

## Regular Meeting

Thursday, July 21, 2022 6:00 PM

The Dalles Middle School - Library, 1100 East 12th Street, 1100 East 12th Street, The Dalles, Oregon 97058

1. **Call Meeting to Order and Pledge of Allegiance** **Presenter:** Jose Aparicio, Chair

2. **Available to view livestream:**

3. **Review / Revision of the Agenda**

4. **District Mission / Vision Statement**

5. **Student / Staff Recognition**

6. **Special July Board Organizational Designations** **Presenter:** Jose Aparicio, Chair

6.a.

- **Action Item:** Election of Board Chair (ORS 332.040)
- **Action Item:** Election of Board Vice Chair (ORS332.040)
- **Action Item:** Approval Annual Board Organizational Chart for 2022-2023
- **Appoint school board members to the following Board subcommittees:**
  - D21 Education Foundation
  - Community Outreach Team
  - Wellness Committee
  - Building / Facilities Report
  - District Equity Committee
  - Wasco County Forest Collaborative
  - D21 Scholarship Committee

7. **Consent Agenda**

7.a. **School Board Meeting & Hearing Minutes from June 16th, 2022**

7.b. Personnel Report

8. **Board Action Calendar - Review**

9. **School Board Sub Committee Reports**

10. **Staff Report:**

11. **New Business:**

11.a. **Presentations / Reports:**

11.a.1. **District Communications Update - ParentSquare Communication System** **Presenter:** Stephanie Bowen, Director of Communications

11.a.2. **Superintendent's Report** **Presenter:** Dr. Carolyn Bernal, Superintendent

11.a.2.a. **Action Item:** *Approve revised Superintendent's Contract & Salary Schedule*

11.a.3. **Chief Financial Officer's Report**

**Presenter:** Kara Flath, CFO

11.a.3.a. **Bond Planning Update**

11.a.3.b. **Financial Statements:**

11.a.4. **Board Attorney's Report**

**Presenter:** Jason Corey, Board Attorney

12. **Discussion / Action Items:**

12.a. **Action Item:** *The board is requested to approve the following changes for the Oregon Department of Education's official record:*

- **Name change** from Riverbend Community School to Innovations Academy (for the ODE Institution number only);

12.b.

- **Street Address change** from 400 East Scenic Drive to 3601 West 10th Street, The Dalles, Oregon 97058;

12.c.

- **Grade level change** from 9-12th grade to KG-12th grade.

12.d. **Action Item:** *Approve District Staff to Attend DLI Conference (Out of State Travel)*

**Presenter:** Kara Flath, CFO

12.e. **Action Item:** *Approve Replacement of The Dalles High School Computer Lab*

**Presenter:** Kara Flath, CFO

13. **1st Reading on School Board Policies (informational only):**

13.a. **Policy IIBGA: Electronic Communications System**

14. **2nd Reading / Adoption on School Board Policies (action required):**

14.a. **Policy KG: Community Use of District Facilities**

14.b. **Policy KGF/EDC: Authorized Use of District Equipment & Materials**

15. **Informational Only:**

15.a. **Policy JB- AR: Transgender and Gender Nonconforming Students**

15.b. **Policy JFCEB-AR: Personal Electronic Devices & Social Media**

15.c. **Policy IIBGA-AR: Electronic Communications System**

16. **Comments from the Audience about Non Agenda Items**

17. **Adjourn the Regular School Board Meeting**

# DISTRICT CONFIDENTIAL STAFF RECOGNITION

- Cindy Miller
- Becky Beeks
- Jessica Reyes
- Olivia Murillo
- Jillian McNeal
- Keri Newland



**North Wasco County School District 21**  
**2022-2023 BOARD ORGANIZATIONAL CHART**

Item	Designation
1. Provide time and place for regular school board meetings of the Board of Directors	Thursday as designated on approved calendar – routinely at 6:00 pm – <i>Electronically (via YouTube &amp; Facebook); in-person at The Dalles Middle School in the library or commons or in a designated building / school.</i>
2. Appoint Chief Administrative Officer, District Clerk, and Custodian of Funds (facsimile signature is authorized): ORS 332.515, ORS 328.441, 445	Dr. Carolyn Bernal, Superintendent
3. Appoint Budget Officer, Deputy Clerk and Custodian of Funds (facsimile signature is authorized): ORS 294.331, ORS 328.441, 445	Kara Flath, Chief Financial Officer
4. Public Contracting Officers (general authority to represent the School Board for public contracting): ORS 332.075	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer
5. Appoint Food Service Authority	Kara Flath, Chief Financial Officer
6. Appoint Legal Counsel	Dick, Dick & Corey; The Hungerford Law Firm; Miller Nash; Mersereau, Shannon, LLP; Ball Janik, LLP; Oregon School Boards Association
7. Appoint Newspaper to be used for all legal notices	Columbia Gorge News
8. Appoint Workers' Compensation Carrier	State Accident Insurance Fund
9. Appoint Insurance Agent of Record	OnCourse Insurance and Risk Management
10. Appoint Responsibility for enforcement of Policy GBA-AR; Affirmative Action Program; Policy GBEC: Drug Free Workplace; and all other Board policies	Dr. Carolyn Bernal, Superintendent Sandy Harris, Director of Human Resources
11. Appoint Auditors and authorize standard form contract. ORS 328.465, 327.137, 297.405	Friend & Reagan, P.C., CPAs
12. Appoint District Representative, if needed, for IEP Meetings at Oregon School for Deaf & Blind, Early Intervention and District SLC Programs.	Amy Hampton, Student Services Director
13. Set Fidelity Bond Rate(s): ORS 332.525	Dr. Carolyn Bernal, Superintendent (\$100,000) Kara Flath, Chief Financial Officer (\$300,000) Olivia Murrillo, Accounting Specialist (\$100,000) Jillian McNeal, Payroll & Benefits Spec. (\$100,000) Keri Newland, Accounting Specialist (\$100,000)

14. Authorize Membership	*OSBA; *COSA; *OASE; *AASA; *OASBO; *OSPA; *SHRM; *NAEN; *OACOA; *GFOA; *ASBO; The Dalles Area Chamber of Commerce; TD Sister Cities Association;
15. Authorize loans from the General Fund to Special Project Funds for the purposes of paying operating expenses until grant and contract funds can be collected and the General fund repaid. ORS 294.468	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer
16. Designate Financial Institutions of Deposit ORS 328.441, 294.805 - 294.895	Oregon State Treasury, Local Government Investment Pool; U.S. Bank; Bank of America; Bank of the West; Washington Federal; Columbia State Bank, and Wells Fargo
17. Designate Confidential Employees	Cindy Miller, Executive Assistant to Superintendent & Board Becky Beeks, Executive Assistant to the Human Resources Director Jessica Reyes, Human Resources Assistant Olivia Murrillo, Accounting Specialist Keri Newland, Accounting Specialist Jillian McNeal, Payroll & Benefits Specialist
18. Authorize purchases from Oregon Department of Administrative Services Procurement Division and federal property disposal.	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer
19. Designate distribution of Board Agenda	Board of Directors, Board Secretary, OEA Representative(s), Columbia Gorge News, Columbia Community Connections, KACI, KHR, KODL, District Website, Columbia Gorge ESD
20. Designate distribution of Board Minutes	Board of Directors, Board Secretary, District Website (approved)
21. Designate Local Public Contract Review Board. ORS 279A.060	North Wasco County School District 21 Board of Directors
22. Designate Signature Authorization ORS 328.441, 328.445	<u>Two Signatures – one may be an official facsimile:</u> Dr. Carolyn Bernal, Superintendent; Kara Flath, Chief Financial Officer; Keri Newland, Accounting Specialist; and Board Chair.
23. Designate Signature authorization for Federal, State & Local Grant Applications and Acceptance of Funds	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer Dr. Lauren Merklin, Director of Teaching, Learning & Assessment
24. Designate Signature Authorization for Safe Deposit box	Dr. Carolyn Bernal, Superintendent
25. Designate Approved Alternative Schools	Columbia Gorge Community College (GED and High School Equivalent Degree as outlined in OAR 581-22-317); The Next Door, Inc.
26. Authorize expenditure in the year of receipt of grants, gifts, bequests and devises in trust for specific purposes. ORS 294.338(2)	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer
27. Authorize expenditure of refunds received when purchased items are returned after an expenditure has been made. ORS 294.338(9)	Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer

<p>28. Authorize limited investments of funds in the investment pool by the Superintendent and Chief Financial Officer. ORS 294.810 and 294.815</p>	<p>Dr. Carolyn Bernal, Superintendent Kara Flath, Chief Financial Officer</p>
<p>29. As per District policy DLC: Mileage reimbursement for approved District travel using a privately owned vehicle shall be calculated at the current allowance established by the IRS.</p> <p>Per diem rates for approved meals and lodging when traveling on District business will be at the federal rate set by the U.S. General Services Administration.</p>	<p>Board of Directors</p>
<p>30. Integrated Pest Management Coordinator. ORS 634.700 – 634.750</p>	<p>Doug Rice, Facilities Director or designee</p>

- \*OSBA – Oregon School Boards Association
- \*COSA – Coalition of School Administrators
- \*OASE – Oregon Association of School Executives
- \*AASA – American Association of School Administrators / School Superintendents Association
- \*OASBO – Oregon Association of School Business Officials
- \*OSPA – Oregon School Personnel Association
- \*SHRM – Society for Human Resources Management
- \*NAEN – North American Association of Education Negotiators
- \*OACOA – Oregon Association of Central Office Administrators
- \*GFOA - Government Finance Officers Association
- \*ASBO - Association of School Business Officials

## North Wasco County School District

Human Resource Office • Sandra Harris - Director  
3632 West 10th Street • The Dalles, Oregon 97058 • (541) 506-3420

### PERSONNEL CHANGES AND VACANCIES

**School Board Meeting – July 21, 2022**

*Current as of – July 19<sup>th</sup>, 2022 (revised)*

*Reference ORS 332.505 (2b) A District Board may employ personnel, including teachers and administrators, necessary to carry out the duties and powers of the board and fix the duties, terms and conditions of employment and the compensation.*

#### Licensed Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
Janice Shortt	SPED Coordinator	District Wide	Begins August 22, 2022
Hayli Sharp	Health Teacher	TDMS	Begins August 22, 2022
Nicole Kvist	Speech Language Pathologist	District Wide	Begins August 22, 2022
Lisa Sands-Michaelsen	Grade 6 Teacher	TDMS	Begins August 22, 2022
Sabrina Nembec	Grade 6 Teacher	TDMS	Begins August 22, 2022
Lara Dunn	SLP-Autism Focused	District Wide	Begins August 22, 2022
Toni Sheppard	Transition 21 Teacher	WC	Begins August 22, 2022
John Trimble	Science Teacher	Innovations Academy	Begins August 22, 2022
Ann Zuehlke	Reading/ELA Teacher	TDMS	Begins August 22, 2022
Connor Ward	Counselor	DHE	Begins August 22, 2022
Mary Jane Laney	Grade 2 Teacher	DHE	Begins August 22, 2022
Melissa Diss	Grade 8 SS Teacher	TDMS	Begins August 22, 2022
Arielle Shabanian	SPED Teacher SLC	CES	Begins August 22, 2022
Ambrielle Feil	CES/ED Asst II (ESP position)	CES/Grade 3 Teacher	Begins August 22, 2022

#### Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
Jim Taylor	TDHS/Global Studies	TDHS/Student Success Coordinator-Dean of Students
Samantha Tenneson	CES/PE Teacher	DHE/PE Teacher
Duncan Wilcox	TDMS/SPED Teacher	TDMS/PE Teacher
Jordan Rowland	TDMS/SS Teacher	TDHS/SS Teacher
Mairead Beane Kelly	CES/Dean of Students	CES/Vice Principal

#### Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
Sean Beitey	PE Teacher	TDMS	Resigning June 14, 2022
Andrea Lalonde	Grade 4 Teacher	CES	Resigning June 14, 2022
Kaitlin Brown	Grade 6 ELA Teacher	TDMS	Resigning June 21, 2022
Morgan Dill	Science Teacher	TDMS	Resigning June 30, 2022
Sean Fekete	Grade 8 SS Teacher	TDMS	Resigning September 12, 2022 unless filled prior to that date.
Ryan Brunk	SPED Teacher	TDMS	Rescinded offer July 12, 2022

#### Licensed Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
Susan Reyes-Montes	DLI Teacher	CES	Request LOA for the 22'-23' year
Stephanie Buyuklian	Grade 3 Teacher	DHE	Request LOA for the 22'-23' year

**Administrative Staff – New Hires**

NAME	POSITION	BUILDING	COMMENTS
Dr. Lauren Merklin	Director of Teaching, Learning and Assessment	DO	Begins July 1, 2022

**Administrative Staff – Internal Transfer and or Hires**

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

**Administrative Staff – Resignation/Retirements/Separation of Employment**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Please Note: The following information regarding ESP employment is presented to the Board for purposes of (Information Only) and requires no action.**

