25,804,505	\$ 4,495,893	30,166,260.58	(1,538,916.18)
				\$ 25,034,987	
				\$ 5,131,274	
				\$ 1,300,000	
				\$ 3,831,274	

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
Fiscal Year 2022-23, As of 03/31/2023

Expenditure Functions	2022-23 Budget	Actual YTD EXP 3/31/2023	Projected Expenditures 6/30/2023	Total Estimated 2022-23	(Over)/ Under Budget
1000 Instruction					
1111 Elementary, K-5 or K-6	5,276,614	3,057,273	1,844,272	4,901,545	375,069
1120 AVID Instruction	8,500	1,622	1,340	2,962	
1121 Middle/Junior High Programs	2,681,009	1,439,868	996,763	2,436,631	244,378
1122 Middle/Junior High School Extracurricular	150,314	101,279	30,705	131,984	18,329
1127 After School Program	15,000	500	-	500	
1131 High School Programs	3,268,861	1,769,506	1,187,625	2,957,131	311,730
1132 High School Extracurricular	684,334	408,210	107,012	515,222	169,112
1150 Distance Learning	-	-	-	-	
1220 Restrictive Pgms for Students w/Disabilities	1,515,409	870,782	628,240	1,499,022	16,387
1250 Programs for Students w/Severe Disabilities	682,971	436,485	310,869	747,354	(64,382)
1271 Remediation	347,159	173,720	132,285	306,005	41,154
1272 Title I-A	144,652	24,739	20,903	45,642	99,010
1281 Alternative Education High School	117,000	64,646	10,708	75,354	41,646
1285 District Options Academy	99,677	90,750	9,470	100,220	(543)
1289 Other Alternative Programs	-	25,037	17,100	42,137	(42,137)
1291 English Second Language Programs	647,307	325,154	215,206	540,360	106,947
1292 Summer School, Middle/Jr High	8,100	-	-	-	8,100
Total Instruction	\$ 15,646,906	\$ 8,789,571	\$ 5,512,498	\$ 14,302,069	\$ 1,324,800
2000 Support Services					
2110 Attendance and Social Work Services	\$106,452	49,630.00	15,996	65,626	40,826
2113 Social Work Services	\$39,057	17,805	665	18,470	20,587
2115 Student Safety	\$36,300	11,947	11,449	23,396	12,904
2120 Guidance Services	\$178,239	125,450	77,365	202,815	(24,576)
2121 Service Area Direction	-	-	-	-	
2134 Nurse Services	\$263,123	122,769	38,379	161,148	101,975
2143 Psychological Counseling Services	\$97,142	61,507	26,199	87,706	9,436
2152 Speech Pathology Services	\$158,963	66,046	47,366	113,412	45,551
2160 Other Student Treatment Services	\$94,856	54,480	39,105	93,585	1,271
2190 Service Direction, Student Support Services	\$369,364	248,241	98,281	346,522	22,842
2210 Improvement of Instruction Services	\$139,299	132,913	44,012	176,925	(37,626)
2213 Curriculum Development	\$125,200	58,176	3,449	61,625	63,575
2220 Educational Media Services	\$299,152	159,661	114,637	274,298	24,854
2230 Assessment and Testing	\$120,043	93,936	47,085	141,021	(20,978)
2240 Instructional Staff Development	\$21,045	16,828	3,973	20,801	244
2310 Board of Education Services	\$135,500	44,849	3,905	48,754	
2320 Executive Administration Services	\$384,983	322,419	109,033	431,452	
2410 Office of the Principal Services	\$2,065,552	1,552,645	605,447	2,158,092	
2510 Direction of Business Support Services	\$224,584	152,093	45,701	197,794	
2520 Fiscal Services	\$376,763	231,081	75,281	306,362	70,401
2538 Risk Management Services	\$265,000	252,903	-	252,903	12,097
2540 Operation and Maintenance of Plant Services	\$2,499,583	1,753,087	618,307	2,371,394	128,189
2550 Student Transportation Services	\$849,450	531,985	314,194	846,179	3,271
2558 Special Education Transportation Services	\$240,000	109,663	130,336	239,999	1

North Santiam School District 29J
General Fund: Statement of Expenditures Budget Vs. Actual
 Fiscal Year 2022-23, As of 03/31/2023

Expenditure Functions	2022-23 Budget	Actual YTD EXP 3/31/2023	Projected Expenditures 6/30/2023	Total Estimated 2022-23	(Over)/ Under Budget
2626 Grant Writing	\$31,500	25,000	5,000	30,000	1,500
2630 Information Services	\$55,521	38,200	21,708	59,908	(4,387)
2633 Public Information Services	\$25,000	-	-	-	25,000
2640 Staff Services	\$414,612	292,857	76,772	369,629	
2660 Technology Services	\$653,809	466,150	79,679	545,829	
Total Support Services	\$ 10,270,094	\$ 6,992,321	\$ 2,653,324	\$ 9,645,645	\$ 496,959
3000 Enterprise and Community Services		-			
3310 Direction of Community Services Activities	-	-			
3360 Welfare Activity Services	\$10,700	-	10,700	10,700	
Total Enterprise and Community Services	\$ 10,700	\$ -	\$ 10,700	\$ 10,700	\$ -
5000 Other Uses					
5110 Long Term Debt Service	\$77,300	\$76,573	\$0	\$76,573	\$727
5200 Transfers of Funds	\$70,000	1,000,000	\$0	\$1,000,000	(\$930,000)
5400 PERS Ual Lump Sum Payment to PERS			\$0		
Total Other Uses	\$ 147,300	\$ 1,076,573	\$ -	\$ 1,076,573	\$ (929,273)
6000 Contingencies		-			
6110 Operating Contingency	\$1,000,000	-	-	-	1,000,000
Total Contingencies	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
7000 Unappropriated Ending Fund Balance					
7000 Unappropriated Ending Fund Balance	\$545,000		-	-	545,000
Total Unappropriated Ending Fund Balance	\$ 545,000	\$ -	\$ -	\$ -	\$ 545,000
Total Requirements	\$ 27,620,000	\$ 16,858,465	\$ 8,176,522	\$ 25,034,987	\$ 2,437,485

North Santiam School District 29J
Food Service Fund: Statement of Revenues and Expenditures Budget Vs. Actual
Fiscal Year 2022-23, As of 03/31/2023

	2022-23 Budget	Actual as of 3/31/2023	Encumbered as of 3/31/2023	Total Estimated 2022-23	(Over)/Under Budget
REVENUE					
1600 Daily Sales	16,000	83,976	23,024.09	107,000	(91,000)
1630 Special Functions	500	-	-	-	500
1940 Services Provided Other LEA's	3,000	3,127	873	4,000	(1,000)
1990 Miscellaneous Revenue	5,500	1,337	2,000	3,337	2,163
3102 SSF - School Lunch Match		-	-	-	
3299 Other Restricted Grants		85,319	-	85,319	
4500 Farm to School	12,000	-	11,455	11,455	545
4511 State Breakfast Reimbursement		1,022	400	1,422	
4512 State Lunch Reimbursement		994	450	1,444	
4513 NSLP Breakfast	308,000	108,145	46,650	154,795	153,205
4515 NSLP Lunch	748,000	358,968	153,843	512,811	235,189
4525 Summer Lunch	60,000	17,163	-	17,163	42,837
4910 USDA Commodities	85,000	-	90,000	90,000	(5,000)
4526 Federal Revenue Summer Lunch	-	1,472	-	1,472	(1,472)
5400 Beginning Fund Balance	160,000	301,907	-	301,907	(141,907)
TOTAL REVENUE	\$ 1,398,000	\$ 963,430	\$ 328,695	\$ 1,292,125	\$ 194,059
EXPENDITURES					
Enterprise and Community Services					
3100-100 Salaries	407,714	247,433	139,649	142,748	264,966
3100-200 Payroll Costs	289,078	165,756	103,737	112,050	177,028
3100-300 Contracted Services	25,200	3,099	2,343	2,343	22,857
3100-410 Supplies and Materials	20,000	8,313	7,336	331,232	(311,232)
3100-411 Fuel	-	134	369	369	
3100-415 USDA Commodities	85,000	-	90,000	90,000	(5,000)
3100-450 Food	509,508	323,896	184,869	184,869	324,639
3100-460 Non-Consumable	18,000	-	9,756	9,756	8,244
3100-470 Computer Software	4,000	-	3,940	10,465	(6,465)
3100-480 Computer Hardware	1,500	-	-	8,763	(7,263)
3100-540 Equipment Replacement	30,000	6,525	-	6,525	
3100-640 Dues and Fees	8,000	8,763	-	8,763	
TOTAL EXPENDITURES	1,398,000	\$ 763,919	\$ 541,999	\$ 907,883	\$ 467,774
Est Ending Fund Balance				\$ 384,242	

North Santiam School District 29J
Appropriations: Budget Vs. Actual
Fiscal Year 2022-23, As of 03/31/2023

	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
General Fund (100)						
1000 Instruction	\$ 15,646,906	\$ 8,789,601	\$ 5,512,502	\$ 14,302,103		\$ 1,344,803
2000 Support Services	\$ 10,270,094	\$ 6,992,413	\$ 2,653,588	\$ 9,646,001	\$ 116,528	\$ 740,621
3000 Community Services	\$ 10,700	\$ -	\$ 660	\$ 660		\$ 10,040
5100 Debt Service	\$ 77,300	\$ 76,573	\$ -	\$ 76,573	\$ -	\$ 727
5200 Transfers	\$ 70,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 70,000
6000 Contingency	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Sub Total	\$ 27,075,000	\$ 16,858,587	\$ 8,166,750	\$ 25,025,337	\$ 1,116,528	\$ 3,166,191
Special Revenue Funds (200)						
1000 Instruction	\$ 4,115,150	\$ 2,313,011	\$ 974,059	\$ 3,287,070	\$ 384,926	\$ 1,213,006
2000 Support Services	\$ 3,863,700	\$ 1,804,026	\$ 444,488	\$ 2,248,514	\$ 122,224	\$ 1,737,410
3000 Community Services	\$ 103,111	\$ 34,658	\$ 22,210	\$ 56,868	\$ 3,000	\$ 49,243
6000 Contingency	\$ 776,791	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,776,791
Sub Total	\$ 8,858,752	\$ 4,151,695	\$ 1,440,757	\$ 5,592,452	\$ 1,510,150	\$ 4,776,450
Food Service Funds (299)						
3000 Community Services	\$ 1,398,000	\$ 764,017	\$ 451,899	\$ 1,215,916		\$ 182,084
Sub Total	\$ 1,398,000	\$ 764,017	\$ 451,899	\$ 1,215,916	\$ -	\$ 182,084
PERS Bond Debt Service (310.321.375)						
5100 Debt Service	\$ 4,411,600	\$ 727,818	\$ 3,682,826	\$ 4,410,645		\$ 955
6000 Contingency	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Sub Total	\$ 5,911,600	\$ 727,818	\$ 3,682,826	\$ 4,410,645	\$ -	\$ 1,500,955
Facilities (400,401,420,425,426,430,448)						
2000 Support Services	\$ 194,311	\$ 5,216	\$ -	\$ 5,216		\$ 189,095
4000 Facilities Acquisition	\$ 3,099,560	\$ 494,702	\$ 33,554	\$ 528,256		\$ 2,571,304
5110 Debt Service	\$ 34,900	\$ 34,882	\$ 499			
6000 Contingency	\$ 300,000	\$ -	\$ -	\$ -		\$ 300,000
Sub Total	\$ 3,628,771	\$ 534,800	\$ 34,053	\$ 533,472	\$ -	\$ 3,060,399
Internal Service Funds (600)						
2000 Support Services	\$ 100,000	\$ 3,430	\$ 210	\$ 3,640		\$ 96,360
6000 Contingency	\$ 270,000	\$ -	\$ -	\$ -		\$ 270,000
Sub Total	\$ 370,000	\$ 3,430	\$ 210	\$ 3,640	\$ -	\$ 366,360
Trust and Agency Fund (700)						
2000 Support Services	\$ 25,000	\$ 3,750	\$ -	\$ 3,750		\$ 21,250
Sub Total	\$ 25,000	\$ 3,750	\$ -	\$ 3,750	\$ -	\$ 21,250
Total Appropriations	\$ 47,267,123	\$ 23,044,098	\$ 13,776,495	\$ 35,561,905.03	\$ 2,626,678.00	\$ 14,331,896
Total Unappropriated	\$ 545,000	\$ -	\$ -	\$ -		\$ 545,000
TOTAL	\$ 47,812,123	\$ 23,044,097.53	\$ 13,776,495.37	\$ 35,561,905.03	\$ 2,626,678.00	\$ 14,876,896

North Santiam School District 29J
Special Revenue Funds
Fiscal Year 2022-23, As of 03/31/2023

