

## Regular Meeting

Thursday, May 25, 2023 6:00 PM

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

1.	<b>Call Meeting to Order and Pledge of Allegiance</b>	<b>Presenter:</b> Jose Aparicio, Chair
2.	<b>Performance by TDHS Jazz Band</b>	<b>Presenter:</b> Mic Kelly, TDHS Music Teacher
3.	<b>Review / Revision of the Agenda</b>	
4.	<b>District Mission / Vision / Values</b>	
5.	<b>Student / Staff Recognition</b>	
5.a.	<b>High 5 Fridays</b>	
6.	<b>Student Representative Reports</b>	
7.	<b>Consent Agenda</b>	
7.a.	School Board Meeting Minutes from April 27th, 2023	
7.b.	Budget Committee Meeting - #2 Minutes for May 15th, 2023	
7.c.	Personnel Report	
8.	<b>Board Action Calendar - Review</b>	
9.	<b>School Board Sub Committee Reports</b>	
10.	<b>Staff Reports:</b>	
10.a.	<ul style="list-style-type: none"><li>• D21 Education Association Representative</li><li>• NW Education Support Professionals Representatives</li></ul>	
11.	<b>New Business:</b>	
11.a.	<b><u>Presentations / Reports:</u></b>	
11.a.1.	<b><i>The Dalles Middle School - Building Report</i></b>	<b>Presenter:</b> Ryan LaDouceur, Principal
11.a.2.	<b><u>Superintendent's Report</u></b>	<b>Presenter:</b> Dr. Carolyn Bernal, Superintendent
11.a.2.a.	<b><i>Afterschool Program Update</i></b>	<b>Presenter:</b> Jamie Kerr, Director
11.a.3.	<b><u>Chief Financial Officer's Report</u></b>	<b>Presenter:</b> Kara Flath, CFO
11.a.3.a.	<b><u>Financial Statements:</u></b>	
11.a.3.b.	<b><u>Student Enrollment:</u></b>	
11.a.4.	<b><u>Board Attorney's Report</u></b>	<b>Presenter:</b> Jason

Corey, Board Attorney

12. Discussion / Action Items:

- 12.a. Action Item: *Approve and re-adopt the 2023-2024 calendar & 2024-2025 calendar and adopt the 2025-2026 calendar.* **Presenter:** Dr. Carolyn Bernal, Superintendent

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

13.a. Policy IGBHD: *Program Exemptions*

13.b. Policy EHB: *Cybersecurity (NEW)*

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

14.a. Policy JGE: *Expulsion*

14.b. Policy JHCD/JHCDA: *Medications*

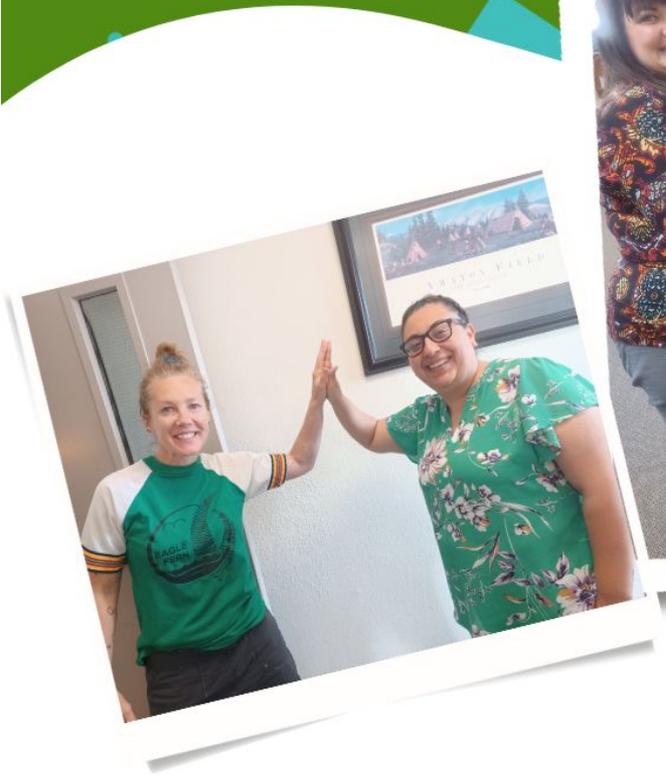
15. Informational Only:

15.a. Policy KL-AR: *Public Complaint Procedure*

15.b. Policy EHB - AR: *Cybersecurity (NEW)*

16. Comments from the Audience about Non Agenda Items

17. Adjourn the Regular School Board Meeting



High 5  
Friday

# 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 – May 25, 2023 *Current as of – May 17, 2023*

*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
Chelsea Becker	Athletic Trainer	TDHS	Begins August 7, 2023

### Licensed Staff – Internal Transfer and or Hires

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

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

NAME	POSITION	BUILDING	COMMENTS
Annika Dobo	Kindergarten Teacher	DHE	Resigning June 13, 2023

### Licensed Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

### Administrative Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
N/A			

### 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
Virginia Aker	Bus Driver	Transportation	Begins May 15, 2023
Elizabeth Diaz	After School Coordinator	DW	Begins May 17, 2023

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

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

**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
Dorinda Middleton	Secretary III-Attendance	TDMS	Resigning June 16, 2023
Diana Flores	ELL Asst II	CWE	Resigning June 9, 2023
Lacy Joseph	Title I-Instructional Assistant	CWE	Resigning June 9, 2023
Dona Jacobs	Secretary III-Attendance	TDHS	Resigning June 16, 2023
Anthony Bartolini	Maintenance I	TDHS	Resigning June 9, 2023
Stacey Schatz	Ed Asst IV-SPED	TDMS	Resigning June 9, 2023
Emily Barnes	Ed Asst IV-SPED	TDHS	Resigning June 9, 2023

**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
Gabe Scherrer	Assistant Football Coach	TDHS	Begins August 14, 2023
Kyle Lee	Assistant Football Coach	TDHS	Begins August 14, 2023
Jeffrey Lemons	Assistant Football Coach	TDHS	Begins August 14, 2023

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
SLC SPED Assistant	7.5 Hrs	CES	Open Until Filled	Advertised
Dual Language Third Grade Teacher	8 Hrs	CES	Open Until Filled	Advertised
Title I-Reading Assistant	7.5 Hrs	CES	Open Until Filled	Advertised
Media Assistant	8 Hrs	CES	Open Until Filled	Advertised
Resource Teacher	8 Hrs	CES	Open Until Filled	Advertised
Fourth Grade Teacher (23'-24' SY)	8 Hrs	CES	Open Until Filled	Advertised
Speech Language Pathologist	8 Hrs	CES	Open Until Filled	Advertised
ELL-ESL Temporary Teacher 23'-24'	8 Hrs	CWE	Open Until Filled	Advertised
First Grade Temporary Teacher 23'-24'	8 Hrs	CWE	Open Until Filled	Advertised
3 <sup>rd</sup> /4 <sup>th</sup> Grade Blend Temporary Teacher 23'-24'	8 Hrs	CWE	Open Until Filled	Advertised
ELL Assistant II 23-24 SY	7.5 Hrs	CWE	Open Until Filled	Advertised
Title I Assistant II 23-24 SY	7.5 Hrs	CWE	Open Until Filled	Advertised
Jump Start Kindergarten Teacher 23-24 (Temporary)	8 Hrs	CWE	Open Until Filled	Advertised