**ESP Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Ezra Magee-Fitzsimmons	District Courier/Maintenance I	Operations	Begins July 8, 2022
Brooklyn Carroll	Lead Bus Driver	Transportation/Sherman Co	Begins July 6, 2022
William Wambold	Bus Driver	Transportation/Sherman Co	Begins July 7, 2022
Julia Cardiel	Ed Asst II-Instructional	Innovations Academy	Begins August 23, 2022

**ESP Staff –Transfers and Internal Hires – No Action Required**

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
Ambrielle Feil	CES/ED Asst II	CES/Grade 3 Teacher

**ESP Staff – Request for Leave of Absence – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**ESP Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Deocelen Munoz	ED Asst II-ESL/ELL	CWE	Resigning June 10, 2022
Larry Wingo	Maintenance Grounds	Operations	Resigning July 27, 2022

**Confidential Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Confidential Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Coaching Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Shudhi Datta	Asst Girls Coach	TDHS	Begins August 15, 2022

**Coaching Staff – Resignations/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

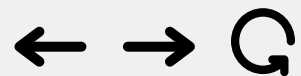
**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
Bilingual Family Liaison	7.5 Hrs	CES	Open Until Filled	Advertised
Ed Asst II-Instructional	7.5 Hrs	CES	Open Until Filled	Advertised
Secretary V-Lead	8 Hrs	CWE	Open Until Filled	Advertised
Ed Asst I-Supervision PT	3.75 Hrs	CWE	Open Until Filled	Advertised
ELL Instructional Asst	7.5Hrs	CWE	Open Until Filled	Advertised
Educational Asst III-SELA	7.5 Hrs	DHE	Open Until Filled	Advertised
Grade 3 Teacher	8 Hrs	DHE	Open Until Filled	Advertised
Administrative Assistant to the AD	8 Hrs	DO	Open Until Filled	Advertised
Educational Asst IV-SLC	7.5 Hrs	District Wide	Open Until Filled	Advertised
Occupational Therapist	8 Hrs	District Wide	Open Until Filled	Advertised
Substitute Teachers 22'-23	TBD	District Wide	Open Until Filled	Advertised
Classified Substitutes 22'-23'	TBD	District Wide	Open Until Filled	Advertised
District Instructional Coach	8 Hrs	District Wide	Open Until Filled	Advertised
Director-After School Program	8 Hrs	District Wide	Open Until Filled	Advertised
Site Coordinator-After School Program	7.5 Hrs	District Wide	Open Until Filled	Advertised
Instructional Asst II-After School Program	4 Hrs	District Wide	Open Until Filled	Advertised
Educational Asst IV-SPED Multiple Positions)	7.5 Hrs	Elementary Schools	Open Until Filled	Advertised
Special Education Teacher(s)	8 Hrs	Elementary Schools	Open Until Filled	Advertised
Secondary Mathematics Teacher 22'-23'	8 Hrs	Innovations Academy	Open Until Filled	Advertised
Nutrition Svcs I-FT Summer Program	7.5 Hrs	Nutrition Services	Open Until Filled	Advertised
Maintenance III-Grounds Lead	8 Hrs	Operations	Open Until Filled	Advertised
Maintenance V	8 Hrs	Operations	Open Until Filled	Advertised
High School Counselor 22'-23'	8 Hrs	TDHS	Open Until Filled	Advertised
Ed Asst IV-Media	8 Hrs	TDHS	Open Until Filled	Advertised
Special Ed Teacher 22'-23'	8 Hrs	TDHS	Open Until Filled	Advertised
Educational Asst IV-SPED 22'-23'	7.5 Hrs	TDHS	Open Until Filled	Advertised
Assistant Football Coach (22'-23')	Seasonal	TDHS	Open Until Filled	Advertised
Head Coach-Girls Wrestling 22'-23'	Seasonal	TDHS	Open Until Filled	Advertised
Science Teacher 22'-23'	8 Hrs	TDMS	Open Until Filled	Advertised
Middle School Counselor 22'-23'	8 Hrs	TDMS	Open Until Filled	Advertised
Special Education Teacher 22'-23'	8 Hrs	TDMS	Open Until Filled	Advertised
Special Education Teacher SLC 22'-23'	8 Hrs	TDMS	Open Until Filled	Advertised
Educational Asst III-SPED 22'-23'	7.5 Hrs	TDMS	Open Until Filled	Advertised
Asst 7 <sup>th</sup> or 8 <sup>th</sup> Grade-Volleyball Coach	Seasonal	TDMS	Open Until Filled	Advertised
Head 7 <sup>th</sup> or 8 <sup>th</sup> Grade-Volleyball Coach	Seasonal	TDMS	Open Until Filled	Advertised
Head Coach Cross Country	Seasonal	TDMS	Open Until Filled	Advertised

Ed Asst I-Supervision Duty	3.75 Hrs	TDMS	Open Until Filled	Advertised
Educational Assistant II-Instructional Asst	7.5 Hrs	TDMS	Open Until Filled	Advertised
Bilingual Family Liaison 22'-23'	7.5 Hrs	TDMS	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Bus Driver	8 Hrs	Transportation	Open Until Filled	Advertised
Ed Assistant I-Duty	7.5 Hrs	Wahtonka	Open Until Filled	Advertised
Elementary Teacher-Crossroads 22'-23'	8 Hrs	Wahtonka	Open Until Filled	Advertised



Home



<https://nwasco.edlioschool.com/>

# Introducing: ParentSquare

LET'S GET STARTED!



Home

ParentSquare



← → 🔍 What is ParentSquare?

**ParentSquare is a unified communication platform that offers a whole host of tools which allows district, school administrators, and teachers to more effectively communicate and engage with families and students.**

*It provides a safe way for district administrators, school principals, teachers, staff, and parents to:*

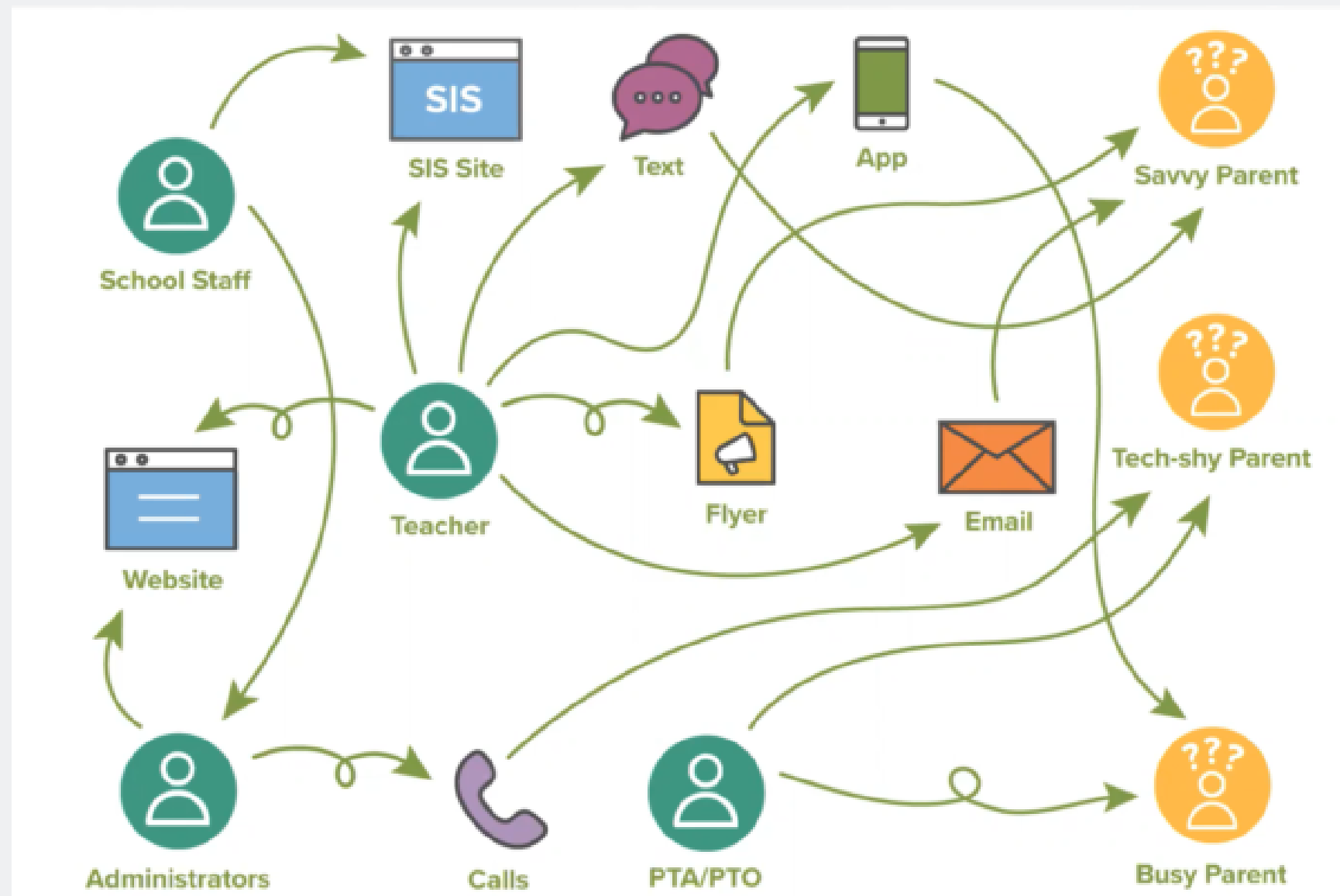
- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- Schedule parent-teacher conferences
- and much more . . . all in one centralized place!





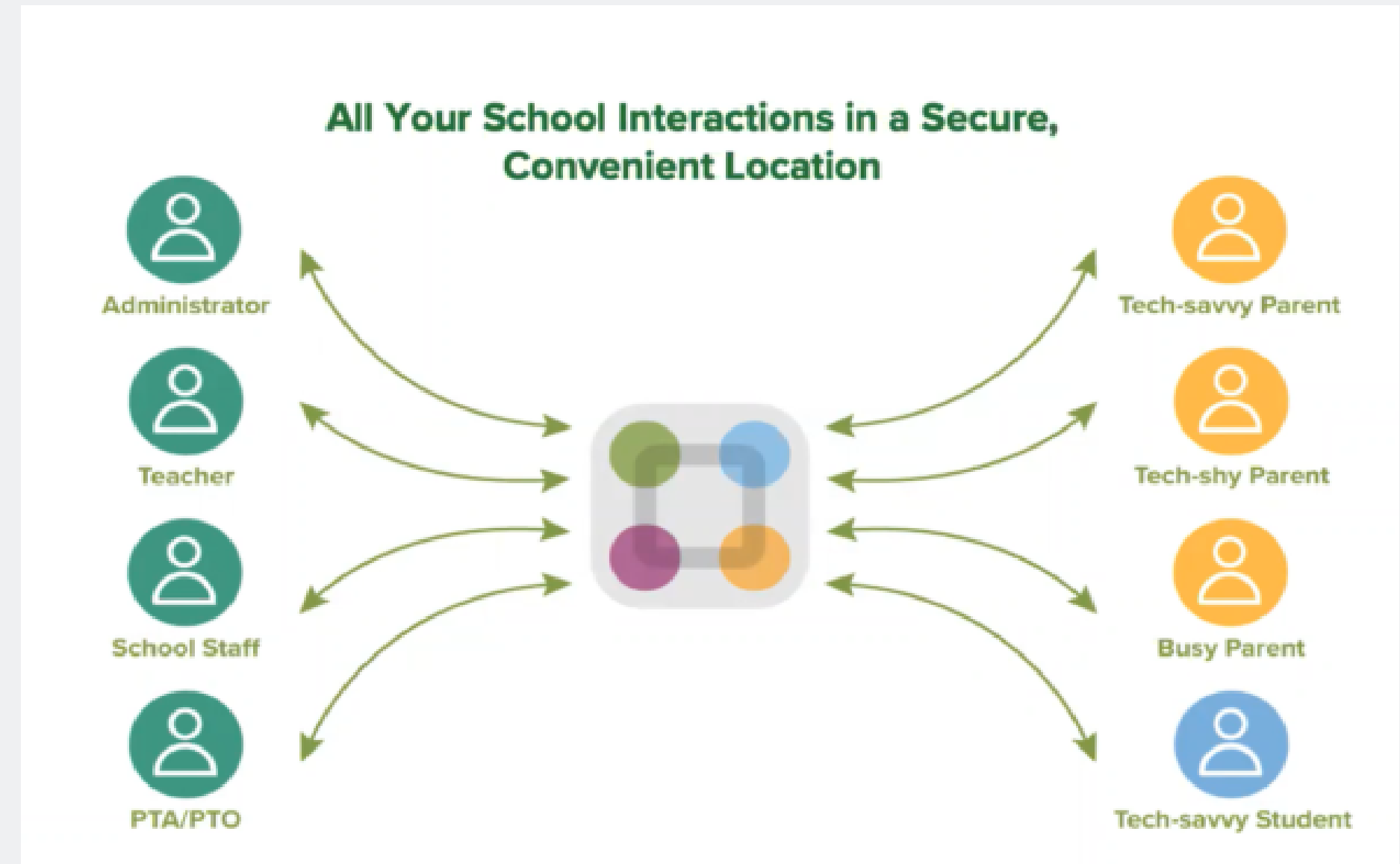
### Before ParentSquare

The district, schools and teachers were all using different tools, platforms, and apps to communicate with parents and guardians.



