

Regular Session  
Wednesday, February 17, 2016 6:00 PM

Sheridan School District Office  
435 South Bridge St  
Sheridan, OR 97378

## **Agenda**

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA - ACTION ITEMS**
  - CONSENT AGENDA**
  - A. Meeting Minutes
    1. January 20, 2016 - Regular Board Meeting Minutes
  - B. New Staff
    1. Andrea Monje-Suarez, FCS Custodial 1, start date 1/19/16
    2. Amber Franko, FCS 5th Grade teacher (temporary), start date 2/1/16
  - C. Letters of Resignation
    1. Brenda Lamb, FCS Middle School LA Teacher, letter of resignation effective date 4/1/16
4. **PUBLIC INPUT**
5. **PRESENTATIONS**
  - A. SHS Leadership and ELL  
**Presenter:** Tyson Pratt
6. **ADMINISTRATIVE/PROGRAM REPORTS**
  - A. Faulconer-Chapman School
  - B. Sheridan High School, Spartan Academy & House of Hope
  - C. Special Programs
  - D. Classified Union
  - E. Fiscal
  - F. Superintendent
    1. First of the Month Enrollment Comparisons
    2. Observation Data
    3. ESSA update
    4. Legislature update
    5. District Improvement Partnership update
    6. Budget Process
    7. Policy Committee
    8. Drop Out Project
    9. January 25 - Professional Development
7. **POLICIES - ACTION ITEMS**
  - A. DJC-AR: Special Procurement and Exemptions from Competitive Bidding
  - B. EBCB: Emergency Drills and Instruction
  - C. EBC/EBCA: Emergency Procedures and Disaster Plans
  - D. EFA: Local Wellness Program
  - E. EFA-AR: Local Wellness Program

- F. GCBDA/GDBDA-AR(1): Federal Family and Medical Leave/State Family Medical Leave
  - G. GCBDA/GDBDA-AR(2): Request for Family and Medical or (FMLA) Leave
  - H. GCBDA/GDBDA-AR(4): FMLA/OFLA Eligibility Notice to Employee
  - I. JFCF: Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student\*\*
8. **NEW/UNFINISHED BUSINESS - ACTION ITEMS**
- A. Renew/Non-renew Licensed Contracts
  - B. 2016-2017 District Calendar
  - C. 2016-2017 Budget Calendar
  - D. Spartan Academy
  - E. Open Enrollment
  - F. Inter-district Transfers
  - G. Evaluation System
9. **BOARD COMMENTS**
10. **NEXT REGULAR MEETING DATE: Wednesday, March 16, 2016 at 6:00 P.M.**
11. **UPCOMING EVENTS**
- A. March 16, 2016: School Board Meeting (6:00-8:00 pm)
  - B. March 21-25, 2016: Spring Break (NO SCHOOL)
  - C. April 5, 2016: Oregon Educator FairCaS
12. **ADJOURNMENT**

**MINUTES OF MEETING OF SCHOOL DISTRICT BOARD  
OF  
SHERIDAN SCHOOL DISTRICT 48J**

January 20, 2016

The Board of Directors of District No. 48J, Yamhill County, State of Oregon, by common consent convened in Regular Session at the Sheridan School District Office in said district at 6:00 p.m. on the 20th day of January, 2016.

**1. PLEDGE OF ALLEGIANCE**

Mrs. Breeden called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**2. ROLL CALL**

**Board:**

- |                                     |                            |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Michael Griffith, Director |
| <input checked="" type="checkbox"/> | Larry Deibel, Director     |
| <input checked="" type="checkbox"/> | Jeff Ashlock, Director     |
| <input checked="" type="checkbox"/> | Judy Breeden, Chairperson  |
| <input checked="" type="checkbox"/> | Terry Chrisman, Director   |

**Others Present:**

- Steve Sugg, Superintendent
- DeAnn O'Neil, Fiscal Manager
- Penny Elliott, District Secretary
- Emilie Molloy, Fiscal Assistant
- David Kline, FCS Principal
- Ryan Sticka, FCS Vice Principal
- Dean Rech, SHS Principal
- Marti Hofenbredl, Special Programs
- Tiffany Wertz, Classified President

**Press:**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | Paul Daquilante – News Register |
|-------------------------------------|---------------------------------|

**3. APPROVAL OF AGENDA (CONSENT AGENDA) ..... Action Items  
Amended Consent Agenda – SHS Leadership & ELL Presentation Cancelled**

**1. Meeting Minutes**

- A. Regular Board Minutes – December 16, 2015

**2. Letters of Resignation**

- A. Stan Harwood, FCS custodian, letter of intent to retire effective 1/1/16.
- B. Heather Dawson, FCS Elementary Teacher, letter of intent to retire effective 6/17/16.

**Motion to accept the amended consent agenda**

**Motion: Michael Griffith      Second: Jeff Ashlock      Motion passed unanimously.**

**4. PUBLIC INPUT: -NONE-**

**5. PRESENTATIONS:**

- a. **SHS Leadership & ELL Presentation by Tyson Pratt  
---CANCELLED---**

**6. ADMINISTRATIVE/PROGRAM REPORTS**

**A. Faulconer-Chapman School – Report Included**

- Received a couple of PE grants to enhance their program
- PE grant is funding mini-fitness breaks (by Adapt) – has been specifically created for FCS and its students
- Working on Reading interventions

**MINUTES OF MEETING OF SCHOOL DISTRICT BOARD  
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January 20, 2016

- Help students with reading with 2 hours of core instruction (90 minutes & 30 minute intervention)
  - PBIS Tier II: how to help students more individually will begin in a couple of weeks
  - Last Community Committee meeting
- B. Sheridan High School, Spartan Academy & House of Hope – Report Included
- College Cache campaign week
  - 19 students went to Chemeketa Community College for placement test
  - SHS FFA fed 2000 families
- C. Special Program – Report Included
- SPRNI – worked on them
  - Angel’s Attic – flyers completed, New Register interview,
  - AVID – completed NIKE innovation Grant, find out in April if we got it. Hired 6 tutors.
- D. Classified Union – Thank you to the Board (film from Classified)  
\$50 check will be written to the Sheridan Education Foundation on behalf of the Sheridan School Board by the Classified Union
- E. Fiscal Report - Report Included
- F. Superintendent– Mr. Sugg reported:
1. First of the Month Comparisons – Report Included
  2. Observation Data – Report Included
  3. Governor’s Official Proclamation – Report Included  
The proclamation was read to the Board
  4. District Improvement Partnership – Report Included
    - We will participate – 1 of 3 districts
    - \$250,000 to support our improvement work this year and next
      - Literacy Interventions
      - RTI consultant
      - PD for administrators and teachers
      - Rewards curriculum
      - Challenge program
      - Plasma CAM, 3D Printer
      - Pre-K furniture and classroom materials
      - Support for other elective areas
      - Classroom materials
      - Technology
  5. February 16 Work Session Agenda – Report Included
    - Current Data (STAR, attendance, On-track)
    - Lighthouse Survey results
    - Budget Priorities

**MINUTES OF MEETING OF SCHOOL DISTRICT BOARD  
OF  
SHERIDAN SCHOOL DISTRICT 48J**

January 20, 2016

**7. NEW/UNFINISHED BUSINESS: ..... Action Items**

A. State of the Schools..... Mr. Sugg

Went through what is in the newsletter

**Motion to accept State of the Schools Newsletter**

**Motion: Jeff Ashlock      Second: Terry Chrisman      Motion passed unanimously**

B. Division 22 for 2015/2016..... Mr. Sugg

Complied with all division 22 standards for the 2015-2016 school year

**Motion to accept Division 22 for 2015-2016**

**Motion: Terry Chrisman      Second: Michael Griffith      Motion passed unanimously**

C. Resolution 2015-16-2: School Improvement Grant..... Mr. Sugg

To increase expenditure authority, what areas we would spend in

**Motion to accept Resolution 2015-16-2: School Improvement Grant**

**Motion: Jeff Ashlock      Second: Terry Chrisman      Motion passed unanimously**

D. Resolution 2015-16-3: Economic Development Grant..... Mr. Sugg

Will go towards purchasing the Plasma CAM

**Motion to accept Resolution 2015-16-3: Economic Development Grant**

**Motion: Terry Chrisman      Second: Larry Diebel      Motion passed unanimously**

**8. Board Comments:**

**Larry Deibel:** none

**Judy Breeden:** Thank you to everyone

**Michael Griffith:** Thank you

**Jeff Ashlock:** none

**Terry Chrisman:** Thank you

**NEXT MEETING AGENDA – Wednesday, February 17, 2016 at 6:00 p.m.**

SHS Leadership - Thanksgiving to present

More in-depth about classroom observation

**MINUTES OF MEETING OF SCHOOL DISTRICT BOARD  
OF  
SHERIDAN SCHOOL DISTRICT 48J**

January 20, 2016

**9. UPCOMING EVENTS**

- a. January 25: No School – Teacher Inservice**
- b. January 29: No School – Grading Day**
- c. February 15: No School – Presidents’ Day Holiday**
- d. February 16: Board Work Session, 4:00 – 7:00 pm**
- e. February 17: School Board meeting, 6:00 – 8:00 pm**

**10. ADJOURNMENT**

**Motion: Jeff Ashlock    Second: Michael Griffith    Motion passed unanimously.**

Adjourned: 6:51 pm

Respectfully Submitted by:  
Penny Elliott

\_\_\_\_\_  
Superintendent/Designee

\_\_\_\_\_  
Board Chair/Designee

# Sheridan High School Thanksgiving Dinner

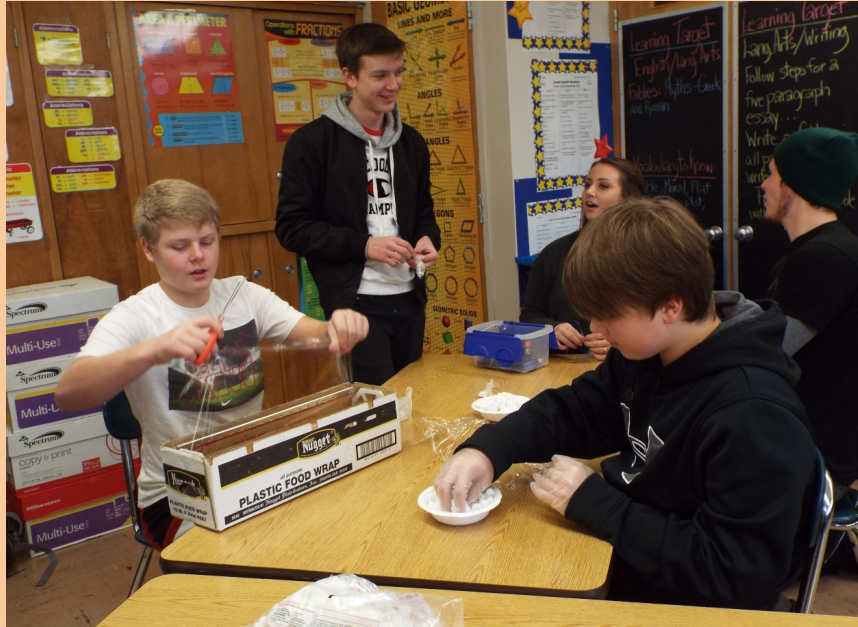
November 26, 2015



Food donations had to be collected...



We packed silverware, marshmallows, and made placemats...



We set-up the cafeteria and added festive decorations...



We peeled lots of potatoes - 150 lbs. in all, we also peeled 60 lbs. of apples...



We all worked together to make this event happen...



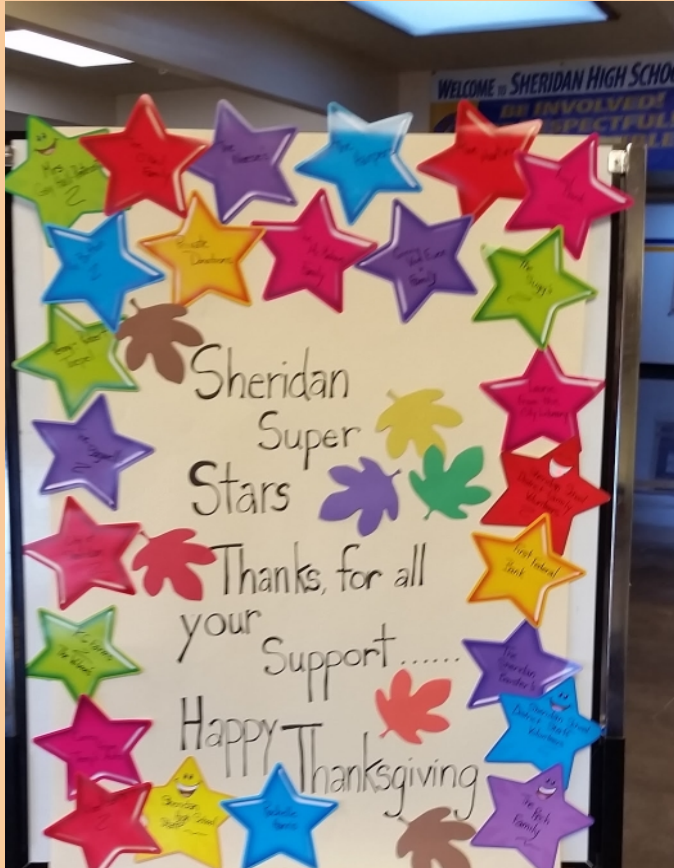
Many hours of preparation went into our Thanksgiving Dinner...



Our teachers spent some of their holiday without their families to help us celebrate our Thanksgiving Dinner. This was appreciated by all of us. The dinner was a real success....



# Sheridan Super Stars ....WOW !!!!



## Sheridan School District Staff and Administration

The Wilmeses - KG Farms

The McMahons

Private Donations

The Staats Family

Albertsons

The Pratt Family

First Federal Bank

The Sugg Family

Food Bank

The Rech Family

Betty Lou's

The Martins

Penny & Robert Toepel

Corey from Terry's Auto

Cash & Carry

Sheridan Boosters

Laurie City Library

The Neese Family

We want to thank our families, friends, community supporters, and everyone who helped us make our Community Thanksgiving Dinner a success. We couldn't have done it without you....



Sheridan High School Leadership ...  
Thanks, to all of you for making our community  
project a success...



# Faulconer Chapman School

## Board Report February 2016

### How are we doing?

#### **FCS 2nd Grade News**

At the end of the semester 2nd graders are working harder than ever. We are just finishing our unit in Math on money. Students are able to not only identify and count money but can also answer word problems asking them to add and subtract to determine amounts. In Reading students are loving their new curriculum. They are currently finishing a unit that focuses on their responsibilities in a community and will soon begin studying how everything in nature changes. These Social Studies and Science units presented in the Reading curriculum are providing students high interest nonfiction reading that is essential for success on Smarter Balance assessments.

#### **ELD**

Sheridan School District ELD is currently serving 14 students, 13 of whom attend FCS. We are made up of one kindergartner, one first grader, one second grader, four third graders, four sixth graders, one seventh grader, one eighth grader, and one junior. The students' native languages are Spanish and Chinese. We used our data from last year's state reports to target areas of growth in Listening, Writing, Reading, Speaking, Comprehension, Grammar, and Illocution. Mr. Pratt teaches our students at FCS, while Mrs. Harper teaches our high school student. We have a student teacher named Ms. Wilmes who has been a welcome addition. We have used technology, our textbooks, workbooks, and each other as resources to learn. We are eager to do our best on the Smarter Balance test this year!

### Student Highlights:

#### **Updates on Rtl/ 2nd grade**

RTI has reached a critical point in development. We spent the fall learning from experts from Ed Northwest and Oregon RTI and have completely redesigned our program. We have given each student k-5 a STAR assessment to use as a universal screener. We then diagnosed each student who was meeting standards on that assessment with a Core Phonics Survey which allowed us to

identify their exact lacking skill. We then placed each student in a small group reading intervention designed to teach the specific skill they are lacking and will assess that skill weekly. As students show mastery of said skill they will move into a new intervention group designed to teach the next skill they lack. Although there is still much work to do, we believe we have built a system that will respond better to students' needs.

### **Updates on Rtl/ 3rd grade**

Third grade is adjusting to the new schedule. It requires some retraining with students and staff but should have some benefit with the new consistency. We have also started the reading interventions using STAR testing and Core Phonics data to identify areas of need in our students. Again it's a learning curve, but we are hopeful that this will help identify specific skills our students need support in to be successful. It should accelerate their progress at a much faster pace and the data can be used to monitor and change students to different groups where the previous model didn't.

### **Updates on PBIS**

FCS Counselor, Ms. Swinkels, is doing a terrific job coordinating a system of "Check in, Check Out." Ms. Swinkels and two other teachers are meeting with a combined total of 40 K-8 students each day. Students "Check in" with one of these teachers right when the student arrives to school. The teacher asks how they feeling, how's the morning going, did they get breakfast and talk about behavior goals for the school day. At the end of the day, all 40 students "Check out" and meet with one of the teachers to debrief and discuss the day. They also review how the student did or did not meet their behavior goals for the day. Students take home a copy of this goal sheet to share with parents. It's a great system of reviewing goals, encouraging students, providing positive attention and building relationships between students and staff.

### **What's New:**

#### **FCS Student Helpers in the Cafeteria:**

Student lunch helpers allow us to have time for paperwork, putting orders away, and washing dishes. We are able to provide more hot entree choices and hot salad bar choices. It teaches the students responsibility and is great job experience.

We have changed the school back to breakfast in the classroom because the daily breakfast count had decreased from last year. The numbers are starting to increase with the change back. We have been working with Mr. Kline to improve the lunch schedule. It will help the line move more steadily and help keep food warm.

## **Things to look forward to:**

### Math Materials and Resources Adoption

The K-12 math committee will meet Friday, February 5 to begin the math materials and resources adoption. The committee is comprised of representatives from each grade level K-5, a middle and a high school math teacher, an administrator, a SpEd representative and a parent/community member.

The process will include the following steps: conduct a needs assessment, create a shared vision, develop a framework, review materials, present a recommendation to the Sheridan School Board and develop a math professional development plan for the 2016 – 2017 school year. The goal is to make a recommendation to the Board by the April board meeting so that materials can be purchased and disseminated to staff prior to the end of the school year.

### **Dates to remember:**

- Home Boys Basketball Game  
Thurs Feb 18: Amity @ FCS, 3:45pm
- FCS Student Dance: Friday, February 26, 6:30-8:30pm
- FCS Spring Band Concert, March 15, 6-8pm

# Sheridan High School Board Report February 2016

## How Are We Doing?

### Enrollment:

As of February 8, 2016

Total – 257

9 <sup>th</sup> Grade-63	10 <sup>th</sup> Grade-67	11 <sup>th</sup> Grade-62	12 <sup>th</sup> Grade-5\89
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Sheridan High School-250  
Spartan Academy-2  
House of Hope-5

### Community Involvement:

- Reach the Beach, May 21,2016

### Staff Events and Highlights:

- Site Council 2/17/16, 3:15 pm in SHS Library
- All school turkey dinner February 18<sup>th</sup>
- Dean Rech to Proficiency Conference March 4<sup>th</sup>

### Student Events:

- 2/19-School Wide Career Day
  - Freshmen to Amity then to: OIT/Wilsonville; WOU/Monmouth; OSU/Corvallis; CCC and Corbin/Salem
  - Sophomores, juniors and seniors to Yamhill-Carlton for Career Exploration
- 2/29 Spring Sports begin
- 3/1 PHC/HPr3 Healthcare Careers Exploration Field Trip
- Cheer Camp/Senior Project Feb. 22-26 after school and Showcase on Friday evening from 7:00 – 9:00 pm
  - League Playoffs -
    - Girls Basketball – Tuesday, February 16<sup>th</sup> at Westside Christian High School
    - Boys Basketball – (tied for 6<sup>th</sup>) Wednesday, February 17<sup>th</sup>
    - Wrestling District – February 12 & 13 at Scio

- Wrestling State – February 25 & 26
- Cheer State Competition

**Home Athletic Events:** More Information can be found on [highschoolsports.net](https://highschoolsports.net)



# Special Programs

February, 2015

## Special Education

Special Education staff went on a weekend retreat at the Inn at Otter Crest. This is a great time for some team bonding activities. With almost a brand new staff I felt this was needed.

We will be working with Linn Benton ESD to make corrections on our Special Education Child Count on February 10, 2016.

## English Language Learners

ODE has reviewed our plan and it has been accepted in its entirety.

## AVID- Advancement via Individual Determination

We held our all district Site team meeting. We discussed making a 5 year plan for college visits to create the optimum amount of opportunities for our students to see several colleges. This will help to have our students get to see many more colleges throughout their educational career in the Sheridan School District.

AVID District Director training #2 is in Portland, Oregon on February 17-19, 2016. I will be attending that to finish up my Year 1 Professional Development.

## Homeless

We participated in the statewide homeless count on January 28, 2016. We have not been notified on when we will get the data back.