Jump Start SELA 23-24 (Temporary)	7.5 Hrs	CWE	Open Until Filled	Advertised
Jump Start Kindergarten Assistant 23-24 (Temporary)	7.5 Hrs	CWE	Open Until Filled	Advertised
Director of Intervention and Prevention	8 Hrs	DO	Open Until Filled	Advertised
Behavior Specialist	8 Hrs	District Wide	Open Until Filled	Advertised
Physical Therapist	8 HRs	District Wide	Open Until Filled	Advertised
Substitute Teachers All Grade Levels	TBD	District Wide	Open Until Filled	Advertised
Classified Substitutes -Multiple Positions	TBD	District Wide	Open Until Filled	Advertised
Ed Asst IV-SELA	7.5 Hrs	DHE	Open Until Filled	Advertised
Title I Reading Assistant	7.5 Hrs	DHE	Open Until Filled	Advertised
ELL Assistant II	7.5 Hrs	DHE	Open Until Filled	Advertised
Resource Teacher 23-24 SY	8 Hrs	DHE	Open Until Filled	Advertised
Vice Principal	8 Hrs	DHE	Open Until Filled	Advertised
Elementary Teachers-Mult. Positions	8 Hrs	Elementary Schools	Open Until Filled	Advertised
After School Program Coordinator PT	4 Hrs	Elementary Schools	Open Until Filled	Advertised
Ed Asst IV-SPED	7.5 Hrs	IA	Open Until Filled	Advertised
Secondary Science Teacher 23'-24' SY	8 Hrs	IA	Open Until Filled	Advertised
Secondary ELA Teacher 23'-24' SY	8 Hrs	IA	Open Until Filled	Advertised
Secondary Mathematics Teacher 23'-24' SY	8 Hrs	IA	Open Until Filled	Advertised
Ed Asst IV-SPED	7.5 Hrs	TDHS	Open Until Filled	Advertised
Secretary III-Attendance	7.5 Hrs	TDHS	Open Until Filled	Advertised
Half Time ELA Teacher (Temporary 23-24 SY)	4 Hrs	TDHS	Open Until Filled	Advertised
Science Teacher 23-24 SY	8 Hrs	TDHS	Open Until Filled	Advertised
Head Cheer Coach 23'-24' SY	Seasonal	TDHS	Open Until Filled	Advertised
Asst Cheer Coach 23'-24' SY	Seasonal	TDHS	Open Until Filled	Advertised
PE Teacher 23'-24' SY	8 Hrs	TDMS	Open Until Filled	Advertised
Ed Asst I-Lunch and Recess Duty	3.75 Hrs	TDMS	Open Until Filled	Advertised
Head Coach Cross Country	Seasonal	TDMS	Open Until Filled	Advertised
Secretary III-Attendance/Athletics	7.5 Hrs	TDMS	Open Until Filled	Advertised
Head 7 <sup>th</sup> Gr Football Coach	Seasonal	TDMS	Open Until Filled	Advertised
Asst 7 <sup>th</sup> Gr Football Coach	Seasonal	TDMS	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Bus Driver	8 Hrs	Transportation	Open Until Filled	Advertised



# AFTER SCHOOL PROGRAMMING

JAMIE KERR DIRECTOR

# ABOUT US



The After School Academy is an after-school program to support all D21 students; We support the whole child and help them, with recommendations from their teachers, to reach their highest standards while motivating them to reach their fullest potential and graduating them to be college, career, and life ready.

Each student in the After School Academy is known by name, strength and need.



## STUDENT ENROLLMENT

Our target child for enrollment is those who have been identified in need of additional academic enrichment, at risk children who would benefit from being in an after-school program, home safety issues, or social & emotional support. We focus on grade 2nd – 5th grade and allow siblings of Kinder and 1st to enroll, if needed. Our program is led by consistent and supported staffing; is a mix of academic enrichment, physical movement enrichment, STEM activities, and life skills enrichments with our community partners.

# STATE LEVEL CQI METRICS

## Goal 1

*Deliver 300 hours of Service*

### Hours Delivered

Chenowith:	165.00
TDHS:	426.00
Total:	591.00

## Goal 2

*Serve 200 students total*

### Numbers Served

Chenowith:	59
TDHS:	24
Total:	82

## Goal 3

*75% of studnets @ 90%+ hours*

### % Achieved

Chenowith:	14%
TDHS:	96%
Total:	36%

# THE MONEY

After School Programming for District 21 is funded through The ODE through the 21st Century Community Learning Centers grant. Columbia Gorge ESD is our fiscal agent and holds the grant.

We are in the last months of the 5 year grant. In collaboration with NWASCO, Jonathan Fost of the ESD is currently writing the grant for the next 5 year cycle. We will know in June if awarded. Fingers crossed.





# CHENOWETH

## After School Academy

- Garden Club
- Bike Clinic partnership with Columbia George Discovery Center & GEO
- Robotics Club
- Video Club
- Daily STEM activities: Robotic Lego's, projects with community partners
- Homework help & IXL curriculum
- Partnerships with OSU Extension office, Youth Think and Arts and Education in the Gorge.





# ROBOTICS

This year TDHS Robotics consisted of 6 teams (up from 4 in 2021-22) with 23 students participating (up from 11 in 2021-22).

TDHS competes in the VEX system which is entirely student-centric. Students do 100% of the planning, building, documentation, and competing with their team's robot. This year TDHS Robotics won at least one award in every regular season competition that they attended, with all 6 teams earning at least one award.

TDHS traveled to four out of state events, in addition to the events in Oregon; The Battle for Las Vegas, The Exothermic Winter Challenge, the CREATE U.S. Open, and the VEX World Championships.

Overall this was a fantastic season for TDHS Robotics, culminating in repeating as Oregon State Champions. Preparations are already in motion for next year's challenge where we hope to stay on the top of the ladder leading the way in Oregon competitive robotics. This would not have been possible without the assistance of the 21 Century grant that we were partial recipients of to fund this after-school program.





# ESPORTS

The TDHS esports club is a STEM-based (Science, Technology, Engineering, and Math) after school program where members play popular video games — such as Valorant, Rocket League, Minecraft and 10-Minute Chess — competitively against other players and teams from around the region and the country. Part of the High School Esports League (HSEL) — a nationally recognized and [STEM.org](https://www.stem.org) accredited competitive gaming organization — players can win thousands of dollars in academic scholarships, both for themselves and for their program.

Most games are team and tactics based so they require complex thinking, strategy and communication, which helps build leadership & social skills and team building.



# NEXT STEPS

Secure the After School Program foundation that we've built this year by finishing strong with students in CES After School Academy until 6/8/2023.

Work with building leaders to design quality programming for 2023/2024 school year and ensure a fast start when students return.

Finish designing systems for strong communication, engagement and relationships with parents with a plan for 2023/2024 roll out.

Collaborate with ESD to secure 21 Century grant to fund next 5 years of After School Programming.

Continue to strengthen partnerships with school day teachers and community partners to create effective overlap between day and after school skills in academic, social & emotional, and physical learning.





## CONTACT US

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**Phone** 541.993.8639

# NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2023 Expenditure Status Report  
For the month ending April 30th, 2023

