

## Regular Meeting

Thursday, December 14, 2023 6:00 PM

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

1. **Call Meeting to Order and Pledge of Allegiance** **Presenter:** David Jones, Chair
2. **Review / Revision of the Agenda**
3. **District Mission / Vision / Values**
4. **Consent Agenda**
  - 4.a. School Board Meeting Minutes from previous meeting
  - 4.b. Personnel Report
5. **Board Action Calendar - Review**
6. **Student / Staff Recognition**
  - 6.a. *Colonel Wright Troubadours - Prelude and Musical Performance* **Presenter:** Ramona Harwood - Music Teacher
7. **Student Representatives to the Board - Report:**
  - *Yamari Santillian-Guzman*
  - *Kaleb Blaylock*
8. **Building Student Representative Reports:**
9. **School Board Sub Committee Reports**
10. **Staff Reports:**
11. **New Business:**
  - 11.a. **Presentations / Reports:**
    - 11.a.1. **Presentation:** *Alternative School Status* **Presenter:** Donna Sholtis, Principal
    - 11.a.2. **Superintendent's Report** **Presenter:** Dr. Carolyn Bernal, Superintendent
      - 11.a.2.a. **Update and approval:** *School Site Council Operating Plans* **Presenter:** Carolyn Bernal, Superintendent
    - 11.a.3. **Chief Financial Officer's Report** **Presenter:** Kara Flath, CFO
      - 11.a.3.a. **Financial Statements:**
      - 11.a.3.b. **Student Enrollment:**
    - 11.a.4. **Board Attorney's Report** **Presenter:** Jason Corey, Board Attorney
  12. **Discussion / Action Items:**

- 12.a. Presentation / Action Item: Early Literacy Plan **Presenter:** Shannon Brennan, Director of TLA
- 12.b. Action Item: 2022-2023 Student Investment Account Annual Report **Presenter:** Shannon Brennan, Director of TLA
- 12.c. Action Item: Acceptance of Election Results for the November 7th, 2023 Special Election. **Presenter:** Carolyn Bernal, Superintendent
- 12.d. Action Item: Approve Adult Meal Rates **Presenter:** Kara Flath, CFO
- 12.e. Action Item: Approve Surplus Items
13. 1st Reading on School Board Policies (informational only):
- 13.a. Policy GCBDA/GDBDA: Family Medical Leave
- 13.b. Policy LBE: Public Charter Schools
- 13.c. Policy LBEA: Resident Student Denial for Virtual Public Charter School Attendance (\*\*New Policy\*\*)
- 13.d. Policy EEACE: Loading and Unloading (NEW POLICY)
14. Informational Only:
- 14.a. Policy GCBDA/GDBDA-AR(1): Family Leave
- 14.b. Policy IHGA-AR: Alternative Activities to Earn Credit
- 14.c. Policy GCBDA/GDBDA-AR(5): Sample Letter to Employee - FMLA/OFLA/PFMLA Leave
- 14.d. Policy KL/GBM-AR: Public Complaint Procedure
15. Comments from the Audience about Non Agenda Items
16. Adjourn the Regular School Board Meeting

# 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 – December 14, 2023 *Current as of -December 6, 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
Kelly Siewell	Counselor (Temporary 23-24)	TDMS	Begins November 27, 2023

### Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
Kirky Stutzman	CES-5 <sup>th</sup> Grade Teacher	Rehired January 1, 2024-June 11, 2024 <i>(Retired and rehired in a temp contract)</i>
Julia Cardiel	CWE-Bilingual Liaison	CES-Kindergarten Teacher (Temp 23-24)

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

### 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
July Maus	Bus Driver-Regular Route	Transportation	Beginning November 17, 2023
Richard Leach	Maintenance I	TDMS/TDHS	Beginning November 29, 2023
Stephen Ganders	Bus Driver-Regular Route	Transportation	Beginning November 28, 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
Ines Aguirre	Nutrition Services I	CES	Resigning November 24, 2023
Facundo Fernandez	Maintenance I	Facilities	Retiring December 29, 2023
Cynthia Gardipee	Bus Driver	Transportation	Retiring December 31, 2023
Ginger Bradshaw	Ed Asst IV-SPED	DHE	Resigning December 8, 2023
Nicole Powell	After School Coordinator	DW	Resigning December 13, 2023
Delresha Deasy	Nutrition Svc I-PT	CES	Resigning November 30, 2023
Julia Cardiel	Bilingual Liaison	CWE	Resigning December 5, 2023
Hailey Benfield	Ed Asst IV – SLC	CES	Resigning January 2, 2024

**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
Eric Flores	Asst Boys Basketball Coach	TDHS	Begins November 20, 2023

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

NAME	POSITION	BUILDING	COMMENTS
Marc Schilling	Head Coach-Football	TDHS	Resigning November 16, 2023

**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
Maintenance I	8 Hrs	District Wide	Open Until Filled	Advertised
Special Education Teacher (Temp 23-24)	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-SPED	7.5 Hrs	DHE	Open Until Filled	Advertised
Ed Asst IV-SPED	7.5 Hrs	IA	Open Until Filled	Advertised
Secretary III-Juvenile Det. Registrar and Re-Entry Specialist (Temp 23-24)	8 Hrs	NORCOR	Open Until Filled	Advertised
Lead-Nutrition Services II	8 Hrs	Nutrition Services	Open Until Filled	Advertised
ELL Instructional Assistant	7.5 Hrs	TDHS	Open Until Filled	Advertised
Head 7 <sup>th</sup> Grade Girls Basketball Coach	Seasonal	TDMS	12/15/2023	Advertised
Bus Driver-Regular Route	6 Hrs	Transportation	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Bilingual Family Liaison	7.5 hrs	District Wide	Open Until Filled	Advertised



# Alternative Education Status for Innovations Academy



Mrs. Donna M Sholtis, Principal  
Innovations Academy, Innovations Virtual  
Academy and NORCOR Educational Programs



As used in ORS 336.615 (Definition for ORS 336.615 to 336.665) to 336.665 (Effect of failure to propose alternative programs), **“alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state.**

[Formerly 339.605; 2001 c.490 §1]

The diploma awarded will be held to the same standards as all other public schools under state and federal law.

# How will this positively Impact Innovations Academy?

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Teachers will be able to teach outside of their content endorsement allowing them to teach ALL courses, diversifying our offerings.

Many students are re-enrolling after missing a year or more and a small number of students are transferring from other neighboring schools.

Flexibility in class choices virtually and in person becomes a necessity to create viable graduation plans for our students.

# Flexible Schedule M-Th 8am-4pm

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Over 30% of our high school students have a recognized disability, qualifying either for Special Education Services or a 504 plan.

Alternative Education status will eliminate the need to complete the Abbreviated School Day processes for students with IEPs and 504s.

This would allow us to build hybrid and other flexible learning plans for ALL students!

# Continue to Improve Student Progress

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Every term we improve our systems and become a consistent team to build classes that meet the strength and need of our diverse students. Alternative Status will remove barriers for us to continue to adjust our programs to meet the needs of the community.

Recent School Climate surveys suggest that students and parents feel that they are valued and the academic and social emotional needs are being met by Innovations Academy!

Innovations Virtual Academy (IVA)

High School Credits awarded Sept - November 2022: 30.75

High School Credits awarded Sept - November 2023: 147.25



**Chenowith Elementary School**  
[2023/2024 SSC Operations Plan](#)

2023/2024 SSC Operations Plan	
<b>Members of the SSC</b>	<b>Ajay Rundell</b> <b>Jennifer Tate</b> <b>Camille Shepler</b> <b>Cyndie Pierce</b> <b>Bethany Ayres-Mcmanus</b> <b>Karly Aparicio</b> <b>Amanda Moreno</b>
<b>Elected Officers</b>	List names of elected officers and their role here <b>Amanda Moreno</b> Chair, <b>Bethany Ayres-Mcmanus</b> Vice-Chair <b>Ajay Rundell</b> Secretary
<b>Manner in Which Meetings will be Held</b>	List dates, locations, times of all meetings for the year here. All meetings will be from 4:30-5:30 PM Meetings will be on the 2nd Tuesday of the month after the first meeting on October 17th in December, February, April and May and June if necessary. Meetings will be held on site at CES with an option to attend via Zoom/GoogleMeet
<b>Agenda Development/Distribution/Storage</b>	List how agendas will be developed, method of distribution, and how agendas and minutes from each meeting will be stored/archived. <ul style="list-style-type: none"> <li>● Agendas will be co-developed amongst the Chair, Secretary and the CES Site Council.</li> <li>● Agendas and minutes will be posted on the CES Site council website and the approved minutes will be posted on the website once approved by the site council.</li> <li>● Agendas and meeting notices will be distributed though the use of ParentSquare and posted in the CES public google cal.</li> </ul>
<b>Decision-Making Process</b>	How will decisions be made? The Site Council adopted Robert's Rules of Order at the first meeting
<b>Procedure for public input (from staff, students, community at large)</b>	How will you allow for public comments from staff, students, and the community at large? The process for public comment will follow the North Wasco County School District Public comment process. Individuals who would like to make public comment will need to sign up and will be given three minutes.



<b>Yearly Goals and Objectives</b>	What goals and objectives does your SSC hope to achieve? The primary goals that the CES site council would like to achieve this year are 1. Suggest at School Mission and Vision Statement to Leadership and Staff 2. Work on the School Improvement Plan 3. Review Student belonging and Staff Culture Data
<b>Ongoing Communication with Office of the Superintendent</b>	How will your SSC ensure ongoing communication with the Superintendent's office?  Standing agenda item on the district leadership team meeting



**Colonel Wright Elementary School  
2023/2024 SSC Operations Plan  
Adopted 10.9.23; Amended 12.4.23**

<b>2023/2024 SSC Operations Plan</b>	
<b>Members of the SSC</b>	Holly Mahoney (parent) Siobhan O'Halloran (parent) Jennifer Vaught (parent) *resigned Kat Brody (licensed) Amy Blizzard (licensed) Julia Cardiel (classified) *resigned Luke Vieira (administrator)
<b>Elected Officers</b>	Chair: Holly Mahoney Vice Chair: Siobhan O'Halloran Secretary: Kat Brody
<b>Manner in Which Meetings will be Held</b>	Location: Colonel Wright Library Time: 5pm to 6pm Dates: 10/9/23, 12/4/23, 2/5/24, 3/4/24, 5/6/24
<b>Agenda Development/Distribution/Storage</b>	Proposed agenda will be created and sent out by the Chair. Members of the council will review and recommend revisions to the agenda prior to public notice. Agenda will be published through Parent Square and posted to the Colonel Wright School Site Council page. Secretary will keep minutes and share out to the council prior to the next meeting.
<b>Decision-Making Process</b>	Robert's Rules of Orders- 12th edition (2020) will serve as the framework for operational procedures and decision-making processes. Link: <a href="#">Click Here to See Document</a>
<b>Procedure for public input (from staff, students, community at large)</b>	SSC will follow the NWASCO D21 School Board's policy for public comments as posted on district website. Link: <a href="https://www.nwasco.k12.or.us/apps/pages/publiccomment">https://www.nwasco.k12.or.us/apps/pages/publiccomment</a>
<b>Yearly Goals and Objectives</b>	Identify and disseminate resources to support teachers working with neurodivergent students. Objectives include surveying staff and working to gather resources for issues identified as priorities. A secondary objective is to identify the best manner to disseminate this information to families.
<b>Ongoing Communication with Office of the Superintendent</b>	Secretary will send full minutes and quick summary to superintendent following each SSC meeting



