

LANE EDUCATION SERVICE DISTRICT	BOARD MEETING
1200 Hwy 99 N	Tuesday, June 2, 2026
Eugene, Oregon 97402	Regular Meeting: 6:00 PM

LANE ESD BOARD MEETING AGENDA

Tuesday, June 2, 2026

1. Call Regular Meeting To Order

Board Chair

2. Welcome

Guests attending the meeting will be introduced.

Board Chair

3. Lane Education Service District Statement of Accountability: Land Acknowledgment

Lane ESD acknowledges that the lands we call Lane County - the lands that sustain our children, our future, and our collective well-being - are the traditional ancestral home of the Kalapuya, Siuslaw, Molalla, and other indigenous people who have lived in Lane County since time immemorial. Native children, families, and communities bear witness to a legacy of displacement and forced relocation. As an educational institution we are accountable for addressing the current and former silencing, erasure and genocide of native people in Oregon and Turtle Island. We aim to join with indigenous people, honoring their resilience, courage, and self-determination in a purposeful pursuit of justice.

Board Member

4. Public Participation

This is an opportunity for the audience to address the Board on topics either on, or not on, the agenda. There will also be opportunities for the audience to comment on specific agenda items as the Board addresses them.

Comments Regarding Staff Members - Speakers may offer objective criticism of ESD operations and programs. The Board will not hear comments regarding any individual ESD staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a complaints involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the staff member,

his/her supervisor and the Board.

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point. To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

5. Public Hearing for the 2026-27 Approved Budget

The Board Chair will open the public hearing, invite any public comment on the 2026-27 approved budget, and then close the hearing.

This is an opportunity for the public to address the Board on the 2026-27 budget as approved by the Lane ESD Budget Committee. To make public comment during the hearing, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed three minutes. Any person, who is invited by the Board chair to speak during the hearing should state their name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Board Chair

Lane-ESD-2026-2027-Proposed-Budget (As Approved by the
Lane ESD Budget Committee

11

6. Agenda Review

Board Chair

7. Presentation | Special Education

The Special Education Department's presentation will highlight programs and accomplishments.

Molly Gillette, Executive Director of Special Education

8. Information from Administrative Staff

The Directors of Human Resources, School Improvement, Special Education, and Technology have submitted written reports to the Board on matters of interest concerning their area of responsibility.

Administrative Staff

HR Board Report - June 2026	133
SI- Board Update_06_02_26	135
Special Education Department Board Report _ June 2, 2026	137
May 2026, IT Board Report	139

9. Board Advisor and Liaison Reports

Board Advisors and Liaisons are asked to submit their reports in writing to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

Advisors, Liaisons

Notes from McKenzie _ June 2, 2026	141
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10. Action Items

Board Chair

A. Consent Agenda

The Lane ESD Board of Directors has agreed to implement a consent agenda. All items in the consent agenda are adopted by a single motion unless a member of the Board or the Superintendent requests that such item be removed from the consent agenda and acted upon separately.

Generally, consent agenda items are matters which members of the Board agree are routine in nature and should be acted upon in one motion to conserve time and to enable the Board to focus on the other matters on the agenda.

Back-up materials for consent agenda items are included in the agenda packet as needed. Minutes of this meeting will reflect action on each item.

If any board member wishes to withdraw any consent group item, it will be moved to the appropriate section of the agenda.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.

1. Lane ESD Board Meeting Minutes of May, 5th, 2026

2. Personnel Actions, dated May, 29, 2026

Board Chair

Draft_LESD Board Minutes - May 5 2026 142

Consent Agenda - Personnel Actions 6-2026 152

B. Accept Financial Report

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Financial Report for April 2026.

Board Chair

April 2026 Financial Report 153

C. Supplemental Budget for General Fund, Special Revenue Fund, and Internal Service Fund

ORS 294.471 provides for a governing body to make supplemental budgets during the fiscal year for which the original budget was adopted. Proposed changes in the General Fund and Internal Service Fund are based on transferring funds from one function to another as needed in anticipation that expenditures may exceed appropriations. Proposed changes in the Special Revenue Fund are based on changes in budgeted resources and appropriations which were not included in the adopted budget because the amounts were not known with certainty at the time the budget was prepared.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the supplemental budget as outlined in the attached resolution.

Board Chair

Resolution Adopting Supplemental Budget 157

D. Adopt 2026-27 Budget, Make Appropriations, Impose Property Taxes, and Categorize Taxes

ORS 294.456 prescribes that the governing body shall enact resolutions to adopt the budget, to make the appropriations, to determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor, and to itemize and categorize the ad valorem property tax amount

or rate as required under ORS 310.060. The format and wording is based on recommendations from the Oregon Department of Revenue. The Board is required by law to adopt a balanced budget before July 1, 2026, the start of the new fiscal year.

The Board annually levies a permanent tax rate for general operating purposes of the school district. The tax rate for the General Fund is a permanent rate computed by the Oregon Department of Revenue expressed in dollars per thousand of assessed value. No action of the Board can increase this limit. This tax rate is \$0.2232 per \$1,000 of assessed value and was approved by the Budget Committee.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 2026-27 budget, makes appropriations, imposes property taxes, and categorizes taxes as outlined in the attached resolution.

Board Chair

Resolution Adopting the Budget, Making Appropriations,
Imposing Taxes, and Categorizing Taxes 159

E. Adopt 2026-27 Board of Directors Meeting Calendar

Proposed meeting dates are as follows:

Superintendent Scurto

Board Calendar - First Read 161

F. Approve Agreement with Management Team

Superintendent Scurto and representatives from the Management Team met and tentatively agreed on the following with regard to the Management Team Agreement for the 2026-27 year:

- COLA 3.5% for all positions
- Same insurance contribution increase as LCEA
- Remove Referral Bonus
- Continuing Education should read, "The employee must communicate with their Area Director *or Supervisor* for prior approval."
- Language for "Leaves" to match LCEA "Leave" language.

Sample motion:

BE IT RESOLVED: that the Board of Directors of Lane Education Service District Approve the agreement with the Management Team.

G. Second Reading: Adopt Policy Updates and Recommendations

The Board shall exercise its rule-making power by adopting policies consistent with the Oregon Revised Statutes, Oregon Administrative Rules or opinions of a court of competent authority, for its own governance and for the organization and operation of Lane ESD. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

Such policies may be adopted, amended or repealed at any Board meeting provided that the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding meeting until approved or rejected and except that the Board may adopt, amend or repeal policies at any meeting of the Board in the event of an actual emergency, as determined at the sole discretion of the Board.

Additionally, when in the best interests of the district immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies shall be adopted, amended or repealed by the affirmative vote of four or more Board members. Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the ESD's policy manual.

The Board shall communicate its position on matters of public policy and shall interact with the community, other governmental bodies and agencies and the media through the spokesperson designated by the Board.

Board Chair

1. Section KL: ESD - Community Relations | Recommend Adopt

Lane ESD has engaged with OSBA to complete a desk rewrite of the Board Policy Manual.

Presented for second read is Section K/L. These updates were first read at the May 5th, 2026 meeting of the Board of Directors.

Policy Section K/L: ESD - Community Relations

Community Relations Goals and Objectives | KAA - **Propose Keep with Edits**

Public Records Request**| KBA - **Propose Adopt with Edits**

Public Records Request| KBA-AR - **Propose Adopt with Edits**

Media Relations | KBCA - **Propose Adopt with Edits**

Political Campaigns | KBE - **Propose Adopt**

Community Use of ESD Facilities| KG - **Propose Adopt with Edits**

Public Conduct on ESD Property | KGB - **Propose Adopt with Edits**

Prohibited Use, Distribution or Sale of Tobacco; Products and Inhalant Delivery Systems** | KGC/GBK - **Propose Adopt with Edits**

Authorized Use of ESD Equipment and Materials | KGF/EDC - **Propose Adopt with Edits**

Gifts, Grants and Donations | KH - **Propose Adopt**

Public Solicitation in ESD Facilities | KI - **Propose Adopt**

Advertising in ESD Facilities | KJ - **Propose Adopt with Edits**

Materials Distribution | KJA - **Propose Adopt**

Visitors to ESD Facilities | KK - **Propose Adopt with Edits**

Public Complaints** | KL - **Propose Adopt with Edits**

Public Complaint Procedure | KL-AR(1) - **Propose Adopt with Edits**

Relations with Law Enforcement Agencies | KN - **Propose Adopt**

Relations with Law Enforcement Agencies** | KN-AR(1) - **Propose Adopt**

Investigations Conducted on ESD Premises | KN-AR(2) - **Propose Adopt**

BE IT RESOLVED that the Board of Directors of Lane ESD adopt policy updates as presented.

Chair, Superintendent Scurto

Policy Section K-L - 2nd Read - Recommend Adopt -
Combined File

163

2. Section K/L: ESD - Community Relations | Recommend Adopt Policy Deletions

The policy deletions for Section K/L were presented at the Regular Meeting of the Board for first read on May 5th, 2026.

The following policies/administrative rules are recommended for deletion:

News/Media - HIV, AIDS or HBV | KBCAA/GBEBE/JHCCC - **Propose Delete**

Community Involvement in Decision Making | KC - **Propose Delete**

Visitors to ESD Facilities | KK-AR - **Propose Delete**

Appeal to the Deputy Superintendent of Public Instruction | KL-AR(2) - **Propose Delete**

Cooperation with Private Entities | KNA - **Propose Delete**

Relations to Community Agencies | LE - **Propose Delete**

Compliance with Standards** | LGA - **Propose Delete**

Public Appeals and Complaints about
Alleged Violations of Standards | LGA-AR(1) - **Propose Delete**

Direct Appeals to the State Superintendent of Public Instruction about
Alleged Violation of Standards | LGA-AR(2) - **Propose Delete**

BE IT RESOLVED that the Board of Directors of Lane ESD proceed to adopt offered policies for deletion as presented.

Superintendent Scurto

Policy Section K-L - 2nd Read - Recommend Adopt
Deletions - Combined File

194

11. Resolution in Appreciation of Superintendent Scurto Upon Retirement

The Board of Directors is asked to consider a Resolution recognizing Superintendent Scurto for his dedicated service, leadership, and contributions to Lane Education Service District upon retirement.

12. Discussion/Reports

A. Legislative Update

Superintendent Scurto will provide an update in legislative activities if there are any updates.

Superintendent Tony Scurto

B. Superintendent Report

Superintendent Tony Scurto

C. Assistant Superintendent Search Update

D. Policy Updates | First Read

Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.

The Board has the authority to move this policy to adoption if they choose.

Superintendent Scurto will introduce policy Section EFA: Employee Wellness Program

Superintendent Scurto

EFA D1 - First Read 207

1. Section EFA : Employee Wellness Program

EFA D1 - First Read 211

2. Policy Update | OSBA: April 2026

- BDDG | Minutes of Board Meetings - Propose Delete (Replace)
- BDDG | Recordings and Minutes of Board Meetings - Propose Adopt Update
- EBB | Integrated Pest Management - Propose Adopt Update
- ECAA | Access to Buildings - New, Propose Adopt
- GBA | Equal Employment Opportunity - Propose Adopt Update
- GBA - AR - Veteran and State Servicemember Preference - Propose Adopt Update
- GBN/JBA - Sexual Harassment - Propose Adopt Update
- GCBDA/GDBDA - AR(1) - Family and Medical Leave - Propose Adopt Update
- JBA/GBN - Sexual Harassment - Propose Adopt Update

Policy Update - OSBA - April 2026 - Part 1 - Combined 215

13. Board Member Reports and Comments/Agenda Planning

Lane ESD Board

A. Agenda Planning

Board members are invited to send agenda items to be considered for the next board meeting. Please call or email the Board Chair or Superintendent.

Board Chair

B. Board Member Reports

Board members are asked to submit their reports in writing to be attached to Boardbook. Reports can be sent to the Executive Assistant in advance of the meeting.

Lane ESD Board

June 26 Report for Nora Kent

260

1. Report Out | OAESD Spring Conference

14. Announcements/Correspondence

Board Chair

A. Announcements

Board Chair

1. **Lane ESD Board Member Activities and Opportunities**

15. Adjournment

- The next regular meeting will be announced once the Board Annual Calendar is approved.



2026-2027

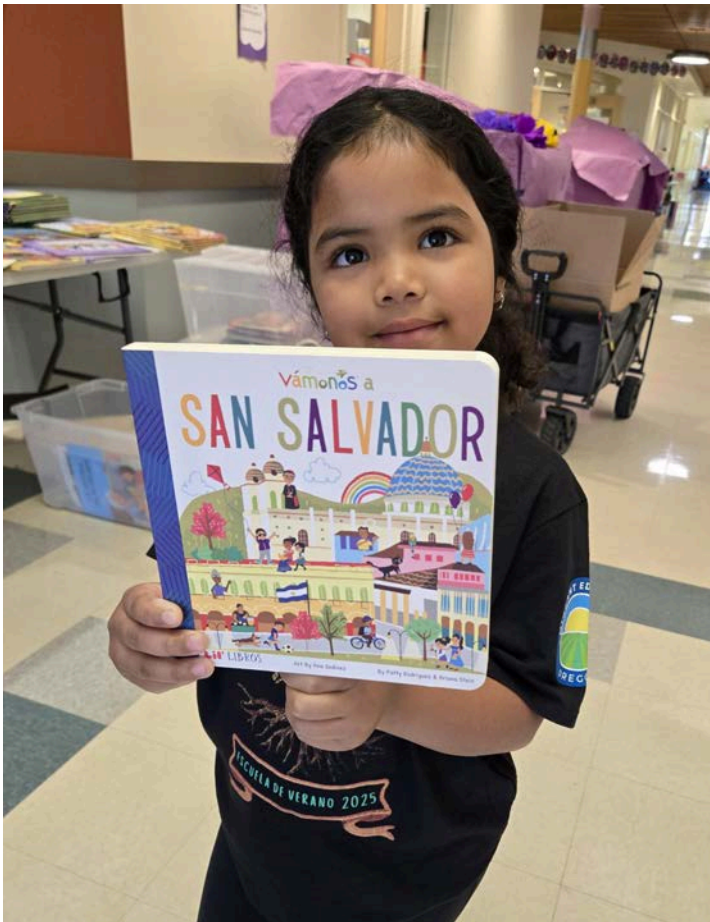
Proposed Budget

Our shared commitment to equity, empowerment, and collaboration in education.

Proposed Budget

July 1, 2026 - June 30, 2027

Prepared by Business Services
1200 Highway 99 N
Eugene, OR 97402
541-461-8289
www.lesd.k12.or.us



Lane ESD's summer migrant education program centers on culture, community, relationships, and learning.

Table of Contents

About Lane Education Service District.....	3
Component School Districts.....	4
Board of Education.....	4
Budget Committee.....	6
Budget Calendar.....	6
Superintendent's Budget Message.....	7
How Services are Funded.....	9
Overview of Core Services.....	11
Overview of Menu Services.....	13
Overview of Grants and Contracts.....	15
Summary of Proposed Budget.....	19
Resources and Requirements by Fund.....	20
Funds - Chart of Account Definitions.....	21
Summary of Resources and Requirements.....	22
Resources - Chart of Account Definitions.....	23
Objects - Chart of Account Definitions.....	24
Resources by Source.....	25
Requirements by Object.....	27
Requirements by Function.....	29
Functions - Chart of Account Definitions.....	31
General Fund.....	32
Summary of Resources and Requirements.....	33
Resources by Source.....	34
Requirements by Object.....	35
Requirements by Function.....	37
Requirements by Function / Object.....	39
Requirements by Service Area.....	51
Requirements by Cost Center.....	53
Special Revenue Fund.....	55
Summary of Resources and Requirements.....	56
Resources by Source.....	57
Requirements by Object.....	58
Requirements by Function.....	60
Requirements by Function / Object.....	62



Requirements by Service Area / Program.....	73
Debt Service Fund.....	76
Summary of Resources and Requirements.....	77
Resources by Source.....	78
Requirements by Object.....	79
Requirements by Function.....	80
Requirements by Function / Object.....	81
Capital Projects Fund.....	82
Summary of Resources and Requirements.....	83
Resources by Source.....	84
Requirements by Object.....	85
Requirements by Function.....	86
Requirements by Function / Object.....	87
Internal Service Fund.....	88
Summary of Resources and Requirements.....	89
Resources by Source.....	90
Requirements by Object.....	91
Requirements by Function.....	92
Requirements by Function / Object.....	93
Other Information.....	94
Summary of Staffing (FTE).....	95
District Service Orders.....	96
Acronyms.....	113
Glossary of Terms.....	115

About Lane Education Service District

Oregon has more than 1,200 public K-12 schools organized into 197 School Districts and 19 Education Service Districts (ESDs). ESDs provide regional services to their component school districts, primarily in areas that the school districts alone would not be able to adequately and equitably provide. These services include: Programs for Children with Special Needs, Technology Support, School Improvement Services, and Administrative and Support Services.

Lane ESD provides services to sixteen component districts in Lane County. Our purpose is to **SERVE** our communities!

Support - Provide comprehensive services in technology, school improvement, special education, and administrative services that support our component districts' missions to achieve equitable outcomes for all students.

Empower - Empower educators, students, and communities by offering professional development and innovative programs to enhance culturally responsive-sustaining learning experiences.

Resource - Deliver fiscally sound services that support equitable allocation for students countywide.

Vision - Cultivate a clear vision for educational excellence and equity, guiding strategic planning, and fostering a shared mission among Lane County's invested communities.

Engage - Promote engagement and collaboration among educators, families, and community partners to create a supportive educational environment that promotes justice-centered engagement for all invested communities.

Component School Districts

Bethel
Blachly
Creswell
Crow-Applegate-Lorane
Eugene
Fern Ridge
Junction City
Lowell

Mapleton
Marcola
McKenzie
Oakridge
Pleasant Hill
Siuslaw
South Lane
Springfield



Board of Education

Lane ESD is governed by a citizen-elected Board of Directors and an appointed advisor representing employment training. Five of the Board positions represent geographical zones and two are designated at-large. All members serve four-year terms.



Thomas Hiura
Zone 1 (Eugene-North)



Leslie Harris
Zone 2 (Eugene-South)
Chair



Vanessa Truett
Zone 3 (Springfield)
Vice-Chair



Nora Kent
Zone 4 (West/North County)



Sherry Duerst-Higgins
Zone 5 (East/South County)



Rose Wilde
Zone 6 (At Large)



Linda Hamilton
Zone 7 (At Large)

Component District
Board Liaisons:
Erin Zygaitis (Bethel)
Mike Anderson (Creswell)
Ericka Thessen (Eugene)
Danna Brownell (McKenzie)

Component District
Superintendent Advisor:
Rotating

Budget Committee

The budget committee consists of the elected Board members and eight members appointed by the Board from component school district boards or designees of component district Boards. The members appointed by the Board shall consist of five members selected by ESD zone and three members selected at large.

The budget committee reviews the proposed budget as presented by the superintendent, receives public comment, and concludes its work by recommending a budget and a tax levy.

Position	Appointed Member	Zone	Component District	Term Ends
1	Jenny Jonak	1	Eugene	June 30, 2026
2	Mike Anderson	2	Creswell	June 30, 2027
3	Tom DiLiberto	3	Eugene	June 30, 2027
4	Vacant	4		June 30, 2027
5	Jim Chapman	5	Lowell	June 30, 2028
6	Vacant	At-Large		June 30, 2028
7	Robin Zygaitis	At-Large	Bethel	June 30, 2028
8	Mizu Burrus	At-Large	Mapleton	June 30, 2026

Budget Calendar

April 7, 2026	Board meeting: worksession for budget committee pre-meeting to provide overview of budget process, roles and responsibilities of budget committee, financial update, and budget outlook
April 21, 2026	Publish notices of budget committee meeting - one internet notice and one newspaper notice
May 5, 2026	Budget committee meeting: receive superintendent's budget message; take public comment; review proposed budget; approve budget and tax levies
May 19, 2026	Second budget committee meeting (if necessary)
May 26, 2026	Publish notice of budget hearing and Form ED-1 (Financial Summary)
June 2, 2026	Board meeting: hold public hearing on approved budget; adopt resolution adopting budget, authorizing appropriations, and declaring taxes
July 15, 2026	Submit board resolution and Form ED-50 (Notice of Property Tax and Certification of Intent to Impose a Tax on Property) to county assessors

Superintendent's Budget Message

Budget Committee Members, Colleagues, and Education Partners:

As we embark on the 2026-27 budget year, I would like to express my gratitude for the hard work and dedication of our educators, staff, and the continued support of our school communities.

This proposed budget was compiled with great attention to our sixteen regional school districts and the students and families we both serve. A large guiding role in preparation of this budget is attention to our Board-adopted [Strategic Plan](#) and application of our Equity Lens. As we continue to navigate uncertain times, our focus remains steadfast on being proactive and responsive; this proposed budget reflects our commitment to providing a high-quality education for all students while addressing the evolving needs of our districts, students, and families.

The development of this budget was a collaborative effort, starting with the creation and approval of a [Local Service Plan](#), which serves as a foundational document for Lane ESD and our component school districts. The Local Service Plan defines the range of services and programs offered and clarifies how resources, staffing, and funding will be allocated to support districts effectively. With this document, districts can make informed decisions about which services best align with their unique needs and goals, selecting from an available menu each year.

The Budget at a Glance

This proposed budget was constructed using State School Fund and Grant in Aid estimates from the Oregon Department of Education (ODE) and other state agencies, alongside estimates of purchased services from our component districts and other education partners. The 2026-27 proposed budget includes a total investment of \$81.2 million represented by four separate funds, with the largest being the Special Revenue Fund. The total budget for all funds is 2.4% higher than the 2025-26 budget, which reflects modest increases in local and state funding, increases in salaries and benefits, and small decreases in services, supplies and other spending.

The General Fund represents 45% of the 2026-27 proposed budget for all funds and accounts for all operating activities of the ESD except those activities required to be accounted for in another fund. General Fund revenues come from two main sources – local property taxes and the State School Fund. The General Fund budget totals \$36.7 million, representing an increase of \$0.6 million or 1.8% from 2025-26. The majority of the increase in General Fund resources is due to typical increases in property taxes and an increase in state school funding that addresses increased costs in the second year of the biennium.

Increases in General Fund requirements reflect a small increase in staffing that aligns with services requested by districts. Salaries and benefits comprise the majority of planned expenses at \$23.1 million

or 63% of all current requirements and in addition to the staffing changes, salary and benefit increases also include modest cost of living adjustments and increases in associated payroll costs.

To ensure long-term sustainability, we have implemented measures to deliver the best educational program available within the constraints of well-managed resources. Recognizing the importance of a budget that delivers sustainable levels of services, this budget is structurally balanced, where recurring revenues equal or exceed recurring expenditures. The General Fund budget projects an operating surplus of \$347,000, resulting in an unassigned ending fund balance of \$2.8 million, or 8.4% of operating revenues, on June 30, 2027. This is consistent with the board's preferred target of an 8.0% unassigned ending fund balance.

The Special Revenue Fund represents 53% of the 2026-27 proposed budget for all funds and accounts for local, state, and federal resources received by the ESD that support specialized and innovative programs or services at no cost to districts. Budgeted Special Revenue Fund resources and requirements total \$43.0 million, an increase of \$1.4 million or 3.4% from 2025-26. Changes in the Special Revenue Fund budget primarily reflect programmatic shifts that align with projected grant funding.