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	21,596,297	16,683,606	4,708,544	204,147	77.25%
2000 - Support Services	14,589,358	12,563,851	1,924,611	100,896	86.12%
5000 - Debt Service & Fund Transfers	870,000	870,000	-	-	100.00%
6000 - Contingency	-	-	-	-	0.00%
7000 - Unappropriated Ending Fund Balance	501,764	-	-	501,764	0.00%
<b>Totals</b>	<b>37,557,419</b>	<b>30,117,457</b>	<b>6,633,155</b>	<b>806,807</b>	<b>80.19%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	3,722,792	3,174,970	866,753	(318,931)	85.28%
2000 - Support Services	912,396	1,282,363	79,389	(449,356)	140.55%
3000 - Enterprise & Community Services	21,075	68,987	-	(47,912)	327.34%
4000 - Capital Outlay	66,757	111,828	-	(45,071)	167.52%
7000 - Unappropriated Ending Fund Balance	4,495,531	-	-	4,495,531	0.00%
<b>Totals</b>	<b>9,218,551</b>	<b>4,638,148</b>	<b>946,142</b>	<b>3,634,261</b>	<b>50.31%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	3,108,881	2,064,754	496,259	547,868	66.41%
2000 - Support Services	2,029,658	1,203,771	336,740	489,147	59.31%
3000 - Enterprise & Community Services	15,000	43,689	-	(28,689)	291.26%
4000 - Capital Outlay	-	2,900	-	(2,900)	0.00%
7000 - Unappropriated Ending Fund Balance	100,000	-	-	100,000	0.00%
<b>Totals</b>	<b>5,253,539</b>	<b>3,315,114</b>	<b>832,999</b>	<b>1,105,426</b>	<b>63.10%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	53,300	6,095	125	47,080	11.44%
2000 - Support Services	43,045	61,780	-	(18,735)	143.52%
3000 - Enterprise & Community Services	634,241	533,183	21,050	80,008	84.07%
<b>Totals</b>	<b>730,586</b>	<b>601,058</b>	<b>21,175</b>	<b>108,353</b>	<b>82.27%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	46,009	48,849	-	(2,840)	106.17%
<b>Totals</b>	<b>46,009</b>	<b>48,849</b>	<b>-</b>	<b>(2,840)</b>	<b>106.17%</b>
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction	-	14,905	-	(14,905)	0.00%
2000 - Support Services	442,000	32,507	17,794	391,699	7.35%
4000 - Capital Outlay	-	37,552	-	(37,552)	0.00%
<b>Totals</b>	<b>442,000</b>	<b>84,964</b>	<b>17,794</b>	<b>339,242</b>	<b>19.22%</b>
<b>250 Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,512,823	1,188,849	163,871	160,103	78.58%
<b>Totals</b>	<b>1,512,823</b>	<b>1,188,849</b>	<b>163,871</b>	<b>160,103</b>	<b>78.58%</b>
<b>285 Technology Fund</b>					
2000 - Support Services	176,031	165,984	-	10,047	94.29%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>176,031</b>	<b>165,984</b>	<b>-</b>	<b>10,047</b>	<b>94.29%</b>
<b>290 - Student Body Funds</b>					
1000 - Instruction	285,000	68,006	-	216,994	23.86%
2000 - Support Services	1,250	1,713	-	(463)	137.04%
7000 - Unappropriated Ending Fund Balance	229,231	-	-	229,231	0.00%
<b>Totals</b>	<b>515,481</b>	<b>69,719</b>	<b>-</b>	<b>445,762</b>	<b>13.53%</b>

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction	755,000	533,362	13,645	207,993	70.64%
2000 - Support Services	-	6,386	-	(6,386)	0.00%
7000 - Unappropriated Ending Fund Balance	380,880	-	-	380,880	0.00%
<b>Totals</b>	<b>1,135,880</b>	<b>539,748</b>	<b>13,645</b>	<b>582,487</b>	<b>47.52%</b>
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	591,718	446,634	-	145,084	75.48%
3000 - Enterprise & Community Services	163,568	164,141	-	(573)	100.35%
<b>Totals</b>	<b>755,286</b>	<b>610,775</b>	<b>-</b>	<b>144,511</b>	<b>80.87%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	56,100	43,585	-	12,515	77.69%
<b>Totals</b>	<b>56,100</b>	<b>43,585</b>	<b>-</b>	<b>12,515</b>	<b>77.69%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,837,230	226,115	-	1,611,115	12.31%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>1,837,230</b>	<b>226,115</b>	<b>-</b>	<b>1,611,115</b>	<b>12.31%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	379,363	79,681	-	299,682	21.00%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>379,363</b>	<b>79,681</b>	<b>-</b>	<b>299,682</b>	<b>21.00%</b>
<b>401 - Capital Improvements</b>					
2000 - Support Services	91,000	-	-	91,000	0.00%
4000 - Capital Outlay	60,000	-	-	60,000	0.00%
<b>Totals</b>	<b>151,000</b>	<b>-</b>	<b>-</b>	<b>151,000</b>	<b>0.00%</b>
<b>Total All Funds</b>	<b>59,767,298</b>	<b>41,730,046</b>	<b>8,628,781</b>	<b>9,408,471</b>	<b>69.82%</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2023 Expenditure Status Report

For the month ending April 30th, 2023

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	\$ 1,119,091	\$37,557,419	\$33,596,967	89.45%	\$34,756,687	\$ 37,557,419	\$30,117,458	\$ 5,233,155	\$ 35,350,613	80.19%	\$ 3,479,509	\$ 525,165
210 - FEDERAL PROGRAMS	\$ 39,546	\$ 9,218,551	\$ 1,487,267	16.13%	\$ 6,984,293	\$ 9,218,551	\$ 4,638,148	\$ 2,346,142	\$ 6,984,291	50.31%	\$ (3,150,881)	\$ 39,548
220 - STATE GRANTS	\$ 74,106	\$ 5,253,539	\$ 2,978,928	56.70%	\$ 4,223,877	\$ 5,253,539	\$ 3,315,115	\$ 832,999	\$ 4,148,114	63.10%	\$ (336,187)	\$ 149,869
230 - LOCAL GRANT PROGRAMS	\$ 121,143	\$ 730,586	\$ 748,670	102.48%	\$ 910,489	\$ 730,586	\$ 601,058	\$ 21,175	\$ 622,233	82.27%	\$ 147,612	\$ 409,399
240 - VOCATIONAL EDUCATION FUND	\$ 45,905	\$ 46,009	\$ 66,463	144.46%	\$ 66,679	\$ 46,009	\$ 48,849	\$ -	\$ 48,849	106.17%	\$ 17,614	\$ 63,735
242 - ENTERPRISE ZONE PROJ FUND	\$ 91,375	\$ 442,000	\$ 240,000	54.30%	\$ 240,000	\$ 442,000	\$ 84,964	\$ 17,794	\$ 102,758	19.22%	\$ 155,036	\$ 228,617
250 - NUTRITION SERVICES	\$ 281,689	\$ 1,512,823	\$ 1,092,655	72.23%	\$ 1,287,951	\$ 1,512,823	\$ 1,188,848	\$ 163,871	\$ 1,352,720	78.58%	\$ (96,193)	\$ 216,920
285 - TECHNOLOGY & EQUIPMENT	\$ 112,836	\$ 176,031	\$ 100,231	56.94%	\$ 100,231	\$ 176,031	\$ 165,984	\$ -	\$ 165,984	94.29%	\$ (65,753)	\$ 47,083
290 - STUDENT BODY ACCOUNT	\$ 361,923	\$ 515,481	\$ 133,572	25.91%	\$ 356,185	\$ 515,481	\$ 69,719	\$ -	\$ 215,733	13.53%	\$ 63,853	\$ 502,375
292 - TEXTBOOK REPLACEMENT FUND	\$ 433,559	\$ 1,135,880	\$ 385,788	33.96%	\$ 386,845	\$ 1,135,880	\$ 539,747	\$ 13,645	\$ 553,392	47.52%	\$ (153,959)	\$ 267,012
295 - BUS REPLACEMENT	\$ 89,120	\$ 755,286	\$ 324,986	43.03%	\$ 527,506	\$ 755,286	\$ 610,775	\$ -	\$ 610,775	80.87%	\$ (285,789)	\$ 5,851
298 - VEHICLE REPLACEMENT	\$ 65,399	\$ 56,100	\$ 2,644	4.71%	\$ 2,786	\$ 56,100	\$ 43,585	\$ -	\$ 43,585	77.69%	\$ (40,941)	\$ 24,600
303 - OSBA PERS BONDS	\$ 98	\$ 1,837,230	\$ 1,837,131	99.99%	\$ 1,837,131	\$ 1,837,230	\$ 226,115	\$ -	\$ 1,837,230	12.31%	\$ 1,611,016	\$ (1)
304 - FULL FAITH & CREDIT OBLIG	\$ 15,654	\$ 379,363	\$ 379,363	100.00%	\$ 379,363	\$ 379,363	\$ 79,681	\$ -	\$ 379,363	21.00%	\$ 299,682	\$ 15,654
401 - CAPITAL PROJECTS	\$ 24,158	\$ 151,000	\$ 49,086	0.00%	\$ 57,086	\$ 151,000	\$ -	\$ -	\$ -	0.00%	\$ 49,086	\$ 81,244
<b>Total All Funds</b>	<b>\$2,875,602</b>	<b>\$59,767,298</b>	<b>\$43,423,751</b>	<b>72.65%</b>	<b>\$52,117,109</b>	<b>\$ 59,767,298</b>	<b>\$41,730,046</b>	<b>\$ 8,628,781</b>	<b>\$ 52,415,640</b>	<b>69.82%</b>	<b>\$ 1,693,705</b>	<b>\$ 2,577,071</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2023 Expenditure Status Report