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

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A101	37913	V 12/08/15	01761	NEWS-REGISTER	1002310005000	354	AD #3793 11/20 & 2	0.00	-31.00	
A101	37913	V 12/08/15	01761	NEWS-REGISTER	1002310005000	354	AD #29884 #30015	0.00	-66.00	
TOTAL CHECK									0.00	-97.00
A101	37969	V 12/17/15	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	-1,233.55	
A101	37969	V 12/17/15	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	-36.60	
A101	37969	V 12/17/15	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	36.60	
TOTAL CHECK									0.00	-1,233.55
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002546005000	389	2016 FCS ELEVATOR M	0.00	239.40	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002546005000	389	MONITORING LABOR12/	0.00	161.00	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002546005000	389	2016 MONITORING	0.00	2,113.00	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002546005000	389	MONIOTRING LABOR12/	0.00	39.25	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002542005620	322	12/18 KEYS	0.00	39.00	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002542005116	322	MONITORING LABOR12/	0.00	39.75	
A101	37982	01/06/16	12626	A&E SECURITY & ELEC	1002542005620	322	MONITORING LABOR12/	0.00	249.25	
TOTAL CHECK									0.00	2,880.65
A101	37986	01/06/16	15927	CENTURY LINK/AZ	1002410116000	351	FCS #314225840 12/	0.00	37.58	
A101	37986	01/06/16	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 12/	0.00	207.47	
A101	37986	01/06/16	15927	CENTURY LINK/AZ	1002321005000	351	SHS MAINT #31333252	0.00	41.26	
A101	37986	01/06/16	15927	CENTURY LINK/AZ	1002321005000	351	DO #446533202 12/1	0.00	405.96	
TOTAL CHECK									0.00	692.27
A101	37987	01/06/16	00489	CITY OF SHERIDAN	1002542116000	327	FCS #4470.1 12/28	0.00	55.30	
A101	37987	01/06/16	00489	CITY OF SHERIDAN	1002542116000	327	FCS #4470.0 12/28	0.00	1,268.60	
A101	37987	01/06/16	00489	CITY OF SHERIDAN	1002542620000	327	HH #1562.0 12/28	0.00	92.82	
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A101	37987	01/06/16	00489	CITY OF SHERIDAN	1002542618000	327	HH #1562.0 12/28	0.00	150.00	
TOTAL CHECK									0.00	2,854.21
A101	37988	01/06/16	00588	COSA	1002240005000	340	2016 WINTER CONF SU	0.00	210.00	
A101	37988	01/06/16	00588	COSA	1002240005000	340	2016 WINTER CONF O'	0.00	135.00	
TOTAL CHECK									0.00	345.00
A101	37989	01/06/16	00681	DAVISON AUTO PARTS	1002542005620	410	SUPPLY TO 12/26	0.00	52.49	
A101	37997	01/06/16	16673	LEAF	1002520005000	355	PAYOFF 12/26	0.00	200.79	
A101	37998	01/06/16	12056	LOWE'S/REMIT	1002542005620	410	SUPPLY TO 12/25	0.00	62.41	
A101	37998	01/06/16	12056	LOWE'S/REMIT	1002542005620	410	SUPPLY TO 12/25	0.00	22.30	
TOTAL CHECK									0.00	84.71
A101	38001	01/06/16	01761	NEWS-REGISTER	1002310005000	354	ADS 11/20 & 24	0.00	31.00	
A101	38002	01/06/16	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201 12/28	0.00	959.16	
A101	38002	01/06/16	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #14076996 12/28	0.00	1,763.41	
A101	38002	01/06/16	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #22475 12/28	0.00	4,216.35	
A101	38002	01/06/16	01794	NORTHWEST NATURAL G	1002542005000	326	DO #23614 12/28	0.00	246.14	
TOTAL CHECK									0.00	7,185.06

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 2  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38003	01/06/16	01962	OREGON SCHOOL BOARD	1002310005000	389	69TH ANNUAL FALL SC	0.00	2,395.00
A101	38004	01/06/16	15413	PENNY ELLIOTT	1002310005000	410	1/5 SUPPLY	0.00	22.33
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #4823372 12/17	0.00	620.49
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #7982522 12/16	0.00	4,582.41
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #135408 12/17	0.00	16.62
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #9488940 12/17	0.00	27.86
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #6236854 12/17	0.00	184.37
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #948744 12/18	0.00	256.66
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8162355 12/17	0.00	516.75
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7085340 12/17	0.00	973.08
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #2278710 12/16	0.00	2,229.85
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542005000	325	DO #948736 12/17	0.00	107.83
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542618000	325	HH #948728 12/17	0.00	218.95
A101	38005	01/06/16	02043	PORTLAND GENERAL EL	1002542618000	325	SP #7294263 12/17	0.00	530.85
TOTAL CHECK									10,265.72
A101	38007	01/06/16	12833	DEAN RECH	1002410620000	371	TUITION REIMBURSEME	0.00	2,240.00
A101	38008	01/06/16	05634	SALEM WRESTLING OFF	1001132620000	389	2015/16 WRESTLING	0.00	497.00
A101	38010	01/06/16	16127	TERRY'S TIRES AND S	1002552005000	322	12/18 DODGE VAN	0.00	136.00
A101	38011	01/06/16	16470	MARIANNE THOMSON	1002310005000	354	ADS DEC '15	0.00	186.00
A101	38012	01/06/16	00519	TRUE VALUE/COAST TO	1002542005620	410	SUPPLY TO 12/22/15	0.00	61.39
A101	38013	01/06/16	16375	USA MECHANICAL	1002542005000	389	MAINT SERVICE 12/22	0.00	795.00
A101	38014	01/06/16	11429	RECOLOGY WESTERN OR	1002542116000	328	FCS #1080286062 DE	0.00	640.45
A101	38014	01/06/16	11429	RECOLOGY WESTERN OR	1002542620000	328	SHS #1080224303 DEC	0.00	490.34
A101	38014	01/06/16	11429	RECOLOGY WESTERN OR	1002542005000	328	DO #1080224303 DEC	0.00	50.00
A101	38014	01/06/16	11429	RECOLOGY WESTERN OR	1002542618000	328	SP/HH #1080224303 D	0.00	83.33
TOTAL CHECK									1,264.12
A101	38016	01/06/16	16315	YAMHILL COUNTY HEAL	1002120005000	310	B/H SERV 11/26-12/2	0.00	1,069.43
A101	38017	01/13/16	16162	ACCUITY LLC	1002310005000	381	AUDIT SERVICES	0.00	7,400.00
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	#625920 DISPOSABL	0.00	42.00
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	#629130 HANDIPINS	0.00	18.80
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	#623990 FORCEPS,	0.00	22.00
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	#621850 DISSECTIO	0.00	27.50
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	SHIPPING 10%	0.00	20.82
A101	38018	01/13/16	11555	CAROLINA BIOLOGICAL	1001131620050	410	#227485 3-4" FLOG	0.00	119.90
TOTAL CHECK									251.02
A101	38019	01/13/16	16459	CTL CORPORATION	1002410116000	460	#NBCJ4 CTL J4 11.	0.00	4.00
A101	38020	01/13/16	16523	DAVID KLINE	1002410116000	371	TUITION REINBURSEME	0.00	1,824.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 3  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38022	01/13/16	16427	EBS HEALTHCARE	1001250005320	319	SPEECH 12/6-12/19/1	0.00	4,725.00
A101	38023	01/13/16	15351	FIRST STUDENT INC	1002552005000	331	HOMELESS TRANS TO 1	0.00	112.21
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222116000	640	FCS SUBSCRIPT RENEW	0.00	60.21
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222137000	640	FCS SUBSCRIPT RENEW	0.00	60.21
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222116000	640	FCS SUPPORT/CATALOG	0.00	50.00
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222137000	640	FCS SUPPORT/CATALOG	0.00	50.00
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222116000	640	FCS SUPPORT/CIRCULA	0.00	50.00
A101	38024	01/13/16	16434	FOLLETT SCHOOL SOLU	1002222137000	640	FCS SUPPORT/CIRCULA	0.00	50.00
TOTAL CHECK								0.00	320.42
A101	38025	01/13/16	01206	INDUSTRIAL WELDING	1002542005000	410	TANK RENTAL	0.00	10.00
A101	38026	01/13/16	16682	IOWA ASSOCIATION OF	1002321005000	410	DVD COMMITTING TO S	0.00	45.00
A101	38026	01/13/16	16682	IOWA ASSOCIATION OF	1002321005000	410	SHIPPING & HANDLING	0.00	4.50
TOTAL CHECK								0.00	49.50
A101	38027	01/13/16	16673	LEAF	1002520005000	355	1001096956004 1/6/	0.00	109.93
A101	38027	01/13/16	16673	LEAF	1002520005000	355	1001096956003 1/6/1	0.00	1,550.79
TOTAL CHECK								0.00	1,660.72
A101	38029	01/13/16	01761	NEWS-REGISTER	1002310005000	354	AD #32546 #32742	0.00	28.47
A101	38030	01/13/16	16307	SHELDON OIL COMPANY	1002552005011	410	MINI BUS DO 12/31	0.00	181.24
A101	38030	01/13/16	16307	SHELDON OIL COMPANY	1002558005320	322	SPED FUEL TO 12/25	0.00	272.45
TOTAL CHECK								0.00	453.69
A101	38031	01/13/16	04563	SHERIDAN BUILDING M	1002542005116	410	SUPPLY TO 1/4/16	0.00	106.99
A101	38032	01/13/16	07215	SHERIDAN SELECT MAR	1001292618190	410	HH SUPPLY TO 1/3/16	0.00	64.76
A101	38035	01/13/16	03087	OSEA	100	L472.032		0.00	58.87
A101	38036	01/13/16	03087	OSEA	100	L472.302		0.00	1,219.15
A101	38037	01/20/16	15366	AARON HENDERSON	1001111137050	410	MILE 10/12 STAR POW	0.00	23.00
A101	38037	01/20/16	15366	AARON HENDERSON	1002660005000	340	MILE 10/15, 12 & 12	0.00	98.90
TOTAL CHECK								0.00	121.90
A101	38039	01/20/16	16343	CANON SOLUTIONS AME	1002520005000	355	MAIN 1/1-3/31/16	0.00	2,025.00
A101	38040	01/20/16	15388	CAROL HARPER	1001292618190	410	SUPPLY TO 1/13/16	0.00	44.24
A101	38042	01/20/16	15486	DAYTON SCHOOL DISTR	1001250005320	371	DD IDEA AGREE 2ND	0.00	6,250.00
A101	38042	01/20/16	15486	DAYTON SCHOOL DISTR	1001250005320	371	EHH IDEA AGREE 2ND	0.00	6,250.00
A101	38042	01/20/16	15486	DAYTON SCHOOL DISTR	1001250005320	371	CM IDEA AGREE 2ND	0.00	5,937.50
A101	38042	01/20/16	15486	DAYTON SCHOOL DISTR	1001250005320	371	EM IDEA AGREE 2N	0.00	6,250.00
TOTAL CHECK								0.00	24,687.50
A101	38045	01/20/16	16348	KARLEY JONES	1002552005011	410	1/9 MINI BUS FUEL	0.00	54.04

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 4  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
A101	38048	01/20/16	15487	MCMINNVILLE SCHOOL	1001250005320	371	MP IDEA AGREE 2ND	0.00	6,768.81	
A101	38048	01/20/16	15487	MCMINNVILLE SCHOOL	1001250005320	371	AD IDEA AGREE 2ND	0.00	6,768.81	
TOTAL CHECK									0.00	13,537.62
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002552005011	410	MID CO FUEL CREDIT	0.00	-695.59	
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002552005000	331	HOME/SCHOOL DEC '15	0.00	18,207.65	
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002558005320	331	SPED TRANS DEC '15	0.00	7,011.20	
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002552005620	331	SHS FIELD TRIP DEC	0.00	105.46	
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002552005116	332	7-8 CO-CURR DEC '15	0.00	393.89	
A101	38049	01/20/16	15507	MID COLUMBIA BUS CO	1002552005620	332	SHS CO-CURR DEC '15	0.00	3,157.05	
TOTAL CHECK									0.00	28,179.66
A101	38050	01/20/16	01962	OREGON SCHOOL BOARD	1002310005000	389	JAN '15 POLICY PLUS	0.00	100.00	
A101	38051	01/20/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #2828597 1/11	0.00	190.74	
A101	38052	01/20/16	02433	SHERIDAN ROTARY CLU	1002310005000	640	SUGG QUARTERLY DUES	0.00	130.00	
A101	38053	01/20/16	15895	US BANK/3	1001131620050	410	#41347 CONTROL SU	0.00	10.00	
A101	38053	01/20/16	15895	US BANK/3	1001131620050	410	#41229 ELECTRONIC	0.00	127.00	
A101	38053	01/20/16	15895	US BANK/3	1001131620050	410	SHIPPING	0.00	9.37	
A101	38053	01/20/16	15895	US BANK/3	1002120620000	410	SUPPLY CASH/COLLAGE	0.00	108.56	
TOTAL CHECK									0.00	254.93
A101	38056	01/20/16	16284	US BANK/7	1002542005000	410	25' UNIVERSAL PROJE	0.00	23.91	
A101	38056	01/20/16	16284	US BANK/7	1002542005000	410	SHIPPING	0.00	8.99	
A101	38056	01/20/16	16284	US BANK/7	1002310005000	353	STAMPS TO 1/6/16	0.00	25.68	
A101	38056	01/20/16	16284	US BANK/7	1001131620050	460	POWER EXTENSION STR	0.00	63.96	
A101	38056	01/20/16	16284	US BANK/7	1002240005000	340	LODGING OACOA.OASE	0.00	455.55	
TOTAL CHECK									0.00	578.09
A101	38058	01/20/16	16330	WALTER E NELSON CO	1002542005116	410	SUPPLY TO 1/14	0.00	769.43	
A101	38058	01/20/16	16330	WALTER E NELSON CO	1002542005620	410	SUPPLY TO 1/14	0.00	384.72	
TOTAL CHECK									0.00	1,154.15
A101	38059	01/22/16	10088	AMERICAN FIDELITY A 100		L472.008	DED:2068 AMER PREM	0.00	1,255.18	
A101	38059	01/22/16	10088	AMERICAN FIDELITY A 100		L472.008	DED:2068 AMER PREM	0.00	2,280.74	
A101	38059	01/22/16	10088	AMERICAN FIDELITY A 100		L472.009	DED:2067 AMER FIDEL	0.00	2,500.96	
A101	38059	01/22/16	10088	AMERICAN FIDELITY A 100		L472.009	DED:2067 AMER FIDEL	0.00	1,885.27	
TOTAL CHECK									0.00	7,922.15
A101	38060	01/22/16	10094	AMERICAN FIDELITY A 100		L472.002	DED:2070 MEDICAL	0.00	508.33	
A101	38060	01/22/16	10094	AMERICAN FIDELITY A 100		L472.002	DED:2070 MEDICAL	0.00	116.67	
A101	38060	01/22/16	10094	AMERICAN FIDELITY A 100		L472.003	DED:2069 AMER DEPEN	0.00	400.00	
TOTAL CHECK									0.00	1,025.00
A101	38061	01/22/16	10097	AMERICAN FIDELITY A 100		L472.033	DED:4004 TSA	0.00	1,765.00	
A101	38061	01/22/16	10097	AMERICAN FIDELITY A 100		L472.033	DED:4004 TSA	0.00	1,725.00	
A101	38061	01/22/16	10097	AMERICAN FIDELITY A 100		L472.038	DED:4003 DEF COMP	0.00	1,475.00	
A101	38061	01/22/16	10097	AMERICAN FIDELITY A 100		L472.038	DED:4003 DEF COMP	0.00	1,180.00	
TOTAL CHECK									0.00	6,145.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 5  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38062	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2036 HRA FEE	0.00	18.00
A101	38062	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2034 HRA	0.00	3,528.75
A101	38062	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2036 HRA FEE	0.00	15.00
A101	38062	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2034 HRA	0.00	2,975.00
A101	38062 V	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2036 HRA FEE	0.00	-18.00
A101	38062 V	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2034 HRA	0.00	-3,528.75
A101	38062 V	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2036 HRA FEE	0.00	-15.00
A101	38062 V	01/22/16	16312	AMERICAN FIDELITY A	100	L472.012	DED:2034 HRA	0.00	-2,975.00
TOTAL CHECK								0.00	0.00
A101	38063	01/22/16	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	2,115.00
A101	38063	01/22/16	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	3,952.25
A101	38063	01/22/16	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	825.00
A101	38063	01/22/16	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	3,816.59
TOTAL CHECK								0.00	10,708.84
A101	38064	01/22/16	16594	DEPT OF HUMAN SERVI	100	L472.960	DED:6004 GARNISHMAN	0.00	225.00
A101	38065	01/22/16	03069	FIRST INVESTORS COR	100	L472.030	DED:4002 TSA	0.00	100.00
A101	38066	01/22/16	16650	JUSTICE DEPARTMENT	100	L472.960	DED:6005 CHILD SUPP	0.00	345.60
A101	38067	01/22/16	03084	OEA-NEA/OREGON EDUC	100	L472.300	DED:5000 OEA DUES	0.00	3,573.21
A101	38068	01/22/16	03099	OREGON DEPT OF REVE	100	L472.965	DED:1033 GARNISH	0.00	368.26
A101	38069	01/22/16	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	1,241.97
A101	38070	01/22/16	03105	SHERIDAN TEACHER'S	100	L472.301	DED:5002 SPTA DUES	0.00	1,225.00
A101	38071	01/22/16	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	906.75
A101	38071	01/22/16	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	447.60
TOTAL CHECK								0.00	1,354.35
A101	38072	01/22/16	16303	US DEPARTMENT OF ED	100	L472.410	DED:6000 GARNISH	0.00	448.73
A101	38073	01/22/16	15308	VALLEY CREDIT SERVI	100	L472.955	DED:6006 GARNISHMEN	0.00	339.54
A101	38076	01/22/16	16388	MICHAEL GRIFFITH	1002310005000	389	MILE OSBA PORTLAND	0.00	63.25
A101	38078	01/22/16	15413	PENNY ELLIOTT	1002310005000	410	BOARD SUPPLY 1/20	0.00	17.99
A101	38080	01/22/16	15899	SHERIDAN ALL PREP	1001288005350	360	SAP JAN '16 SSF	0.00	64,149.85
A101	38081	01/22/16	11207	SHERIDAN JAPANESE S	1001288005350	360	SJS JAN '16 SSF	0.00	44,002.35
A101	38082	01/22/16	16279	STEVEN SUGG	1002310005000	389	MILE OSBA PORTLAND	0.00	63.25
A101	38083	01/22/16	16288	TERRY CHRISMAN	1002310005000	389	MILE OSBA PORTLAND	0.00	63.25
A101	38084	01/22/16	15895	US BANK/3	1001131620050	420	#0743482840 RICHA	0.00	188.65
A101	38084	01/22/16	15895	US BANK/3	1001131620050	420	#078679122X OSCAR	0.00	360.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 6  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	548.65
A101	38085	01/22/16	03702	WILLAMETTE EDUCATIO	1002520005000	640	W2/1099 TRAINING 1	0.00	45.71
A101	38085	01/22/16	03702	WILLAMETTE EDUCATIO	1002520005000	640	AFFORADABLE CARE AC	0.00	26.67
TOTAL CHECK								0.00	72.38
A101	38086	01/22/16	16312	AMERICAN FIDELITY A	1002542005000	640		0.00	6,239.25
A101	38087	01/22/16	11984	TEXAS LIFE INSURANC	100	L472.051		0.00	28.66
A101	38090	01/27/16	16050	CAROL L COCHRUN	1002134005000	310	SERVICES JAN '16	0.00	1,820.00
A101	38091	01/27/16	15927	CENTURY LINK/AZ	1002410116000	351	FCS #314225840 1/1	0.00	75.27
A101	38091	01/27/16	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 1/1	0.00	414.94
A101	38091	01/27/16	15927	CENTURY LINK/AZ	1002321005000	351	MAINT @ SH #3133325	0.00	82.66
A101	38091	01/27/16	15927	CENTURY LINK/AZ	1002321005000	351	DO #446533202 1/11	0.00	804.97
TOTAL CHECK								0.00	1,377.84
A101	38093	01/27/16	15989	NORTHWEST REGIONAL	1002660005000	640	CTA SUBSTITUTE SERV	0.00	3,210.60
A101	38093	01/27/16	15989	NORTHWEST REGIONAL	1002660005000	640	MANUAL SUBSTITUTE C	0.00	1,538.41
TOTAL CHECK								0.00	4,749.01
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8162355 1/19	0.00	553.73
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7085340 1/19	0.00	953.96
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #2278710 1/18	0.00	2,196.05
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542005000	325	DO #948736 1/19	0.00	100.74
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542618000	325	HH #948728 1/19	0.00	242.48
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542618000	325	SP #7294263 1/19	0.00	593.11
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #4823372 1/19	0.00	600.28
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #7982522 1/18	0.00	4,192.95
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #135408 1/19	0.00	17.42
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #9488940 1/19	0.00	29.36
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #6236854 1/19	0.00	209.64
A101	38094	01/27/16	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #948744 1/19	0.00	228.33
TOTAL CHECK								0.00	9,918.05
A101	38096	01/27/16	16279	STEVEN SUGG	1002321005000	410	SUPPLY W VALLEY EDU	0.00	89.02
A101	38097	01/27/16	00519	TRUE VALUE/COAST TO	1002542005620	410	SUPPLY TO 1/22/16	0.00	79.71
A101	38098	V 01/27/16	02790	US POSTAL SERVICE	1002310005000	353	PERMIT #48	0.00	-75.00
A101	38098	V 01/27/16	02790	US POSTAL SERVICE	1002321005000	353	STANDARD MAIL TYPE	0.00	-75.00
A101	38098	V 01/27/16	02790	US POSTAL SERVICE	1002310005000	353	BULK MAIL PERMIT	0.00	-75.00
A101	38098	V 01/27/16	02790	US POSTAL SERVICE	1002410116000	353	18 ROLLS/2 SHEETS	0.00	-997.00
A101	38098	01/27/16	02790	US POSTAL SERVICE	1002310005000	353	PERMIT #48	0.00	75.00
A101	38098	01/27/16	02790	US POSTAL SERVICE	1002321005000	353	STANDARD MAIL TYPE	0.00	75.00
A101	38098	01/27/16	02790	US POSTAL SERVICE	1002310005000	353	BULK MAIL PERMIT	0.00	75.00
A101	38098	01/27/16	02790	US POSTAL SERVICE	1002410116000	353	18 ROLLS/2 SHEETS	0.00	997.00
TOTAL CHECK								0.00	0.00
A101	38100	01/27/16	15451	WILLAMINA SCHOOL DI	1001250005320	371	AU SLP QTR 2	0.00	4,250.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 7  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38101	01/27/16	02790	US POSTAL SERVICE	1002410116000	353		0.00	997.00
A101	38102	01/27/16	02790	US POSTAL SERVICE	1002321005000	353	PERMIT #48	0.00	75.00
A101	38102	01/27/16	02790	US POSTAL SERVICE	1002310005000	353	PERMIT PI STANDARD	0.00	150.00
TOTAL CHECK								0.00	225.00
TOTAL CASH ACCOUNT								0.00	295,051.45
TOTAL FUND								0.00	295,051.45

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 8  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 203 - FALUCONER DONATION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37994	01/06/16	15850	GORMLEY PLUMBING &	2031111137000	410	#2 ELKAY DRINKING F	0.00	1,533.00
TOTAL CASH ACCOUNT								0.00	1,533.00
TOTAL FUND								0.00	1,533.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 9  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 207 - ESD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	38055	01/20/16	15897	US BANK/5	2072240005050	340	FOOD COSA LAW CONF	0.00	34.14
A101	38056	01/20/16	16284	US BANK/7	2072240005050	340	LODGING COSA LAW C	0.00	251.94
A101	38056	01/20/16	16284	US BANK/7	2072240005050	340	FOOD COSA LAW CONF	0.00	135.00
TOTAL CHECK								0.00	386.94
A101	38057	01/20/16	16560	US BANK/9	2072240005050	340	LODGING COSA LAW C	0.00	251.94
A101	38057	01/20/16	16560	US BANK/9	2072240005050	340	FOOD COSA LAW CONF	0.00	24.90
TOTAL CHECK								0.00	276.84
A101	38084	01/22/16	15895	US BANK/3	2072240005050	340	LODGING ANDERSON	0.00	213.16
TOTAL CASH ACCOUNT								0.00	911.08
TOTAL FUND								0.00	911.08