### After ParentSquare

Parents and guardians know exactly where to find all school communications — in ParentSquare!





Home

ParentSquare

Introduction

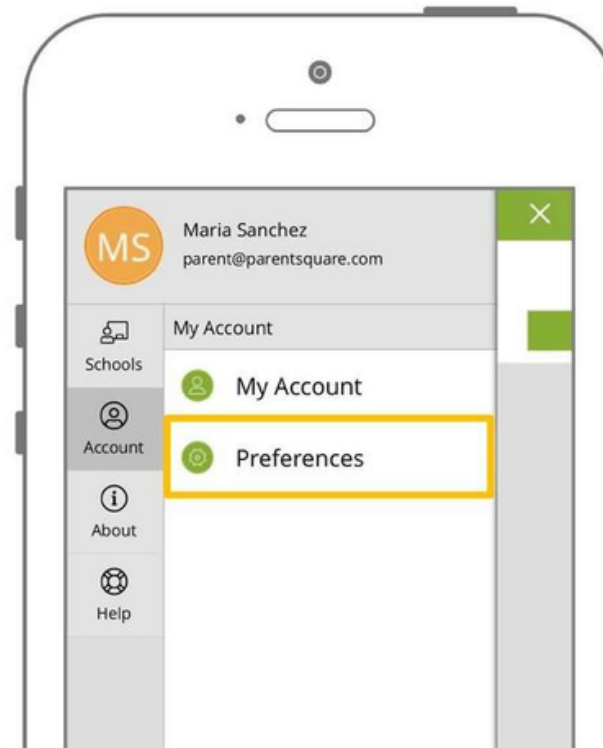


← → 🔍 Why ParentSquare

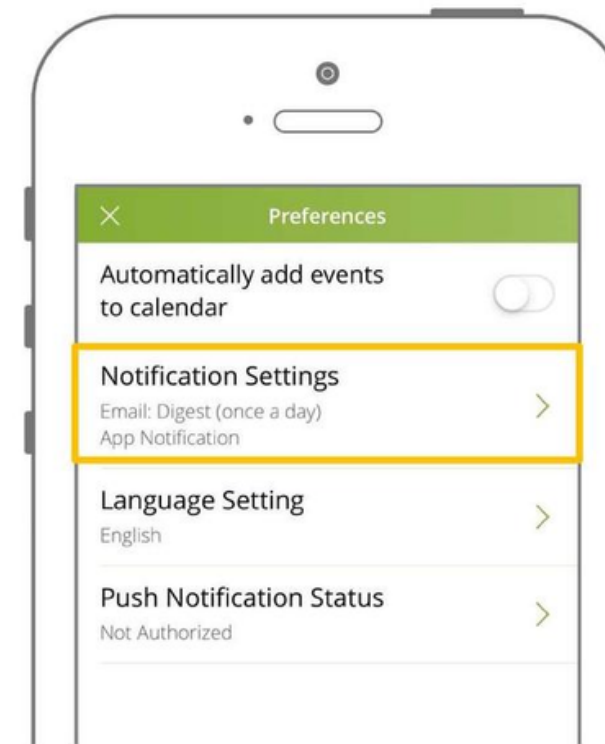
# Minimize Messaging Overload



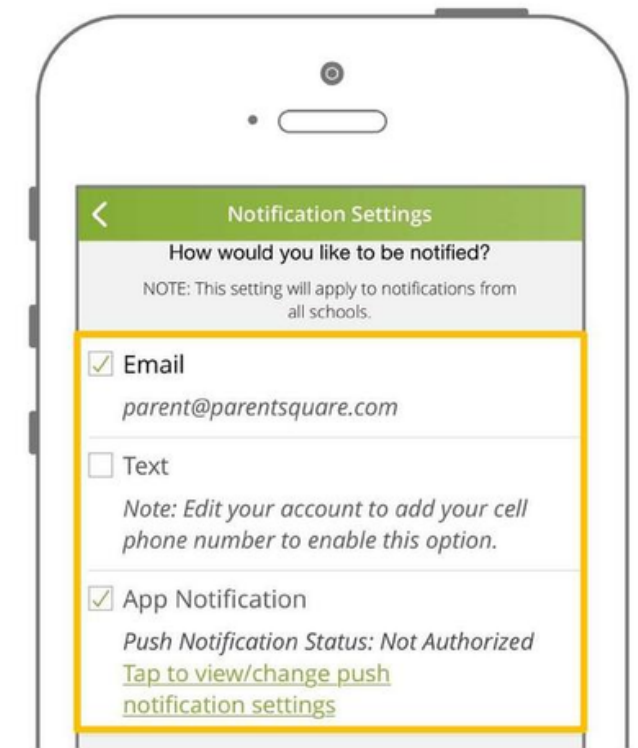
## Choose Your Notification Preferences



**1.** Tap the '☰' icon at the top left corner. Then tap 'Preferences'



**2.** Tap 'Notification Settings'



**3.** Select how you'd like to be notified



Home

ParentSquare

Introduction

About the App

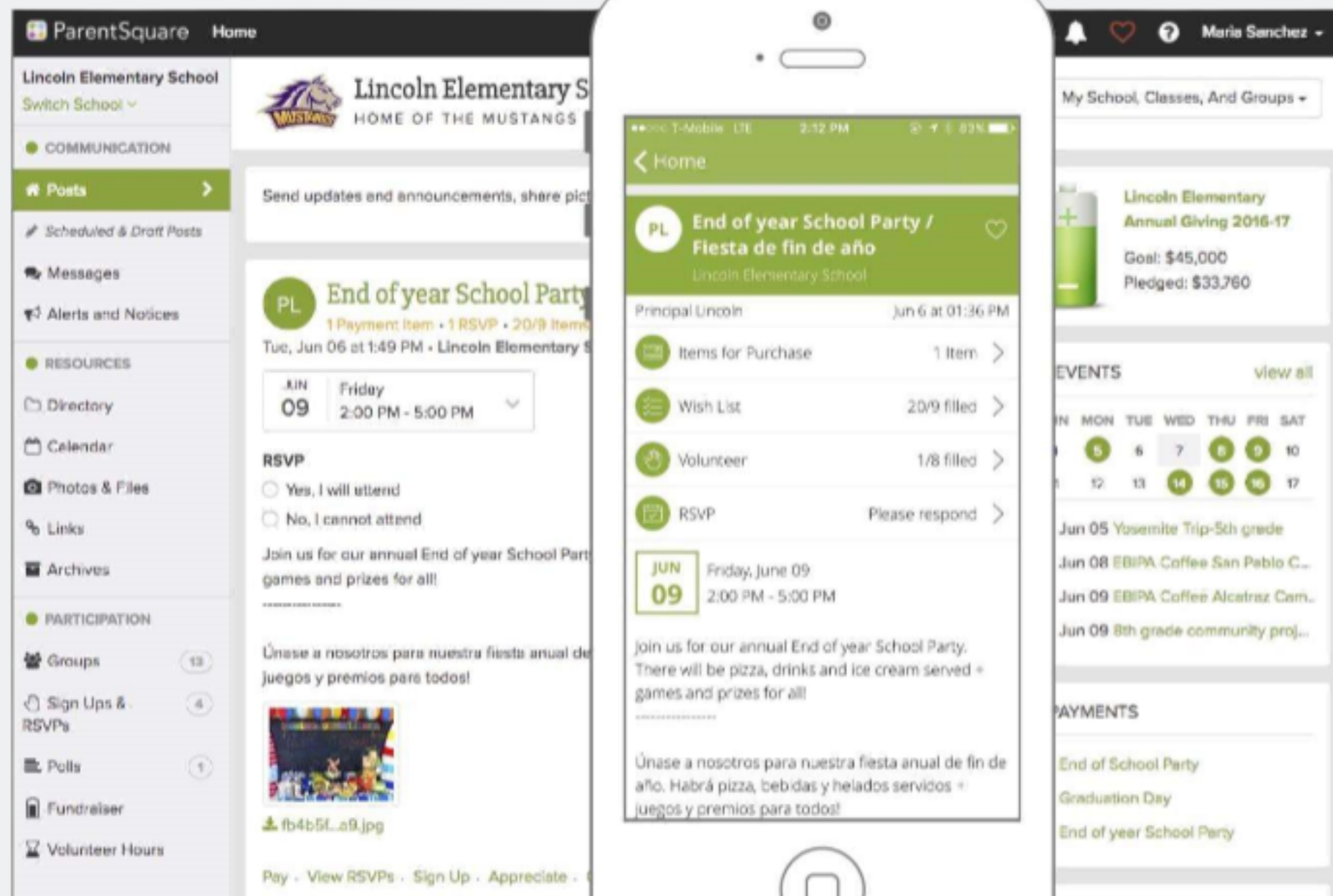


← → 🔍 ParentSquare App

# Get the App

Stay connected anywhere with the **online portal** AND the **parent app, ParentSquare!**

Parents get all school notifications in one place and only view the content that is relevant to their student(s).





Home

Proprietors

Introduction

Latest News



← → ↻ 🔍 ParentSquare News Feed

# News Feed

School  
Grade  
Class  
*or even group*  
*Specific*

The screenshot shows a web browser window displaying the ParentSquare interface for Lincoln Elementary School. The page title is "Lincoln Elementary School" with the tagline "HOME OF THE MUSTANGS". The main content area features a post titled "TEDYouth 2016: Made in the Future" by Principal Lincoln, dated August 05 at 9:00 AM. The post includes a calendar widget for August 5th, a description of the event, and two image thumbnails. Below the post are options to "Appreciate", "Comment", "Español", and "Print", along with a notification that "1 person appreciates this post".

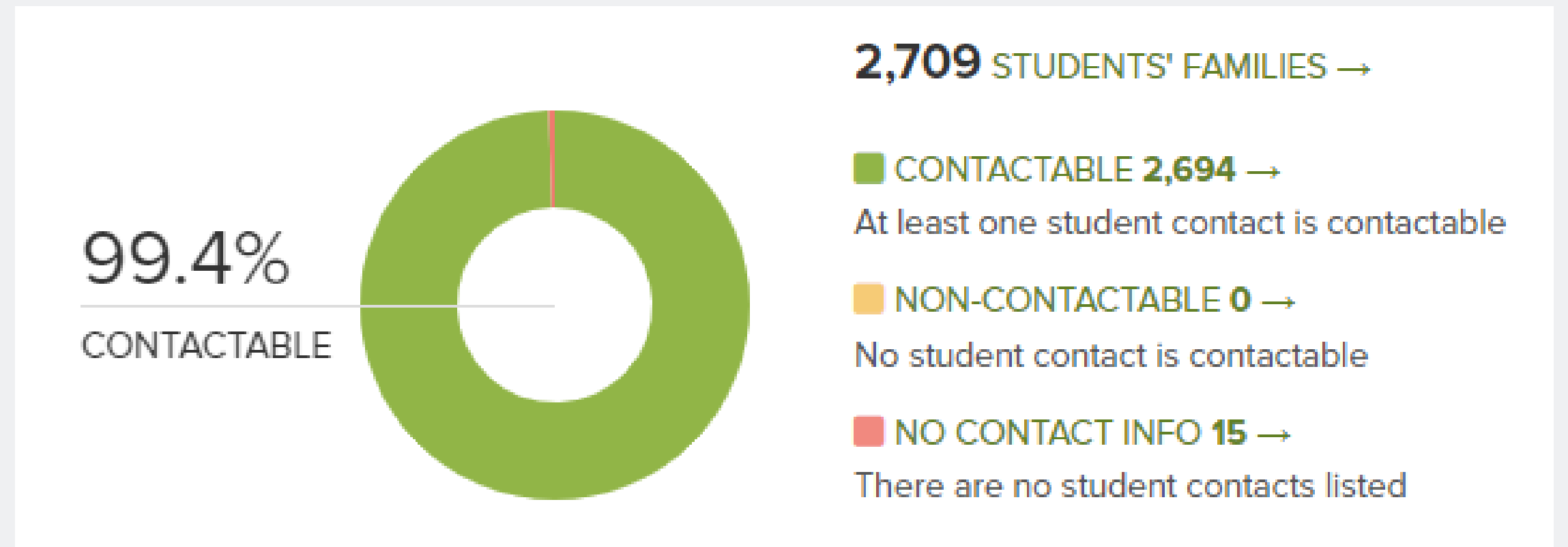
The left sidebar contains navigation menus for "COMMUNICATION" (Posts, Messages, Alerts & Notices), "RESOURCES" (Directory, Calendar, Photos, Files & Links, Archives), and "PARTICIPATION" (Groups, Sign Ups & RSVPs, Polls, Fundraiser, Volunteer Hours). The right sidebar includes an "EVENTS" calendar for August, a "SIGN UPS & RSVPs" section, and a "PHOTOS" section.