Conclusion

Despite the myriad pressures and challenges we continue to experience, this budget once again demonstrates our resilience and shared commitment to equity, empowerment, and collaboration in education. Special thanks go to our Executive Director of Business Services, Olivia Meyers Buch and her talented team. I encourage you to review the detailed budget document and participate in the budget process; **your feedback is valuable as we work together to create a brighter future for our students.**

Sincerely,



Tony Scurto
Superintendent



How Services are Funded

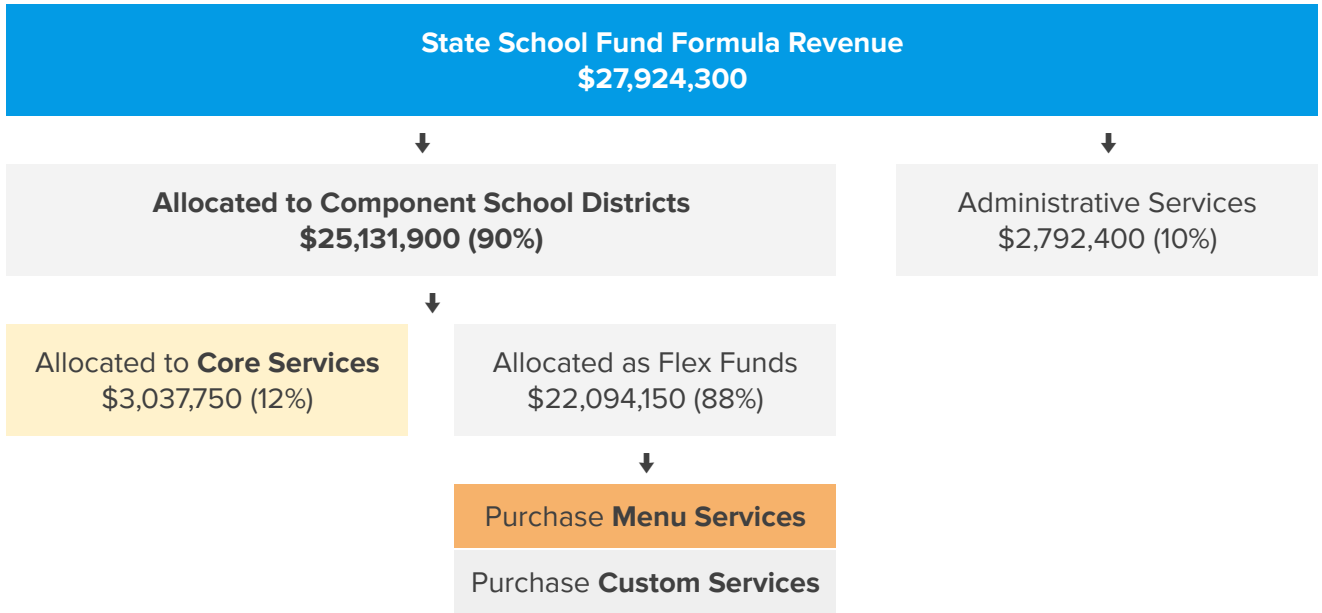
State School Fund resources are provided to ESDs to offer services for children with special needs, technology, school improvement, and administrative support to component school districts as described in the Local Service Plan. Pursuant to ORS 327.019, 90% of these resources are allocated to component school districts based on weighted student population (ADMw).

Of the amount allocated to districts, approximately 12% goes directly to services available to all districts (Core Services), while approximately 88% is allocated as flex funds, which can be used to purchase services through the local service plan menu (Menu Services or Custom Services).

Core Services provide stability and flexibility in meeting student needs where the level of support may vary from district to district and year to year; this commitment supports the equitable distribution of resources for students county-wide and basic operational needs.

Menu Services are optional for districts to choose from using their allocated Flex funds and individual district budgets.

Custom Services can be requested by an individual district or group of districts based on a specific need. These services may include staffing or the provision of services.



**State School Fund Formula Revenue
Allocated to Component School Districts as Flex Funds**

District	ADMw	Allocation	%
Bethel	5,966.63	\$ 2,650,100	11.99%
Blachly	471.38	209,400	0.95%
Creswell	1,315.44	584,300	2.64%
Crow-Applegate-Lorane	486.95	216,300	0.98%
Eugene	18,061.45	8,021,850	36.31%
Fern Ridge	1,657.54	736,200	3.33%
Junction City	1,823.04	809,700	3.66%
Lowell	1,099.11	488,200	2.21%
Mapleton	277.40	123,200	0.56%
Marcola	1,188.31	527,800	2.39%
McKenzie	351.92	156,300	0.71%
Oakridge	659.07	292,700	1.32%
Pleasant Hill	1,135.40	504,300	2.28%
Siuslaw	1,356.05	602,300	2.73%
South Lane	3,288.89	1,460,800	6.61%
Springfield	10,606.18	4,710,700	21.32%
TOTAL	49,744.763	\$22,094,150	100.00%

In addition to State School Fund resources, **Grants and Contracts** support specialized, innovative, and often temporary programs or services with qualifying conditions at no cost to districts. The ESD intentionally applies for grants that extend the services of the four component areas provided through the State School Fund to support the educational mission of the county.

State and Federal Contracts are in place to ensure that the ESD supports school districts in implementing state and federal educational policies and programs, complies with mandates, and provides specialized services.

Grants are targeted funds that the ESD has identified and applied for to support specific educational programs and initiatives for the component districts.

Overview of Core Services

Core services are available to all component districts at no cost and represent approximately 12% of the local service plan allocations to districts.

SERVICE AREA	SERVICE	DESCRIPTION
<i>Programs for Children with Special Needs</i>	Life Skills High-Cost Pool	Provides funds to districts with an overrepresentation of Life Skills students (including districts that do not participate in the ESD Life Skills consortium).
<i>Technology Support</i>	Network Services	Provide high-speed internet access, CIPA-compliant internet filtering, 24-7 internet connectivity monitoring, and utilization reporting with reliability and equitable access as the focus areas.
	Professional Development	Organize regional professional development opportunities and support local partnerships, including an internship program.
	Technology Leadership	Facilitate opportunities for regional technology leaders to provide problem-solving collaboration, job-alike groups, state and regional initiatives, consortium purchases, lifecycle plan assistance, and director mentoring and coaching.
	Grant Support	Assistance in the writing, coordination, and implementation of county-wide grant activities.
	Cybersecurity	Assist with developing and maintaining incident response plans, cybersecurity handbooks, insurance compliance, vulnerability scanning and reports.
<i>School Improvement Services</i>	Curriculum and Instruction	General education curriculum and instructional services include professional development, coaching, and consultation to assist districts in curriculum adoption, instruction, and assessment. Lane ESD has content specialists in Health, Social Studies/Ethnic Studies, English Language Arts, Math, Science, Career Connected Learning, and Project Based Learning.
	Curriculum Leaders	This network meets monthly during the school year and comprises district and building administrators from all 16 component districts. Experts on topics of interest give presentations, the work of component districts is featured, resources are shared, and leaders can network with job-alikes across districts.

	Promise Programs	The Lane Regional Promise supports teachers in obtaining College Now endorsements to offer college credit for courses taken in high school.
	Lane Career Academy	The Lane Career Academy collaboration provides Lane County students with technical education to access high-wage, high-demand jobs. Current programming includes HOPE Factory (construction/manufacturing); future programming to include Emergency Medical Services (EMS) and Behavioral Health.
Administrative and Support Services	Home School	Home Schooling is a mandated service in which Lane ESD is responsible for accepting notifications from parents or guardians who intend to educate their children at home. Lane ESD is a primary information source for parents, students, schools, and districts. The ESD is also responsible for monitoring compliance with homeschool notification requirements, monitoring academic progress requirements, and providing detailed reports to districts.
	Attendance and Truancy Services	Attendance and truancy support assist component school districts in meeting legal requirements regarding mandatory school attendance. This is a state-mandated service for districts with less than 1,000 students.
	Connected Lane County	A contribution to Connected Lane County supports the collaborative work between districts, industry partners, workgroups, and community organizations to create opportunities and prepare underserved youth for their lives beyond high school.
	Oregon Licensed Contract Dashboard	Subscriptions to RS2's interactive Oregon Licensed Contract Dashboard provide access to licensed salary, benefits, insurance contributions and work schedules with the ability to create custom comparison groups.

Overview of Menu Services

Menu services are available for individual districts to purchase as needed using flex funds or other district resources.

SERVICE AREA	SERVICE	DESCRIPTION
Programs for Children with Special Needs	Life Skills Consortium Placements	The Life Skills Education Program serves students with moderate, severe, and profound disabilities. Kindergarten through grade 12 classrooms are located in several elementary, middle, and high schools throughout Lane County. Students ages 18-21 are served in the Transitions Program. The Intensive Services Program (ISP) serves students whose support needs require environmental modifications that may not be feasible on a general education campus.
	Lane School Placements	Lane School is a structured behavior and academic program for kindergarten through grade eight students who experience significant behavioral, social, and educational difficulties.
	Behavior Disorder Consultants	Behavior Disorder Consultants provide in-service training and consultation to districts for behavior and classroom management and strategies for working with students identified as having emotional and behavioral disabilities.
	School Psychologists	School Psychologists provide assessments to assist districts in determining student eligibility for special education, coordination assistance, and consultation with district staff, parents, and other professionals.
	Speech Language Pathologists	Speech Language Pathologists (SLPs) support districts in assessing and providing Individualized Education Plan (IEP) related services to students with communication disorders, including articulation, cognition, language, literacy, social skills, fluency, voice, and hearing. SLPs also support Safe Eating Teams, helping establish and train protocols and guidelines for safe eating at school.
	Augmentative Communication	Augmentative Communication services include evaluation, IEP support, programming equipment, and consultation with classroom teachers and specialists.

	Direction Service	Direction Service provides information and referral services to parents and districts regarding specialized services for families of students with disabilities. Direction Service also acts as a mediator between districts and parents of children with disabilities and focuses on collaborative dispute resolution.
	Sign Language Interpretation Services	Sign Language Interpreters facilitate communication for Deaf or Hard of Hearing (DHH) students during school hours and for school-related activities. Interpreters may also act as a resource or provide training to staff and students. Interpreters may also offer services to provide ADA accommodations for school staff and families.
	MLK Jr. Education Center	The Martin Luther King, Jr. Education Center is a partnership between Lane ESD and the Lane County Department of Youth Services, providing an educational program for students with an active case with the Department of Juvenile Justice.
	Nursing Services	School Nurses provide services for students with medical conditions that may interfere with their ability to participate in their educational program. School Nurses develop Health Management Protocols, which outline specific supports needed for each student, train staff to recognize and respond to students' medical needs, and delegate medication administration and health protocols.
Technology Support	Application Hosting and Management	Cloud and on-prem solutions, e.g. video streaming services, backup solutions, help desk solutions, cloud solutions and applications, and technology inventory solutions.
School Improvement Services	Career and Technical Education	Career and Technical Education (CTE) staff provide leadership and services to districts so that students can enhance their 21st-century technical skills, career exploration, and successful transition to work or extended schooling.
	Library Services	Library services support districts in meeting Division 22 library and media services standards. Professional development, coaching, and consultation are provided for districts that elect this service.
Administrative and Support Services	Substitute Teacher List Subscription	Lane ESD maintains a list of approved substitute teachers and provides support with registration, training, and orientation to applicants.
	Courier Services	Lane ESD's courier services provide an efficient and secure method of moving materials between the ESD, districts, and other public agencies.

Overview of Grants and Contracts

Through support from grants and contracts, Lane ESD provides certain value-added services at no cost to districts.

SERVICE AREA	PROGRAM	DESCRIPTION
Programs for Children with Special Needs	Early Intervention / Early Childhood Special Ed	Contracted service with the University of Oregon Early Childhood CARES. Grant provides EI (birth-3) and ECSE (3-5) education services to all Lane County resident families with children with qualifying special education eligibility.
	Lane Regional Inclusive Services	LESD Regional Inclusive Services works in collaboration with Local School Districts, Early Intervention, Early Childhood Special Education (EI/ECSE) programs, Families, and Community Agencies to provide specialized educational support for children with low incidence disability eligibility, including Autism Spectrum Disorder (ASD), Orthopedic Impairments (OI), Traumatic Brain Injury (TBI), Visual Impairments (VI), Deaf/Hard of Hearing (DHH), and DeafBlind (DB). This grant also supports audiology referrals and a Hearing Assistive Technology Equipment Lending Library.
	State Hospital	The Oregon State Hospital Education Program offers opportunities for 18 to 21-year-olds to continue their education while in the hospital setting.
	Juvenile Detention Education Program	The Juvenile Detention Education Program (JDEP), funded by the Oregon Department of Education, provides educational and re-entry transitional services to students housed overnight in county juvenile detention facilities.
	Regional Technical Assistance Program	Lane ESD provides local-level options for professional development and technical assistance within the general supervision areas (special education and federal title programs).
School Improvement Services	Western Regional Education Network	The Western Regional Educator Network (WREN) encompasses the 28 school districts in Lane ESD and Linn-Benton-Lincoln ESD. It is an educator-led, improvement-focused network that elevates teachers' voices, emphasizes the Lane ESD Equity Lens to interrupt historical patterns of inequities, and supports educators in creating more inclusive and empowering school cultures. Professional development, coaching, and consultation are provided.

Teacher Pathways	This Grow Your Own (GYO) grant funded program works to diversify the K-12 education workforce in Lane County by recruitment, selection, clinical practice, hiring placement, and induction support for pre-service teachers centered on building culturally responsive affinity groups.
Social Emotional Learning	Professional development, coaching, and consultation are provided to component districts to meet their goals of authentic implementation of Oregon's Transformation Social Emotional Learning (TSEL) standards,
School Safety and Prevention	Technical expertise, training, and system development is provided to districts in responding to threats of violence and suicide. Our SSPS is the lead responder and coordinator of the Tragedy Response Team.
Student Voice	Professional development, coaching, and consultation are provided to implement ongoing student voice and engagement for district/school strategic planning and continuous improvement.
LGBTQ2SIA+ Student Success	This grant funds technical assistance, professional development, curriculum development, and resources, to ensure focal LGBTQ2SIA+ students and their families are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts.
Latinx Student Success	This grant funds technical assistance, professional development, curriculum development, and resources to ensure focal LatinX Students are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts.
Native Youth Wellness	This grant funds the Native Youth Wellness program (NYW). NYW provides professional development on Tribal History/Shared History and TSEL, culture nights, student affinity groups, coaching on tribal education programs, equity, and culturally sustaining pedagogy.
Advanced Manufacturing & Construction	This grant supports a regional advisory committee and industry connections to strengthen the quality of CTE Programs of Study. This grant also sponsors the Construction Utility Career Day.
Behavioral Health Career Pathways	This grant provides curriculum, training, and work-based experiences focused on mental and behavioral health pathways between districts and industry partners via Lane Career Academy. Prioritizes rural and underserved communities.
Team Oregon Build	Professional development and technical assistance is provided on hands-on construction projects. The project provides pathways for career development while addressing the urgent need for safe and sustainable housing.

	Healthcare Workforce Development	Coordinate scholarship and training support to remove cost barriers for students to participate in Behavioral Health and Emergency Services pathways within Lane Career Academy.
	LaneSTEM	Lane ESD supports Science, Technology, Engineering, and Math (STEM) education in partnership with LaneSTEM through workshops, school site consultation, classroom coaching, and grant partnerships.
	Early Literacy	Lane ESD supports district implementation of their Early Literacy plans by coordinating professional development via Oregon Department of Education contractors and community partners.
	Administrative Burden Reduction	Technical assistance completing state and federal required reporting, grant applications, and data collections. The focus is primarily on small/rural districts, but Integrated Guidance technical assistance is provided for all component districts.
	21st Century Community Learning Centers	Crow-Applegate-Lorane, McKenzie, Mapleton, and Siuslaw are in a consortium for the 21st Century Community Learning Centers (CCLC) grant. Lane ESD provides oversight and technical assistance on the completion of grant requirements.
	English Language Development	English Language Development (ELD) services include technical assistance relating to curriculum, instruction, assessment, and educational learning platforms. Train general education teachers to learn how to integrate the English Language Proficiency (ELP) standards into their regular curriculum.
	Migrant Education	Lane ESD coordinates a regional Migrant Education Program (MEP) consortium serving Lane and Douglas counties, including 29 school districts. MEP provides supplemental instruction, community outreach, and parent involvement for eligible MEP students, including summer school, graduation, and preschool services for students ages 3-21.
	EA/IA Professional Development	Lane ESD contracts with Cultivate at the University of Oregon to provide professional development modules for Education / Instructional Assistants.
	Portrait of a Graduate	Lane ESD contracts with Cosgrave and Swanson to consult rural districts on developing and implementing Portrait of a Graduate.

Summary of Proposed Budget

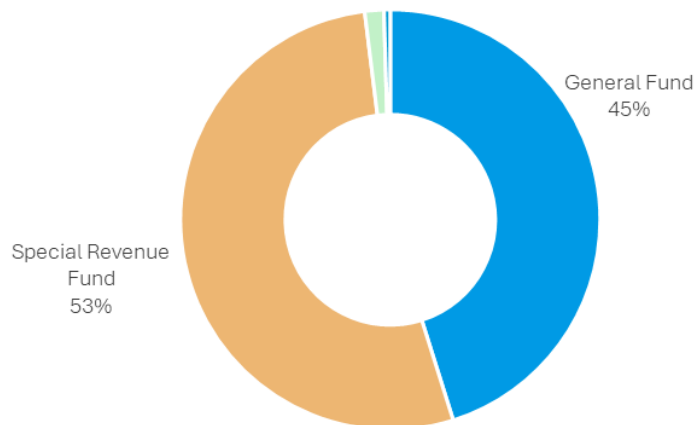


The Lane Career Academy collaboration provides Lane County students with technical education to access high-wage, high-demand jobs. Current programming includes HOPE Factory (construction/manufacturing), Emergency Medical Services and Behavioral Health.

All Funds

Resources and Requirements by Fund

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
100 General Fund	30,777,098	32,019,619		36,038,990		36,682,429		
200 Special Revenue Fund	34,169,272	46,868,127		41,554,998		42,962,260		
300 Debt Service Fund	949,061	1,015,533		954,703		1,199,171		
400 Capital Projects Fund	829,295	285,000		275,000		-		
600 Internal Service Fund	696,906	545,896		545,020		390,214		
Total Resources	67,421,631	80,734,175	-	79,368,711	-	81,234,074		
Requirements								
100 General Fund	28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		
200 Special Revenue Fund	33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		
300 Debt Service Fund	885,021	916,826	-	954,703	-	1,199,171		
400 Capital Projects Fund	829,295	285,000	-	275,000	-	-		
600 Internal Service Fund	562,436	413,408	-	545,020	-	390,214		
Total Requirements	63,942,199	76,123,864	294.66	79,368,711	292.95	81,234,074		
ENDING FUND BALANCE	3,479,433	4,610,311		-		-		



Funds - Chart of Account Definitions

In governmental accounting systems, the entity is viewed as a group of smaller entities called funds. A fund is a fiscal and accounting entity with self-balancing accounts set aside to carry on a specific activity or to meet certain objectives in accordance with a specific regulation. The requirements and resources of a fund must always balance. Every budget has at least one fund (commonly called the General Fund) which is used for everyday operation of the local government. The most common reason for establishing a special fund is to account for a revenue source whose use is limited to a particular kind of expenditure.

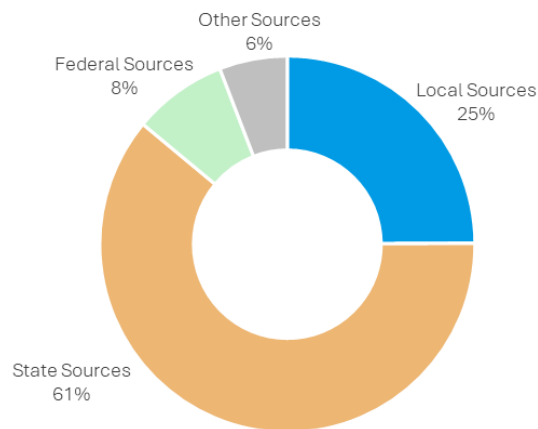
FUND TYPE		FUND COMPONENTS
100	General Fund	Accounts for all financial resources of the district except those required to be accounted for in another fund.
200	Special Revenue Fund	Accounts for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.
300	Debt Service Fund	Accounts for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.
400	Capital Projects Fund	Accounts for financial resources used to acquire or construct major capital facilities. The most common source of revenue in this fund would be the sale of bonds.
600	Internal Service Fund	Accounts for the operation of district functions that provide goods or services to other district functions, other districts, or to other governmental units, on a cost-reimbursable basis.

All Funds

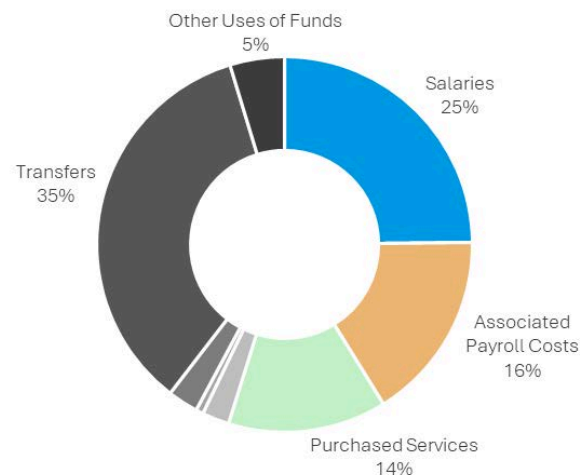
Summary of Resources and Requirements

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
1000 Local Sources	15,686,258	18,531,369		19,410,688		20,244,082		
2000 Intermediate Sources	-	8,461		10,000		5,000		
3000 State Sources	37,508,391	47,783,757		46,839,658		49,620,797		
4000 Federal Sources	8,302,803	10,384,474		8,255,885		6,600,009		
5000 Other Sources	5,924,179	4,026,113		4,852,480		4,764,186		
Total Resources	67,421,631	80,734,175		79,368,711		81,234,074		
Requirements								
100 Salaries	17,948,410	18,258,127	294.66	19,728,401	292.95	20,169,549		
200 Associated Payroll Costs	10,382,603	10,639,936		12,636,738		13,282,699		
300 Purchased Services	9,107,791	9,863,121		12,642,837		11,093,432		
400 Supplies and Materials	1,869,159	2,767,990		1,973,179		1,896,921		
500 Capital Outlay	2,083,723	615,427		659,181		515,214		
600 Other Objects	2,065,242	2,275,050		2,233,255		2,136,606		
700 Transfers	20,485,271	31,704,212		27,011,667		28,320,558		
800 Other Uses of Funds	-	-		2,483,453		3,819,095		
Total Requirements	63,942,199	76,123,864	294.66	79,368,711	292.95	81,234,074		
ENDING FUND BALANCE	3,479,433	4,610,311		-		-		

Resources



Requirements



Resources - Chart of Account Definitions

The Oregon Department of Education adopts a chart of accounts used by school districts to clarify revenues and expenditures. This chart of accounts is meant to define account classifications in a meaningful way to the users of financial information while conforming with Generally Accepted Accounting Principles (GAAP), a minimum standard and guideline for financial accounting and reporting. Revenues collected by school districts are first classified by fund, then by source.

SOURCE		SOURCE DESCRIPTION
1000	Revenue from Local Sources	Revenues from Local Sources include taxes levied by the district, revenue from the appropriations of other local governments, tuition, transportation fees, earnings on investments, food service revenues, extracurricular activity revenue, and other similar sources.
2000	Revenue from Intermediate Sources	Revenue received as grants by the district and revenue received from city and county income taxes are categorized here.
3000	Revenue from State Sources	State School Fund revenues are recorded here as well as all other restricted and unrestricted grants-in-aid received from state funds.
4000	Revenue from Federal Sources	All restricted and unrestricted revenue received from the federal government directly or through the state or through immediate agencies.
5000	Other Sources	Other sources of revenue include beginning fund balances, sale or compensation for the loss of fixed assets, long-term debt financing, and interfund transfers.