Special Revenue Funds	Allocation	Beginning Fund Bal	YTD Revenue	YTD Exp/Enc	Fund Total	Grant Balance
201: Board Reserve	\$ -	\$ 776,791	\$ 225,000	\$ -	\$ 1,001,791	
202: Textbook Reserve	\$ -	\$ 515,000	\$ 400,000	\$ -	\$ 915,000	
204: ARP HCY I	\$ 33,978	\$ -	\$ 580	\$ 2,900	\$ (2,320)	\$ 31,078
205: CTE Construction House	\$ -	\$ 245,825	\$ 10	\$ 158,229	\$ 87,606	
206: CTE SHS Grants	\$ -	\$ 4,985	\$ -	\$ -	\$ 4,985	
209: ESSER III	\$ 1,371,231	\$ -	\$ 80,000	\$ 1,205,825	\$ (1,125,825)	\$ 165,406
210: Appropriation Fund	\$ -	\$ 41,608	\$ 6,400	\$ 5,026	\$ 42,982	
211: United Way	\$ -	\$ 3,716	\$ -	\$ -	\$ 3,716	
214: Medicaid	\$ -	\$ 17,399	\$ -	\$ -	\$ 17,399	
215: Title IV	\$ 46,594	\$ -	\$ 5,390	\$ 14,166	\$ (8,776)	\$ 32,428
216: Misc Grants	\$ -	\$ 8,017	\$ -	\$ -	\$ 8,017	
221: IDEA 611	\$ 1,078,229	\$ -	\$ 254,093	\$ 519,591	\$ (265,498)	\$ 558,638
222: Carl Perkins CTE	\$ -	\$ -	\$ 2,831	\$ 5,856	\$ (3,025)	
224: HB3499 EL Transformation	\$ 162,236	\$ -	\$ 50,862	\$ 145,461	\$ (94,599)	\$ 16,775
225: IDEA 611 ARP	\$ 117,314	\$ -	\$ 18,135	\$ 21,110	\$ (2,974)	\$ 96,204
227: Title I-A	\$ 413,993	\$ -	\$ 234,820	\$ 395,201	\$ (160,380)	\$ 18,792
228: Title II-A	\$ 91,505	\$ -	\$ 8,686	\$ 29,776	\$ (21,090)	\$ 61,729
229: Title III-A	\$ 13,960	\$ -	\$ -	\$ 4,868	\$ (4,868)	\$ 9,092
230: Technology Services	\$ -	\$ 12,089	\$ 13	\$ -	\$ 12,102	
231: After School Grant	\$ -	\$ 42,500	\$ -	\$ 15,000	\$ 27,500	
232: Outdoor School	\$ -	\$ -	\$ 43,635	\$ 35,176	\$ 8,459	
235: Staff Retention Grant	\$ 272,158	\$ -	\$ 272,158	\$ 272,158	\$ (0)	\$ -
240: E-Rate Category 1	\$ -	\$ 81,121	\$ -	\$ 39,588	\$ 41,532	
241: Nike Grant	\$ -	\$ 14,579	\$ 2,400	\$ 16,000	\$ 979	
242: FFA Grant	\$ -	\$ 2,327	\$ -	\$ -	\$ 2,327	
243: District Grants	\$ -	\$ 1,567	\$ -	\$ -	\$ 1,567	
244: E-Rate Category 2	\$ -	\$ -	\$ -	\$ 29,934	\$ (29,934)	
247: IDEA 619	\$ 18,621	\$ -	\$ -	\$ -	\$ -	\$ 18,621
249: SB 1149	\$ -	\$ 5,378	\$ 42,790	\$ -	\$ 48,168	
251: Student Investment Act	\$ 2,098,262	\$ 45,983	\$ 1,673,374	\$ 1,320,149	\$ 399,208	\$ 778,113
252: High School Success	\$ 689,579	\$ -	\$ 403,773	\$ 608,122	\$ (204,349)	\$ 81,457
253: ODE Farm to School	\$ 65,013	\$ -	\$ -	\$ 32,322	\$ (32,322)	\$ 32,691
255: Preschool Promise	\$ 739,974	\$ 5,069	\$ 205,993	\$ 428,484	\$ (217,422)	\$ 311,490
257: Summer Learning	\$ -	\$ (45,983)	\$ 285,988	\$ 238,126	\$ 1,879	
258: Sub Teacher/IA Training	\$ -	\$ -	\$ -	\$ -	\$ -	
259: Career Pathways Program	\$ 32,523	\$ -	\$ 4,923	\$ 14,782	\$ (9,859)	\$ 17,741
280: Homeless Support	\$ -	\$ 1,366	\$ -	\$ 1,138	\$ 227	
281: PERS Increase Reserve	\$ -	\$ -	\$ 375,000	\$ -	\$ 375,000	
TOTALS	\$ 7,245,171	\$ 1,779,337	\$ 4,596,853	\$ 5,558,988	\$ 817,202	\$ 2,230,256

***Funds with negative balances have pending reimbursement claims to be processed

Financial Report

Period Ending March 31, 2023

Key Legislative Updates

State School Fund

- \$9.9 billion in both Governor's Budget and Co-Chairs Budget
- Co-Chairs Budget uses entire Corporate Kicker (\$1.5 billion)
- No Funding for Summer School due to corporate kicker shoring up the State School Fund



Financial Report

Period Ending March 31, 2023

Key Legislative Updates

Student Success Act

- Co-Chairs Budget = \$929.8 million
- Governor's Budget = \$977.4 million

Measure 98/High School Success

- Co-Chairs Budget = Not explicit, but expect similar to GRB
- Governor's Budget = \$352.7 million



Financial Report

Period Ending March 31, 2023

Key Legislative Updates

Other Bills with Financial Impact

- **HB 2690** - Classified and Certified salary mandates
- **HB 3030** - Universal Meals
- **SB 283** - Educator Workforce Bill (substitutes would be district employees)

Next Revenue Forecast

- May 17, 2023
- June 15, 2023 - Legislative Session Ends



Financial Report

Period Ending March 31, 2023

GENERAL FUND

YTD REVENUE as of March 31, 2023 = \$25,804,505
PROJECTED REVENUE through June 30, 2023 = \$4,495,893
TOTAL REVENUE = \$30,166,260

YTD EXPENDITURES as of March 31, 2023 = \$16,858,465
YTD ENCUMBRANCES through June 30, 2023 = \$8,176,522
TOTAL EXPENDITURES = \$25,034,987

ESTIMATED ENDING FUND BALANCE = \$5,131,274
LESS CONTINGENCY & UEFB = \$1,300,000
TOTAL = \$3,831,274



Financial Report

Period Ending March 31, 2023

FOOD SERVICE FUND

YTD REVENUE as of March 31 2023 = \$963,430

PROJECTED REVENUE through June 30, 2023 = \$328,695

TOTAL REVENUE = \$1,292,125

YTD EXPENDITURES as of March 31, 2023 = \$763,919

YTD ENCUMBRANCES through June 30, 2023 = \$541,999

TOTAL EXPENDITURES = \$907,883

ESTIMATED ENDING FUND BALANCE = \$384,242



Financial Report

Period Ending March 31, 2023

SPECIAL REVENUE FUNDS

\$9,024,508

AWARDED GRANTS

\$7,263,644

Includes: Title, SIA, M98, Preschool Promise, IDEA 611, CTE,
ARP HCY, ESSER III

SPECIAL FUNDS OTHER THAN GRANTS

\$1,760,864

Includes: Board Reserve, Textbook Reserve, PERS Reserve,
Homeless Support, SB 1149



Superintendent
Lee W. Loving



1155 N 3rd Avenue
Stayton, Oregon 97383

Phone: 503.769. 6924
Fax: 503.769. 3578

Instruction and Support Services Team Board Report April 20th, 2023

Items for Board Approval:

English Language Development (ELD) Proficiency Instructional Materials Postponement

ELD was scheduled to be adopted by the state in 2021 through 2024, the eligible postponement period. An approved postponement is good for up to two school years, starting with the publisher contract year of the latest adoption with the intent to adopt the Fall of the adopted year. [NSSD has requested a postponement](#) until the Fall of 2024. ISST will review materials during the 2023-2024 school year. ODE has already approved our request for postponement, and now we simply need board approval to move forward.

Will the Board approve the district to postpone the ELD textbook adoption to the 2023-24 school year?

Updates:

Integrated Guidance: Aligning for Student Success

The Integrated Guidance: Aligning for Student Success was submitted on March 29, 2023, after being approved at the March 20th board meeting. ODE has accepted the application and it is under review. ISST is currently reviewing feedback from staff and the community, and will begin working with ODE on the Long-term Performance Growth Targets. Both the Long-term Performance Growth Targets and the grant agreement will be presented to the board for approval at a future date.

ELA Adoption

The NSSD is currently reviewing K-12 language arts materials we plan to use in classrooms this fall of 2023. Our district review team of teachers, building principals, and specialists have selected the top two programs for each grade band to ensure alignment with Oregon content standards, quality instructional practices, and engagement for student learning.

These materials are available for public review, teacher input, and family input until April 28th. The public review is a time for community members, families, and staff not on the committee to review the top candidates for recommendation.

Committee Members:

SES: Amy Erwin, Shealon Cooper, Teal Carter

ML: Crystal Reifschneider, Hollie Carlile, Julie Rogers

SUB: Danielle Angus, Meryl Smith-Bromley, Melodee Nolan, Rockelle Baddeley

SIS/SMS: Kelsey Hallin, Michelle Dayton, Renee Gilbreth, Stella McCahill

SHS: Darren Shryock, Lindsey Lavelle, Whitney Farris

Dates and Meeting Topics:

- ★ October 14, 2022 - October In-service SHS
 - Focus: Establishing Common Foundational Knowledge: ELA Standards and Assessment, Tribal History/Shared History (Tina Roberts, ELA Specialist, and Amit Kobrowski, Social Studies Specialists, ODE)
- ★ November 18, 2023 - District office, Santiam Room
 - Focus: Adoption Process & Initial Screening of materials
- ★ January 17, 2023 - Willamette ESD
 - Focus: Evaluate/Review ODE-approved curriculum materials and supplemental materials
- ★ March 7, 2023- District office, Santiam Room
 - Focus: Publisher Presentations or Independent Adoption Process Begins (if needed and determined by team)
- ★ May 1, 2023 - District office, Santiam Room
 - Focus: Recommendation for Adoption & Scope/Sequence Work
- ★ May 18, 2023 - School Board Meeting Presentation, 6:00 p.m. District office, Santiam Room

The Committee will submit a recommendation to the school board for adoption on 05/18/2023

EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, sexual orientation, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Superintendent, Andy Gardner has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Superintendent may be contacted at the District Office at 503-769-4928 for additional information and/or compliance issues.

Title III Monitoring Audit

ODE has identified 51 districts across the state to monitor in the 2022-23 school year based on the length of time it has been since Title III English learner programs were monitored. North Santiam SD was last monitored in 2015-16, and is being monitored this year. Per Oregon's ESSA plan, all districts are to engage in desk monitoring every three years. The primary purpose of the Title III grant is to assist English Learners (ELs) in developing English Language skills, succeeding academically, and overcoming barriers that impede their academic success.

North Santiam completed the monitoring review, which consisted of collecting, creating, or refining 25 components required in the Title III grant, and uploaded them to ODE on April 11, 2023. ODE staff will review the documents, determine if the submitted evidence is compliant, and then present its findings to the district to determine opportunities for future collaboration to ensure educational equity and excellence for every student.

ISST would like to thank Sara Silbernagel, Delana Carter, Susy Saray, Shealon Cooper, Cameron Johnson, Elijah Neves, Tamera Southerton, and Danielle Angus for the time and effort put into submitting evidence and input for this audit.

Upcoming:

May 18th, 2023, Board Approval of recommended K-12 English Language Arts Instructional Materials

EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

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RESOLUTION NO. 1057
A RESOLUTION FORMALIZING COUNCIL LIAISON ASSIGNMENTS

WHEREAS, Resolution 1027 adopting the most current Council rules indicates that The Mayor shall appoint one or more Council members to serve as a Council Liaison in one of 5 categories: 1. Education, Social Services, Governmental Agencies; 2. Economic Development and Housing; 3. Public Safety and Environmental; 4. Community Relations and Outreach; 5. Transportation and Infrastructure (or Public Utilities);

WHEREAS, the Mayor and Council have discussed the need to add specific Council liaisons to certain boards and commissions to ensure two-way communication between boards and commissions in Stayton;

WHEREAS, the Mayor and Council agree on the following liaison assignments:

- Planning Commission – Steve Sims
- Parks and Recreation Board – Ben McDonald
- Library Board – Jordan Ohrt
- Sewer Committee (per Stayton-Sublimity Sewer agreement) – Brian Quigley
- Public Arts Commission – David Patty
- Homeless Task Force – David Giglio and Ben McDonald
- School Board – David Patty
- Chamber Board – David Giglio
- Santiam Hospital Board – Brian Quigley
- Revitalize Downtown Stayton – Jordan Ohrt

WHEREAS, the purpose of the Council liaison is to: 1) have a specific Council member who is the contact if there are questions or need of Council information by the Board or Commission, 2) to attend meetings as able and applicable in order to convey to the Council what is happening at the board and commission meetings, and 3) to convey to the board and commissions updates from Council on discussion and activity that might be pertinent to the Board and Commission

NOW THEREFORE, BE IT RESOLVED THAT:

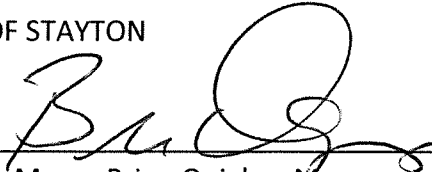
1. The above noted Council liaison assignments are in effect.
2. The Mayor and Council members shall strive to provide updates on their assigned Board or Commission under the Council comments section of the agenda when applicable.
3. The City Council rules, when updated shall be modified to reflect the content of this resolution.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF MARCH 2023.

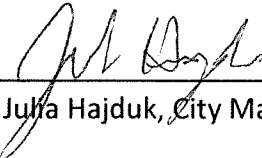
CITY OF STAYTON

Signed: 3-20, 2023

By: 

Mayor Brian Quigley, Mayor

Signed: 3-22, 2023

ATTEST: 

Julia Hajduk, City Manager



North Santiam School District

2022-23 Board of Directors

Board Chair: Alisha Oliver **Board Vice-Chair:** Erin Cramer

Board Members: Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Mackenzie Strawn

Student Representative to the Board: Omar Garcia & Rori Bentz

Superintendent: Lee W. Loving

Director of Business & Fiscal Services, Rhonda Allen

Director of Human Resources, Danielle Blackwell

School Board/Superintendent Executive Secretary: Tonia Whisman

Access to the agenda and meeting materials can be located on the District website at www.nstantiam.k12.or.us > School Board > Agendas/Meeting Minutes

**Thursday, March 2, 2023 Special Session
NSSD District Office/Santiam Room, 1155 N 3rd Ave
Stayton, OR 97383 ~ 5:30 PM**

MINUTES - DRAFT

1. CALL REGULAR SESSION TO ORDER

The Board Vice-Chair called the meeting to order at 6:00 pm. He noted which members were present (indicated below) and led everyone in the pledge of attendance.

PRESENT: Coral Ford, Mark Henderson, Mike Wagner

PRESENT VIRTUALLY: Mackenzie Strawn (between 5:30-6:50)

ABSENT WITH NOTICE: Alisha Oliver and Laura Wipper

2. AGENDA APPROVAL

Changes to the agenda after posting on February 24, 2023 were acknowledged:

Added Agenda Items-

6.0- Board Announcements

MOTION-AGENDA APPROVAL

Motion that the Board approve the agenda as modified.