← → 🔍 Insert your topic here

# Metrics

- Open Rates
- Posts
- Reach/Interactions
- Feature Use (*Polls, Photos, Sign-ups*)
- Broken down by district and school



**EMPLOYMENT AGREEMENT  
BETWEEN  
DR. CAROLYN BERNAL**

**AND**

**THE GOVERNING BOARD OF NORTH WASCO COUNTY SCHOOL DISTRICT NO.  
21  
WASCO COUNTY, THE DALLES OREGON**

This agreement, made and entered into this 21<sup>st</sup> day of July, 2022 between North Wasco County School District No. 21, hereinafter referred to as the DISTRICT, and Dr. Carolyn Bernal hereinafter referred to as SUPERINTENDENT.

**Recitals:**

WHEREAS, the District is desirous of securing a Superintendent of Schools to supervise and direct the schools and education program of the District under the general supervision of the District's School Board for the 2022-2025 academic school years; and

WHEREAS, the District and Superintendent believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs Dr. Bernal as Superintendent of Schools in and for said district, and Dr. Bernal hereby accepts such employment upon the following terms and conditions:

1. **TERM.** This contract commences July 1, 2022 and shall continue and remain in effect up to and including June 30, 2025, subject to the District's right of termination during the term of this contract. With a successful, annual evaluation, this contract shall automatically be extended for an additional year. In the absence of a written notice from either party by May 1, of each year, of intent to terminate or modify this employment contract, this contract shall automatically be extended for one additional year.
2. **SALARY.** Superintendent shall be paid \$181,120.00 for the period from July 1, 2022, through June 30, 2023. For each subsequent year of the contract the Superintendent will receive the same Cost of Living Increase (COLA) as the North Wasco School District Certified Employees.
3. During each year of this Agreement, Superintendent's salary shall be paid in twelve (12) equal monthly installments.
4. **SUPERINTENDENT AND BOARD RESPONSIBILITY.** Superintendent shall be the chief executive officer of the District. As such, Superintendent shall have the primary responsibility for execution of policy set by the Board, whereas the Board shall retain the primary responsibility for formulating and adopting policies for the District.
5. **DUTIES.** As chief executive officer of the District, Superintendent shall perform the duties of district superintendent as prescribed by the laws of the State of Oregon, Oregon Administrative Rules and Board Policy. In addition, Superintendent shall have the powers and perform duties reasonable incident to the office of Superintendent and such other duties as may be specified and/or delegated by the Board.

Superintendent shall devote full time, skill, labor and attention to the operation of the District.

Superintendent shall, within Board policy, have responsibility to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in her judgment best serves the District. Superintendent shall, subject to Board approval, have the responsibility for all personnel matters, including selection, assignment, transfer, termination of classified personnel and recommendation for non-extension, renewal, nonrenewal and termination of licensed personnel.

**Superintendent shall:**

- A. Periodically evaluate all district employees as provided for by Oregon law and Board policy;
  - B. Establish and maintain an appropriate community relations program;
  - C. Endeavor to maintain and improve her professional competence by all available means, including subscribing to and reading appropriate periodicals, joining appropriate professional associations, and participating in activities of such associations; and
  - D. Have authority to accept the resignation of any licensed staff member, and to waive, on behalf of the Board, the 60-day notice provision of ORS 342.553.
  - E. Be entitled to:
    - (1) Present her recommendation to the Board on subjects under consideration by Board prior to action taken on the subject by the Board;
    - (2) Attend each meeting of the Board, except executive sessions held to discuss Superintendent's employment status, unless excused by the Board; and
    - (3) Serve as an ex officio member of each committee established by the Board.
6. **PROFESSIONAL GROWTH OF SUPERINTENDENT.** The District encourages the professional growth of Superintendent through participation, as she might decide in light of the duties of Superintendent, in:
- a. The operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
  - b. Seminars and courses offered by public or private education institutions; and
  - c. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Superintendent to perform her professional responsibilities for the District.
  - d. The District shall permit a reasonable amount of release time for Superintendent as it deems appropriate to attend to such matters and the District shall pay for the necessary membership, tuition, travel and subsistence expenses it authorizes, Superintendent will prepare, no later than July 31<sup>st</sup> of each year, and share with the Board, a tentative calendar, indicating planned travel for events addressed in this section and vacation time, and will immediately alert the Chair to any subsequent changes. The Board shall be notified in advance of any national travel planned and Board approval shall be required before any commitment of District funds. Superintendent shall report to the Board on her activities upon return to the District.
  - e. The Superintendent will have access to mentorship and support as a new superintendent for the first two years of this contract. The cost of this support will be provided by the District, not to exceed the approved budgeted amount.

7. **SUPERINTENDENT'S LICENSE.** Superintendent shall maintain throughout this Agreement a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon. Should Superintendent fail to maintain such a license in good standing, the District may immediately terminate this Agreement.
8. **PERFORMANCE GOALS.** No later than September 15, of each year, the District shall, in consultation with the Superintendent, establish general goals and specific objectives for the school year. The goals and objectives shall be established in writing and be among the criteria for evaluation of Superintendent.
9. **EVALUATION.**

The Board shall evaluate the performance of the Superintendent at least once each year by April 30, or as soon thereafter as practicable, during the term of this contract. This evaluation shall be based on the goals and objectives agreed upon by the Board and the Superintendent, and the terms of this contract.

In the event that the Board Determines that the performance of the Superintendent is unsatisfactory, in any respect, it shall describe, in writing, the unsatisfactory performance, including (a) facts and/or evidence to support the unsatisfactory rating; and (b) recommendations for improvement. The Board shall provide a reasonable opportunity for the Superintendent to correct the unsatisfactory performance.

10. **WORK YEAR/VACATION.** The SUPERINTENDENT shall be required to render 12 months (260 days) of full and regular service to the District during each annual period covered by this Agreement, except that she shall be entitled to 25 days of vacation in addition to the holidays that are provided to other year-round employees. (Independence Day, Labor Day, Martin Luther King Jr. Day, Veterans Day, Memorial Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, and Juneteenth) Any time off taken during winter, spring or summer break periods, except for the above listed holidays, must be counted among the 25 days of vacation. Each year a maximum of 10 vacation days may carry over into the following year, with a maximum total accrual of 30 days. In the event of termination or expiration of this Agreement, the Superintendent shall be compensated for up to 30 unused accrued vacation days at the salary rate effective at the time of the termination or expiration of this Agreement. Additionally, the superintendent shall have the option to be compensated for up to Six (6) days of unused vacation time on a yearly basis.
11. **FRINGE BENEFITS.** Superintendent shall be entitled to participate in the following fringe benefits:
  - a. The District shall pay the employer's contribution to the Public Employees Retirement System.
  - b. Professional Dues: Professional/civic dues in full for COSA, AASA, and/or one civic organization.
  - c. Travel Allowance: The District will reimburse the Superintendent for all necessary and actual expenses incurred in the performance of her/his position as long as expenses do not exceed the amount budgeted for this purpose, unless such excess is specifically approved by the Board. The District will pay \$250 per month for travel within the North Wasco County School District, and will reimburse the superintendent at the IRS rate for travel outside the district.
  - d. Technology: During the period of this agreement, as part of compensation, the District shall provide a technology stipend of \$175 per month. The Superintendent will be responsible for obtaining and maintaining her personal cell phone plan and internet connectivity.
  - e. Tax Sheltered Annuity: The District shall, during the term of this Agreement, contribute \$833 per month to a TSA account for Superintendent. The Superintendent is responsible for all tax consequences of the tax-sheltered annuity.

- f. Insurance: The District shall, during the term of this Agreement, pay the premium for health insurance to the same level of coverage as other administrators in the District. The benefits provided are described in the Agreement between the District and its insurance carrier.
- g. Leaves: Superintendent shall have seven (7) days available for personal, emergency or bereavement leave. Sick Leave with pay of twelve (12) days shall be granted per year to be accumulated from year to year in accordance with ORS 332.507. Sick Time with pay shall be granted per year in accordance with ORS 653.601 to 653.661.
- h. Professional Development: The District shall pay for tuition, and related, expenses that are incurred by Superintendent in the completion of the professional development plan jointly adopted by the parties as set forth in paragraph 5D above.

## 12. TERMINATION OF EMPLOYMENT AGREEMENT.

- a. Termination of Agreement: This agreement shall terminate on June 30, 2025. It may be terminated earlier as follows:
  - i. Mutual agreement of the parties
  - ii. Termination for cause
  - iii. Resignation of Superintendent
  - iv. Retirement of Superintendent
  - v. Disability of Superintendent
  - vi. Death of Superintendent
- b. Mutual Agreement of the parties: This Agreement may be terminated at the time upon the mutual agreement of the parties.
- c. Termination for cause: The District may terminate this Agreement for conduct on the part of Superintendent which is seriously prejudicial to and which substantially affects the fundamental mission of the District including, but not limited to Superintendent's failure to comply with the terms of this Agreement, unsatisfactory job performance, gross negligence or malfeasance in the performance of Superintendent's duties, conviction of a felony or misdemeanor crime, acts of fraud, misrepresentation, theft, embezzlement, or misappropriation of District assets, and death or disability of Superintendent. In the event the District intends to terminate this Agreement prior to its termination date without Superintendent's written concurrence, Superintendent shall be entitled to a hearing before the Board prior to the occurrence of any purported act of termination. Superintendent shall receive a written notice of the reasons why the District is considering termination of this Employment Agreement. Superintendent shall have the right to appear before the Board in a closed executive meeting or public hearing, at the option of the Superintendent; shall have the right to be represented at the hearing by a representative of Superintendent's choosing; and shall have the right to a written decision describing the results of the hearing. This provision does not constitute a waiver of any rights the District or Superintendent may have to enforce this Employment Agreement in the courts under contract or other applicable law.
- d. Termination at the request of Superintendent: Superintendent may terminate this employment agreement prior to its termination day, by giving ninety (90) days advance written notice. The District shall pay Superintendent for days actually worked and holidays that occur prior to the Agreement termination.
- e. Termination for reasons of disability: In the event of disability by illness or incapacity, Superintendent shall be entitled to exhaust unused vacation and accrued sick leave. If Superintendent remains unable to resume the normal discharge of her duties, with reasonable accommodation, for a period of thirty (30) days beyond exhaustion of such leaves, the District may terminate this contract by serving written notice ten (10) days prior to the effective date. If a question or disagreement exists concerning the capacity of Superintendent to return to her duties, the District may require Superintendent to submit to a medical

examination, to be performed by a physician mutually agreed upon by the parties. The expense of the examination shall be borne by the District. The physician shall limit his/her report to the issue of Superintendent's ability or inability to discharge the duties of her position at the time of the examination and in the foreseeable future. Superintendent is not deemed to waive any rights or privacy as a result of this paragraph except as specifically set forth herein.

- f. Death of Superintendent. In the event of the death of Superintendent, this Agreement shall immediately terminate with no additional notice of any kind required.

13. **PROFESSIONAL LIABILITY.** The District shall hold harmless and indemnify Superintendent from any and all demands, claims, suits and legal proceedings brought against Superintendent in her individual capacity or in her official capacity as agent and employee of the District, provided the incident arose while Superintendent was acting within the scope of her employment. In no case will individual Board members be considered personally liable for indemnifying Superintendent against such demands, claims, suits, actions and legal proceedings.

If, in the good faith opinion of Superintendent, conflict exists regarding legal defenses to a third-party claim against Superintendent and the District (i.e., pressing the defense of one party would tend to injure the other party), Superintendent may engage separate counsel, and the District shall indemnify Superintendent for the costs of such counsel, subject to the same limitations, provisions, and exceptions set forth above. The District shall not, however, be required to pay the costs of any legal proceeding in the event the District and Superintendent have adverse interests in any litigations.