For the month ending April 30th, 2023

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
---------------	--------------	------------------------	--------------------	-----------------	----------------------	-------------------	--------------------	------------------	----------------------	----------

ASSETS:										
Cash & Investments	4,273,366	(2,962,995)	106,925	47,083	425,776	107,388	1,926,450	73,244	3,571,461	3,997,237
Accounts Receivable	753,950	18,036	1,221						773,207	773,207
Inventory/Prepaid expense	200,466	-	8,544						209,010	209,010
<b>Total Assets</b>	<b>5,227,782</b>	<b>(2,944,959)</b>	<b>116,690</b>	<b>47,083</b>	<b>425,776</b>	<b>107,388</b>	<b>1,926,450</b>	<b>73,244</b>	<b>4,553,678</b>	<b>4,979,454</b>

LIABILITIES:										
Accounts Payable	-	-	-	-			-		-	-
Payroll Liabilities	542,832	-	-						542,832	542,832
Deferred Revenue	416,123	-	9,610						425,733	425,733
<b>Total Liabilities</b>	<b>958,955</b>	<b>-</b>	<b>9,610</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>968,565</b>	<b>968,565</b>

FUND BALANCE:										
<b>Total Fund Balance</b>	<b>4,268,827</b>	<b>(2,944,959)</b>	<b>107,080</b>	<b>47,083</b>	<b>425,776</b>	<b>107,388</b>	<b>1,926,450</b>	<b>73,244</b>	<b>3,585,113</b>	<b>4,010,889</b>

Revenues & Expenditures: 2022-23 Year to Date										
Beginning Fund Balance	1,119,091	372,075	281,689	112,836	361,923	588,078	15,752	24,158	2,513,679	2,875,602
Year to Date Revenues	33,529,158	5,723,053	1,092,655	100,231	133,572	713,418	2,216,494	49,086	43,424,095	43,557,667
Year to Date Expenditures	30,379,423	9,040,087	1,267,264	165,984	69,719	1,194,108	305,796	-	42,352,662	42,422,381
Year to Date Net Income (Loss)	3,149,735	(3,317,034)	(174,609)	(65,753)	63,853	(480,690)	1,910,698	49,086	1,071,433	1,135,286
<b>Ending Fund Balance</b>	<b>4,268,826</b>	<b>(2,944,959)</b>	<b>107,080</b>	<b>47,083</b>	<b>425,776</b>	<b>107,388</b>	<b>1,926,450</b>	<b>73,244</b>	<b>3,585,112</b>	<b>4,010,888</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Federal Relief Funds**

For the month ending April 30th, 2023

<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 Expended</b>	<b>FY 2023 Budgeted</b>	<b>FY 2023 Expended and Encumbered</b>	<b>FY 2024 Budgeted</b>	<b>Total</b>	<b>FY 2024 - 2025 Balance</b>
ESSER 2 District	\$2,791,630.40						\$0.00	\$2,791,630
Staffing			\$396,145		\$59,339		\$455,484.00	(\$455,484)
APU /Fans		\$208,570.10	\$102,943				\$311,513.10	(\$311,513)
Communications to Family/Parents		\$3,487.50					\$3,487.50	(\$3,488)
PPE - Dividers, masks, ect		\$9,638.35	\$53,743				\$63,381.35	(\$63,381)
*Student Technology (Chromebook, Acellus, ect)		\$289,619.53	\$952,372		\$307,854		\$1,549,845.53	(\$1,549,846)
Band Supply Students			\$62,481		\$12,880		\$75,361.00	(\$75,361)
Portables, Miscellaneous COVID Items		\$21,934.00	\$121,124		\$25,875		\$168,933.00	(\$168,933)
Professional Development							\$0.00	\$0
Food Service/Cafeteria Items			\$51,225				\$51,225.00	(\$51,225)
Expanded Health Services			\$37,800				\$37,800.00	(\$37,800)
Transportation Program			\$8,436				\$8,436.00	(\$8,436)
Indirects		\$15,090.96	\$51,625		\$9,459		\$76,174.96	(\$76,175)
ESSER 2 Mosier	\$196,432.87		\$68,374		\$95,634		\$164,008.00	\$32,425
ESSER 2 Riverbend							\$0.00	\$0
ESSER 2 JDEP Funds	\$40,000.00		\$6,110		\$67		\$6,177.00	\$33,823
<b>Totals</b>	<b>\$3,028,063.27</b>	<b>\$548,340.44</b>	<b>\$1,912,378</b>	<b>\$0</b>	<b>\$511,108</b>	<b>\$0</b>	<b>\$2,971,826</b>	<b>\$56,236</b>

<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 Expended</b>	<b>FY 2023 Budgeted</b>	<b>FY 2023 Expended and Encumbered</b>	<b>FY 2024 Budgeted</b>	<b>Total</b>	<b>FY 2024 - 2025 Balance</b>
ESSER 3 District	\$6,274,002.61						\$0	\$6,274,003
Staffing					\$2,569,515		\$2,569,515	(\$2,569,515)
Technology/Distance Learning					\$206,336		\$206,336	(\$206,336)
Summer Programs		\$23,127.16	\$140,983		\$86,216		\$250,326	(\$250,326)
Summer Program - Refrigerated Van			\$11,531				\$11,531	(\$11,531)
Learning Loss - Innovations					\$1,584,597		\$1,584,597	(\$1,584,597)
TDHS Pavilion/Maintenance			\$109,905		\$176,978		\$286,883	(\$286,883)
Supplies/Maintenance					\$51,938		\$51,938	(\$51,938)
Health Services					\$23,912		\$23,912	(\$23,912)
Indirects			\$7,295		\$14,183		\$21,478	(\$21,478)
ESSER 3 Mosier	\$441,469.73				\$15,660		\$15,660	\$425,810
ESSER 3 Riverbend							\$0	\$0
<b>Totals</b>	<b>\$6,715,472</b>	<b>\$23,127</b>	<b>\$269,714</b>	<b>\$0</b>	<b>\$4,729,335</b>	<b>\$0</b>	<b>\$5,022,176</b>	<b>\$1,693,297</b>

<b>Totals</b>	<b>\$10,670,550.84</b>	<b>\$1,498,483.01</b>	<b>\$2,182,092</b>	<b>\$0</b>	<b>\$5,240,443</b>	<b>\$0</b>	<b>\$8,921,018</b>	<b>\$1,291,298</b>
	Total Grant Budget	FY 2021 Expenditures	FY 22 Expenditures	FY 2023 Budget	FY 2023 Expended and Encumbered	FY 2024 Budget	Total Expended	Balance of District Funds

Mosier Funds \$458,235



# North Wasco County School District

## School Year 2022 – 2023, April Financial Summary

### FY 2023:

Currently, the general fund balance is \$3.4 M, which is still an early report of expenditures and revenues. 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	4,268,826	(3,034,853)	107,800	47,083	107,388	1,926,450	73,244	3,495,218

As the district heads into the last month of the fiscal year, cash flow is a concern. There are several factors that play into this. First, the lack of cash flow for state and federal grants and the reimbursement process makes cash flow problematic. As of May 22<sup>nd</sup>, the district has submitted almost \$3.8 million in claims. Depending on the timing of reimbursements, cash could become an issue. The district is exploring a short-term cash loan and the options. The availability of loans is dependent upon the general fund status. Currently, the district is not having an issue with the general fund; it is the other funds. There are still 3 months of majority of the payroll. This is because all staff that do not work year-round, have a paycheck cycle of September – August. Therefore, July and August are actually paid in this FY. As stated before, the general fund is approximately \$3 million less than anticipated, which also forces the usage of additional ESSER III funds. This is due to 2 factors. First the balancing of revenue from the prior fiscal year created a payback of \$1 million to the SSF, which is unusually high. In addition, to ensure this issue does not happen again in the next year, the current year revenues balanced in this year. If they were not balanced out, that would have potentially created an additional \$2 million shortfall next year. This was a strategic move to help reduce the uncertainty of funding in the next fiscal year.