Motion Made By: Mark Henderson

Vote: 4-0 (unable to confirm Mackenzie's vote)

3. EQUITY COLLABORATIVE PRESENTATION/5:30-7:00 pm

Jamie Almanzan and [Jessica Gammell](#) presented the third installment in a series of trainings on the topic of equity and inclusion.

This session title was *Bridging the Margins and the Mainstream - Listening to those people who don't have access to or aren't represented on the board, highlighting the voices of marginalized communities*. The presentation is available to view under this agenda item at this link: [3/2/2023](#).

*Mackenzie Strawn arrived in person to the meeting at 6:50 pm.

4. **RECESS/7:00-7:15**

The Board Vice-Chair called for a recess at 6:55 pm.

5. **APPROVAL OF LICENSED CONTRACTS/7:15-8:00 pm**

The Board Vice-Chair called the meeting back to order at 7:15 pm. HR Director Danielle Blackwell provided a list of contract extensions and renewals of administrative and licensed staff, as recommended by Supt. Loving, for Board approval. This list included notices of resignations and retirements that have been received thus far however, these do not require Board approval.

5.1 Executive Session (ORS 192.660(2)(b))

The Board Vice-Chair recessed the meeting into Executive Session at 7:17 pm to discuss the staff contracts not being renewed. The staff members involved were properly notified and did not request the discussion to be held in open session.

5.2 Return to Open Session

The Board Vice-Chair returned the meeting to open session at 7:30 pm.

5.3 Action on Licensed Contracts

The Board voted on the list of proposed extensions/renewals (see attached).

MOTION-CONTRACT RENEWALS

Motion that the Board extend and/or renew contracts for the individuals and time periods as proposed by the Superintendent.

Motion Made By: Mike Wagner

Vote: 5-0, motion passed

6. **BOARD ANNOUNCEMENTS**

The Board Vice-Chair noted there would be a board resolution on the March 16, 2023 agenda affirming the District's commitment to anti-racism and identifying action steps. Supt. Loving indicated he has created a workgroup of board members (Laura Wipper, Alisha Oliver and Mike Wagner) to create a first draft of the resolution and that they would be meeting the following week.

7. **ADJOURN**

The Board Vice-Chair adjourned the meeting at 7:37 pm.

EQUAL OPPORTUNITY EMPLOYER



2022-23 Board of Directors

Board Chair: Alisha Oliver **Board Vice-Chair:** Erin Cramer

Board Members: Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Mackenzie Strawn

Student Representative to the Board: Omar Garcia & Rori Bentz

Superintendent: Lee W. Loving

Director of Business & Fiscal Services, Rhonda Allen

Director of Human Resources, Danielle Blackwell

School Board/Superintendent Executive Secretary: Tonia Whisman

Access to the agenda and meeting materials can be located on the District website at www.nisantiam.k12.or.us > School Board > Agendas/Meeting Minutes

**Thursday, March 16, 2023 Regular Session
Mari-Linn School Cafeteria, 641 5th St, Lyons, OR 97358 ~ 6:00 PM**

MINUTES - DRAFT

1. CALL REGULAR SESSION TO ORDER

The Board Chair called the meeting to order at 6:00 pm and noted which board members were present (indicated below) and led everyone in the pledge of attendance with the assistance of a few Kindergarten students from Mar-Linn School.

PRESENT IN-PERSON: Mike Wagner, Mackenzie Strawn, Alisha Oliver, Laura Wipper, Coral Ford, Student Rep. Omar Garcia

PRESENT VIRTUALLY: Mark Henderson

ABSENT WITH NOTICE: Student Rep, Rori Bentz

2. AGENDA APPROVAL

Changes to the agenda after posting on March 10, 2023 were acknowledged:

Added Attachments-

*5.0-Resolution #031623B-Bond Refinance

*8.1-02.16.23 Meeting Minutes-DRAFT

Removed Agenda Items-

*9.1 (formerly) 2023-24 School Calendar

MOTION-AGENDA APPROVAL

Motion that the Board approve the agenda as modified.

Motion Made By: Laura Wipper
Vote: 6-0, Mark Henderson's vote not verified

3. SPOTLIGHT

This item is set aside for informational presentations that are not recurring agenda items.

3.1 School Spotlight: Mari-Linn/Jeri Harbison

Principal Jeri Harbison was joined by teacher Shaylee Serry and PTC members Amanda Foltz and Heather Silbernagel to share some of the wonderful things happening at Mari-Linn School this year. The presentation was included in the meeting materials and can be viewed under this agenda item at the link [03.16.23 meeting](#). One topic not included in the printed report was the list of projects organized by the Mari-Linn PTA. Those included: auctions, partial fencing around the playground, swings, donations to classrooms, funding fieldtrips and class parties, staff appreciation gifts and meals, hosting events like Trunk-or-Treat, Easter egg hunts and the holiday store and providing a \$500 scholarship for SHS seniors who have attended Mari-Linn.

4. STUDENT BUSINESS

This agenda item is for monthly reports from the NSSD Student Reps. to the Board and for other requests/reports from students. Omar Garcia gave the monthly report. Highlights included:

- A senior talent show on May 12 to raise funds for the wish granted by SHS through the Make A Wish Foundation (board members are invited to attend). There will also be a “Dutch Day” on March 24 where a portion of the proceeds from purchases will go toward the effort
- Prom will be April 14th at the Heritage Center in Salem
- Spring sports update-most athletics are just getting started but the Jazz band just finished 1st in the Oregon West jazz competition
- Recap of interviews with students

5. BOND REFINANCE: PIPER SANDLER & CO

Brendan Watkins and Audrey Zhao from Piper Sandler & Co. presented options for refinancing the 2013 NSSD General Obligation Bond. Their presentation is included in the meeting materials and can be viewed under this agenda item at the link [03.16.23 meeting](#). Essentially, the District has three options to consider.

- 1) No refinancing which will result in the bond being paid off in 2033 (no tax savings, no new funds for future capital improvements)
- 2) Refinance the bond and pay it off in 2031 (savings for taxpayers but no new funds for improvements)
- 3) Refinance and payoff early and attempt to “stack” new bonds in either 2028 or 2030 by placing a bond levy on the ballot of an upcoming election.

Board members agreed that refinancing was the appropriate decision because paying off the bond early will result in savings for taxpayers even if there is no impact on District finances. There was additional discussion as to whether the District should choose option #2 or #3. They discussed the possibility of a stakeholder survey but concluded there was not enough time before a final decision must be made on May 18, 2023. In addition, since the bond wouldn’t be on the ballot until at least 2026, they speculated that a survey done now might not provide meaningful information.

Supt. Loving noted that the District applied for TAP (Technical Assistance Program) grants in anticipation of a decision to restructure the current bond and was just notified that we’ve received all four grants. TAP provides four types of grants to school districts to cover or offset the costs of

conducting assessments in facilities, seismic and environmental hazards (asbestos) as well as long-range facility planning.

MOTION-RESOLUTION 031623B

Motion that the Board approve Resolution 031623B to authorize the Superintendent and Business Director to proceed with refinancing the 2013 GO Bond with Piper Sandler & CO.

Motion Made By: Erin Cramer
Vote: 7-0, motion passed

There was further discussion about whether to conduct a survey of stakeholders.

MOTION-SURVEY

Motion that the Board directs the Superintendent to provide as much information as possible prior to or at the April board meeting to assist members in making an informed choice regarding the refinancing options in lieu of conducting a formal stakeholder survey.

Motion Made By: Laura Wipper

Amendment to the previous motion to include “utilizing board resources as he sees fit”
Made By: Mike Wagner

Vote on Amended Motion: 7-0, motion passed

[Attachments](#)

Resolution 031623B-Bond Refinance
Presentation North Santiam SD 2023 GO Refunding 3-16-23

6. [REPORTS](#)

6.1 Business Director's Report: Rhonda Allen

This standing agenda item is for the Board to receive the monthly financial report from the Business Director as well as other information relating to that department. Her presentation was included in the meeting materials and can be viewed at the link below.

[Attachments](#)

Financial Board Report_Feb2023
Financial Report-February 2023

6.2 Nutrition Services Report: John Barnes

Director of Nutrition Services John Barnes shared a proposal regarding potential meal prices for the 2023-24 school year. He noted that both Stayton High and Sublimity schools are running approximately \$4370.00 over budget each month. The buildings (SES, SIMS, ML) that qualify for free meals are breaking even between the cost of service versus the reimbursement. He surveyed local districts and found that NSSD charges less than all the others he contacted in the local area. He recommends raising prices as indicated below:

Lunch Charges	Proposed	'23-'24	'24-'25	'25-'26
Stayton High (\$2.75)		\$3.05	\$3.40	\$3.75
Sublimity (\$2.45)		\$2.80	\$3.20	\$3.65

Breakfast Charges	Proposed	'23-'24	'24-'25	'25-'26
Stayton High (\$1.00)		\$1.25	\$1.60	\$2.00
Sublimity (\$.75)		\$1.00	\$1.35	\$1.90

He also shared photos of the new commodities freezer. It is complete and able to hold food. He will now be able obtain large quantities of free or low-priced items to cut costs. He noted that supply change issues overall have eased but there are still specific items like ham that spike periodically.

The presentation can be viewed under this agenda item at the link [03/16/23](#)

Mark Henderson signed out of the meeting at 8:21 pm and returned at 8:36 pm

6.3 Integrated Guidance Plan: Nicole Duncan

This presentation was regarding the new Oregon Integrated Guidance Application, which is an effort by ODE to combine application processes for community engagement, needs assessments, planning, budgeting, and evaluation of six ODE-managed programs: High School Success (Measure 98), Student Investment Account (SIA), Continuous Improvement Planning (CIP), Career and Technical Education (CTE), Every Day Matters Program (attendance) and Early Indicator and Intervention systems. The presentation can be viewed under this agenda item at the link [03/16/23](#)

While the Board expressed a desire to have more time to review the application before approval, they felt comfortable doing so given the level of trust they have in NSSD administrators and the fact that the designations are not new (with the exception of the Early Indicator & Intervention Systems) but rather a new process that previously did not require board approval in this manner. In previous years, each grant application was processed separately. This is the first time all grants have been compiled into one. The plan was approved but moving forward, all efforts will be made to provide it early enough for review prior to a request for approval.

MOTION-INTEGRATED GUIDANCE PLAN

I move that the Board approve the Integrated Guidance Plan and budget as presented.

Motion Made By: Laura Wipper

Vote: 7-0, motion passed

6.4 Superintendent's Report: Lee W. Loving

This standing agenda item is for the Board to receive a monthly report from the Superintendent. Key points included:

- Transition of the District's student information system from LBL ESD to Synergy is underway and will be completed by June 30, 2023.
- Seat time (amount required) for high schoolers is being closely monitored due, in part, to the numerous two-hour delays and school closures due to weather.
- Director of Teaching & Learning position is closed and they will be interviewing the following week. The Director of Special Services and Mari-Linn Principal positions are still accepting applications.

- Agenda items planned for April include: his presentation on “Belonging”, 2023-24 school calendar and a presentation from Stayton Booster Club regarding plans for a fitness and training center at SHS.

6.5 Licensed Union Report

This standing agenda item is to receive regular reports from the Licensed Union representatives. Union President Pauli Lime was present. She acknowledged Jeri Harbison’s many years of dedicated service to NSSD. She thanked Supt. Loving for communicating to parents and staff regarding the decision-making process for weather delays and closures. She also expressed appreciation for the opportunities for staff to be involved in District processes such as calendar, report card, curriculum and hiring committees.

7 PUBLIC COMMENT

There were no comments from the public.

8 CONSENT AGENDA

In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated.

8.1 Approval of Meeting Minutes

The minutes from the previous month's meeting were submitted for Board review and approval.

[02.16.23 Regular Session minutes-DRAFT](#)

8.2 Approval of New Hires

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Changes in licensed staff since the last board meeting were noted.

New Hires (Board Action Required)

n/a

Resignations

Katie Hurley (1st grade/SES) effective end of year

Retirements

n/a

[March 2023 Licensed Staff Board Summary](#)

8.3 Additions to List of Licensed Staff Contract Approvals

Four names were inadvertently omitted from the list of Licensed staff approvals on March 2, 2023 for the 2023-24 school year. This item allowed for Board approval.

Moving from Probationary III to Contract Status

Mandy Elmer (SUB)

Christina Robinson (SHS)

Thomas Smith (SHS)

Two Year Renewal

Megan Schiedler (SHS)

[March 2023 Supplemental Rehires - from March 2, 2023](#)

8.4 JUUL Lawsuit Settlement-Authorization for Supt. To Resolve

JUUL Labs Inc has reached settlements covering thousands of cases, including the claims brought by the District. The District’s opportunity to participate in the settlement on terms

proposed by JUUL Labs will expire in early April. Superintendent Loving recommended that the board authorize him to resolve the District's lawsuit.

8.5 *Action on Consent Agenda*

MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda as presented.

Motion Made By: Erin Cramer

Vote: 7-0, motion passed

9 NEW BUSINESS

9.1 **Safety & Security Proposal: Lee Loving**

Supt. Loving presented a proposal to update/upgrade safety and security systems around the District. This included:

- upgraded security fencing at all schools
- new access control systems and cameras for front doors at Mari-Linn (ML), Stayton Intermediate & Middle (SIMS), Sublimity Elem & Middle and Stayton High *it was noted that SIMS received a \$6,000 donation to cover the cost at that location*
- updated radio systems at ML, Stayton Elementary (SES), and SIMS
- updated camera monitoring systems at each district campus
- a new AED for Options Academy
- new vape detection devices at all middle and high schools

He shared maps of all school campuses and where proposed fencing and gates would be placed. It was noted that the gate behind Stayton High was not included in the proposal since there may be an adjustment to the location of the road if a new fitness center is built. The Board expressed concern about campus fencing that may prevent the community from using the grounds after school hours. It was noted that access should remain relatively the same as it is now after school hours. The fencing is intended to secure campuses during the school day only.