14. **CRITICISMS/COMPLAINTS.** The Board, individually and collectively, agrees that any criticism or complaint about an employee or program of the District of which the Board is made aware, shall be promptly processed according to applicable Board policy or policies, including bringing said criticism or complaint to the attention of Superintendent.
15. **RESIDENCY.** The Superintendent shall be encouraged by the Board to participate in school and community activities, and be a member of not only the District community, but also the tax base of the District. The Superintendent will make every effort to live within the District boundaries during the term of this Contract. Only by written approval of the board will this expectation be removed.
16. **BREACH OF AGREEMENT.** Failure by Superintendent to fulfill the obligations set forth in this agreement shall be considered a breach of this Agreement and will terminate the Agreement immediately.
17. **ATTORNEY FEES.** In the event a dispute arises as to the terms of this Agreement, whether or not a suit or action is initiated hereon, the prevailing party in such suit or action shall be entitled to reasonable attorney fees to be fixed by the trial court and, if an appeal is taken from the decision of the trial court, such further sum as may be affixed by the appellate court, together with the prevailing party's costs and disbursements therein.
18. **SEVERABILITY.** If any provision of this agreement shall be invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision and any other respect and of the remaining provisions of this agreement shall not be, in any way, impaired.
19. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of Oregon.
20. **NOTICES.** Any notices that are required under the terms of this Agreement shall be first class mailed or hand delivered to the parties at the following addresses:

**DISTRICT**

North Wasco County School District 21  
3632 West 10<sup>th</sup> Street  
The Dalles, Oregon 97058

**SUPERINTENDENT**

Dr. Carolyn Bernal  
3632 West 10<sup>th</sup> Street  
The Dalles, OR 97058

21. **MODIFICATION.** This Agreement supersedes all prior Agreements and understandings between the parties. The parties may, during the term of this Agreement, mutually agree to modify any of its terms. Any modifications shall be in writing, signed by both parties and attached to this document.

**IN WITNESS WHEREOF**, the District pursuant to the authority of its Board of Directors has caused two originals of this Agreement to be signed in the name of the District by the Chair of the School Board and Superintendent.

**NORTH WASCO COUNTY SCHOOL DISTRICT NO. 21  
THE DALLES, OREGON**

By: \_\_\_\_\_  
Chair, Board of Directors

Date \_\_\_\_\_

By: \_\_\_\_\_  
Dr. Carolyn Bernal, Superintendent of Schools

Date \_\_\_\_\_



# North Wasco County School District

## School Year 2021 – 2022, **June 30<sup>th</sup>** Bond Planning Update and Timeline

### **Meetings:**

6/16/2022 - - Bond Planning Committee Meeting (District Wide) (Kara Flath, Liz Manser, Steven Nelsen, Ajay Rundell, Amy Hampton, Carol Dowsett, Carolyn Bernal, Douglas Rice, Kimberly Tyskiewicz, Sandra Harris, Stephanie Bowen, Theresa Peters, Kurt Evans). Discussed information from the community bond planning meeting on 6/1/2022. (The information is released on the website at <https://www.nwasco.k12.or.us/apps/pages/bondplanning>).

6/6/2022 - Bond Leadership Team Meeting (Jose Aparicio, Carolyn Bernal, Kara Flath, Liz Manser, Steve Nelsen, Jeremy Wright, Alex Holser)

Discussed the need to have more energy and data to review, based on feedback from the Community Bond Planning Committee. We need to verify tax data with the county before polling, especially as it relates to the first Google data center which will be taxed this year. The team needs to narrow down building needs: capacity, parking spots, and student counts as costs have increased over 22%.

6/2/2022 - The Dalles Chamber of Commerce Government Affairs - Round Table (Stephanie Bowen), provided an update of the process.

6/1/2022 - Community Bond Planning Meeting. This meeting comprised of 61 members, 4 were ill or unable to attend. This included 11 district staff, of which 2 were representative of the union members, 2 school board members, 28 community applicants requesting to participate, 2 student representatives, one was ill, 12 community partners who were requested by the district to participate, 1 consultant, and 5 OPSIS staff to facilitate.

This was a robust discussion to allow the community to speak to areas of concern and priorities of the community. OPSIS will compile the results of the committee.

5/19/2022 - Bond Planning Committee Meeting (District Wide) (Kara Flath, Liz Manser, Alec Holser, Jose Aparicio, Steven Nelsen, Ajay Rundell, Amy Hampton, Carol Dowsett, Carolyn Bernal, Dottie Ray, Douglas Rice, Kimberly Tyskiewicz, Sandra Harris, Stephanie Bowen, Theresa Peters, Kurt Evans) The committee discussed the tentative calendar and timeline. OPSIS recapped the small group feedback from the last workshop with the Bond Planning Committee.

5/19/2022 - KODL Radio discussion about bond planning and general update of plans. (Al Winn, Kara Flath, Carolyn Bernal, Kimberly Tyszkiewicz)

5/9/2022 - Bond Leadership Team Meeting (Jose Aparicio, [Carolyn Bernal](#), [Stephanie Bowen](#), [Kara Flath](#), [Liz Manser](#), Steven Nelson, [Jeremy Wright](#)). The group reviewed the initial Community Advisory Committee staff, community partners request, and community members who applied. (Currently 6 applicants). We need to invite student representatives.

Goals:

- Complete the first polling before September 21st, but try to get updated tax roll numbers will look like to have an accurate price point poll. Need a week to run an analysis of data.
- Need to set up a meeting with Doug Rice, [Kara Flath](#), and [Liz Manser](#) to discuss Essential Enhancements and Improvements.
- Need to figure out how to plan for what to do with the existing TDHS if we build a new high school.

5/5/2022 - Media Inquiry, CCC News. RE: Community Bond Planning Committee and facility ages.

5/2/2022 - Community Bond Planning Committee Media Release. District website & social media announcement. Also sent a Remind message sent to all D21 Parents to apply for the Community Bond Planning Committee.

4/28/22 - Bond Planning Committee Meeting #2

(Steve Nelsen, [Carolyn Bernal](#), [Alec Holser](#), [Jose Aparicio](#), [Liz Manser](#), [Stephanie Bowen](#), Douglas Rice, Carol Dowsett, [Kimberly Tyskiewicz](#), Theresa Peters, [Sandra Harris](#), Billy Brost, [Amy Hampton](#), [Kurt Evans](#), Dottie Ray)

Discussed CAC meetings and schedule.

4/25/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Carolyn Bernal](#), Alec Holser, Jose Aparicio) Discussed the community bond planning timeline and who we should invite. Kara will finish the application document to be ready to go out this Thursday before or after the board meeting. Looking at holding the meeting June 1st at TDMS from 6:00 - 8:00pm. Tentative dates 9/21/22 at Wahtonka, and 10/19/22 at TDHS.

4/11/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Liz Manser](#), [Carolyn Bernal](#), Jeremy Wright, Alec Holser) Discussed the path forward in polling the community and gauging interest from the community on what the community sees as a priority and what is realistic. Discussed general timelines.

3/29/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Liz Manser](#), [Carolyn Bernal](#), [Jose Aparicio](#)) Discussed first community meetings: plan is TDMS, Wahtonka, and then TDHS for locations. Kara will prepare the application for community members. Discussed future meetings with Doug, Kara, and Liz to discuss the facilities report.

3/14/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Liz Manser](#), [Carolyn Bernal](#), [Jose Aparicio](#), Alec Holser) Met with DHE and TDHS. Will meet with the rest this week: CWE, CES, TDMS. Discussed Thursday all bond planning committee (BPC) meeting and agenda.

3/08/22 - Lions Club

(Kara Flath, [Carolyn Bernal](#), Billy Brost) Met with Lions Club Members and discussed the general school district and bond process. Requested feedback. Feedback included discussion of remodeling high school instead of replacing high school. Note: This did not apply to Wahtonka.

3/02/22 - Rotary Club

(Kara Flath, [Carolyn Bernal](#)) Met with Rotary Club Members and discussed the general school district and bond process.

2/18/22 - Wright Public Affairs

(Jeremy Wright, [Jose Aparicio](#), [Carolyn Bernal](#), [Kara Flath](#)) Discussed the last bond process and pros and cons. Discussed what a PR firm can do for the district. Key takeaways from last bond and suggestions for upcoming bond.

2/14/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Liz Manser](#), [Alec Holser](#), [Kara Flath](#), [Carolyn Bernal](#), [Jose Aparicio](#)) Discussed getting the Bond Planning Committee commitment by the next meeting. Went over committee structures.

1/31/22 - Bond Leadership Team Meeting

(Steve Nelsen, [Liz Manser](#), [Alec Holser](#), Carol Samuels, Audrey Zhao, [Carolyn Bernal](#), [Jose Aparicio](#)). Discussed Bond Oversight Committee structure. Historical bonds - D21 was approved for a new middle school in 2003, failed local option tax in 2015, and failed bond in 2018. Need to complete committee structure for Bond Oversight, Bond Leadership, Bond Planning, and Community Advisory Committee. Shared diagram of committees.

1/18/22 - Signed Contract with OPSIS, Phase I cost \$10,000, Phase II cost \$25,000 (May not finish before end of FY, so balance of contract FY 2023)

12/21/21 - County Meeting with Piper & Sandler

Met with the county to discuss bond planning processes and improvements from the last bond. (Tyler Stone, Jill Amery, Carolyn Bernal, Jose Aparicio). Recommendations included:

- Do not guarantee a cost per \$1,000, we cannot guarantee.
- Have town hall meetings like South Wasco County.
- Educate the community about how taxes work.
- Talk with major taxing jurisdictions in the county: clubs, churches, larger employers, city council, county commissioners.
- Coordinate information flow with the county so we all say the same thing.
- Train the school board on how the tax system works.

12/06/21 - Piper & Sandler contract signed. No cost unless bond is passed.

12/09/21 - OPSIS Initial Meeting

Met with OPSIS Architecture to discuss bond planning and how OPSIS could assist the district. (Steve Nelson, Kara Flath, [Jose Aparicio](#), [Carolyn Bernal](#))

11/29/21 - Piper and Sandler

Met with Piper & Sandler about pre-bond planning to discuss the previous bond process and changes we should make. Carol Samuels (Piper & Sandler), Kara Flath, Dr. Carolyn Bernal, [Jose Aparicio](#), and Audrey Zhao (Piper & Sandler).

Questions about this report can be addressed to Kara Flath, Chief Financial Officer, at [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).

# NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2022 Expenditure Status Report

For the month ending June 30th, 2022

(Not COMPLETE)

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	19,807,277	19,799,267	5,212	2,798	99.96%
2000 - Support Services	13,894,143	12,444,701	72,948	1,376,494	89.57%
5000 - Debt Service & Fund Transfers	776,000	776,000	-	-	100.00%
6000 - Contingency	300,000	-	-	300,000	0.00%
7000 - Unappropriated Ending Fund Balance	592,881	-	-	592,881	0.00%
<b>Totals</b>	<b>35,370,301</b>	<b>33,019,968</b>	<b>78,160</b>	<b>2,272,173</b>	<b>93.36%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	2,946,702	1,765,004	-	1,181,698	59.90%
2000 - Support Services	1,873,829	1,681,047	85,000	107,782	89.71%
3000 - Enterprise & Community Services	180,487	24,770	-	155,717	13.72%
4000 - Capital Outlay	308,000	161,131	-	146,869	52.32%
7000 - Unappropriated Ending Fund Balance	6,320,040	-	-	6,320,040	0.00%
<b>Totals</b>	<b>11,629,058</b>	<b>3,631,952</b>	<b>85,000</b>	<b>7,912,106</b>	<b>31.23%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	2,637,057	2,176,111	(1,363)	462,309	82.52%
2000 - Support Services	2,129,742	2,031,831	-	97,911	95.40%
3000 - Enterprise & Community Services	122,190	56,357	-	65,833	46.12%
4000 - Capital Outlay	1,865,672	1,782,150	-	83,522	95.52%
<b>Totals</b>	<b>6,754,661</b>	<b>6,046,449</b>	<b>(1,363)</b>	<b>709,575</b>	<b>89.52%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	40,000	2,778	-	37,222	6.95%
2000 - Support Services	35,000	19,943	-	15,057	56.98%
<b>Totals</b>	<b>75,000</b>	<b>22,721</b>	<b>-</b>	<b>52,279</b>	<b>30.29%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	46,900	-	-	46,900	0.00%
<b>Totals</b>	<b>46,900</b>	<b>-</b>	<b>-</b>	<b>46,900</b>	<b>0.00%</b>
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction	-	-	-	-	-
2000 - Support Services	223,380	77,999	-	145,381	34.92%
4000 - Capital Outlay	550,000	532,543	-	17,457	96.83%
<b>Totals</b>	<b>773,380</b>	<b>610,542</b>	<b>-</b>	<b>162,838</b>	<b>78.94%</b>
<b>250 Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,605,915	1,233,233	-	372,682	76.79%
<b>Totals</b>	<b>1,605,915</b>	<b>1,233,233</b>	<b>-</b>	<b>372,682</b>	<b>76.79%</b>
<b>285 Technology Fund</b>					
2000 - Support Services	132,000	98,731	32,990	279	74.80%
7000 - Unappropriated Ending Fund Balance	100,000	-	-	100,000	0.00%
<b>Totals</b>	<b>232,000</b>	<b>98,731</b>	<b>32,990</b>	<b>100,279</b>	<b>42.56%</b>
<b>290 - Student Body Funds</b>					
1000 - Instruction	545,000	170,425	-	374,575	31.27%
2000 - Support Services	12,000	1,589	-	10,411	13.24%
7000 - Unappropriated Ending Fund Balance	75,000	-	-	75,000	0.00%
<b>Totals</b>	<b>632,000</b>	<b>172,014</b>	<b>-</b>	<b>459,986</b>	<b>27.22%</b>
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction	810,000	298,906	508,493	2,601	36.90%
2000 - Support Services	50,000	20,142	-	29,858	0.00%
<b>Totals</b>	<b>860,000</b>	<b>319,048</b>	<b>508,493</b>	<b>32,459</b>	<b>37.10%</b>