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 10  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 210 - SFSF

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37984	01/06/16	15199	CAMBIUM LEARNING	GR 2103300005000	410	#333286 LANGUAGE!	0.00	5,670.00
A101	37984	01/06/16	15199	CAMBIUM LEARNING	GR 2103300005000	410	#333251 LANGUAGE!	0.00	965.00
A101	37984	01/06/16	15199	CAMBIUM LEARNING	GR 2103300005000	410	FREIGHT	0.00	663.50
TOTAL CHECK								0.00	7,298.50
TOTAL CASH ACCOUNT								0.00	7,298.50
TOTAL FUND								0.00	7,298.50

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 11  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 212 - COLLABORATION GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38034	01/13/16	15846	VAN BUREN, ROBIN	2121299005050	410	11/30 MEETING SUPPL	0.00	18.50
A101	38054	01/20/16	15896	US BANK/4	2122240005050	319	CREDIT LUXOR 12/28/	0.00	-513.34
A101	38054	01/20/16	15896	US BANK/4	2122240005050	340	FOOD THE LEARNING	0.00	84.23
A101	38054	01/20/16	15896	US BANK/4	2122240005050	340	LODGING THE LEARNI	0.00	1,157.20
A101	38054	01/20/16	15896	US BANK/4	2122240005050	340	PARKING THE LEARNI	0.00	53.00
TOTAL CHECK								0.00	781.09
A101	38056	01/20/16	16284	US BANK/7	2122240005050	319	BELKIN SECURE AND C	0.00	437.61
A101	38056	01/20/16	16284	US BANK/7	2122240005050	319	LUXOR MOBILE HOME O	0.00	559.19
A101	38056	01/20/16	16284	US BANK/7	2122240005050	319	POWER EXTENSION STR	0.00	47.97
TOTAL CHECK								0.00	1,044.77
A101	38079	01/22/16	15427	EL2 PROJECT CRISS	2122240005050	319	4TH EDITION TRAINER	0.00	300.00
TOTAL CASH ACCOUNT								0.00	2,144.36
TOTAL FUND								0.00	2,144.36

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 12  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 221 - 2015-16 TITLE IA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37999	01/06/16	16456	MICHELLE L DEBOARD	2212240005050	319	SERVICE DEC '15	0.00	3,150.00
A101	38019	01/13/16	16459	CTL CORPORATION	2211272005050	480	#NBCJ4 CTL J4 11.	0.00	1,986.00
A101	38019	01/13/16	16459	CTL CORPORATION	2211272005050	480	SHIPPING	0.00	50.00
TOTAL CHECK								0.00	2,036.00
A101	38037	01/20/16	15366	AARON HENDERSON	2212240005050	340	MILE 1/13 HAMLIN*5	0.00	72.36
A101	38046	01/20/16	16412	LAURIE DOWLESS	2213300005050	410	1/12 NEWBERG	0.00	30.78
A101	38047	01/20/16	16371	LEAH GOTTHEIMER	2212240005050	340	MILE 1/13 HAMLIN*5	0.00	99.90
A101	38088	01/27/16	15168	ADAM DELATTE	2212240005050	340	MILE 1/21/ MONARCH	0.00	46.87
A101	38088	01/27/16	15168	ADAM DELATTE	2212240005050	340	MILE 1/20LANE ESD*5	0.00	90.72
TOTAL CHECK								0.00	137.59
A101	38092	01/27/16	16675	EARLY LEARNING INC	2212240005050	319	1/22&23/16 SUMMIT	0.00	1,185.00
A101	38092	01/27/16	16675	EARLY LEARNING INC	2212240005050	319	1/23/16 KINDER SUMM	0.00	750.00
TOTAL CHECK								0.00	1,935.00
A101	38099	01/27/16	15846	VAN BUREN, ROBIN	2212240005050	340	MILE 1/13 HAMLIN*5	0.00	98.50
TOTAL CASH ACCOUNT								0.00	7,560.13
TOTAL FUND								0.00	7,560.13

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 13  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 225 - MEDICAID

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37985	01/06/16	16050	CAROL L COCHRUN	2252134005050	389	DEC '15 NURSING SER	0.00	3,107.50
A101	38090	01/27/16	16050	CAROL L COCHRUN	2252134005050	389	SERVICES JAN '16	0.00	1,892.50
TOTAL CASH ACCOUNT								0.00	5,000.00
TOTAL FUND								0.00	5,000.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 14  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 233 - I.D.E.A. GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37988	01/06/16	00588	COSA	2331250005320	340	2016 WINTER CONF HO	0.00	135.00
A101	37991	01/06/16	16427	EBS HEALTHCARE	2331250005320	389	SPEECH 11/22-12/5/1	0.00	3,307.50
A101	38015	01/06/16	03702	WILLAMETTE EDUCATIO	2331250005320	389	TS OASIS DEC '15	0.00	2,570.00
A101	38015	01/06/16	03702	WILLAMETTE EDUCATIO	2331250005320	389	AUTISM SERV OCT-DEC	0.00	17,059.35
A101	38015	01/06/16	03702	WILLAMETTE EDUCATIO	2331250005320	389	B/H SERV OCT-DEC 15	0.00	12,841.56
TOTAL CHECK								0.00	32,470.91
A101	38053	01/20/16	15895	US BANK/3	2331250005320	410	EASY CBM TEACHER DE	0.00	119.97
A101	38055	01/20/16	15897	US BANK/5	2332240005320	340	LODGING COSA LAW C	0.00	320.04
A101	38055	01/20/16	15897	US BANK/5	2331250005320	340	OREGON ASSOCIATION	0.00	200.00
A101	38055	01/20/16	15897	US BANK/5	2331250005320	410	SPED POSTAGE 12/17	0.00	13.48
TOTAL CHECK								0.00	533.52
TOTAL CASH ACCOUNT								0.00	36,566.90
TOTAL FUND								0.00	36,566.90

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 15  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 234 - IDEA BEHAVIOR CLASS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38033	01/13/16	03165	SIERRA SPRINGS	2341250005320	410	SPED 3 DO 12	0.00	15.00
TOTAL CASH ACCOUNT								0.00	15.00
TOTAL FUND								0.00	15.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 16  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 270 - FRUIT & VEGETABLE PROGRAM

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/16 FFVP CRED	0.00	-54.00
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/10 FFVP CRED	0.00	-17.13
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/17 FFVP	0.00	131.60
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/10 FFVP	0.00	407.05
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/3 FFVP	0.00	566.10
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/15 FFVP	0.00	751.20
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/1 FFVP	0.00	859.00
A101	37990	01/06/16	15995	DUCK DELIVERY	PRODU 2703100116000	450	FCS 12/8 FFVP	0.00	868.00
TOTAL CHECK								0.00	3,511.82
TOTAL CASH ACCOUNT								0.00	3,511.82
TOTAL FUND								0.00	3,511.82

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 17  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
A101	37983	01/06/16	16182	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 12/23	0.00	191.95	
A101	37983	01/06/16	16182	AUTO-CHLOR SYSTEM	2713100620000	324	SHS 12/23	0.00	191.95	
TOTAL CHECK									0.00	383.90
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100620000	450	SHS 12/1	0.00	153.45	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100620000	450	SHS 12/15	0.00	198.85	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100620000	450	SHS 12/8	0.00	202.65	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/17 NSLP	0.00	44.90	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/1 NSLP	0.00	73.20	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/8 NSLP	0.00	101.20	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/1 NSLP	0.00	127.90	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/15 NSLP	0.00	256.35	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/10 NSLP	0.00	340.45	
A101	37990	01/06/16	15995	DUCK DELIVERY PRODU	2713100116000	450	FCS 12/3 NSLP	0.00	396.10	
TOTAL CHECK									0.00	1,895.05
A101	37993	01/06/16	09878	FRANZ FAMILY BAKERI	2713100116000	450	FCS 12/8	0.00	98.30	
A101	37993	01/06/16	09878	FRANZ FAMILY BAKERI	2713100116000	450	FCS 12/15	0.00	135.06	
A101	37993	01/06/16	09878	FRANZ FAMILY BAKERI	2713100620000	450	SHS 12/8	0.00	38.12	
A101	37993	01/06/16	09878	FRANZ FAMILY BAKERI	2713100620000	450	SHS 12/8	0.00	38.12	
A101	37993	01/06/16	09878	FRANZ FAMILY BAKERI	2713100620000	450	SHS 12/15	0.00	45.20	
TOTAL CHECK									0.00	354.80
A101	38000	01/06/16	16661	CHARLES M BAKER	2713100116000	322	FCS 12/29/SERVICE	0.00	342.20	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100116000	450	12/11 CREDIT	0.00	-12.00	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 12/9	0.00	41.03	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 12/15	0.00	2,831.77	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 12/8	0.00	2,910.62	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 12/12 CREDIT	0.00	-60.00	
A101	38009	01/06/16	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 12/8	0.00	3,303.12	
TOTAL CHECK									0.00	9,014.54
A101	38021	01/13/16	15995	DUCK DELIVERY PRODU	2713100620000	450	SHS 12/31	0.00	247.50	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100116000	450	FCS 12/17	0.00	201.35	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100116000	450	FCS 12/3	0.00	218.73	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100116000	450	FCS 12/14	0.00	252.70	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100116000	450	FCS 12/10	0.00	385.23	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100116000	450	FCS 12/7	0.00	412.20	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100620000	450	SHS 12/7	0.00	106.05	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100620000	450	SHS 12/10	0.00	106.05	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100620000	450	SHS 12/14	0.00	106.05	
A101	38028	01/13/16	16522	MEADOWSWEET	2713100620000	450	SHS 12/3	0.00	139.73	
TOTAL CHECK									0.00	1,928.09
A101	38044	01/20/16	09878	FRANZ FAMILY BAKERI	2713100116000	450	FCS 1/5	0.00	113.52	
A101	38044	01/20/16	09878	FRANZ FAMILY BAKERI	2713100620000	450	SHS 1/5/16	0.00	61.74	
TOTAL CHECK									0.00	175.26
A101	38074	01/22/16	09878	FRANZ FAMILY BAKERI	2713100116000	450	FCS 1/12	0.00	135.88	
A101	38074	01/22/16	09878	FRANZ FAMILY BAKERI	2713100620000	450	SHS 1/12	0.00	40.24	

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 18  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	176.12
A101	38077	01/22/16	16686	PATRICIA SHENK	2713100116000	410	SCRUB TOPS	0.00	85.00
A101	38089	01/27/16	16182	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 1/21/16	0.00	338.60
A101	38089	01/27/16	16182	AUTO-CHLOR SYSTEM	2713100620000	324	SHS 1/21/16	0.00	212.20
TOTAL CHECK								0.00	550.80
TOTAL CASH ACCOUNT								0.00	15,153.26
TOTAL FUND								0.00	15,153.26

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 19  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 292 - FACILITY GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37994	01/06/16	15850	GORMLEY PLUMBING &	2922542005050	389	#2 ELKAY DRINKING F	0.00	2,201.00
TOTAL CASH ACCOUNT								0.00	2,201.00
TOTAL FUND								0.00	2,201.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 20  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 401 - CAPITAL PROJECTS HS GYM

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37994	01/06/16	15850	GORMLEY PLUMBING &	4012542005000	322	#1 ELKAY DRINKING F	0.00	2,355.00
TOTAL CASH ACCOUNT								0.00	2,355.00
TOTAL FUND								0.00	2,355.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 21  
 ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
 ACCOUNTING PERIOD: 8/16

FUND - 403 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37992	01/06/16	16460	EXPRESS SERVICES IN	4032542005000	389	SUBS THRU 12/20	0.00	733.81
A101	37992	01/06/16	16460	EXPRESS SERVICES IN	4032542005000	389	SUBS THRU 12/6	0.00	746.18
A101	37992	01/06/16	16460	EXPRESS SERVICES IN	4032542005000	389	SUBS THRU 12/13	0.00	1,030.63
TOTAL CHECK								0.00	2,510.62
A101	37994	01/06/16	15850	GORMLEY PLUMBING &	4032542005000	410	#2 ELKAY DRINKING F	0.00	676.00
A101	37996	01/06/16	16680	KONE INC	4032542005000	389	12/9/15 SERVICE	0.00	3,220.00
A101	37996	01/06/16	16680	KONE INC	4032542005000	389	12/14 SERVICE	0.00	778.35
TOTAL CHECK								0.00	3,998.35
A101	38038	01/20/16	16143	RUBEN CRUZ	4032542005000	389	FCS SERVICE 1/10/16	0.00	250.00
A101	38043	01/20/16	16460	EXPRESS SERVICES IN	4032542005000	389	SUBS THRU 1/10/16	0.00	1,055.36
A101	38056	01/20/16	16284	US BANK/7	4032542005000	410	#5423D MASTERLOCK	0.00	58.98
A101	38075	01/22/16	15140	KONE INC	4032542005000	389	PROVIDE LABOR & MAT	0.00	3,220.00
TOTAL CASH ACCOUNT								0.00	11,769.31
TOTAL FUND								0.00	11,769.31

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 22  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 405 - CAPITAL PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	37995	01/06/16	16489	JOHNSON CONTROLS IN	4054190005000	319	SHS PUMPS GASKET	0.00	7,882.00
A101	38006	01/06/16	16451	R&W ENGINEERING INC	4054190005000	319	SERVICES PROJECT #	0.00	978.98
A101	38041	01/20/16	16379	DAY CPM SERVICES	4054190005000	319	DEC '15 SERVICE	0.00	315.00
TOTAL CASH ACCOUNT								0.00	9,175.98
TOTAL FUND								0.00	9,175.98

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:53:26

SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 23  
ACCTPA21

SELECTION CRITERIA: transact.yr='16' and transact.period='7'  
ACCOUNTING PERIOD: 8/16

FUND - 600 - UNEMPLOYEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	38095	01/27/16	15736	STATE OF OREGON EMP	6002520005000	640	5032038 UNEMPLOYQ4/	0.00	21.28
TOTAL CASH ACCOUNT								0.00	21.28
TOTAL FUND								0.00	21.28
TOTAL REPORT								0.00	400,268.07

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
1111	PRIMARY K-3	1,806,380.00	1,894.41	8,286.24	771,642.02	1,026,451.74	43.18
1121	MIDDLE/JR HIGH PROGRAMS	769,800.00	.00	.00	307,162.75	462,637.25	39.90
1122	MIDDLE/JR HIGH EXTRACURR	33,180.00	.00	.00	20,845.67	12,334.33	62.83
1131	HIGH SCHOOL PROGRAMS	1,250,070.00	.00	8,162.68	543,109.31	698,798.01	44.10
1132	HIGH SCHOOL EXTRACURRICU	92,500.00	1,778.25	1,778.25	54,941.58	35,780.17	61.32
1210	PRGMS TALENTED/GIFTED	4,060.00	.00	.00	.00	4,060.00	.00
1250	LESS RESTRIC STDNT DISAB	798,510.00	.00	254,226.94	254,288.44	289,994.62	63.68
1280	ALTERNATIVE EDUCATION	.00	.00	.00	.00	.00	.00
1288	CHARTER SCHOOL	1,270,340.00	.00	444,374.77	814,387.23	11,578.00	99.09
1291	ENG 2ND LANG PRGM	44,740.00	.00	.00	43,939.72	800.28	98.21
1292	TEEN PARENT PRGMS	103,670.00	.00	282.23	568.12	102,819.65	.82
1299	OTHER PROGRAMS	134,395.00	.00	.00	57,514.35	76,880.65	42.80
2120	GUIDANCE SERVICES	263,765.00	1,149.38	7,857.83	86,140.19	169,766.98	35.64
2134	NURSING SERVICES	30,600.00	.00	13,213.04	16,945.00	441.96	98.56
2150	SPEECH PATH/AUDIO SVCS	70,000.00	.00	.00	.00	70,000.00	.00
2190	STUDENT SUPPORT SVCS	223,405.00	.00	500.00	89,171.63	133,733.37	40.14
2213	CURRICULUM DEVELOPMENT	8,190.00	.00	.00	.00	8,190.00	.00
2222	ED MEDIA SERVICE	132,230.00	.00	300.76	53,227.14	78,702.10	40.48
2230	ASSESSMENT/TESTING	43,880.00	.00	.00	16,517.64	27,362.36	37.64
2240	INSTRUCT STAFF DEV	45,590.00	40.53	18,419.48	8,106.31	19,064.21	58.18
2310	BOARD OF EDUCATION SVCS	184,750.00	593.62	17,065.85	53,399.67	114,284.48	38.14
2321	EXECUTIVE ADMIN SERVICES	214,500.00	189.00	4,641.49	125,065.70	84,792.81	60.47
2410	OFFICE PRINCIPAL SERVICE	754,375.00	2,483.80	50,182.93	396,963.43	307,228.64	59.27
2520	FISCAL SERV	187,240.00	206.29	14,790.58	91,522.71	80,926.71	56.78
2523	RETIRED INS PAYMENT	47,760.00	.00	.00	3,725.35	44,034.65	7.80
2542	OPER/MAINT OF PLANT SRVS	766,120.00	10,219.95	202,444.24	351,981.48	211,694.28	72.37

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 100 - GENERAL FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2543	GROUNDS	11,000.00	.00	4,340.00	179.00	6,481.00	41.08
2544	MAINTANANCE	5,500.00	.00	.00	.00	5,500.00	.00
2546	SECURITY	6,755.00	.00	.00	3,912.65	2,842.35	57.92
2552	TRANSPORTATION	282,500.00	.00	175,049.05	101,051.34	6,399.61	97.73
2558	SPED TRANSPORTATION	268,060.00	.00	140,791.32	51,453.68	75,815.00	71.72
2559	VEHICLE OPERATIONS	500.00	.00	328.14	171.86	.00	100.00
2660	TECHNOLOGY SVCS	218,010.00	.00	4,484.43	54,469.65	159,055.92	27.04
5200	TRANSFER OF FUNDS	400,000.00	.00	.00	.00	400,000.00	.00
6110	CONTINGENCIES	200,000.00	.00	.00	.00	200,000.00	.00
7000	UNAPP END FUND BALANCE	800,000.00	.00	.00	.00	800,000.00	.00
TOTAL	GENERAL FUND	11,472,375.00	18,555.23	1,371,520.25	4,372,403.62	5,728,451.13	50.07

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 201 - TITLE III ELL

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	TITLE III ELL	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 4  
EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 202 - BRADY FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
3300	COMMUNITY SERVICES	500.00	.00	.00	48.88	451.12	9.78
TOTAL	BRADY FUND	500.00	.00	.00	48.88	451.12	9.78

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 5  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 203 - FALUCONER DONATION FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	2,000.00	.00	.00	1,533.00	467.00	76.65
2220	EDUCATIONAL MEDIA SERV	.00	.00	.00	.00	.00	.00
TOTAL	FALUCONER DONATION FUND	2,000.00	.00	.00	1,533.00	467.00	76.65

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 6  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 204 - SPIRIT MT. GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	.00	.00	3,314.90	-934.90	-2,380.00	.00
2110	ATTENDANCE & SOCIAL WORK	.00	.00	.00	.00	.00	.00
TOTAL	SPIRIT MT. GRANT	.00	.00	3,314.90	-934.90	-2,380.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 7  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 205 - ERATE

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1210	PRGMS TALENTED/GIFTED	5,250.00	.00	.00	.00	5,250.00	.00
1272	TITLE I	5,000.00	.00	.00	.00	5,000.00	.00
2240	INSTRUCT STAFF DEV	4,000.00	.00	.00	.00	4,000.00	.00
2660	TECHNOLOGY SVCS	4,250.00	.00	.00	.00	4,250.00	.00
TOTAL	ERATE	18,500.00	.00	.00	.00	18,500.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 8  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 206 - TEACHER EVAL AND PD GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2143	COUNSELING SERVICES	1,000.00	.00	.00	.00	1,000.00	.00
2240	INSTRUCT STAFF DEV	11,500.00	.00	.00	3,703.79	7,796.21	32.21
TOTAL	TEACHER EVAL AND PD GRAN	12,500.00	.00	.00	3,703.79	8,796.21	29.63

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 9  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 207 - ESD

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1122	MIDDLE/JR HIGH EXTRACURR	65,000.00	.00	.00	.00	65,000.00	.00
2240	INSTRUCT STAFF DEV	150,000.00	.00	837.32	27,663.52	121,499.16	19.00
2520	FISCAL SERV	75,000.00	.00	.00	350.00	74,650.00	.47
2660	TECHNOLOGY SVCS	60,000.00	.00	.00	.00	60,000.00	.00
TOTAL	ESD	350,000.00	.00	837.32	28,013.52	321,149.16	8.24

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 10  
EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 208 - PE GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	45,000.00	.00	.00	15,954.30	29,045.70	35.45
2240	INSTRUCT STAFF DEV	.00	.00	.00	4,000.00	-4,000.00	.00
TOTAL	PE GRANT	45,000.00	.00	.00	19,954.30	25,045.70	44.34

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 11  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 209 - EE/CCSS GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	14,300.00	.00	.00	2,019.81	12,280.19	14.12
1131	HIGH SCHOOL PROGRAMS	4,300.00	.00	.00	.00	4,300.00	.00
2240	INSTRUCT STAFF DEV	2,500.00	.00	.00	540.00	1,960.00	21.60
2520	FISCAL SERV	3,900.00	.00	.00	2,834.54	1,065.46	72.68
TOTAL	EE/CCSS GRANT	25,000.00	.00	.00	5,394.35	19,605.65	21.58

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 12  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 210 - SFSF

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	205,050.00	.00	.00	2,081.50	202,968.50	1.02
2558	SPED TRANSPORTATION	25,000.00	.00	.00	.00	25,000.00	.00
2660	TECHNOLOGY SVCS	11,000.00	.00	.00	.00	11,000.00	.00
3300	COMMUNITY SERVICES	128,950.00	.00	.00	14,574.50	114,375.50	11.30
TOTAL	SFSF	370,000.00	.00	.00	16,656.00	353,344.00	4.50

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 13  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 211 - SUPPORT FOR SMALL SCHOOLS

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2240	INSTRUCT STAFF DEV	8,500.00	.00	.00	.00	8,500.00	.00
TOTAL	SUPPORT FOR SMALL SCHOOL	8,500.00	.00	.00	.00	8,500.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 14  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 212 - COLLABORATION GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	72,700.00	.00	1,977.60	21,659.29	49,063.11	32.51
2240	INSTRUCT STAFF DEV	44,300.00	.00	2,587.92	22,057.97	19,654.11	55.63
3300	COMMUNITY SERVICES	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL	COLLABORATION GRANT	125,000.00	.00	4,565.52	43,717.26	76,717.22	38.63