Objects - Chart of Account Definitions

Within each function, the estimates of line item expenditures are detailed by object. An object is the service or commodity bought.

OBJECT TYPE		OBJECT DESCRIPTION
100	Salaries	Amounts paid to employees of the district who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while ON THE PAYROLL of the district.
200	Associated Payroll Costs	Amounts paid by the district on behalf of employees; these amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless are part of the cost of salaries and benefits.
300	Purchased Services	Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
400	Supplies and Materials	Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
500	Capital Outlay	Expenditures for the acquisition of fixed assets or additions to fixed assets. These are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; additional equipment; and replacement of equipment.
600	Other Objects	Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees.
700	Transfers	This object category does not represent a purchase; rather it is used as an accounting entity to show that funds have been handled without having goods and services rendered in return.
800	Other Uses of Funds	Amounts set aside for operating contingencies for expenditures which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event, or reserved for next year.

All Funds

Resources by Source

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Revenue from Local Sources								
1110 Ad Valorem Taxes Levied by District	8,616,900	8,985,458		9,361,045		9,685,779		
1190 Penalties and Interest on Taxes	20,733	21,393		20,000		20,000		
1500 Earnings on Investments	365,476	365,761		318,000		318,000		
1910 Rentals	4,590	3,000		5,000		-		
1920 Contributions, Donations, and General Fundraising from Private Sources	81,228	618,350		515,683		135,200		
1940 Services Provided to Other Local Education Agencies	4,140,578	5,201,141		6,637,349		7,566,167		
1960 Recovery of Prior Years' Expenditure	11,625	146,324		124,110		10,000		
1970 Services Provided Other Funds	1,143,847	1,221,153		1,149,006		1,195,936		
1980 Fees Charged to Grants	812,985	787,830		700,000		600,000		
1990 Miscellaneous	488,296	1,180,960		580,495		713,000		
Total Revenue from Local Sources	15,686,258	18,531,369		19,410,688		20,244,082		
2000 - Revenue from Intermediate Sources								
2199 Other Intermediate Sources	-	8,461		10,000		5,000		
Total Revenue from Intermediate Sources	-	8,461		10,000		5,000		
3000 - Revenue from State Sources								
3101 State School Fund - General Support	16,091,917	16,761,755		18,704,394		18,293,546		
3104 State Managed County Timber	61,506	8,995		25,000		25,000		
3299 Other Unrestricted Grants-in-aid	21,354,968	31,013,007		28,110,264		31,302,251		
Total Revenue from State Sources	37,508,391	47,783,757		46,839,658		49,620,797		
4000 - Revenue from Federal Sources								
4300 Restricted Revenue Direct from the Federal Government	249,201	9,139		-		-		
4500 Restricted Revenue From the Federal Government Through the State	7,902,957	10,319,047		8,137,623		6,510,009		

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
4700 Grants-In-Aid From the Federal Government Through Other Intermediate Agencies	150,644	56,289		118,262		90,000		
Total Revenue from Federal Sources	8,302,803	10,384,474		8,255,885		6,600,009		
5000 - Revenue from Other Sources								
5100 Long Term Debt Financing Sources	342,174	94,028		-		-		
5200 Interfund Transfers	448,198	452,213		452,500		315,839		
5300 Sale of/or Compensation for Loss of Fixed Assets	-	440		-		-		
5400 Beginning Fund Balance	5,133,807	3,479,433		4,399,980		4,448,347		
Total Revenue from Other Sources	5,924,179	4,026,113		4,852,480		4,764,186		
TOTAL RESOURCES	67,421,631	80,734,175		79,368,711		81,234,074		

All Funds

Requirements by Object

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
100 - Salaries								
111 Licensed Salaries	6,540,440	6,431,519	94.60	7,260,958	85.15	7,510,018		
112 Classified Salaries	7,558,932	7,516,348	179.06	8,539,805	183.80	8,628,394		
113 Administrators	2,633,417	2,596,182	16.00	2,593,363	17.00	2,830,815		
114 Managerial - Classified	549,883	405,546	5.00	421,316	7.00	660,415		
121 Substitutes - Licensed	8,589	53,429	-	-	-	-		
122 Substitutes - Classified	48,285	232,087	-	-	-	-		
123 Temporary - Licensed	482,531	289,815	-	389,250	-	112,630		
124 Temporary - Classified	92,859	82,591	-	176,880	-	39,392		
130 Additional Salary	33,473	650,608		346,829		387,887		
Total Salaries	17,948,410	18,258,127	294.66	19,728,401	292.95	20,169,549		
200 - Associated Payroll Costs								
210 Public Employees Retirement System	4,965,800	5,232,822		6,828,693		6,989,037		
220 Social Security Administration	1,339,036	1,370,107		1,456,299		1,543,354		
230 Other Required Payroll Costs	201,935	302,903		284,672		446,617		
240 Contractual Employee Benefits	3,875,832	3,734,104		4,067,073		4,303,690		
Total Associated Payroll Costs	10,382,603	10,639,936	-	12,636,738		13,282,699		
300 - Purchased Services								
310 Instructional, Professional and Technical Services	5,680,599	5,795,981		8,699,757		7,253,178		
320 Property Services	608,937	636,123		705,587		601,000		
330 Student Transportation Services	88,103	73,406		106,424		119,256		
340 Travel	293,274	272,818		281,921		288,835		
350 Communication	601,228	455,618		581,301		522,275		
374 Other Tuition	193,599	284,339		299,217		224,830		
380 Non-Instructional Professional and Technical Services	1,638,407	2,338,000		1,963,629		2,076,558		
390 Other General Professional and Technological Services	3,645	6,836		5,000		7,500		
Total Purchased Services	9,107,791	9,863,121	-	12,642,837		11,093,432		
400 - Supplies and Materials								

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
410	Consumable Supplies and Materials	771,267	2,028,571		835,706		880,291		
420	Textbooks	29,294	5,875		11,074		8,500		
440	Periodicals	412	200		500		-		
460	Non-Consumable Items	295,165	70,280		158,888		130,304		
470	Computer Software	521,363	509,385		626,011		615,563		
480	Computer Hardware	251,658	153,679		341,000		262,263		
Total Supplies and Materials		1,869,159	2,767,990	-	1,973,179		1,896,921		
500 - Capital Outlay									
540	Depreciable Equipment	431,490	447,184		200,020		165,214		
550	Depreciable Technology	654,615	22,452		280,000		350,000		
590	Other Capital Outlay	997,618	145,791		179,161		-		
Total Capital Outlay		2,083,723	615,427	-	659,181	-	515,214		
600 - Other Objects									
610	Redemption of Principal	732,190	873,074		943,068		1,060,159		
621	Regular Interest	226,880	205,823		158,452		108,146		
640	Dues and Fees	123,054	145,999		111,004		105,102		
650	Insurance and Judgements	170,132	262,527		218,000		256,792		
690	Grant Indirect Charges	812,985	787,627		802,731		606,407		
Total Other Objects		2,065,242	2,275,050	-	2,233,255	-	2,136,606		
700 - Transfers									
710	Fund Modifications	448,198	452,213		452,500		315,839		
720	Transits	20,037,073	31,252,000		26,559,167		28,004,719		
Total Transfers		20,485,271	31,704,212	-	27,011,667		28,320,558		
800 - Other Uses of Funds									
810	Planned Reserve	-	-		650,000		2,234,228		
820	Reserved for Next Year	-	-		1,833,453		1,584,867		
Total Other Uses of Funds		-	-	-	2,483,453		3,819,095		
TOTAL REQUIREMENTS		63,942,199	76,123,864	294.66	79,368,711	292.95	81,234,074		

All Funds

Requirements by Function

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Instruction									
1111	Elementary, K-5 or K-6	37,211	39,693	-	-	-	-		
1121	Middle/Junior High School Programs	2,161	4,063	-	-	-	-		
1220	Restrictive Programs for Students with Disabilities	13,388,706	13,531,391	159.39	15,018,543	165.49	16,321,128		
1250	Less Restrictive Programs for Students with Disabilities	1,582,246	1,269,000	9.00	1,275,382	8.00	1,330,685		
1280	Alternative Education	6,261	180,090	2.00	341,637	2.00	355,000		
1293	Migrant Education	674,918	303,016	0.80	664,723	0.50	312,687		
1294	Youth Corrections Education	419,884	450,763	3.00	563,237	3.00	585,557		
1299	Other Programs	27,312	33,215	0.30	39,424	0.30	37,521		
1400	Summer School Programs	33,002	42,778	0.05	-	-	-		
Total Instruction		16,171,700	15,854,011	174.54	17,902,946	179.29	18,942,577		
2000 - Support Services									
2110	Attendance and Social Work Services	818,988	554,585	4.61	906,956	4.13	589,637		
2120	Guidance Services	1,107,331	296,122	2.00	405,849	1.43	253,123		
2130	Health Services	78,655	155,440	2.80	440,615	1.55	257,676		
2140	Psychological Services	256,837	269,507	2.80	486,093	3.00	449,245		
2150	Speech Pathology and Audiology Services	1,191,852	1,426,281	15.80	2,248,963	12.00	1,697,120		
2160	Other Student Treatment Services	-	-	-	550,000	-	560,000		
2190	Service Direction, Student Support Services	1,794,507	1,968,850	9.05	1,960,678	10.22	2,207,627		
2210	Improvement of Instruction Services	5,455,652	8,172,008	21.53	7,783,279	21.50	6,370,998		
2220	Educational Media Services	87,208	117,628	1.00	124,135	1.00	122,249		
2240	Instructional Staff Development	3,522,642	3,672,850	8.75	3,597,152	8.08	3,555,679		
2310	Board of Education Services	391,437	414,663	-	371,825	-	521,059		
2320	Executive Administration Services	471,928	542,433	2.50	684,136	2.50	761,100		
2520	Fiscal Services	591,614	582,272	4.00	680,049	3.80	687,794		

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
2540 Operation and Maintenance of Plant Services	2,497,617	1,501,843	3.50	1,489,605	3.50	1,241,365		
2550 Student Transportation Services	-	66,677	-	104,590	-	117,756		
2570 Internal Services	63,615	66,500	0.80	79,200	0.60	64,800		
2620 Planning, Research, Development, Evaluation Services, Grant Writing, and Statistical Services	125	-	-	-	-	-		
2630 Information Services	1,002	-	-	-	-	-		
2640 Staff Services	824,164	950,751	4.09	879,648	4.13	842,726		
2660 Technology Services	2,693,300	2,103,368	8.50	2,818,217	9.20	2,955,614		
2680 Interpretation and Translation Services	4,395,194	4,492,420	28.40	5,166,899	27.03	5,660,000		
2690 Other Support Services - Central	28,130	17,287	-	13,100	-	10,400		
2700 Supplemental Retirement Program	5,380	36,384	-	9,120	-	6,960		
Total Support Services	26,277,178	27,407,870	120	30,800,108	113.66	28,932,928		
3000 - Enterprise and Community Services								
3100 Food Services	59,963	91,404	-	80,000	-	95,000		
Total Enterprise and Community Services	59,963	91,404	-	80,000	-	95,000		
5000 - Other Uses								
5100 Debt Service	948,088	1,052,663		1,090,537		1,123,916		
5200 Transfers of Funds	448,198	452,213		452,500		315,839		
5300 Apportionment of Funds by ESD	20,037,073	31,265,702		26,559,167		28,004,719		
Total Other Uses	21,433,359	32,770,578		28,102,204		29,444,474		
6000 - Contingencies								
6000 Operating Contingency	-	-		650,000		2,234,228		
Total Contingencies	-	-		650,000		2,234,228		
7000 - Unappropriated Ending Fund Balance								
7000 Unappropriated Ending Fund Balance	-	-		1,833,453		1,584,867		
Total Unappropriated Ending Fund Balance	-	-		1,833,453		1,584,867		
TOTAL REQUIREMENTS	63,942,199	76,123,864	294.66	79,368,711	292.95	81,234,074		

Functions - Chart of Account Definitions

Budget requirements are prepared by program. Programs are groups of activities to accomplish a major service or function. Schools use programs in budgeting – called “functions”. The function describes the activity for which a service or material object is acquired.

FUNCTION TYPE		FUNCTION DESCRIPTION
1000	Instruction	Activities dealing directly with the teaching of students, or the interaction between teacher and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, or in other learning situations such as those involving co-curricular activities.
2000	Support Services	Support services are those services which provide administrative, technical, personal (such as guidance and health), and logistical support to facilitate and enhance instruction.
3000	Enterprise and Community Services	Activities concerned with operations that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs of providing goods and services to the students or general public are financed or recovered primarily through user charges and community programs.
5000	Other Uses	Activities included in this category are servicing the debt of a district, conduit-type transfers from one fund to another fund and apportionment of funds by Education Service District (ESD).
6000	Contingency	Expenditures which cannot be foreseen and planned in the budget process because of an occurrence of an unusual or extraordinary event.
7000	Unappropriated Ending Fund Balance	An estimate of funds needed to maintain operations of the school district from July 1 of the ensuing fiscal year and the time when sufficient new revenues become available to meet cash flow needs of the fund. No expenditure shall be made from the unappropriated ending fund balance in the year in which it is budgeted.



General Fund

The General Fund is the main operating fund of the ESD and accounts for all financial resources of the district except those required to be accounted for in another fund.



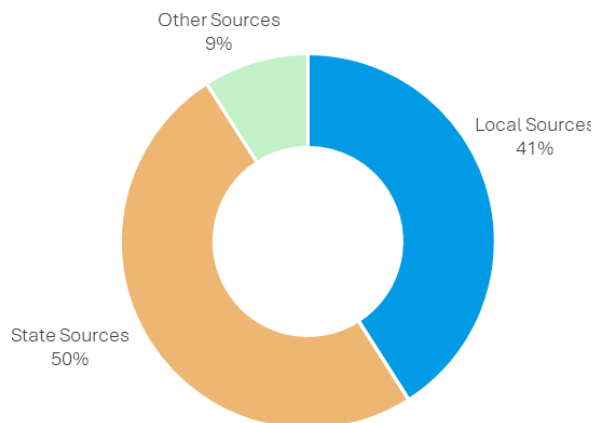
Friends and Fun Camp provided Life Skills students with opportunities to experience swimming, music, art, science, and other social activities specifically tailored to meet their unique needs.

General Fund

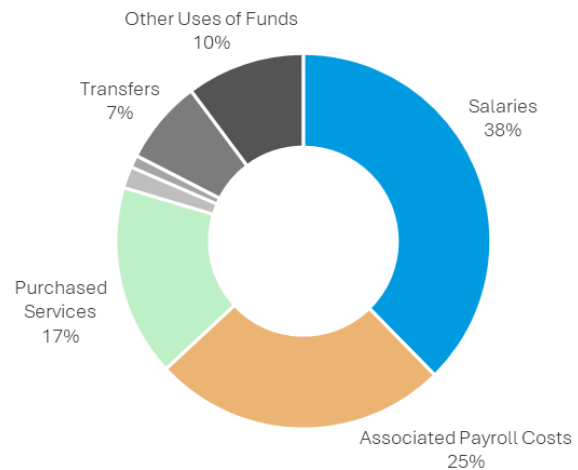
Summary of Resources and Requirements

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
1000 Local Sources	11,334,861	12,436,400		14,150,094		15,025,146		
2000 Intermediate Sources	-	8,461		10,000		5,000		
3000 State Sources	16,153,423	16,770,750		18,729,394		18,318,546		
5000 Other Sources	3,288,814	2,804,007		3,149,502		3,333,737		
Total Resources	30,777,098	32,019,619		36,038,990		36,682,429		
Requirements								
100 Salaries	10,973,743	11,229,735	215.29	12,931,449	223.02	13,806,620		
200 Associated Payroll Costs	6,470,402	6,740,975		8,752,295		9,337,161		
300 Purchased Services	5,713,478	5,696,187		6,358,613		6,060,365		
400 Supplies and Materials	599,614	557,323		724,853		679,814		
500 Capital Outlay	-	39,123		-		-		
600 Other Objects	263,685	374,774		324,933		390,781		
700 Transfers	4,046,197	4,027,279		4,463,394		2,663,846		
800 Other Uses of Funds	-	-		2,483,453		3,743,842		
Total Requirements	28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		
ENDING FUND BALANCE	2,709,979	3,354,223		-		-		

Resources



Requirements



General Fund

Resources by Source

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Revenue from Local Sources								
1110 Ad Valorem Taxes Levied by District	8,616,900	8,985,458		9,361,045		9,685,779		
1190 Penalties and Interest on Taxes	20,733	21,393		20,000		20,000		
1500 Earnings on Investments	340,150	341,042		300,000		300,000		
1910 Rentals	4,590	3,000		5,000		-		
1920 Contributions, Donations, and General Fundraising from Private Sources	218	85		200		200		
1940 Services Provided to Other Local Education Agencies	1,256,511	1,961,361		3,441,349		4,106,167		
1960 Recovery of Prior Years' Expenditure	-	13,619		5,000		10,000		
1980 Fees Charged to Grants	812,985	787,830		700,000		600,000		
1990 Miscellaneous	282,773	322,613		317,500		303,000		
Total Revenue from Local Sources	11,334,861	12,436,400	-	14,150,094		15,025,146		
2000 - Revenue from Intermediate Sources								
2199 Other Intermediate Sources	-	8,461		10,000		5,000		
Total Revenue from Intermediate Sources	-	8,461	-	10,000		5,000		
3000 - Revenue from State Sources								
3101 State School Fund - General Support	16,091,917	16,761,755		18,704,394		18,293,546		
3104 State Managed County Timber	61,506	8,995		25,000		25,000		
Total Revenue from State Sources	16,153,423	16,770,750	-	18,729,394		18,318,546		
5000 - Revenue from Other Sources								
5100 Long Term Debt Financing Sources	42,174	94,028		-		-		
5400 Beginning Fund Balance	3,246,640	2,709,979		3,149,502		3,333,737		
Total Revenue from Other Sources	3,288,814	2,804,007	-	3,149,502		3,333,737		
TOTAL RESOURCES	30,777,098	32,019,619	-	36,038,990		36,682,429		

General Fund

Requirements by Object

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
100 - Salaries								
111 Licensed Salaries	3,759,536	3,634,724	64.00	4,934,272	60.95	4,976,675		
112 Classified Salaries	4,817,099	4,892,321	134.99	5,476,629	143.54	5,913,674		
113 Administrators	1,785,700	1,671,951	11.40	1,819,319	11.52	1,950,667		
114 Managerial - Classified	486,122	395,311	4.90	421,316	7.00	660,415		
121 Substitutes - Licensed	8,589	34,809	-	-	-	-		
122 Substitutes - Classified	48,285	232,087	-	-	-	-		
123 Temporary - Licensed	24,667	19,939	-	30,000	-	-		
124 Temporary - Classified	21,721	10,348	-	35,000	-	-		
130 Additional Salary	22,023	338,244	-	214,913	-	305,189		
Total Salaries	10,973,743	11,229,735	215.29	12,931,449	223.02	13,806,620		
200 - Associated Payroll Costs								
210 Public Employees Retirement System	2,953,487	3,179,807		4,668,744		4,767,425		
220 Social Security Administration	814,391	845,150		987,989		1,052,765		
230 Other Required Payroll Costs	119,934	220,460		216,570		375,749		
240 Contractual Employee Benefits	2,582,590	2,495,558		2,878,992		3,141,222		
Total Associated Payroll Costs	6,470,402	6,740,975	-	8,752,295		9,337,161		
300 - Purchased Services								
310 Instructional, Professional and Technical Services	3,984,236	3,912,320		4,584,060		4,244,489		
320 Property Services	524,734	505,035		611,100		521,871		
330 Student Transportation Services	67	3,061		-		-		
340 Travel	64,981	50,269		78,000		84,225		
350 Communication	472,858	357,232		466,705		466,925		
380 Non-Instructional Professional and Technical Services	662,958	861,435		613,748		735,355		
390 Other General Professional and Technological Services	3,645	6,836		5,000		7,500		
Total Purchased Services	5,713,478	5,696,187	-	6,358,613		6,060,365		
400 - Supplies and Materials								
410 Consumable Supplies and Materials	192,784	150,840		226,332		217,594		

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
420 Textbooks	17,442	-		-		-		
440 Periodicals	387	200		500		-		
460 Non-Consumable Items	126,648	43,107		87,200		64,504		
470 Computer Software	231,192	354,808		401,321		387,953		
480 Computer Hardware	31,161	8,368		9,500		9,763		
Total Supplies and Materials	599,614	557,323		724,853		679,814		
500 - Capital Outlay								
540 Depreciable Equipment	-	39,123		-		-		
Total Capital Outlay	-	39,123		-		-		
600 - Other Objects								
610 Redemption of Principal	10,113	25,494		10,684		42,717		
621 Regular Interest	870	739		299		1,672		
640 Dues and Fees	82,570	86,014		95,950		89,600		
650 Insurance and Judgements	170,132	262,527		218,000		256,792		
Total Other Objects	263,685	374,774		324,933		390,781		
700 - Transfers								
710 Fund Modifications	448,198	449,713		452,500		315,839		
720 Transits	3,597,999	3,577,566		4,010,894		2,348,007		
Total Transfers	4,046,197	4,027,279		4,463,394		2,663,846		
800 - Other Uses of Funds								
810 Planned Reserve	-	-		650,000		2,234,228		
820 Reserved for Next Year	-	-		1,833,453		1,509,614		
Total Other Uses of Funds	-	-		2,483,453		3,743,842		
TOTAL REQUIREMENTS	28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		

General Fund

Requirements by Function

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Instruction								
1220 Restrictive Programs for Students with Disabilities	12,892,130	12,931,969	153.29	13,820,334	164.09	14,995,329		
1280 Alternative Education	-	-	2.00	303,990	2.00	355,000		
1299 Other Programs	27,312	33,215	0.30	39,424	0.30	37,521		
Total Instruction	12,919,442	12,965,184	155.59	14,163,749	166.39	15,387,850		
2000 - Support Services								
2110 Attendance and Social Work Services	4,208	5,164	-	-	-	-		
2120 Guidance Services	77,951	87,347	0.50	166,661	1.00	176,552		
2130 Health Services	24,425	155,315	2.80	397,432	1.55	214,676		
2140 Psychological Services	256,837	263,797	2.80	486,093	3.00	449,245		
2150 Speech Pathology and Audiology Services	1,191,852	1,426,281	15.30	2,246,237	12.00	1,694,320		
2160 Other Student Treatment Services	-	-	-	550,000	-	560,000		
2190 Service Direction, Student Support Services	1,615,888	1,542,303	7.75	1,548,811	8.17	1,628,246		
2210 Improvement of Instruction Services	869,617	742,681	6.16	1,281,878	6.18	1,244,000		
2220 Educational Media Services	87,208	117,628	1.00	124,135	1.00	122,249		
2240 Instructional Staff Development	113,348	278,092	-	78,000	-	79,000		
2310 Board of Education Services	391,437	414,663	-	371,825	-	521,059		
2320 Executive Administration Services	471,928	542,433	2.50	684,136	2.50	761,100		
2520 Fiscal Services	591,614	582,272	4.00	680,049	3.80	687,794		
2540 Operation and Maintenance of Plant Services	1,004,847	1,023,154	3.50	1,023,383	3.50	1,101,151		
2570 Internal Services	63,615	66,500	0.80	79,200	0.60	64,800		
2630 Information Services	1,002		-	-	-	-		
2640 Staff Services	806,239	839,634	4.09	844,319	4.13	804,724		
2660 Technology Services	1,709,135	1,843,754	8.50	2,124,016	9.20	2,260,614		
2680 Interpretation and Translation Services	1,798,500	1,688,244	-	2,220,000	-	2,500,000		