## Dry Hollow Elementary School

2023/2024 SSC Operations Plan	
<b>Members of the SSC</b>	<p>List names of all members here</p> <p>Kristal Corey (ESP)            Melissa Hollister (Teacher)            Marissa Isaak (Parent)            Katie Kelly (Parent)            Catherine Powell (ESP)            Elizabeth Rossmiller (Admin)            Natasha Skov (Parent)            Emily Stewart (Teacher)            Lauren Trueb (Teacher)</p>
<b>Elected Officers</b>	<p>List names of elected officers and their role here (Chair, Vice-Chair, Secretary)</p> <ul style="list-style-type: none"> <li>- Chair: Catherine Powell</li> <li>- Vice-Chair: Natasha Skov</li> <li>- Secretary: Emily Stewart</li> </ul>
<b>Manner in Which Meetings will be Held</b>	<p>List dates, locations, times of all meetings for the year here.</p> <ul style="list-style-type: none"> <li>- Location: Dry Hollow Library</li> <li>- Time: 3:00 - 4:00pm</li> <li>- Dates: 11/6/23, 1/29/24, 2/26/24, 4/8/24</li> </ul>
<b>Agenda Development/Distribution/Storage</b>	<p>List how agendas will be developed, method of distribution, and how agendas and minutes from each meeting will be stored/archived.</p> <ul style="list-style-type: none"> <li>- Agendas will be developed in collaboration with the principal and Chair</li> <li>- Agenda will be sent two weeks prior to the SSC to allow time for feedback</li> <li>- SSC team members will give feedback prior to public notice</li> <li>- Agendas and meeting notes will be stored in the group's SSC Google Drive</li> <li>- The secretary will share meeting notes with the SSC team and Dr. Bernal</li> </ul>



SCHOOL DISTRICT 21

<p><b>Decision-Making Process</b></p>	<p>How will decisions be made?</p> <ul style="list-style-type: none"> <li>- Robert's Rule of Orders- 12th Edition (2020) will serve as the framework for operations procedures and decision-making processes.</li> </ul>
<p><b>Procedure for public input (from staff, students, community at large)</b></p>	<p>How will you allow for public comments from staff, students, and the community at large?</p> <ul style="list-style-type: none"> <li>- SSC will follow the North Wasco D21 School Board's policy for public comments as posted on the district website.</li> <li>- <a href="#">Link</a></li> </ul>
<p><b>Yearly Goals and Objectives</b></p>	<p>What goals and objectives does your SSC hope to achieve?</p> <ul style="list-style-type: none"> <li>- TBD at the November 6th Meeting</li> </ul>
<p><b>Ongoing Communication with Office of the Superintendent</b></p>	<p>How will your SSC ensure ongoing communication with the Superintendent's office?</p> <ul style="list-style-type: none"> <li>- The secretary will send full minutes and additional questions needing clarification to Dr. Bernal following the SSC meeting</li> </ul>



**SCHOOL DISTRICT 21**  
**The Dalles Middle School**  
**2023/2024 SSC Operations Plan**

<b>2023/2024 SSC Operations Plan</b>	
<b>Members of the SSC</b>	Russell Spino, Katie Kelley, Priscilla Irving & Mindy Claussen, Kelly DeLeon, Audrey Moore, Kirsten Benko, Ryan LaDouceur
<b>Elected Officers</b>	Katie Kelley, Chair Kelly DeLeon, Vice-Chair Audrey Moore, Secretary
<b>Manner in Which Meetings will be Held</b>	4th Thursday, monthly or in alignment with district school board meetings 5:00-6:00 pm TDMS Library
<b>Agenda Development/Distribution/Storage</b>	List how agendas will be developed: concepts brought to chair or bringing back discussion items from prior month meeting Method of distribution: Parent Square How agendas and minutes from each meeting will be stored/archived: Google drive
<b>Decision-Making Process</b>	Committee discussion and majority decision (Robert's Rules of Order)
<b>Procedure for public input (from staff, students, community at large)</b>	Public Comment will be standing agenda item; a list to sign up will be available at the meeting.
<b>Yearly Goals and Objectives</b>	TBD after needs assessment is completed by staff and reviewed by Site Council
<b>Ongoing Communication with Office of the Superintendent</b>	Timely communication to the Office of the Superintendent via 2023/2024 School Site Council Information Worksheet; ongoing conversation as needed and as requested by Dr Bernal



**The Dalles High School  
2023/2024 SSC Operations Plan**

<b>2023/2024 SSC Operations Plan</b>	
<b>Members of the SSC</b>	Principal, Kurt Evans Certified, Jim Taylor Certified, Lindsay Omeg Classified, Carol Moore Parent Representative, Fanny Torres Valdez Parent Representative, Cassandra Waller
<b>Elected Officers</b>	<ol style="list-style-type: none"> <li>1. Chair: TBD</li> <li>2. Vice-Chair: TBD</li> <li>3. Secretary: TBD</li> </ol>
<b>Manner in Which Meetings will be Held</b>	<p>All meetings will be held in the staff lounge conference room at 10:30AM on the following dates.</p> <p>11/16/23 1/18/24 3/21/24 5/16/24</p>
<b>Agenda Development/Distribution /Storage</b>	<p>Agendas will be posted 72 hours prior to meeting and can be found on the North Wasco school district website. They will be developed via a running agenda shared amongst our team and then reviewed and finalized for the final meeting agenda which will then be posted in accordance with the timeline listed above. Meeting minutes and agendas will be stored in our combined Site Council google drive. The meeting minutes will be documented during each site council session and updated on the website after completion of the meeting.</p>

<b>Decision-Making Process</b>	We are operating as a team so decisions will be made after thorough discussion and all opinions are heard. After these have all been reviewed/heard we will make a final decision as a group.
<b>Procedure for public input (from staff, students, community at large)</b>	Each parent, teacher, and classified staff member on the TDHS Site Council are listed on the district websites as a resource for parents and members of the community alike to reach out to voice concerns and questions for the council to address. Additionally, the members of this council and their contact information has been shared via parent square so that direct contact with concerns/questions can be made privately to the representative that they identify with.
<b>Yearly Goals and Objectives</b>	Goals will be developed after our first meeting on 11/16/23.
<b>Ongoing Communication with Office of the Superintendent</b>	We plan to keep the superintendent informed about our site council activities by maintaining the district site council spreadsheet with up to date information regarding our meetings and upcoming agendas. Additionally, all plans will be run by the superintendent for approval via email or in-person discussions.



**Innovations Academy  
2023/2024 SSC Operations Plan**

<b>2023/2024 SSC Operations Plan</b>	
<b>Members of the SSC</b>	Principal, Donna Sholtis Dean of Students, Margaret Nesbit Social Studies Teacher, Jaylene Vegas Science Teacher, Tai Rogers Registrar, Emily Kerr Parent Representative, Michelle Aguilera Parent Representative, Sabrina Johnson Parent Representative, Jennifer Whitfield
<b>Elected Officers</b>	<ol style="list-style-type: none"> <li>1. Chair: Tai Rogers</li> <li>2. Vice-Chair: Sabrina Johnson</li> <li>3. Secretary: Emily Kerr</li> </ol>
<b>Manner in Which Meetings will be Held</b>	<p>All meetings will be held in room 310 at the Wahtonka Campus on the following dates at 4pm.</p> <p>11/7/23 1/9/24 2/13/24 3/12/24 4/9/24 5/14/24 6/4/24</p> <p>A social contract was created at our first meeting which details the manner in which our meetings will be held and how to create a welcoming environment for the success of our team.</p>
<b>Agenda Development/Distribution /Storage</b>	List how agendas will be developed, method of distribution, and how agendas and minutes from each meeting will be stored/archived.

	<p>Agendas will be posted 72 hours prior to meeting and can be found on the North Wasco school district website. They will be developed via a running agenda shared amongst our team and then reviewed and finalized for the final meeting agenda which will then be posted in accordance with the timeline listed above. Meeting minutes and agendas will be stored in our combined Site Council google drive. The meeting minutes will be documented during each site council session and sent to Stephanie Bowen for updating the website after completion of the meeting.</p>
<p><b>Decision-Making Process</b></p>	<p>We are operating as a team so decisions will be made after thorough discussion and all opinions are heard. After these have all been reviewed/heard we will make a final decision as a group.</p>
<p><b>Procedure for public input (from staff, students, community at large)</b></p>	<p>Each parent, teacher, and classified staff member on the IA/IVA Site Council are listed on the district websites as a resource for parents and members of the community alike to reach out to voice concerns and questions for the council to address. Additionally, the members of this council and their contact information has been shared via parent square so that direct contact with concerns/questions can be made privately to the representative that they identify with.</p>
<p><b>Yearly Goals and Objectives</b></p>	<p>We would like to focus on two goals this year: 1) mental health resources for students 2) increased marketing for our school</p>
<p><b>Ongoing Communication with Office of the Superintendent</b></p>	<p>We plan to keep the superintendent informed about our site council activities by maintaining the district site council spreadsheet with up to date information regarding our meetings and upcoming agendas. Additionally, all plans will be run by the superintendent for approval via email or in-person discussions.</p>



**North Wasco County School District #21**  
School District Board of Directors  
**Board Motion for Action Item**

**BOARD ACTION**

Date December 14<sup>th</sup>, 2023 Action Requested: *Accept & Approve the Site Council Operating Plans*

**DISCUSSION**

In School Board Policy IFCA-AR: School Site Council/Shared Decision Making it states *“Each school site council shall designate a chair and such other officers as deemed appropriate. The site council will submit, for Board approval, a proposed plan of operation ...”*

Each School Site Council has completed and submitted to the Superintendent their 2023-2024 SSC Operating Plan, in which the Superintendent is requesting the Board review and approve these plans as presented.

**ACTION**

*I move to accept and approve each School Site Council’s Operating Plan as presented.*

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

## School Year 2023 – 2024, November Financial Summary

### FY 2024:

Here are the ending balances currently:

Fund	General Fund	Special Revenues	Nutrition Services	Technology Fund	Replacement Funds	Debt Service Funds	Capital Projects	District Fund Totals
Fund Balance	10,405,603	(957,760)	696	124,338	94,115	1,354,198	96,099	11,117,289

The current general fund balance as of December 5<sup>th</sup> is \$10.4 million. The special revenues are negative due to state and federal grants which the ODE has not finalized the contracts so the district cannot request the funds. ODE has not paid any nutrition claims to date due to agreements not being finalized through their legal processes. Until all the agreements are settled, no funds will be distributed. The nutrition program should have funds deposited in December; however, the grant agreements may be further out causing a cash flow burden for the district. ODE has an estimated outstanding payment to district of over \$1.3 million collectively.