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 15  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 213 - TITLE 1A 2009/10

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
3300	COMMUNITY SERVICES	.00	.00	.00	.00	.00	.00
TOTAL	TITLE 1A 2009/10	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 16  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 214 - FOCUS/SIG GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	615,000.00	.00	795.35	65,444.92	548,759.73	10.77
2240	INSTRUCT STAFF DEV	270,000.00	.00	.00	10,462.12	259,537.88	3.87
2660	TECHNOLOGY SVCS	15,000.00	.00	.00	4,484.00	10,516.00	29.89
TOTAL	FOCUS/SIG GRANT	900,000.00	.00	795.35	80,391.04	818,813.61	9.02

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 17  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 215 - TITLE X HOMELESS

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1280	ALTERNATIVE EDUCATION	.00	.00	.00	.00	.00	.00
TOTAL	TITLE X HOMELESS	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 18  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 216 - DISTRICT IMPROVEMENT PART

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	.00	.00	.00	.00	.00	.00
1299	OTHER PROGRAMS	.00	12,819.85	56,908.31	13,711.98	-70,620.29	.00
3100	FOOD SERVICE	.00	.00	.00	.00	.00	.00
TOTAL	DISTRICT IMPROVEMENT PAR	.00	12,819.85	56,908.31	13,711.98	-70,620.29	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 19  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 217 - 2011-12 TITLE IA

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	.00	.00	.00	.00	.00	.00
3300	COMMUNITY SERVICES	.00	.00	.00	.00	.00	.00
TOTAL	2011-12 TITLE IA	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 20  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 218 - TITLE IA 2012-13

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
3300	COMMUNITY SERVICES	.00	.00	.00	.00	.00	.00
TOTAL	TITLE IA 2012-13	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 21  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 219 - TITLE I 2013-14

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	TITLE I 2013-14	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 22  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 220 - 2014-2015 TITLE I

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	55,000.00	.00	.00	23,994.53	31,005.47	43.63
TOTAL	2014-2015 TITLE I	55,000.00	.00	.00	23,994.53	31,005.47	43.63

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 23  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 221 - 2015-16 TITLE IA

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1272	TITLE I	196,000.00	6,391.00	6,529.75	73,333.71	116,136.54	40.75
2240	INSTRUCT STAFF DEV	.00	1,794.47	14,437.15	19,625.42	-34,062.57	.00
2660	TECHNOLOGY SVCS	.00	.00	.00	.00	.00	.00
3300	COMMUNITY SERVICES	2,500.00	.00	767.85	236.90	1,495.25	40.19
TOTAL	2015-16 TITLE IA	198,500.00	8,185.47	21,734.75	93,196.03	83,569.22	57.90

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 24  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 222 - WISE GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	1,200.00	.00	.00	.00	1,200.00	.00
TOTAL	WISE GRANT	1,200.00	.00	.00	.00	1,200.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 25  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 223 - DRUG & ALCOHOL

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	9,977.00	.00	-9,977.00	.00
TOTAL	DRUG & ALCOHOL	.00	.00	9,977.00	.00	-9,977.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 26  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 224 - ON-LINE

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	ON-LINE	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 27  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 225 - MEDICAID

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2134	NURSING SERVICES	31,500.00	.00	.00	5,000.00	26,500.00	15.87
TOTAL	MEDICAID	31,500.00	.00	.00	5,000.00	26,500.00	15.87

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 28  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 226 - SCIENCE GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	SCIENCE GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 29  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 227 - ECONOMIC DEVELOPMENT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	6,000.00	.00	.00	.00	6,000.00	.00
TOTAL	ECONOMIC DEVELOPMENT	6,000.00	.00	.00	.00	6,000.00	.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 30  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 230 - TITLE IIA

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	22,480.00	.00	.00	.00	22,480.00	.00
2240	INSTRUCT STAFF DEV	40,020.00	.00	.00	6,763.22	33,256.78	16.90
2410	OFFICE PRINCIPAL SERVICE	2,500.00	.00	.00	.00	2,500.00	.00
TOTAL	TITLE IIA	65,000.00	.00	.00	6,763.22	58,236.78	10.40

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 31  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 233 - I.D.E.A. GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1250	LESS RESTRIC STDNT DISAB	243,140.00	2,570.00	140,438.14	108,080.88	-5,379.02	102.21
2190	STUDENT SUPPORT SVCS	4,000.00	.00	.00	.00	4,000.00	.00
2240	INSTRUCT STAFF DEV	7,645.00	.00	1,091.93	3,004.36	3,548.71	53.58
TOTAL	I.D.E.A. GRANT	254,785.00	2,570.00	141,530.07	111,085.24	2,169.69	99.15

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 32  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 234 - IDEA BEHAVIOR CLASS

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1250	LESS RESTRIC STDNT DISAB	38,000.00	111.20	620.00	6,673.34	30,706.66	19.19
2240	INSTRUCT STAFF DEV	2,000.00	.00	1,075.06	1,372.38	-447.44	122.37
TOTAL	IDEA BEHAVIOR CLASS	40,000.00	111.20	1,695.06	8,045.72	30,259.22	24.35

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 33  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 235 - 21ST CENTURY GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	.00	.00	.00	571.30	-571.30	.00
2120	GUIDANCE SERVICES	.00	.00	.00	.00	.00	.00
2220	EDUCATIONAL MEDIA SERV	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
2552	TRANSPORTATION	.00	.00	.00	.00	.00	.00
2620	PLAN/RESEARCH/DEV/EVAL	.00	.00	.00	.00	.00	.00
3300	COMMUNITY SERVICES	.00	.00	.00	.00	.00	.00
3390	PARENT/FAMILY INVOLVEMEN	.00	.00	.00	.00	.00	.00
TOTAL	21ST CENTURY GRANT	.00	.00	.00	571.30	-571.30	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 34  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 236 - CLASS PROJECT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	1,250.00	.00	.00	.00	1,250.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	CLASS PROJECT	1,250.00	.00	.00	.00	1,250.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 35  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 237 - STEM GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	STEM GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 36  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 250 - LEVEL VII

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	LEVEL VII	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 37  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 251 - STARS GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	STARS GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 38  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 254 - EARLY LITERACY GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1299	OTHER PROGRAMS	16,600.00	.00	.00	5,291.28	11,308.72	31.88
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	EARLY LITERACY GRANT	16,600.00	.00	.00	5,291.28	11,308.72	31.88

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 39  
 EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 255 - PACE GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2542	OPER/MAINT OF PLANT SRVS	60,000.00	.00	.00	4,131.06	55,868.94	6.89
TOTAL	PACE GRANT	60,000.00	.00	.00	4,131.06	55,868.94	6.89

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 40  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 256 - SUMMER WF

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	SUMMER WF	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 41  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 267 - SPIRIT MT. GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1111	PRIMARY K-3	.00	.00	.00	.00	.00	.00
1112	INTERMEDIATE PGRMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR HIGH PROGRAMS	.00	.00	.00	.00	.00	.00
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
1280	ALTERNATIVE EDUCATION	.00	.00	.00	.00	.00	.00
1292	TEEN PARENT PRGMS	.00	.00	.00	.00	.00	.00
1295	CHARTER SCHOOL PAYMENT	.00	.00	.00	.00	.00	.00
2213	CURRICULUM DEVELOPMENT	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
2660	TECHNOLOGY SVCS	.00	.00	.00	.00	.00	.00
TOTAL	SPIRIT MT. GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 42  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 270 - FRUIT & VEGETABLE PROGRAM

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
3100	FOOD SERVICE	54,080.00	.00	21,562.93	16,056.60	16,460.47	69.56
TOTAL	FRUIT & VEGETABLE PROGRA	54,080.00	.00	21,562.93	16,056.60	16,460.47	69.56

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 43  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 271 - FOOD SERVICE

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
3100	FOOD SERVICE	475,910.00	17,137.44	154,654.26	189,415.29	131,840.45	72.30
5200	TRANSFER OF FUNDS	.00	.00	.00	.00	.00	.00
TOTAL	FOOD SERVICE	475,910.00	17,137.44	154,654.26	189,415.29	131,840.45	72.30

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 44  
EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 272 - SUMMER FOOD

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
3100	FOOD SERVICE	24,290.00	.00	4,742.58	14,817.92	4,729.50	80.53
TOTAL	SUMMER FOOD	24,290.00	.00	4,742.58	14,817.92	4,729.50	80.53

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 45  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 273 - SUPPER PROGRAM

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
3100	FOOD SERVICE	21,000.00	.00	.00	.00	21,000.00	.00
TOTAL	SUPPER PROGRAM	21,000.00	.00	.00	.00	21,000.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 46  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 274 - CHAPMAN STU BODY FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1122	MIDDLE/JR HIGH EXTRACURR	68,000.00	.00	.00	.00	68,000.00	.00
2222	ED MEDIA SERVICE	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CHAPMAN STU BODY FUND	118,000.00	.00	.00	.00	118,000.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 47  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 275 - HIGH S STU BODY FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1132	HIGH SCHOOL EXTRACURRICU	95,000.00	.00	.00	.00	95,000.00	.00
2222	ED MEDIA SERVICE	24,000.00	.00	.00	.00	24,000.00	.00
TOTAL	HIGH S STU BODY FUND	119,000.00	.00	.00	.00	119,000.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 48  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 276 - HOPE HOUSE & TITAN ACA

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1132	HIGH SCHOOL EXTRACURRICU	15,800.00	.00	.00	.00	15,800.00	.00
TOTAL	HOPE HOUSE & TITAN ACA	15,800.00	.00	.00	.00	15,800.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 49  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 281 - PERS

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2660	TECHNOLOGY SVCS	121,000.00	.00	.00	.00	121,000.00	.00
2700	SUPPLEMENTAL RETIREMENT	463,000.00	.00	.00	.00	463,000.00	.00
TOTAL	PERS	584,000.00	.00	.00	.00	584,000.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 50  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 282 - FORD FAMILY GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1112	INTERMEDIATE PGRMS	.00	.00	.00	.00	.00	.00
1121	MIDDLE/JR HIGH PROGRAMS	.00	.00	.00	.00	.00	.00
TOTAL	FORD FAMILY GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 51  
EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 283 - ASPIRE PARTNERSHIP GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	1,500.00	.00	.00	1,276.30	223.70	85.09
TOTAL	ASPIRE PARTNERSHIP GRANT	1,500.00	.00	.00	1,276.30	223.70	85.09

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 52  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 284 - SB622 CARRYOVER

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2660	TECHNOLOGY SVCS	.00	.00	.00	.00	.00	.00
TOTAL	SB622 CARRYOVER	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 53  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 289 - TOBACCO GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
TOTAL	TOBACCO GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 54  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 291 - SYSTEM PERFORMANCE

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1250	LESS RESTRIC STDNT DISAB	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	SYSTEM PERFORMANCE	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 55  
EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 292 - FACILITY GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2527		.00	.00	.00	.00	.00	.00
2542	OPER/MAINT OF PLANT SRVS	4,750.00	.00	.00	2,201.00	2,549.00	46.34
TOTAL	FACILITY GRANT	4,750.00	.00	.00	2,201.00	2,549.00	46.34

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 56  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 296 - LOTTERY

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
TOTAL	LOTTERY	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 57  
EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 297 - EC BROWN GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1280	ALTERNATIVE EDUCATION	.00	.00	.00	.00	.00	.00
TOTAL	EC BROWN GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
DATE: 02/04/2016  
TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 58  
EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
ACCOUNTING PERIOD: 8/16

FUND - 299 - TNT GRANT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
1131	HIGH SCHOOL PROGRAMS	.00	.00	.00	.00	.00	.00
2240	INSTRUCT STAFF DEV	.00	.00	.00	.00	.00	.00
TOTAL	TNT GRANT	.00	.00	.00	.00	.00	.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 59  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 300 - NEW BOND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
5110	LONG TERM DEBT SERVICE	300,000.00	.00	250,575.00	35,575.00	13,850.00	95.38
5400	PAYMENT TO PERS	.00	.00	.00	.00	.00	.00
7000	UNAPP END FUND BALANCE	.00	.00	.00	.00	.00	.00
TOTAL	NEW BOND	300,000.00	.00	250,575.00	35,575.00	13,850.00	95.38

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 60  
 EXPSTA11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 301 - DEBT SERVICE FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5110	LONG TERM DEBT SERVICE	1,302,500.00	.00	548,893.75	58,893.75	694,712.50	46.66
TOTAL	DEBT SERVICE FUND	1,302,500.00	.00	548,893.75	58,893.75	694,712.50	46.66

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 61  
 EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 302 - DEBT SERVICE HS PROJECT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5110	LONG TERM DEBT SERVICE	66,000.00	.00	.00	62,034.22	3,965.78	93.99
5200	TRANSFER OF FUNDS	65,000.00	.00	.00	.00	65,000.00	.00
TOTAL	DEBT SERVICE HS PROJECT	131,000.00	.00	.00	62,034.22	68,965.78	47.35

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 62  
 EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 401 - CAPITAL PROJECTS HS GYM

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	.00	.00	.00	.00	.00	.00
2542	OPER/MAINT OF PLANT SRVS	5,000.00	.00	.00	2,700.00	2,300.00	54.00
2544	MAINTANANCE	.00	.00	.00	.00	.00	.00
TOTAL	CAPITAL PROJECTS HS GYM	5,000.00	.00	.00	2,700.00	2,300.00	54.00

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 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 63  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 403 - CAPITAL PROJECTS

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2542	OPER/MAINT OF PLANT SRVS	251,000.00	1,286.22	15,167.49	50,017.59	185,814.92	25.97
3100	FOOD SERVICE	.00	.00	.00	.00	.00	.00
4120	SITE ACQUISITION & DEV	.00	.00	.00	.00	.00	.00
5200	TRANSFER OF FUNDS	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	CAPITAL PROJECTS	301,000.00	1,286.22	15,167.49	50,017.59	235,814.92	21.66

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 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 64  
 EXPST11

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 404 - BUILDING FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	120,000.00	.00	.00	.00	120,000.00	.00
2543	GROUNDS	1,000.00	.00	.00	.00	1,000.00	.00
4150	BLDG ACQUISITION/CONTSR	.00	.00	.00	.00	.00	.00
TOTAL	BUILDING FUND	121,000.00	.00	.00	.00	121,000.00	.00

SUNGARD PENTAMATION INC  
 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 65  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 405 - CAPITAL PROJECT

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
4150	BLDG ACQUISITION/CONTSR	5,000.00	.00	173.04	26.96	4,800.00	4.00
4190	OTHER FACILITIES CONSTR	1,997,500.00	3,131.60	29,700.71	1,862,943.34	104,855.95	94.75
TOTAL	CAPITAL PROJECT	2,002,500.00	3,131.60	29,873.75	1,862,970.30	109,655.95	94.52

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 DATE: 02/04/2016  
 TIME: 16:54:34

SHERIDAN SCHOOL DISTRICT  
 SUMMARY EXPENDITURE STATUS REPORT

PAGE NUMBER: 66  
 EXPSTAll

SELECTION CRITERIA: orgn.fund between '100' and '600'  
 ACCOUNTING PERIOD: 8/16

FUND - 600 - UNEMPLOYEMENT FUND

FUNCTION	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
2520	FISCAL SERV	175,500.00	.00	.00	1,415.96	174,084.04	.81
5200	TRANSFER OF FUNDS	50,000.00	.00	.00	.00	50,000.00	.00
TOTAL	UNEMPLOYEMENT FUND	225,500.00	.00	.00	1,415.96	224,084.04	.63
TOTAL REPORT		19,866,040.00	63,797.01	2,638,348.29	7,140,045.15	10,087,646.56	49.22

# Sheridan School District Enrollment

# Monthly Enrollment FCS

FCS	2013/14	2014/15	2015/16
Sept	636	600	568
Oct	640	600	570
Nov	641	600	568
Dec	637	589	577
Jan	640	587	573
Feb	634	588	570
Mar	625	588	
Apr	627	583	
May	618	584	

# Monthly Enrollment SHS

SHS & SA	2013/14	2014/15	2015/16
Sept	255	275	276
Oct	279	275	272
Nov	269	280	274
Dec	272	275	271
Jan	277	274	261
Feb	266	266	255
Mar	261	268	
Apr	260	262	
May	262	261	



Thank You

# Mini Observation Report

## December 2015

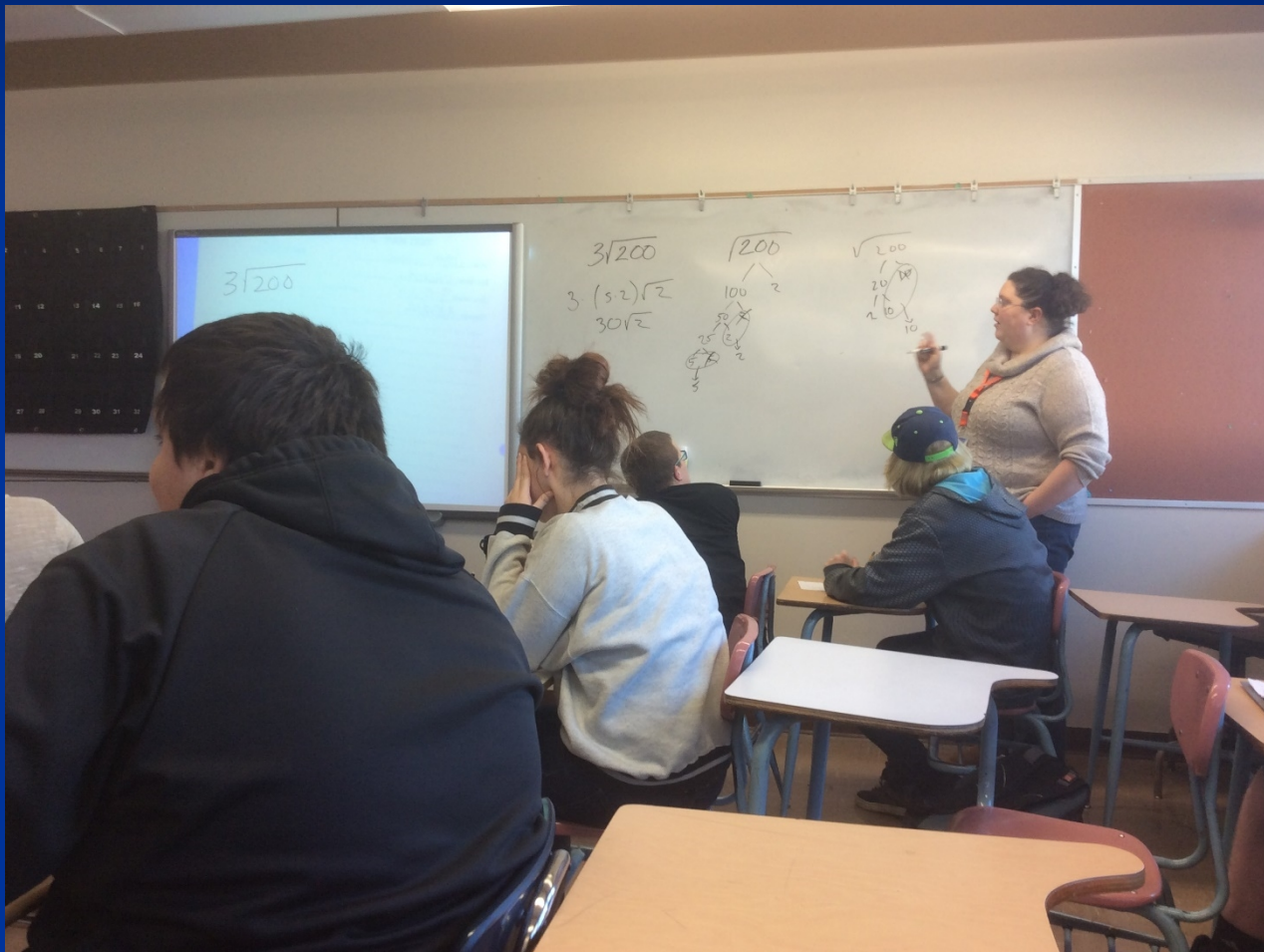
Administrators – 46 Mini-Observations

Superintendent – 24 Hours is Schools

# What We are Looking For

- Active Student Engagement
- Teaching Bell to Bell
- Student Academic Talk
- Hi Level Questioning
  - Analyze
  - Compare/Contrast
  - Create

# High School Math

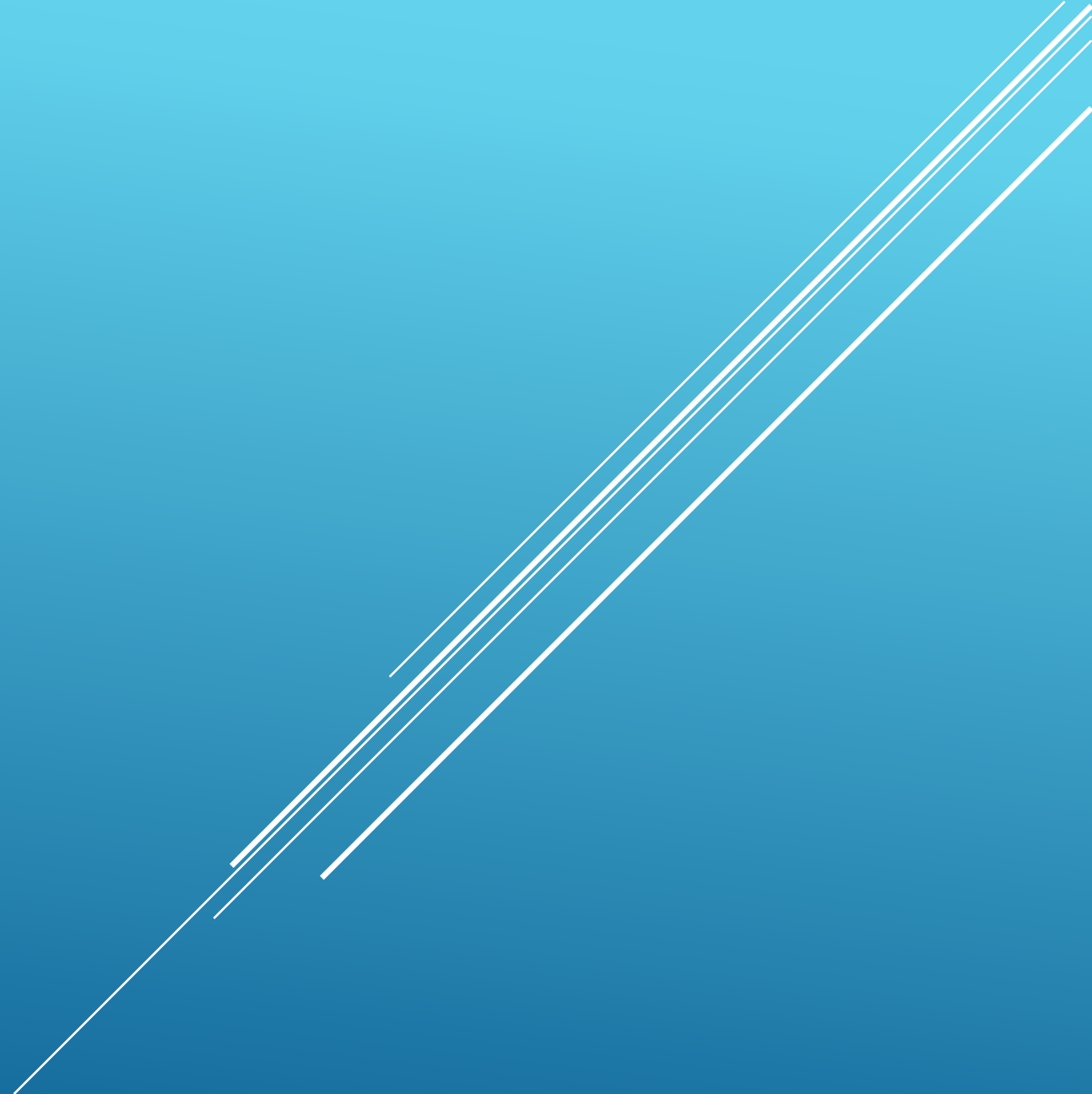


# Computer Coding



# ESSA UPDATE

Every Student Succeeds Act (ESSA)