ESSER III funds will be used to supplement both staffing for existing programs and to assist with unfinished learning. The Innovations program is new this year, and this effort is being supported with ESSER III funds to provide alternatives for students. The district will be using more ESSER dollars than originally anticipated. This is due to several factors: 1. The budgeted raise was at 6.1%, but the district gave 7.2% plus the 6% for employees to fund their PERS account. This is more costly than the district paying the 6% because historically for new employees, the district did not pay 6% until the employee had been here for 6 months. Now the employee receives 6% when they are first hired. 2. Due to the challenges seen at the schools, staffing levels have increased significantly since the start of the school year. All of these factors will change the amount of ESSER III funds available in the next fiscal year. The original goal was \$3 million; however, it will end up more like \$1.3 million.

## **Athletics Corner:**

Key updates from athletics:

- The 4A rankings freeze will occur tonight, determining where and when our varsity baseball and softball teams begin their postseason.
- Varsity baseball finished 2nd in Tri-Valley Conference play this season, with a 16-8 record. We have picked up a pair of tune-up games against Stayton on 5/16, and Banks on 5/18 in preparation for the postseason. The boys are currently ranked 7th in 4A State Rankings.
- Varsity softball won the Tri-Valley Conference, posting a league record of 15-0, and an overall record of 21-3. The girls shattered the single-season OSAA State Home Run record, formerly held by Lakeridge (43), and currently sit tied for 5th for the single-season national home run record. The girls will have a play-in game bye in the OSAA 4A State Tournament and will host home games for the first round and quarterfinal rounds of the State Tournament if they continue to win.
- In girls tennis, Naomi Heredia and Lucy Booth advanced out of the sub-district tournament in girls doubles tennis, before being eliminated in the district tournament in Stanfield over the past weekend.
- In boys tennis, Paul Capek and Paul Kelly repeated as boys doubles tennis champions, wiping out the competition at both the sub-district and district tournaments. They will advance to State, looking to improve on their 5A 3rd place finish from last season.
- Katelyn Vassar qualified for the girls golf team, and is competing as an individual in the 4A State Golf Tournament Monday and Tuesday at Trysting Tree Golf Club in Corvallis.
- The boys golf team qualified out of districts, to compete as a team at the 4A State Tournament, also held at Trysting Tree Golf Club. The Tri-Valley Conference has the #1 through #3 ranked and seeded boys golf teams in all of 4A Oregon.
- District Track begins this Wednesday at Madras, where our girls have a real chance to win the District Crown. Senior Zoe Dunn recently broke her own TDHS school record in the triple jump, surpassing her previous mark of 37' 1" by jumping 37' 8.25". She, along with our multiple girls relay teams and distance runners might have enough to make a dent at the State Meet in Eugene next weekend.
- Middle School track & field complete their season this week, travelling to Stevenson, WA on Wednesday. We saw record numbers turn out for MS track, with a roster of close to 80 athletes.
- The Dalles Booster Club Hall of Fame Inductions will be held on Saturday, May 20th at Wahtonka High School. Multiple athletes, teams and coaches from both TDHS and WHS will be inducted for their impact on athletes and young people over the course of their time at each school.

## **Facilities Corner:**

There are several projects in the works for the facilities department.

- Staff have got Amaton pump house back online. However, there will need to update supply pipe in the future. Staff also figured out how to dry up the lower Amaton field.
- Custodial staff have brought up cleaning standards and have a few projects for summer.
- Some of which are building a wall at Colonel Wright Elementary as well as resurfacing the concrete in front of the office. Staff are removing the old green house.
- Reducing weed growth on the grounds is one of the main focuses for the grounds staff. The staff started a new method of keeping dandelions at bay using natural.
- Plans are underway for a great graduation.

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 Technology Status Report

April 2023

This report is designed to summarize the status of the Technology Department and act as an overview on license inventory.

## Updates

Hi all! Hope you all have been enjoying the warm weather! We have been working on several projects during the last month and have some upcoming projects that you should be aware of.

- E-Sports Lab at The Dalles High School
  - We put in an E-Sports lab at the high school! This will be a great team building exercise for students and fun for them at the same time.
- WiFi project
  - We recently implemented a new Staff WiFi and Public WiFi to help cut down on students and unnecessary devices congesting the network. We are aware that there have been multiple issues with ease of use and reliability with this new WiFi environment and are looking at other solutions. We are still in the early testing stages at this time.
- Multi-factor authentication
  - We are in the early stages of testing multi-factor authentication solutions for the district. Our cybersecurity insurance is going to require multi-factor authentication starting July 1st, 2024. We are being proactive and testing the platform we plan to utilize so that the transition will be as seamless as possible when we implement it.
- E-Rate Projects
  - Chenoweth Elementary School and District Office fiber project
    - Another E-Rate project that has been on hold for several months is finally starting. This project will provide CES and the District Office with a direct fiber connection to our fiber ring rather than being spokes connected to Wahtonka Community School. This will provide more reliable connections and uptime for both CES and the District Office.
- Projectors for Dry Hollow Elementary School
  - We are in the process of getting projectors for DHES. These will replace the old TVs in several of the classrooms. We are hoping to finish this project by the start of next school year.

## Software Licensing Information

Zoom Licenses in Use	Available Licenses
69 standard, 6 webinar 500	200 standard, 3 webinar 500, 2 webinar 1000

Adobe Licenses	Licenses in Use	Available Licenses
Creative Cloud All Apps	253	247

### Helpful Information for staff and faculty

If you have any questions about this report, or requests for more information, please email us at [helpdesk@nwasco.k12.or.us](mailto:helpdesk@nwasco.k12.or.us) or call 541-506-3355, or ext. 3002.

#### Fun fact!

*Facebook was originally a directory of freshmen with their names and pictures.*

*It's a book of faces! Mark Zuckerberg and his Harvard colleagues created a digital book of new students with their faces on it. Since then, Facebook has become the leading social networking website in the world.*

**View our Helpdesk ticket stats on the next two pages!**







# North Wasco County School District

## School Year 2022 – 2023, **May** Enrollment Summary

School Year 2022 – 2023	Chenowith	Col. Wright	Dry Hollow	Mosier	TDMS	TDHS	Innovative Academy	MAP Virtual	Total
September 15 <sup>th</sup>	382	291	422	172	555	822	124	83	<b>2,851</b>
October 4 <sup>th</sup>	385	292	424	173	558	814	118	85	<b>2,849</b>
November 1 <sup>st</sup>	383	288	423	174	552	798	103	101	<b>2,822</b>
December 1 <sup>st</sup>	378	285	421	169	550	797	96	90	<b>2,786</b>
January 3 <sup>rd</sup>	381	281	415	167	541	795	94	93	<b>2,767</b>
February 1 <sup>st</sup>	388	283	414	166	544	780	90	89	<b>2,754</b>
March 1 <sup>st</sup>	391	284	414	165	539	779	91	97	<b>2,760</b>
April 3 <sup>rd</sup>	394	287	408	166	537	768	96	101	<b>2,757</b>
May 1 <sup>st</sup>	393	289	415	161	536	747	93	117	<b>2,751</b>
June									0

<b>Average</b>	386	287	417	168	546	789	101	95	<b>2,789</b>
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<b>Peak</b>	394	292	424	174	558	822	33	195	<b>2,851</b>
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<b>Average 2021 - 2022</b>	348	263	437	175	594	754	26	156	2,752
Avg Change 2023-2022	38	23	(19)	(7)	(48)	35	75	(61)	37
<b>Peak 2021-2022</b>	364	267	444	177	614	801	33	195	2,814
Peak Change 2023-2022	30	25	(20)	(3)	(56)	21	0	0	37

Change June 2022 to Current	29	26	(13)	(14)	(46)	49	73	(62)	<b>42</b>
Change PY Month to Current	(1)	2	7	(5)	(1)	(21)	(3)	16	<b>(6)</b>

\*Innovations Academy includes former Riverbend Charter School and the adult learning center.