On an important note, the district obtained new auditors for the FY 23 audit. In doing so, the process is lengthier to establish the baseline of the districts processes and procedures. In addition, the implementation of GASB 96 is quite burdensome and will require more time than originally anticipated. The districts financial audit will likely be late. The late extension was filed with the Secretary of State already and waiting approval. However, the state school fund will not be issued in January if the audit is not completed by December 31<sup>st</sup>. The goal is to have the audit completed by the end of January; however, to stay on time, the district will need to bring in external help to implement the reporting requirements for GASB 96.

### Nutrition Corner:

The ODE is coming for an administrative audit December 6<sup>th</sup> to review processes at two of the schools. This type of audit has not happened in several years. In addition, meal counts continue to be above last year’s numbers, which is a positive indicator of students eating in schools. The meal options were increased this year and will continue to offer more options, so students are eating. In addition, the Sodexo Nutrition contract expires 12/31/2023; however, if the district and Sodexo can work out a sensible reduction in the contract price, the intention is to likely continue with Sodexo through the end of the school year and transition to fully self-operational in next school year.

### Facilities Corner:

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

- The fencing around Dry Hollow Elementary School is almost complete.

- The staff are working on installing playground equipment at Chenoweth Elementary School for the structured learning center.
- Johnson Controls has been engaged in an energy project district wide. This will require board action. After an initial plan is formulated, the board will need to approve a loan for this program. More information will follow as we are still in the evaluation process, but this could be a good way to get some facility infrastructure updates for the aging buildings.

### **Transportation Corner:**

The ODE is audited our transportation program for both North Wasco and Sherman County. The report outcome gave North Wasco an overall score of 91.91% and Sherman County received a score of 85.32%, which both are good scores and an indicator of trained staff and efficient leadership. Kuddos to the transportation department. There are policies that need to be updated and the goal is to work on those updates by the start of the next school year.

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

FY 2024 Expenditure Status Report

For the month ending December 5th, 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	\$ 199,487	\$39,373,709	\$23,503,071	59.69%	\$37,852,690	\$ 39,373,707	\$13,212,416	\$ 24,078,221	\$ 37,290,637	33.56%	\$ 10,290,655	\$ 761,540
210 - FEDERAL PROGRAMS	\$ 40,246	\$ 7,563,948	\$ 979,285	12.95%	\$ 4,096,299	\$ 7,563,947	\$ 1,438,355	\$ 2,012,036	\$ 4,096,299	19.02%	\$ (459,070)	\$ 40,246
220 - STATE GRANTS	\$ 89,061	\$ 1,816,791	\$ 3,300	0.18%	\$ 496,708	\$ 1,814,044	\$ 182,615	\$ 314,093	\$ 496,708	10.07%	\$ (179,315)	\$ 89,061
230 - LOCAL GRANT PROGRAMS	\$ 380,803	\$ 881,071	\$ 134,465	15.26%	\$ 976,465	\$ 881,072	\$ 205,318	\$ 212,203	\$ 454,014	23.30%	\$ (70,853)	\$ 903,254
240 - VOCATIONAL EDUCATION FUND	\$ 63,583	\$ 63,720	\$ -	0.00%	\$ -	\$ 63,720	\$ 7,465	\$ 8,625	\$ 16,090	11.72%	\$ (7,465)	\$ 47,493
242 - ENTERPRISE ZONE PROJ FUND	\$ 222,756	\$ 522,333	\$ -	0.00%	\$ 240,000	\$ 522,333	\$ 113,302	\$ -	\$ 113,302	21.69%	\$ (113,302)	\$ 349,454
251 - STUDENT INVESTMENT ACCOUNT	\$ -	\$ 3,307,735	\$ 91,238	0.00%	\$ 3,114,302	\$ 3,307,737	\$ 785,817	\$ 1,781,200	\$ 3,114,302	0.00%	\$ (694,579)	\$ -
252 - HIGH SCHOOL SUCCESS ACCOUNT	\$ -	\$ 836,833	\$ -	0.00%	\$ 849,654	\$ 839,581	\$ 201,741	\$ 230,761	\$ 849,654	0.00%	\$ (201,741)	\$ -
285 - TECHNOLOGY & EQUIPMENT	\$ 43,368	\$ 268,500	\$ 322,371	0.00%	\$ 718,160	\$ 268,500	\$ 241,401	\$ 14,791	\$ 718,160	0.00%	\$ 80,970	\$ 43,368
290 - STUDENT BODY ACCOUNT	\$ 375,705	\$ 515,481	\$ -	0.00%	\$ 277,229	\$ 515,481	\$ -	\$ -	\$ 262,763	0.00%	\$ -	\$ 390,171
292 - TEXTBOOK REPLACEMENT FUND	\$ 281,332	\$ 321,880	\$ -	0.00%	\$ 5,772	\$ 321,880	\$ 61,559	\$ 700	\$ 62,259	0.00%	\$ (61,559)	\$ 224,845
295 - BUS REPLACEMENT	\$ 33,096	\$ 932,392	\$ 305,622	0.00%	\$ 928,740	\$ 932,392	\$ 488,875	\$ 605,224	\$ 932,533	0.00%	\$ (183,253)	\$ 29,303
298 - VEHICLE REPLACEMENT	\$ 24,499	\$ 24,624	\$ -	0.00%	\$ 754	\$ 24,624	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 25,253
299 - NUTRITION SERVICES	\$ 221,600	\$ 1,798,144	\$ 73,621	0.00%	\$ 1,651,486	\$ 1,798,144	\$ 310,387	\$ 627,373	\$ 1,587,760	0.00%	\$ (236,766)	\$ 285,326
303 - OSBA PERS BONDS	\$ -	\$ 1,927,330	\$ 1,043,916	54.16%	\$ 1,943,290	\$ 1,927,330	\$ -	\$ -	\$ 1,927,330	0.00%	\$ 1,043,916	\$ 15,960
304 - FULL FAITH & CREDIT OBLIG	\$ 15,655	\$ 380,563	\$ 369,908	97.20%	\$ 369,908	\$ 380,563	\$ 75,281	\$ -	\$ 380,563	19.78%	\$ 294,627	\$ 5,000
401 - CAPITAL PROJECTS	\$ 78,123	\$ 144,078	\$ 17,976	0.00%	\$ 17,426	\$ 144,078	\$ -	\$ -	\$ -	0.00%	\$ 17,976	\$ 95,549
<b>Total All Funds</b>	<b>\$ 2,069,314</b>	<b>\$60,679,132</b>	<b>\$26,844,773</b>	<b>44.24%</b>	<b>\$53,538,883</b>	<b>\$ 60,679,133</b>	<b>\$17,324,532</b>	<b>\$ 29,885,227</b>	<b>\$ 52,302,374</b>	<b>28.55%</b>	<b>\$ 9,520,241</b>	<b>\$ 3,305,823</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2024 Expenditure Status Report

For the month ending December 5th, 2023

Balance Sheet	General Fund	State Special Revenues	Technology Fund	Student Body Funds**	Replacement Funds	Nutrition Services	Debt Service Funds	Capital Projects	District Fund Totals	**Totals
<b>ASSETS:</b>										
Cash & Investments	9,559,602	(970,591)	124,338	375,705	94,115	1,762	1,354,198	96,099	10,259,523	10,635,228
Accounts Receivable	822,093	12,831	-	-	-	-	-	-	834,924	834,924
Inventory/Prepaid expense	405,471	-	-	-	-	15,135	-	-	420,606	420,606
<b>Total Assets</b>	<b>10,787,166</b>	<b>(957,760)</b>	<b>124,338</b>	<b>375,705</b>	<b>94,115</b>	<b>16,897</b>	<b>1,354,198</b>	<b>96,099</b>	<b>11,515,053</b>	<b>11,890,758</b>
<b>LIABILITIES:</b>										
Accounts Payable	-	-	-	-	-	-	-	-	-	-
Payroll Liabilities	(160,736)	-	-	-	-	-	-	-	(160,736)	(160,736)
Deferred Revenue	542,299	-	-	-	-	16,201	-	-	558,500	558,500
<b>Total Liabilities</b>	<b>381,563</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,201</b>	<b>-</b>	<b>-</b>	<b>397,764</b>	<b>397,764</b>
<b>FUND BALANCE:</b>										
<b>Total Fund Balance</b>	<b>10,405,603</b>	<b>(957,760)</b>	<b>124,338</b>	<b>375,705</b>	<b>94,115</b>	<b>696</b>	<b>1,354,198</b>	<b>96,099</b>	<b>11,117,289</b>	<b>11,492,994</b>
<b>Revenues &amp; Expenditures: 2023-24 Year to Date</b>										
Beginning Fund Balance	114,948	768,565	43,368	375,705	338,927	237,462	15,655	78,123	1,597,048	1,972,753
Year to Date Revenues	23,503,071	1,208,288	322,371	-	305,622	73,621	1,413,824	17,976	26,844,773	26,844,773
Year to Date Expenditures	13,212,416	2,934,613	241,401	-	550,434	310,387	75,281	-	17,324,532	17,324,532
Year to Date Net Income (Loss)	10,290,655	(1,726,325)	80,970	-	(244,812)	(236,766)	1,338,543	17,976	9,520,241	9,520,241
<b>Ending Fund Balance</b>	<b>10,405,603</b>	<b>(957,760)</b>	<b>124,338</b>	<b>375,705</b>	<b>94,115</b>	<b>696</b>	<b>1,354,198</b>	<b>96,099</b>	<b>11,117,289</b>	<b>11,492,994</b>

# NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2024 Expenditure Status Report  
For the month ending December 5th, 2023