He also reviewed the two options for upgrading camera systems:

- 1) New cameras for all schools to "generation 5" or G5 at a cost of \$39,531. Currently SHS is G2 and all others are G3. Switching to G5 would allow each school to store recordings onsite at their locations. Currently all sites record to SHS. The life expectancy of G5 cameras is 5 years.
- 2) All schools except SHS would upgrade to G5 who would take G3 from the other schools and then be upgraded at a later time at a cost of \$20,682. The life expectancy of G3 cameras is 1-2 years.

The cost proposal, which includes links to fencing maps, has been included in the meeting materials and can be viewed on this agenda item at the link [03.16.23](#).

MOTION-SAFETY & SECURITY PLAN

Motion that the Board approve the expenditure request to fully fund the Safety & Security Update Plan out of the Capital Improvement Fund.

Motion Made By: Mike Wagner

There was further discussion regarding the effectiveness of the fencing/gating components of the plan. Superintendent Loving offered to create a work-group of board members to further review the fencing plans.

Amended Motion

Motion that the Board approve the expenditure request to fully fund the non-fencing portion of the Safety & Security Update Plan out of the Capital Improvement Fund and to further review all plans for fencing.

Motion Made By: Mike Wagner

Vote: 7-0, motion passed

9.2 Policy Updates/First Reading

These policy edits were recommended by the Oregon School Boards Assoc. (OSBA) as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading and will be brought back in the following month for a second reading and possible adoption.

FUTURE BOARD APPROVAL

BBBA-Board Member Qualifications

CB-Superintendent

CBC-Superintendent's Contract

IK-Academic Achievement

JFCJ-Weapons in Schools

GCDA/GDDA-Criminal Records Checks/Fingerprinting (suggest changing “will” to “may” in first paragraph)

SUPERINTENDENT APPROVAL/BOARD NOTIFICATION

GCDA/GDDA-AR-Criminal Records Checks/Fingerprinting

Attachments

BBBA -Board Member Qualifications

CB -Superintendent

CBC -Superintendent's Contract

IK -Academic Achievement

JFCJ-Weapons in Schools

GCDA_GDDA--Criminal Records Check & Fingerprinting

D2-GCDA_GDDA-AR-Criminal Records Checks-Fingerprinting

9.3 Resolution #031623A-Schools/Programs Free of Racism

Supt. Loving created a work-group including Alisha, Laura and Mike to create a 1st draft of a new resolution regarding the Board's commitment to addressing racism. The Board agreed to adopt the policy as it was presented.

MOTION-RESOLUTION 031623A

Motion that the Board approve Resolution 031623A as presented.

Motion Made By: Mike Wagner

Vote: 7-0, motion passed

[Res #031623A-Free of Racism](#)

10 RECURRING ITEMS

10.1 **Community Engagement**

This standing agenda item is for the Board to continue discussing the process of increasing the engagement of parents and the greater community in our schools. There were no updates to report.

10.2 **Board Reflection**

This standing agenda item has been added to allow the Board to collectively reflect upon statements made during public comment or topics covered during Reports. In light of Principal Harbison's upcoming retirement at the end of the year, Board members took this time to share their deep appreciation for her many years dedicated service to NSSD and Mari-Linn School. They acknowledged her deep commitment to the community and how she helps install that in the students in her school. They also honored her work in Special Education and how she has championed the philosophy of mainstreaming SPED students into general ed. classrooms.

10.3 **Board Reports/Announcements**

This item is for things such as reports from board members (E.g. conferences or community events they attended) or to request volunteers for upcoming activities.

N/A

11 INFORMATION ONLY

11.1 **Field Trip Report:**

A list of the field trips taken and/or scheduled since the start of the school year was included in the board packet. The attachment can be viewed under this agenda item at the link below.

[Mar 2023 Fieldtrips Board Report](#)

11.2 **Student Enrollment:**

Current enrollment is approximately 2,151 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location. The attachment can be viewed under this agenda item at the link below.

Mari-Linn: 184

Sublimity: 359

Stayton Elementary: 358

Stayton Intermediate/Middle: 452

(SIS: 188 SMS: 264)

Stayton High: 664

Options Academy: 134

[Mar 2023 Enrollment Totals](#)

11.3 **Future Agenda Items:**

A list of possible future agenda items is attached as part of the board packet. Board members may request that additional items be posted to this list.

The attachment can be viewed under this agenda item at the link below.

[Agenda Items Annual Calendar rev 9.22](#)

11.4 **Upcoming Board Events & Activities:**

Information regarding activities across the District can be found on the website at www.nisantiam.k12.or.us

April 20, 2023 - Regular Session Board Meeting
6:00 pm ~ Sublimity School

May 4, 2023 - Special Session Board Meeting
5:30 pm ~ District Office/Santiam Room

May 11, 2023 - NSSD Budget Committee Meeting
6:00 pm ~ District Office/Santiam Room

May 18, 2023 - Regular Session Board Meeting:
6:00 pm ~ Stayton High School

May 25, 2023 - 2nd NSSD Budget Committee Meeting (if needed)
5:30 pm ~ District Office/Santiam Room

12 ADJOURN

The Board Chair adjourned the meeting at 10:48 pm.

EQUAL OPPORTUNITY EMPLOYER

2023-2024 Staff Calendar



North Santiam School District
 1155 N 3rd Ave - Stayton, OR 97383
www.nstantiam.k12.or.us
 503-769-6924

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2023						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 4	Independence Day
Aug 7	School Offices Open
Aug 21-23	New Licensed Staff Training
Aug 23	New Classified Staff Training
Aug 28-Aug 31	*Staff Work/In-Service Days
Sept 1	Non-work Day
Sept 4	Labor Day
Sept 5	First Day of School (K-9)
Sept 6	First Day of School (10-12)
Oct 13	State-wide Teacher In-Service Day
Nov 3	Grading Day/Mid-Term 1
Nov 6-8	Conferences Occur
Nov 8	Early Release
Nov 9	Conference Hours Payback
Nov 10	Veterans' Day (observed)
Nov 22-24	Thanksgiving Break
Dec 18-Jan 1	Winter Break
Jan 15	Martin Luther King Jr. Day
Jan 26	Grading Day, Term 1
Jan 26	Classified In-Service Day
Feb 2	Teacher In-Service Day
Feb 19	Presidents' Day
March 25-29	Spring Break
April 5	Grading Day/Mid-Term 2
April 8-11	Conferences Occur
April 11	Early Release
April 12	Conference Hours Payback
May 27	Memorial Day
June 7	(Tentative) SHS Graduation
June 12 <	Last day of School
June 13 <	Grading Day, Term 2
June 14 <	Last day for Teachers

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Licensed Contract Days	
In-Service Days	4
Conference Days	2
Grading Days	4
Non-school Work Days	3
Holidays	5
Student Contact	172
Total Contract	190

Student contact Sept	19
Student contact Oct	21
Student contact Nov	16
Student contact Dec	11
Student contact Jan	20
Student contact Feb	19
Student contact March	16
Student contact April	20
Student contact May	22
Student contact June	8
Student contact total	172

- No School-Holiday/Break
- Late Start
- New Staff Orientation
- Classified non-work days, varies
- Early Release
- In-Service
- Licensed Work Day
- Last day for grades K-7, 9-11
- Conference Hours
- Grading Day
- In-service or Work Day-TBA

Calendar Notes
 *These In-service (2) and work dates (2) are set by building admin and will be communicated prior to the start of the school year.

△ Classified staff should refer to their work calendars regarding dates with this symbol

and for their start/end dates as they vary by position

< Dates may be extended due to unplanned closures

BOARD MEMBER QUALIFICATIONS

Summary

The revisions to BBBA are made to better align with the criteria stated in statute and in the Oregon Constitution to be an elector for a member of a school board.

Collective Bargaining Impact

None

Local District Responsibility

Revise and readopt optional policy BBBA – Board Member Qualifications if present in the Board’s policy manual.

Policy(ies) and ARs Impacted by these Revisions

BBBA – Board Member Qualifications, Optional

North Santiam School District

Code: BBBA
Adopted: 7/01/96
Readopted: 7/17/97; 8/20/09; 6/15/17
Orig. Code: BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if the person ~~he/she~~ is a qualified ~~an~~ elector¹ of the district. ~~An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and has been a, where applicable, resident in the zone designated for the position being sought, and have been residents~~ within the district for one year immediately preceding the election or appointment. ~~If~~ ~~Additionally, if~~ the district and the position sought is one elected or nominated by zone, the person must also reside in the zone from which ~~zoned~~; the person is nominated except as authorized by law. ~~individual must meet the requirements of Oregon Revised Statute (ORS) 332.124 to 332.126.~~

~~A~~

~~No~~ person who is an employee of the district is ~~not~~ eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

¹ “Elector” means an individual qualified to vote under Article II, section 2, [Oregon Constitution](#).

Legal Reference(s):

[ORS 247.002](#)

[ORS 247.035](#)

[ORS 249.013](#)

[ORS 332.016](#)

[ORS 332.018](#)

[ORS 332.030](#)

[ORS 332.124](#)

[ORS 332.126](#)

OREGON CONSTITUTION, ARTICLE II, Section 2.

Cross Reference(s):

BBE - Vacancies on the Board

Summary

With passage of Senate Bill 1521 (2022), there are new provisions in law to consider when issuing a superintendent’s contract and when district school boards are making decisions related to the operation of the district. The entire SB can be accessed [here](#).

Collective Bargaining Impact

None

Local District Responsibility

Update policies with the recommended revisions if they are present in the Board’s policy manual and submit to the Board for readoption.

Policy(ies) Impacted by these Revisions

CB – Superintendent, Highly Recommended

CBC – Superintendent’s Contract, Optional

North Santiam School District

Code: CB
Adopted: 7/01/96
Readopted: 8/21/97; 12/14/17
Orig. Code: CB

Superintendent

The superintendent¹ is designated as the district’s chief executive officer. Under the Board’s direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management.

The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts³.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ Also includes taking any action that conflicts with law that applies to education service districts.

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-2405](#)
[OAR 584-005-0005\(51\)](#)

Senate Bill 1521 (2022)

Cross Reference(s):

CBG - Evaluation of the Superintendent

Summary

With passage of Senate Bill 1521 (2022), there are new provisions in law to consider when issuing a superintendent’s contract and when district school boards are making decisions related to the operation of the district. The entire SB can be accessed [here](#).

Collective Bargaining Impact

None

Local District Responsibility

Update policies with the recommended revisions if they are present in the Board’s policy manual and submit to the Board for re adoption.

Policy(ies) Impacted by these Revisions

CB – Superintendent, Highly Recommended

CBC – Superintendent’s Contract, Optional

North Santiam School District

Code: CBC
Adopted: 12/14/17
Readopted: 8/11/98; 12/14/17
Revised/Readopted: 11/25/96; 8/16/07; 8/15/13; 12/14/17
Orig. Code: CBB

Superintendent’s Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district³, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ Also includes taking any action that conflicts with law that applies to education services districts.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their^{his/her} duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)

[ORS 332.505](#)

[ORS 342.549](#)

[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)

Senate Bill 1521 (2022)

Cross Reference(s):

CBB - Recruitment and Appointment of the Superintendent

ACADEMIC ACHIEVEMENT

Summary

Policy IK – Academic Achievement language is revised to align with OAR581-022-2270.

Collective Bargaining Impact

None

Local District Responsibility

Review and revise required policy IK – Academic Achievement with recommended updates and submit to the Board for readoption.

Policy(ies) and ARs Impacted by these Revisions

IK – Academic Achievement, Required

North Santiam School District

Code: IK
Adopted: 7/01/96
Readopted: 5/21/98; 5/19/11; 2/16/12;
9/18/14; 10/19/17
Orig. Code: IK

Academic Achievement

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational education or public school options.

The Board district directs staff to follow these guidelines in measuring and determining student progress:

1. Parents and students will be informed at least annually, of ~~as to~~ their student's progress toward achieving the academic content standards, including; but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;

- c. [Evidence of the student’s progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;]
 - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including ~~includes~~ credits earned, ~~demonstration of extended application~~ and demonstration of ~~extended application~~ ~~the Essential Skills~~.
2. Parents will be alerted and conferred with as soon as possible when a student’s performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
 3. Grades and/or portfolio content assessment will be based upon academic performance and ~~will~~ ~~may~~ include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student’s grade;
 4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
 5. When no grades are given but the student is evaluated ~~informally~~ in terms of progress, the school staff will ~~show whether the student is achieving course requirements at~~ ~~also provide a realistic appraisal of~~ the student’s ~~current grade level~~ ~~standing in relation to his/her peers~~;

END OF POLICY

Legal Reference(s):

[ORS 107.154](#)
[ORS 329.485](#)

[ORS 343.295](#)
[OAR 581-021-0022](#)

[OAR 581-022-2260](#)
[OAR 581-022-2270](#)

Cross Reference(s):

IGBHC - Alternative Education Notification

EXPLANATION OF POLICY EDITS BY OSBA

FIREARMS

Summary

The 2021 Oregon Legislature passed Senate Bill (SB) 554 which includes amendments to ORS 166.360 and 166.370 and is now effective. The goal of the changes to policy JFCJ is to align better with statute, but also to remove mention of concealed weapons language and law enforcement since these situations are managed by current Oregon law and are not student-related. Policy JFCJ is student policy and should really only pertain to situations involving students.

Collective Bargaining Impact
None

Local District Responsibility
Review proposed revisions for policy JFCJ - Weapons in Schools and adopt changes.

Policy(ies) and ARs Impacted by these Revisions
JFCJ – Weapons in Schools**, Required

North Santiam School District

Code: JFCJ
Adopted: 7/01/96
Revised/Readopted: 1998; 1999; 2001; 3/18/03;
7/17/14; 10/19/17; 10/17/19
Orig. Code: JFCJ

Weapons in Schools**

Students shall not bring, possess, conceal or use a weapon on at a school or at any district property under the jurisdiction of a school district, any activities under the jurisdiction of a school district or any interscholastic activities administered by a voluntary organization, including the OSAA (Oregon School Activities Association).

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

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

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

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm ~~muffler or~~ silencer or any destructive device;
4. A “destructive device” ~~includes but is not limited to~~ means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

Replicas ~~Authentic looking replicas~~ of weapons, fireworks and pocket knives are also prohibited by Board policy. A “replica weapon” includes, but is not limited to, any device or object made of plastic, wood, metal, or any other material which is a toy version of, or is otherwise recognizable as a pistol, revolver, shotgun, rifle, machine gun, or any other firearm. Exceptions to the district’s replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

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

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

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. ~~Parents will be notified of all conduct by their student that violates this policy.~~

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Parents will be notified of all conduct by their student that violates this policy.