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	843,480	433,008	-	410,472	51.34%
<b>Totals</b>	<b>843,480</b>	<b>433,008</b>	<b>-</b>	<b>410,472</b>	<b>51.34%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	53,000	-	-	53,000	0.00%
<b>Totals</b>	<b>53,000</b>	<b>-</b>	<b>-</b>	<b>53,000</b>	<b>0.00%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,752,230	1,752,230	-	-	100.00%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>1,752,230</b>	<b>1,752,230</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	380,000	377,763	-	2,237	99.41%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>380,000</b>	<b>377,763</b>	<b>-</b>	<b>2,237</b>	<b>99.41%</b>
<b>Total All Funds</b>	<b>61,007,925</b>	<b>47,717,659</b>	<b>703,280</b>	<b>12,586,986</b>	<b>78.22%</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

### FY 2022 Expenditure Status Report

For the month ending June 30th, 2022 (Not COMPLETE)

Balance Sheet	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Student Body Funds**	Replacement Funds	Debt Service Funds	Capital Projects	District Fund Totals	**Totals
<b>ASSETS:</b>										
Cash & Investments	3,179,562	(1,022,067)	233,932	112,978	379,877	443,062	15,752	24,158	2,987,377	3,367,254
Accounts Receivable	1,088,581	-	-						1,088,581	1,088,581
Inventory/Prepaid expense	444,671	-	3,898						448,569	448,569
<b>Total Assets</b>	<b>4,712,814</b>	<b>(1,022,067)</b>	<b>237,830</b>	<b>112,978</b>	<b>379,877</b>	<b>443,062</b>	<b>15,752</b>	<b>24,158</b>	<b>4,524,527</b>	<b>4,904,404</b>
<b>LIABILITIES:</b>										
Accounts Payable	-	-	-	-		-			-	-
Payroll Liabilities	3,521,069	-	-						3,521,069	3,521,069
Deferred Revenue	467,778	-	4,323						472,101	472,101
<b>Total Liabilities</b>	<b>3,988,847</b>	<b>-</b>	<b>4,323</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,993,170</b>	<b>3,993,170</b>
<b>FUND BALANCE:</b>										
<b>Total Fund Balance</b>	<b>723,967</b>	<b>(1,022,067)</b>	<b>233,507</b>	<b>112,978</b>	<b>379,877</b>	<b>443,062</b>	<b>15,752</b>	<b>24,158</b>	<b>531,357</b>	<b>911,234</b>
<b>Revenues &amp; Expenditures: 2021-22 Year to Date</b>										
Beginning Fund Balance	404,564	816,451	79,364	111,709	348,009	693,620	13,499	-	2,119,207	2,467,216
Year to Date Revenues	33,339,371	8,473,146	1,387,376	100,000	203,882	501,498	2,132,246	24,158	45,957,795	46,161,677
Year to Date Expenditures	33,019,968	10,311,664	1,233,233	98,731	172,014	752,056	2,129,993	-	47,545,645	47,717,659
Year to Date Net Income (Loss)	319,403	(1,838,518)	154,143	1,269	31,868	(250,558)	2,253	24,158	(1,587,850)	(1,555,982)
<b>Ending Fund Balance</b>	<b>723,967</b>	<b>(1,022,067)</b>	<b>233,507</b>	<b>112,978</b>	<b>379,877</b>	<b>443,062</b>	<b>15,752</b>	<b>24,158</b>	<b>531,357</b>	<b>911,234</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2022 Expenditure Status Report

For the month ending June 30th, 2022 (Not COMPLETE)

Fund	Beginning Fund Balance	Budgeted Revenue	Revenue Collected YTD	% Collected	Projected Revenue	Total Budget	Expended YTD	Encumbered	Projected Expenditures	% of Budget Expended	Revenue - Expenditures YTD	Projected Ending Fund Balance
100 - GENERAL FUND	\$ 404,564	\$35,370,301	\$33,339,371	94.26%	\$33,783,818	\$ 35,370,301	\$33,019,968	\$ 78,160	\$ 33,248,128	93.36%	\$ 319,403	\$ 940,254
210 - FEDERAL PROGRAMS	\$ 36,095	\$11,629,058	\$ 2,750,006	23.65%	\$ 3,624,118	\$ 11,629,057	\$ 3,631,952	\$ 85,000	\$ 3,624,116	31.23%	\$ (881,946)	\$ 36,097
220 - STATE GRANTS	\$ 148,327	\$ 6,859,661	\$ 5,389,081	78.56%	\$ 6,306,030	\$ 6,754,662	\$ 6,046,450	\$ (1,363)	\$ 6,045,087	89.52%	\$ (657,369)	\$ 409,270
230 - LOCAL GRANT PROGRAMS	\$ 52,902	\$ 75,000	\$ 93,901	125.20%	\$ 93,901	\$ 75,000	\$ 22,720	\$ -	\$ 22,720	30.29%	\$ 71,181	\$ 124,083
240 - VOCATIONAL EDUCATION FUND	\$ 45,747	\$ 46,900	\$ 158	0.34%	\$ 173	\$ 46,900	\$ -	\$ -	\$ -	0.00%	\$ 158	\$ 45,920
242 - ENTERPRISE ZONE PROJ FUND	\$ 533,380	\$ 773,380	\$ 240,000	31.03%	\$ 240,000	\$ 773,380	\$ 610,542	\$ -	\$ 610,542	78.94%	\$ (370,542)	\$ 162,838
250 - NUTRITION SERVICES	\$ 79,364	\$ 1,605,915	\$ 1,387,376	86.39%	\$ 1,466,242	\$ 1,605,914	\$ 1,233,233	\$ -	\$ 1,334,523	76.79%	\$ 154,143	\$ 211,083
285 - TECHNOLOGY & EQUIPMENT	\$ 111,709	\$ 232,000	\$ 100,000	43.10%	\$ 100,000	\$ 232,000	\$ 98,731	\$ 32,990	\$ 131,721	42.56%	\$ 1,269	\$ 79,988
290 - STUDENT BODY ACCOUNT	\$ 348,009	\$ 632,000	\$ 203,882	32.26%	\$ 222,417	\$ 632,000	\$ 172,014	\$ -	\$ 286,689	27.22%	\$ 31,868	\$ 283,737
292 - TEXTBOOK REPLACEMENT FUND	\$ 552,821	\$ 755,000	\$ 201,355	26.67%	\$ 201,569	\$ 860,000	\$ 319,048	\$ 508,493	\$ 745,541	37.10%	\$ (117,693)	\$ 8,849
295 - BUS REPLACEMENT	\$ 88,254	\$ 843,480	\$ 287,290	34.06%	\$ 433,889	\$ 843,480	\$ 433,008	\$ -	\$ 433,008	51.34%	\$ (145,718)	\$ 89,135
298 - VEHICLE REPLACEMENT	\$ 52,545	\$ 53,000	\$ 12,853	24.25%	\$ 12,879	\$ 53,000	\$ -	\$ -	\$ -	0.00%	\$ 12,853	\$ 65,424
303 - OSBA PERS BONDS	\$ 82	\$ 1,752,230	\$ 1,752,246	100.00%	\$ 1,752,398	\$ 1,752,230	\$ 1,752,230	\$ -	\$ 1,752,230	100.00%	\$ 16	\$ 250
304 - FULL FAITH & CREDIT OBLIG	\$ 13,417	\$ 2,132,230	\$ 2,132,148	100.00%	\$ 2,132,148	\$ 1,733,962	\$ 1,505,609	\$ -	\$ 1,733,962	86.83%	\$ 626,539	\$ 411,603
<b>401 - CAPITAL PROJECTS</b>	\$ -	\$ -	\$ 24,158	0.00%	\$ 24,158	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 24,158	\$ 24,158
<b>Total All Funds</b>	<b>\$2,467,216</b>	<b>\$62,760,155</b>	<b>\$47,913,825</b>	<b>76.34%</b>	<b>\$50,393,740</b>	<b>\$ 62,361,886</b>	<b>\$48,845,505</b>	<b>\$ 703,280</b>	<b>\$ 49,968,267</b>	<b>78.33%</b>	<b>\$ (931,680)</b>	<b>\$ 2,892,689</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Federal Relief Funds**

For the month ending June 30th, 2022  
(Not COMPLETE)

<b>ESSER (CARES Act)</b>		<b>\$760,676.15</b>	<b>Period: 03/13/2020 - 09/30/2022</b>		
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>Total</b>	<b>Balance</b>
ESSER District	\$664,755.15			\$665,077.05	(\$321.90)
*Staffing (5 Staff plus blue print teams)		\$648,548.05	\$0.00		
Computers & Distance Learning Programs		\$15,029.00			
Professional Development (COSA)		\$1,500.00			
ESSER LTCT/JDEP	\$402.00	\$402.00		\$402.00	\$0.00
ESSER Mosier	\$57,455.00	\$57,455.30	\$0.00	\$57,455.30	(\$0.30)
ESSER Cares Act (St.Marys)	\$14,364.00	\$14,041.80	\$0.00	\$14,041.80	\$322.20
ESSER Riverbend	\$23,700.00	\$23,700.00	\$0.00	\$23,700.00	\$0.00
<b>Totals</b>	<b>\$760,676.15</b>	<b>\$760,676.15</b>	<b>\$0.00</b>	<b>\$760,676.15</b>	<b>\$0.00</b>

<b>ESSER (CARES CDL GEER Funds)</b>		<b>\$166,339.42</b>	<b>Period: 07/01/2020 - 04/31/2021</b>		
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>Total</b>	<b>Balance</b>	
CDL - District	\$146,043.42		\$145,924.35	\$119.07	
Distance Learning Software (Acellus, ect)		\$58,260.31			
Communications to Family/Parents		\$3,875.00			
Student Technology (Chromebook, hotspots, ect)		\$79,968.63			
Indirect Costs		\$3,820.41			
CDL - Mosier	\$10,569.00	\$10,569.57	\$10,569.57		(\$0.57)
CDL - St.Marys	\$7,817.00	\$7,935.50	\$7,935.50		(\$118.50)
CDL - Riverbend	\$1,910.00	\$1,910.00	\$1,910.00		\$0.00
<b>Totals</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$0.00</b>	

<b>ESSER II (CRRSA) Funds</b>		<b>\$2,988,063.00</b>	<b>Period: 03/13/2020 - 09/30/2023</b>				
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>FY 2022 Expended or Encumbered</b>	<b>FY 2023 Budgeted</b>	<b>FY 2024 Budgeted</b>	<b>Total Expenditures</b>
ESSER 2 District	\$2,762,192.23						\$0
Staffing			\$1,390,301	\$353,754			\$353,754
APU /Fans		\$208,570.10	\$120,362	\$102,943			\$311,513
Communications to Family/Parents		\$3,487.50					\$3,488
PPE - Dividers, masks, ect		\$9,638.35	\$35,000	\$26,524			\$36,162
*Student Technology (Chromebook, Acellus, ect)		\$289,619.53	\$134,639	\$998,209			\$1,287,829
Band Supply Students			\$75,000	\$62,481			\$62,481
Portables, Miscellaneous COVID Items		\$21,934.00	\$120,000	\$122,449			\$144,383
Professional Development			\$15,000				\$0
Food Service/Cafeteria Items			\$150,000	\$51,225			\$51,225
Expanded Health Services				\$37,800			\$37,800
Transportation Program				\$8,438			\$8,438
Indirects		\$15,090.96	\$57,498	\$40,783			\$55,874
ESSER 2 Mosier	\$196,432.87			\$196,433			\$68,374
ESSER 2 Riverbend	\$29,438.17			\$29,438			\$0
ESSER 2 JDEP Funds	\$40,000.00			\$40,000	\$6,110		\$6,110
<b>Totals</b>	<b>\$3,028,063.27</b>	<b>\$548,340.44</b>	<b>\$2,363,671</b>	<b>\$1,879,090</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$2,427,431</b>