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	22,205,414	6,471,936	14,875,207	858,271	29.15%
2000 - Support Services	15,218,021	5,796,450	8,480,032	941,539	38.09%
5000 - Debt Service & Fund Transfers	944,030	944,030	-	-	100.00%
6000 - Contingency				-	0.00%
7000 - Unappropriated Ending Fund Balance	1,006,244			1,006,244	0.00%
<b>Totals</b>	<b>39,373,709</b>	<b>13,212,416</b>	<b>23,355,239</b>	<b>2,806,054</b>	<b>33.56%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	5,060,296	981,509	2,204,408	1,874,379	19.40%
2000 - Support Services	1,688,716	447,412	525,275	716,029	26.49%
3000 - Enterprise & Community Services	64,935	9,435	3,367	52,133	14.53%
4000 - Capital Outlay	750,000			750,000	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>7,563,947</b>	<b>1,438,356</b>	<b>2,733,050</b>	<b>3,392,541</b>	<b>19.02%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	880,694	134,026	229,834	516,834	15.22%
2000 - Support Services	379,506	48,589	84,259	246,658	12.80%
3000 - Enterprise & Community Services	56,590			56,590	0.00%
4000 - Capital Outlay	500,000			500,000	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>1,816,790</b>	<b>182,615</b>	<b>314,093</b>	<b>1,320,082</b>	<b>10.05%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	102,768	11,227	8,463	83,078	10.92%
2000 - Support Services	84,980	67,255	-	17,725	79.14%
3000 - Enterprise & Community Services	693,324	126,836	203,740	362,748	18.29%
<b>Totals</b>	<b>881,072</b>	<b>205,318</b>	<b>212,203</b>	<b>463,551</b>	<b>23.30%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	63,720	7,465	8,625	47,630	11.72%
<b>Totals</b>	<b>63,720</b>	<b>7,465</b>	<b>8,625</b>	<b>47,630</b>	<b>11.72%</b>
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction		36,115		(36,115)	0.00%
2000 - Support Services	165,000	77,187	-	87,813	46.78%
4000 - Capital Outlay	357,333	-	-	357,333	0.00%
<b>Totals</b>	<b>522,333</b>	<b>113,302</b>	<b>-</b>	<b>409,031</b>	<b>21.69%</b>
<b>251 - Student Investment Account</b>					
1000 - Instruction	3,307,735	364,050	761,956	2,181,729	0.00%
2000 - Support Services	-	421,767	1,019,243	(1,441,010)	#DIV/0!
4000 - Capital Outlay				-	0.00%
<b>Totals</b>	<b>3,307,735</b>	<b>785,817</b>	<b>1,781,199</b>	<b>740,719</b>	<b>23.76%</b>
<b>252 - High School Success Account</b>					
1000 - Instruction	709,031	168,215	198,887	341,929	0.00%
2000 - Support Services	127,802	33,526	31,875	62,401	26.23%
4000 - Capital Outlay				-	0.00%
<b>Totals</b>	<b>836,833</b>	<b>201,741</b>	<b>230,762</b>	<b>404,330</b>	<b>24.11%</b>

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>285 Technology Fund</b>					
2000 - Support Services	268,500	241,401	14,791	12,308	89.91%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>268,500</b>	<b>241,401</b>	<b>14,791</b>	<b>12,308</b>	<b>89.91%</b>
<b>290 - Student Body Funds</b>					
1000 - Instruction	515,481			515,481	0.00%
2000 - Support Services				-	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>515,481</b>	<b>-</b>	<b>-</b>	<b>515,481</b>	<b>0.00%</b>
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction		61,559	-	(61,559)	#DIV/0!
2000 - Support Services	110,000	-	700	109,300	0.00%
7000 - Unappropriated Ending Fund Balance	211,880	-	-	211,880	0.00%
<b>Totals</b>	<b>321,880</b>	<b>61,559</b>	<b>700</b>	<b>259,621</b>	<b>19.12%</b>
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	768,392	324,734	605,224	(161,566)	42.26%
3000 - Enterprise & Community Services	164,000	164,141	-	(141)	100.09%
<b>Totals</b>	<b>932,392</b>	<b>488,875</b>	<b>605,224</b>	<b>(161,707)</b>	<b>52.43%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	20,000			20,000	0.00%
7000 - Unappropriated Ending Fund Balance	4,624			4,624	0.00%
<b>Totals</b>	<b>24,624</b>	<b>-</b>	<b>-</b>	<b>24,624</b>	<b>0.00%</b>
<b>299 - Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,798,144	310,387	627,373	860,384	17.26%
<b>Totals</b>	<b>1,798,144</b>	<b>310,387</b>	<b>627,373</b>	<b>860,384</b>	<b>17.26%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,927,230			1,927,230	0.00%
7000 - Unappropriated Ending Fund Balance	100			100	0.00%
<b>Totals</b>	<b>1,927,330</b>	<b>-</b>	<b>-</b>	<b>1,927,330</b>	<b>0.00%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	380,563	75,281		305,282	19.78%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>380,563</b>	<b>75,281</b>	<b>-</b>	<b>305,282</b>	<b>19.78%</b>
<b>401 - Capital Improvements</b>					
2000 - Support Services	66,000			66,000	0.00%
4000 - Capital Outlay	78,078			78,078	0.00%
<b>Totals</b>	<b>144,078</b>	<b>-</b>	<b>-</b>	<b>144,078</b>	<b>0.00%</b>
<b>Total All Funds</b>	<b>60,679,131</b>	<b>17,324,533</b>	<b>29,883,259</b>	<b>13,471,339</b>	<b>28.55%</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Federal Relief Funds**

For the month ending December 5th, 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 Expended</b>	<b>Total</b>	
ESSER 2 District	\$2,791,630.40				\$2,791,630.40	
Staffing			\$370,741	\$66,422	(\$437,163.00)	
APU /Fans		\$208,570.10	\$102,943		(\$311,513.10)	
Communications to Family/Parents		\$3,487.50			(\$3,487.50)	
PPE - Dividers, masks, ect		\$9,638.35	\$53,743	\$25,875	(\$89,256.35)	
*Student Technology (Chromebook, Acellus, ect)		\$289,619.53	\$952,372	\$307,973	(\$1,549,964.53)	
Band Supply Students			\$62,481	\$12,880	(\$75,361.00)	
Portables, Miscellaneous COVID Items		\$21,934.00	\$121,124		(\$143,058.00)	
Professional Development					\$0.00	
Food Service/Cafeteria Items			\$51,225		(\$51,225.00)	
Expanded Health Services			\$37,800		(\$37,800.00)	
Transportation Program			\$8,436	\$3,627.14	(\$12,063.14)	
Indirects		\$15,090.96	\$51,625	\$14,025	(\$80,740.96)	
ESSER 2 Mosier	\$196,432.87		\$93,778	\$102,654	\$0.87	
ESSER 2 Riverbend					\$0.00	
ESSER 2 JDEP Funds	\$40,000.00		\$6,110	\$67	\$33,823.00	
<b>Totals</b>	<b>\$3,028,063.27</b>	<b>\$548,340.44</b>	<b>\$1,912,378</b>	<b>\$533,523</b>	<b>\$33,822</b>	

Reverting Funds (JDEP/LTCT)

<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 Expended</b>	<b>FY 2024 Budgeted</b>	<b>FY 2024 Expended or Encumbered</b>	<b>Balance</b>
ESSER 3 District	\$6,274,002.61						\$6,274,003
Staffing				\$3,065,192	\$1,164,749	\$1,164,749	(\$4,229,941)
Technology/Distance Learning				\$206,336	\$75,000	\$75,000	(\$281,336)
Summer Programs		\$23,127.16	\$140,983	\$100,988			(\$265,098)
Summer Program - Refrigerated Van			\$11,531	\$65,289			(\$76,820)
Learning Loss - Innovations				\$919,474			(\$919,474)
TDHS Pavilion/Maintenance			\$109,905	\$111,828			(\$221,733)
Supplies/Maintenance				\$170,681			(\$170,681)
Health Services				\$87,442			(\$87,442)
Indirects			\$7,295	\$14,183			(\$21,478)
ESSER 3 Mosier	\$441,469.73			\$23,072	\$418,398	\$418,398	\$0
ESSER 3 Riverbend							\$0
<b>Totals</b>	<b>\$6,715,472</b>	<b>\$23,127</b>	<b>\$269,714</b>	<b>\$4,764,485</b>	<b>\$1,658,147</b>	<b>\$1,658,147</b>	<b>\$0</b>

<b>Totals</b>	<b>\$10,670,550.84</b>	<b>\$1,498,483.01</b>	<b>\$2,182,092</b>	<b>\$5,298,008</b>	<b>\$1,658,147</b>	<b>\$1,658,147</b>	<b>(\$1)</b>
	Total Grant Budget	FY 2021 Expenditures	FY 22 Expenditures	FY 2023 Expended	FY 2024 Budget	FY 2024 Expended or Encumbered	Balance



# North Wasco County School District

## School Year 2023 – 2024, December Enrollment Summary

School Year 2023 – 2024	Chenowith	Col. Wright	Dry Hollow	Mosier	TDMS	TDHS	Innovations Academy	Innovations Virtual	Total
September 20 <sup>th</sup>	419	277	423	159	550	841	110	75	2,854
October 2 <sup>nd</sup>	421	278	422	157	551	834	112	76	2,851
November 1 <sup>st</sup>	420	280	423	155	549	809	110	88	2,834
December 1 <sup>st</sup>	415	281	419	149	541	7497	113	95	2,810
January									0
February									0
March									0
April									0
May									0
June									0

<b>Average</b>	419	279	422	155	548	820	111	84	2,837
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<b>Peak</b>	421	281	423	159	551	841	113	95	2,854
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<b>Average 2022 - 2023</b>	386	287	417	168	546	789	101	95	2,782
Avg Change 2024-2023	33	(8)	4	(13)	2	31	11	(12)	55
<b>Peak 2022-2023</b>	394	292	424	174	558	822	33	195	2,851
Peak Change 2024-2023	27	(11)	(1)	(15)	(7)	19	80	(100)	3

Change 6/23 - Current	26	(8)	5	(14)	5	54	26	(5)	89
Change PY to CY Month	(5)	1	(4)	(6)	(8)	(12)	3	7	(24)

Enrollment Summary by Building and Grade as of 12/1/23														
School	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenoweth Elementary	81	69	74	76	58	57	0	0	0	0	0	0	0	415
Colonel Wright Elementary	37	48	45	56	53	42	0	0	0	0	0	0	0	281
Dry Hollow Elementary	60	70	76	75	68	70	0	0	0	0	0	0	0	419
Mosier Community School	16	19	21	15	21	13	15	14	15	0	0	0	0	149
The Dalles High School	0	0	0	0	0	0	0	0	0	223	228	165	181	797
The Dalles Middle School	0	0	0	0	0	0	179	178	184	0	0	0	0	541
Innovations Academy	0	0	0	0	0	0	1	16	14	13	17	21	31	113
Innovations Virtual	0	1	2	5	1	0	3	4	5	15	14	19	26	95
<b>Totals</b>	<b>194</b>	<b>207</b>	<b>218</b>	<b>227</b>	<b>201</b>	<b>182</b>	<b>198</b>	<b>212</b>	<b>218</b>	<b>251</b>	<b>259</b>	<b>205</b>	<b>238</b>	<b>2,810</b>
June 2023 Totals	202	218	225	196	185	192	209	214	229	262	200	221	168	2,721
<b>Difference Now – June 2023</b>	(8)	(11)	(7)	31	16	(10)	(11)	(2)	(11)	(11)	59	(16)	70	89
Previous Month	198	208	218	225	203	187	200	216	220	250	263	204	242	2,834
<b>Difference CM - PM</b>	(4)	(1)	0	2	(2)	(5)	(2)	(4)	(2)	1	(4)	1	(4)	(24)

\*Note: The budgeted ADMr is at 2,899, with additional weights of 712.14, which includes Mosier Community School, for a total ADMw of 3,611.14.

A total of 16 out of the 24 students are students who leave the district for the winter break and generally return by mid-January.