	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
2690 Other Support Services - Central	16,451	17,287	-	13,100	-	10,400		
2700 Supplemental Retirement Program	5,380	36,384	-	9,120	-	6,960		
Total Support Services	11,101,481	11,672,933	59.70	14,928,394	56.62	14,886,891		
5000 - Other Uses								
5200 Transfers of Funds	448,198	449,713		452,500		315,839		
5300 Apportionment of Funds by ESD	3,597,999	3,577,566		4,010,894		2,348,007		
Total Other Uses	4,046,197	4,027,279		4,463,394		2,663,846		
6000 - Contingencies								
6000 Operating Contingency	-	-		650,000		2,234,228		
Total Contingencies	-	-		650,000		2,234,228		
7000 - Unappropriated Ending Fund Balance								
7000 Unappropriated Ending Fund Balance	-	-		1,833,453		1,509,614		
Total Unappropriated Ending Fund Balance	-	-		1,833,453		1,509,614		
TOTAL REQUIREMENTS	28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		

General Fund

Requirements by Function / Object

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
1220 - Restrictive Programs for Students with Disabilities								
111 Licensed Salaries	2,899,139	2,644,883	37.60	2,727,045	38.40	3,052,615		
112 Classified Salaries	3,789,144	3,741,771	115.69	4,116,469	125.69	4,652,103		
121 Substitutes - Licensed	8,589	34,809	-	-	-	-		
122 Substitutes - Classified	48,285	232,087	-	-	-	-		
123 Temporary - Licensed	23,767	(735)	-	10,000	-	-		
124 Temporary - Classified	5,829	-	-	35,000	-	-		
130 Additional Salary	4,713	230,687		153,038		180,138		
210 Public Employees Retirement System	1,787,564	1,919,809		2,528,428		2,704,602		
220 Social Security Administration	502,301	518,865		538,679		603,191		
230 Other Required Payroll Costs	54,360	67,625		84,188		271,438		
240 Contractual Employee Benefits	1,788,972	1,704,503		1,820,694		2,208,954		
310 Instructional, Professional and Technical Services	1,549,667	1,443,198		1,372,595		916,786		
320 Property Services	88,849	89,559		152,800		138,710		
330 Student Transportation Services	67	336		-		-		
340 Travel	4,342	8,774		8,350		8,750		
350 Communication	85,236	30,755		43,200		54,495		
380 Non-Instructional Professional and Technical Services	2,249	50,272		12,100		6,500		
410 Consumable Supplies and Materials	90,485	73,674		88,499		78,546		
420 Textbooks	17,377	-		-		-		
460 Non-Consumable Items	52,492	31,961		45,000		22,500		
470 Computer Software	66,726	71,592		79,250		91,000		
480 Computer Hardware	21,215	5,308		5,000		5,000		
540 Depreciable Equipment	-	31,348		-		-		
640 Dues and Fees	762	888		-		-		
Total Restrictive Programs for Students with Disabilities	12,892,130	12,931,969	153.29	13,820,334	164.09	14,995,329		
1280 - Alternative Education								
111 Licensed Salaries	-	-	1.00	74,308	1.00	80,695		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
112	Classified Salaries	-	-	1.00	41,516	1.00	45,132		
210	Public Employees Retirement System	-	-		41,442		42,907		
220	Social Security Administration	-	-		8,861		9,626		
230	Other Required Payroll Costs	-	-		1,373		1,426		
240	Contractual Employee Benefits	-	-		16,913		17,827		
310	Instructional, Professional and Technical Services	-	-		83,527		112,000		
320	Property Services	-	-		4,000		2,491		
340	Travel	-	-		1,000		1,000		
350	Communication	-	-		4,050		3,100		
410	Consumable Supplies and Materials	-	-		23,501		26,296		
460	Non-Consumable Items	-	-		1,000		5,000		
470	Computer Software	-	-		2,500		7,500		
Total Alternative Education		-	-	2.00	303,990	2.00	355,000		
1299 - Other Programs									
112	Classified Salaries	13,945	20,099	0.30	20,804	0.30	21,634		
124	Temporary - Classified	587	-	-	-	-	-		
210	Public Employees Retirement System	4,349	5,956		7,444		7,377		
220	Social Security Administration	1,095	1,518		1,592		1,655		
230	Other Required Payroll Costs	172	238		247		246		
240	Contractual Employee Benefits	1,859	2,499		2,538		2,684		
320	Property Services	178	200		200		224		
350	Communication	2,410	150		3,100		450		
410	Consumable Supplies and Materials	141	-		500		250		
470	Computer Software	2,575	2,556		3,000		3,000		
Total Other Programs		27,312	33,215	0.30	39,424	0.30	37,521		
Total Instruction		12,919,442	12,965,184	155.59	14,163,749	166.39	15,387,850		
2110 - Attendance and Social Work Services									
112	Classified Salaries	2,254	3,350	-	-	-	-		
124	Temporary - Classified	65	-	-	-	-	-		
210	Public Employees Retirement System	691	993		-		-		
220	Social Security Administration	175	253		-		-		
230	Other Required Payroll Costs	28	40		-		-		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
240	Contractual Employee Benefits	304	416		-		-		
320	Property Services	25	-		-		-		
350	Communication	610	113		-		-		
470	Computer Software	56	-		-		-		
Total Attendance and Social Work Services		4,208	5,164	-	-	-	-		
2120 - Guidance Services									
111	Licensed Salaries	-	-	0.50	47,041	1.00	79,173		
112	Classified Salaries	10,317	-	-	-	-	-		
130	Additional Salary	-	-		-		6,000		
210	Public Employees Retirement System	3,031	-		16,831		29,044		
220	Social Security Administration	757	-		3,599		6,516		
230	Other Required Payroll Costs	120	-		552		953		
240	Contractual Employee Benefits	2,898	-		9,190		260		
350	Communication	-	-		500		750		
380	Non-Instructional Professional and Technical Services	60,827	87,347		86,948		51,855		
410	Consumable Supplies and Materials	-	-		500		501		
470	Computer Software	-	-		500		500		
640	Dues and Fees	-	-		1,000		1,000		
Total Guidance Services		77,951	87,347	0.50	166,661	1.00	176,552		
2130 - Health Services									
111	Licensed Salaries	16,506	105,767	2.80	230,140	1.55	130,730		
130	Additional Salary	1,511	9,041		6,000		6,607		
210	Public Employees Retirement System	880	18,962		84,491		46,832		
220	Social Security Administration	1,340	8,695		18,065		10,506		
230	Other Required Payroll Costs	208	1,345		2,790		1,535		
240	Contractual Employee Benefits	3,393	7,869		26,890		9,215		
310	Instructional, Professional and Technical Services	279	513		19,507		-		
340	Travel	-	1,440		700		2,500		
350	Communication	120	1,014		3,700		2,250		
410	Consumable Supplies and Materials	-	-		900		1,700		
470	Computer Software	50	341		750		1,500		
480	Computer Hardware	140	329		-		-		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
640	Dues and Fees	-	-		3,500		1,300		
Total Health Services		24,425	155,315	2.80	397,432	1.55	214,676		
2140 - Psychological Services									
111	Licensed Salaries	71,687	70,182	2.80	251,005	3.00	268,909		
123	Temporary - Licensed	-	20,675		-		-		
130	Additional Salary	-	226		-		-		
210	Public Employees Retirement System	21,421	28,631		91,654		94,773		
220	Social Security Administration	5,484	6,929		19,202		20,572		
230	Other Required Payroll Costs	840	2,131		2,944		3,032		
240	Contractual Employee Benefits	9,390	16,957		54,238		56,710		
310	Instructional, Professional and Technical Services	144,000	112,000		46,351		-		
320	Property Services	533	500		-		-		
350	Communication	2,728	2,575		9,000		2,250		
410	Consumable Supplies and Materials	113	2,274		9,000		1,500		
470	Computer Software	641	718		2,700		1,500		
Total Psychological Services		256,837	263,797	2.80	486,093	3.00	449,245		
2150 - Speech Pathology and Audiology Services									
111	Licensed Salaries	610,593	698,899	15.30	1,273,933	12.00	1,008,002		
130	Additional Salary	4,400	23,478		6,000		34,044		
210	Public Employees Retirement System	173,430	210,191		461,107		358,413		
220	Social Security Administration	45,680	53,782		97,915		79,717		
230	Other Required Payroll Costs	7,383	8,435		15,049		11,679		
240	Contractual Employee Benefits	104,455	115,333		264,770		160,986		
310	Instructional, Professional and Technical Services	182,508	289,429		76,487		-		
320	Property Services	6,282	7,398		-		-		
340	Travel	2,216	1,957		6,600		8,725		
350	Communication	7,870	7,220		9,100		8,750		
380	Non-Instructional Professional and Technical Services	811	-		250		1,000		
410	Consumable Supplies and Materials	4,771	1,596		6,000		5,500		
420	Textbooks	65	-		-		-		
460	Non-Consumable Items	28,148	214		1,000		12,004		
470	Computer Software	11,162	8,348		28,025		5,500		

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
480 Computer Hardware	2,077	-		-		-		
Total Speech Pathology and Audiology Services	1,191,852	1,426,281	15.30	2,246,237	12.00	1,694,320		
2160 - Other Student Treatment Services								
310 Instructional, Professional and Technical Services	-	-		550,000		560,000		
Total Other Student Treatment Services	-	-	-	550,000	-	560,000		
2190 - Service Direction, Student Support Services								
112 Classified Salaries	115,317	117,011	2.25	102,429	2.45	121,382		
113 Administrators	813,657	672,182	4.60	696,771	5.72	746,426		
114 Managerial - Classified	53,499	74,626	0.90	72,642	-	90,156		
123 Temporary - Licensed	900	-	-	20,000	-	-		
124 Temporary - Classified	634	-	-	-	-	-		
130 Additional Salary	-	5,797		6,000		18,000		
210 Public Employees Retirement System	234,559	262,027		319,347		330,507		
220 Social Security Administration	73,594	65,712		68,685		74,661		
230 Other Required Payroll Costs	841	1,980		10,592		10,887		
240 Contractual Employee Benefits	195,892	201,393		196,196		160,081		
310 Instructional, Professional and Technical Services	34,523	51,769		-		-		
320 Property Services	41,687	49,981		25,700		3,896		
340 Travel	3,719	8,583		3,650		5,500		
350 Communication	13,317	9,095		11,500		11,250		
380 Non-Instructional Professional and Technical Services	1,295	2,310		1,500		3,500		
410 Consumable Supplies and Materials	11,139	5,565		3,801		4,999		
420 Textbooks	-	-		500		-		
440 Periodicals	-	200				-		
460 Non-Consumable Items	4,566	54		500		500		
470 Computer Software	10,144	7,943		4,750		42,000		
480 Computer Hardware	1,250	-		-		200		
640 Dues and Fees	-	6,076		4,250		4,300		
650 Insurance and Judgements	5,355	-		-		-		
Total Service Direction, Student Support Services	1,615,888	1,542,303	7.75	1,548,811	8.17	1,628,246		
2210 - Improvement of Instruction Services								

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
111	Licensed Salaries	120,429	56,849	3.00	269,125	3.00	288,875		
112	Classified Salaries	83,452	63,338	1.86	121,987	2.08	119,367		
113	Administrators	150,598	202,783	1.30	215,682	1.10	187,000		
130	Additional Salary	-	631		9,638		7,800		
210	Public Employees Retirement System	107,910	102,457		230,071		212,619		
220	Social Security Administration	26,524	23,959		46,982		46,133		
230	Other Required Payroll Costs	4,109	3,720		7,277		6,758		
240	Contractual Employee Benefits	76,732	62,648		99,467		110,460		
310	Instructional, Professional and Technical Services	160,276	62,375		110,644		75,330		
320	Property Services	3,173	3,300		7,200		4,643		
330	Student Transportation Services	-	2,725				-		
340	Travel	217	733		-		200		
350	Communication	5,860	6,636		7,000		6,000		
380	Non-Instructional Professional and Technical Services	115,354	140,976		141,300		151,000		
410	Consumable Supplies and Materials	4,077	2,433		5,004		6,938		
460	Non-Consumable Items	100	-		-		-		
470	Computer Software	7,278	7,120		10,500		20,577		
480	Computer Hardware	3,401	-		-		-		
640	Dues and Fees	127	-		-		300		
Total Improvement of Instruction Services		869,617	742,681	6.16	1,281,878	6.18	1,244,000		
2220 - Educational Media Services									
111	Licensed Salaries	41,182	58,145	1.00	61,675	1.00	67,675		
130	Additional Salary	-	500				-		
210	Public Employees Retirement System	11,270	17,412		22,067		23,077		
220	Social Security Administration	2,659	4,140		4,718		5,177		
230	Other Required Payroll Costs	441	674		729		763		
240	Contractual Employee Benefits	12,821	15,906		16,282		17,014		
310	Instructional, Professional and Technical Services	1,114	5,250		13,464		2,096		
320	Property Services	254	300		700		746		
340	Travel	3,136	2,375		3,000		3,000		
350	Communication	98	14		200		200		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
410	Consumable Supplies and Materials	-	-		800		-		
440	Periodicals	137	-		-		-		
460	Non-Consumable Items	13	-		-		1,000		
470	Computer Software	14,048	12,911		500		500		
640	Dues and Fees	35	-		-		1,000		
Total Educational Media Services		87,208	117,628	1.00	124,135	1.00	122,249		
2240 - Instructional Staff Development									
130	Additional Salary	10,800	18,343		-		-		
210	Public Employees Retirement System	3,147	5,014		-		-		
220	Social Security Administration	801	1,360		-		-		
230	Other Required Payroll Costs	127	213		-		-		
310	Instructional, Professional and Technical Services	97,872	253,163		70,500		68,000		
340	Travel	-	-		7,500		10,000		
380	Non-Instructional Professional and Technical Services	600	-		-		-		
410	Consumable Supplies and Materials	-	-		-		1,000		
Total Instructional Staff Development		113,348	278,092	-	78,000	-	79,000		
2310 - Board of Education Services									
340	Travel	22,766	11,985		23,000		20,000		
350	Communication	264	26		325		200		
380	Non-Instructional Professional and Technical Services	219,537	237,740		155,000		279,350		
410	Consumable Supplies and Materials	8,024	3,330		5,000		5,000		
470	Computer Software	331	-		500		-		
640	Dues and Fees	47,874	52,425		60,000		55,000		
650	Insurance and Judgements	92,642	109,158		128,000		161,509		
Total Board of Education Services		391,437	414,663	-	371,825	-	521,059		
2320 - Executive Administration Services									
112	Classified Salaries	434	16,749	-	-	-	-		
113	Administrators	183,397	188,841	1.50	282,359	1.50	329,899		
114	Managerial - Classified	69,181	56,089	1.00	93,396	1.00	96,638		
124	Temporary - Classified	3,936	-	-	-	-	-		
130	Additional Salary	600	13,094		3,600		11,400		
210	Public Employees Retirement System	73,527	71,055		136,271		160,190		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
220	Social Security Administration	18,646	19,946		27,928		30,061		
230	Other Required Payroll Costs	2,782	3,021		4,469		4,849		
240	Contractual Employee Benefits	66,158	63,788		85,282		78,619		
310	Instructional, Professional and Technical Services	-	26		-		-		
320	Property Services	965	1,000		2,900		1,864		
340	Travel	16,505	3,737		10,000		10,000		
350	Communication	1,513	2,132		1,430		2,580		
380	Non-Instructional Professional and Technical Services	6,318	11,868		11,000		11,000		
410	Consumable Supplies and Materials	17,191	9,630		14,000		14,001		
460	Non-Consumable Items	1,762	-		4,000		2,500		
470	Computer Software	2,597	1,202		1,500		1,500		
640	Dues and Fees	6,417	7,050		6,000		6,000		
650	Insurance and Judgements	-	73,205		-		-		
Total Executive Administration Services		471,928	542,433	2.50	684,136	2.50	761,100		
2520 - Fiscal Services									
112	Classified Salaries	113,287	110,382	2.00	142,889	1.80	126,861		
113	Administrators	185,078	161,082	1.00	165,447	1.00	171,241		
114	Managerial - Classified	73,939	71,429	1.00	76,276	1.00	78,927		
130	Additional Salary	-	16,611		12,000		12,000		
210	Public Employees Retirement System	116,909	112,365		147,360		138,295		
220	Social Security Administration	26,964	26,915		30,341		29,761		
230	Other Required Payroll Costs	3,957	4,018		4,714		4,366		
240	Contractual Employee Benefits	36,714	30,653		36,927		49,057		
310	Instructional, Professional and Technical Services	-	-		2,650		1,850		
320	Property Services	2,028	2,100		3,500		2,834		
340	Travel	1,851	525		3,000		5,800		
350	Communication	4,265	3,883		4,800		4,800		
380	Non-Instructional Professional and Technical Services	1,615	15,763		-		15,000		
410	Consumable Supplies and Materials	2,551	1,576		2,015		2,501		
460	Non-Consumable Items	389	-		500		500		
470	Computer Software	15,577	18,450		41,630		38,000		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
480	Computer Hardware	-	396		-		-		
640	Dues and Fees	6,489	6,122		6,000		6,000		
Total Fiscal Services		591,614	582,272	4.00	680,049	3.80	687,794		
2540 - Operation and Maintenance of Plant Services									
112	Classified Salaries	121,326	120,843	2.50	130,291	2.50	141,638		
113	Administrators	119,524	128,488	1.00	132,985	1.00	137,659		
114	Managerial - Classified	17,295	14,022	-	-	-	-		
124	Temporary - Classified	5,919	9,119	-	-	-	-		
130	Additional Salary	-	10,294				22,000		
210	Public Employees Retirement System	77,561	81,610		94,200		102,742		
220	Social Security Administration	20,793	22,229		20,141		23,049		
230	Other Required Payroll Costs	15,169	16,615		9,648		14,734		
240	Contractual Employee Benefits	55,291	55,562		53,068		34,912		
310	Instructional, Professional and Technical Services	965	400		400		400		
320	Property Services	274,060	320,582		344,900		341,184		
340	Travel	12	-		500		500		
350	Communication	8,298	7,171		8,150		9,650		
380	Non-Instructional Professional and Technical Services	146,852	102,380		61,400		110,000		
410	Consumable Supplies and Materials	36,887	40,286		53,500		50,500		
460	Non-Consumable Items	26,255	3,386		22,500		15,000		
470	Computer Software	1,091	623		1,000		1,200		
540	Depreciable Equipment	-	7,775				-		
640	Dues and Fees	59	1,605		700		700		
650	Insurance and Judgements	77,490	80,164		90,000		95,283		
Total Operation and Maintenance of Plant Services		1,004,847	1,023,154	3.50	1,023,383	3.50	1,101,151		
2570 - Internal Services									
112	Classified Salaries	33,844	35,437	0.80	34,536	0.60	28,056		
210	Public Employees Retirement System	9,846	10,393		12,357		9,567		
220	Social Security Administration	2,589	2,711		2,642		2,146		
230	Other Required Payroll Costs	3,083	3,227		3,181		2,657		
240	Contractual Employee Benefits	7,996	8,260		8,450		8,841		
310	Instructional, Professional and Technical Services	-			6,434		-		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
320	Property Services	2,698	2,800		10,600		8,373		
350	Communication	463	386		600		600		
410	Consumable Supplies and Materials	3,041	3,118		200		4,358		
470	Computer Software	56	167		200		200		
Total Internal Services		63,615	66,500	0.80	79,200	0.60	64,800		
2630 - Information Services									
124	Temporary - Classified	788	-	-	-	-	-		
210	Public Employees Retirement System	145	-		-		-		
220	Social Security Administration	60	-		-		-		
230	Other Required Payroll Costs	9	-		-		-		
Total Information Services		1,002		-	-	-	-		
2640 - Staff Services									
112	Classified Salaries	-	74,481	2.09	114,464	1.13	51,923		
113	Administrators	181,517	157,494	1.00	160,628	1.00	171,241		
114	Managerial - Classified	197,182	94,961	1.00	91,873	2.00	174,781		
124	Temporary - Classified	3,963	1,230	-	-	-	-		
130	Additional Salary	-	6,043		12,000		6,000		
210	Public Employees Retirement System	104,945	103,740		143,623		146,214		
220	Social Security Administration	28,236	25,462		28,991		30,902		
230	Other Required Payroll Costs	14,609	97,863		54,512		29,535		
240	Contractual Employee Benefits	75,737	38,905		39,827		51,410		
310	Instructional, Professional and Technical Services	12,416	199		2,501		3,027		
320	Property Services	2,031	2,100		4,300		2,291		
340	Travel	3,783	2,164		3,350		2,150		
350	Communication	21,281	3,416		3,300		4,000		
380	Non-Instructional Professional and Technical Services	98,066	157,395		115,750		72,750		
390	Other General Professional and Technological Services	3,645	6,836		5,000		7,500		
410	Consumable Supplies and Materials	6,162	1,179		1,000		2,001		
440	Periodicals	250	-		-		-		
460	Non-Consumable Items	10,083	1,029		200		500		
470	Computer Software	31,826	45,157		55,000		40,000		
610	Redemption of Principal	-	12,644				-		
621	Regular Interest	-	150				-		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
640	Dues and Fees	10,506	7,187		8,000		8,500		
Total Staff Services		806,239	839,634	4.09	844,319	4.13	804,724		
2660 - Technology Services									
112	Classified Salaries	533,781	588,860	6.50	651,244	6.00	605,578		
113	Administrators	151,929	161,082	1.00	165,447	1.20	207,201		
114	Managerial - Classified	75,025	84,183	1.00	87,129	2.00	219,913		
130	Additional Salary	-	3,500		6,638		1,200		
210	Public Employees Retirement System	222,300	229,193		332,051		360,265		
220	Social Security Administration	56,692	62,673		69,650		79,093		
230	Other Required Payroll Costs	11,697	9,316		14,304		10,892		
240	Contractual Employee Benefits	138,598	134,480		139,141		167,230		
310	Instructional, Professional and Technical Services	2,116	5,753		9,000		5,000		
320	Property Services	91,302	15,115		52,200		14,615		
340	Travel	6,434	7,997		7,350		6,100		
350	Communication	318,525	281,747		355,750		353,600		
380	Non-Instructional Professional and Technical Services	9,435	53,428		26,000		32,500		
410	Consumable Supplies and Materials	2,420	1,849		4,613		3,501		
460	Non-Consumable Items	2,839	6,462		12,500		6,000		
470	Computer Software	67,034	177,681		169,016		133,476		
480	Computer Hardware	3,218	2,335		4,500		4,563		
610	Redemption of Principal	10,113	12,851		10,684		42,717		
621	Regular Interest	870	589		299		1,672		
640	Dues and Fees	4,809	4,660		6,500		5,500		
Total Technology Services		1,709,135	1,843,754	8.50	2,124,016	9.20	2,260,614		
2680 - Interpretation and Translation Services									
310	Instructional, Professional and Technical Services	1,798,500	1,688,244		2,220,000		2,500,000		
Total Interpretation and Translation Services		1,798,500	1,688,244	-	2,220,000	-	2,500,000		
2690 - Other Support Services - Central									
320	Property Services	10,669	10,100		2,100		-		
350	Communication	-	900		1,000		2,000		
380	Non-Instructional Professional and Technical Services	-	1,956		2,500		900		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
410	Consumable Supplies and Materials	5,782	4,331		7,500		7,500		
Total Other Support Services - Central		16,451	17,287	-	13,100	-	10,400		
2700 - Supplemental Retirement Program									
240	Contractual Employee Benefits	5,380	36,384		9,120		6,960		
Total Supplemental Retirement Program		5,380	36,384	-	9,120	-	6,960		
Total Support Services		11,101,481	11,672,933	59.70	14,928,394	56.62	14,886,891		
5200 - Transfers of Funds									
710	Fund Modifications	448,198	449,713		452,500		315,839		
Total Transfers of Funds		448,198	449,713	-	452,500		315,839		
5300 - Apportionment of Funds by ESD									
720	Transits	3,597,999	3,577,566		4,010,894		2,348,007		
Total Apportionment of Funds by ESD		3,597,999	3,577,566	-	4,010,894		2,348,007		
Total Other Uses		4,046,197	4,027,279	-	4,463,394		2,663,846		
6000 - Contingencies									
810	Planned Reserve	-	-		650,000		2,234,228		
Total Contingencies		-	-	-	650,000		2,234,228		
7000 - Unappropriated Ending Fund Balance									
820	Reserved for Next Year	-	-		1,833,453		1,509,614		
Total Unappropriated Ending Fund Balance		-	-	-	1,833,453		1,509,614		
TOTAL REQUIREMENTS		28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		