Balance

<b>ESSER III (ARP Act) Funds</b>		<b>\$6,710,765.64</b>	<b>Period: 03/13/2020 - 09/30/2024</b>					
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>FY 2022 Expended or Encumbered</b>	<b>FY 2023 Budgeted</b>	<b>FY 2024 Budgeted</b>	<b>FY 2025 Budgeted</b>	<b>Total</b>
ESSER 3 District	\$6,207,842.30							\$0
Staffing					\$1,450,000	\$1,550,000	\$275,000	\$3,275,000
Technology/Distance Learning					\$255,000	\$255,000	\$150,000	\$660,000
Unfinished Learning			\$150,000		\$300,000	\$300,000	\$75,000	\$825,000
Summer Programs		\$23,127.16	\$186,815	\$144,557	\$275,000	\$300,000		\$784,942
Summer Program - Refrigerated Van			\$11,370	\$11,498				\$11,370
TDHS Pavilion			\$208,000	\$109,905				\$208,000
Building Camera			\$240,000		\$28,299			\$268,299
COVID Miscellaneous Items					\$25,000	\$25,000	\$15,000	\$65,000
Indirects			\$22,532	\$6,421	\$65,090	\$67,920	\$14,150	\$169,692
ESSER 3 Mosier	\$441,469.73			\$441,974				\$441,974
ESSER 3 Riverbend	\$66,160.31			\$66,236				\$66,236
<b>Totals</b>	<b>\$6,715,472.34</b>	<b>\$23,127.16</b>	<b>\$1,326,927</b>	<b>\$272,381</b>	<b>\$2,398,389</b>	<b>\$2,497,920</b>	<b>\$529,150</b>	<b>\$6,775,513</b>

<b>Totals</b>	<b>\$10,670,551.18</b>	<b>\$1,498,483.17</b>	<b>\$3,690,598</b>	<b>\$2,151,471</b>	<b>\$2,398,389</b>	<b>\$2,497,920</b>	<b>\$529,150</b>	<b>\$10,614,540</b>
	<b>Total Grant Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budget</b>	<b>FY 2022 Expenditures To Date</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>	<b>Total Expended or Budgeted</b>



# North Wasco County School District

## School Year 2021 – 2022, June Financial Summary

### General Fund Update:

Currently, the general fund balance is \$530K. Here are the ending balances currently:

Fund	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Replacement Funds	Debt Service Funds	Capital Projects	District Fund Totals
Fund Balance	723,967	(1,022,067)	233,507	112,978	443,062	15,752	24,158	531,357

There are several grants the district is awaiting cash from the state for, so the state special revenues are negative currently due to the lag in payments. In addition, the general fund severely dropped from last month because the district pays non-year-round staff for July and August from FY 2022 funds. The checks are issued and held pending the July 20<sup>th</sup> and August 20<sup>th</sup> pay dates. The cash is still in the “bank”, but it does affect the bottom line. There is a new box on the report – Capital Project fund has revenue allocated from this fiscal year. There is an equipment tax the county newly collects, and the first payment sent for that tax was deposited into the capital projects fund for next year. This is a small start to building up a capital fund.

### Projects in the Works and Highlights:

The district has many projects in the works, so it is important for the board and community to know what is on the horizon:

- The high school pavilion construction should be in The Dalles on July 15<sup>th</sup>. Crestline Construction will begin installation!
- The district in collaboration with ZCS Engineering applied for a seismic grant for Chenoweth Elementary School and the district was not awarded the grant this round. The intention will be to reapply next round.
- The district did receive approximately \$22k in insurance funds from The Dalles High School fire next to the well pump. The total cost is nearing \$65K so this did not cover all of the project.
- Summer programs will be underway soon. Programs are as follows:
  - K – 8 Summer School: Additional learning and programs for students the farthest behind in each grade level.
  - K – 8 Summer Enrichment Programs: Robotics through OSU, band camp, Discovery Center camp by grade levels, golf sessions, and soccer camps so far.
  - 9 – 12 Summer School – Credit recovery programs in math, science, English, PE, and electives to assist highschoolers with graduating on time

Questions about this report can be directed to Kara Flath, CFO, North Wasco County School District #21 at [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).



**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

Date: 7.21.2022

Action Requested: **Motion to Approve District Staff Attend DLI Conference**

**DISCUSSION**

Chenowith Elementary School is in the third year of the dual language immersion (DLI) program. This year the school will expand to the 2<sup>nd</sup> grade. This request is to allow up to 4 staff attend the Dual Language Conference La Cosecha in Santa Fe, New Mexico, on November 2<sup>nd</sup> – 5<sup>th</sup>. This will allow the staff to learn from other programs and bring back best practices. The estimated cost will be \$2,050 per person, (\$500 conference registration, \$500 flights, \$800 hotel room, and \$250 meals), totaling approximately \$8,200 and to be paid from the Student Investment Account which funds the DLI program.

**ACTION**

*I move to approve up to 4 Chenowith Elementary staff attend the La Cosecha conference in Santa Fe, New Mexico, in November 2022.*

*Questions about this request should be directed to Kara Flath, CFO, at 541-506-3424 or [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).*

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

*“The North Wasco County School District is an equal opportunity educator and employer.”*



**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

Date: 7.21.2022

Action Requested: **Motion to Approve Replacement of The Dalles High School Computer Lab**

**DISCUSSION**

There is only one computer lab that PC-based remaining at the school and is currently used to teach intro to computer science, 3d printing and design, video production, and video game design. The current computers were built in 2017 and 2018. The proposal is to replace the current hardware (computers and monitors) with technology that is industry standard for the fields of computer aided design (CAD), video rendering, computer animation, and digital sculpting.

Obtaining this new hardware will fill some massive gaps and learning loss in what cannot be done currently in classes, such as work with large files and resolutions. This will also allow TDHS to offer a far more robust set of classes, going deeper into class progressions and better prepare students to enter the CTE fields that we currently support. The plan going forward would also have another CTE program(s) offering CAD or advanced digital design class to support the welding, construction, and/or automotive programs. The estimated cost of this upgrade is \$165,000, to be paid from a combination of high school success, ESSER, and general funds, depending on availability of funding.

**ACTION**

***I move to approve the CFO be authorized to spend up to \$165,000 for The Dalles High School computer lab upgrade, which can be paid from ESSER II or III, high school success, and/or general fund.***

***Questions about this request should be directed to Kara Flath, CFO, at 541-506-3424 or [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).***

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

*“The North Wasco County School District is an equal opportunity educator and employer.”*

# North Wasco County School District 21

*1<sup>st</sup> Reading*  
*No action needed*

Code: **IIBGA**  
Adopted: 12/13/01  
Revised/Readopted: 5/26/04; 12/08/11; 6/15/17  
Orig. Code(s): IIBGA

## Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's system will be used to provide statewide, national and global communications opportunities for staff and students.

The superintendent will establish administrative regulations for the use of the district's **electronic communications** system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using **electronic e-mail, social media**, chat rooms and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors' access to materials harmful to minors.

The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about ~~the~~ district students or staff. Regulations shall ~~insure~~ **ensure** compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities

Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations.

The superintendent will establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

Failure to abide by district policy and administrative regulations governing use of the district's [electronic communications](#) system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials [and may result in criminal or civil sanctions](#). Fees, fines or other charges may also be imposed.

END OF POLICY

---

**Legal Reference(s):**

[ORS 30.765](#)  
[ORS 133.739](#)  
[ORS 163.435](#)  
[ORS 164.345](#)  
[ORS 164.365](#)  
[ORS 167.060](#)  
[ORS 167.065](#)  
[ORS 167.070](#)

[ORS 167.080](#)  
[ORS 167.087](#)  
[ORS 167.090](#)  
[ORS 167.095](#)  
[ORS Chapter 192](#)  
[ORS 332.107](#)  
[ORS 336.222](#)  
[ORS 339.250](#)

[ORS 339.270](#)  
  
[OAR 581-021-0050](#)  
[OAR 581-021-0055](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. Sections 254 (h) and (l) (2008); 47 CFR Section 54.520 (2001).  
Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2000).  
*Oregon Attorney General's Public Records and Meetings Manual*, pp. 24-26, Appendix H, Department of Justice (2001).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.  
Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 CFR Part 85, Subpart F.  
Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).  
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.  
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).  
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).  
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).  
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.  
Americans with Disabilities Act Amendments Act of 2008.

## North Wasco County School District 21

Code: **KG**  
Adopted: 9/14/00  
Revised/Readopted: 11/19/09; 7/21/22

### **Community Use of District Facilities**

The Board may permit the use of school facilities by residents of the district for civic and/or recreational purposes, providing that such use will not interfere with the school system. Such use shall not interfere with the regular instructional program of the district.

In permitting use of its school facilities, the following conditions will apply:

1. School programs, ~~activities~~ **and clubs** ~~that are scheduled~~ will **always** have priority over all outside activities, ~~at all times~~, with youth groups and nonprofit organizations given preference. Should a district facility not be available after it has been scheduled for an outside activity, a concerted effort will be made to assist the organization in locating another facility, if that should be necessary;
2. Individuals and/or organizations **not affiliated with a school sponsored activity or program** ~~may~~ **will** be required to furnish the district a Certificate of Liability Insurance;
3. When an individual/organization is granted use of a school facility, ~~it~~ **the organization/individual** assumes responsibility for conduct of all persons while they are in or about the facility, including traffic control;
4. The school facility may be opened only by a person designated by the building principal. Keys to school facilities ~~may~~ **shall** not be duplicated;
5. The individual/organization shall be responsible for all damages or loss of school property during the period of use and will be required to leave the facility ready for use by staff and students the following day. Failure to do so may result in denial for future use. Any costs associated with damages and/or loss will be billed to the individual/organization;
6. **All group organizers will be responsible for entry doors being relocked and building(s) secured upon completion of on-site group events or activities. Damage resulting from failing to ensure the building(s) is secure will result in the person(s) or entity reserving the building accepting fiscal responsibility for damages sustained.**
7. The individual/organization may not assign, transfer, sublet or charge a fee to use district property;
8. The district prohibits the carrying of any kind of lighted smoking equipment or material, the smoking of any kind of lighted smoking equipment or material and the chewing or sniffing of a tobacco product in all district buildings and in all district-owned vehicles, district property and at district-sponsored events. No alcoholic beverages or illegal drugs are permitted on district property, nor is anyone to be admitted to district property while under the influence of alcoholic beverages or

- any controlled substances not prescribed by a physician;
- 9. Fire and safety regulations, **including building maximum capacity restrictions**, of the state of Oregon, the city of The Dalles and Wasco County are to be observed at all times;
- 10. Additional rules, as deemed necessary by the school administration, may be stipulated that are not specifically stated in this policy.
- 11. **Upon request, a community member may request a waiver, using the PUA Waiver Request Form, from the CFO or Superintendent. The district will allow up to \$5,000 of fees waived.**

**Approval/Denial**

- 1. A Building Use Request Form (attached) must be submitted by the applicant to the appropriate school office and approved by the building **administrator** ~~principal~~.
- 2. In the event an applicant is denied use of its facilities by the building principal, a written appeal may be made to the superintendent.
- 3. The superintendent may deny use of any of the district’s facilities.
- 4. In the event an applicant is denied use of its facilities by the superintendent, an appeal may be made to the Board.

**Fees**

In permitting use of its facilities, it is the intent of the district to recapture all costs associated with said use as prescribed in Categories **Category I and Category II** ~~and III~~ listed below.

The use of district facilities at nominal fees for nonprofit organizations ~~shall~~ **may** be permitted under the direction and discretion of the superintendent. The superintendent **or designee** has the authority to waive fees.

**If the facility use requestor entity fails to return keys for the reserved building, the requestor will be responsible for a fee of \$50 if not returned in 3 business days and if keys are lost or stolen, the requestor will be responsible for the cost of rekeying the building.**

**Facility use fees will be deposited into the capital projects fund to plan for future facilities/fields repairs and renovations.**

**Category Schedule for Use of District Facilities**

- Category I** School ~~Sponsored~~ Activities **and school sponsored clubs and activities are** no charge.
- Category II** ~~Commercial and private~~ **All other** organizations and/or individuals existing for the benefit of its membership. The Facility Use Fees Daily Rate outlined ~~may~~ **will** be

applied. (Note: ~~Adult Volleyball, Men's Basketball, etc. will be included in this category.~~)

~~**Category III** — Commercial and private organizations and/or individuals benefiting youth shall be charged at the rate per season to be negotiated with the District Office. (Examples include: Hustler Baseball, Girls' Softball, youth programs, etc.)~~

~~**Category IV** — Community Clubs, i.e., Cub Scouts, 4-H, etc will be at no charge unless custodial or food services are required.~~

All checks will be made payable to North Wasco County School District No. 21 and submitted to the business office. An advance deposit may be required at the discretion of the Chief Financial Officer.

END OF POLICY

---

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

DRAFT

Code: **EDC/KGF**  
Adopted: 9/19/96  
Revised/Readopted: 2/11/04; 7/21/22

### **Authorized Use of District Equipment and Materials**

District materials and equipment will be used only for school purposes by district personnel on district properties.

Exceptions to this policy must be approved by the ~~Board~~ **Superintendent** and any authorized use shall be consistent with ORS Chapter 244.

END OF POLICY

---

Legal Reference(s):

[ORS Chapter 244](#)  
[ORS 332.107](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).

# North Wasco County School District 21

Code: JB-AR  
Adopted: 7/21/22

## Transgender and Gender Nonconforming Students

This administrative regulation is intended to clarify existing laws, rules and policies, and to guide how best to support the needs of the district's transgender and gender nonconforming students and their families. It does not anticipate every scenario and situation that may occur with respect to transgender and gender nonconforming students, and not all students' needs may be the same. Administrators are encouraged to assess, in consultation with the impacted student and family, how best to support the student within the parameters of this administrative regulation.