**North Wasco County School District #21**  
School District Board of Directors  
**Board Motion for Action Item**

**BOARD ACTION**

Date December 14<sup>th</sup>, 2023 Action Requested: ***Accept & Approve the Early Literacy Plan***

**DISCUSSION**

As part of the Early Literacy Grant application, the Early Literacy Plan must be presented and approved by the school board at an open meeting, with an opportunity for public comment.

**ACTION**

***I move to accept and approve the Early Literacy Plan as presented.***

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

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**SCHOOL DISTRICT 21**

# Early Literacy Grant

Educate. Motivate. Graduate

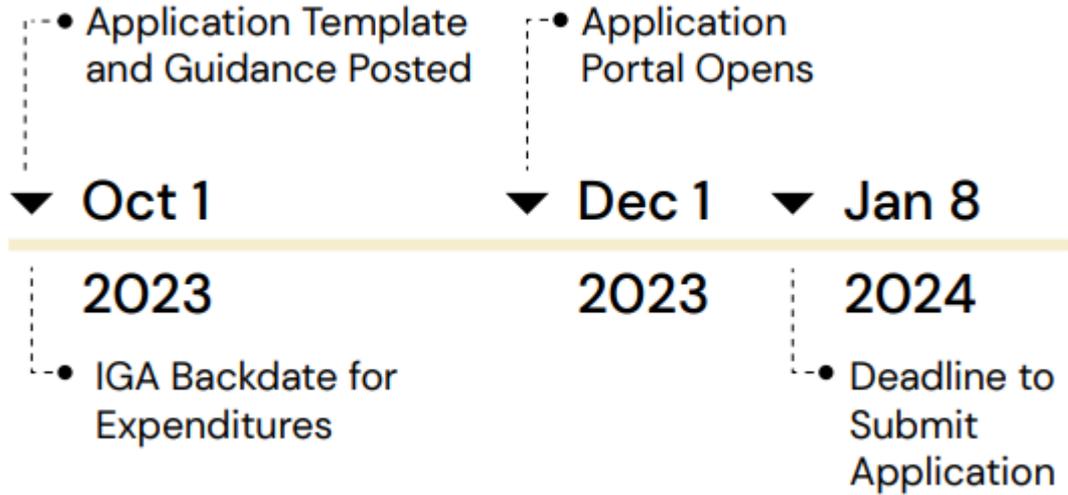
# The purpose of the Early Literacy Success Initiative is to...

- Increase early literacy for children from birth to grade three;
- Reduce literacy academic disparities for student groups that have historically experienced academic disparities;
- Increase support to parents and guardians to enable them to be partners in the development of their children's literacy skills and knowledge;
- Increase access to early literacy learning through support that is research-aligned, culturally responsive, student-centered and family centered.

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Graduate



# Timeline



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Graduate



# NWCSD District Allocation for total biennium is \$408,624.47

	<b>2023-2024</b>	<b>2024-2025</b>
<b>District Allocation with Floor Funding</b>	\$200,225.99	\$208,398.48
<b>Matching Piece (working with Kara Flath to determine exact amounts)</b>	Title I	Title I

Educate. Motivate.  
Graduate



# Allowable Uses

- Curriculum Adoption
- Professional Development and Coaching
- Hiring Literacy Specialists / Interventionists / Coaches
- High Dosage Tutoring
- Extended Learning

Educate. Motivate.  
Graduate



# Rough Estimates for Spending

	2023-2024	2024-2025
<b>Curriculum Adoption</b>		
<b>Professional Development and Coaching</b>	~75% (\$130,146)	~35% (\$72,939)
<b>Hiring Literacy Specialists / Interventionists / Coaches</b>	none	none
<b>High Leverage Tutoring</b>	none	~20% (\$41,679)
<b>Extended Learning</b>	none	~20% (\$41,679)

Educate. Motivate.  
Graduate



# Curriculum Adoption

- The team is looking to identify and utilize the following assessments to supplement district adopted curriculum
  - Universal Screener that matches what we're currently teaching and ensure that skills taught are also progress monitored
  - Universal use of End of Unit Foundations Assessment Tracker
  - Phonics Screener
  - Phonemic Awareness Screener

\*\*Data from these assessments will be disaggregated by student groups so that teachers and staff can identify strengths and areas of need; teachers will continue to use data to inform instructional decisions.

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Graduate



# Professional Development and Coaching

- Professional Development
  - Universal need for meaningful professional development that is rooted in the Science of Reading (a la English) to improve early literacy success for K-3 students in English
    - Includes all K-3 teachers and IAs
    - [EOU](#)
  - PD for Title, ELD, and Special Education Teachers to engage in training for coaching
  - DLI training for teachers (Chenowith specific)
- Instructional Coaching
  - Currently developing a structure for K-3 educators to engage in coaching sessions with an Instructional Coach
    - Opt in now for January - June (will include a stipend)
    - Established structure for the 2024-2025 school year
    - Ongoing opportunities with Title I, ELD, and Special Education teachers

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# Hiring Literacy Specialists / Interventionists / Coaches

This is not a consideration of the team at this point in time.

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Graduate



# High Leverage Tutoring

- Not required to be implemented in the 2023-2025 Jumpstart Biennium, but districts will be asked to implement these allowable uses in future bienniums.
  - Not currently in place, but the plan for the future includes the following:
    - Train Instructional Assistants to provide meaningful instruction in Foundations
    - Collaborate with After School Academy (ASA) to implement high leverage tutoring for enrolled K-3 students
    - Collaborate with After School Academy (ASA) so that teachers can work 1:1 or in small groups with students who attend ASA

Educate. Motivate.  
Graduate



# Extended Learning

- Not required to be implemented in the 2023-2025 Jumpstart Biennium, but districts will be asked to implement these allowable uses in future bienniums.
  - Various ideas for the future in
    - After School Academy (ASA)
      - Extended academic program and early literacy opportunities for primary students (love of reading, print concepts, literacy rich environments vs intervention)
    - Summer school funded every year for K-8
      - Clear expectations for teaching staff on academic goals

Educate. Motivate.  
Graduate



# Additional Materials from ODE

- [Overview of Oregon's Early Literacy Framework](#)
- [Oregon's Early Literacy Framework](#)
- [Early Literacy Success School District Grants FAQ](#)

Educate. Motivate.  
Graduate



**2022-23 Student Investment Account Annual Report Template**

*This Student Investment Account Annual Report Questions template aims to help districts organize narrative responses to questions prior to submitting their Annual Report via SmartSheet.*

Annual Report Questions	
Question	District 21 Report
<p>1. What changes in behavior, actions, policies or practices have you observed related to SIA implementation during the 2022-23 school year?</p> <p>How do you see these changes contributing to the goals and outcomes in your SIA plan?</p>	<p><i>Throughout the 22-23 school year, staff focused on gathering information about current practices in order to identify how to begin to shift the practices of NWCS D staff to be research based and best for students. Schools implemented social-emotional learning as a focus in all schools. Language arts materials were also adopted and implemented district-wide. NWCS D spent considerable time working to learn and implement more inclusive and restorative practices within building a culture of belonging in all schools. The Dual Language Immersion program continued to grow, having added 2nd grade at Chenowith Elementary School. A district bilingual liaison was also hired, and they were able to partner with families and students to increase a sense of belonging in schools. In the 22-23 school year, NWCS D employed two Instructional Coaches whose primary focuses were English Language Arts (ELA) and English Learners (EL).</i></p>
<p>2. What barriers or challenges to SIA implementation have you experienced that are helpful for your community and/or state leaders to be aware of? What adjustments, if any, did you make to your SIA plan as a result of these challenges?</p>	<p><i>Staff turnover continues to be a challenge in NWCS D. We had over 40 new hires at New Staff Orientation (licensed and classified) as well as (3) first year principals and (1) district office administrator. The impacts of staff turnover on our students as well as on our goals and strategies is obvious. Mid-year we asked one of our instructional coaches to serve as Interim Assistant Principal at Colonel Wright due to a staff resignation and being unable to fill the position. Another barrier is staff morale and attitude; we suspect this is due to increasing shifts in our population. Another barrier that we have is the capacity of our community stakeholders to engage in school activities. We recognize that the population we serve is changing (racially), and we need to learn new ways to continue to invite families and community stakeholders into</i></p>

	<p><i>partnerships with NWCS D. Working to get all stakeholders on board with the same goals and working towards those goals has been a challenge. Our progress has been slower than desired, but we acknowledge that change happens slowly over long periods of time. We remain committed to the strategies written in our plan.</i></p>
<p>3. SIA implementation includes ongoing engagement with all students, focal students<sup>1</sup>, families, staff, and community partners. How have relationships with or between those groups changed and/or been maintained throughout this academic year? Consider the <a href="#">Community Engagement Toolkit</a> and where your efforts might land on the Levels of Community Engagement spectrum as you complete your response.</p>	<p><i>NWCS D continues to utilize different tools for engaging with all students, focal students, families, staff, and community partners. The most common tool is Parent Square, which classroom teachers, specialists, building administrators, and district administrators access to communicate directly with these partners. For students, families, staff, and community partners who have regular access to a device, this is a great tool to continue to use to encourage ongoing engagement. The levels of engagement varies amongst partners, though in broad terms, NWCS D was mostly at an Inform level of community engagement. As we neared the end of the 22-23 reporting cycle, we were able to utilize additional resources to work towards more meaningful community engagement.  CS D is moving towards the Consult and Involve stages as noted in the <a href="#">Community Engagement Toolkit</a> and evidenced by the creation of our Stewarding Body. NWCS D continues to work on goals stated in the 2022-2027 Strategic Plan and is a reflection of community, School Board, staff, and administration collaboration.</i></p>
<p>4. As you think about what guided your choices and prioritization efforts in this year of SIA implementation, what stands out? How will what you've learned this year impact future implementation efforts?</p>	<p><i>NWCS D continues to grow the Dual Language Immersion program. All of our strategies continue to be priorities and a great focus of our efforts. In order to continue to develop and implement a high quality MTSS (Multi-Tiered Systems of Support) model consistent across the district, NWCS D will hire a Director of Intervention and Prevention. This Director will focus on literacy, math, social emotional, and mental health supports for students to develop a sense</i></p>

<sup>1</sup> Focal students include: (a) Students from racial or ethnic groups that have historically experienced academic disparities; (b) Students with disabilities; (c) Students who are navigating homelessness; (d) Students in foster care; (e) Economically disadvantaged students; (f) Students who identify as LGBTQ2SIA+; (g) Students recently arrived; (h) Migrant students; (i) Students with experience of incarceration or detention; (j) Emerging bilingual students

	<p><i>of wellbeing and safety. The main priority (initially) will be to identify interventions that support students and teachers in the changing and increasing behavioral needs of students; this will be followed by collaboration with the Director of Student Services and the Director of Teaching, Learning, and Assessment to determine additional academic interventions to support students' needs. The Teaching, Learning, and Assessment Department (Director and Instructional Coach) have struggled to gain momentum with engaging teachers in coaching cycles. We need to prioritize this effort so that we can support teachers in making shifts in their practices since we have seen the impacts of COVID, unfinished learning, poverty, and trauma that our students are experiencing.</i></p>
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**North Wasco County School District #21**  
School District Board of Directors  
**Board Motion for Action Item**

**BOARD ACTION**

Date December 14<sup>th</sup>, 2023 Action Requested: ***Accept & Approve the '22-23 SIA Annual Report***

**DISCUSSION**

As required in the Student Success Act (HB3427), school districts are required to annually to review their SIA performance growth targets and report them to the school board in an open public meeting with an opportunity for public comment at that meeting.