General Fund

Requirements by Service Area

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Programs for Children with Special Needs								
Innovation/Special Projects	123,540	183,869	-	123,923	-	-		
Life Skills Consortium Placements	12,491,421	12,888,824	154.57	15,306,505	162.00	16,152,000		
Lane School Placements	2,376,400	2,109,594	17.93	2,161,500	19.75	2,339,200		
Behavior Disorder Consultants	404,053	109,419	0.95	148,500	1.44	252,275		
School Psychologists	262,746	269,575	2.90	504,000	3.08	463,854		
Speech Language Pathologists	572,475	587,476	7.15	1,085,000	4.11	602,400		
Augmentative Communication	230,265	185,480	1.45	256,000	1.55	264,000		
Direction Service	60,827	87,347	-	86,948	-	51,855		
Nursing Services	24,425	108,712	0.85	136,000	0.56	86,622		
Other Contracted Services	2,076,718	2,072,851	-	2,220,000	1.03	2,645,805		
Total Programs for Children with Special Needs	18,622,870	18,603,147	185.79	22,028,376	193.52	22,858,011		
Technology Support								
Technology Services	1,222,571	1,301,809	4.50	1,487,160	4.70	1,530,000		
Application Hosting and Management	-	-	-	13,416	-	8,476		
Total Technology Support	1,222,571	1,301,809	4.50	1,500,576	4.70	1,538,476		
School Improvement Services								
School Improvement Services	407,420	404,828	4.41	900,025	4.28	865,000		
Innovation/Special Projects	-	-	-	-	-	12,750		
Promise Programs	82,348	64,875	0.25	81,352	0.25	90,000		
Lane Career Academy	-	-	2.00	306,490	2.00	360,000		
Career and Technical Education	188,622	179,346	1.50	224,200	1.65	209,000		
Library Services	87,208	117,628	1.00	124,135	1.00	122,249		
Professional Development	95,673	252,036	-	-	-	-		
School Improvement Services	861,271	1,018,712	9.16	1,636,202	9.18	1,658,999		
Administrative and Support Services								
Home Schooling	27,312	33,215	0.30	39,424	0.30	37,521		
Attendance and Truancy Services	4,208	5,164	-	-	-	-		
Connected Lane County	70,000	76,300	-	76,300	-	80,000		
Substitute List Subscription	-	-	0.09	9,266	0.13	14,526		
Courier Services	63,615	66,500	0.80	79,200	0.60	64,800		



	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Business Services	27,150	27,150	-	-	-	-		
Communications Services	1,002	-	-	-	-	-		
Total Administrative and Support Services	193,286	208,329	1.19	204,190	1.03	196,847		
Administration	3,569,121	3,955,832	14.65	4,175,299	14.60	4,338,247		
Transits to Districts	3,597,999	3,577,566	-	4,010,894	-	2,348,007		
Contingencies	-	-		650,000		2,234,228		
Unappropriated Ending Fund Balance	-	-		1,833,453		1,509,614		
TOTAL REQUIREMENTS	28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		

General Fund

Requirements by Cost Center

	2023-24	2024-25	2025-26		2026-27 Budget			
	Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
Core Services								
110 Technology Services	1,222,571	1,301,809	4.50	1,487,160	4.70	1,530,000		
224 School Improvement Services	407,420	404,828	4.41	900,025	4.28	865,000		
225 Lane Career Academy	-	-	2.00	306,490	2.00	360,000		
330 Life Skills Program	-	-	-	100,000	-	100,000		
510 Innovation/Special Projects	123,540	183,869	-	123,923	-	12,750		
515 Promise Programs	82,348	64,875	0.25	81,352	0.25	90,000		
520 Connected Lane County	70,000	76,300	-	76,300	-	80,000		
Total Core Services	1,905,878	2,031,682	11.16	3,075,250	11.23	3,037,750		
Menu Services								
016 Central Services	-	-	-	93,402	-	-		
017 Facilities - Westmoreland	318,629	275,934	1.35	308,726	1.70	382,858		
226 Career and Technical Education	188,622	179,346	1.50	192,766	1.65	209,000		
300 Special Education Direction	399,543	396,995	4.90	895,324	5.20	968,523		
330 Life Skills Program	11,208,825	11,604,229	126.88	11,931,053	138.01	13,705,291		
335 Intensive Services Program - Behavior	815,533	836,775	8.03	753,224	9.30	652,700		
340 Intensive Services Program - Medical	-	-	15.33	1,706,149	9.75	745,000		
360 Lane School Program	2,125,291	1,884,484	16.41	1,845,155	18.11	1,994,940		
380 Direction Service	60,827	87,347	-	86,948	-	51,855		
385 Augmentative Communication Services	230,265	185,480	1.40	228,667	1.50	254,315		
390 District Assigned Staffing	1,263,699	1,075,181	11.50	1,776,970	8.95	1,361,567		
395 Other Contracted Services	2,059,593	2,072,851	-	2,220,000	1.00	2,640,962		
400 Substitute List Subscription	-	-	0.09	9,266	0.13	14,526		
410 Courier Services	63,615	66,500	0.80	76,726	0.60	64,800		
430 Attendance and Truancy Services	4,208	5,164	-	-	-	-		
450 Application Hosting and Management	-	-	-	13,416	-	8,476		
500 Library Services	87,208	117,628	1.00	116,878	1.00	122,249		
525 Professional Development	95,673	252,036	-	-	-	-		
526 Communications Services	1,002	-	-	-	-	-		

		2023-24	2024-25	2025-26		2026-27 Budget			
		Actual	Actual	FTE	Budget	FTE	Proposed	Approved	Adopted
528	Youth Transition Program Services	17,125	-	-	-	-	-		
530	Transits to Districts	3,597,999	3,577,566	-	4,010,894	-	2,348,007		
Total Menu Services		22,537,657	22,617,516	189.17	26,265,564	196.89	25,525,069		
Administration									
010	Board of Education	391,437	414,663	-	371,825	-	521,059		
011	Office of Superintendent	487,404	552,415	2.50	684,136	2.50	762,100		
012	Human Resources	813,818	864,396	3.00	737,990	3.00	719,782		
013	Business Services	591,614	582,272	4.00	680,049	3.80	687,794		
014	Facilities - Main Campus	915,577	975,392	2.00	955,354	1.80	854,132		
015	Technology Services	566,335	534,540	3.00	587,558	3.50	668,591		
017	Facilities - Westmoreland	-	-	0.15	34,304	-	-		
019	Central Services	(169,913)	59,305	-	124,083	-	124,789		
080	Home Schooling	27,312	33,215	0.30	39,424	0.30	37,521		
Total Administration		3,623,583	4,016,198	14.95	4,214,723	14.90	4,375,768		
Contingencies		-	-		650,000		2,234,228		
Unappropriated Ending Fund Balance		-	-		1,833,453		1,509,614		
TOTAL REQUIREMENTS		28,067,119	28,665,396	215.29	36,038,990	223.02	36,682,429		



Special Revenue Fund

The Special Revenue Fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.



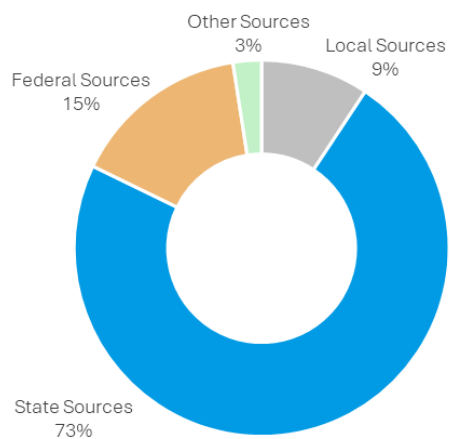
Career Technical Education (CTE) helps high school students across Lane County connect their passions to real careers. Through CTE programs, students take high-quality, hands-on classes linked to career pathways; earn industry credentials and college credit; and gain real-world experience through partnerships with local employers and Lane Community College. These opportunities boost achievement, graduation rates, and career success.

Special Revenue Fund

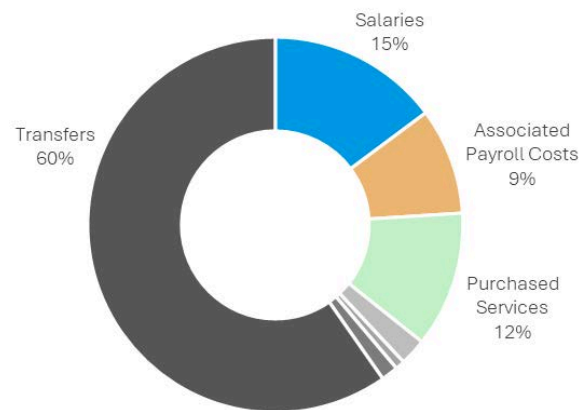
Summary of Resources and Requirements

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
1000 Local Sources	3,182,225	4,732,489		4,112,000		4,005,000		
3000 State Sources	21,354,968	31,013,007		28,486,998		31,302,251		
4000 Federal Sources	8,302,803	10,384,474		8,455,500		6,600,009		
5000 Other Sources	1,329,276	738,157		500,500		1,055,000		
Total Resources	34,169,272	46,868,127	-	41,554,998		42,962,260		
Requirements								
100 Salaries	6,974,667	7,028,392	79.38	6,715,848	69.93	6,362,929		
200 Associated Payroll Costs	3,912,201	3,898,961		4,343,435		3,945,538		
300 Purchased Services	3,332,292	4,164,611		6,192,008		5,033,067		
400 Supplies and Materials	1,113,559	2,140,120		690,578		992,107		
500 Capital Outlay	981,506	89,068		280,000		350,000		
600 Other Objects	845,029	845,150		784,856		621,907		
700 Transfers	16,439,074	27,676,934		22,548,273		25,656,712		
Total Requirements	33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		
ENDING FUND BALANCE	570,944	1,024,892		-		-		

Resources



Requirements



Special Revenue Fund

Resources by Source

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Revenue from Local Sources								
1920 Contributions, Donations, and General Fundraising from Private Sources	81,010	618,265		625,000		135,000		
1940 Services Provided Other Local Education Agencies	2,884,067	3,239,780		3,375,000		3,460,000		
1960 Recovery of Prior Years' Expenditure	11,625	16,097		25,000		-		
1990 Miscellaneous	205,523	858,347		87,000		410,000		
Total Revenue from Local Sources	3,182,225	4,732,489		4,112,000		4,005,000		
3000 - Revenue from State Sources								
3299 Other Restricted Grants-in-aid	21,354,968	31,013,007		28,486,998		31,302,251		
Total Revenue from State Sources	21,354,968	31,013,007		28,486,998		31,302,251		
4000 - Revenue from Federal Sources								
4300 Restricted Revenue Direct from the Federal Government	249,201	9,139		-		-		
4500 Restricted Revenue From the Federal Government Through the State	7,902,957	10,319,047		8,360,500		6,510,009		
4700 Grants-In-Aid From the Federal Government Through Other Intermediate Agencies	150,644	56,289		95,000		90,000		
Total Revenue from Federal Sources	8,302,803	10,384,474		8,455,500		6,600,009		
5000 - Revenue from Other Sources								
5200 Interfund Transfers	163,198	167,213		177,500		180,000		
5400 Beginning Fund Balances	1,166,079	570,944		323,000		875,000		
Total Revenue from Other Sources	1,329,276	738,157		500,500		1,055,000		
TOTAL RESOURCES	34,169,272	46,868,127		41,554,998		42,962,260		

Special Revenue Fund

Requirements by Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
100 - Salaries								
111 Licensed Salaries	2,780,904	2,796,795	30.60	2,852,751	24.20	2,533,342		
112 Classified Salaries	2,741,833	2,624,028	44.08	2,693,948	40.26	2,714,720		
113 Administrators	847,717	924,231	4.60	707,343	5.48	880,148		
114 Managerial - Classified	63,761	10,235	0.10	8,071	-	-		
121 Substitutes - Licensed	-	18,621				-		
123 Temporary - Licensed	457,865	269,876	-	200,000	-	112,630		
124 Temporary - Classified	71,137	72,242	-	100,000	-	39,392		
130 Additional Salary	11,450	312,364	-	153,735	-	82,697		
Total Salaries	6,974,667	7,028,392	79.38	6,715,848	69.93	6,362,929		
200 - Associated Payroll Costs								
210 Public Employees Retirement System	2,012,313	2,053,015		2,457,575		2,221,612		
220 Social Security Administration	524,645	524,957		513,762		490,589		
230 Other Required Payroll Costs	82,001	82,443		101,626		70,868		
240 Contractual Employee Benefits	1,293,242	1,238,546		1,270,471		1,162,469		
Total Associated Payroll Costs	3,912,201	3,898,961		4,343,435		3,945,538		
300 - Purchased Services								
310 Instructional, Professional and Technical Services	1,696,363	1,883,662		4,741,643		3,008,689		
320 Property Services	65,350	131,088		81,000		79,129		
330 Student Transportation Services	88,036	70,345		-		119,256		
340 Travel	228,293	222,550		176,350		204,610		
350 Communication	128,370	98,386		48,145		55,350		
374 Other Tuition	193,599	284,339		292,721		224,830		
380 Non-Instructional Professional and Technical Services	932,282	1,474,242		852,150		1,341,203		
Total Purchased Services	3,332,292	4,164,611		6,192,008		5,033,067		
400 - Supplies and Materials								
410 Consumable Supplies and Materials	578,483	1,877,731		448,569		662,697		
420 Textbooks	11,852	5,875		10,000		8,500		

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
440 Periodicals	25	-		-		-		
460 Non-Consumable Items	165,443	23,804		59,000		63,300		
470 Computer Software	290,171	154,577		138,010		202,610		
480 Computer Hardware	67,584	78,134		35,000		55,000		
Total Supplies and Materials	1,113,559	2,140,120		690,578		992,107		
500 - Capital Outlay								
540 Depreciable Equipment	249,201	89,068		-		-		
550 Depreciable Technology	654,615	-		280,000		350,000		
590 Other Capital Outlay	77,690	-		-		-		
Total Capital Outlay	981,506	89,068		280,000		350,000		
600 - Other Objects								
640 Dues and Fees	32,044	57,523		45,300		15,500		
690 Grant Indirect Charges	812,985	787,627		739,556		606,407		
Total Other Objects	845,029	845,150	-	784,856		621,907		
700 - Transfers								
710 Fund Modifications	-	2,500		-		-		
720 Transits	16,439,074	27,674,434		22,548,273		25,656,712		
Total Transfers	16,439,074	27,676,934		22,548,273		25,656,712		
TOTAL REQUIREMENTS	33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		

Special Revenue Fund

Requirements by Function

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Instruction								
1111 Elementary, K-5 or K-6	37,211	39,693	-	-	-	-		
1121 Middle/Junior High School Programs	2,161	4,063	-	-	-	-		
1220 Restrictive Programs for Students with Disabilities	496,576	545,623	6.10	1,198,208	1.40	1,300,798		
1250 Less Restrictive Programs for Students with Disabilities	1,582,246	1,269,000	9.00	1,275,382	8.00	1,330,685		
1280 Alternative Education	6,261	180,090	-	37,647	-	-		
1293 Migrant Education	674,918	303,016	0.80	664,723	0.50	312,687		
1294 Youth Corrections Education	419,884	450,763	3.00	563,237	3.00	585,557		
1400 Summer School Programs	33,002	42,778	0.05	-	-	-		
Total Instruction	3,252,258	2,835,027	18.95	3,739,197	12.90	3,529,726		
2000 - Support Services								
2110 Attendance and Social Work Services	814,781	549,421	4.61	906,956	4.13	589,637		
2120 Guidance Services	1,029,380	208,775	1.50	239,188	0.43	76,571		
2130 Health Services	54,230	125	-	43,183	-	43,000		
2140 Psychological Services	-	5,710	-	-	-	-		
2150 Speech Pathology and Audiology Services	-	-	0.50	2,726	-	2,800		
2190 Service Direction, Student Support Services	178,619	426,547	1.30	411,867	2.05	579,380		
2210 Improvement of Instruction Services	4,586,035	7,429,327	15.37	6,501,401	15.33	5,126,998		
2240 Instructional Staff Development	3,409,294	3,394,758	8.75	3,519,152	8.08	3,476,679		
2540 Operation and Maintenance of Plant Services	329,294	37,098	-	77,041	-	-		
2550 Student Transportation Services	-	66,677	-	104,590	-	117,756		
2620 Planning, Research, Development, Evaluation Services, Grant Writing, and Statistical Services	125	-	-	-	-	-		
2640 Staff Services	17,925	111,116	-	35,324	-	38,000		
2660 Technology Services	830,656	192,436	-	399,202	-	470,000		



	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2680 Interpretation and Translation Services	2,596,694	2,804,177	28.40	2,946,899	27.03	3,160,000		
Total Support Services	13,847,033	15,226,167	60.43	15,187,528	57.03	13,680,821		
3000 - Enterprise and Community Services								
3100 Food Services	59,963	91,404	-	80,000	-	95,000		
Total Enterprise and Community Services	59,963	91,404	-	80,000	-	95,000		
5000 - Other Uses								
5200 Transfers of Funds	-	2,500		-		-		
5300 Apportionment of Funds by ESD	16,439,074	27,688,136		22,548,273		25,656,712		
Total Other Uses	16,439,074	27,690,636	-	22,548,273		25,656,712		
TOTAL REQUIREMENTS	33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		

Special Revenue Fund

Requirements by Function / Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1111 - Elementary, K-5 or K-6								
310 Instructional, Professional and Technical Services	35,736	39,693		-		-		
640 Dues and Fees	1,475	-		-		-		
Total Elementary, K-5 or K-6	37,211	39,693	-	-	-	-		
1121 - Middle/Junior High School Programs								
310 Instructional, Professional and Technical Services	736	4,063		-		-		
640 Dues and Fees	1,425	-		-		-		
Total Middle/Junior High School Programs	2,161	4,063	-	-	-	-		
1220 - Restrictive Programs for Students with Disabilities								
111 Licensed Salaries	308,137	299,912	6.10	139,464	1.40	148,596		
130 Additional Salary	2,650	3,635		-		-		
210 Public Employees Retirement System	90,449	92,855		49,203		50,671		
220 Social Security Administration	23,576	23,488		10,643		11,368		
230 Other Required Payroll Costs	3,647	3,710		1,568		1,658		
240 Contractual Employee Benefits	61,715	54,629		28,407		30,326		
310 Instructional, Professional and Technical Services	-	-		945,082		1,041,200		
320 Property Services	492	44,900		900		764		
340 Travel	602	4,846		7,700		5,400		
350 Communication	2,655	1,116		1,000		500		
410 Consumable Supplies and Materials	739	826		9,740		8,515		
420 Textbooks	80	-		-		-		
460 Non-Consumable Items	-	-		2,500		1,300		
470 Computer Software	1,462	1,798		2,000		500		
480 Computer Hardware	18	-		-		-		
690 Grant Indirect Charges	354	13,909		-		-		
Total Restrictive Programs for Students with Disabilities	496,576	545,623	6.10	1,198,208	1.40	1,300,798		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
1250 - Less Restrictive Programs for Students with Disabilities									
111	Licensed Salaries	751,936	692,061	9.00	657,534	8.00	736,718		
112	Classified Salaries	11,837	-	-	-	-	-		
123	Temporary - Licensed	11,531	1,384	-	-	-	-		
130	Additional Salary	-	3,148		6,000				
210	Public Employees Retirement System	237,018	212,660		232,432		260,447		
220	Social Security Administration	58,278	52,656		49,191		56,359		
230	Other Required Payroll Costs	9,013	8,275		6,443		8,222		
240	Contractual Employee Benefits	161,043	161,063		140,039		158,932		
310	Instructional, Professional and Technical Services	94,059	16,592		2,000		-		
320	Property Services	-	487		-		-		
330	Student Transportation Services	150	280		-		-		
340	Travel	16,720	12,105		10,500		10,000		
350	Communication	8,958	7,441		12,550		14,250		
380	Non-Instructional Professional and Technical Services	-	18,722		-		-		
410	Consumable Supplies and Materials	1,986	1,015		24,662		13,200		
460	Non-Consumable Items	38,081	2,280		19,000		5,000		
470	Computer Software	4,742	4,002		4,745		3,600		
480	Computer Hardware	4,379	-		-		-		
640	Dues and Fees	96	-		-		-		
690	Grant Indirect Charges	172,417	74,830		110,285		63,957		
Total Less Restrictive Programs for Students with Disabilities		1,582,246	1,269,000	9.00	1,275,382	8.00	1,330,685		
1280 - Alternative Education									
111	Licensed Salaries	-	69,734	-	12,506	-	-		
112	Classified Salaries	4,353	38,219	-	4,217	-	-		
121	Substitutes - Licensed	-	1,940		-				
130	Additional Salary	-	1,000		-				
210	Public Employees Retirement System	213	30,455		5,702		-		
220	Social Security Administration	307	8,338		1,250		-		
230	Other Required Payroll Costs	51	1,306		164		-		
240	Contractual Employee Benefits	1,336	15,952		2,275		-		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
310	Instructional, Professional and Technical Services	-	3,260		-				
320	Property Services	-	-		3,600				
330	Student Transportation Services	-	-		1,835				
350	Communication	-	23		663				
410	Consumable Supplies and Materials	-	7,788		1,128		-		
420	Textbooks	-	-		1,074				
470	Computer Software	-	2,076		3,233		-		
Total Alternative Education		6,261	180,090	-	37,647	-	-		
1293 - Migrant Education									
112	Classified Salaries	91,821	47,775	0.50	276,582	0.50	45,084		
113	Administrators	91,481	-	0.30	24,121	-	-		
123	Temporary - Licensed	103,035	92,483	-	94,592	-	88,330		
124	Temporary - Classified	40,205	34,890	-	33,381	-	36,152		
130	Additional Salary	-	1,265		742		867		
210	Public Employees Retirement System	80,527	34,892		55,441		58,117		
220	Social Security Administration	24,763	13,371		14,518		13,038		
230	Other Required Payroll Costs	4,358	2,070		2,350		1,851		
240	Contractual Employee Benefits	26,786	7,854		9,008		4,501		
310	Instructional, Professional and Technical Services	32,099	15,268		16,993		-		
320	Property Services	15,612	4,500		6,200		373		
330	Student Transportation Services	84,355	2,416		-		-		
340	Travel	20,007	661		584		500		
350	Communication	15,696	8,084		9,821		6,500		
380	Non-Instructional Professional and Technical Services	4,782	11,891		34,262		25,000		
410	Consumable Supplies and Materials	18,439	16,241		74,746		25,130		
420	Textbooks	7,640	-		-		-		
460	Non-Consumable Items	34	-		-		-		
470	Computer Software	4,500	-		-		-		
640	Dues and Fees	13	-		-		-		
690	Grant Indirect Charges	8,766	9,355		11,380		7,244		
Total Migrant Education		674,918	303,016	0.80	664,723	0.50	312,687		
1294 - Youth Corrections Education									
111	Licensed Salaries	252,949	247,736	3.00	276,355	3.00	326,152		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
121	Substitutes - Licensed	-	16,680						
130	Additional Salary	-	9,105		6,000		6,000		
210	Public Employees Retirement System	77,683	83,252		104,175		117,101		
220	Social Security Administration	19,718	21,052		21,600		25,410		
230	Other Required Payroll Costs	2,960	3,207		3,333		3,706		
240	Contractual Employee Benefits	49,138	42,623		45,936		46,192		
310	Instructional, Professional and Technical Services	-	-		44,618		11,336		
320	Property Services	711	700		3,700		3,356		
340	Travel	3	624		-		500		
350	Communication	624	-		-		-		
410	Consumable Supplies and Materials	4,809	177		19,598		24,805		
460	Non-Consumable Items	741	259		2,423		-		
470	Computer Software	712	2,035		28,000		16,000		
480	Computer Hardware	274	20,357		6,500		4,000		
640	Dues and Fees	-	13		1,000		1,000		
690	Grant Indirect Charges	9,561	2,946		-		-		
Total Youth Corrections Education		419,884	450,763	3.00	563,237	3.00	585,557		
1400 - Summer School Programs									
112	Classified Salaries	2,129	1,971	0.05	-	-	-		
123	Temporary - Licensed	9,500	9,720		-		-		
124	Temporary - Classified	8,470	6,140		-		-		
210	Public Employees Retirement System	2,948	2,375		-		-		
220	Social Security Administration	1,538	1,364		-		-		
230	Other Required Payroll Costs	238	781		-		-		
240	Contractual Employee Benefits	262	236		-		-		
310	Instructional, Professional and Technical Services	3,200	3,650		-		-		
330	Student Transportation Services	640	971		-		-		
340	Travel	138	191		-		-		
380	Non-Instructional Professional and Technical Services	-	3,776		-		-		
410	Consumable Supplies and Materials	3,942	11,602		-		-		
Total Summer School Programs		33,002	42,778	0.05	-	-	-		