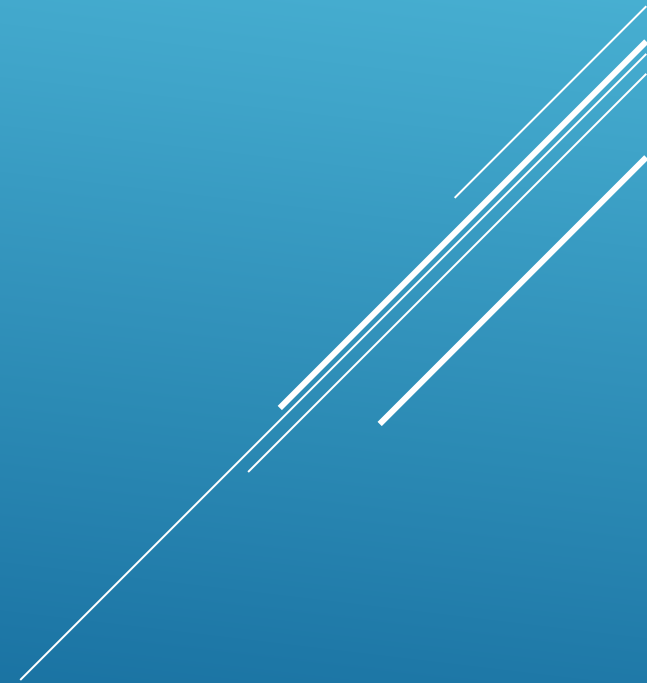


- ▶ Oregon is Moving Forward Slowly
- ▶ Feds are Starting Rule Making Process
- ▶ Consensus – Good for Districts and State

ESSA UPDATE



Thank You



# LEGISLATIVE UPDATE

February 2016



- ▶ Minimum Wage
- ▶ Open Enrollment
- ▶ School Absenteeism
- ▶ 5<sup>th</sup> Year Programs

HOW SSD IS IMPACTED



# Thank You

LEGISLATIVE UPDATE



# DISTRICT IMPROVEMENT PARTNERSHIP

Sheridan School District 2015-16

A series of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, located on the right side of the slide.

- ▶ Focus Area 1 – Educator Effectiveness
- ▶ Focus Area 2 – District and School Structure and Culture
- ▶ Focus Area 3 – Teaching and Learning

DISTRICT IMPROVEMENT PARTNERSHIP

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## Focus Area 1 – Educator Effectiveness

- ▶ Goal – By the end of the 2016-17 school year 100% of staff will believe that all of our students can achieve at high levels and will support that achievement through active engagement as measured by staff surveys and classroom observations.
- ▶ Steps to Achieve Goal
  - ▶ Provide staff with training (Classified and Certified)
  - ▶ Challenge negative talk
  - ▶ Train instructional coach and admin in effective support
  - ▶ Hold high expectations of students and staff

DISTRICT IMPROVEMENT PARTNERSHIP

## Focus Area 2 – District and School Structure and Culture

- ▶ Goal – By the end of the 2016-17 school year all schools will fully implement common expectations for student and staff behavior using the PBIS process and establishing school norms and reinforcing norms through a comprehensive program including a relevant reward system as measured by number of discipline incidents, reward incidents and school observations
- ▶ Steps to Achieve Goal
  - ▶ Getting 100% of Staff on Board and Committed
  - ▶ Set high expectations for students and staff
  - ▶ Create CTE – Programs of Study

DISTRICT IMPROVEMENT PARTNERSHIP

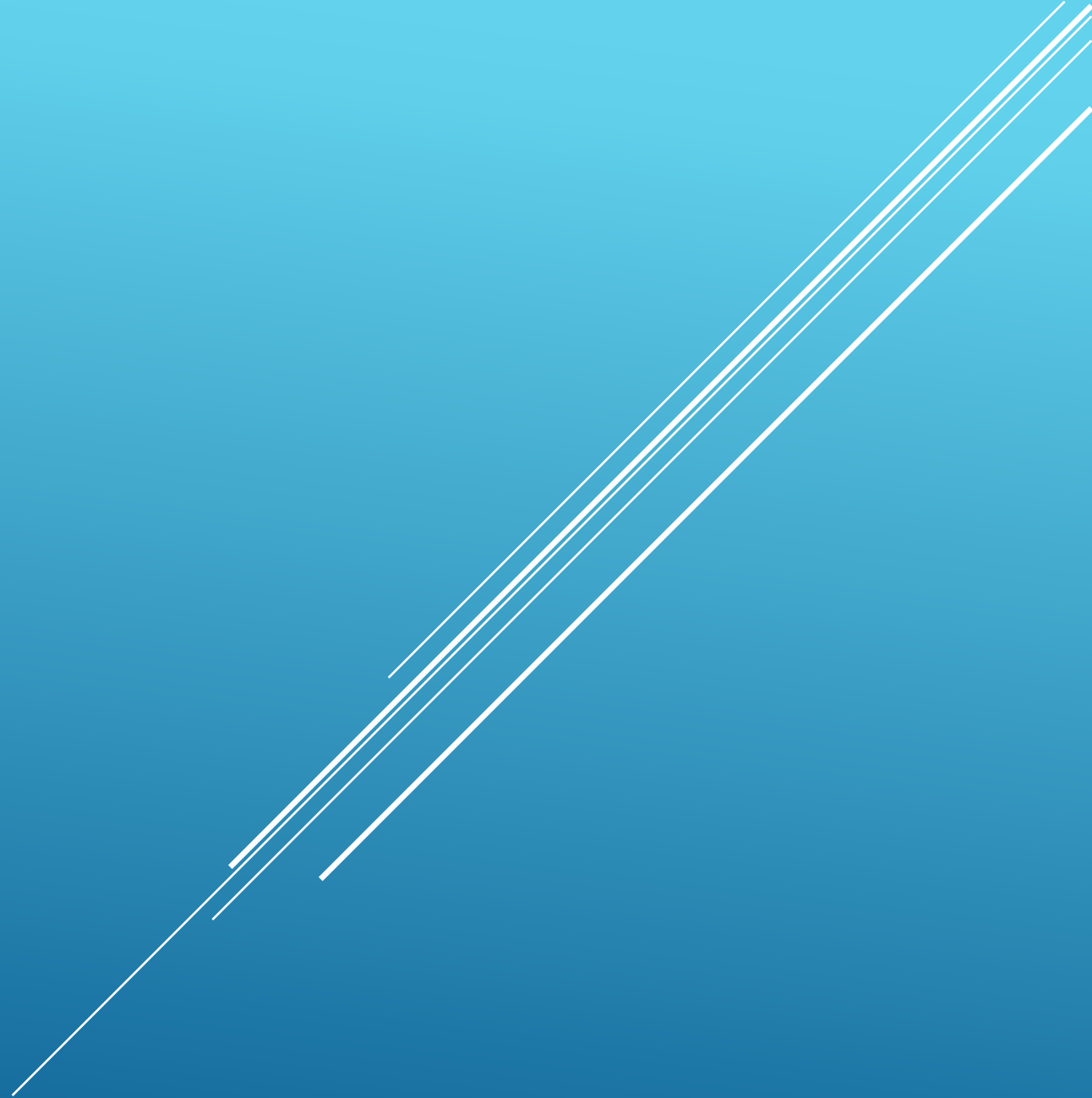


## Focus Area 3 – Teaching and Learning

- ▶ Goal – By the end of the 2016-17 school year the district will provide effective support to 100% of our students by assessing students academic strengths and weaknesses as well as areas of student interest as measured by universal screeners, progress monitoring and student surveys.
- ▶ Steps to Achieve Goal
  - ▶ Hire Instructional Coach
  - ▶ Train Staff in Delivering Interventions (Classified and Certified)
  - ▶ Ensure that we Teach with Fidelity

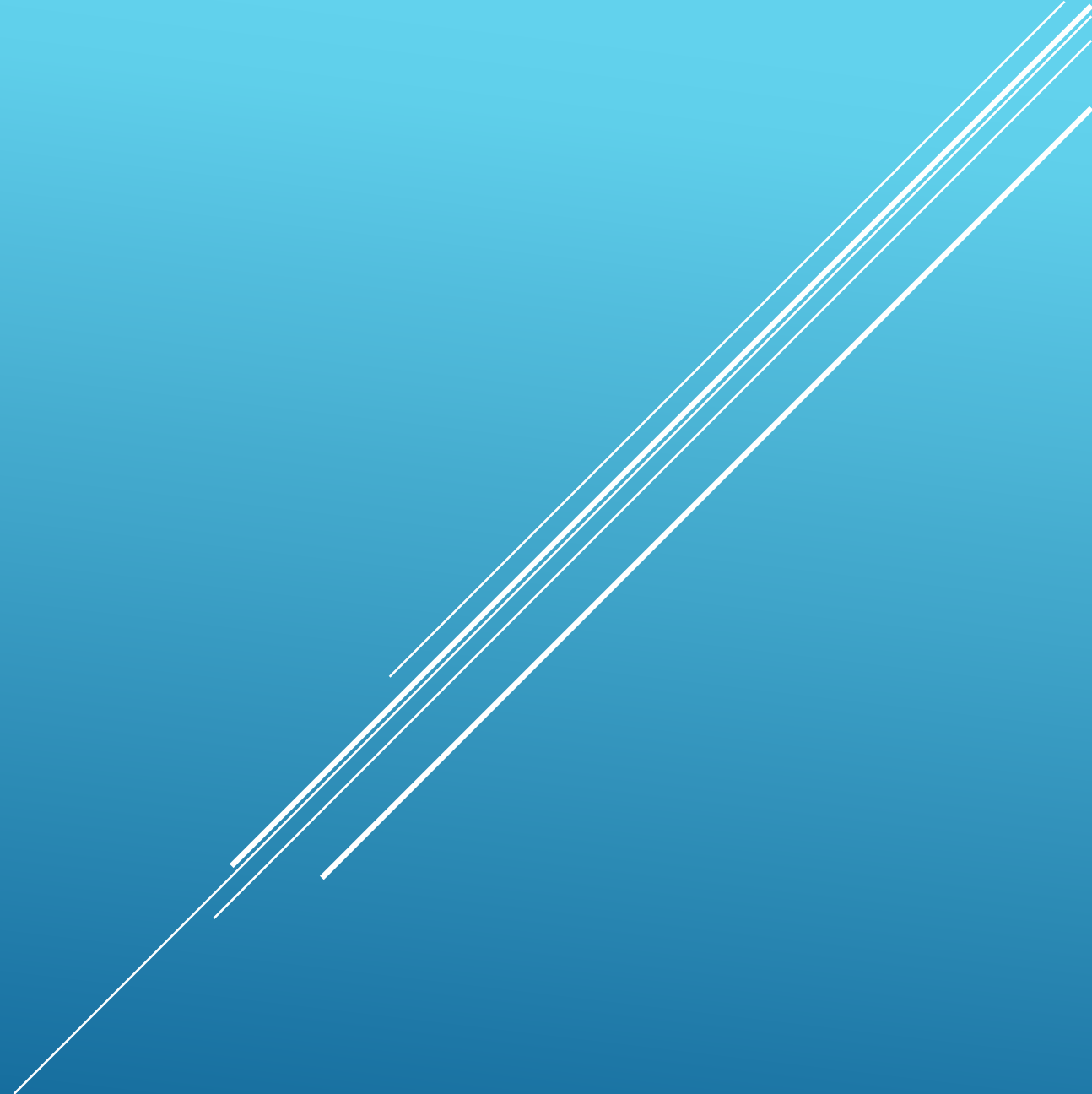
DISTRICT IMPROVEMENT PARTNERSHIP

THE END



# BUDGET PROCESS

Sheridan School District



## Previous Years

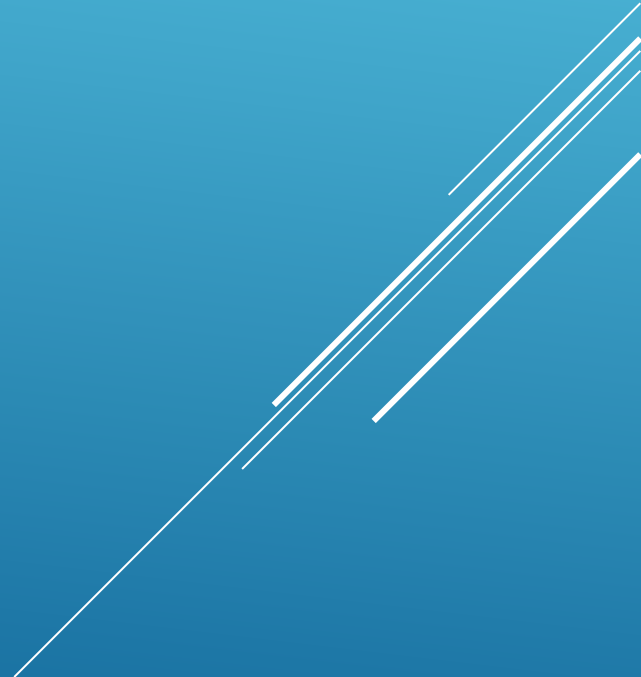
- ▶ March – State Releases Funding Estimate
- ▶ March – Administrators Develop Budget
- ▶ April - Notices Released
- ▶ May – Budget Committee Meets
- ▶ June – Board Adopts Budget

# BUDGET PROCESS

- ▶ This year
- ▶ March – State Releases Funding Estimate
- ▶ March – Administrators Develop Budget
- ▶ April – Administrators Meet with Small Groups of Budget Committee Members
- ▶ April - Notices Released
- ▶ May – Budget Committee Meets
- ▶ June – Board Adopts Budget

## BUDGET PROCESS

THANK YOU



# POLICY COMMITTEE

Sheridan School District



- ▶ Many Policy Changes Coming
- ▶ Need two volunteers

POLICY COMMITTEE

THANK YOU



# DROP OUT PREVENTION PROJECT

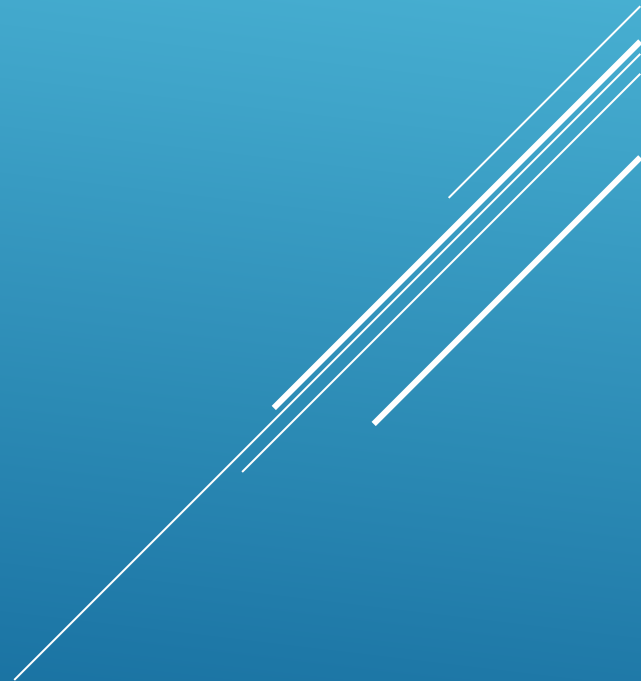
Sheridan School District



- ▶ Brenda Morton, Associate Professor, George Fox University
- ▶ Interview approximately 10 students (will pay them for participation)
- ▶ Goal – Learn Barriers to Success
- ▶ Outcome – Help Sheridan School District Design Solutions

# DROPOUT PREVENTION

THANK YOU



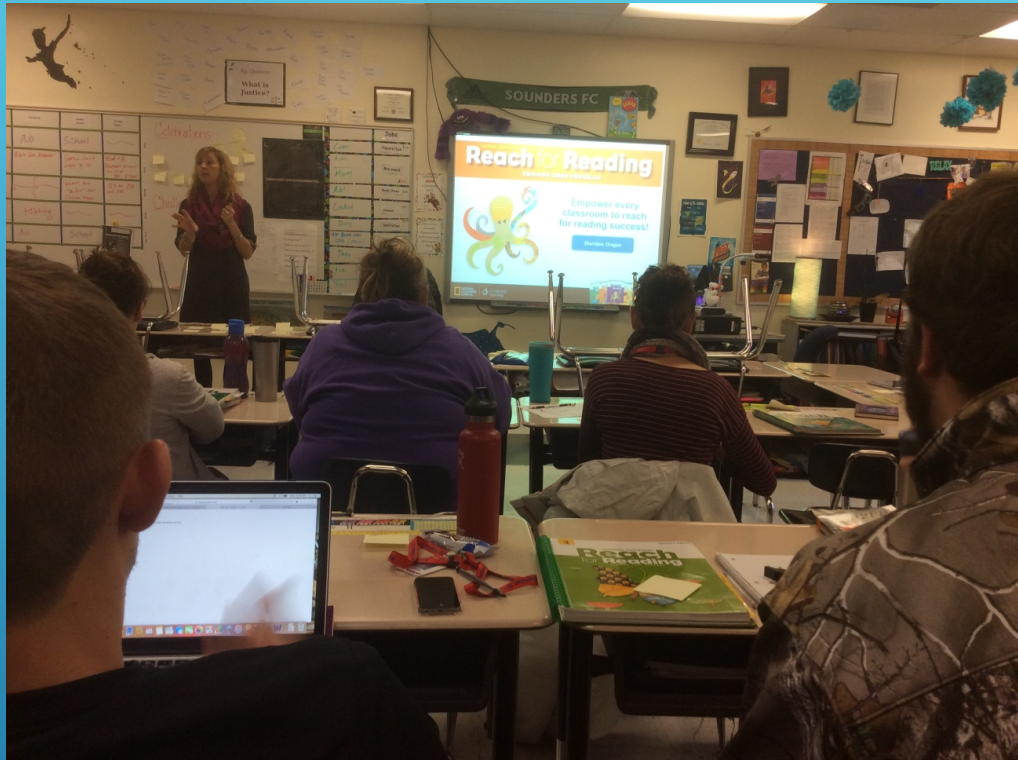
# PROFESSIONAL DEVELOPMENT

January 25, 2016

- ▶ K-5 Reach for Reading
- ▶ 6-8 PBIS

FAULCONER-CHAPMAN AM

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REACH FOR READING

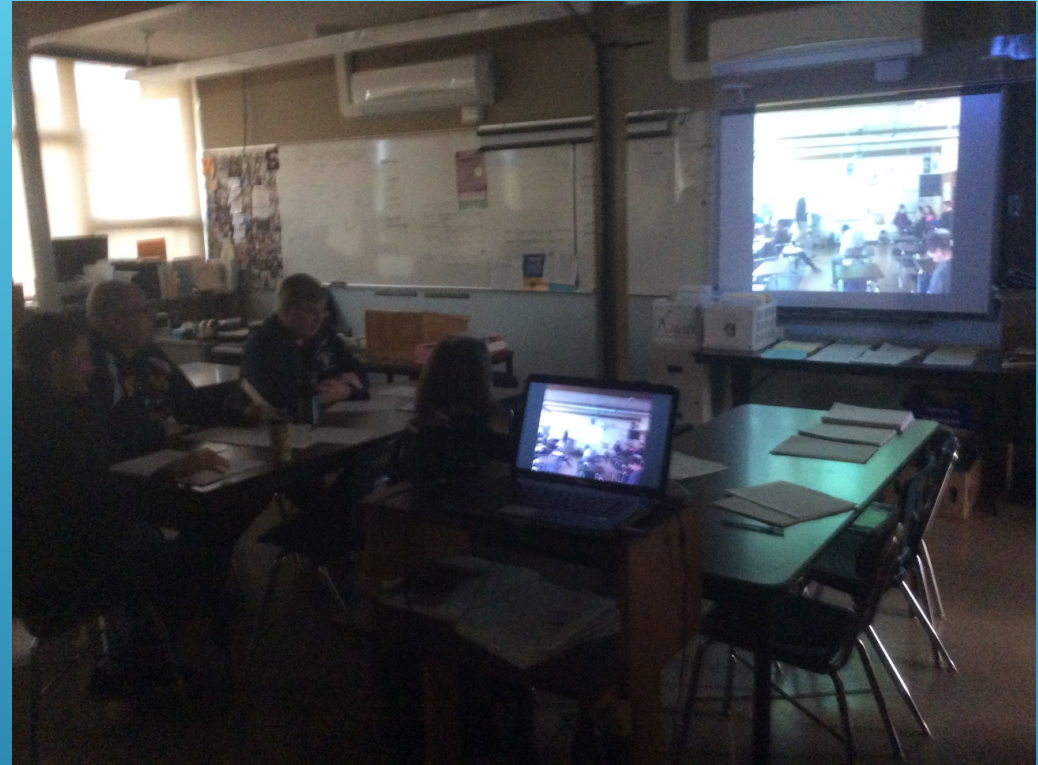


PBIS

▶ Teacher Videos

SHS AM

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# TEACHER VIDEOS

K-5 Grouping Students for Literacy Interventions

6-8 AVID

FAULCONER-CHAPMAN PM

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# GROUPING STUDENTS



6-8 AVID



▶ Student Led Videos of Correct Behavior

SHS PBIS





# STUDENT LED VIDEOS



## **Special Procurements and Exemptions from Competitive Bidding**

### **SPECIAL PROCUREMENTS**

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

#### **1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source**

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
- c. The district may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantages to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
  - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
  - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;
  - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

- (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
  - (b) Specification of the brand name, mark or product would result in cost savings to the district; or
  - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
  - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:
  - (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
  - (2) Description of the product or service to be purchased; and
  - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
    - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
    - (c) That the goods or services are for use in a pilot or an experimental project; or
    - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection c. above documenting the procurement file with the following information:
  - (1) If the total purchase is over \$510,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file;
  - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition.
- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

## **Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)**

The district shall submit a written request to the local contract review board that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

- a. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district which could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).
- b. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
- c. This rule requires the districts to make a good faith effort to determine that no other sources are available for the specified products.
- d. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
- e. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.
- f. When the local review board approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

## **2. Advertising Contracts, Purchase of**

- g. The district may purchase advertising in any media, regardless of dollar amount, without competitive bidding.
- h. The Board acting as the LCRB of the district must use competitive methods where ever whenever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.
- i. If the anticipated purchase exceeds \$510,000 and a competitive method is used, the district must post notice on the Oregon Procurement Information Network (ORPIN).