**ACTION**

***I move to accept and approve the 2022-2023 SIA Annual Report as presented.***

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

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**North Wasco County School District #21**  
School District Board of Directors  
**Board Motion for Action Item**

**BOARD ACTION**

Date December 14<sup>th</sup>, 2023

Action Requested: *Acceptance of Election Results*

**DISCUSSION**

The Wasco County Clerk sent to the District the Certified Election Results for the November 7<sup>th</sup>, 2023 Special Election along with the statement of votes cast – official certified results. ORS 255.295 requires the District to canvass the abstracts and determine the results of the election and declare the results.

Once the School Board approves the Election Results, the District shall file the approval of the official abstract with the Wasco County Clerk within 10 days after the results are declared.

**ACTION**

I move to accept and declare the results of the November 7<sup>th</sup>, 2023 Special Election as presented in the Statement of Votes Cast – Official Certified Results report provided by the Wasco County Clerk.

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Statement of Votes Cast - Official Certified Results  
Wasco County, OR November 7, 2023 Special Election, North Wasco County School District #21  
All Precincts, All Districts, All Counter Groups, All ScanStations, All Contests, All Boxes  
Total Ballots Cast: 6833, Registered Voters: 14609, Overall Turnout: 46.77%  
7 precincts reported out of 7 total

Page: 1 of 1  
2023-11-29  
09:51:14

Choice	Votes	Vote %
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**All Precincts**

**Measure 33-109 School Bond (Vote for 1)**

**6833 ballots (0 over voted ballots, 0 overvotes, 4 undervotes), 14609 registered voters, turnout 46.77%**

Yes	3231	47.31%
No	3598	52.69%
Total	6829	100.00%
Overvotes	0	
Undervotes	4	



I, Lisa Gambee, Wasco County Clerk, do hereby certify that the votes recorded on this report correctly summarize the tally of votes cast at the November 7, 2023 Special Election.

Dated this 29<sup>th</sup> day of November, 2023.

*Lisa Gambee*

Lisa Gambee  
Wasco County Clerk



# North Wasco County School District #21

School District Board of Directors

## Board Motion for Action Item

### BOARD ACTION

Date December 14, 2023 Action Requested: Approve the Adult Meal Rates

To stay in compliance with the National School Lunch and Breakfast programs the adult meal rate must be higher than the Total Lunch Equivalency rate which is included below.

1. Current Year Federal Free Rate of Reimbursement	\$4.35
2. Current Year Menu Certification Rate	\$ 0.08
3. Current Year Value of USDA Entitlement USDA Foods	\$0.365
Total Lunch Equivalency Rate ( Sum 1+2+3)	\$4.795

#### **Breakfast**

Current Year Federal Free Rate of Reimbursement	\$2.73
Current Year Menu Certification Rate of Reimbursement	\$ 0.08
Current Year Value of USDA Entitlement USDA Foods	\$ .365
Total Breakfast Equivalency Rate ( Sum 1+2+3 )	\$3.17

The request is \$4.80 for lunch and \$3.20 for breakfast to first ensure the standard is met and second to create less change when staff pay with cash.

#### **ACTION**

I move to approve the adult lunch meal rate to \$4.80 and the Adult Breakfast to \$3.20.

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541-506-3420 Fax 541-298-6018

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# North Wasco County School District #21

School District Board of Directors

## Board Motion for Action Item

### BOARD ACTION

Date December 14, 2023 Action Requested: Surplus Items

Please see the list of items below which the district would like to surplus. These items either no longer work, are duplicate items not needed, or items no longer in use. The district will put these items up for sale and deposit the funds into the general fund.

#### ACTION

I move to approve the surplus of the list of items to be sold for the best offer and deposited into the general fund.

Surplus vehicles	12/6/2023					
Year	Manufacturer	Body	Miles	Lic number	Vin	Estimated Price
1995	Dodge	Extended van		E195841	2B5WB35Z2SK554079	\$500
1990	GMC	Ralley Van		E174864	2GJGG35K1L4504028	\$1,300
1985	Ford	Box Van		E189705	1FDJE37L8FHB02854	\$900
1992	Dodge	Extended Van		E185596	2B5WB35ZONK101938	\$500
1974	Ford	F250		E158841	F26YET24115	\$5000-\$15000
Miscellaneous Equipment	Model Number	Serial Number			Notes	Estimated Price
Landpride mower	FDR2572	666305			PTO Driven	\$1,150
Small Kabota Tractor	G5200	33751			Diesel	\$250
Steel Trailer					6x12	\$1,000
Trailer	BD8	1563169			8x20	\$2,500
Fuel Transfer Tank					100Gal Diesel	\$300
1 Met Ton Gantry Crane					300LB Dayton Elect. Hoist inc	\$2,000

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# North Wasco County School District 21

Code: GCBDA/GDBDA  
Adopted: 1/13/00  
Revised/Readopted: 3/31/04; 12/17/15; 7/06/17  
Orig. Code(s): GCBDA/GDBDA

## Family Medical Leave

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA) ~~of 1993~~, the Oregon Family Leave Act (OFLA) ~~of 1995~~, the Oregon Military Family Leave Act (OMFLA), ~~as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009~~, Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, he/she must have been employed by the district for at least 12 months and have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, ~~he/she~~ the employee must work an average of 25 hours per week ~~and have been employed at least~~ during the 180 calendar days immediately prior to the first day of the start of the requested leave ~~family medical leave of absence~~. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies. ~~when determining employee eligibility for parental leave.~~

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years<sup>1</sup>, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.<sup>2</sup>

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

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<sup>1</sup> The wages are not required to have been earned for work in the district.

<sup>2</sup> See OAR 471-070-1010 for additional information.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's worksite, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.545](#)  
[ORS 659A.090](#)

[ORS 659A.093](#)  
[ORS 659A.096](#)  
[ORS 659A.099](#)

[ORS 659A.150 to -659A.186](#)  
[OAR 839-009-0200 to -0320](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

Americans with Disabilities Act Amendments Act of 2008.

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9<sup>th</sup> Cir. 2014).

## North Wasco County School District 21

Code: LBE  
Adopted: 6/23/04  
Revised/Readopted: 12/13/01; 10/27/16; 8/24/17;  
8/22/19  
Orig. Code: LBE

### Public Charter Schools

Public charter schools may be established as a new public school or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

~~The district recognizes that public charter schools offer an opportunity to create new, innovative and more flexible ways of educating students in an atmosphere of learning experiences based on current research and development.~~

Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to one or more of the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

~~Public charter schools may be established as a new public school, from an existing public school or a portion of the school or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.~~

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process. The public charter school will be located and operated within the sponsoring district except where authorized by law.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will determine if it has any vacant or unused buildings and make a list of such buildings; buildings may be made available for public charter school use, subject to Board approval and Board policy.

[Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available.<sup>1</sup> Students must adhere to state law, Board policies, regulations, and rules concerning student conduct and discipline.] [Public charter school students shall not be permitted to participate in district curricular programs.<sup>2</sup>]

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district [will] [will not] provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

~~The Board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant and adverse impact on the quality of the public education of students residing in the district. To meet the eligibility criteria for Board approval, a public charter school proposal must meet the requirements of Oregon law, Board policy, and regulation. Upon request of the Board, the public charter school applicant must furnish in a timely manner any other information the Board deems relevant and necessary to conduct a complete and good faith evaluation of the public charter school proposal.~~

~~The district will determine if it has any unused or underutilized buildings. Buildings may be made available for public charter school use, subject to Board approval. Approved use may be limited to instructional purposes only. Appropriate use fees will be determined by the Board. Public charter school use outside the district's instructional day will be subject to Board policy KG – Community Use of District Facilities.~~

~~Public charter school students may, at the discretion of the Board, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available<sup>3</sup>. Students must adhere to state law, Board policies, regulations, and rules concerning conduct and discipline.~~

~~Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.~~

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<sup>1</sup> This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

<sup>2</sup> Unless allowed by Oregon law related to OSAA-sanctioned activity participation.

<sup>3</sup> This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

The district will provide instructional materials, lesson plans, or curriculum guides for use in a public charter school on an availability basis.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will annually by October 1, calculate the number of students residing in the district who are enrolled in a virtual public charter school. When the percentage is more than three percent, the district may choose to not approve additional students for enrollment to any virtual public charter school, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2).

The district is only required to use data that is reasonably available to the district including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a school district to not approve a student for enrollment to a virtual public charter school to the State Board of Education.

The superintendent will develop administrative regulations for public charter schools to include the proposal process, review, and appeal procedures, and charter agreement provisions.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.077](#)  
[ORS 327.109](#)  
[ORS 332.107](#)  
[ORS Chapter 338](#)  
[ORS 339.141](#)  
[ORS 339.147](#)  
[ORS 339.460](#)  
[ORS 339.450](#)  
[OAR 581-026-0005 - 0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).  
[Senate Bill 767](#) (2023).

# North Wasco County School District 21

Code: LBEA  
Adopted:

***\*\*New Policy\*\****  
***1<sup>st</sup> Reading Only***  
***No action required***

## **Resident Student Denial for Virtual Public Charter School Attendance\*\***

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually, [by October 1 and April 1] calculate the percentage of students residing in the district, who are attending a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district will not approve additional students enrollment to such a virtual public charter school.

A parent must give notice to the district of intent to enroll their student in a virtual public charter school not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment.

If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 338.125](#)

[OAR 581-026-0305](#)

[OAR 581-026-0310](#)

[House Bill 3024 \(2023\)](#).

# North Wasco County School District 21

Code: EEACE  
Adopted:

## Loading and Unloading

The administration shall make arrangements to provide supervision of students during normal loading and unloading times [at instructional sites only].

Buses shall be scheduled into loading areas ahead of school dismissal times whenever practical.

Students shall not be allowed off the bus at other than their regular stop without a signed note from the principal's office or parent.

END OF POLICY

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### Legal Reference(s):

[ORS 339.240](#)  
[ORS 339.250](#)  
[OAR 581-021-0050](#)  
[OAR 581-053-0010\(11\)](#)  
[OAR 581-053-0230\(9\)\(u\)](#)

# North Wasco County School District 21

Code: GCBDA/ GDBDA-AR(1)  
Adopted: 9/14/00  
Revised/Reviewed: 3/31/04; 10/09/08; 10/24/13;  
12/17/15; 7/06/17; 2/24/22; 12/14/23  
Orig. Code: GCBDA/GDBDA-AR

## Family Leave

### Coverage

The federal Family and Medical Leave Act (FMLA) applies to districts with 50 or more employees within 75 miles of the employee’s work site, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

### Employee Eligibility

FMLA benefits are available to employees who have been employed by worked for the district for at least 12 months, (not necessarily consecutive) and have worked for at least 1,250 hours during the past 12-month period and work at a worksite that employees 50 district employees within 75 miles of the worksite. immediately preceding the start of the leave.