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

Students ~~determined~~~~found~~ to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or state law shall be expelled from school for a period of not less than one year. All other violations of the policy will result in discipline ~~up to~~ and may include ~~including~~ expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are appropriate and accessible to the student, and shall provide such information in writing to the student and the parent in accordance with law¹. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

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

~~Weapons under the control of law enforcement personnel are permitted. Others who have a valid license to carry a weapon under ORS 166.291 and/or ORS 166.292 must notify the building administrator immediately upon entering a school facility. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons related vocational courses or weapons related sports.~~

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

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

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

The superintendent will annually report the name of each school and the number of students from each listed schools expelled for bringing, possessing, concealing or using a firearm to the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)

[ORS 166.210 - 166.370](#)

[ORS 166.382](#)

[ORS 332.107](#)

[ORS 339.115](#)

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 339.315](#)

[OAR 581-021-0050 - 0075](#)

[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)

¹ At least once every six months or at any time the information changes because of the availability of new programs.

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2018).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2018).
Oregon Senate Bill 554 (2021).

Cross Reference(s):

JFCM - Threats of Violence
JGDA/JGEA - Discipline of Students with Disabilities

CRIMINAL RECORDS CHECKS AND FINGERPRINTING

Summary

The State Board of Education revised the Oregon Administrative Rules (OAR) related to criminal records checks and fingerprinting of employees, contractors and criminal records checks and optional fingerprinting of volunteers. Clarification of definitions related to conviction and most of the repealed language was moved into the revised OARs with housekeeping cleanup.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the district review and revise the required board policy GCDA/GDDA and its administrative regulation (AR) with the recommended language and readopt the required policy, and review the required AR.

Policy Implications

GCDA/GDDA - Criminal Records Check and Fingerprinting, Required

GCDA/GDDA-AR - Criminal Records Check and Fingerprinting, Required

grey=added by OSBA red strikeouts=by OSBA black strikeouts=by NSSD

North Santiam School District

Code: GCDA/GDDA
Adopted: 2/26/98
Revised/Readopted: 12/17/15; 10/19/17
Orig. Code: GCDA/GDDA

Criminal Records Checks/Fingerprinting

In a continuing effort to ~~further~~ ensure the safety and welfare of students and staff, the district shall require all newly hired, full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records checks and fingerprinting as required by law. ~~of all newly hired full time and part time employees.~~ Others individuals, as determined by the district, ~~having~~ that will have direct, unsupervised contact with students shall ~~also have~~ submit to criminal records checks and/or fingerprinting, as established by Board policy and as required by law.

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

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

~~In addition to the newly hired employees, such~~ Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All ~~district~~ individuals employed as contractors, ~~and/or their employees~~ whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. ~~All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;~~
- 3.2. Any community college faculty member providing instruction at the site of an early childhood education program, ~~or~~ at a school site as part of an early childhood education program or at a grade K through 12 school site during the regular school day;
- 4.3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
- 5.4. ~~All volunteers shall be subject to a criminal history check only.~~ Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

3

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

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions⁴:

1. Coach;
2. Overnight chaperone.

~~An individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent his/her/their employment with the district as provided by law may be employed or contracted with, by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.~~

~~The district shall not begin the employment of an individual, or terms of a district contractor, before the return and disposition of criminal records check and/or fingerprinting. The service of a volunteer will not begin pending the return and disposition of a criminal records check.~~

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

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

⁴ If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy.

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

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

The district shall not begin the employment of a subject individual or terms of a district contractor before the return and disposition of the required criminal records checks.

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

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment. The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check will not begin before the return and disposition of a state and national criminal records check based on fingerprints.

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

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

Appeals

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

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

END OF POLICY

Legal Reference(s):

~~[ORS 181A.180](#)~~
~~[ORS 181A.230](#)~~
~~[ORS 326.603](#)~~
~~[ORS 326.607](#)~~

~~[ORS 332.107](#)~~
~~[ORS 336.631](#)~~
~~[ORS 342.143](#)~~
~~[ORS 342.223](#)~~

~~[OAR 414-061-0010 to 0030](#)~~
~~[OAR 581-021-0500](#)~~
~~[OAR 581-022-2430](#)~~
~~[OAR 584-050-0012](#)~~

~~[Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. \(2017\).](#)~~

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)
[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)

[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)

[OAR 584-050-0012](#)~~[Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. \(2012\).](#)~~

Cross Reference(s):

IICC - School Volunteers

GRADUATION REQUIREMENTS

Summary

There have been additional changes to graduation requirements in Oregon as a result of Senate Bill 1522. The bill provided a new definition for “an educational program in this state” and modified what credits the district shall accept from other educational programs in this state to satisfy credit requirements for a student to graduate.

An additional change modified the definition of “world language” in graduation requirements to include sign language, heritage language and languages other than a student’s primary language.

Collective Bargaining Impact

None

Local District Responsibility

A graduation requirement policy is required if the district has graduation requirements in addition to the minimum requirements outlined in law, such as if the district requires more than 24 credit requirements for a high school diploma, has an honors diploma, or has other noncredit requirements. Review the district’s current graduation requirements if published elsewhere and review policy and revise with the recommended changes and submit to the Board for reoption. Update legal references as recommended.

Policy(ies) and ARs Impacted by these Revisions

IKF – Graduation Requirements**, Conditionally Required

North Santiam School District

Code: IKF
Adopted: 7/01/96
Revised/Readopted: 6/23/11; 03/15/12; 7/19/12;
2/21/13; 12/18/14; 10/19/17;
10/18/18; 10/17/19
Orig. Code: IKF/IKFC

Graduation Requirements**

The Board will establish graduation requirements, for awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate which meet or exceed state requirements.

These requirements will be published yearly in the parent/student handbook. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student’s parent or guardian or by the student if they are 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in ~~another district or public charter school~~ an educational program² in this state, applying those credits toward the state requirements for a diplomas if the credits satisfied those requirements in that ~~district or public charter school~~³ educational program in this state.

Honors Diploma

Students who intend on going to college after graduation should consider an Academic Honors Program.

To graduate with Academic Honors, a student must:

1. Complete the requirements for a Stayton High School Diploma;
2. Have 10 credits in courses designated College Prep. A list of the available courses designated as College Prep for the current school year can be found in the SHS Curriculum Guide which is available on the school's website and in the counseling office.
 - a. College prep credit will not be:
 - (1) Issued for any regularly scheduled class taken on an independent study basis;
 - (2) Counted toward Academic Honors for any class taken before ninth grade. Students must take ten credits of college prep classes during grades 9-12.

¹ As defined in ORS 30.297.

² "Educational program in this state" means an educational program that is provided by a school district, a public charter school, the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.962 or a hospital identified in ORS 343.261.

³ ~~For a diploma awarded on or after January 1, 2018.~~

- b. College prep credit can be authorized for certain classes that are taken at an accredited college or university with prior consent of a counselor as long as all above requirements (1.-5. are also met.
3. Have a Grade Point Average (GPA) of 3.50 after 7 semesters;
 4. Have a minimum of 5 graded classes each term for four years. This does NOT include Pass/ No Pass classes (teacher aide, peer tutor, etc.);
 5. Have an English (LA/WR) class every term (except Early College students);
 6. Attend high school for eight complete semesters.

The Academic Honors Board – consisting of two counselors, the principal and two teachers – will designate college prep classes. The courses will be reviewed each year and will change as curriculum dictates. The Academic Honors Board will review the curriculum of transfer students to determine eligibility.

Students participating in the Early College program may be considered eligible for the Honors Diploma on an individual basis with approval from the counseling department.

Stayton High School Diploma

A Stayton High School diploma will be awarded to students in grades 9 through 12 who have completed a minimum of 26 credits which include at least:

1. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
7. Four credits of language arts (shall include the equivalent of one unit in written composition);
8. Three credits of science;
9. One-half credit of ~~computer literacy~~ High School Success;
10. One credit of world history;
11. One credit of U.S. history;
12. One-half credit of American Government;
13. One credit in health education;
14. One credit in physical education;
15. One-half credit of personal finance;
16. One-half credit of economics;

17. Three credits in career and technical education, the arts or world language (units shall be earned in any one or a combination);
18. Seven credits of electives.

Standard Diploma

A standard diploma will be awarded to students in grades 9 through 12 who meet the 24 units of credit which include at least:

1. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
19. Four credits of English (shall include the equivalent of one unit in written composition);
20. Three credits of science;
21. Three credits of social sciences (including history, civics⁴, geography, and economics (including personal finance));
22. One credit in health education;
23. One credit in physical education; and
24. Three credits in career and technical education, the arts or world language⁵ (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive an honors diploma, a Stayton High School diploma, a standard diploma, or modified diploma, in addition to credit requirements, as outlined in OAR 581-022-2000 and OAR 581-022-2010, respectively, a student must:

1. Demonstrate proficiency in the Essential Skills of reading, writing and applied math (OAR 581-022-2115);
25. Develop an education plan and build an education profile;
26. Demonstrate extended application through a collection of evidence;

⁴ [Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451). {This is not required language at this time but the district could choose to keep language with the footnote, and certainly should keep if the district already provides this instruction.}]

⁵ "World language" includes sign language, heritage language and languages other than a student's primary language.

27. Participate in career-related learning experiences.

Essential Skills and English Language Learners

The district will allow English Language Learner (ELL) students to demonstrate proficiency in all required Essential Skills.

The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Modified Diploma

A modified diploma will be awarded to students who have demonstrated an inability to meet the full set of academic standards adopted by the State Board of Education for a standard diploma while receiving reasonable modifications and accommodations. A modified diploma will only be awarded to a student who meets the following criteria:

1. Has a documented history of inability to maintain grade level achievement due to significant learning and instructional barriers; or
28. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students, who while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in English;
29. Two credits in mathematics;
30. Two credits in science;
31. Two credits in social sciences (which may include history, civics, geography, and economics (including personal finance));
32. One credit in health;
33. One credit in physical education; and
34. One credit in career technology, the arts, or a world language (units may be earned in any one or a combination).

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile;
35. Demonstrate extended application through a collection of evidence.

A student must also demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in learning expectations, construct, or content that is to be measured, grade level standard, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
36. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade 6 and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Beginning in grade five or beginning after a documented history to qualify for a modified diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:

- a. Two credits of mathematics;
- b. Two credits of English;
- c. Two credits of science;
- d. Three credits of history, geography, economics, or civics;
- e. One credit of health;
- f. One credit of physical education; and
- g. One credit of arts or a world language.

Have a documented history of:

- a. An inability to maintain grade level achievement due to significant learning and instructional barriers; or
- b. A medical condition that creates a barrier to achievement; or
- c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five or beginning after a documented history to qualify for an extended diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum credit requirements established by the district.

Beginning in grade five or beginning after a documented history to qualify for an alternative certificate the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

Other District Responsibilities

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in either four years after starting the ninth grade, or until the student

reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option. Students may opt out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form⁶ and submitting the form to the district.

The district will issue a high school diploma pursuant to Oregon law (ORS 332.114), to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased

⁶ Oregon Department of Education page for: [www.ode.state.or.us: Educator Resources > Student Assessment > Test Administration > Forms > 2018-2019-30-day-notice-and-opt-out-form](http://www.ode.state.or.us/EducatorResources/StudentAssessment/TestAdministration/Forms/2018-2019-30-day-notice-and-opt-out-form)

veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The district shall establish conduct and discipline consequences for student-initiated test impropriety.

“Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

[ORS 329.007](#)

[ORS 329.045](#)

[ORS 329.451](#)

[ORS 329.479](#)

[ORS 332.107](#)

[ORS 332.114](#)

[ORS 336.585](#)

[ORS 336.590](#)

[ORS 339.115](#)

[ORS 339.505](#)

[ORS 343.295](#)

[OAR 581-021-0009](#)

[OAR 581-022-0102](#)

[OAR 581-022-2000](#)

[OAR 581-022-2005](#)

[OAR 581-022-2010](#)

[OAR 581-022-2015](#)

[OAR 581-022-2020](#)

[OAR 581-022-2025](#)

[OAR 581-022-2030](#)

[OAR 581-022-2115](#)

[OAR 581-022-2120](#)

[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.
Senate Bill 1522 (2022).

PUBLIC RECORDS

Summary

Updated to better align policy and administrative regulation language with statute and revise language to reflect current terms and practices.

To help with public record responses, access Oregon [Attorney General](#)'s available information and consult counsel.

Collective Bargaining Impact

None

Local District Responsibility

If the Board's policy manual includes the policies and administrative regulation (AR) included in this update, consider reviewing and revising as suggested and submit to Board for readoption. The administrative regulation for either policy may be submitted to the Board as an information item for review.

Policy(ies) and ARs Impacted by these Revisions

KBA – Public Records Request, Highly Recommended

KBA-AR – Public Records Request, Highly Recommended

North Santiam School District

Code: KBA
Adopted: 9/21/00
Revised/Readopted: 5/17/12; 10/19/17; 3/01/18

Public Records**

~~“Public record” means any information that:~~

- ~~1. Is prepared, owned, used or retained by the district;~~
- ~~2. Is related to an activity, transaction or function of the district; and~~
- ~~3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.~~

~~Public record does not include messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.~~

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the superintendent's office.

A "public record" includes any writing that contains information relating to the conduct of the public's business, prepared, owned, used or retained by the district regardless of physical form or characteristics, unless otherwise exempted by law.¹ "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. Public record does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.²

~~Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.~~

~~The Board's official minutes, its written policies and its financial records will be available at the superintendent's office for inspection by any citizen desiring to examine them during hours when the superintendent's office is open.~~ All such information will be made available to individuals with disabilities in an accessible appropriate format, upon request and with appropriate advanced advance notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts every effort to disseminate information. Each principal is authorized to use all means available means to keep parents and others in the of his/her particular school's community informed about the school's program and activities.