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Total Instruction	3,252,258	2,835,027	18.95	3,739,197	12.90	3,529,726		
2110 - Attendance and Social Work Services								
111 Licensed Salaries	43,797	6,809	-	-	-	-		
112 Classified Salaries	375,577	279,693	4.61	438,221	4.13	279,747		
123 Temporary - Licensed	19,309	-	-	-	-	-		
130 Additional Salary	-	15,145		2,912		5,270		
210 Public Employees Retirement System	129,298	89,700		159,948		98,359		
220 Social Security Administration	32,617	22,617		33,485		21,804		
230 Other Required Payroll Costs	5,105	3,484		8,502		3,249		
240 Contractual Employee Benefits	84,263	68,076		90,429		76,913		
310 Instructional, Professional and Technical Services	1,483	-		11,800		3,000		
320 Property Services	14,156	18,204		6,609		18,076		
340 Travel	6,540	369		2,000		-		
350 Communication	5,257	5,421		13,225		1,100		
380 Non-Instructional Professional and Technical Services	24,345	-		1,640		-		
410 Consumable Supplies and Materials	34,666	5,382		31,449		10,200		
420 Textbooks	583	-		-		-		
470 Computer Software	9,599	8,865		13,500		200		
480 Computer Hardware	339	1,644		-		-		
640 Dues and Fees	-	335		300		-		
690 Grant Indirect Charges	27,846	23,676		92,938		71,718		
Total Attendance and Social Work Services	814,781	549,421	4.61	906,956	4.13	589,637		
2120 - Guidance Services								
111 Licensed Salaries	83,133	91,333	1.50	140,917	0.43	44,195		
112 Classified Salaries	121,974	-	-	-	-	-		
113 Administrators	3,745	-	-	-	-	-		
130 Additional Salary	-	182						
210 Public Employees Retirement System	56,517	27,144		51,630		15,071		
220 Social Security Administration	15,515	6,890		11,039		3,381		
230 Other Required Payroll Costs	2,457	1,070		1,694		494		
240 Contractual Employee Benefits	46,184	8,431		17,659		7,278		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
310	Instructional, Professional and Technical Services	345,982	862		750		-		
320	Property Services	-	-		600		317		
340	Travel	1,172	3,676		950		-		
350	Communication	6,399	649		25		-		
380	Non-Instructional Professional and Technical Services	390	39,987		-		-		
410	Consumable Supplies and Materials	122,987	17,898		5,319		-		
460	Non-Consumable Items	115,337	-		-		-		
470	Computer Software	6,414	167		-		-		
480	Computer Hardware	21,124	-		-		-		
640	Dues and Fees	-	545		-		-		
690	Grant Indirect Charges	80,050	9,942		8,606		5,835		
Total Guidance Services		1,029,380	208,775	1.50	239,188	0.43	76,571		
2130 - Health Services									
111	Licensed Salaries	27,165	-	-	-	-	-		
112	Classified Salaries	2,640	-	-	-	-	-		
210	Public Employees Retirement System	7,883	-		-		-		
220	Social Security Administration	2,146	-		-		-		
230	Other Required Payroll Costs	448	-		-		-		
240	Contractual Employee Benefits	5,272	-		-		-		
310	Instructional, Professional and Technical Services	2,075	-		40,000		40,000		
410	Consumable Supplies and Materials	1,351	125		3,183		3,000		
640	Dues and Fees	5,250	-		-		-		
Total Health Services		54,230	125	-	43,183	-	43,000		
2140 - Psychological Services									
380	Non-Instructional Professional and Technical Services	-	5,710		-				
Total Psychological Services		-	5,710		-	-	-		
2150 - Speech Pathology and Audiology Services									
111	Licensed Salaries	-	-	0.50	-	-	-		
410	Consumable Supplies and Materials	-	-		2,726		2,800		
Total Speech Pathology and Audiology Services		-	-	0.50	2,726	-	2,800		

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2190 - Service Direction, Student Support Services								
112 Classified Salaries	-	-	0.50	-	0.30	16,605		
113 Administrators	92,767	209,726	0.70	167,916	1.75	282,952		
114 Managerial - Classified	-	-	0.10	-	-	-		
130 Additional Salary	-	701		900		-		
210 Public Employees Retirement System	28,941	63,889		61,950		104,796		
220 Social Security Administration	7,078	15,785		12,606		22,916		
230 Other Required Payroll Costs	1,067	2,442		2,051		3,330		
240 Contractual Employee Benefits	16,537	36,503		25,736		53,698		
320 Property Services	4,290	-		11,100		6,636		
340 Travel	912	7,160		5,000		6,000		
350 Communication	537	-		-		-		
380 Non-Instructional Professional and Technical Services	13,080	29,575		64,000		20,000		
410 Consumable Supplies and Materials	-	-		-		1,627		
460 Non-Consumable Items	-	1,647		2,000		2,000		
470 Computer Software	232	237		1,500		2,500		
640 Dues and Fees	-	570		1,000		1,000		
690 Grant Indirect Charges	13,177	58,312		56,108		55,321		
Total Service Direction, Student Support Services	178,619	426,547	1.30	411,867	2.05	579,380		
2210 - Improvement of Instruction Services								
111 Licensed Salaries	876,168	1,014,343	7.00	704,171	7.58	876,599		
112 Classified Salaries	326,049	408,221	6.47	460,246	5.80	403,425		
113 Administrators	457,601	448,843	1.90	335,789	1.95	313,674		
114 Managerial - Classified	63,761	10,235	-	-	-	-		
123 Temporary - Licensed	36,970	70,948	-	64,657	-	24,300		
124 Temporary - Classified	6,980	20,532	-	8,499	-	3,240		
130 Additional Salary	-	46,397		32,198		37,560		
210 Public Employees Retirement System	522,008	598,014		543,315		573,753		
220 Social Security Administration	133,905	153,287		120,050		126,898		
230 Other Required Payroll Costs	20,317	24,286		15,880		18,492		
240 Contractual Employee Benefits	267,960	276,228		237,696		194,786		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
310	Instructional, Professional and Technical Services	532,509	1,439,757		2,672,929		1,558,053		
320	Property Services	13,543	40,988		31,828		18,800		
330	Student Transportation Services	2,890	-		-		1,500		
340	Travel	137,414	152,634		107,866		109,310		
350	Communication	12,183	8,281		8,930		10,100		
374	Other Tuition	13,675	17,584		-		-		
380	Non-Instructional Professional and Technical Services	319,149	402,479		361,788		152,582		
410	Consumable Supplies and Materials	364,613	1,729,506		364,303		431,127		
420	Textbooks	1,744	-		-		-		
440	Periodicals	25	-		-		-		
460	Non-Consumable Items	7,244	9,572		29,559		26,000		
470	Computer Software	214,407	59,527		73,245		48,700		
480	Computer Hardware	6,833	45,483		5,000		-		
540	Depreciable Equipment	-	79,929		-		-		
640	Dues and Fees	13,961	41,389		3,554		4,000		
690	Grant Indirect Charges	234,127	330,863		319,899		194,099		
Total Improvement of Instruction Services		4,586,035	7,429,327	15.37	6,501,401	15.33	5,126,998		
2240 - Instructional Staff Development									
111	Licensed Salaries	437,618	374,868	3.50	395,739	3.80	401,082		
112	Classified Salaries	246,478	278,995	3.95	246,519	3.00	243,030		
113	Administrators	140,595	192,216	1.30	199,589	1.28	200,274		
123	Temporary - Licensed	275,141	92,541	-	200,000	-	-		
124	Temporary - Classified	11,855	8,013	-	100,000	-	-		
130	Additional Salary	-	23,905		7,178		-		
210	Public Employees Retirement System	322,870	291,600		293,637		297,757		
220	Social Security Administration	82,513	72,722		62,864		64,596		
230	Other Required Payroll Costs	12,916	11,198		8,127		9,458		
240	Contractual Employee Benefits	178,090	172,492		199,985		174,397		
310	Instructional, Professional and Technical Services	646,627	345,384		381,479		354,100		
320	Property Services	4,695	9,110		17,350		10,650		
340	Travel	38,519	30,740		60,368		62,900		
350	Communication	5,305	901		2,500		2,900		
374	Other Tuition	179,924	266,755		299,217		224,830		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
380	Non-Instructional Professional and Technical Services	496,298	835,804		721,000		1,044,621		
410	Consumable Supplies and Materials	23,322	85,603		51,882		104,741		
420	Textbooks	1,804	5,875		10,000		8,500		
460	Non-Consumable Items	-	-		-		5,000		
470	Computer Software	32,808	24,012		50,010		51,110		
480	Computer Hardware	2,077	90		-		-		
640	Dues and Fees	3,153	8,140		8,195		8,500		
690	Grant Indirect Charges	266,687	263,795		203,515		208,233		
Total Instructional Staff Development		3,409,294	3,394,758	8.75	3,519,152	8.08	3,476,679		
2540 - Operation and Maintenance of Plant Services									
380	Non-Instructional Professional and Technical Services	2,403	27,960		77,041		-		
540	Depreciable Equipment	249,201	9,139		-		-		
590	Other Capital Outlay	77,690	-		-		-		
Total Operation and Maintenance of Plant Services		329,294	37,098	-	77,041	-	-		
2550 - Student Transportation Services									
330	Student Transportation Services	-	66,677		104,590		117,756		
Total Student Transportation Services		-	66,677	-	104,590	-	117,756		
2620 - Planning, Research, Development, Evaluation Services, Grant Writing, and Statistical Services									
340	Travel	125	-		-		-		
Total Planning, Research, Development, Evaluation Services, Grant Writing, and Statistical Services		125	-	-	-	-	-		
2640 - Staff Services									
123	Temporary - Licensed	2,378	2,800	-	-	-	-		
124	Temporary - Classified	3,628	2,667	-	-	-	-		
130	Additional Salary	-	96,752		-		-		
210	Public Employees Retirement System	1,683	1,583		-		-		
220	Social Security Administration	436	402		-		-		
230	Other Required Payroll Costs	71	64		-		-		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
240	Contractual Employee Benefits	20	-		-		-		
410	Consumable Supplies and Materials	1,481	1,289		20,316		19,000		
460	Non-Consumable Items	1,992	-		15,008		19,000		
470	Computer Software	-	4,300						
640	Dues and Fees	6,237	1,260		-		-		
Total Staff Services		17,925	111,116	-	35,324	-	38,000		
2660 - Technology Services									
112	Classified Salaries	55,260	55,172	-	-	-	-		
130	Additional Salary	-	1,107		-		-		
210	Public Employees Retirement System	16,334	16,674		-		-		
220	Social Security Administration	4,206	4,305		-		-		
230	Other Required Payroll Costs	651	662		-		-		
240	Contractual Employee Benefits	7,772	7,581		-		-		
310	Instructional, Professional and Technical Services	1,057	-		-		-		
350	Communication	50,594	49,404		50,100		-		
460	Non-Consumable Items	1,508	10,046		-		-		
470	Computer Software	10,272	36,951		44,102		70,000		
480	Computer Hardware	28,387	10,532		25,000		50,000		
550	Depreciable Technology	654,615	-		280,000		350,000		
Total Technology Services		830,656	192,436	-	399,202	-	470,000		
2680 - Interpretation and Translation Services									
112	Classified Salaries	1,503,714	1,513,983	28.00	1,637,392	26.53	1,726,829		
113	Administrators	61,528	73,445	0.40	46,629	0.50	83,249		
130	Additional Salary	8,800	110,022	-	75,987	-	33,000		
210	Public Employees Retirement System	437,940	507,922		602,516		645,540		
220	Social Security Administration	118,049	128,680		131,066		144,820		
230	Other Required Payroll Costs	18,705	19,889		17,991		20,408		
240	Contractual Employee Benefits	386,865	386,878		390,912		415,445		
310	Instructional, Professional and Technical Services	800	1,430		45		1,000		
320	Property Services	11,850	12,200		12,600		20,157		
340	Travel	6,141	9,543		8,953		10,000		
350	Communication	20,162	17,065		15,784		20,000		

		2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
				FTE	Budget	FTE	Proposed	Approved	Adopted
380	Non-Instructional Professional and Technical Services	12,307	7,306		1,150		5,000		
410	Consumable Supplies and Materials	147	280		322		18,552		
460	Non-Consumable Items	507	-		1,198		5,000		
470	Computer Software	5,024	10,605		4,355		10,000		
480	Computer Hardware	4,154	28		-		1,000		
640	Dues and Fees	-	4,900		-		-		
Total Interpretation and Translation Services		2,596,694	2,804,177	28.40	2,946,899	27.03	3,160,000		
Total Support Services		13,847,033	15,226,167	60.43	15,187,528	57.03	13,680,821		
3100 - Food Services									
380	Non-Instructional Professional and Technical Services	59,528	91,032		79,000		94,000		
640	Dues and Fees	435	372		1,000		1,000		
Total Enterprise and Community Services		59,963	91,404	-	80,000	-	95,000		
5200 - Transfers of Funds									
710	Fund Modifications	-	2,500		-		-		
Total Transfers of Funds		-	2,500	-	-	-	-		
5300 - Apportionment of Funds by ESD									
720	Transits	16,439,074	27,688,136		22,548,273		25,656,712		
Total Apportionment of Funds by ESD		16,439,074	27,688,136	-	22,548,273	-	25,656,712		
Total Other Uses		16,439,074	27,690,636	-	22,548,273	-	25,656,712		
TOTAL REQUIREMENTS		33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		

Special Revenue Fund

Requirements by Service Area / Program

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Programs for Children with Special Needs								
Child Nutrition Programs	59,963	91,404	-	80,000	-	95,000		
Early Intervention / Early Childhood Special Education	15,416,549	25,911,462	0.03	21,000,000	0.03	23,375,289		
IDEA Regional Technical Assistance Program	73,272	73,780	0.30	80,000	0.28	76,883		
Juvenile Detention Education Program	272,645	619,710	2.70	605,237	2.68	597,531		
Martin Luther King, Jr. Education Center	219,536	172,683	1.00	241,229	1.20	240,000		
Miscellaneous Special Education Grants	68,016	5,454	-	92,421	0.63	260,000		
Oregon Early Childhood Inclusion Initiative	216,141	201,017	-	-	-	-		
Regional Inclusive Services	1,809,993	1,531,733	15.65	1,862,098	8.65	1,906,017		
School Violence Prevention Program	249,201	9,139	-	-	-	-		
Sign Language Interpreter Services	2,596,694	2,804,177	28.40	2,946,899	27.03	3,160,000		
State Hospital Education Program	150,000	179,688	1.03	207,000	1.03	207,000		
Youth Transition Program	653,243	-	-	-	-	-		
Total Programs for Children with Special Needs	21,785,251	31,600,247	49.10	27,114,885	41.51	29,917,720		
School Improvement Services								
African American Black Student Success	469,241	23,532	-	-	-	-		
Behavioral Health CTE Pathway	-	202,231	0.77	1,214,769	1.00	230,142		
CTE Revitalization: Manufacturing	46,558	453,365	-	-	-	-		
Governor's Emergency Education Relief Fund	243,951	80,749	-	-	-	-		
Grow Your Own	257,097	982,841	0.65	833,005	0.50	723,472		
K-8 Data Reasoning & Integration Project	38,802	182,959	-	-	-	-		
Latinx Student Success	-	76,174	-	93,897	0.55	97,730		
Lane Career Academy: HOPE Factory	6,261	182,590	-	37,647	-	-		
Lane Community College: Career Connected Learning Systems Navigator	-	75,000	-	100,200		115,000		

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Lane Council of Governments: Recovery Assistance Program	-	181	-	45,819	-	-		
LGBTQ+ Student Success	-	127,109	0.40	74,938	-	77,997		
Menstrual Dignity Act	169	-	-	-	-	-		
Miscellaneous School Improvement Grants	155,129	194,623	0.05	323,728	-	245,000		
McKinney-Vento	-	-	-	-	-	150,552		
Native Youth Wellness	318,463	506,399	2.25	472,788	-	-		
Oregon Binational Teacher Exchange Program	1,275	113,707	-	60,000	-	-		
BOLI Future Ready Oregon: Construction	132,949	-	-	-	-	-		
BOLI Future Ready Oregon: Manufacturing	464,702	-	-	-	-	-		
Oregon Math Program	30,000	245,000	0.35	131,250	0.35	118,750		
PacificSource System of Care Agile Funding	55,000	-	-	-	-	-		
Perkins	1,059,376	1,283,816	1.50	1,256,630	1.30	900,000		
Research for Better Teaching	39,095	73,963	-	95,000	-	50,000		
School Safety and Prevention System Specialist	47,184	208,775	1.00	165,000	0.43	74,310		
Secondary Career Pathways	8,511	26,289	-	-	-	23,100		
State Summer Learning Grant	-	60,000	-	60,000		100,000		
STEM Hub	315,254	717,496	2.00	428,645	2.00	446,141		
Student Success Act: ESD Technical Assistance	1,895,727	2,016,396	7.40	1,964,852	10.13	2,045,050		
Team Oregon Build	416,568	2,104,037	-	245,777	-	35,000		
Title I-C: Migrant Education Program	1,411,814	743,352	5.41	1,679,408	4.88	990,000		
Title III: Multilingual Language Learners	90,774	81,590	0.20	86,730	-	68,000		
Title IV-B: 21st Century Community Learning Centers	231,307	487,641	-	554,852	-	424,000		
University of Oregon - Pathways Project	-	-	-	60,000	-	40,000		
Western Regional Educator Network	3,036,684	2,858,279	8.30	2,517,540	7.30	2,620,297		
Total School Improvement Services	10,771,8902	14,108,094	30.28	12,502,476	28.43	9,574,540		
Technology Support								
Infrastructural Technology Equipment	745,375	106,934	-	399,202	-	470,000		
Total Technology Support	745,375	106,934	-	399,202	-	470,000		
Administrative and Support Services								
Elementary and Secondary School Emergency Relief Fund	295,811	-	-	-	-	-		



	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
ODE Technical Assistance Program	-	27,960	-	77,041	-	-		
Total Administrative and Support Services	295,811	27,960	-	77,041	-	-		
Excess Appropriations	-	-	-	1,461,395	-	3,000,000		
TOTAL REQUIREMENTS	33,598,328	45,843,234	79.38	41,554,998	69.93	42,962,260		



Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.



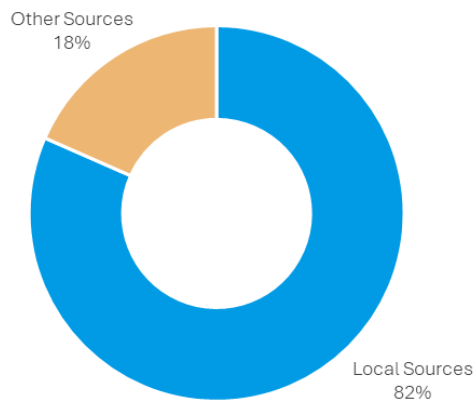
Art Belongs was an inclusive arts event held at the Hult Center for the Performing Arts in Eugene, designed for Life Skills high school students. The program provided adapted workshops, including visual art and music, fostering creativity for students across Lane County.

Debt Service Fund

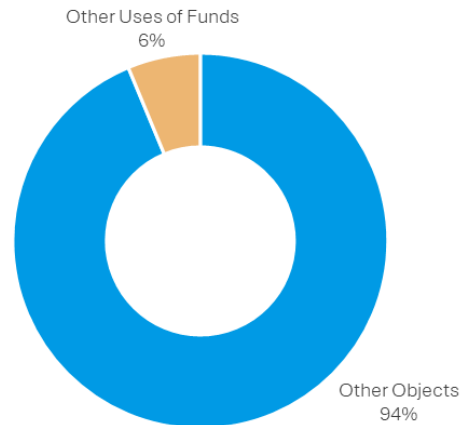
Summary of Resources and Requirements

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
1000 Local Sources	890,341	951,494		904,406		978,336		
5000 Other Sources	58,720	64,039		50,297		220,835		
Total Resources	949,061	1,015,533		954,703		1,199,171		
Requirements								
600 Other Objects	885,021	916,826		954,703		1,123,918		
800 Other Uses of Funds	-	-		-		75,253		
Total Requirements	885,021	916,826	-	954,703	-	1,199,171		
ENDING FUND BALANCE	64,039	98,708		-		-		

Resources



Requirements



Debt Service Fund

Resources by Source

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Revenue from Local Sources								
1500 Earnings on Investments	25,326	24,719		18,000		18,000		
1970 Services Provided Other Funds	865,015	926,775		886,406		960,336		
Total Revenue from Local Sources	890,341	951,494		904,406		978,336		
5000 - Revenue from Other Sources								
5200 Interfund Transfers	-	-		-		135,839		
5400 Beginning Fund Balance	58,720	64,039		50,297		84,996		
Total Revenue from Other Sources	58,720	64,039		50,297		220,835		
TOTAL RESOURCES	949,061	1,015,533		954,703		1,199,171		

Debt Service Fund

Requirements by Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
600 - Other Objects								
610 Redemption of Principal	680,000	750,000		830,000		1,017,442		
621 Regular Interest	205,021	166,825		124,698		106,474		
640 Dues and Fees	1	1		5		2		
Total Other Objects	885,021	916,826		954,703		1,123,918		
800 - Other Uses of Funds								
820 Reserved for Next Year	-	-		-		75,253		
Total Other Uses of Funds	-	-		-		75,253		
TOTAL REQUIREMENTS	885,021	916,826	-	954,703	-	1,199,171		

Debt Service Fund

Requirements by Function

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2000 - Support Services								
2640 Staff Services	1	1		5		2		
Total Support Services	1	1		5		2		
5000 - Other Uses								
5100 Debt Service	885,021	916,825		954,698		1,123,916		
Total Other Uses	885,021	916,825		954,698		1,123,916		
7000 - Unappropriated Ending Fund Balance								
7000 Unappropriated Ending Fund Balance	-	-		-		75,253		
Total Unappropriated Ending Fund Balance	-	-		-		75,253		
TOTAL REQUIREMENTS	885,021	916,826	-	954,703	-	1,199,171		

Debt Service Fund

Requirements by Function / Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2640 - Staff Services								
640 Dues and Fees	1	1		5		2		
Total Staff Services	1	1		5		2		
Total Support Services	1	1		5		2		
5100 - Debt Service								
610 Redemption of Principal	680,000	750,000		830,000		1,017,442		
621 Regular Interest	205,021	166,825		124,698		106,474		
Total Debt Service	885,021	916,825		954,698		1,123,916		
Total Other Uses	885,021	916,825		954,698		1,123,916		
7000 - Unappropriated Ending Fund Balance								
820 Reserved for Next Year	-	-		-		75,253		
Total Unappropriated Ending Fund Balance	-	-		-		75,253		
TOTAL REQUIREMENTS	885,021	916,826	-	954,703	-	1,199,171		

Capital Projects Fund

The Capital Projects Fund accounts for financial resources used to acquire or construct major capital facilities.