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

Generally, in order for an employee to be eligible for the benefits under OFLA, -applies to employees who the employee must work an average of 25 hours or more per week during the 180 calendar days or more immediately prior to the first day of the start of the requested leave.<sup>1</sup> For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. when determining employee eligibility for parental leave.

An employee of a covered employer is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

<sup>1</sup> The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

1. An employee who **has** worked for the ~~covered employer~~ **district** for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who worked for the ~~covered employer~~ **district** for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of a ~~covered employer~~ **the district** is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the covered employer, irrespective of any reason:
  - a. Is eligible to take leave OFLA at the time the employee separates; and
  - b. Is reemployed by the ~~covered employer~~ **district** within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
  - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
  - b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for a ~~covered employer~~ **the district** prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the ~~employer~~ **district** within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

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

1. ~~A female~~ An employee **taking, in any order, some or all of** ~~who has taken~~ 12 weeks of OFLA pregnancy disability leave **and some of all of 12 weeks of OFLA leave for any other purpose**, need not requalify leave in the same leave year ~~for any other purpose~~;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; ~~and~~
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.
4. An employee unable to work because of a disabling compensable injury<sup>2</sup> need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

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<sup>2</sup> As defined in ORS 656.005.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, ~~when applicable,~~ the ~~employer~~ district must consider days, ~~e.g.,~~ paid or unpaid, an employee is maintained on payroll for ~~any part of a work week~~. Full-time public school teachers who have been maintained on payroll by a district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave. ~~This provision is eligible for rebuttal if for example, the employee was on a nonpaid sabbatical.~~

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

## Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. **Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care<sup>3</sup> or continuing treatment by a health care provider<sup>4</sup>.**
  - a. ~~Inpatient care;~~
  - b. ~~Continuing treatment;~~
  - c. ~~Chronic conditions;~~
  - d. ~~Permanent, long term or terminal conditions;~~
  - e. ~~Multiple treatments;~~
  - f. ~~Pregnancy and prenatal care.~~
2. Parental leave<sup>5</sup> (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted or newly placed **child in foster care** ~~child~~ under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted or newly placed **child in foster care** ~~child~~ over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a ~~foster~~ **child in foster care** or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, ~~son, daughter~~ **child** or next-of-kin who is a covered servicemember/~~veteran~~

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<sup>3</sup> Inpatient care means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 29 CFR 825.114.

<sup>4</sup> Continuing treatment includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR 815.115.

<sup>5</sup> Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, ~~son, daughter~~ child or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. **Serious health conditions means:**
  - a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
  - b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
  - c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
  - d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.<sup>6</sup>
  - e. ~~Inpatient care;~~
  - f. ~~Continuing treatment;~~
  - g. ~~Chronic conditions;~~
  - h. ~~Permanent, long term or terminal conditions;~~
  - i. ~~Multiple treatments;~~
  - j. ~~Pregnancy and prenatal care.~~
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed foster child in foster care under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed foster child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a foster child in foster care or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has

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<sup>6</sup> This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).

been closed<sup>7</sup> in conjunction with a statewide public health emergency declared by a public health official.<sup>8</sup>

4. Bereavement Leave: leave related to the death of a covered family member.<sup>9</sup>
5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or ~~same-gender~~ domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same ~~district-designated~~ leave ~~period~~ year may be reconfirmed at the start of each qualified leave requested.

## Definitions

1. Family member:
  - a. For the purposes of FMLA, “family member” means:
    - (1) Spouse<sup>10</sup>;
    - (2) Parent;
    - (3) Child; or
    - (4) Persons who are “in loco parentis”.
  - b. For the purposes of OFLA, “family member” means:
    - (1) Spouse or domestic partner;
    - ~~(2) Registered, same-gender domestic partner;~~
    - (3) Child or the child’s spouse or domestic partner;
    - (4) Parent or the parent’s spouse or domestic partner;
    - (5) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
    - ~~(6) Parent in law;~~
    - ~~(7) Parent of employee’s registered, same-gender domestic partner;~~
    - ~~(8) Child;~~
    - ~~(9) Child of employee’s registered, same-gender domestic partner;~~

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<sup>7</sup>.”Closure” for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child’s school or child care provider. OAR 839-009-0210(4).

4 The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable; and
3. A statement from the employee that no other family member of the child is willing and able to care for the child.

With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

<sup>9</sup> Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

<sup>10</sup> “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

~~(10) Grandchild;~~

(11) Grandparent or the grandparent's spouse or domestic partner; or

(12) Grandchild or the grandchild's spouse or domestic partner; or

**(13)** Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship. ~~Persons who are "in loco parentis".~~

2. Child:

- a. For the purposes of FMLA, "child" means a biological ~~or adopted child, a child in foster care child,~~ a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental impairment.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's ~~son or daughter~~ **child** on covered active duty regardless of that child's age.
- c. For the purposes of OFLA, "child" means a biological ~~or adopted child, adopted, a child in foster care child~~ or stepchild of the employee, the child of the employee's ~~same-gender~~ domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA ~~and Military Caregiver Leave under FMLA,~~ "next of kin" means the nearest blood relative other than the servicemember's spouse, parent, ~~son or daughter~~ **or child** in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. **Siblings;** ~~Brothers or sisters;~~
- c. Grandparents;
- d. **Siblings of parents and their spouses;** ~~Aunts and uncles;~~ and
- e. First cousins.

5. Covered servicemembers:

For the purposes of ~~Military Caregiver Leave under~~ FMLA, "covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is ~~receiving~~ **undergoing** medical treatment, recuperation or therapy, ~~or is in~~ **is otherwise in** outpatient

status, or is **otherwise** on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of ~~Military Caregiver Leave under~~ FMLA, “covered veteran” means **an individual who was: a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness provided they were:**

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period **prior before to the first date the** eligible employee **first** takes FMLA **leave to care for the covered veteran.** ~~;~~ ~~Military Caregiver Leave.~~

7. Public health emergency:

For OFLA a public health emergency means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

## Leave Period

For the purposes of calculating an employee’s leave period, the district will use any fixed 12-month “leave year”. The same method for calculating the ~~12-month~~ **one-year** period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated ~~12-month~~ leave period described above.

## Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district’s designated leave period<sup>11</sup>. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district’s designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted or ~~foster~~ **child in foster care**, ~~or~~ the care for an adopted **child** or ~~foster~~ **child in foster care** after placement, or to care for the employee’s parent’s serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee’s leave entitlement within the district’s designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the ~~district’s~~ designated leave period. However, an **employee may be** ~~eligible employee is~~ entitled to an additional, full 12 weeks of parental leave during the ~~district’s~~ designated leave period

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<sup>11</sup> An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district’s leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee’s 26-week entitlement under Military Caregiver Leave under FMLA

following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the district's designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the district designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA. ~~during the district's designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.~~<sup>12</sup> Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.<sup>13</sup>

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the district's designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the district's designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12.<sup>14</sup> If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 ~~weeks~~ months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek<sup>15</sup>. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

### **Intermittent Leave**

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or ~~requires a modified~~ requiring an altered or reduced work schedule. For OFLA this includes but not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

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<sup>12</sup> Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

<sup>13</sup> Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

<sup>14</sup> For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

<sup>15</sup> For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(30)(a).

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the party-day absence.

~~When an employee is eligible for OFLA leave, but not FMLA leave, the employer:~~

- ~~1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day; but~~
- ~~2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.~~

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

### **Alternate Work Assignment**

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

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on a ~~foreseeable~~ intermittent ~~FMLA and/or~~ OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position **to accommodate the employee's serious health condition**, and as a result the employee works fewer hours than the employee was working in the original position, the employee's ~~FMLA and/or~~ OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. ~~The result of such calculation is credited against the eligible employee's leave entitlement.~~

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of ~~FMLA and/or~~ OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all ~~FMLA and/or~~ OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

### **Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologist, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

#### **1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days**

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
  - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee would return to work during the three-week period before the end of the term.
  - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year, provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
  - (1) The leave will last more than two weeks; and
  - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

**Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement, the district requires the eligible employee to use any available accrued sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking FMLA and/or OFLA leave without pay during the leave period. This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

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

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

~~Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.~~

## **Benefits and Insurance**

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other employer's policy provide otherwise.<sup>16</sup> The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The

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<sup>16</sup> See also ORS 342.934(4)(d) in reduction force situations

eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

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

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. ~~The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave.~~ If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

### **Application**

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

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

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means **as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.** ~~the employee must comply with the employer's normal call-in procedures except in limited and under unique circumstances.~~ **In most situations, as soon as practical will be within one business day of an employee becoming aware of the need.** Failure of an employee to provide the required notice for FMLA

leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.

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

### **Medical Certification**

The district shall require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for such leave. ~~other than to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency.~~ The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

[Any additional certifications, including second and third opinions, will be in accordance with applicable law.](#)

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

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

### **Second and Third Opinions**

~~1. For the purposes of FMLA, the district may designate a second health care provider, but that person cannot be utilized by the district on a regular basis except in rural areas where health care is extremely limited. If the opinions of the employee's and the district's designated health care provider(s) differ, the district may require a third opinion at the district's expense. The third health care provider must be designated or approved jointly by the employee and the district. This third opinion shall be final and binding.~~

2. For the purposes of OFLA, and except for leave related to sick child leave under OFLA, the district may require the employee to obtain a second opinion from a health care provider designated by the district. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

### **Notification**

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

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

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

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

The district will post notice of FMLA<sup>17</sup> and OFLA<sup>18</sup> leave requirements.

### **Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.<sup>19</sup> The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.<sup>20</sup>

### **Record Keeping**

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

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

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<sup>17</sup> Poster available at <https://www.dol.gov/agencies/whd/fmla/posters>.

<sup>18</sup> Poster available at <https://www.oregon.gov/boli/employers/pages/required-worksites-postings.aspx>.

<sup>19</sup> [https://www.oregon.gov/boli/employers/Documents/BOLI\\_Printable\\_FamilyMedLv.pdf](https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf); electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

<sup>20</sup> <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

## Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

~~For example, due to differences in regulations, an eligible employee who takes OFLA leave after 180 days of employment, but before they are eligible for FMLA leave, is still eligible to take a full 12 workweeks of FMLA leave after meeting FMLA's eligibility requirements. Thereafter, any eligible leave period will run concurrently, when appropriate.~~

# North Wasco County School District 21

Code: IHGA-AR  
Revised/Reviewed: 6/15/17; 5/26/22; 12/14/23  
Orig. Code: IHGA

## Alternative Activities to Earn Credit

The district may allow credit for off-campus experiences such as college courses, independent study and supervised work experience. Such experiences must meet all school requirements to qualify for credit toward graduation. Such credits may be for elective or required credits, depending upon the experience.