## **Findings of Fact**

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

- a. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
- b. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
- c. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
- d. Advertisements may be placed to satisfy legal notice or Board policy requirements;
- e. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;

- f. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities;
- g. It is unknown whether contracts for advertisements placed with radio, television or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

### **Conclusion of Compliance with Law**

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

### **3. Advertising Contracts, Sale of**

The district may sell advertising for district publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

#### **Findings of Fact**

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any district which publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

#### **Conclusion of Compliance with Law**

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

### **4. Equipment Repair and Overhaul**

- a. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

- (1) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
  - (2) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
  - (3) The purchase is made within the limits and pursuant to the methods in subsection b. of this rule.
- b. The following limitations apply to this rule:
- (1) If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
  - (2) If the school or department official thinks the contract may exceed \$150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by an special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

### **Findings of Fact**

- a. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible replacement equipment rental fees, staff time and other inconveniences or liabilities to its programs.
- b. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
- c. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the district will seek formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul.

The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085 because the district incurs direct and indirect costs from the

moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment. The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

## **5. Copyrighted Materials**

The district may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or their designated distributor.

### **Findings of Fact**

- a. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
- b. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted materials that the district purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the district will purchase for use in its educational programs.

The district purchases its textbooks/instructional materials through the Northwest Textbook Depository. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs.

The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district a savings that would be jeopardized if the district was to act as an individual purchaser.

### **Conclusion of Compliance with Law**

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

## 6. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
  - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
  - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

### Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection b., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

### **Conclusion of Compliance with Law**

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

## **7. Requirements Contracts (Blanket Purchase Orders, Price Agreements)**

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among school and departments and reducing lead time for ordering.
- b. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- c. Once a requirements contract is established, school and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- d. School and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- e. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contract entered into by another Oregon public agency when:

- (1) The original contract met the requirements of public contracting code; and
  - (2) The original contract allows other public agency usage of the contract; and
  - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- f. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

### **Findings of Fact**

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among school and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
- f. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

## **8. Used Personal Property or Equipment, Purchase**

- a. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. "Used personal property or equipment" is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as "used" at the time of district purchase. Used personal property or equipment generally does not include property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement.
- b. For purchases of used personal property or equipment costing less than or equal to \$150,000, the district shall, where feasible, obtain three competitive quotes unless the district has

- determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.
- c. For purchases of used personal property or equipment totaling \$150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

### **Findings of Fact**

- a. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district's needs and is cost effective. Considerations include type, quality, quantity and estimated useful life of the used item.
- b. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.
- c. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.
- d. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
- e. The district maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little competition available. Sources for used items of the type, quality and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

## **9. Information Technology Contracts**

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

- a. If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

- b. If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the Attorney General's Model Public Contract Rules and LCRB. The district shall document the evaluation and award process, which will be part of the public record justifying the award;
- c. If the amount of the contract is estimated to exceed \$150,000, the district shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

### **Findings of Fact**

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.
- b. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
- c. There is generally sufficient competition among vendors of information technology hardware and software for district business.
- d. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
- e. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure it.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

## **10. Telecommunications Systems - Hardware and Software Contracts**

- a. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
  - (1) If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
  - (2) If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the Attorney General's Model Public Contract Rules and LCRB. The

district shall document the evaluation and award process, which will be part of the public record justifying the award.

- b. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
  - (1) State the contractual requirements in the solicitation document;
  - (2) State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency and expansion potential;
  - (3) State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition; and
  - ~~(4) Be advertised in accordance with applicable provisions of the public contracting code.~~

### **Findings of Fact**

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.
- b. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.
- c. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.
- d. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over \$ 10,000 but less than or equal to \$150,000.
- e. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the Attorney General's Model Public Contract Rules and LCRB.
- f. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to make the purchase.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

## 11. Telecommunications Services

- a. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

- b. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:
  - (1) The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Yamhill County;
  - (2) The extent to which alternative services offered are comparable or substitutable in technology, service provided and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber optic technology, then copper, microwave or satellite transmission technology may not be comparable or substitutable;
  - (3) The extent to which alternative providers can respond to the district's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting district liability. For example, to be considered as the district's long-distance service provider, any long-distance service vendor must be able to meet, support and interface with the district's centralized automated billing requirements. The district must document for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information either through informal telephone or written contacts or through a formal solicitation such as an RFP.
- c. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements.

### Findings of Fact

- a. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.
- b. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.
- c. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

- d. If a purchase of service is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the Attorney General's Model Public Contract Rules and LCRB.
- e. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure needed services from the sole source.

### **Conclusion of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need, issue a written solicitation document and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

## **12. Hazardous Material Removal; Oil Cleanup**

- a. The district may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:
  - (1) To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
  - (2) Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
  - (3) Record the measures taken under a.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.
- b. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal

competitive bidding procedures as described in Board policy with this administrative regulation.

### **Findings of Fact**

- a. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
- b. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
- c. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the district is slow to act.

### **Conclusions of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situation, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive and responsible bidder.

### **13. Renegotiation of Existing Contracts with Incumbent Contractors**

- a. The district may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this special procurement procedure.
- c. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
- d. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

## **Findings of Fact**

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

- (1) Price;
- (2) Term;
- (3) Delivery and shipping;
- (4) Order size;
- (5) Substitution;
- (6) Warranties;
- (7) On-line ordering systems;
- (8) Price adjustments;
- (9) Produce availability;
- (10) Product quality; or
- (11) Reporting requirements;
- (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

## **Conclusion of Compliance with Law**

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it need to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

## **EXEMPTIONS FROM COMPETITIVE BIDDING**

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49.

The Board, acting as the Local Contract Review Board (LCRB) for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345, and determined that awarding a contract

under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.355.

## 1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this exemption.
- c. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections d. and e. of this rule.
- d. The district may specify a particular brand name, make or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
  - (1) A brief description of the solicitation(s) to be covered, including contemplated future purchases;
  - (2) Description of the brand name, mark or product to be specified; and
  - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
    - (a) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
    - (b) Specification of the brand name, mark or product would result in substantial cost savings to the district; or
    - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
    - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
  - (4) The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
- e. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district’s findings of current market research to support the determination that the product is available from only one seller or source. The district’s findings shall include:
  - (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
  - (2) Description of the product or service to be purchased; and
  - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
    - (a) That the efficient utilization of existing equipment, supplies or services requires the acquisition of compatible equipment, supplies or services; or
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available for only one source; or
    - (c) That the goods or services are for use in a pilot or an experimental project; or

- (d) Other findings that support the conclusion that the goods or services are available from only one source.
- (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- f. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
  - (1) If the total purchase is over \$510,000 but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file; or
  - (2) If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
- g. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

### **Findings of Fact/Conclusion of Compliance with Law**

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings or other substantial benefits to the district by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

## **2. Product Prequalification**

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
  - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or

- instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
- (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. The district has determined that special expertise required, generally, does not apply to this rule.
  - c. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

### **Findings of Fact**

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.

- e. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

### **Conclusion of Compliance with Law**

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

### **3. Requirements Contracts (Blanket Purchase Orders, Price)**

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.
- b. The district has determined that value engineering, specialized expertise required and technical complexity, generally, do not apply to this rule.
- c. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- d. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- e. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- f. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contract entered into by another Oregon public agency when:
  - (1) The original contract met the requirements of the public contracting code; and
  - (2) The original contract allows other public agency usage of the contract; and
  - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- g. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

## **Findings of Fact**

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

## **Conclusion of Compliance with Law**

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings and other substantial benefits to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

### **5. Waiver of Bid Security Requirements (Public Improvement Contracts under \$100,000)**

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the district may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the district.

## **Findings of Fact/Conclusion of Compliance with Law**

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

### **6. Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)**

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279.380 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279.380 are waived for public improvement

contracts less than \$100,000, the district may impose a performance/payment security requirement for projects less than \$100,000 when deemed to be in the best interest of the district.

### **Findings of Fact/Conclusion of Compliance with Law**

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

#### **7. Projects with Complex Systems or Components**

- a. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
- b. Definitions. For purposes of this exemption only: “Complex Systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de minimus, but not necessarily the majority of the project as determined by cost.

### **Finding of Fact/Conclusion of Compliance with the Law**

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP’s are to be used if authorized by the LCRB. This criteria, ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption is not intended to be used for CM/GC projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

## Emergency Drills and Instruction

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal tsunami hazard zone and safety threats.

Instruction on fires, earthquakes and safety threats and drills for students, shall be conducted for at least 30 minutes each school month. ~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. At least two drills on earthquakes and two drills on safety threats shall be conducted each year.~~

### Fire Emergencies

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### Earthquake and Tsunami Emergencies

At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include methods of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake, when appropriate, or after a tsunami warning to protect students against inundation by tsunamis.<sup>1</sup>

### Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include appropriate actions to take when there is a threat to safety, such as procedures related to lockdown procedures or, lockout, shelter in place and evacuation and other procedures appropriate actions to take when there is a to the safety threat.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

<sup>1</sup>This is required language for districts in a coastal tsunami hazard zone.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-1420](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).

**Cross Reference(s):**

GBE - Staff Health and Safety

Corrected 2/03/16

# Sheridan School District 48J

Code: **EBC/EBCA**  
Adopted: 2/01/94  
Readopted: 3/21/12  
Orig. Code(s): EBC/EBCA

## **Emergency Procedures and Disaster Plans**

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's emergency procedures plan will meet the standards of the State Board of Education.

Copies of the emergency procedures plan will be available in every school office and other unit offices.

Parents will be informed of the district's plan for the care of students during an emergency situation.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

In the case of long term disruption to district operations as a result of a pandemic flu, declared public health emergency or other catastrophe, the district emergency plan shall at a minimum include the following:

1. Who is in charge of the district plan;
2. What steps the district will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the district;
6. Communication plan for staff, students, parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic flu or other catastrophe;
10. Employee pay and benefit plan and procedures;

11. Facility utilization by other agencies procedures;
12. Business operations plan for offsite operation or alternative measures.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)  
[ORS 332.107](#)  
[ORS 433.260](#)

[ORS 433.441](#)  
[OAR 437-002-0161](#)

[OAR 581-022-0705](#)  
[OAR 581-022-1420](#)

**Cross Reference(s):**

EEAC - School Bus Safety Program  
GBE - Staff Health and Safety  
JHCC - Communicable Diseases

Corrected 2/03/16

## **Local Wellness Program**

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff (including but not limited to, physical education and school health professionals) and establishing liaisons with nutrition service providers, as appropriate.

The input of staff, students, parents, the public, representatives of the school food authority and public health professionals will be encouraged. The superintendent or designee will develop administrative regulations as necessary to implement the goals of this policy throughout the district.

### **Nutrition Promotion and Nutrition Education**

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, prekindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

### **Nutrition Guidelines**

It is the intent of the Board that district schools take a proactive effort to encourage students to make nutritious food choices. All food and beverage items sold to students in a K-12 public school as part of the regular or extended school day shall meet the minimum state and federal standards. Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events or events for which parents and other adults are a significant part of an audience; or
2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band or choir concert.

Although the Board believes that the district's nutrition and food services operation should be financially self-supporting, it recognizes that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the district's NSLP and SBP shall be nonprofit.

The superintendent is directed to develop administrative regulations to implement this policy that address all food and beverage items sold and/or served to students in district schools, including provisions for staff development, family and community involvement and program evaluation. These food and beverage items include competitive foods, snacks and beverages sold from vending machines and school stores, and similar food and beverage items from fund-raising activities and refreshments that are made available at school parties, celebrations and meetings.

### **Physical Activity**

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity.

Physical activity should be included in a school's daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education as well as co-curricular activities, and recess. The district will develop and assess student performance standards in order to meet the Oregon Department of Education's physical education content standards.

### **Reimbursable School Meals**

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. The superintendent will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0).

### **School Employee Wellness**

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

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

## **Other School-Based Activities**

The district will promote district and community based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

## **Evaluation of the Local Wellness Policy**

The Board will involve staff (including but not limited to, physical education and school health professionals), parents, students, representatives of the school food authority, public health professionals, school administrators and the public in the development , implementation and periodic review and yearly update of this policy. In an effort to measure the implementation of this policy the Board designates the district principals as the people who will be responsible for ensuring each school meets the goals outlined in this policy. The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of this policy.

END OF POLICY

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### **Legal Reference(s):**

[ORS 329.496](#)  
[ORS 332.107](#)  
[ORS 336.423](#)

[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)

[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

National School Lunch Program, 7 C.F.R. Part 210 (2006).  
School Breakfast Program, 7 C.F.R. Part 220 (2006).  
Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.

### **Cross Reference(s):**

EFAA - District Nutrition and Food Services  
EFAE - Child Nutrition - Hearings Procedure/Appeal Process

Corrected 2/03/16

## Local Wellness Program

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

### Definitions

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

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<sup>1</sup>Oregon Department of Education, [www.ode.state.or.us](http://www.ode.state.or.us)

- (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; or
- (5) Contain 10 percent of the Daily Value of a nutrient of public health concern based on the most recent *Dietary Guidelines for Americans* (e.g., calcium, potassium, vitamin D or dietary fiber)<sup>2</sup>; and
- (6) Meet all the competitive food nutrient standards:
  - (a) Calories:
    - (i) Snacks contain no more than:
      - 1) 150 calories as packaged or served for elementary level;
      - 2) 180 calories as packaged or served for middle school level;
      - 3) 200 calories as packaged or served for high school level.
    - (ii) Entrees contain no more than 350 calories as packaged or served.
  - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.
    - (i) Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.
  - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.
    - (i) Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
  - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
  - (e) Sugar must be no more than 35 percent by weight.
    - (i) Exempt from the sugar standard are:
      - 1) Dried whole fruits or vegetables;
      - 2) Dried whole fruit or vegetable pieces;
      - 3) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
      - 4) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).

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<sup>2</sup>Effective for the period through June 30, 2016. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.

- (f) Sodium:
  - (i) Snacks contain no more than 230 mg sodium<sup>3</sup> per item as packaged or served.
  - (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.
- (g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.
- (h) Exempt from all nutrients standards on any day are:
  - (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
  - (ii) Fruit packed in 100 percent juice, extra light or light syrup.
  - (iii) Canned vegetables that contain a small amount of sugar for processing purposes.
  - (iv) Sugar-free chewing gum.
- (i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs:

- (i) Are exempt from the nutrient standards for:

- 1) Calories;
- 2) Total fat;
- 3) Saturated fat;
- 4) Transfat;
- 5) Sodium; and
- 6) Sugar.

- ~~(ii) Must contain:~~

- ~~1) Calories not to exceed 450 per item as packaged or served; and~~
- ~~2) Total fat not to exceed 36 percent of total calories or 4 grams per 100 calories per item as packaged or served.~~

b. Beverages must be:

- (1) For elementary level students:
  - (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
  - (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
  - (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
  - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
  - (e) Full strength fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;

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<sup>3</sup>On July 1, 2016, the sodium standard will reduce to 200 mg per item as packaged or served.

- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

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

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

- 10. "School day" means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 11. "Snack" means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

## **Nutrition Promotion and Nutrition Education**

Nutrition promotion and nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring:

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;
2. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to: provide screening, referral and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., SNAP local food pantries, summer food services program, child and adult care food program), and implement nutrition education and promotion activities for school staff, Board members and parents;
3. In keeping with the district's nutrition program goals, all classroom reward or incentive programs involving food items are reviewed for approval to ensure that the foods served meet the requirements of the district's nutrition policy and regulation (i.e., all foods served fit in a healthy diet as recommended in the *Dietary Guidelines for Americans*, and contribute to the development of lifelong healthy eating habits for the district's students).
4. Child Nutrition Staff support nutrition education by marketing healthy meals and providing nutrition information to students and families.

## **Physical Activity**

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

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of science, math, social studies, and language arts;
2. Physical education will be a course of study that focuses on students' development of motor skills, movement forms, and health related fitness;

3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge;
4. All physical education classes will be taught by highly qualified physical education instructors; and
5. A daily recess period will be provided which will not be used as a punishment or a reward.

### **Nutrition Guidelines and Food Services Operation**

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

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP and SBP maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals or free milk in accordance with the National School Lunch Act;
4. The school's NSLP and SBP operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government *Dietary Guidelines for Americans*. Schools contracting out the food service part of their NSLP and SBP shall form a nutrition advisory committee comprised of teachers, students and parents to assist in menu planning. A nutrition committee comprised of students, family members and school personnel will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP (i.e., food services purchasing, menu planning, food production and meal service). Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special food needs:
  - a. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
  - b. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and

provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served.

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

### **School Employee Wellness**

The district's school employee wellness program may include the following:

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

The district encourages participation from all employees, employees are not limited to instructional staff (i.e., teachers and instructional assistants) but include administrators and all support staff. The following groups are seen as essential for establishing, implementing and sustaining an effective school employee wellness program: school personnel who implement existing wellness programs in the district, i.e., school employee wellness committee and they may be the district personnel who implement health programs for students such as, but not limited to, school health coordinator, school nurses, psychologist, health and

physical educators, nutrition professionals, counselors and other school staff. These groups may include decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program such as, but not limited to, board members, superintendents, human resource administrators, fiscal services administrators and building principals.

### **Other School-Based Activities**

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

1. Scoliosis screenings;
2. Intramural sports;
3. Foodless fundraisers;
4. Assemblies which focus on wellness issues such as obesity and obesity- related diseases, healthy eating, and the benefits of physical exercise;
5. The use of alternates to food as rewards in the classroom; ~~and~~
6. ~~Limit the amount of foods with no nutritional value that are sold in vending machines.~~

### **Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of FMNV and all competitive foods.

Accordingly, the district will select food items that meet the Oregon Smart Snacks nutrition standards.

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

### **Other Foods Offered or Sold**

Foods and beverages sold or offered in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks standards unless otherwise exempt by state law.

Food and beverage items sold after the school day as part of an approved school fund-raising event are not required to meet minimum state requirements.

### **Staff Development**

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

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;
8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

### **Family and Community Involvement**

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

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

### **Program Evaluation**

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

1. Board policy and this administrative regulation are implemented as written;

2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities;
5. Teachers and school nutrition and food services personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;
7. Families and community organizations are involved, to the extent practicable, in nutrition education;
8. One or more persons within the local educational agency or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements; and
9. Teachers provide physical activity instruction and programs that meet the needs and interests of all students.

Corrected 2/03/16

## Federal Family and Medical Leave/State Family Medical Leave

### Coverage

Federal law covers public agencies, including districts. In order for school employees to be eligible, however, they must be employed at a work site with 50 or more employees within 75 miles of the employee's work site for each working day during each of the 20 or more calendar workweeks in the year in which the leave is taken or in the preceding calendar year. State law covers districts that employ 25 or more part-time or full-time employees for each working day during 20 or more calendar workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

### Eligibility

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1250 hours during the year preceding the start of the leave. State law generally applies to employees who work an average of 25 hours or more per week for the district during the 180 days or more immediately prior to the first day of the start of the requested leave. Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

In determining that an employee has been employed for the preceding 180 calendar days, the employer must count the number of days an employee is maintained on the payroll, including all time paid or unpaid. If an employee continues to be employed by a successor in interest to the original employer, the number of days worked are counted as continuous employment by a single employer.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

### Definitions

“Child,<sup>1</sup>” for the purpose of taking parental leave under state law, means a biological, adopted, foster child, or stepchild of the employee, ~~a child of the employee's same gender domestic partner<sup>2</sup>~~, or a child with whom the employee is or was in a relationship of “in loco parentis.” A legal or biological relationship is not required. The child must be under 18 years of age or may be 18 years of age or older if incapable of self-care due to mental or physical disability.

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<sup>1</sup>For FMLA, the age of the son or daughter at the onset of a disability is not relevant in determining a parent's entitlement to FMLA leave.

<sup>2</sup>~~Includes same-sex marriage.~~

“Contingency Operation” is a military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305 or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

“Covered active duty” means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.

“Covered servicemember” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Family member,” for purposes of FMLA and OFLA leave, means a(n):

1. Spouse<sup>3</sup>;
2. Child of the employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis);
3. Custodial parent;
4. Noncustodial parent;
5. Biological parent;
6. Adoptive parent;
7. Stepparent<sup>4</sup> or foster parent;

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<sup>3</sup>For “Spouse” means a husband and wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, individuals in a marriage, including “common law” marriage, and same-sex marriage or civil unions. For OFLA, spouse also includes same sex individuals with a Certificate of Registered Domestic Partnership.

8. Individual who was in loco parentis to the employee when the employee was a child;
- ~~9. Same gender domestic partner; or~~
- ~~10. Child of same gender domestic partner.~~

Additionally, when defining “family member” under OFLA, this definition includes a:

11. Grandparent;
12. Grandchild; or
13. Parents-in-law or the parents of an employee’s registered domestic partner; or
- ~~14. Parent of the employee’s same gender domestic partner.~~

For OFLA purposes, an employee’s child in any of these categories may be either a minor or an adult child at the time serious health condition leave, sick child leave or the death of a family member leave is taken.