The Lane County Rural District Professional Development Collaborative supports professional learning for staff in rural districts. Through alignment of their professional development calendars, the five participating districts allow staff to connect with peers in similar roles and engage in relevant, strategy-based learning.

Capital Projects Fund

Summary of Resources and Requirements

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
5000 Other Sources	829,295	285,000		275,000		-		
Total Resources	829,295	285,000		275,000		-		
Requirements								
300 Purchased Services	54,363	-		-		-		
400 Supplies and Materials	2,478	3,370		-		-		
500 Capital Outlay	700,947	145,791		139,161		-		
600 Other Objects	71,507	135,839		135,839		-		
Total Requirements	829,295	285,000	-	275,000	-	-		
ENDING FUND BALANCE	-	-		-		-		

Capital Projects Fund

Resources by Source

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
5000 - Revenue from Other Sources								
5100 Long-Term Debt Financing Sources	300,000	-		-		-		
5200 Interfund Transfers	285,000	285,000		275,000		-		
5400 Beginning Fund Balance	244,295	-		-		-		
Total Revenue from Other Sources	829,295	285,000		275,000		-		
TOTAL RESOURCES	829,295	285,000		275,000		-		

Capital Projects Fund

Requirements by Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
300 - Purchased Services								
320 Property Services	18,854	-		-		-		
380 Non-Instructional Professional and Technical Services	35,509	-		-		-		
Total Purchased Services	54,363	-		-		-		
400 - Supplies and Materials								
460 Non-Consumable Items	2,478	3,370		-		-		
Total Supplies and Materials	2,478	3,370		-		-		
500 - Capital Outlay								
540 Depreciable Equipment	5,410	-		-		-		
590 Other Capital Outlay	695,537	145,791		139,161		-		
Total Capital Outlay	700,947	145,791		139,161		-		
600 - Other Objects								
610 Redemption of Principal	42,077	97,580		102,384		-		
621 Regular Interest	20,990	38,259		33,455		-		
640 Dues and Fees	8,440	-		-		-		
Total Other Objects	71,507	135,839		135,839		-		
TOTAL REQUIREMENTS	829,295	285,000	-	275,000	-	-		

Capital Projects Fund

Requirements by Function

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2000 - Support Services								
2540 Operation and Maintenance of Plant Services	766,228	149,161		139,161		-		
Total Support Services	766,228	149,161		139,161		-		
5000 - Other Uses								
5100 Debt Service	63,067	135,839		135,839		-		
Total Other Uses	63,067	135,839		135,839		-		
TOTAL REQUIREMENTS	829,295	285,000	-	275,000	-	-		

Capital Projects Fund

Requirements by Function / Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
2540 - Operation and Maintenance of Plant Services								
320 Property Services	18,854	-		-		-		
380 Non-Instructional Professional and Technical Services	35,509	-		-		-		
460 Non-Consumable Items	2,478	3,370		-		-		
540 Depreciable Equipment	5,410	-		-		-		
590 Other Capital Outlay	695,537	145,791		139,161		-		
640 Dues and Fees	8,440	-		-		-		
Total Operation and Maintenance of Plant Services	766,228	149,161		139,161		-		
Total Support Services	766,228	149,161		139,161		-		
5100 - Debt Service								
610 Redemption of Principal	42,077	97,580		102,384		-		
621 Regular Interest	20,990	38,259		33,455		-		
Total Debt Service	63,067	135,839		135,839		-		
Total Other Uses	63,067	135,839		135,839		-		
TOTAL REQUIREMENTS	829,295	285,000	-	275,000	-	-		

Internal Service Fund

The Internal Service Fund accounts for the operation of district functions that provide goods or services to other district functions, other districts, or to other governmental units, on a cost-reimbursable basis. This includes the Equipment Replacement Fund and the Technology Replacement Fund.



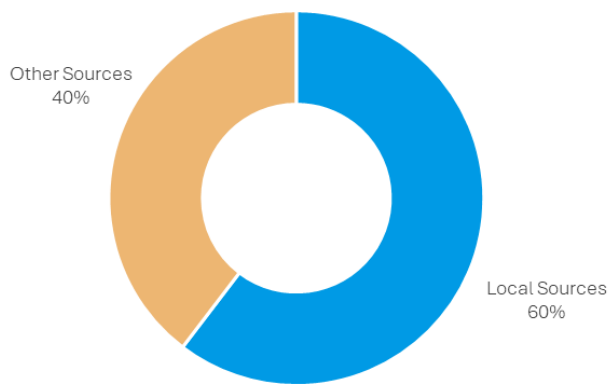
Friends and Fun Camp provided Life Skills students with opportunities to experience swimming, music, art, science, and other social activities specifically tailored to meet their unique needs.

Internal Service Fund

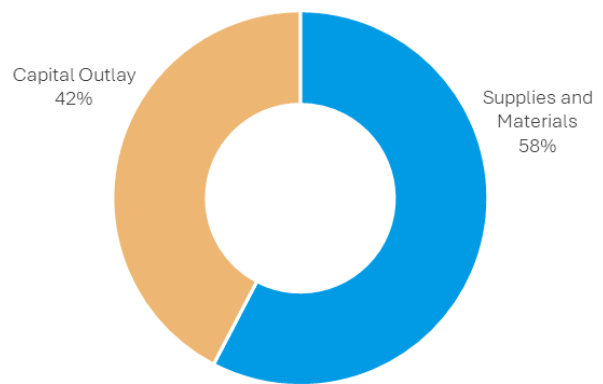
Summary of Resources and Requirements

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
Resources								
1000 Local Sources	278,832	410,987		370,383		235,600		
5000 Other Sources	418,074	134,910		174,637		154,614		
Total Resources	696,906	545,896		545,020		390,214		
Requirements								
300 Purchased Services	7,658	2,323		10,000		-		
400 Supplies and Materials	153,508	67,178		295,000		225,000		
500 Capital Outlay	401,270	341,445		240,020		165,214		
600 Other Objects	-	2,462		-		-		
Total Requirements	562,436	413,408	-	545,020	-	390,214		
ENDING FUND BALANCE	134,470	132,488		-		-		

Resources



Requirements



Internal Service Fund

Resources by Source

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Revenue from Local Sources								
1960 Recovery of Prior Years' Expenditure	-	116,609		107,783		-		
1970 Services Provided Other Funds	278,832	294,378		262,600		235,600		
Total Revenue from State Sources	278,832	410,987		370,383		235,600		
5000 - Revenue from Other Sources								
5300 Sale of/or Compensation for Loss of Fixed Assets	-	440		-		-		
5400 Beginning Fund Balance	418,074	134,470		174,637		154,614		
Total Revenue from Other Sources	418,074	134,910		174,637		154,614		
TOTAL RESOURCES	696,906	545,896		545,020		390,214		

Internal Service Fund

Requirements by Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
300 - Purchased Services								
380 Non-Instructional Professional and Technical Services	7,658	2,323		10,000		-		
Total Purchased Services	7,658	2,323		10,000		-		
400 - Supplies and Materials								
460 Non-Consumable Items	595	-		-		2,500		
470 Computer Software	-	-		-		25,000		
480 Computer Hardware	152,913	67,178		295,000		197,500		
Total Supplies and Materials	153,508	67,178		295,000		225,000		
500 - Capital Outlay								
540 Depreciable Equipment	176,879	318,993		200,020		165,214		
550 Depreciable Technology	-	22,452						
590 Other Capital Outlay	224,391	-		40,000		-		
Total Capital Outlay	401,270	341,445		240,020		165,214		
600 - Other Objects								
640 Dues and Fees	-	2,462		-		-		
Total Other Objects	-	2,462		-		-		
TOTAL REQUIREMENTS	562,436	413,408	-	545,020	-	390,214		

Internal Service Fund

Requirements by Function

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1000 - Instruction								
1220 Restrictive Programs for Students with Disabilities	-	53,800		-		25,000		
Total Instruction	-	53,800		-		25,000		
2000 - Support Services								
2540 Operation and Maintenance of Plant Services	397,249	292,430		250,020		140,214		
2660 Technology Services	153,508	67,178		295,000		225,000		
2690 Other Support Services - Central	11,679	-		-		-		
Total Support Services	562,436	359,608		545,020		365,214		
TOTAL REQUIREMENTS	562,436	413,408	-	545,020	-	390,214		

Internal Service Fund

Requirements by Function / Object

	2023-24 Actual	2024-25 Actual	2025-26		2026-27 Budget			
			FTE	Budget	FTE	Proposed	Approved	Adopted
1220 - Restrictive Programs for Students with Disabilities								
540 Depreciable Equipment	-	31,348		-		25,000		
550 Depreciable Technology	-	22,452		-		-		
Total Restrictive Programs for Students with Disabilities	-	53,800		-		25,000	-	-
Total Instruction	-	53,800		-		25,000		
2540 - Operation and Maintenance of Plant Services								
380 Non-Instructional Professional and Technical Services	7,658	2,323		10,000		-		
540 Depreciable Equipment	165,200	287,645		200,020		140,214		
590 Other Capital Outlay	224,391	-		40,000		-		
640 Dues and Fees	-	2,462		-		-		
Total Operation and Maintenance of Plant Services	397,249	292,430		250,020		140,214	-	-
2660 - Technology Services								
460 Non-Consumable Items	595	-		-		2,500		
470 Computer Software	-	-		-		25,000		
480 Computer Hardware	152,913	67,178		295,000		197,500		
Total Technology Services	153,508	67,178		295,000		225,000		
2690 - Other Support Services - Central								
540 Depreciable Equipment	11,679	-		-		-		
Total Other Support Services - Central	11,679	-		-		-		
Total Support Services	562,436	359,608		545,020		365,214		
TOTAL REQUIREMENTS	562,436	413,408	-	545,020	-	390,214		

Other Information



The Migrant Education Program Mercado celebration commemorates the end of the summer school program and brings together parents, educators, and community members to celebrate the identities and assets of our migrant families. Students present projects including traditional cooking, sewing, dance performances, and art.

Summary of Staffing (FTE)

	2025-26 Adopted Budget			2026-27 Proposed Budget		
	100	200	All	100	200	All
	General Fund	Special Revenue Fund	Total	General Fund	Special Revenue Fund	Total
Licensed Staff						
111 Classroom Teacher	31.00	4.00	35.00	29.00	4.00	33.00
111 Special Education Consultant or Specialist	7.60	14.10	21.70	10.40	8.40	18.80
111 Speech Language Pathologist	15.30	0.50	15.80	12.00	-	12.00
111 School Psychologist	2.80	-	2.80	3.00	-	3.00
111 School Improvement Specialist	4.00	11.50	15.50	4.00	11.80	15.80
111 School Counselor	0.50	0.50	1.00	1.00	-	1.00
111 School Nurse	2.80	-	2.80	1.55	-	1.55
Total Licensed Staff	64.00	30.60	94.60	60.95	24.20	85.15
Classified Staff						
112 Instructional Assistant	116.69	-	116.69	124.69	-	124.69
112 Custodian	1.50	-	1.50	1.50	-	1.50
112 Courier Driver	0.80	-	0.80	0.60	-	0.60
112 Maintenance Technician	1.00	-	1.00	1.00	-	1.00
112 Program Assistant	4.00	3.35	7.35	4.95	2.30	7.25
112 Desktop Support Technician	1.00	-	1.00	1.00	-	1.00
112 Human Resources Specialist	2.00	-	2.00	1.00	-	1.00
112 Accounting Specialist	2.00	-	2.00	0.80	-	0.80
112 Program Facilitator, Navigator or Coordinator	-	12.73	12.73	2.00	11.43	13.43
112 Early Childhood Parent Educator	-	1.00	1.00	-	1.00	1.00
112 Senior Accounting Specialist	-	-	-	1.00	-	1.00
112 Systems Administrator	2.00	-	2.00	1.00	-	1.00
112 Database Administrator	1.00	-	1.00	2.00	-	2.00
112 Systems Engineer	2.00	-	2.00	1.00	-	1.00
112 Cybersecurity Engineer	1.00	-	1.00	1.00	-	1.00
112 Interpreter	-	27.00	27.00	-	25.53	25.53
Total Classified Staff	134.99	44.08	179.06	143.54	40.26	183.80
Administrative Staff						
113 Facilities Manager	1.00	-	1.00	1.00	-	1.00
113 Program Administrator	3.60	2.40	6.00	3.72	3.28	7.00
113 Assistant Director	-	1.00	1.00	-	1.00	1.00
113 Executive Director	4.80	1.20	6.00	4.80	1.20	6.00
113 Assistant Superintendent	1.00	-	1.00	1.00	-	1.00
113 Superintendent	1.00	-	1.00	1.00	-	1.00
Total Administrative Staff	11.40	4.60	16.00	11.52	5.48	17.00
Managerial - Classified Staff						
114 Payroll Specialist	1.00	-	1.00	1.00	-	1.00
114 Office Manager	1.90	0.10	2.00	2.00	-	2.00
114 Operations Manager	-	-	-	1.00	-	1.00
114 Human Resources Analyst	1.00	-	1.00	2.00	-	2.00
114 Executive Assistant	1.00	-	1.00	1.00	-	1.00
Total Managerial - Classified Staff	4.90	0.10	5.00	7.00	-	7.00
GRAND TOTAL	215.29	79.38	294.66	223.02	69.93	292.95

District Service Orders

Summary

District	2025-26 ADM	2025-26 Carryover	High Cost Pool	2026-27 Allocation	2026-27 Available	Transit Cash	Total Services	Amount Due	Flex \$ Balance
Bethel	4,844.80	-	-	2,650,100	2,650,100	1,325,050	1,270,140	-	54,910
Blachly	366.06	-	-	209,400	209,400	49,260	160,140	-	-
Creswell	1,088.18	-	91,041	584,300	675,341	-	1,154,197	(478,856)	-
Crow-Applegate-Lorane	348.30	-	4,399	216,300	220,699	54,777	165,922	-	-
Eugene	15,394.85	723,919	-	8,021,850	8,745,769	-	7,561,800	-	1,183,969
Fern Ridge	1,370.67	-	1,506	736,200	737,706	151,959	585,747	-	-
Junction City	1,551.16	-	-	809,700	809,700	-	1,127,771	(318,071)	-
Lowell	889.42	165,796	-	488,200	653,996	326,998	186,218	-	140,780
Mapleton	142.99	-	-	123,200	123,200	33,134	90,066	-	-
Marcola	990.86	-	-	527,800	527,800	71,218	456,582	-	-
McKenzie	190.12	-	-	156,300	156,300	-	287,462	(131,162)	-
Oakridge	486.14	-	-	292,700	292,700	33,316	259,384	-	-
Pleasant Hill	947.46	-	-	504,300	504,300	-	634,770	(130,470)	-
Siuslaw	1,156.26	2,289	-	602,300	604,589	302,295	114,700	-	187,595
South Lane	2,560.11	-	3,054	1,460,800	1,463,854	-	1,952,700	(488,846)	-
Springfield	8,738.31	-	-	4,710,700	4,710,700	-	7,258,063	(2,547,363)	-
Charter Schools							11,400	(11,400)	-
Totals	41,065.69	892,004	100,000	22,094,150	23,086,154	2,348,007	23,277,062	(4,106,168)	1,567,254

District Service Orders

Bethel School District

Lane Education Service District 2026-27 Service Order Form					
District:	Bethel	ADMr:	4,844.80		
Total Flex Dollars Available					\$ 2,650,100
2026-27 Flex Dollar Allocation					\$ 2,650,100
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services					\$ 1,270,140
Life Skills Consortium Placements		Unit	Order	Cost	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0			\$ 151,400	\$ -
Life Skills Intensive Services Program (Behavioral) Full Day	1			\$ 187,700	\$ 187,700
Life Skills Intensive Service Program (Medical)	0			\$ 153,400	\$ -
Lane School Placements			5	\$ 73,100	\$ 365,500
Lane School: Grades K-2	2	Students			\$ -
Lane School: Grades 3-5	2	Students			\$ -
Lane School: Grades 6-8	1	Students			\$ -
Direction Service		ADMr	Yes	\$ 2.40	\$ 11,628
Augmentative Communication		Students	0	\$ 4,000	\$ -
Behavior Disorder Consultant		FTE	0.00	\$ 157,000	\$ -
School Psychologist		FTE	0.00	\$ 157,000	\$ -
Speech Language Pathologist		FTE	0.00	\$ 157,000	\$ -
School Nurse		FTE	0.00	\$ 157,000	\$ -
Application Hosting and Management: Learn360		ADMr	No	\$ 0.80	\$ -
Career and Technical Education		Programs	10	\$ 1,900	\$ 19,000
Library Services		ADMr	Yes	\$ 9.25	\$ 44,814
Substitute Teacher List Subscription		ADMr	Yes	\$ 1.30	\$ 6,298
Courier Services		District	Yes	\$ 7,200	\$ 7,200
Sign Language Interpreter Services		Dollars	\$ 628,000	\$ 628,000	\$ 628,000
MLK Jr. Education Center		Dollars	\$ -	\$ -	\$ -
Custom Services					\$ -
Request #1					\$ -
Request #2					\$ -
Request #3	Student La Co current 1st grade on partial day looking to move to full day				\$ -
Transit Dollars					\$ 1,325,050
Total Cost of Services Ordered					\$ 2,595,190
Flex Dollar Balance (Amount Due)					\$ 54,910

District Service Orders

Blachly School District

Lane Education Service District 2026-27 Service Order Form					
District:	Blachly		ADMr:	366.06	
Total Flex Dollars Available					\$ 209,400
2026-27 Flex Dollar Allocation					\$ 209,400
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 160,141	
Life Skills Consortium Placements		0	\$ 78,900	\$ -	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8		Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		1	\$ 73,100	\$ 73,100	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	0	Students		\$ -	
Lane School: Grades 6-8	1	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 879	
Augmentative Communication	Students	0	\$ 4,000	\$ -	
Behavior Disorder Consultant	FTE	0.20	\$ 157,000	\$ 31,400	
School Psychologist	FTE	0.10	\$ 157,000	\$ 15,700	
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$ -	
School Nurse	FTE	0.20	\$ 157,000	\$ 31,400	
Application Hosting and Management: Learn360	ADMr		\$ 0.80	\$ -	
Career and Technical Education	Programs	2	\$ 1,900	\$ 3,800	
Library Services	ADMr	Yes	\$ 9.25	\$ 3,386	
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$ 476	
Courier Services	District		\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 160,141
Flex Dollar Balance (Amount Due)					\$ 49,259

District Service Orders

Creswell School District

Lane Education Service District 2026-27 Service Order Form					
District:	Creswell	ADMr:	1,088.18		
Total Flex Dollars Available					\$ 675,341
2026-27 Flex Dollar Allocation					\$ 584,300
2026-27 High Cost Pool Allocation (estimate)					\$ 91,041
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 1,008,393	
Life Skills Consortium Placements		4	\$ 78,900	\$	315,600
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	1	Students			
Life Skills : Grades 9-12	3	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$	-
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$	-
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$	-
Lane School Placements		2	\$ 73,100	\$	146,200
Lane School: Grades K-2	0	Students		\$	-
Lane School: Grades 3-5	2	Students		\$	-
Lane School: Grades 6-8	0	Students		\$	-
Direction Service	ADMr	Yes	\$ 2.40	\$	2,612
Augmentative Communication	Students	20	\$ 4,000	\$	80,000
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$	-
School Psychologist	FTE	0.00	\$ 157,000	\$	-
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$	-
School Nurse	FTE	0.00	\$ 157,000	\$	-
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$	-
Career and Technical Education	Programs	7	\$ 1,900	\$	13,300
Library Services	ADMr	Yes	\$ 9.25	\$	10,066
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$	1,415
Courier Services	District	Yes	\$ 7,200	\$	7,200
Sign Language Interpreter Services	Dollars	\$ 432,000	\$ 432,000	\$	432,000
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$	-
Custom Services					\$ 145,805
Request #1	1.00 FTE Special Education Life Skills Teacher			\$	145,805
Request #2				\$	-
Request #3				\$	-
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 1,154,198
Flex Dollar Balance (Amount Due)					\$ (478,857)

District Service Orders

Crow-Applegate-Lorane School District

Lane Education Service District 2026-27 Service Order Form					
District:	Crow-Applegate-Lorane		ADMr:	348.30	
Total Flex Dollars Available					\$ 220,699
2026-27 Flex Dollar Allocation					\$ 216,300
2026-27 High Cost Pool Allocation (estimate)					\$ 4,399
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 165,922	
Life Skills Consortium Placements		0	\$ 78,900	\$ -	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		0	\$ 73,100	\$ -	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	0	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr	No	\$ 2.40	\$ -	
Augmentative Communication	Students	0	\$ 4,000	\$ -	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	0.40	\$ 157,000	\$ 62,800	
Speech Language Pathologist	FTE	0.50	\$ 157,000	\$ 78,500	
School Nurse	FTE	0.10	\$ 157,000	\$ 15,700	
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$ -	
Career and Technical Education	Programs	3	\$ 1,900	\$ 5,700	
Library Services	ADMr	Yes	\$ 9.25	\$ 3,222	
Substitute Teacher List Subscription	ADMr	No	\$ 1.30	\$ -	
Courier Services	District	No	\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 165,922
Flex Dollar Balance (Amount Due)					\$ 54,777

District Service Orders

Eugene School District

Lane Education Service District 2026-27 Service Order Form					
District:	Eugene	ADMr:	15,394.85		
Total Flex Dollars Available					\$ 8,745,769
2026-27 Flex Dollar Allocation					\$ 8,021,850
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ 723,919
Menu Services	Unit	Order	Cost	\$ 7,561,800	
Life Skills Consortium Placements		58	\$ 78,900	\$ 4,576,200	
Life Skills : Grades K-5	5	Students			
Life Skills : Grades 6-8	25	Students			
Life Skills : Grades 9-12	18	Students			
Life Skills : Transitions	10	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	6		\$ 153,400	\$ 920,400	
Lane School Placements	10		\$ 73,100	\$ 731,000	
Lane School: Grades K-2	1	Students		\$ -	
Lane School: Grades 3-5	3	Students		\$ -	
Lane School: Grades 6-8	6	Students		\$ -	
Direction Service	ADMr	No	\$ 2.40	\$ -	
Augmentative Communication	Students	1	\$ 4,000	\$ 4,000	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	0.00	\$ 157,000	\$ -	
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$ -	
School Nurse	FTE	0.00	\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$ -	
Career and Technical Education	Programs	18	\$ 1,900	\$ 34,200	
Library Services	ADMr	No	\$ 9.25	\$ -	
Substitute Teacher List Subscription	ADMr	No	\$ 1.30	\$ -	
Courier Services	District	No	\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ 1,296,000	\$ 1,296,000	\$ 1,296,000	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 7,561,800
Flex Dollar Balance (Amount Due)					\$ 1,183,969