### Procedure

The student petitions with parental consent directly to the guidance office, which in turn works with the department or teacher to determine the nature of the experience and amount of credit to be granted.

### Relate to Existing Curriculum

The off-campus experience must relate directly to an area of the existing curriculum.

Each off-campus experience must meet established guidelines (See below, Summer Youth Employment and Training).

### College Experience Credit

The district shall allow credit for college experience. This credit, properly processed and approved, could be for a required course or an elective.

### Procedure

The student petitions with parental consent to the principal through a school counselor for the specific substitution or concurrent enrollment desired. Upon tentative approval of the counselor and principal the student contacts the college officials concerned and explores the college requirements.

### Approval of Schedule

The student presents the schedule for approval. Credit will be given at the rate of 1/2 credit per three or four college hours of credit.

### Restrictions

If this is an alternative to regular school attendance, the student must have demonstrated a need for such an arrangement for academic or career progress.

## **Columbia Gorge Community College Credit**

Credit may be earned at Columbia Gorge Community College in order to graduate early or to make up lost credit. The student will need to be referred by the high school counselor and must meet all Columbia Gorge Community College deadlines. Credit awarded is determined by Columbia Gorge Community College.

### **Graduation Credit from College Credit**

College credit courses may be used as graduation credit if the following conditions are met:

1. Prearrangement with the high school counselor;
2. Upon successful completion of the course, submit grade slip to counseling office in order for credit to be recorded;
3. Three or four college credits will equal 1/2 credit toward high school graduation.

### **Columbia Gorge Community College Noncredit Classes**

Noncredit classes offered by the community college may be used as graduation credit if the following conditions are met:

1. Prearrangement with high school counselor;
2. Prearrangement with the instructor of the course;
3. Upon successful completion of the course, submit to the counseling office a written statement from the instructor verifying the completion of the course;
4. Thirty class hours of instruction in an adult education class will equal 1/2 credit toward high school graduation;
5. This credit properly processed and approved is for elective credit only.

## **INDEPENDENT STUDY**

### **Credit**

The district shall allow credit for independent study. This credit properly processed and approved, could be for a required course or an elective.

### **Prerequisites**

1. Teacher and counselor approval.
2. Student has a sincere desire to learn something that is not offered in a regular high school class.
3. Student needs a class that will not fit into his/her schedule so must be taken independently.

## Procedure

A student desiring an independent study project with a teacher must make arrangements with the teacher. The student and teacher, along with a counselor, confer to arrive at a specific project that meets the individual needs of the student and is adequate in organization and content. The teacher is to write up the provisions of the project in triplicate (copies for teacher, student and student's permanent folder). The written copy is to specify exactly what the student is to do, due dates, amount of credit and grade basis.

## WORK EXPERIENCE

### Credit

**The district shall allow credit for work experience. Upon establishing Career Related Learning goals in the student's Personal Education Plan and Profile, the student may earn .5 credit for every 65 hours completed.**

~~The district shall allow credit for work experience. Upon establishing Career Related Learning goals in the student's Personal Education Plan and Profile and the completion of at least 130 clock hours, the student may earn up to one elective credit per school year, three credits per year may be awarded for year-round high school programs.~~

~~Students doing work or community experience for which they are seeking credit shall complete Essential Skills research and writing.~~

### Restrictions

Student must be a junior or senior. (This does not apply to Wahtonka Community School)  
Student must be employed.  
Student must be passing all classes.

### Correspondence Courses

These courses taken for high school credit must meet the following conditions:

1. Prearrangement with the high school counselor is required;
2. The student deals directly with DCE to whom he/she pays the fee and sends his/her completed assignments. Upon completion of the course, the grade slip will be presented to the counseling office for entry to the student record;
3. One-half unit of credit in a high school level correspondence course equals one-half credit at the high school.

### Summer Youth Employment and Training

Elective credit may be earned for summer work experience if done through a program of a government agency, approved by the school administrator and counselor.

The amount of credit will be based upon the instructional component of the program and the amount of time the student participates. The maximum credits allowed in one summer program shall be two. Students who complete military basic training prior to high school graduation may qualify to earn additional credits.

The agency involved shall provide written verification of student participation.

### **Study Abroad**

Credit earned in study abroad will be evaluated by the high school counselor and entered in the student record to count toward graduation. It may be counted as either required or elective credit at the discretion of the counselor.

### **Travel**

The district shall allow credit for educational travel which is a feature of school-sponsored and/or school-approved program. This credit, properly processed and approved, could be for elective credit only. Must be preplanned with the counselor.

Code: GCBDA/ GDBDA-AR (5)  
Adopted: 9/14/00  
Readopted: 12/17/15; 7/6/17; 12/14/23

Sample Letter to Employee - FMLA/OFLA/PFMLA Leave

*The following is a sample cover letter to an employee notifying the employee that the employer is treating a request for leave as a request for FMLA and/or OFLA leave (either paid or unpaid), or Paid Family Medical Leave Act that will reduce the employee’s FMLA and/or OFLA leave entitlement. This letter, along with the Designation Notice – FMLA/OFLA form GCBDA/GDBDA-AR(6) or the FMLA/OFLA Eligibility Notice form GCBDA/GDBDA-AR(4), should be mailed to the employee within five working days after receiving enough information to determine whether the leave qualifies under FMLA or OFLA.*

Dear Employee:

On \_\_\_\_\_ (date) You advised the district that you were requesting a leave that may qualify for protected time under the Family and Medical Leave Act (FMLA), and/or the Oregon Family Leave Act (OFLA) and the Paid Family Medical Leave Act (PFMLA). Under our policy, a leave of absence that qualifies for family and medical leave under federal law (FMLA), may run concurrently with other types of leave such as sick leave, vacation leave, short-term disability leave, OFLA, PFMLA and leave for a workers’ compensation injury or illness. A leaves of absences that qualifies for family and medical leave under state law (OFLA) may run concurrently with other types of leave such as sick leave, vacation leave, short-term disability leave, PFMLA, but cannot run concurrently with a leave for a workers’ compensation injury or illness (unless you refuse a light-duty assignment). Please confirm your remaining sick leave and personal leave (paid leave) balance with our payroll department. Leave which extends beyond your allotted paid leave balance is considered unpaid leave.

IF APPROVED: We have determined the purpose of your requested leave qualifies as family or medical leave under state and/or federal law. Accordingly, this letter is to notify you that the leave will be counted against your annual family and medical leave entitlement. Also attached is a form titled Designation Notice which contains other information for you regarding federal and state family medical leave rights, including an estimate of time that will count toward your protected time.

IF NOT APPROVED: We have determined the purpose of your requested leave does NOT qualify as family or medical leave under state and/or federal law. You may be entitled to other leave time, under Board policy of the collective bargaining agreement, however the protections of FMLA/OFLA will not be observed for this leave.

If you have any questions regarding your leave, now or at any time during your leave, please contact the Human Resources office as soon as possible.

Sincerely,

Superintendent or designee  
Enclosure (FMLA/OFLA Notice to Employee form)

# 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; 5/25/23; 12/14/23  
Orig. Code(s): KL/GBM-AR

## Public Complaint Procedure

It is the intent of the district to solve problems and address all complaints as close as possible to their origin.

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 regarding a district employee shall follow the following Complaint Procedures: ~~should discuss the matter with the school employee involved.~~

~~It is the intent of the district to solve problems and address all complaints as close as possible to their origin.~~

### The Employee: Step One

The individual shall first discuss the concern with the district employee first.

### The Administrator/Director: Step Two ~~One~~

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint, using the attached form, with the Administrator of the building in which the employer works, or the Director of the employee's department if they do not work in a single building, within 5 ~~five~~ working days of the employee's response. The Administrator/Director shall evaluate the complaint and render a decision within 10 ~~5~~ working days after receiving the complaint. If the evaluation of the complaint, in the opinion of the Administrator/Director, requires more than 10 working days, within that 10 working day period, the Administrator/Director shall notify the complainant of the fact and provide the complainant with an estimate of the time necessary to render a decision.

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

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

If Step Two ~~One~~ does not resolve the complaint, within 10 working days of the written response from the administrator/director, the complainant may file a written, signed complaint, using the attached form, with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. If the complainant does not file a written complaint, using the attached form, with the superintendent within the time referenced above, the administrator/director's decision shall be final.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a written report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 20 ~~10~~ working days after receiving the written complaint. If the evaluation of the complaint, in the opinion of the superintendent or designee, requires more than 20 working days to evaluate the complaint, within that 20 working day period, the superintendent or designee shall notify the complainant of that fact and provide the complainant with an estimate of the time necessary to reach a decision.

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

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusions, the complainant may appeal the decision to the Board within 10 ~~5~~ working days of receiving the superintendent's decision, by filing a written, signed complaint with the board chair using the attached form, clearly stating the reason for the appeal and suggested remedy. The Board shall take one of the following actions in a public meeting:

1. Notify the Complainant that it chooses not to hear the complaint, in which case the superintendent's decision in Step Three shall be final;
2. Elect to further investigate the complaint. In doing so, the Board's action may include, but is not limited to, holding a hearing, requesting additional information, referring the matter to district staff, the district's attorney or a third party investigator and/or adopting the superintendent's decision as the district's final decision.

~~The Board will review the findings and conclusion of the superintendent or designee in a public meeting to determine what action is appropriate.~~

The Board may use executive session to review the complaint if the subject matter qualifies under Oregon law. ~~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 30<sup>2</sup> working days from the receipt of the appeal by the Board unless the Board determines the investigation requires more than 30 days to evaluate. In that case the Board chair or his/her designee shall notify the complainant of that fact and provide an estimate for the time necessary to render a decision. 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 the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against a ~~the principal~~ administrator/director 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 and may use an executive session, if the subject matter qualifies under Oregon law. 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 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 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 and may use an executive session, if the subject matter qualifies under Oregon law. 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 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 or Board vice chair on behalf of the Board. The district counsel or Board vice chair shall present the complaint to the Board in a Board meeting and may use an executive session, if the subject matter qualifies under Oregon law. 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 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.

**NORTH WASCO COUNTY SCHOOL DISTRICT 21  
Complaint Form**

To:  Employee\*  Administrator/Supervisor\*  Superintendent  Board chair  Board vice chair  
\*Form available but is not required.

Name of Person Making Complaint: \_\_\_\_\_

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

Nature of Complaint and Facts Supporting the Complaint (attach additional pages, if necessary): \_\_\_\_\_

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District employee with whom you spoke before initiating a formal complaint and the date and nature of the communication (include copies of correspondence, if any written communication occurred): \_\_\_\_\_

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Who should we talk to and what evidence should we consider? Individuals (including contact information) that have information to support complaints: \_\_\_\_\_

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Requested ~~Suggested~~ solution / resolution / outcome: \_\_\_\_\_

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Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use**

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

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

cc: District Office