“Next of kin” means the nearest blood relative of the eligible employee.

“Serious Health Condition,” under federal law means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility;
2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health-care provider;
3. Continuing treatment by (or under the supervision of) a health-care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days;
4. Illness, disease or condition is terminal, requires constant care, and poses an imminent danger of death; or
5. Disability due to pregnancy, childbirth or prenatal care.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee is unable to perform the functions of the position when the health-care provider finds that the employee is unable to work at all or is unable to perform any of the essential functions of the employee’s position within the meaning of the Americans with Disabilities Act of 1990 and Americans with

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<sup>4</sup>~~Includes the stepparent who is a same-sex spouse of the employee’s parent.~~

Disabilities Act Amendments Act of 2008 (ADA) federal regulations. The district has the option, in requiring medical verification from a health-care provider, to provide a statement of the essential functions of the employee's position for the provider to review.

A "serious health condition" under state law means an illness, injury, impairment or physical or mental condition of an employee or family member that:

1. Requires inpatient care in a hospital, hospice or residential medical care facility such as a nursing home. When a family member resides in a long-term residential care facility, leave shall apply only to:
  - a. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
  - b. Transportation or other assistance required for a family member to obtain care from a physician;
  - c. Serious health conditions as described in items 2-8 below.
2. The treating health-care provider judges to pose an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
3. Requires constant or continuing care such as home care administered by a health-care professional;
4. Involves a period of incapacity. Incapacity is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. This incapacity must involve:
  - a. Two or more treatments by a health-care provider;
  - b. One treatment plus a regimen of continuing care.
5. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health-care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity such as asthma, diabetes or epilepsy;
6. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease;
7. Involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or
8. Involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care.

“Serious injury or illness,” for the purpose of caring for a covered servicemember, means:

1. In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
2. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty, on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty, on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
  - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank or rating; or
  - b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - c. A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **Purpose of Leave**

Federal and state laws allow eligible employees to take FMLA or OFLA leave for the following purposes, commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, injured servicemember leave, military family leave, leave for the death of a family member or sick child leave (sick child leave and death of a family member leave are OFLA only):

1. Birth of the employee’s child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child, when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child is older than 18 years of age if incapable of self-care because of a mental or physical disability;
3. Care of a family member with a serious health condition;
4. Employee’s own serious health condition;
5. Eligible employees may take FMLA leave for a qualifying exigency while the employee’s spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment of the member with the Armed Forces to a foreign country.” (CFR section 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);

6. Injured Service member Leave allows an employee leave to care for a covered servicemember who is the employee's spouse, son, daughter, parent, or next of kin, who has been injured in the line of duty as a member of the Armed Forces;
7. State law also allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member<sup>5</sup> to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or grieve the death of the family member;
9. Military Family Leave allows leave for a spouse ~~or domestic partner~~ of a military personnel per each deployment of the spouse ~~or domestic partner~~ when the spouse ~~or domestic partner~~ has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment (OFLA).

### **Length of Leave**

An employee eligible for FMLA leave under federal law is entitled to a total of 12 work weeks of leave during any 12-month period for the purposes specified above. A husband and wife who are eligible and who both work for the district may only take a combined total of 12 workweeks of leave if the leave is taken to care for a parent with a serious health condition or if the leave is for the birth of a child or the placement of a child for adoption or foster care.

There will be occasions where a husband and wife employed by the same district will not have to share the 12-week allotment of leave. This situation arises where an employee is eligible for both FMLA and OFLA or just OFLA leave and the employee is taking leave to care for a newborn with a serious health condition.

An employee eligible for Military Caregiver Leave is entitled to a total of 26 work weeks of leave to care for a covered servicemember during a single 12-month period. The 12-month period begins when the Military Caregiver Leave begins.

An employee eligible for OFLA leave under state law is entitled to a total of 12 workweeks of leave during any 12-month period for the purposes specified above. The 14 days of leave provided by the OMFLA and the two weeks of leave provided for the death of a family member are part of the 12 weeks. Two or more family members who are eligible and who both work for the district may not take OFLA leave at the same time unless:

1. One employee needs to care for another employee who is a family member and who is suffering from a serious health condition;
2. One employee needs to care for a child suffering from a serious health condition while another employee, who is a family member, is also suffering from a serious health condition; or
3. Both family members are suffering from a serious health condition; or
4. The employees are taking leave for the death of a family member; or

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<sup>5</sup>Must be completed within 60 days of the date on which the eligible employee receives notice of the death of the family member.

5. The concurrent leave in such an instance is permitted by the district.

In addition to the 12 workweeks of family leave authorized above, under state law a female eligible employee may take an additional 12 workweeks of leave within any one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties. An employee who takes 12 workweeks of OFLA leave for parental leave may also take up to an additional 12 workweeks of sick child leave within the same leave year. If the employee uses less than 12 weeks of parental leave, however, no additional sick child leave is available, except for the balance of the initial 12 weeks. The employee may also use this balance for any OFLA leave purpose.

A female employee may take up to 36 weeks of OFLA leave in one leave year, but only under the following circumstances:

1. The female employee takes 12 weeks of pregnancy disability leave; followed by
2. Twelve weeks of parental leave; followed by
3. Twelve weeks of sick child leave.

A male employee may take up to 24 weeks of OFLA leave in one year, but only under the following circumstances:

1. The male employee takes 12 weeks of parental leave; followed by
2. Twelve weeks of sick child leave.

Parental leave must be taken in one uninterrupted period – unless the employer approves otherwise – and must be completed within 12 months of the birth, adoption or placement of the child. An exception must be made to allow parental leave to effectuate adoption or foster placement of the child. Such leave need not be taken in one, uninterrupted period with any additional parental leave.

The birth, adoption or foster placement of multiple children at one time entitles the employee to take only one 12-week period of parental leave.

Sick child leave need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

For the purpose of intermittent leave, leave entitlement is calculated for an employee by multiplying the number of hours the employee normally works per week by 12. (For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.) If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek. (For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.) If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

An employee, who has previously qualified for and taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. The employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy-disability leave need not requalify for 12 weeks in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave does not need to requalify to take an additional 12-weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

For situations where time off is covered by OFLA, but not covered by FMLA leave (e.g., the employer has 25 to 49 employees; or the leave taken is for a sick child or for serious health condition of a parents-in-law or the parents of the employee's same-gender registered domestic partner, grandparent or grandchild) the employer:

1. May allow an exempt employee with accrued paid leave to take OFLA leave in blocks of less than a full day. For these purposes, an exempt employee is a salaried executive, administrative or professional employee under the federal Fair Labor Standards Act or the state minimum wage and overtime laws;
2. May not reduce the salary of an employee who does not have or has run out of accrued paid leave and takes intermittent leave in blocks of less than a full day. To do so would result in the loss of exemption under state law.

The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

An employee, who has previously qualified for and taken some portion of FMLA leave, may request additional FMLA leave within the same leave year. The employee need not requalify as an eligible employee if the additional leave applied for is in the same leave year and for the same condition.

### **Intermittent Leave and Alternate Duty**

An employer may transfer an employee on a foreseeable intermittent FMLA/OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate the leave, provided the following exist:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825;
4. Transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

An employee transferred, as provided in 1.-5. above, to an alternate position for the purpose of a reduced work schedule, must be returned to the employee's former position.

FMLA/OFLA leave time for an employee on intermittent leave or a reduced work schedule is the difference between the number of hours the employee normally works and the number of hours the employee actually works during the intermittent leave or reduced work schedule. Holidays or days in which the district is not in operation are not counted toward intermittent or reduced work schedule FMLA/OFLA leave unless the employee was scheduled and expected to work on the holiday.

The district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825; and
4. The transfer is not used to discourage the employee from taking FMLA/OFLA leave for a serious health condition, or to create a hardship for the employee.

An employee is not on FMLA/OFLA leave if the employee has been transferred, as provided in section 1.-3. above, to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's own serious health condition, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA/OFLA leave taken in that leave year plus the period of time worked in the alternate position exceed 12 weeks.

An alternate position accommodating an employee's serious health condition may result in the employee working fewer hours than the employee worked in the original position. The employee's FMLA/OFLA leave is the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

Intermittent leave for school teachers is subject to special rules.

The district recognizes that state law will not always reduce the employee's FMLA 12 workweek entitlement (i.e., leave to care for a parent-in-law or sick child leave).

### **Special Rules for Teachers**

Special rules apply if leave is requested to be taken near the end of a semester.

1. Under OFLA leave, if a teacher requests, in advance, leave for a serious health condition and the teacher will be absent more than 20 percent of the total number of working days during the period over which the leave would be taken then the employer may require the teacher to elect one of the following options:

- a. To take family leave for one uninterrupted period of time as necessary to complete medical treatment. (School holidays and school vacation days are not counted as family leave.);
  - b. To transfer temporarily into an available alternative position which better accommodates periodic absences or recurring periods of leave.
2. Under FMLA leave, if a teacher begins leave more than five weeks before the end of the academic term because of the teacher's own serious health condition, the employer may require the teacher to remain on leave until the end of the term if:
    - a. The family leave is at least three weeks long; and
    - b. The teacher's return to work would occur within three weeks of the end of the term.
  3. If a teacher begins FMLA or OFLA leave within five weeks of the end of the academic term because of parental leave, the serious health condition of a family member, or to care for a covered servicemember, the employer may require the teacher to remain on family leave through the end of the term if:
    - a. The leave is more than two weeks long; and
    - b. The teacher's return would occur within the last two weeks of the term.
  4. If a teacher begins FMLA or OFLA leave within three weeks of the end of the academic term because of parental leave, to care for a family member with a serious health condition, or to care for a covered servicemember and the leave is greater than five working days, the employer may require the teacher to remain on family leave until the end of the term.
  5. If a teacher takes FMLA/OFLA leave to the end of the school year and continues the leave at the beginning of the next school term, the leave is consecutive rather than intermittent leave.
    - a. The period between the end of the school term and the beginning of the next school term, when a teacher would not have been required to report for duty, is not counted against the teacher's FMLA or OFLA leave entitlements.
    - b. A teacher on FMLA/OFLA leave at the end of the school term must be provided with the same benefits during the period between school terms that the teacher would normally receive if no FMLA/OFLA leave were taken.
  6. If a teacher is required by the employer to remain on leave to the end of the academic term, only the period of leave the teacher requested shall be charged against the teacher's FMLA/OFLA leave entitlement.
  7. Nothing in FMLA/OFLA rules prohibits the employer from allowing the teacher to work as a substitute or in some other paid capacity during the weeks prior to the end of term under 3. or 4. above.
  8. Full-time employees covered by OFLA rules, and who have been maintained on the payroll by a district during 180 consecutive calendar days, are thereafter deemed to have been employed by that district for an average of at least 25 hours per week during the 180 days immediately preceding the date any OFLA leave begins.

## **Calculating the 12-Month Period for Leave**

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use the calendar year.

Leaves to care for covered servicemembers has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

## **Paid/Unpaid Leave**

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking FMLA and/or OFLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

## **Continuation of Health Insurance Benefits**

Under federal **and state** law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid if the employee had been continuously employed during the leave period. The district will continue to pay the district's contribution toward the employee's premiums. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

~~Under state law, benefits are not required to continue or accrue unless required by Board policy(ies) and/or provisions of collective bargaining agreements related to paid and unpaid leaves.~~

~~An employer electing to continue health or other insurance coverage for an employee on OFLA leave may require that the employee pay only the same share of health or other insurance premium during the leave that the employee paid prior to the leave. If an employee cannot or will not pay such costs, the employer may elect to discontinue benefit coverage, unless to do so would render the employer unable to restore the employee to full benefit coverage as required by law. If an employer pays any portion of any employee's benefit coverage for employees on non-OFLA leave, the employer must pay that portion during OFLA leave.~~

~~If an employee gives unequivocal notice of intent not to return to work from OFLA leave, the employee is entitled to complete the approved OFLA leave, providing that the original need for OFLA leave still exists. The employer's obligations under OFLA to restore benefits (subject to COBRA requirements) and to restore the employee to his/her position at the end of the leave cease and the employer is not required to hold a position vacant or available for the employee giving unequivocal notice of intent not to return.~~

In the event the district is required to pay or elects to pay any part of the costs of providing health, disability, life or other insurance coverage for an employee during the period of FMLA or OFLA leave that should have been paid by the employee, the district may deduct, on the employee's return to work, such amounts from the employee's pay as have been advanced.

In no event may the total deducted exceed 10 percent of the employee's gross pay each pay period.

### **Return to Work**

After leave granted under federal and state law, an employee is generally entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law.

### **Fitness-for-Duty Certification**

If the leave was required for the employee's own serious health condition, including intermittent leave, the district may require the employee to obtain and present a fitness-for-duty certification from the health-care provider that the employee is able to resume work. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave. The district is responsible for any co-pay or other out-of-pocket costs incurred by the employee in providing certification. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

### **Application**

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

When an employee is able to give advance notice and requests leave, an employer may request additional information to determine that the leave qualifies for designation as FMLA/OFLA leave. The employer may designate the employee as provisionally on FMLA/OFLA leave until sufficient information is received to make a determination. An employee able to give advance notice of the need to take FMLA/OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

If advance notice is not possible, for example due to a change in circumstances or a medical emergency, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," under federal law means the employee generally must comply with the employer's normal call-in procedures.

An employee eligible for OFLA leave is required, under state law, to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted no later than three working days following the employee's return to work.

Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave for up to 30 days after the notice is ultimately given.

Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

### **Medical Certification**

When an employee provides 30 or more days notice when applying for FMLA and/or OFLA leave, other than for parental leave, the employer shall require the employee to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of employee's request for leave. If the employee provides less than 30 days notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health-care provider may be selected by the district. The provider shall not be employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health-care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the district.

Under state law, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health-care provider. The provider may not be employed by the district. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health-care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for the employee to obtain such opinions will be paid for by the district.

An employer may not delay the taking of an OFLA leave in the event that medical certification is not received prior to the commencement of a leave taken subject to the timelines set forth in this regulation. The employer may designate the leave as provisionally approved subject to medical certification. The employer shall provide the employee with written notice of any requirement to provide medical certification of the need for leave and the consequences for failure to do so. The employee must be allowed a minimum of 15 days to provide medical certification.

If the employee elects or the district requires substitution of accrued sick leave, vacation or other paid leave for unpaid leave pursuant to a collective bargaining agreement or other Board policy, the district will follow the medical documentation requirements of the applicable leave policy or contract provision whenever such requirements are more beneficial to the employee.

If an employee has taken sick child leave on all or any part of three separate days during a leave year, the employer may require medical certification on the fourth day or subsequent occurrence of sick child leave within that leave year. The employer must pay the cost of the medical certification not covered by insurance or other benefit plan. The opinion of the health-care provider shall be binding. The employer may not require the employee to obtain a second opinion. The employer is not required to request medical certification for sick child leave exceeding three days and may make such requests at the employer's discretion.

### **Notification**

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the superintendent.

### **Record Keeping/Posted Notice**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of Federal Family and Medical Leave Act and Oregon Family Leave Act requirements.

### **Federal vs. State Law**

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law and that state and federal leave entitlements run concurrently. State law requires that federal and state leave run concurrently when possible. For example, due to differences in regulations, an employee who takes leave after 180 days of employment but before one year, is still eligible to take a full 12 workweeks of federal leave after meeting the one-year work requirement. After the first work year, leave will run concurrently.

Corrected 2/03/16

## **EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness\*.

**\*The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

### **For additional information:**

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division

# Sheridan School District 48J

Code: **GCBDA/GDBDA-AR(2)**  
Revised/Reviewed: 1/20/10; 3/21/12; 6/19/13;  
12/18/13; 8/19/15

## Request for Family and Medical Leave

Employee Request for Family and Medical Leave (FMLA)  
and/or Oregon Family Leave (OFLA)

PLEASE PRINT

Where the need for the leave may be anticipated, written request for family and medical leave must be made, if practical, at least 30 days prior to the date the requested leave is to begin. Failure to request leave in a timely manner could result in either the leave being postponed or the amount of leave available reduced up to three weeks.

Name \_\_\_\_\_ Effective Date of the Leave \_\_\_\_\_  
Department \_\_\_\_\_ Title \_\_\_\_\_  
Status:  Full-time  Part-time  Temporary  
Hire Date \_\_\_\_\_ Length of Service \_\_\_\_\_  
Have you taken a family leave in the past 12 months?  Yes  No  
If yes, how many work days? \_\_\_\_\_ Reason for leave \_\_\_\_\_

I request family or medical leave for one or more of the following reasons:<sup>1</sup>

1.  Because of the birth of my child and in order to care for him or her. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)  
Expected date of birth \_\_\_\_\_ Actual date of birth \_\_\_\_\_  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_
2.  Because of the placement of a child with me for adoption or foster care. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)  
Age of child \_\_\_\_\_ Date of placement \_\_\_\_\_  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_
3.  In order to care for a family member<sup>2</sup> with a serious health condition. (District: Use GCBDA/GDBDA-AR(3)(B) Certification Form)  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_

<sup>1</sup>A physician's certification may be required to support a request for family and medical leave. In addition, a fitness for duty certification may be required before reinstatement following the leave.

<sup>2</sup>"Family member," for purposes of FMLA and OFLA leave, means the spouse, custodial parent, noncustodial parent, adoptive parent, stepparent or foster parent, biological parent, child of the employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis), ~~same-gender domestic partner, the child of a same-gender domestic partner~~ or a person with whom the employee is or was in a relationship of "in loco parentis." Additionally, when defining "family member" under OFLA (but not FMLA leave), the definition includes a grandparent, grandchild, parents-in-law or the parents of the employee's ~~same-gender registered~~ domestic partner.

Please check one:  Spouse<sup>3</sup>  ~~Same gender domestic partner~~  Child<sup>4</sup>  ~~Child of same gender domestic partner~~  Parent  Individual who was in *loco parentis* when the employee was a child  Parents-in-law ~~or the of the parents of the employees's registered domestic partner~~ (OFLA leave only)  ~~Parent of employee's same-gender domestic partner (OFLA leave only)~~  Custodial parent  Noncustodial parent  Adoptive parent  Stepparent  Foster parent  Grandparent (OFLA leave only)  Grandchild (OFLA leave only).

Please state name and address of relation:

Name \_\_\_\_\_ Address \_\_\_\_\_

Does the condition render the family member unable to perform daily activities?

\_\_\_\_\_

4.  For a serious health condition which prevents me from performing my job functions. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)

Describe \_\_\_\_\_

\_\_\_\_\_

Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_

Regarding 3 or 4 above, request intermittent (reduced workday hours) or reduced leave (fewer workdays each workweek) schedule or alternate duty (if applicable, subject to employer's approval). Please describe schedule of when you anticipate you will be unavailable to work:

\_\_\_\_\_

5.  In order to care for a child with a condition requiring home care which does not meet the definition of serious health condition and is not life threatening or terminal (OFLA leave only).
6.  A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a covered servicemember as defined in GCBDA/GDBDA-AR(1), or leave for the spouse ~~or domestic partner of a military personnel~~ per each deployment of the spouse ~~or domestic partner~~ when the spouse ~~or domestic partner~~ has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment. (District: Use GCBDA/GDBDA-AR(3)(C) Certification Form)
7.  To care for a spouse, son, daughter, parent, or next of kin<sup>5</sup> who is a covered servicemember with a serious illness or injury incurred in the line of duty or active duty in the armed forces. Has leave been taken for the same servicemember and the same injury?  Yes  No (District: Use GCBDA/GDBDA-AR(3)(D) Certification Form) If yes, when was the leave taken and for how many work days? \_\_\_\_\_
8.  For the death of a family member (OFLA only).

I understand that the district requires me to use any accrued sick leave, vacation, personal leave days or other paid time established by Board policy(ies) and/or collective bargaining agreement in the order specified by the district, and before taking leave without pay, for the family and medical leave period.

If my request for a leave is approved, it is my understanding that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is scheduled to end. I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the district may terminate my employment. (A fitness-for-duty statement may be required.)

I authorize the district to deduct from my paychecks any employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state and/or federal law.

<sup>3</sup>"Spouse" means individuals in a marriage including "common law" marriage and same sex marriage. For OFLA, spouse also includes same sex individuals with a Certificate of Registered Domestic Partnership.

<sup>4</sup>For FMLA, the age of the son or daughter at the onset of disability is not relevant in determining a parent's entitlement to FMLA leave.

<sup>5</sup>"Next of kin" means the nearest blood relative of the eligible employee.

I have been provided a copy of the district's family and medical leave policy and a copy of my rights and responsibilities under the Family Medical Leave Act leave request form.

Signature of Employee: _____ Date: _____
--

FMLA/OFLA Eligibility Notice to Employee

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
(Employee's name)

FROM: \_\_\_\_\_  
(Name of appropriate employer representative)

SUBJECT: Request for FMLA and/or OFLA Leave

On       (date)       you notified us of your need to take family/medical leave due to:

- 1. \_\_\_\_\_ The birth of your child, or the placement of a child with you for adoption or foster care;
- 2. \_\_\_\_\_ A serious health condition that makes you unable to perform the essential functions of your job;
- 3. \_\_\_\_\_ A serious health condition of your  spouse<sup>1</sup>,  ~~same gender domestic partner (OFLA leave only)~~,  child<sup>2</sup> (including the biological, grandchild, adopted or foster child or stepchild of an employee, ~~child of same gender domestic partner~~ or a child with whom the employee is or was in a relationship of "in loco parentis"),  parent (biological parent of an employee or an individual who stood "in loco parentis" to an employee when the employee was a child),  grandparent,  parents-in-law or the parents of an employee's registered domestic partner (OFLA leave only),  ~~parent of employee's same gender domestic partner (OFLA leave only)~~,  custodial parent,  noncustodial parent,  adoptive parent,  foster parent for which you are needed to provide care;
- 4. \_\_\_\_\_ An illness or injury to your child which requires home care but is not a serious health condition (OFLA leave only);
- 5. \_\_\_\_\_ A qualifying exigency arising from a spouse, son, daughter, or parent in the Armed Forces on covered active duty, or in the National Guard or Reserves on covered active duty;
- 6. \_\_\_\_\_ Your spouse or domestic partner has been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment;

<sup>1</sup>"Spouse" means individuals in a marriage including "common Law" marriage and same sex marriage. For OFLA, spouse also includes same sex individuals with a certificate of Registered Domestic Partnership.

<sup>2</sup>For FMLA, the age of the son or daughter is not relevant in determining a parent's entitlement to FMLA leave.