\*MAP includes all virtual students. Last year, this was reported K – 8 Virtual and 9 – 12 Virtual.

Enrollment Summary by Building and Grade as of 5/1/2023														
School	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenowith Elementary	70	74	75	60	58	56	0	0	0	0	0	0	0	393
Colonel Wright Elementary	48	47	56	52	40	46	0	0	0	0	0	0	0	289
Dry Hollow Elementary	68	75	74	64	70	64	0	0	0	0	0	0	0	415
Mosier Community School	17	19	14	20	16	17	15	17	26	0	0	0	0	161
The Dalles High School	0	0	0	0	0	0	0	0	0	236	168	182	161	747
The Dalles Middle School	0	0	0	0	0	0	175	179	182	0	0	0	0	536
Innovations Academy	0	0	0	0	0	0	12	9	11	10	17	23	11	93
MAP Virtual (Innovations)	0	2	4	2	4	7	5	12	13	15	15	24	14	117
<b>Totals</b>	<b>203</b>	<b>217</b>	<b>223</b>	<b>198</b>	<b>188</b>	<b>190</b>	<b>207</b>	<b>217</b>	<b>232</b>	<b>261</b>	<b>200</b>	<b>229</b>	<b>186</b>	<b>2,751</b>
June 2022 Totals	215	221	194	188	192	205	214	232	243	201	239	192	173	2,709
<b>Difference Now – June 2022</b>	<b>(12)</b>	<b>(4)</b>	<b>29</b>	<b>10</b>	<b>(4)</b>	<b>(15)</b>	<b>(7)</b>	<b>(15)</b>	<b>(11)</b>	<b>60</b>	<b>(39)</b>	<b>37</b>	<b>13</b>	<b>42</b>
Previous Month (Oct 2022)	201	215	224	197	188	186	208	215	234	266	203	231	189	2,757
<b>Difference</b>	<b>2</b>	<b>2</b>	<b>(1)</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>(1)</b>	<b>2</b>	<b>(2)</b>	<b>(5)</b>	<b>(3)</b>	<b>(2)</b>	<b>(3)</b>	<b>(6)</b>

\*Note: The budgeted ADMr is at 2,850, with additional weights of 709.69, which includes Mosier Community School, for a total ADMw of 3,559.69.



# 2023-2024 School District Calendar

July 2023				
3	H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
	1	2	3	4
7	8	9	10	11
14	15	16	D/IN	D/IN
21	IN	IN	TW	TW
28	29	30	31	

September 2023				
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
2	3	4	5	6
9	10	11	12	D/IN
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
		1	2	3
6	7	8	9	H
13	14	15	16	17
TW	CC	NC	H	NC
27	28	29	30	

December 2023				
				1
4	5	6	7	8
11	12	13	14	15
B	B	B	B	B
B	B	B	B	B

January 2024				
B	2	3	4	5
8	9	10	11	12
NC	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
			1	2
5	6	7	8	9
12	13	14	15	IN
NC	20	21	22	23
26	27	28	29	

March 2024				
				1
4	5	6	7	TW
11	12	13	14	15
18	19	20	21	22
B	B	B	B	B

April 2024				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	CC
H	28	29	30	31

June 2024				
3	4	5	6	7
TW	TW	12	13	14
17	18	H	20	21
24	25	26	27	28

- D/IN** = Principal Designated In-Service – No School
- IN** = In-Service Day – No School for Students
- B** = Break – No School for Staff or Students
- ER** = Early Release (K-12<sup>th</sup> grade, except Innovations Academy)
- TW** = Teacher Work Day – No School for Students
- C** = Conference Comp Day – No School
- NC/H** = Non Contract/Holiday - No School for Staff or Students
- /** = End of Semester

## Holidays, Vacations & Important Dates

Aug 17-18 ..... Inservice Trainings (Principal designated)  
 Aug 21 – 23 ..... New Staff Inservice / District & Building Inservice  
 August 24-25 ..... Teacher Work Day – No School  
 August 28 ..... First Day of School 1<sup>st</sup> – 5<sup>th</sup> grades /6<sup>th</sup> & 9<sup>th</sup> Orientation  
 August 29 ..... First Day of School for 6 – 12<sup>th</sup> grades  
 September 4 ..... Labor Day Holiday – No School  
 October 13 ..... State Inservice Day – Non-Contract / No School  
 November 10 ..... Veterans’ Day Holiday – No School  
 November 20 ..... Teacher Work Day – No School  
 November 21 ..... Conference Comp Day – No School  
 November 22-24 ..... Thanksgiving Break – Non-Contract / No School  
 Dec 18 – Jan 1 ..... Winter Break – Non-Contract / No School

January 2 ..... School Resumes after Winter Break  
 January 15 ..... MLK Jr Day – Non-Contract /No School  
 February 16 ..... Inservice Training (Licensed)  
 February 19 ..... Presidents’ Day – Non-Contract / No School  
 March 8 ..... Teacher Work Day – No School  
 March 25-29 ..... Spring Break – Non-Contract / No School  
 May 24 ..... Conference Comp Day – No School  
 May 27 ..... Memorial Day Holiday – No School  
 June 1 ..... High School Graduation  
 June 7 ..... Last Day of School  
 June 10-11 ..... Teacher Work Day  
 June 19 ..... Juneteenth Holiday

### End of Semester Dates

End of Semester 1.... November 17<sup>th</sup>  
 End of Semester 2.... March 7<sup>th</sup>  
 End of Semester 3.... June 7<sup>th</sup>

### School Year Summary

Teacher Contract Days	190
Student Contact Days (Year)	174 / 175
Student Contact Days – S1	56 / 57
Student Contact Days – S2	60
Student Contact Days – S3	58

### Instructional Hours

Elementary total minutes/hours:  
 Middle School total minutes/hours:  
 High School total hours: **1009 hours**



# 2024-2025 School District Calendar

July 2024				
1	2	3	H	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024				
			1	2
5	6	7	8	9
12	13	14	D/IN	D/IN
19	IN	IN	TW	TW
26	27	28	29	30

September 2024				
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
	1	2	3	4
7	8	9	10	D/IN
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
				1
4	5	6	7	8
H	12	13	14	15
TW	19	20	21	22
CC	NC	NC	H	NC

December 2024				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
B	B	B	B	B
B	B			

January 2025				
		B	B	B
6	7	8	9	10
13	14	15	16	17
NC	21	22	23	24
27	28	29	30	31

February 2025				
3	4	5	6	7
10	11	12	13	IN
NC	18	19	20	21
24	25	26	27	28

March 2025				
3	4	5	6	TW
10	11	12	13	14
17	18	19	20	21
B	B	B	B	B
31				

April 2025				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	CC
H	27	28	29	30

June 2025				
2	3	4	5	6
TW	TW	11	12	13
16	17	18	H	20
23	24	25	26	27
30				

- D/IN** = Principal Designated In-Service – No School
- IN** = In-Service Day – No School for Students
- B** = Break – No School for Staff or Students
- ER** = Early Release (K-12<sup>th</sup> grade, except Innovations Academy)
- TW** = Teacher Work Day – No School for Students
- C** = Conference Comp Day – No School
- NC/H** = Non Contract/Holiday - No School for Staff or Students
- = End of Semester

## Holidays, Vacations & Important Dates

- Aug 15-16 ..... Inservice Trainings (Principal designated)
- Aug 19 – 21 ..... New Staff Inservice / District & Building Inservice
- August 22-23 ..... Teacher Work Day – No School
- August 26 ..... First Day of School 1<sup>st</sup> – 5<sup>th</sup> grades /6<sup>th</sup> & 9<sup>th</sup> Orientation
- August 27 ..... First Day of School for 6 – 12<sup>th</sup> grades
- September 2 ..... Labor Day Holiday – No School
- October 11 ..... State Inservice Day – Non-Contract / No School
- November 11 ..... Veterans’ Day Holiday – No School
- November 18 ..... Teacher Work Day – No School
- November 25 ..... Conference Comp Day – No School
- November 26-29 ..... Thanksgiving Break – Non-Contract / No School
- Dec 23 – Jan 3 ..... Winter Break – Non-Contract / No School