### 1. Definitions

- a. "Gender identify" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth.
- b. "Transgender" describes people whose gender identity is different from their gender assigned at birth.
- c. "Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities or mannerisms.
- d. "Gender non-binary" is an umbrella term for gender identities used by people whose gender is not exclusively male or female.
- e. "Gender nonconforming" or "gender variant" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls and those who are perceived as androgynous.
- f. "Sex" is the physical makeup of a human being, referred to as their biological or natal sex. A person's biological sex is sometimes also referred to as their "assigned gender".

### 2. Names / Pronouns

Transgender and gender nonconforming students have the right to be addressed and referred to by a name and pronoun that corresponds with the student's gender identity, consistently asserted by the student at school. Transgender and gender nonconforming individuals often use pronouns such as he/him or she/her but may prefer pronouns such as "they/their." District employees may not intentionally refuse to refer to a student by the name or pronoun identified as corresponding with the student's affirmed gender identity.

### 3. Registration Forms and Student Information System Records

There is a process for handling name and gender changes in the student information system, which is outlined in the district's Request for Student Gender/Name Change in Student Records form. Forms for requesting these changes are available from a school counselor or administrator.

#### 4. Confidentiality of Information

Students have the right to keep their transgender status private. Staff may not disclose information that may reveal a student's transgender identity except as allowed under the Family Education Rights Privacy Act (FERPA) or as authorized by the student. Under FERPA, only those school employees with a legitimate educational interest may have access to a student's records or the information contained in those records.

In some circumstances, a student who identifies as transgender may not want their parents to know the identity they are expressing at school. Before contacting the parent or guardian of a transgender student, school staff should ask the student whether to use their chosen name and the pronouns that correspond to their gender identity, or whether to use their legal name.

#### 5. Dress Code

Students have the right to dress in accordance with the gender identity they consistently assert at school, in conformance with the dress and grooming standards contained in the school Student Handbook

#### 6. Restroom Accessibility

Students shall have access to a restroom that corresponds to the gender identity they consistently assert at school.

Where available, a single stall bathroom may be used by any student – transgender or not – who desires increased privacy, regardless of the reason. The use of a single stall bathroom shall be a matter of choice for a student, and no student shall be compelled to use a single stall bathroom because the student is transgender.

#### 7. Locker Room Accessibility

A student shall have access to a locker room that is congruent with the gender identity consistently asserted by the student at school.

Any student – transgender or not – may request increased privacy, regardless of the reason, and should be provided with a reasonable alternative. Reasonable alternatives include:

- a. Use of a private area in the locker room (e.g., a bathroom stall with a door; an area separated by a curtain; a physical education instructor's office in the locker room).
- b. A separate changing schedule (e.g., using the locker room before or after other students).
- c. Use of a nearby private area (e.g., a nearby restroom; a nurse's office).

#### 8. Physical Education, Athletics and Activities

Students shall be permitted to participate in gender-separated physical education, intramural athletics and non-high school interscholastic athletics in accordance with the gender identity they consistently assert at school.

Participation in high school interscholastic athletics and sports is governed by the Oregon School Activities Association, which has its own policy with respect to participation by students who identify as transgender.

## 9. Overnight School Trips

Schools should work with the student, family, and administrator to create an accommodations plan for a particular trip so that the needs of the students are considered.

Students should be provided overnight accommodations that are congruent with the gender identity they consistently assert at school and should not be compelled to stay in single-occupancy accommodations or to disclose personal information when not required of other students. In no case should a student who identifies as transgender be denied the right to participate in an overnight field trip because of the student's transgender status.

## 10. Gender Segregation

As a general rule, schools should consider options to avoid separating students by gender when there is a reasonable alternative. For example, instead of having students form two lines by gender, instruct students to form two lines based on the first letter of their name. In the circumstances where students are separated by gender for safety or privacy reasons, such as overnight field trips, students shall be permitted to participate in accordance with the gender identity consistently expressed by the student at school.

## 11. Student Safety

Schools shall promote the safety of students while honoring the right of students to be treated respectfully in their gender of identification. Studies have established that transgender and gender nonconforming students experience violence and harassment at higher rate than their peers. Administrators will consider convening a safety team and developing a safety plan whenever circumstances indicate the need.

Staff shall intervene to stop harassing behavior against a transgender or gender nonconforming student, and will report to administration any incidents of bullying or harassment against students as required by Board Policy JFCF. Administrators will investigate and document the incident, determine corrective and remedial actions, and monitor to prevent a recurrence of the behavior.

# North Wasco County School District

Code: JFCEB-AR

Revised/Reviewed:

## Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;<sup>1</sup>
2. Unless as authorized in advance by the building administrator or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. ~~Devices will/may not be used during the school day; They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;~~
3. Personal electronic devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the building administrator or designee (e.g., sporting events, assemblies, plays, etc.).
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education program (IEP) or if permission is received from the student's teacher;
6. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
7. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
8. Students shall comply with any additional school rules as established by the building administrator and classroom rules as approved by the building administrator concerning the appropriate use of personal electronic devices;

---

<sup>1</sup> The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

9. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
10. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities (e.g., sporting events, plays, etc) unless the access is approved by a district representative.

NEW

# North Wasco County School District 21

Code: **IIBGA-AR**  
Revised/Reviewed: 4/23/03; 6/23/04; 6/15/17; 7/21/22  
Orig. Code(s): IIBGA-AR

## Electronic Communications System

### Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
  - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
  - c. Harmful to minors.
2. “Harmful to minors” as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act; sexual contact” as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor” as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter” as defined by the district means material that is inconsistent with general public education purposes, the district’s [vision](#), mission and goals, [as determined by the district](#).
6. “District proprietary information” is defined [by the district](#) as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.
7. “District software” is defined [by the district](#) as any commercial or staff developed software acquired using district resources.

## General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district's **electronic communication** system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that ~~insures~~ **ensures** the protections of said information **in accordance with board policy**. ~~and insures~~ **ensures** its removal from the device when its use is no longer authorized. **The district will provide** a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on **of** the personal electronic device is no longer authorized, to ~~insure~~ **ensure** verification that information downloaded has been properly removed from the personal electronic device; **(See Staff User Agreement)**
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's **electronic communication** system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use ~~desktop and/or~~ server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. An administrator, supervisor or other individual authorized by the superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors, ~~as defined by CIPA and this regulation,~~ to inappropriate matter on the Internet and World Wide Web;
9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms and other forms of direct electronic communication;

10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, [applications](#) and in chat rooms;
11. Determine which users and sites, accessible as part of the district's [electronic communications](#) system, are most applicable to the curricular needs of the district, and may restrict user access accordingly;
12. Determine which users will be provided access to the district's [electronic communication e-mail](#) system;
13. Notify appropriate system users that:
  - a. [Some software titles available from Oregon Educational Technology Consortium \(OETC\) are covered by an "80/20 Rule." This rule states that if a school purchases an eligible software license for a specific computer where the teacher/staff is the primary user \(80 percent plus of the time\), the teacher/staff may install the software on a home computer at no extra charge. The use of the software at home is governed by the same license agreement as at school, i.e., it may not be used for commercial \(for-profit\) use. The 80/20 Rule only applies to staff and faculty, for as long as they are employed by the qualified consortium member. Lab computers do not qualify for the 80/20 Rule. The school is responsible for providing media for installation. Media may not be purchased from OETC by individuals. If a teacher/staff shall elect to install software on a home computer pursuant to the 80/20 Rule, he/she shall first complete and sign an Employee Home Use Software Agreement: For OETC 80/20 Rule licensed software;](#)
  - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
  - c. The district may establish a retention schedule for the removal of e-mail;
  - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
  - e. Information and data entered or stored on the district's computers and e-mail system may [be subject to disclosure if a public records request is made or a lawsuit is filed against the district.](#) ~~become discoverable evidence if a public records request is made or a lawsuit is filed against the district.~~ "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
  - g.** Passwords used on the district's [electronic communications](#) system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. [Passwords that have not been provided to the district are prohibited;](#)
  - h. Transmission of any [communications or materials related to activities prohibited by ORS 260.432 is not allowed.](#) ~~regarding political campaigns is prohibited.~~

14. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications [system](#) policy and administrative regulations. All such agreements will be maintained on file in [the school office](#);
15. Notify users of known copyright infringing activities and deny access to or remove the material.

### **Electronic Communications System Access**

1. Access to the district's [electronic communications](#) system is authorized to Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
2. ~~Students, staff and Board members~~ may be permitted to use the district's [electronic communication](#) system, [when consistent with board policy and administrative regulations, for school and instructional related activities.](#) ~~to conduct business related to the management or instructional needs of the district or to conduct research related to education.~~ Personal use of district-owned computers or devices including Internet and e-mail access ~~by students and Board members~~ is [permitted when consistent with board policy and administrative regulations and when during the school day.](#)
3. Staff and Board members may be permitted to use the district's electronic communications system to [conduct business related to the management or instructional needs of the district or to conduct research related to education when in compliance with Board policy and administrative regulations.](#) Personal use of ~~the district's system or district-owned computers or devices~~ including Internet ~~access~~ and e-mail ~~access~~ by staff [may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations and when on own time.](#) ~~Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.~~
4. [Volunteers, district contractors and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.](#)

### **General Use Prohibitions and Guidelines/Etiquette**

Operation of the district's [electronic communications](#) system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

## 1. General Use Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's **electronic communications** system for:
  - 1) Unauthorized solicitation of funds;
  - 2) Distribution of chain letters;
  - 3) Unauthorized sale or purchase of merchandise and services;
  - 4) Collection of signatures;
  - 5) Membership drives;
  - 6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data or software **or file share music, videos or other materials** on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or **disk data** usage quotas;
- e. Attempts to **send**, intentionally access or download any text file or picture or engage in any communication that includes, **but not limited to**, material which may be interpreted as:
  - 1) Harmful to minors;
  - 2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - 3) A product or service not permitted to minors by law;
  - 4) Harassment, intimidation, **bullying**, menacing, threatening or **a bias incident**;
  - 5) **Constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate**;
  - 6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - 7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal **student** contact information **may** include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's **electronic communications** system, unless authorized by the system coordinator or teacher and **when**

consistent with school or educational related activities and with prior parent approval, when necessary;

- i. Attempts to represent self on behalf of the district through use of the district's name in external communication forums, such as social media, chat rooms, without prior district authorization;
- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

## 2. Guidelines/Etiquette

~~Appropriate system use etiquette is expected of all users.~~

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as video/talk/chat/Internet relay chat only as approved by the supervising teacher and/or system coordinator;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
  - (1) One subject per message - avoid covering various issues in a single e-mail message;
  - (2) Use a descriptive heading;
  - (3) Be concise - keep message short and to the point;
  - (4) Write short sentences;
  - (5) Use bulleted lists to break up complicated text;
  - (6) Conclude message with actions required and target dates;
  - (7) Remember, there is no expectation of privacy when using e-mail. Others may read or access mail;
- g. Protect password confidentiality. Passwords are not to be shared with others. ~~[Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only;]~~
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Use of appropriate etiquette is expected of all users while using the district's electronic communications system and is explained in district training sessions.

## Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure in Board Policy KL – Public Complaints and accompanying administrative regulations, will be used for complaints or concerns about concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL – Public Complaints.

## Violations/Consequences

### 1. Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of [access to the district electronic communications](#) system access up to and including permanent loss of privileges.
- b. Violations of law will be reported to law enforcement officials [and may result in criminal or civil sanctions](#).
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

### 2. Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
- b. Violations of law will be reported to law enforcement officials [and may result in criminal or civil sanctions](#).
- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rule (OAR) 584-020-0041.
- d. Violations of Oregon Revised Statute (ORS) 244.040 will be reported to ~~OGEC~~ [Oregon Government Ethics Commission \(OGEC\)](#).

### 3. Others

- a. Other guest users who violate general [electronic communications](#) system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
- b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, [and may result in criminal or civil sanctions](#).

## Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, ~~or phone~~ [or internet service charges including, but not limited to, long distance charges, per minute \(unit\) surcharges and/or equipment or line costs and/or related charges](#) incurred by any home usage of the district's [electronic communications](#) system.

2. Any disputes or problems ~~regarding~~ resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and his/her and their internet service provider and/or ~~local phone company and/or long distance phone~~ service provider.

### **Information Content/Third Party Supplied Information**

1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's vision, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. Users of the electronic communications system may, with system coordinator approval, order services or merchandise from other vendors that may be accessed through the district's electronic communications system. These vendors are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the vendor and the electronic communications system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the vendor. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of vendors.
4. The district does not warrant that the functions or services performed by, or that the information or software contained on, the electronic communications system will meet the system user's requirements, or that the electronic communications system will be uninterrupted or error-free, or that defects will be corrected. The district's electronic communications system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the electronic communications system and any information or software contained therein.