7. \_\_\_\_\_ A serious illness or injury, incurred in the line of duty, of a covered service member who is your spouse, son, daughter, parent or next of kin;
8. \_\_\_\_\_ For the death of a family member (OFLA only).

You notified us that you need this leave beginning on \_\_\_\_\_ (date) and that you expect leave to continue until on or about \_\_\_\_\_ (date). The FMLA requires that you notify the district as soon as possible if dates of scheduled leave changes or are extended, or were initially unknown.

Except as explained below, you have a right under the FMLA and/or OFLA for up to 12 workweeks of unpaid leave in a 12-month period for the reasons listed above.<sup>3</sup> The district will use the calendar year. FMLA leave and OFLA leave generally run concurrently. In order to care for an injured service member, you are entitled to up to 26 weeks of leave in a single 12-month period to care for a qualifying service member.

Also, your health benefits under FMLA must be maintained during any period of unpaid leave under the same conditions as if you continued to work. You must be reinstated to the same or in some cases, under state or federal law, to an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. The district is not required to maintain benefits during OFLA unless provided otherwise by Board policy or collective bargaining agreement; however, all such benefits will be restored in full upon your return to the district.

If you do not return to work following FMLA and/or OFLA leave for a reason other than: (1) the continuation, recurrence or onset of a serious health condition which would entitle you to FMLA and/or OFLA; or (2) other circumstances beyond your control, you may be required to reimburse the district for health insurance premiums paid on your behalf during your FMLA/OFLA leave.

This is to inform you that (*check appropriate boxes, explain where indicated*):

1. You are  eligible  not eligible for leave under the  FMLA,  OFLA or  both.
2. The requested leave may be counted against your annual  FMLA leave entitlement,  OFLA,  both.
3. You  will  will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (date) (must be at least 15 days after you are notified of this requirement).
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We  will  will not require that you substitute accrued paid leave for unpaid FMLA and/or OFLA leave. If paid leave will be used the following conditions will apply: (*Explain*)
- 5a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA/OFLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.*)

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<sup>3</sup>Oregon Military Family Leave Act allows for 14 days of leave per deployment.

- ~~5b. The district is not required to maintain benefits while an employee is on OFLA leave unless otherwise provided for by Board policy and/or collective bargaining agreements; however, all benefits must be restored in full upon the employee's return to work. The district  will  will not maintain benefits during OFLA leave.~~
- 5b. If the district pays any part of your share of health disability, life or other insurance benefits while on OFLA or FMLA leave the district may deduct up to 10 percent of your gross pay each pay period after your return to work until the amount is repaid (OFLA leave only).
- 5c. You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not timely made, your group health insurance may be cancelled. We will notify you in writing at least 15 days before the date that your health coverage will lapse. At our option, we may also pay your share of the premiums during FMLA/OFLA leave as provided by Board policy and/or collective bargaining agreement, and recover these payments from you upon your return to work. We  will  will not pay your share of health insurance premiums while you are on FMLA and/or OFLA leave.
- 5d. We  will  will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA and/or OFLA leave. If we do pay your premiums for other benefits, when you return from leave you  will  will not be expected to reimburse us for the payments made on your behalf.
- 5e. Except as noted above, in the event you do not return to work for the district after your FMLA and/or, OFLA leave and the district has paid your share of benefit premiums, you  will  will not be responsible for reimbursing the district the amount paid on your behalf, with the exceptions noted in Section 104 (c)(2)(B) of the FMLA.
6.  You will be required to present a fitness-for-duty certificate prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided. A list of essential functions for your position is attached. The fitness-for-duty certification must address your ability to perform these functions.
- You will not be required to present a fitness-for-duty certificate prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided.
- 7a. You  are  are not a "key employee" as described in Section 825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. (FMLA leave only.)
- 7b. We  have  have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (FMLA leave only.) (*Explain (a) and/or (b) below.*)
8. While on FMLA and/or OFLA leave, you  will  will not be required to furnish us with periodic reports every (*indicate interval of periodic reports, as appropriate for the particular leave situation*)

of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on this form, you  will  will not be required to notify us at least two workdays prior to the date you intend to report for work.

9. You  will  will not be required to furnish recertification relating to a serious health condition. (FMLA leave only.) *(Explain below, if necessary, including the interval between certifications as prescribed in Section 825.308 of the FMLA regulations.)*
10. You are notified that all leave taken for the purposes of the death of a family member, counts toward the total period of authorized family leave.

Corrected 2/03/16

**Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating  
Violence/Domestic Violence – Student\*\***

The Board in its commitment to providing a positive and productive learning environment will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes.

Harassment, intimidation or bullying and acts of cyberbullying by students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion.

Students may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

**Definitions**

“District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members<sup>2</sup>:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

## Reporting

The principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity, shall immediately report the incident to the principal. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

<sup>2</sup>“Family or household members” [as defined in ORS 107.705] ~~OR [means any of the following; please choose one of the bracketed options~~

~~1. Spouses;~~

~~2. Former spouses;~~

~~3. Adult persons related by blood, marriage or adoption;~~

~~4. Persons who are cohabiting or who have cohabited with each other;~~

~~5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;~~

~~6. Unmarried parents of a child.]~~

violence or an act of cyberbullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district websites, and school and district office and complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY

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**Legal Reference(s):**

[ORS 163.190](#)  
[ORS 166.065](#)  
[ORS 166.155 to -166.165](#)  
[ORS 174.100\(6\)](#)  
[ORS 332.072](#)

[ORS 332.107](#)  
[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 339.254](#)  
[ORS 339.351 to -339.366](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-021-0055](#)  
[OAR 581-022-1140](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

**Cross Reference(s):**

GBN/JBA - Sexual Harassment  
JBA/GBN - Sexual Harassment  
JFCM - Threats of Violence

Corrected 2/03/16

**February 17, 2016**

**BE IT RESOLVED** by the Board of Directors of Sheridan School District 48J, that the following teachers shall be issued individual employment contracts, pursuant to ORS 342.895:

**1<sup>st</sup> year Probationary teachers recommended for another one-year (2016-2017) probationary contract renewal:**

Kelsey Brown  
Lyndsay Cornwell  
Michelle Evans  
Ben Kennedy  
Eden McDaniel  
Kristen Monroe  
Karen Swinkels  
Nichole Wood

**2<sup>nd</sup> Year Probationary teachers recommended for another one-year (2016-2017) probationary contract renewal:**

Bryan Coyle  
Michael Lowry  
David Neese  
Tyson Pratt  
Sydney Ziehl

**3<sup>rd</sup> Year Probationary teachers recommended for an initial two-year (2016 - 2018) “contract” teacher contract renewal:**

Lee Duval  
Leah Gottheiner  
Karley Jones  
Leonard McKenzie  
Carrie Neilsen  
Nolan Taylor

**“Contract” status teachers recommended for a replacement two-year (2016 - 2018) contract extension:**

Mindy Arthur  
Robert Bennett  
Glenna Berry  
Jeremy Brown  
Kim Bushbaum  
Kim Butt  
Constance Butterfield  
Mitch Chadwick  
Megan Cleary-Hill

Adam DeLatte  
Michael Goetz  
Carol Harper  
Tim Hart  
Aaron Henderson  
Marcie Hendrix  
Julia Holsti  
Benjamin Hunter  
Aaron McGinn  
Casey Ojua  
Todd Peterson  
Megan Sandmann  
Beth Staats  
Karen Sullivan  
Jeff Swinehart  
Jessica Todd  
Robin VanBuren  
Carrie Vickoren  
Maureen Walter  
Jessica Walters

**Temporary contract status ending for teacher (2015-2016):**

Rachel Chick

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Board Chairman

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Date

**February 17, 2016**

**BE IT RESOLVED** by the Board of Directors of Sheridan School District 48J, that the following employees shall be issued individual employment contracts, pursuant to ORS 342.895:

**1<sup>st</sup> year Probationary Administrators recommended for another one-year (year 2) [2016-2017] probationary contract renewal**

David Kline  
Ryan Sticka

**A one year extension of current 3 year contract through June 2018.**

Marta Hofenbredl  
Dean Rech

**Extend Confidential contracts for another three-year period [2016-2019]**

DeAnn O'Neil  
Emilie Molloy  
Penny Elliott  
Bill Rasar  
Kristoffer Molloy

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Board Chairman

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Date

# DISTRICT CALENDAR

2016-2017



## Calendar Development

- ▶ Leadership Team
- ▶ Teaching and Learning Team
- ▶ Professional Development Committee
- ▶ Staff Vote

# 2016-17 DISTRICT CALENDAR



# Choice 1

Sheridan School District 48J

2016-2017 (Choice #1)

<p><b>4<sup>th</sup>: Independence Day</b></p> <table border="1"> <thead> <tr><th colspan="7">JULY 2016</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2016							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							<p><b>2<sup>nd</sup>: New Year's Day Observed - No School</b></p> <table border="1"> <thead> <tr><th colspan="7">JANUARY 2017</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2017							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				
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<p><b>24<sup>th</sup>: New Staff Report</b></p> <table border="1"> <thead> <tr><th colspan="7">JANUARY 2016</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2016							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					<p><b>14<sup>th</sup>: No School - Staff Inservice</b></p> <table border="1"> <thead> <tr><th colspan="7">FEBRUARY 2016</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY 2016							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						
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Parent Teacher Conferences will be held: 10/26 & 27/2016 and 4/12 & 13/17

# Choice 2

Sheridan School District 48J

2016-2017 (Choice #2)

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Parent Teacher Conferences will be held: 10/26 & 27/2016 and 4/12 & 13/17

# 2016-17 CALENDAR

## Choice 1

- ▶ 173 Student Contact Days
- ▶ September 2<sup>nd</sup> – Non-Contract
- ▶ School Starts September 6
- ▶ Christmas Break Dec 19 – Jan 2
- ▶ Spring Break March 27 – 31
- ▶ School Ends June 14
- ▶ Staff Support - 30

## Choice 2

- ▶ 174 Student Contact Days
- ▶ September 2<sup>nd</sup> - In-Service
- ▶ School Starts September 6
- ▶ Christmas Break Dec 21 – Jan 3
- ▶ March 27 – 31
- ▶ School Ends June 14
- ▶ Staff Support - 3

2016-17 DISTRICT CALENDAR



THANK YOU



4<sup>th</sup>: Independence Day

JULY 2016						
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						

2<sup>nd</sup>: New Year's Day Observed- No School

16<sup>th</sup>: Martin Luther Kind, Jr Day – No School

27<sup>th</sup>: No School – Grading Day

JANUARY 2017						
S	M	T	W	T	F	S
1	NC	3	4	5	6	7
8	ER	10	11	12	13	14
15	H	17	18	19	20	21
22	ER	24	25	26	GR	28
29	ER	31				

26<sup>th</sup>: New Staff Report

29<sup>th</sup>-31<sup>st</sup>: Staff Inservice

AUGUST 2016						
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	*i	27
28	i	i	i			

10<sup>th</sup>: No School - Staff Inservice

20<sup>th</sup>: Presidents' Day – No School

FEBRUARY 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	ER	7	8	9	I	11
12	ER	14	15	16	17	18
19	NC	21	22	23	24	25
26	ER	28				

1<sup>st</sup> & 2<sup>nd</sup> : Staff Inservice

5<sup>th</sup>: Labor Day – No School

6<sup>th</sup>: 1<sup>st</sup> day of School for students

SEPTEMBER 2016						
S	M	T	W	T	F	S
				I	I	3
4	H	*6	7	8	9	10
11	ER	13	14	15	16	17
18	ER	20	21	22	23	24
25	ER	27	28	29	30	

27<sup>th</sup>-31<sup>st</sup>: Spring Break – No School

MARCH 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	ER	7	8	9	10	11
12	ER	14	15	16	17	18
19	ER	21	22	23	24	25
26	NC	NC	NC	NC	NC	

13<sup>th</sup>: No School - Staff Inservice

14<sup>th</sup>: No School – Statewide Inservice

26<sup>th</sup>: Parent/Teacher Conf. (3:30 – 8:00)

27<sup>th</sup>: Half Day/Parent Teacher Conf.(1pm-8pm)

28<sup>th</sup>: No School

OCTOBER 2016						
S	M	T	W	T	F	S
						1
2	ER	4	5	6	7	8
9	ER	11	12	I	NC	15
16	ER	18	19	20	21	22
23	ER	25	26	HD	NS	29
30	ER					

12<sup>th</sup>: Parent/Teacher Conf. (3:30 – 8:00)

13<sup>th</sup>: Half Day/Parent Teacher Conf.(1pm-8pm)

14<sup>th</sup>: No School

APRIL 2017						
S	M	T	W	T	F	S
						1
2	ER	4	5	6	7	8
9	ER	11	12	HD	NS	15
16	ER	18	19	20	21	22
23	ER	25	26	27	28	29
30						

11<sup>th</sup>: Veterans Day – No School

23<sup>rd</sup>-25<sup>th</sup>: Thanksgiving Holiday

NOVEMBER 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	ER	8	9	10	H	12
13	ER	15	16	17	18	19
20	ER	22	NC	H	NC	26
27	ER	29	30			

29<sup>th</sup>: Memorial Day- No School

MAY 2017						
S	M	T	W	T	F	S
	ER	2	3	4	5	6
7	ER	9	10	11	12	13
14	ER	16	17	18	19	20
21	ER	23	24	25	26	27
28	H	30	31			

18<sup>th</sup>-29<sup>th</sup>: Winter Break – No School

DECEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	ER	13	14	15	16	17
18	NC	NC	NC	NC	NC	24
25	NC	NC	NC	NC	NC	31

3<sup>rd</sup>: SHS Graduation

14<sup>th</sup>: Last day of school – Half day

15<sup>th</sup>: Grading Day

16<sup>th</sup>: Staff Inservice

JUNE 2017						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	ER	13	HD	GR	I	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Starts: 9/6/16	Student Contact Days: 173	1 <sup>st</sup> Semester Ends: 1/26/17 (84)
*Last Day of School: 6/14/17	Inservice Days: 8	2 <sup>nd</sup> Semester Ends: 6/14/17 (89)
Spring Break: 3/27/17 – 3/31/17	Grading Days: 2	
	Holidays: 5	
	No School (P/T Comp): 2	

Parent Teacher Conferences will be held: 10/26 & 27/2016 and 4/12 & 13/17

4<sup>th</sup>: Independence Day

JULY 2016						
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						

2<sup>nd</sup>-3<sup>rd</sup>: Winter Break - No School

16<sup>th</sup>: Martin Luther King, Jr Day – No School

27<sup>th</sup>: No School – Grading Day

JANUARY 2017						
S	M	T	W	T	F	S
1	NC	NC	4	5	6	7
8	ER	10	11	12	13	14
15	H	17	18	19	20	21
22	ER	24	25	26	GR	28
29	ER	31				

26<sup>th</sup>: New Staff Report

29<sup>th</sup>-31<sup>st</sup>: Staff Inservice

AUGUST 2016						
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	*i	27
28	i	i	i			

10<sup>th</sup>: No School - Staff Inservice

20<sup>th</sup>: Presidents' Day – No School

FEBRUARY 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	ER	7	8	9	i	11
12	ER	14	15	16	17	18
19	NC	21	22	23	24	25
26	ER	28				

1<sup>st</sup>: Staff Inservice

2<sup>nd</sup>: Non-contract

5<sup>th</sup>: Labor Day – No School

6<sup>th</sup>: 1<sup>st</sup> day of School for students

SEPTEMBER 2016						
S	M	T	W	T	F	S
				i	NC	3
4	H	*6	7	8	9	10
11	ER	13	14	15	16	17
18	ER	20	21	22	23	24
25	ER	27	28	29	30	

27<sup>th</sup>-31<sup>st</sup>: Spring Break – No School

MARCH 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	ER	7	8	9	10	11
12	ER	14	15	16	17	18
19	ER	21	22	23	24	25
26	NC	NC	NC	NC	NC	

13<sup>th</sup>: No School - Staff Inservice

14<sup>th</sup>: No School – Statewide Inservice

26<sup>th</sup>: Parent/Teacher Conf. (3:30 – 8:00)

27<sup>th</sup>: Half Day/Parent Teacher Conf.(1pm-8pm)

28<sup>th</sup>: No School

OCTOBER 2016						
S	M	T	W	T	F	S
						1
2	ER	4	5	6	7	8
9	ER	11	12	i	NC	15
16	ER	18	19	20	21	22
23	ER	25	26	HD	NS	29
30	ER					

12<sup>th</sup>: Parent/Teacher Conf. (3:30 – 8:00)

13<sup>th</sup>: Half Day/Parent Teacher Conf.(1pm-8pm)

14<sup>th</sup>: No School

APRIL 2017						
S	M	T	W	T	F	S
						1
2	ER	4	5	6	7	8
9	ER	11	12	HD	NS	15
16	ER	18	19	20	21	22
23	ER	25	26	27	28	29
30						

11<sup>th</sup>: Veterans Day – No School

23<sup>rd</sup>-25<sup>th</sup>: Thanksgiving Holiday

NOVEMBER 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	ER	8	9	10	H	12
13	ER	15	16	17	18	19
20	ER	22	NC	H	NC	26
27	ER	29	30			

29<sup>th</sup>: Memorial Day- No School

MAY 2017						
S	M	T	W	T	F	S
	ER	2	3	4	5	6
7	ER	9	10	11	12	13
14	ER	16	17	18	19	20
21	ER	23	24	25	26	27
28	H	30	31			

21<sup>st</sup>-29<sup>th</sup>: Winter Break – No School

DECEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	ER	13	14	15	16	17
18	ER	20	NC	NC	NC	24
25	NC	NC	NC	NC	NC	31

3<sup>rd</sup>: SHS Graduation

14<sup>th</sup>: Last day of school – Half day

15<sup>th</sup>: Grading Day

16<sup>th</sup>: Staff Inservice

JUNE 2017						
S	M	T	W	T	F	S
				1	2	3
4	ER	6	7	8	9	10
11	ER	13	HD	GR	i	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Starts: 9/6/16	Student Contact Days: 174	1 <sup>st</sup> Semester Ends: 1/26/17 (85)
*Last Day of School: 6/14/17	Inservice Days: 7	2 <sup>nd</sup> Semester Ends: 6/14/17 (89)
Spring Break: 3/27/17 – 3/31/17	Grading Days: 2	
	Holidays: 5	
	No School (P/T Comp): 2	

Parent Teacher Conferences will be held: 10/26 & 27/2016 and 4/12 & 13/17

## **SHERIDAN SCHOOL DISTRICT 48J 2016-2017 BUDGET CALENDAR**

April 12, 2016	Publish First Notice of Budget Committee Meeting
April 26, 2016	Publish Second Notice of Budget Committee Meeting
May 3, 2016	First Meeting of the Budget Committee Present Proposed Budget and Budget Message 5:30 P.M.
May 10, 2016	Second Meeting of the Budget Committee 5:30 P.M.
June 7, 2016	Publication of Notice of Hearing & Financial Summaries
June 15, 2016	Public Hearing on the Budget 6:00 p.m. Enact Resolutions and & Adoption of Budget
July 15, 2016	Submit tax certification documents to the assessor

# SPARTAN ACADEMY

February 2016



- ▶ Enrollment has dropped to 2 students in Spartan Academy and 5 in House of Hope
- ▶ Some Students have Enrolled in AllPrep (thinking it is easier or more convenient)
- ▶ SHS is Intervening for More Students

# SPARTAN ACADEMY

# Proposal

- ▶ Make Spartan Academy Part of SHS (Not Separate School)
- ▶ Reduce Staff by One Teacher
- ▶ Revamp Alt Ed Model
- ▶ Improve CTE Options at SHS
- ▶ Improve Instruction to be More Inclusive of At-Risk Students

SPARTAN ACADEMY

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

THANK YOU



# Sheridan School District

## Open Enrollment

### 2016-17 School Year

- Sheridan High School – 20 Total Seats Grades 9 -12
- Faulconer Chapman – 25 Total Seats Grades K-8

# INTER-DISTRICT TRANSFERS

## 2016-17

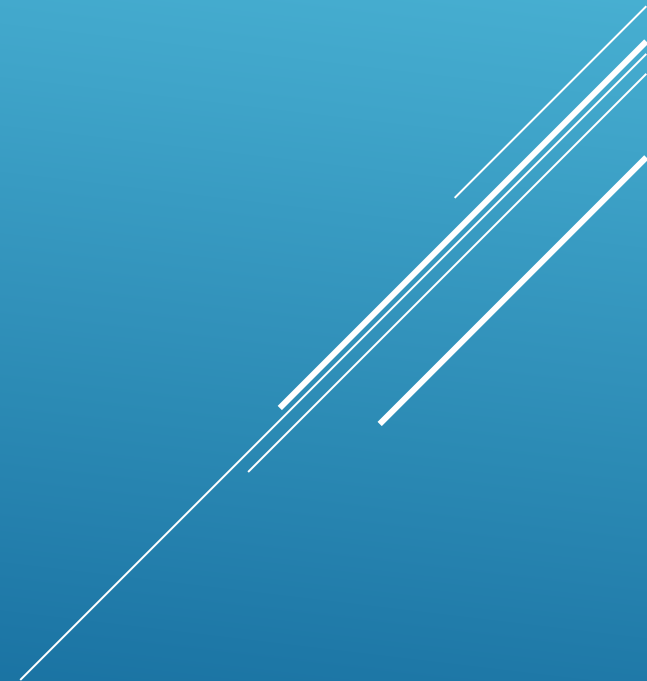
The background is a solid blue gradient. On the right side, there are several white lines of varying thicknesses that run diagonally from the bottom-left towards the top-right, creating a sense of movement and depth.

- ▶ Allow up to 125 Students In
- ▶ Allow up to 100 Students Out
- ▶ Cut off is October 31, 2016

PROPOSAL FOR 2016-17



THANK YOU



# EVALUATION SYSTEM

Sheridan School District



- ▶ During the 2012-13 school year Sheridan Adopted the LEGENDS Evaluation Framework by the Evaluation Committee
- ▶ LEGENDS was Developed by the Salem Keizer School District
- ▶ During the Three Years of Use Teachers and Administrators have Discovered a need for more Support of the Evaluation Process

CURRENT SYSTEM

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ The Evaluation Committee is Recommending that We Adopt the Danielson Evaluation Framework
- ▶ Changing will not Materially Change our System
- ▶ Rubrics for Teacher Evaluations will Change
- ▶ Process will not Change
- ▶ Danielson is Widely Used Across the United States
- ▶ Teachers and Administrators will have Access to More Tools to Support Improvement of Instruction

## EVALUATION SYSTEM

THANK YOU