- January 6 ..... School Resumes after Winter Break
- January 20 ..... MLK Jr Day – Non-Contract /No School
- February 14 ..... Inservice Training (Licensed)
- February 17 ..... Presidents’ Day – Non-Contract / No School
- March 7 ..... Teacher Work Day – No School
- March 24-28 ..... Spring Break – Non-Contract / No School
- May 23 ..... Conference Comp Day – No School
- May 26 ..... Memorial Day Holiday – No School
- May 31 ..... High School Graduation
- June 6 ..... Last Day of School
- June 9-10 ..... Teacher Work Day
- June 19 ..... Juneteenth Holiday

### End of Semester Dates

- End of Semester 1.... November 15<sup>th</sup>
- End of Semester 2.... March 6<sup>th</sup>
- End of Semester 3.... June 6<sup>th</sup>

### School Year Summary

Teacher Contract Days	190
Student Contact Days (Year)	174 / 175
Student Contact Days – S1	56 / 57
Student Contact Days – S2	60
Student Contact Days – S3	58

### Instructional Hours

- Elementary total minutes/hours:
- Middle School total minutes/hours:
- High School total minutes/hours: **1009 hours**



# 2025-2026 School District Calendar

July 2025				
	1	2	3	H
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
				1
4	5	6	7	8
11	12	13	D/IN	D/IN
18	IN	IN	TW	TW
25	26	27	28	29

September 2025				
H	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025				
		1	2	3
6	7	8	9	D/IN
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2025				
3	4	5	6	7
10	H	12	13	14
TW	18	19	20	21
CC	NC	NC	H	NC

December 2025				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
B	B	B	B	B
B	B	B		

January 2026				
			B	B
5	6	7	8	9
12	13	14	15	16
NC	20	21	22	23
26	27	28	29	30

February 2026				
2	3	4	5	6
9	10	11	12	IN
NC	17	18	19	20
23	24	25	26	27

March 2026				
2	3	4	5	TW
9	10	11	12	13
16	17	18	19	20
B	B	B	B	B
30	31			

April 2026				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	CC
H	26	27	28	29

June 2026				
1	2	3	4	5
TW	TW	10	11	12
15	16	17	18	H
22	23	24	25	26
29	30			

- D/IN** = Principal Designated In-Service – No School
- IN** = In-Service Day – No School for Students
- B** = Break – No School for Staff or Students
- ER** = Early Release (K-12<sup>th</sup> grade, except Innovations Academy)

- TW** = Teacher Work Day – No School for Students
- C** = Conference Comp Day – No School
- NC/H** = Non Contract/Holiday - No School for Staff or Students
- = End of Semester

## Holidays, Vacations & Important Dates

- Aug 14-15 ..... Inservice Trainings (Principal designated)
- Aug 18 – 20..... New Staff Inservice / District & Building Inservice
- August 21-22 ..... Teacher Work Day – No School
- August 25 ..... First Day of School 1<sup>st</sup> – 5<sup>th</sup> grades /6<sup>th</sup> & 9<sup>th</sup> Orientation
- August 26 ..... First Day of School for 6 – 12<sup>th</sup> grades
- September 1 ..... Labor Day Holiday – No School
- October 10..... State Inservice Day – Non-Contract / No School
- November 11..... Veterans’ Day Holiday – No School
- November 17..... Teacher Work Day – No School
- November 24..... Conference Comp Day – No School
- November 25-28..... Thanksgiving Break – Non-Contract / No School
- Dec 22 – Jan 2..... Winter Break – Non-Contract / No School

- January 5 ..... School Resumes after Winter Break
- January 19 ..... MLK Jr Day – Non-Contract /No School
- February 13 ..... Inservice Training (Licensed)
- February 16 ..... Presidents’ Day – Non-Contract / No School
- March 6 ..... Teacher Work Day – No School
- March 23-27 ..... Spring Break – Non-Contract / No School
- May 22 ..... Conference Comp Day – No School
- May 25 ..... Memorial Day Holiday – No School
- May 30 ..... High School Graduation
- June 5 ..... Last Day of School
- June 8-9 ..... Teacher Work Day
- June 19 ..... Juneteenth Holiday

### End of Semester Dates

- End of Semester 1.... November 14<sup>th</sup>
- End of Semester 2.... March 5<sup>th</sup>
- End of Semester 3.... June 5<sup>th</sup>

### School Year Summary

Teacher Contract Days	190
Student Contact Days (Year)	174 / 175
Student Contact Days – S1	56 / 57
Student Contact Days – S2	60
Student Contact Days – S3	58

### Instructional Hours

- Elementary total minutes/hours:
- Middle School total minutes/hours:
- High School total minutes/hours: **1009 hours**

# North Wasco County School District 21

Code: IGBHD  
Adopted: 9/27/07  
Revised/Readopted: 6/15/17  
Orig. Code:

## Program Exemptions\*\*

The ~~Board~~ district may excuse students from a state-required program or learning activity for reasons of religion, disability<sup>1</sup> or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

~~An alternative program for credit may be provided.~~ The district will determine if credit will be granted for any alternative activity.

~~Public request procedures for an alternative education program and alternative credit shall be developed by the superintendent.~~

END OF POLICY

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### Legal Reference(s):

ORS 336.035(2)  
ORS 336.465  
ORS 336.615  
ORS 336.625

ORS 336.635  
OAR 581-021-0071  
OAR 581-022-0612

OAR 581-022-1920  
OAR 581-022-1910

<sup>1</sup> If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

# North Wasco County School District 21

Code: EHB  
Adopted:

## Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy and accompanying administrative regulation applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 192  
ORS 332.107

ORS 336.184  
ORS 646A.600 - 646A.626

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.

# North Wasco County School District 21

Code: **JGE**  
Adopted: 12/17/15; 5/25/23

## **Expulsion\*\***

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for the following circumstances:

1. When a student’s conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student’s conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator’s observations or upon a report from an employee, the student’s conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student’s parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

The Board delegates the authority to decide on an expulsion to the superintendent. The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer’s decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student’s parents at the same time. At a future meeting, the Board will review the hearings officer’s decision and will affirm, modify or reverse the decision.

When ~~an~~ a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>1</sup> or by certified mail<sup>2</sup> at least five days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges and the specific facts that support the charge or charges;
  - b. ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
  - c. A recommendation for expulsion ~~statement of intent to consider the charges as reason for expulsion;~~
  - d. The student's right to a hearing;
  - e. When and where the hearing will take place; and
  - f. The student may be represented by counsel or other persons ~~right to representation.~~
2. ~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~
3. ~~Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;~~
4. ~~In~~ If case the parent or student has difficulty understanding ~~does not understand~~ the English language or has other serious communication disabilities, the district will provide a ~~an interpreter during the hearing~~ translator. All communication will be in a manner that is understandable to the parents and student.
5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, and/or parent or other person. The district's attorney may be present;
6. The student shall be afforded the right to present his/her ~~their~~ version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

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<sup>1</sup>The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>2</sup>When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

10. ~~If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~
  
11. ~~If the Board has delegated authority to the superintendent to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~
  
12. A [Board-conducted hearing or a Board review](#) of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential [medical records](#) and that student's [educational program](#);
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

~~Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification. The district must document to the parent of the student that proposals of alternative education programs have been made.~~

END OF POLICY

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**Legal Reference(s):**

ORS 192.660  
ORS 332.061  
ORS 336.615 to -336.665

ORS 339.115  
ORS 339.240  
ORS 339.250

OAR 581-021-0050 to -0075

# North Wasco County School District 21

Code: **JHCD/JHCDA**  
Adopted: 1/30/18; 5/25/23

**2<sup>nd</sup> Reading/Adoption**

*No additional changes  
from 1<sup>st</sup> reading*

## **Medications\*\***

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis<sup>1</sup>, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. **Annual** training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

A current first-aid and CPR card is required for designated personnel.