~~No records will be released for inspection by the public or any unauthorized persons — either by the superintendent or any other person designated as custodian for district records — if such disclosure would be contrary to the public interest, as described in state law.~~

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Employee and volunteer personal residential addresses, personal electronic mail addresses, ~~(other than district electronic mail addresses assigned by the district to district employees)~~, social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the district are exempt from public disclosure pursuant to ~~Oregon Revised Statute (ORS) 192.363 - 368445~~ and ORS 192.355502(3). District electronic mail addresses assigned ~~Such information may be released only upon the~~

¹ There are multiple definitions for "public record" in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

² In accordance with *Bialostosky v. Cummings*, 319 Or. App. 352 (2022), an individual board member may be considered a public body for public record purposes. Consequently, records created and retained solely by individual board members may be considered public records.

~~written request of the employee or volunteer or as otherwise provided~~ by the district to district employees are not exempt~~law~~. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. ~~District electronic mail addresses assigned by the district to district employees are not exempt.~~

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-400](#)

[ORS Chapter 192](#)

[OAR 166-005-0010](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).

OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual*.

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Bialostosky v. Cummings, 319 Or. App. 352 (2022).

PUBLIC RECORDS

Summary

Updated to better align policy and administrative regulation language with statute and revise language to reflect current terms and practices.

To help with public record responses, access Oregon [Attorney General](#)'s available information and consult counsel.

Collective Bargaining Impact

None

Local District Responsibility

If the Board's policy manual includes the policies and administrative regulation (AR) included in this update, consider reviewing and revising as suggested and submit to Board for readoption. The administrative regulation for either policy may be submitted to the Board as an information item for review.

Policy(ies) and ARs Impacted by these Revisions

KBA – Public Records Request, Highly Recommended

KBA-AR – Public Records Request, Highly Recommended

North Santiam School District

Code: KBA-AR
Revised/Reviewed: Unknown; 10/19/17; 3/15/18;
4/19/18

Public Records

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records request shall be submitted in writing through the superintendent's office at 1155 N 3rd Ave, Stayton.

2. Upon receipt of a written request, the district shall respond within five business days¹ acknowledging receipt of the request or completing² the district's response to the request. ~~If the district provides an acknowledgment of the request, it must:~~

If the district provides an acknowledgment of the request, it must:

- a. Confirm that the district is the custodian of the requested record;
 - b. Inform the requester that the district is not the custodian of the requested record; or
 - c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.
3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:
 - a. Complete its response to the public records request in accordance with ORS 192.329(2).~~-~~ If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
 - b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:
 - a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;
 - b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
 - c. Of the volume of the public records request being simultaneously processed by the district.

In these situations, the

~~The~~ district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. ~~If the requester fails to respond within 60 days to~~

¹ ~~"~~Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

² The district response to a public records request will be considered complete ~~when it complies with~~ pursuant to criteria in Oregon law (ORS 192.329~~410-192.505~~).

³ Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

a good faith request from the district for information or clarification, the district shall close the request.

6. If a copy of a public record is requested, the district will provide a single ~~certified~~ copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be ~~made available~~ ~~provided~~ in the form the record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.
7. Information will be made available to individuals with disabilities in an ~~accessible~~ ~~appropriate~~ format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
8. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of ~~of~~ ~~[\$.25 per page]~~. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date ~~they were~~ ~~he/she was~~ informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

~~10.9. — The district reserves the right to restrict the inspection of some public records to the district's facilities.~~

April 2023 Field Trip Report

Trips added since the last report are highlighted in yellow. Overnight trips are indicated in red

Trip ID/Name	Trip Destination	Building	Departure Date Time	Return Date Time	Pupils	Adults	Educational Objectives	Organization	Status
223155 - Kindergarten Star Cinema Field Trip	Star Cinema - 350 N Third Ave, Stayton	Stayton Elementary School	June 14, 2023, 12:00 pm	June 14, 2023, 2:15 pm	32	20	Supplemental activity to Ocean/Habitat unit.	Curriculum	pending
217976 - 8th grade promotion celebration	Get Air 3910 Ricky St SE, Salem	Mari-Linn School	June 9, 2023, 9:30am	June 9, 2023, 1:00pm	24	3	Celebration of Middle school completion/PBIS expectations	PTA	pending
223113 - Graduation Practice	Salem Armory 2310 17th St NE Salem	Stayton High School	June 9, 2023, 8:00am	June 9, 2023, 12:30pm	200	3	Practice for grad ceremony	Curriculum	pending
222804 - 3rd-5th Grade and Lifeskills to Star Theater	Star Cinema - 350 N Third Ave, Stayton	Sublimity School	June 8, 2023, 12:00pm	June 8, 2023, 2:30 pm	32	20	Celebrating hard work and accomplishing state testing with a trip to our local historic theater. We will learn about the history of our community, and explore local career options at the same time.	Curriculum	pending
222814 - 1st Grade Library Trip	Stayton Public Library	Sublimity School	June 8, 2023, 10:15am	June 8, 2023, 12:00 pm	41	10	For students to see their local library and see how they can check out books and hopefully be involved in the Library's summer reading program.	Curriculum	pending
223122 - Sublimity 7th Grade Field Trip	Silver Falls State Park - 20024 Silver Falls Hwy SE, Silverton	Sublimity School	June 8, 2023, 8:45am	June 8, 2023, 1:45 pm	50	4	Science scavenger hunt in a NW rainforest and also study history (WPA buildings)	Curriculum	pending
223045 - SUB 8th Grade Field Trip	Bullwinkle's 29111 SW Town Center Loop W Wilsonville	Sublimity School	June 7, 2023, 8:30am	June 7, 2023, 2:00 pm	40	5	PTC funded trip to celebrate 8th grade promotion	PTC	pending
223052 - 5th Grade Oregon Garden Trip	Oregon Garden 879 W Main St Silverton	Sublimity School	June 6, 2023, 9:00am	June 6, 2023, 2:00 pm	43	17	Using interactive science lessons, students learn about the relationships between plants, herbivores, carnivores and decomposers in different habitats. Use track molds, animal signs, and other visual aids to identify signs of wildlife and then venture into the Rediscovery Forest to find the real thing.	Curriculum	pending
217979 - Mari - Linn First Grade Zoo	Oregon Zoo - 4001 SW Canyon Rd, Portland	Mari-Linn School	June 2, 2023, 7:30am	June 2, 2023, 2:30pm	26	10	Make observations to construct an evidence-based account that young plants and animals are like, but not exactly like, their parents. Read texts and use media to determine patterns in behavior of parents and offspring that help offspring survive.	Curriculum	pending

219538 - SUB- A-DEC field trip	A-DEC 2601 Crestview Dr, Newberg	Sublimity School	May 31, 2023, 8:15am	May 31, 2023, 2:15 pm	52	13	Define a simple design problem reflecting a need or a want that includes specified criteria for success and constraints on materials, time or cost. Generate and compare multiple possible solutions to a problem based on how well each is likely to meet the criteria and constraints of the problem.	Curriculum	pending
223055 - AVID10 - Portland State University	Portland State University 1825 SW Broadway, Portland	Stayton High School	May 30, 2023, 9:00am	May 30, 2023, 1:15 pm	17	1	AVID Elective students will be attending a campus tour of Portland State University as well as an information session with current students of PSU.	AVID	pending
222830 - SIS 5th Grade to Oregon Zoo	Oregon Zoo, 4001 SW Canyon Rd	Stayton Middle School	May 30, 2023, 8:15am	May 30, 2023, 2:15 pm	94	16	Our learning objective for the zoo relates to NGSS standard 5-LS2-1 all about food chains and food webs. We would like to give students hands-on experience for understanding how different types of animals interact with one another and how they support one another throughout an ecosystem.		
222901 - ML Outdoor School	Camp Hancock 39472 OR-218, Fossil Oregon Fossil	Mari-Linn School	May 24, 2023, 8:30am	May 26, 2023, 3:00pm	22	5	Environmental changes, science, nature, exercise, fostering off campus relationships.	Curriculum	pending
218345 - 2nd Grade SES Oregon Coast Aquarium	Oregon Coast Aquarium 2820 SE Ferry Slip Rd, Newport	Stayton Elementary School	May 24, 2023, 8:00am	May 24, 2023, 4:00pm	96	24	Students will be able to apply their learning of animal and plant habitats as well as changes to land connected to our science units.	Curriculum	pending
220663-220660 Third Grade Swimming Lessons	Stayton Pool -333 W Burnett St, Stayton	Sublimity School	May 23, 2023, 12:30pm	May 26, 2023, 2:20pm	51	3	Recognize a variety of healthy practices and behaviors that maintain or improve personal health.	Curriculum	pending
217893 - 1st Grade Zoo Field Trip	Oregon Zoo - 4001 SW Canyon Rd, Portland	Stayton Elementary School	May 23, 2023, 8:15am	May 23, 2023, 2:00pm	85	30	1st grade will be studying animal habitats and life cycles.	Curriculum	pending
220665 - 6th Grade Outdoor School-Sublimity	Camp Hancock Field Station 39472 OR-218, Fossil	Sublimity School	May 22, 2023, 8:00am	May 24, 2023, 3:15pm	35	10	Outdoor School	Curriculum	pending

223054 - Middle School Band Walking Field Trip	Marian Estates 590 SE Conifer Cir, Sublimity	Sublimity School	April 27, 2023, 1:45pm	April 27, 2023, 2:30pm	18	7	Performing rehearsed music for an audience.	Curriculum	pending
221730 - SES Third Grade Silver Falls Trip (trip #2)	Silver Falls State Park - 20024 Silver Falls Hwy SE, Silverton	Stayton Elementary School	April 27, 2023, 8:30 am	April 27, 2023, 2:00pm	48	12	The visit to Silver Falls is an extension of activities we have done in class to meet science standards around life cycles and regional habitats.	Curriculum	pending
222866 - LBCC Welding Skills Contest	LBCC -- 6500 Pacific Blvd SW, Albany,	Stayton High School	April 27, 2023, 7:00 am	April 27, 2023, 4:00pm	8	1	Introduce welding students to LBCC campus and show that welding skills are in demand in the modern work force.	Curriculum	pending
221722 - SES Third Grade Silver Falls Trip	Silver Falls State Park - 20024 Silver Falls Hwy SE, Silverton	Stayton Elementary School	April 26, 2023, 8:30 am	April 26, 2023, 2:00pm	46	12	The visit to Silver Falls is an extension of activities we have done in class to meet science standards around life cycles and regional habitats.	Curriculum	pending
223139 - Career Construction Day	Salem Fairgrounds 2330 17th St NE, Salem	Stayton High School	April 25, 2023, 8:45 am	April 25, 2023 2:00pm	25	2	Expose students to career opportunities.	Curriculum	approved
220657 - OMEA District 11 Middle School Band Festival	Newport Performing Arts Center -777 W Olive St, Newport	Stayton Middle School	Apr 25, 2023, 8:15am	Apr 25, 2023, 2:45pm	39	1	Students will be attending a festival and receiving feedback from judges on how to improve their playing. They Will also be receiving scores and listening to other band perform.	Curriculum	approved
223079 - CECLC Conference	Western Oregon University 345 Monmouth Ave N, Monmouth	Stayton High School	April 21, 2023, 7:30 am	April 21, 2023, 4:00 pm	45	3	Conference Cesar Chavez Leadership Conference	Curriculum	approved
221710 - SMS AVID7 to WOU	Western Oregon University 701 Monmouth Ave N, Monmouth	Stayton Middle School	Apr 20, 2023, 9:00am	Apr 20, 2023, 12:30pm	16	5	College tour for college and career readiness	AVID	approved
222894 - Transitions-Stayton Fire Department Volunteer	Stayton Fire Department 1988 W. Ida Street Stayton	Stayton High School	Apr 12, 2023, 8:15am	Apr 12, 2023, 9:15am	5	2	Job Skills/volunteer	Curriculum	approved

217615 - ADEC Field Trip (rescheduled from 2/22 due to 2 hour delay)	ADEC (Austin Dental Equipment Company) 2601 Crestview Dr, Newberg,	Sublimity School	Apr 12, 2023, 8:15am	Apr 12, 2023, 2:15pm	51	13	Plan and carry out fair tests in which variables are controlled and failure points are considered to identify aspects of a model or prototype that can be improved. Generate and compare multiple possible solutions to a problem based on how well each is likely to meet the criteria and constraints of the problem. Define a simple design problem reflecting a need or a want that includes specified criteria for success and constraints on materials, time or cost.	Curriculum	approved
221716 - Culinary program tour	Linn Benton Community College	Stayton High School	Apr 12, 2023, 8:15am	Apr 12, 2023 1:15pm	7	1	Culinary students will have the opportunity to see the LBCC Culinary program and tour the campus.	Curriculum	approved
219601 - OWC League Band Festival	Philomath High School- 2054 Applegate St, Philomath	Stayton High School	Apr 12, 2023, 7:00am	Apr 12, 2023, 2:00pm	50	1	The Symphonic band is competing in our league band contest for state qualifying.	Curriculum	approved
217665 - Engineering Day (rescheduled from 2/28 due to school closure)	Keizer Civic Center 930 Chemawa Rd NE, Keizer	Stayton High School	Apr 11, 2023, 7:45am	Apr 11, 2023, 2:45pm	10	1	Exploration of engineering careers, engineering tours, related college information	Career/ College Pathways	approved
222867 - Oregon SkillsUSA Leadership and Skills Conference	Camp Withycombe 15300 Minuteman Way, Clackamas	Stayton High School	Fri Apr 7, 2023 5:30am	Sat, Apr 8, 2023 6:00pm	12	1	SkillsUSA yearly conference.	SkillsUSA	approved
222827 - Locust St Bowling	The REC 3500 River Rd N Keizer, OR	Stayton High School	Apr 6, 2023, 11:30am	Apr 6, 2023, 1:45pm	30	3	Students will have been learning about the geometry of bowling, and will see it in action while having a fun activity together.	Curriculum	approved
218192 - Oregon West Conference Choir Festival	Philomath High School- 2054 Applegate St, Philomath	Stayton High School	Apr 5, 2023, 7:00am	Apr 5, 2023, 11:30am	11	1	Oregon West Conference 2023 Choral Festival	Curriculum	approved
216904 - 2nd Grade to OMSI	OMSI 1945 SE Water Ave, Portland	Stayton Elementary School	Mar 22, 2023, 8:00am	Mar 22, 2023, 2:30pm	100	30	Students will be able to obtain first hand experience with scientific elements, including changes to land.	Curriculum	approved
219600 - OMEA District 11 Band Festival	West Albany High School 2100 Elm St, Albany	Stayton High School	Mar 21, 2023, 8:00am	Mar 21, 2023, 2:00pm	50	1	Students will be performing for feedback and for state qualifying scores	Curriculum	approved