When a licensed health care professional is not immediately available, **trained** personnel designated by the district may administer ~~to a student~~, epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for **administration of medication at school, either by** district personnel ~~to administer, or to permit a~~ or student **self-administration, to administer to themselves, a** ~~if~~ **the** medication ~~when such medication~~ is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy **or a need to manage asthma**, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency **or insulin requiring diabetes**. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

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<sup>1</sup>Under proper notice given to the district by a student or student's parent or guardian.

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber annually.

A request to the district to administer or allow a student to self-administer or a nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirement of law. ~~signed prescription and treatment plan from a prescriber<sup>2</sup> or an Oregon licensed health care professional.~~

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law<sup>3</sup>, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who ~~a staff member~~ the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication, ~~subject to state law.~~

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-

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<sup>2</sup>A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

<sup>3</sup>Subject to ORS 109.610, 109.640 and 109.675.

administration of medication, [as described in Oregon Revised Statute \(ORS\) 339.866](#), if ~~when~~ that person in good faith [and pursuant to state law](#), assisted the student in self-administration of the medication ~~subject to state law~~.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages [as a result of the use of medication if when](#) that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy; who is unable to self administer the medication, [regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.](#) ~~subject to state law.~~

The district and the members of the Board are not liable in a criminal action or for civil damages [as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or individual with a severe allergy who when a student or individual is unable to self-administer medication, regardless of whether the student or individual has a prescription for epinephrine or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug when any person in good faith administers autoinjectable epinephrine to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.](#) ~~subject to state law.~~

The superintendent shall develop administrative regulations as needed to meet the requirements of law; ~~Oregon Administrative Rules~~ and the implementation of this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 109.610](#)  
[ORS 109.640](#)  
[ORS 109.675](#)  
[ORS 332.107](#)  
[ORS 339.866](#) to -339.871

[ORS 433.800](#) to -433.830  
[ORS 475.005](#) to -475.285  
  
[OAR 166-400-0010\(17\)](#)  
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000](#) to -0035  
[OAR 581-021-0037](#)  
[OAR 581-022-2220](#)  
[OAR 851-047-0030](#)  
[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration in Oregon Schools: A Manual for School Personnel* (2016).

## North Wasco County School District 21

Code: KL/GBM-AR  
Revised/Reviewed: 12/9/99; 3/31/04; 8/18/16; 1/19/17; 8/24/17  
Orig. Code(s): KL/GBM-AR

### Public Complaint Procedure

#### Initiating a Complaint: ~~Step One~~

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

~~Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc.).~~ It is the intent of the district to solve problems and address all complaints as close as possible to their origin.

#### The Building Administrator: ~~Step Two~~ **One**

If the ~~complainant~~ individual is unable to resolve a problem or concern ~~at step one with the employee,~~ the individual may file a written, signed ~~within 5 working days of the meeting with the employee,~~ the complainant may file a written, signed complaint with the administrator ~~within five working days of the employee's response.~~ building principal. The ~~principal~~ administrator shall evaluate the complaint, ~~if it involves a staff member under his/her direct supervision,~~ and render a decision within 5 working days after receiving the complaint.

In the event that the complaint involves a staff member that is not under the direct supervision of the ~~principal~~ administrator, the ~~principal~~ administrator shall immediately forward the complaint to the appropriate supervisor.

#### The Superintendent: ~~Step Three~~ **Two**

If ~~Step 2~~ **One** does not resolve the complaint, within 10 working days of the ~~meeting~~ written response from the administrator, ~~with the principal,~~ the complainant, ~~if he/she wishes to pursue the action, shall~~ may file a written, signed, ~~written~~ complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. ~~(A form is available, but not required.)~~

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, and prepare a written report of his/her ~~their~~ findings and his/her conclusion, and provide the ~~written~~ report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

#### The Board: ~~Step Three~~ **Four**

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within 5 working days of receiving the superintendent's decision. The Board ~~may hold a hearing to~~ will review the findings and conclusion of the superintendent or designee ~~in a public meeting to determine what action is appropriate.~~ ~~to hear the complaint and to hear and evaluate any other evidence as it deems appropriate.~~ Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may ~~elect to hold the hearing in~~ use executive session if the subject matter qualifies under Oregon law ~~Revised Statutes.~~ Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purpose of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final<sup>1</sup>.

The complainant shall be informed ~~in writing or in electronic form~~ of the Board's decision within ~~2030~~<sup>2</sup> working days from the ~~hearing receipt~~ of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal<sup>4</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal ~~may~~ should be filed with the superintendent. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board ~~in a Board meeting.~~ If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~The~~ After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. ~~The Board may use executive session if the subject matter qualifies under Oregon law.~~ A final written decision regarding the complaint

<sup>1</sup> If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

<sup>2</sup> In a complaint process with more than one step, a written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.

shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board **in a Board meeting**. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~The~~ **After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.**

Complaints against the Board chair may be made directly to the district counsel **[Board vice chair]** on behalf of the Board. The district counsel **[Board vice chair]** shall present the complaint to the Board **in a Board meeting**. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. ~~The~~ **After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.**

~~If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-0040.~~

**NORTH WASCO COUNTY SCHOOL DISTRICT 21**  
**Complaint Form Regarding an Employee, Program or Practice**

Please fill in the information requested below (attach additional information and/or pages as needed).

To:  Employee\*  Administrator/Supervisor\*  Superintendent  Board chair  Board vice chair

\* Form available but is not required.

\_\_\_\_\_  
Date of Complaint

Name of Person Making Complaint ~~Employee/Program/Practice:~~ \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Which School/Building/Department: \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who should we talk to and what evidence should we consider? ~~Please name the staff member(s) you have discussed this concern with and did not come to a resolution:~~ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggested solution / resolution / outcome: ~~Action requested:~~ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name ~~Signature~~ of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

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**Office Use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition of Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

cc: District Office

# North Wasco County School District 21

Code: EHB-AR  
Revised/Reviewed:

## Cybersecurity

Throughout its lifecycle, an information system that stores, processes or transmits district data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the Technology Department, given the level of sensitivity, value and criticality that the district data has to the district.

Individuals who are authorized to access district data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

### Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the superintendent to oversee the information security program. The ISO will be a senior-level employee in the district. The responsibilities of the ISO include the following:

1. Developing and implementing a district-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of district data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins; and
6. Implementing an IT security audit.

“Data owner” means a management-level employee of the district who oversees the lifecycle of one or more sets of district data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to district data;
2. Determining the appropriate criteria for obtaining access to district data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of district data;
4. Understanding and approving how district data is stored, processed, and transmitted by the district and by third-party agents of the district; and
5. Understanding how district data is governed by district policies, state and federal regulations, contracts and other legal binding agreements.

“Data custodian” means an employee of the Technology Department who has administrative and/or operational responsibility over district data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how district data is stored, processed and transmitted by the district and by third-party agents of the district;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of district data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of district data;
4. Provisioning and deprovisioning access to district data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of district data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User,” for the purpose of information security, means any employee, contractor or third-party agent of the district who is authorized to access District Information Systems and/or district data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of district data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of district data to a manager or the Technology Department; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of district data to the Technology Department.

### **Classification of Information**

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the district should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All district data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the district or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.<sup>1</sup>

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<sup>1</sup> These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the district or its affiliates. By default, all district data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the district and its affiliates. Examples of public data include information intended for broad use within the district community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

### **Online Services and Applications**

District employees are encouraged to research online services or applications to support the pursuit of district objectives. However, district employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data, until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects district data. This prior approval is required whether or not the software or online service is obtained or used without charge.

### **Implementation**

The Technology Department is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

### **Violations of Policy and Misuse of Information**

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the explicit requirements of data owners for the proper management, use and protection of information resources.

Violations may result in disciplinary action in accordance with district policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.