220633 - Clackamas Community College Jazz Festival	Clackamas Community College 19600 Molalla Ave, Oregon City	Stayton High School	Mar 17, 2023, 1:00pm	Mar 17, 2023, 10:45pm	20	1	Students are competing in a jazz festival and playing for state qualifying scores.	Curriculum	approved
218449 - SMS AVID8 to Linn Benton	Linn Benton Community College, 6500 Pacific Blvd SW, Albany	Stayton Middle School	Mar 17, 2023, 9:00am	Mar 17, 2023, 2:00pm	21	5	college and career readiness	AVID	approved
217668 - FFA State Convention	Deschutes County Fairgrounds, Redmond Oregon	Stayton High School	Thur, Mar 16, 2023, 9:00am	Sun, Mar 19, 2023, 5:00pm	19	1	This engagement allows students to develop career and leadership skills, apply for select scholarships, and establish a network with other students in the FFA organization.	FFA	approved
219599 -SMS/Middle School Regional Honor Band	Mollala High School 357 E Francis St, Molalla	Stayton Middle School	Mar 16, 2023, 8:15am	Mar 16, 2023, 7:00pm	10	1	10sStudents have been selected to perform in the Middle School Regional Honor Band at Mollala High School.	Curriculum	approved
219542 - ML/Middle School Regional Honor Band	Mollala High School 357 E Francis St, Molalla	Mari-Linn School	Mar 16, 2023, 7:30am	Mar 16, 2023, 7:00pm	2	4	2 students have been selected to perform in the Middle School Regional Honor Band at Mollala High School.	Curriculum	approved
217980 - 1st Grade Movie Theatre Field Trip	Star Cinema - 350 N Third Ave, Stayton	Stayton Elementary School	Mar 15, 2023, 8:30am	Mar 15, 2023, 10:45am	85	26	To practice social skills in public places	Curriculum	approved
217921 - SUB - 5th Grade Tour of Willamette Career Academy	Willamette Career Academy - 1200 Lancaster Dr, Salem	Sublimity School	Mar 10, 2023, 11:30am	Mar 10, 2023, 2:00pm	44	10	AVID - College and Career Education	AVID	approved
217921 - SUB - 4th Grade Tour of Willamette Career Academy	Willamette Career Academy - 1200 Lancaster Dr, Salem	Sublimity School	Mar 10, 2023, 9:00am	Mar 10, 2023, 11:30am	33	8	AVID - College and Career Education	AVID	approved
218026 - Penny Wars Winner- Gilbert House	Gilbert House 116 Marion St NE, Salem	Mari-Linn School	Mar 3, 2023, 9:30am	Mar 10, 2023, 1:45pm	21	6	Students have an opportunity to visit and play in an area that allows for creative play. Students will have STEAM hands-on experiences about various career opportunities.	Curriculum	approved
217936 - SMS 7/8 Smash Bros Event 104	Cascade Junior High, 10226 Marion Rd SE, Turner	Stayton Middle School	Feb.24, 2023, 2:30pm	Feb. 28, 2023, 7:00pm	14	2	Cascade's Video Game Club invited our students to join this event. Mr. Smith and Mr. Purnell agreed to chaperone, so the kids could participate.	Club	approved

217744 - FFA District Convention	Chemeketa Community College Ag Building: 4000 Lancaster Dr NE Salem-Bldg 60	Stayton High School	Feb.17, 2023, 8:00am	Feb. 22, 2023, 2:45pm	15	1	Attend CDE and LDE workshops, network with other FFA chapters from the district, and compete in contests.	FFA	approved
217840 - SUB- Marion Estates Valentines Drop Off	Marion Estates- Elliot and McKillop.	Sublimity School	Feb.14, 2023, 11:45am	Feb. 14, 2023, 1:30pm	12	2	Homeroom SEL/ Writing Activity- ASB students creating valentines for residents at Marion Estates.	Curriculum	approved
217710 - Ski Day at Hoodoo	Hoodoo Ski Area 27400 Big Lake Road, Sisters,	Stayton High School	Sat, Feb.11, 2023, 7:00am	Feb. 11, 2023, 6:15pm	5	7	Immerse students in a learning environment that is place-based and relative to their cultural appreciation		approved
217446 - Cascade Career Wheel	Cascade HS- 10226 Marion Rd, Turner	Stayton High School	Feb.9, 2023, 10:15am	Feb. 9, 2023, 11:30am	45	3	Career Exploration	Career/ College Pathways	approved
217427 - 80% Club	Star Cinema 350 N Third Ave, Stayton	Mari-Linn School	Jan. 31, 2023, 11:15am	Jan. 31, 2023, 2:00pm	66	5	Positive incentive program for the 2nd quarter/PBIS	Curriculum	approved
217144 - Locust St Zoo Trip	Portland Zoo, 4001 SW Canyon Blvd, Portland	Options/ Locust St Academy	Jan. 23, 2023, 9:15am	Jan. 23, 2023, 2:45pm	25	4	Connection with zoology class for LSA students, including observations/assignments	Curriculum	approved
217141 - Northwest Agricultural Show	Oregon State Fair and Expo Center in Salem	Stayton High School	Jan. 19, 2023, 8:30am	Jan. 19, 2023, 2:15pm	25	1	Career Fair	FFA	approved
216863 - 2nd Grade Caroling Field Trip	2201 N 3rd Ave, Stayton	Stayton Elementary School	Dec 15, 2022, 10:15am	Dec 15, 2022, 11:50am	91	25	This will teach students the importance of connecting with their community and that service can be done in many different ways.	Curriculum	approved
216778 - 2nd Grade to Storybook Land	Linn County Fairgrounds 3700 Knox Butte Rd E Albany	Stayton Elementary School	Dec 8, 2022, 8:30am	Dec 8, 2022, 11:45am	94	24	Students will be able to obtain first hand knowledge of design engineering AND fairytales by seeing their favorite stories come to life in animated displays. They will be able to take that knowledge and apply it to their fairytale/engineering unit.	Curriculum	approved
216776 - 4-5 grade OSU Beavers Beyond the Classroom	Oregon State University-Gill Coliseum Corvallis	Sublimity School	Dec 1, 2022, 9:15am	Dec 1, 2022, 2:00pm	75	17	College Going Experience	AVID	approved

216696 - 6-8 grade OSU Beavers Beyond the Classroom	Oregon State University-Gill Coliseum Corvallis	Sublimity School	Dec 1, 2022, 9:00am	Dec 1, 2022, 2:15pm	90	4	College Going Experience	AVID	approved
216639 - 4-5 grades Annual Beavers Beyond The Classroom	Oregon State University-Gill Coliseum Corvallis	Mari Linn School	Dec 1, 2022, 8:30am	Dec 1, 2022, 2:00pm	38	11	Expose Students and support AVID's mission of a college going culture.	AVID	approved
216764 - ML Grades 6-8 Chemeketa Planetarium and Campus Tour	Chemeketa Community College	Mari Linn School	Dec 1, 2022, 9:00am	Dec 1, 2022, 2:15pm	67	77	To learn about college career options and Learn about the solar system.	Career/ College Pathways	approved
216898 - Girls Varsity Basketball	Toledo High School/VRBO house in Waldport	Stayton High School	Nov. 18, 2022, approx. 6pm	Nov. 20, 2022, 12:00pm	12	2	Team Bonding	Athletics	approved
216862 - Western Oregon University Creative Arts Day	Western Oregon university	Stayton High School	Nov. 18, 2022, 8:00am	Nov. 18, 2022, 2:45pm	30	3	Students will be learning about various performing arts programs and what they can do for careers in the performing arts.	Career/ College Pathways	approved
216722 - Quarter 1 Middle School Incentive Trip	Lakeshore Lanes 5432 Pacific Blvd Albany	Mari Linn School	Nov. 16, 2022, 10:00am	Nov. 16, 2022, 2:15pm	60	7	This is a PBIS reward trip for our middle school, This is also part of the Middle School PE standards	Curriculum	approved
216897 - Agriculture Expo- Linn County	Linn County Fairgrounds	Stayton High School	Nov. 16, 2022, 9:15am	Nov. 18, 2022, 2:15pm	20	2	Agriculture for FFA	FFA	approved
216697 - OASC Fall Conference	River Inn at Seaside, 531 Avenue A, Seaside	Stayton High School	Nov. 6, 2022, 8:00am	Nov. 7, 2022, 2:30pm	24	3	ASB Leadership class to attend OASC Fall Conference, offering learning and networking opportunities for both students and staff advisors.	ASB	approved
216683 - Day of Dead Celebration	Albany, OR 97321	Stayton High School	Saturday, Nov. 5, 2022, 11:30am	Saturday, Nov. 5, 2022, 6:15pm	40	1	Student exposure to cultural event of Day of the Dead	Curriculum	approved
216761 - Cascade High School	Cascade HS	Stayton High School	Nov. 3, 2022, 10:30am	Nov. 18, 2022, 11:15am	15	1	AVID	AVID	approved

216640 - OSU Tour	Oregon State University 661 SW 26th St. Corvallis	Sublimity School	Nov. 2, 2022, 8:00am	Nov. 2, 2022, 2:15pm	63	15	Support students in being college and career ready. To learn different STEM concepts through hands on activities.	Career/ College Pathways	approved
216637 - AVID 11/12 OSU	Oregon State University 661 SW 26th St. Corvallis	Stayton High School	Oct 31, 2022, 8:00am	Oct 31, 2022, 1:30pm	30	3	AVID College & Career Opportunity Knowledge	AVID	approved
216620 - Cesar Chavez Conference	Western Oregon University	Stayton High School	Oct 28, 2022, 7:30am	Oct 28, 2022, 4:00pm	20	2	Our senior latino students who attend will learn about leadership, lifeskills, and post graduate opportunities.	Career/ College Pathways	approved
216643 - Chemeketa Tour	Chemeketa Community College, Pietro's Pizza	Options Academy	Oct 27, 2022, 9:30am	Oct 27, 2022, 1:00pm	24	2	Learn about Chemeketa 1 and 2 year degree/licensure programs. Also providing lunch and some fun for students.	Career/ College Pathways	approved
216627 - ML 3-5 Team - EZ Orchards Pumpkin Patch	EZ Orchards 5504 Hazelgreen Rd NE Salem	Mari Linn School	Oct 25, 2022, 10:45am	Oct 25, 2022, 1:30pm	52	8	Make observations of plants and animals to compare the diversity of life in different habitats. Use observations to describe patterns of what plants and animals, need to survive.	Curriculum	approved
216615 - 1005-SES Stayton Walking Field Trip	Stayton Post Office, Stayton Library, Star Cinema, Brown House, Police Station, Pioneer Park	Stayton Elementary School	Oct 21, 2022, 8:45am	Oct 21, 2022, 2:15pm	90	30	Students will be able to gain first-hand knowledge of the historical sites in their community and how they work to support the members of the community.	Curriculum	approved
216638 - AVID 9/10 Ropes Course	Salem Ropes, LLC 7085 Battle Creek Rd SE, Salem	Stayton High School	Oct 18, 2022, 8:15am	Oct 18, 2022, 2:15pm	50	3	AVID Team Building	AVID	approved
216625 - Pumpkin Patch	Greens Bridge 3730 Jefferson Scio Drive SE Jefferson, OR	Mari Linn School	Oct 17, 2022, 8:45am	Oct 17, 2022, 1:30 pm	68	18	Make observations of plants and animals to compare the diversity of life in different habitats. Use observations to describe patterns of what plants and animals, need to survive.	Curriculum	approved
216589-SHS College Fair	1000 NE Multnomah Street, Portland	Stayton High School	Oct 10, 2022, 8:00am	Oct 10, 2022, 12:15pm	40	2	Juniors and Seniors will have a chance to visit with schools from across the country, and to consider what might be a good option for them.	Career/ College Pathways	approved
216594 - SUB Kindergarten Field Trip	EZ Orchards 5504 Hazelgreen Rd NE Salem	Sublimity School	Oct 7, 2022, 10:15am	Oct 7, 2022, 2:00pm	73	2	K/1 Fall Field Trip- seasonal agriculture	Curriculum	approved

216593 - 1009-Kindergarten SES to Heiser Pumpkin Patch	21425 Grand Island Loop, Dayton	Stayton Elementary School	Oct 7, 2022, 8:30am	Oct 7, 2022, 1:45pm	72	50	life science: life cycle unit re: vegetables/fruits/plants	Curriculum	approved
216626 - SHS Lifeskills to Library	Stayton Library	Stayton High School	Oct 4, 2022, 9:00am	Oct 4, 2022, 12:00pm	5	5	They will assist in unloading book bins from a truck, set up and arrange the books.	Curriculum	approved
216560 - SUB 7th Grade ODS	3400 SW Abalone St, South Beach, OR	Sublimity School	Oct 3, 2022, 9:30am	Oct 5, 2022, 2:30pm	50	5	Develop an understanding of, and an appreciation for, their natural environment and will acquire desirable attitudes concerning the conservation of natural and human resources.	ODS	approved
216585 - AVID Trip to U of O	University of Oregon	Stayton High School	Sept 30, 2022, 9:15am	Sept 30, 2022, 2:15pm	29	3	AVID- career pathways- agriculture studies- working on a farm	AVID	approved
216559 -SUB 8th gr Outdoor School	3400 SW Abalone St South Beach, OR 97366	Sublimity	Sept 28, 2022, 9:00am	Sept 30, 2022, 2:30pm	42	4	Social studies: our community	ODS	approved
216598 - SMS 6th Grade Outdoor School Counselors	Camp Tadmor, 43943 McDowell Crk Rd, Lebanon	Stayton Middle School	Sept. 26, 2022 9:00am	Sept. 30, 2022 2:00pm	20	2	Develop an understanding of, and an appreciation for, their natural environment and will acquire desirable attitudes concerning the conservation of natural and human resources.	ODS	approved
216563 - SMS 6th Grade Outdoor School Counselors	Camp Tadmor, 43943 McDowell Crk Rd, Lebanon	Stayton Middle School	Sept. 25, 2022 2:30pm	Sept. 30, 2022 3:30pm	20	2	Chaperone 6th graders during ODS (see above)	ODS	approved
216601 - Capital District Leadership Camp	Aldersgate 7790 Marion Rd Turner, OR	Stayton High School	Sept. 25, 2022 9:30am	Sept. 25, 2022 2:00pm	7	1	Student will participate in workshops related to the office. They will collaborate with other officers and compete in the Rituals contest.	Curriculum	approved

NSSD Enrollment Totals as of 04/13/23

School Name	Grade	March'20	June '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23
MARI-LINN	KG	21	25	25	22	22	23	23	21	20	20		
MARI-LINN	1	21	17	25	25	26	26	26	26	26	26		
MARI-LINN	2	23	15	19	19	19	20	20	20	20	20		
MARI-LINN	3	25	17	14	14	14	14	14	14	15	15		
MARI-LINN	4	29	17	21	21	21	21	20	21	21	21		
MARI-LINN	5	26	18	16	17	17	17	17	17	17	17		
MARI-LINN	6	23	22	21	21	21	21	21	21	21	21		
MARI-LINN	7	26	24	20	22	23	22	22	23	22	22		
MARI-LINN	8	22	18	24	24	24	24	24	21	22	21		
MARI-LINN	ALL	216	173	185	185	187	188	187	184	184	183		
OPTIONS ACADEMY	KG	N/A	1	1	0	0	1	1	1	1	1		
OPTIONS ACADEMY	1	N/A	2	0	0	0	0	0	0	0	0		
OPTIONS ACADEMY	2	N/A	2	0	0	0	0	0	0	0	1		
OPTIONS ACADEMY	3	N/A	2	0	0	0	0	0	0	0	1		
OPTIONS ACADEMY	4	N/A	4	0	0	0	0	0	0	0	1		
OPTIONS ACADEMY	5	N/A	2	1	1	1	1	1	1	1	1		
OPTIONS ACADEMY	6	N/A	5	0	1	0	1	1	1	2	2		
OPTIONS ACADEMY	7	N/A	4	2	2	2	5	5	5	6	6		
OPTIONS ACADEMY	8	N/A	6	0	0	0	1	4	5	5	7		
OPTIONS ACADEMY	9	N/A	12	2	2	4	5	4	7	12	12		
OPTIONS ACADEMY	10	N/A	20	8	12	11	15	14	23	19	21		
OPTIONS ACADEMY	11	N/A	29	15	19	20	21	23	33	35	36		
OPTIONS ACADEMY	12	N/A	47	43	46	45	52	50	53	53	57		
OPTIONS ACADEMY	ALL		136	72	83	83	102	103	129	134	146		
STAYTON ELEMENTARY	PreK-3	N/A	5	4	4	9	9	9	9	9	8		
STAYTON ELEMENTARY	PreK-4	N/A	13	10	11	16	16	16	18	20	22		
STAYTON ELEMENTARY	KG	90	85	71	74	74	74	74	74	76	74		
STAYTON ELEMENTARY	1	112	82	83	84	86	83	84	83	83	84		
STAYTON ELEMENTARY	2	90	84	82	85	85	89	90	90	90	90		
STAYTON ELEMENTARY	3	86	97	83	81	82	82	82	81	80	81		
STAYTON ELEMENTARY	ALL	378	366	333	339	352	353	355	355	358	359		
STAYTON HIGH	9	189	182	205	203	201	203	200	198	196	193		
STAYTON HIGH	10	201	152	185	185	187	187	186	178	178	174		
STAYTON HIGH	11	168	136	147	149	147	146	145	141	138	136		
STAYTON HIGH	12	163	135	143	145	147	144	142	140	137	133		
Early College (off campus)		28	14	4	15	15	15	16	15	15	16		
STAYTON HIGH	ALL	721	619	684	697	697	695	689	672	664	652	0	0

School Name	Grade	March '20	June '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23
STAYTON INTERMEDIATE	4	83	86	91	91	92	93	92	92	94	94		
STAYTON INTERMEDIATE	5	102	72	92	93	93	93	94	94	94	94		
STAYTON INTERMEDIATE	ALL	185	158	183	184	185	186	186	186	188	188		
STAYTON MIDDLE	6	138	67	87	84	85	86	88	88	86	86		
STAYTON MIDDLE	7	108	105	70	71	71	70	72	69	71	74		
STAYTON MIDDLE	8	136	116	114	110	111	109	108	109	107	107		
STAYTON MIDDLE	ALL	382	288	271	265	267	265	268	266	264	267		
SIS/SMS TOTAL	ALL	567	446	454	449	452	451	454	452	452	455	0	0
SUBLIMITY	KG	45	33	33	32	33	33	33	33	32	32		
SUBLIMITY	1	36	23	40	40	40	40	39	39	41	41		
SUBLIMITY	2	43	45	32	32	32	32	31	31	31	31		
SUBLIMITY	3	42	31	46	46	46	46	45	45	45	45		
SUBLIMITY	4	42	42	38	38	38	38	38	37	36	36		
SUBLIMITY	5	42	39	44	44	45	45	43	43	43	43		
SUBLIMITY	6	45	43	38	37	37	37	38	38	38	37		
SUBLIMITY	7	57	40	52	52	51	51	51	51	51	51		
SUBLIMITY	8	34	41	42	42	42	42	42	42	42	42		
SUBLIMITY	ALL	386	337	365	363	364	364	360	359	359	358		
NSSD	TOTAL	*2296	2077	2093	2116	2135	2153	2148	2151	2151	2153		
Students registered w/ WESD to homeschool			148	144	154	138	141	136	133	133	120		
Students Enrolled in Virtual Public Charter Sch.			86	72	79	79	84	84	83	83	83		
3% of total NSSD student population= 80.01 ~ This is the number of students that can be enrolled in virtual charter schools before the cap is reached and students will no longer be released by NSSD													
Notes													

* The March 2020 Board report shows enrollment at the time of the initial COVID school closure.

NSSD receives Preschool Promise Grant monies for preschool grades but does not receive state funding like grades K-12/Transitions



North Santiam School District
BOARD OF DIRECTORS

SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR

Version 2, Updated 08/2022

These agenda items typically occur every month so have not been repeated below:

1. Spotlight/Recognition/Awards (*may not occur every month*)
2. Reports:
 - ASB Report-ASB President or designee
 - Superintendent's Report
 - Business Director's Report
 - Student Success Act –Supt or Assoc Supt (starting '22-23 Oct/Jan/April only)
 - Informational Reports including: field trips, enrollment & upcoming events
3. Approval of Meeting Minutes & Licensed Staff Changes
4. First and/or second readings of updates to NSSD board policies

These items may appear as needed but may not happen at the same time every year:

1. Long Range Facility Master Planning Committee/Bond Planning
2. OSBA (in-house) training or other group learning opportunities
3. Budget Appropriations/Funding Resolutions
4. Curriculum Adoptions

July

Traditional Location: Santiam Room

Annual Agenda Items:

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2023) Approve Board/District Goals – every three years
3. Supt. Evaluation Document Approval
4. Approval of Board Operating Protocol
5. Annual Organizational Agenda Items (list copied from OSBA website)
(the Annual Organizational Items must occur before July 31 but can be done in June during a non-election year, if the Board chooses to not have a July meeting)

- Swear in recently elected and appointed directors, who must take an oath of office before assuming duties. Elect the board chair and vice chair. (ORS 332.005(2), 332.040)

****if a new student representative has been selected, they can swear in during the month of the first meeting they attend***

- Make sure the following positions are designated:
 - Chief administrative officer (the superintendent) as school district clerk or another individual, if there is no chief administrative officer. (ORS 332.515)
 - Business manager or deputy clerk, or both.
 - Custodian of funds who will sign checks or, if the school board so authorizes, utilize a facsimile signature for that purpose. (ORS 328.441, 328.445)
 - Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. (ORS 294.331)
 - Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. (ORS 328.465, 327.137, 297.405)
 - Legal counsel.
- Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
- Set a borrowing limit for the custodian of funds.
- Establish dates, time and place of regular monthly board meetings.
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Review status of Local Public Contract Review Board and rules. (ORS 279A.060)
- Under new business:
 - Appoint members of standing committees.
 - Approve personnel changes.
 - Approve contracts for payment. (ORS 332.075(2-3))

Other Activities/Events

- OSBA Annual Conference (Bend)
- SummerFest (last Saturday in July)

August

Traditional Location: SES Cafeteria

Leadership Team Goal Workshop (early August)

1. Review standing Board/District Goals and present any new Board strategies
2. Receive end of year reports & upcoming year goals from NSSD Leadership Team

Traditional Location: Santiam Room

Regular Session Annual Agenda Items:

1. Projected Student Enrollment
2. New Excise Tax Rate Approval
3. Board members choose their “buddy school”
4. TELL Survey Results

Other Activities/Events

- Safe Schools Training on Mandatory Reporting (online)
- Lyons Fire Dept Car Show
- Welcome Back to School-Staff (last week in August)
- Back to School Open Houses (see school calendars for dates)

September

Traditional Location: Santiam Room

Annual Agenda Items:

1. Possible nominations for NSSD board member wishing to run for an OSBA board position
2. TAG Program Report
 - a. Number of Student Identified and the screening process
 - b. Supports/Programs offered

Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month

October

Traditional Location: Santiam Room

Annual Agenda Items:

1. Stayton Booster Club Report (projects, membership, etc) - Club President
2. Division 22 Report-Assoc. Superintendent
3. Professional Development Report – Assoc. Superintendent or designee
4. Student Investment Account Quarterly Report (due to ODE 10/31)
5. Previous Stayton High school year data
 - a. Graduation/Completer rates
 - b. On-Track to Graduate rates for upcoming 10-12 graders
 - c. College Credits Earned
 - d. CTE Enrollment (demographics if possible)
 - e. Percentage of Students Involved in Co-Curricular Activities
 - f. Percentage of Students Involved in Activities/Clubs with Service

Other Activities

- State-Wide Licensed In-Service Day
- OSBA Regional Meetings

November

Traditional Location: Santiam Room

Annual Agenda Items:

1. Exit Interview Survey Results (Oct or Nov)- HR Director
2. OSBA Elections
3. Master Facilities Plan Review and Revisions—Facilities Director
4. State/District Report Cards-Assoc Supt (Nov or Dec)

Other Activities/Events

- OSBA Annual Conference

December

Traditional Location: Santiam Room

Annual Agenda Items:

1. District-wide AVID Report – District AVID Coordinator/Assoc Supt.
2. Special Education Report -Special Ed Director
 - a. Must include the Abbreviated School Day Notice & Acknowledgement (see ISST)

January

Traditional Location: Stayton Middle School

Annual Agenda Items:

1. Board Appreciation Month-Staff/Schools
2. School Spotlight-School Admin
3. WESD Local Service Plan Approval (every 2 years)-Superintendent
4. Proposed List of Budget Committee Members and Budget Calendar-Business Director
5. Audit Review-Business Director (may also be joined by reps from auditing firm)
6. Student Investment Account Quarterly Report (due to ODE 01/31)
7. Current Year Goals Progress -Superintendent

Other Activities/Events

- Classified In-Service Day

Board Secretary Tasks:

- File notice of district board election ([see Marion Co Calendar for deadline](#))
- Provide filing information to anyone seeking election/re-election (only in odd numbered years)

February

Traditional Location: Stayton Elementary School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (occurs in March)
3. Approval of Budget Committee Members and Calendar-Business Director

Board Secretary Tasks:

- Provide filing information to anyone seeking election/re-election (only in odd numbered years)

Other Activities/Events

- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet
- Booster Club Annual Auction

March

Traditional Location: District Office/Santiam Room

Special Session:(first week in March)

1. Renewal of Contracts (Licensed/Administrative)

Traditional Location: Mari-Linn School

Regular Session Annual Agenda Items:

1. School Spotlight-School Admin
2. School Calendar Adoption (typically between now and May)
3. Superintendent Evaluation Forms to Board members
4. Projected Enrollment for Budget (review of 2nd period ADM)-in Bus. Director's report

Board Secretary Tasks:

- Distribute Evaluation Forms/Links to Board members
- Provide Reminder of Board Elections Filing Due Date (if applicable)

April

***Prior to April meeting, the individual scores from the Supt Eval must be compiled so they are available to review during the meeting* - Board Volunteer or Board Secretary**

Traditional Location: Sublimity School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Adopt resolution for Teacher Appreciation Week (first week of May)
3. Student Investment Account Quarterly Report (due to ODE 4/31)
4. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July

5. (Next Applicable 2022) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July – only done every three years.
6. (Next Applicable 2023) Discuss timelines for board self-evaluation (ever two years). The process should be completed by the June board meeting.
7. Review Consolidated Scores~ Superintendent Evaluation (Board only/Exec session)

After April Meeting

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to announce the student representative position opening for the upcoming school year. Applications should be submitted to the principal by June 1st.
- After meeting, send Board self-evaluation forms

May

Traditional Location: Stayton High School

Prior to Board Meeting:

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Annual Agenda Items:

1. School Spotlight-School Admin
2. Student awards @ SHS-Valedictorian, Salutatorian, Future First Citizen
3. Board Awards – Santiam, Jack Adams, Community Partner, Eagle Award (as recommended by the Community Engagement Committee)
4. WESD Local Service Plan List of Services Taken-Supt or Business Director
5. Establish the number of student transfer requests into the District for coming year
6. Review results of annual parent survey
7. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
8. Approve contract extension of Superintendent

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to collect student representative applications for the upcoming school year. Applications should be submitted to the principal by June 1st.

Traditional Location: Santiam Room

Special Session/Budget Hearing (prior to Regular Session):

Review of Budget Documents/Resolutions: Business Director

Regular Session Annual Agenda Items:

1. Budget Approval
2. Resolution~ Budget Reserves (DBDB)-Business Director
3. Professional Development Report – Assoc. Superintendent or designee
4. Select student representative to the school board for following year (June-Aug)
5. Community Wide Activities in Schools for Previous Year (in written report)
6. Goal Workshop Prep (discuss who can attend, who will present)