District Service Orders

Fern Ridge School District

Lane Education Service District 2026-27 Service Order Form					
District:	Fern Ridge		ADMr:	1,370.67	
Total Flex Dollars Available				\$ 737,706	
2026-27 Flex Dollar Allocation				\$	736,200
2026-27 High Cost Pool Allocation (estimate)				\$	1,506
2025-26 Flex Dollar Carryover (estimate)				\$	-
Menu Services	Unit	Order	Cost	\$ 585,748	
Life Skills Consortium Placements		5	\$ 78,900	\$	394,500
Life Skills : Grades K-5	1	Students			
Life Skills : Grades 6-8	2	Students			
Life Skills : Grades 9-12	1	Students			
Life Skills : Transitions	1	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$	-
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$	-
Life Skills Intensive Service Program (Medical)	1		\$ 153,400	\$	153,400
Lane School Placements		0	\$ 73,100	\$	-
Lane School: Grades K-2	0	Students		\$	-
Lane School: Grades 3-5	0	Students		\$	-
Lane School: Grades 6-8	0	Students		\$	-
Direction Service	ADMr	Yes	\$ 2.40	\$	3,290
Augmentative Communication	Students	2	\$ 4,000	\$	8,000
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$	-
School Psychologist	FTE	0.00	\$ 157,000	\$	-
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$	-
School Nurse	FTE	0.00	\$ 157,000	\$	-
Application Hosting and Management: Learn360	ADMr	Yes	\$ 0.80	\$	1,097
Career and Technical Education	Programs	2	\$ 1,900	\$	3,800
Library Services	ADMr	Yes	\$ 9.25	\$	12,679
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$	1,782
Courier Services	District	Yes	\$ 7,200	\$	7,200
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$	-
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$	-
Custom Services				\$ -	
Request #1				\$	-
Request #2				\$	-
Request #3				\$	-
Transit Dollars				\$ -	
Total Cost of Services Ordered				\$ 585,748	
Flex Dollar Balance (Amount Due)				\$ 151,958	

District Service Orders

Junction City School District

Lane Education Service District 2026-27 Service Order Form					
District:	Junction City	ADMr:	1,551.16		
Total Flex Dollars Available					\$ 809,700
2026-27 Flex Dollar Allocation					\$ 809,700
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 1,127,771	
Life Skills Consortium Placements		1	\$ 78,900	\$ 78,900	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	1	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	1		\$ 187,700	\$ 187,700	
Life Skills Intensive Service Program (Medical)	1		\$ 153,400	\$ 153,400	
Lane School Placements		5	\$ 73,100	\$ 365,500	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	2	Students		\$ -	
Lane School: Grades 6-8	3	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 3,723	
Augmentative Communication	Students	9	\$ 4,000	\$ 36,000	
Behavior Disorder Consultant	FTE	0.80	\$ 157,000	\$ 125,600	
School Psychologist	FTE	0.00	\$ 157,000	\$ -	
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$ -	
School Nurse	FTE		\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$ -	
Career and Technical Education	Programs	6	\$ 1,900	\$ 11,400	
Library Services	ADMr	Yes	\$ 9.25	\$ 14,348	
Substitute Teacher List Subscription	ADMr	No	\$ 1.30	\$ -	
Courier Services	District	Yes	\$ 7,200	\$ 7,200	
Sign Language Interpreter Services	Dollars	\$ 144,000	\$ 144,000	\$ 144,000	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1	AAC Training (TBD)			\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 1,127,771
Flex Dollar Balance (Amount Due)					\$ (318,071)

District Service Orders

Lowell School District

Lane Education Service District 2026-27 Service Order Form					
District:	Lowell		ADMr:	889.42	
Total Flex Dollars Available					\$ 653,996
2026-27 Flex Dollar Allocation					\$ 488,200
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ 165,796
Menu Services					\$ 186,218
Life Skills Consortium Placements		Unit	Order	Cost	\$
			2	\$ 78,900	\$ 157,800
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	2	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0			\$ 151,400	\$ -
Life Skills Intensive Services Program (Behavioral) Full Day	0			\$ 187,700	\$ -
Life Skills Intensive Service Program (Medical)	0			\$ 153,400	\$ -
Lane School Placements			0	\$ 73,100	\$ -
Lane School: Grades K-2	0	Students			\$ -
Lane School: Grades 3-5	0	Students			\$ -
Lane School: Grades 6-8	0	Students			\$ -
Direction Service		ADMr	Yes	\$ 2.40	\$ 2,135
Augmentative Communication		Students	1	\$ 4,000	\$ 4,000
Behavior Disorder Consultant		FTE	0.00	\$ 157,000	\$ -
School Psychologist		FTE	0.00	\$ 157,000	\$ -
Speech Language Pathologist		FTE	0.00	\$ 157,000	\$ -
School Nurse		FTE	0.00	\$ 157,000	\$ -
Application Hosting and Management: Learn360		ADMr		\$ 0.80	\$ -
Career and Technical Education		Programs	3	\$ 1,900	\$ 5,700
Library Services		ADMr	Yes	\$ 9.25	\$ 8,227
Substitute Teacher List Subscription		ADMr	Yes	\$ 1.30	\$ 1,156
Courier Services		District	Yes	\$ 7,200	\$ 7,200
Sign Language Interpreter Services		Dollars	\$ -	\$ -	\$ -
MLK Jr. Education Center		Dollars	\$ -	\$ -	\$ -
Custom Services					\$ -
Request #1					\$ -
Request #2					\$ -
Request #3					\$ -
Transit Dollars					\$ 326,998
Total Cost of Services Ordered					\$ 513,216
Flex Dollar Balance (Amount Due)					\$ 140,780

District Service Orders

Mapleton School District

Lane Education Service District 2026-27 Service Order Form					
District:	Mapleton		ADMr:	142.99	
Total Flex Dollars Available					\$ 123,200
2026-27 Flex Dollar Allocation					\$ 123,200
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 90,066	
Life Skills Consortium Placements		0	\$ 78,900	\$ -	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		0	\$ 73,100	\$ -	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	0	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 343	
Augmentative Communication	Students	2	\$ 4,000	\$ 8,000	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	0.00	\$ 157,000	\$ -	
Speech Language Pathologist	FTE	0.50	\$ 157,000	\$ 78,500	
School Nurse	FTE	0.00	\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr		\$ 0.80	\$ -	
Career and Technical Education	Programs	1	\$ 1,900	\$ 1,900	
Library Services	ADMr	Yes	\$ 9.25	\$ 1,323	
Substitute Teacher List Subscription	ADMr		\$ 1.30	\$ -	
Courier Services	District		\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 90,066
Flex Dollar Balance (Amount Due)					\$ 33,134

District Service Orders

Marcola School District

Lane Education Service District 2026-27 Service Order Form					
District:	Marcola		ADMr:	990.86	
Total Flex Dollars Available					\$ 527,800
2026-27 Flex Dollar Allocation					\$ 527,800
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 456,581	
Life Skills Consortium Placements		1	\$ 78,900	\$ 78,900	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	1	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		0	\$ 73,100	\$ -	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	0	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 2,378	
Augmentative Communication	Students	1	\$ 4,000	\$ 4,000	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	1.00	\$ 157,000	\$ 157,000	
Speech Language Pathologist	FTE	1.00	\$ 157,000	\$ 157,000	
School Nurse	FTE	0.25	\$ 157,000	\$ 39,250	
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$ -	
Career and Technical Education	Programs	4	\$ 1,900	\$ 7,600	
Library Services	ADMr	Yes	\$ 9.25	\$ 9,165	
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$ 1,288	
Courier Services	District	No	\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 456,581
Flex Dollar Balance (Amount Due)					\$ 71,219

District Service Orders

McKenzie School District

Lane Education Service District 2026-27 Service Order Form					
District:	McKenzie	ADMr:	190.12		
Total Flex Dollars Available					\$ 156,300
2026-27 Flex Dollar Allocation					\$ 156,300
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 287,462	
Life Skills Consortium Placements		0	\$ 78,900	\$ -	
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	1		\$ 187,700	\$ 187,700	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		0	\$ 73,100	\$ -	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	0	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 456	
Augmentative Communication	Students	1	\$ 4,000	\$ 4,000	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	0.10	\$ 157,000	\$ 15,700	
Speech Language Pathologist	FTE	0.40	\$ 157,000	\$ 62,800	
School Nurse	FTE	0.00	\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr	No	\$ 0.80	\$ -	
Career and Technical Education	Programs	4	\$ 1,900	\$ 7,600	
Library Services	ADMr	Yes	\$ 9.25	\$ 1,759	
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$ 247	
Courier Services	District	Yes	\$ 7,200	\$ 7,200	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 287,462
Flex Dollar Balance (Amount Due)					\$ (131,162)

District Service Orders

Oakridge School District

Lane Education Service District 2026-27 Service Order Form					
District:	Oakridge		ADMr:	486.14	
Total Flex Dollars Available					\$ 292,700
2026-27 Flex Dollar Allocation					\$ 292,700
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services					\$ 259,385
Life Skills Consortium Placements		Unit	Order	Cost	\$ -
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0			\$ 151,400	\$ -
Life Skills Intensive Services Program (Behavioral) Full Day	0			\$ 187,700	\$ -
Life Skills Intensive Service Program (Medical)	0			\$ 153,400	\$ -
Lane School Placements			0	\$ 73,100	\$ -
Lane School: Grades K-2	0	Students			\$ -
Lane School: Grades 3-5	0	Students			\$ -
Lane School: Grades 6-8	0	Students			\$ -
Direction Service		ADMr	Yes	\$ 2.40	\$ 1,167
Augmentative Communication		Students	5	\$ 4,000	\$ 20,000
Behavior Disorder Consultant		FTE	0.00	\$ 157,000	\$ -
School Psychologist		FTE	0.40	\$ 157,000	\$ 62,800
Speech Language Pathologist		FTE	1.00	\$ 157,000	\$ 157,000
School Nurse		FTE	0.00	\$ 157,000	\$ -
Application Hosting and Management: Learn360		ADMr	Yes	\$ 0.80	\$ 389
Career and Technical Education		Programs	3	\$ 1,900	\$ 5,700
Library Services		ADMr	Yes	\$ 9.25	\$ 4,497
Substitute Teacher List Subscription		ADMr	Yes	\$ 1.30	\$ 632
Courier Services		District	Yes	\$ 7,200	\$ 7,200
Sign Language Interpreter Services		Dollars	\$ -	\$ -	\$ -
MLK Jr. Education Center		Dollars	\$ -	\$ -	\$ -
Custom Services					\$ -
Request #1					\$ -
Request #2					\$ -
Request #3					\$ -
Transit Dollars					\$ 33,315
Total Cost of Services Ordered					\$ 292,700
Flex Dollar Balance (Amount Due)					\$ -

District Service Orders

Pleasant Hill School District

Lane Education Service District 2026-27 Service Order Form					
District:	Pleasant Hill		ADMr:	947.46	
Total Flex Dollars Available					\$ 504,300
2026-27 Flex Dollar Allocation					\$ 504,300
2026-27 High Cost Pool Allocation (estimate)					\$ -
2025-26 Flex Dollar Carryover (estimate)					\$ -
Menu Services	Unit	Order	Cost	\$ 634,770	
Life Skills Consortium Placements		3	\$ 78,900	\$ 236,700	
Life Skills : Grades K-5	2	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	1	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	0		\$ 151,400	\$ -	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		2	\$ 73,100	\$ 146,200	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	2	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr	Yes	\$ 2.40	\$ 2,274	
Augmentative Communication	Students	4	\$ 4,000	\$ 16,000	
Behavior Disorder Consultant	FTE	0.40	\$ 157,000	\$ 62,800	
School Psychologist	FTE	1.00	\$ 157,000	\$ 157,000	
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$ -	
School Nurse	FTE	0.00	\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr		\$ 0.80	\$ -	
Career and Technical Education	Programs	2	\$ 1,900	\$ 3,800	
Library Services	ADMr	Yes	\$ 9.25	\$ 8,764	
Substitute Teacher List Subscription	ADMr	Yes	\$ 1.30	\$ 1,232	
Courier Services	District	No	\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services					\$ -
Request #1				\$ -	
Request #2				\$ -	
Request #3				\$ -	
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 634,770
Flex Dollar Balance (Amount Due)					\$ (130,470)

District Service Orders

Siuslaw School District

Lane Education Service District 2026-27 Service Order Form					
District:	Siuslaw			ADMr:	1,156.26
Total Flex Dollars Available					\$ 604,589
2026-27 Flex Dollar Allocation				\$	602,300
2026-27 High Cost Pool Allocation (estimate)				\$	-
2025-26 Flex Dollar Carryover (estimate)				\$	2,289
Menu Services				Unit	Order
				Cost	\$ 114,700
Life Skills Consortium Placements				0	\$ 78,900 \$ -
Life Skills : Grades K-5	0	Students			
Life Skills : Grades 6-8	0	Students			
Life Skills : Grades 9-12	0	Students			
Life Skills : Transitions	0	Students			
Life Skills Intensive Services Program (Behavioral) Half Day				0	\$ 151,400 \$ -
Life Skills Intensive Services Program (Behavioral) Full Day				0	\$ 187,700 \$ -
Life Skills Intensive Service Program (Medical)				0	\$ 153,400 \$ -
Lane School Placements				0	\$ 73,100 \$ -
Lane School: Grades K-2	0	Students			\$ -
Lane School: Grades 3-5	0	Students			\$ -
Lane School: Grades 6-8	0	Students			\$ -
Direction Service	ADMr			\$ 2.40	\$ -
Augmentative Communication	Students	0		\$ 4,000	\$ -
Behavior Disorder Consultant	FTE	0.00		\$ 157,000	\$ -
School Psychologist	FTE	0.00		\$ 157,000	\$ -
Speech Language Pathologist	FTE	0.60		\$ 157,000	\$ 94,200
School Nurse	FTE	0.00		\$ 157,000	\$ -
Application Hosting and Management: Learn360	ADMr			\$ 0.80	\$ -
Career and Technical Education	Programs	7		\$ 1,900	\$ 13,300
Library Services	ADMr			\$ 9.25	\$ -
Substitute Teacher List Subscription	ADMr			\$ 1.30	\$ -
Courier Services	District	Yes		\$ 7,200	\$ 7,200
Sign Language Interpreter Services	Dollars	\$ -		\$ -	\$ -
MLK Jr. Education Center	Dollars	\$ -		\$ -	\$ -
Custom Services					\$ -
Request #1				\$	-
Request #2				\$	-
Request #3				\$	-
Transit Dollars					\$ 302,295
Total Cost of Services Ordered					\$ 416,995
Flex Dollar Balance (Amount Due)					\$ 187,594

District Service Orders

South Lane School District

Lane Education Service District 2026-27 Service Order Form					
District:	South Lane		ADMr:	2,560.11	
Total Flex Dollars Available			\$ 1,463,854		
2026-27 Flex Dollar Allocation			\$ 1,460,800		
2026-27 High Cost Pool Allocation (estimate)			\$ 3,054		
2025-26 Flex Dollar Carryover (estimate)			\$ -		
Menu Services	Unit	Order	Cost	\$ 1,952,700	
Life Skills Consortium Placements		15	\$ 78,900	\$ 1,183,500	
Life Skills : Grades K-5	6	Students			
Life Skills : Grades 6-8	2	Students			
Life Skills : Grades 9-12	3	Students			
Life Skills : Transitions	4	Students			
Life Skills Intensive Services Program (Behavioral) Half Day	2		\$ 151,400	\$ 302,800	
Life Skills Intensive Services Program (Behavioral) Full Day	0		\$ 187,700	\$ -	
Life Skills Intensive Service Program (Medical)	0		\$ 153,400	\$ -	
Lane School Placements		5	\$ 73,100	\$ 365,500	
Lane School: Grades K-2	0	Students		\$ -	
Lane School: Grades 3-5	5	Students		\$ -	
Lane School: Grades 6-8	0	Students		\$ -	
Direction Service	ADMr		\$ 2.40	\$ -	
Augmentative Communication	Students	20	\$ 4,000	\$ 80,000	
Behavior Disorder Consultant	FTE	0.00	\$ 157,000	\$ -	
School Psychologist	FTE	0.00	\$ 157,000	\$ -	
Speech Language Pathologist	FTE	0.00	\$ 157,000	\$ -	
School Nurse	FTE	0.00	\$ 157,000	\$ -	
Application Hosting and Management: Learn360	ADMr		\$ 0.80	\$ -	
Career and Technical Education	Programs	11	\$ 1,900	\$ 20,900	
Library Services	ADMr		\$ 9.25	\$ -	
Substitute Teacher List Subscription	ADMr		\$ 1.30	\$ -	
Courier Services	District		\$ 7,200	\$ -	
Sign Language Interpreter Services	Dollars	\$ -	\$ -	\$ -	
MLK Jr. Education Center	Dollars	\$ -	\$ -	\$ -	
Custom Services			\$ -		
Request #1			\$ -	\$ -	
Request #2			\$ -	\$ -	
Request #3			\$ -	\$ -	
Transit Dollars			\$ -		
Total Cost of Services Ordered			\$ 1,952,700		
Flex Dollar Balance (Amount Due)			\$ (488,846)		

District Service Orders

Springfield School District

Lane Education Service District 2026-27 Service Order Form					
District:	Springfield		ADMr:	8,738.31	
Total Flex Dollars Available			\$ 4,710,700		
2026-27 Flex Dollar Allocation			\$ 4,710,700		
2026-27 High Cost Pool Allocation (estimate)			\$ -		
2025-26 Flex Dollar Carryover (estimate)			\$ -		
Menu Services			Unit	Order	Cost \$ 7,258,063
Life Skills Consortium Placements				81	\$ 78,900 \$ 6,390,900
Life Skills : Grades K-5	48	Students			
Life Skills : Grades 6-8	16	Students			
Life Skills : Grades 9-12	16	Students			
Life Skills : Transitions	1	Students			
Life Skills Intensive Services Program (Behavioral) Half Day			1	\$ 151,400	\$ 151,400
Life Skills Intensive Services Program (Behavioral) Full Day			1	\$ 187,700	\$ 187,700
Life Skills Intensive Service Program (Medical)			2	\$ 153,400	\$ 306,800
Lane School Placements			2	\$ 73,100	\$ 146,200
Lane School: Grades K-2	0	Students			\$ -
Lane School: Grades 3-5	0	Students			\$ -
Lane School: Grades 6-8	2	Students			\$ -
Direction Service	ADMr	Yes		\$ 2.40	\$ 20,972
Augmentative Communication	Students	0		\$ 4,000	\$ -
Behavior Disorder Consultant	FTE	0.00		\$ 157,000	\$ -
School Psychologist	FTE	0.00		\$ 157,000	\$ -
Speech Language Pathologist	FTE	0.00		\$ 157,000	\$ -
School Nurse	FTE	0.00		\$ 157,000	\$ -
Application Hosting and Management: Learn360	ADMr	Yes		\$ 0.80	\$ 6,991
Career and Technical Education	Programs	21		\$ 1,900	\$ 39,900
Library Services	ADMr	No		\$ 9.25	\$ -
Substitute Teacher List Subscription	ADMr	No		\$ 1.30	\$ -
Courier Services	District	Yes		\$ 7,200	\$ 7,200
Sign Language Interpreter Services	Dollars	\$ -		\$ -	\$ -
MLK Jr. Education Center	Dollars	\$ -		\$ -	\$ -
Custom Services					\$ -
Request #1					\$ -
Request #2					\$ -
Request #3					\$ -
Transit Dollars					\$ -
Total Cost of Services Ordered					\$ 7,258,063
			Flex Dollar Balance (Amount Due)	\$(2,547,363)	

Acronyms

AAC	Augmentative and Alternative Communication	EC CARES	Early Childhood Coordination Agency for Referrals, Evaluations and Services
ADA	Americans with Disabilities Act	EI/ECSE	Early Intervention and Early Childhood Special Education
ADM	Average Daily Membership - the average number of enrolled students of an educational unit.	ELL (ESL)	English Language Learning (also referred to as ESL or English as a Second Language)
ADMr	Average Daily Membership (Resident) - the ADM of the students who live in the district, regardless of where they attend.	ESD	Education Service District
ADMw	Average Daily Membership (Weighted) - the ADMr increased by a variety of weighting factors to obtain weighted average daily membership.	FTE	Full-Time Equivalent
ASD	Autism Spectrum Disorder	GAAP	Generally Accepted Accounting Principles
ASIST	Applied Suicide Intervention Skills Training	GASB	Governmental Accounting Standards Board
AT	Assistive Technology	GYO	Grown Your Own
BHP	Behavioral Health Pathway	IDEA	Individuals with Disabilities Education Act
BTEP	Binational Teacher Exchange Program	IEP	Individualized Education Plan
CLC	Connected Lane County	JDEP	Juvenile Detention Education Program
COLA	Cost of Living Adjustment	LCC	Lane Community College
CPS	Collaborative Problem Solving	LCHC	Lane Community Health Council
CTE	Career and Technical Education	LCOG	Lane Council of Governments
DHH	Deaf or Hard-of-Hearing	LEA	Local Education Agency
		LESd	Lane Education Service District
		LSP	Local Service Plan



MEP	Migrant Education Program
MLK	Martin Luther King Jr. Education Center
OAR	Oregon Administrative Rule
ODE	Oregon Department of Education
OI	Orthopedic Impairments
ORS	Oregon Revised Statutes
OT/PT	Occupational Therapy and Physical Therapy
PBAM	Program Budgeting and Accounting Manual
PBIS	Positive Behavior and Instructional Supports
PERS	Public Employees Retirement System
RBT	Research for Better Teaching
RIS	Regional Inclusive Services

RTAP	Regional Technical Assistance Program
SEL	Social Emotional Learning
SERBU	John Serbu Youth Campus and Juvenile Justice Center
SIA	Student Investment Account
SSA	Student Success Act
SLP	Speech Language Pathologist
SSF	State School Fund
SSPS	School Safety and Prevention System
STEM	Science, Technology, Engineering and Math
TBI	Traumatic Brain Injury
VI	Vision Impaired
WREN	Western Regional Educator Network

Glossary of Terms

Account Codes

Account codes identify the funding source and nature of budget expenditures.

Accounting Systems

The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position of a governmental entity.

Accrual Basis

The basis of accounting under which transactions are recognized when they occur.

Adopted Budget

The financial plan adopted by the Board which forms a basis for expenditure appropriations.

Allocations

To divide an appropriation into amounts for specific purposes.

Appropriations

A legal authorization granted by the school board to make expenditures and to incur obligations for specific purposes.

Assets

Governmental resources with monetary value.

Beginning Fund Balance

Funds carried forward from the previous fiscal year that become a resource to support the appropriations for the next budgeted fiscal year.

Behavior Intervention

A therapeutic school environment focused on teaching students skills for success across all settings: academic, social, emotional, family and community.

Bond

A type of debt security for a specific sum of money to be repaid at a fixed time in the future, and carrying interest at a fixed rate, usually payable periodically.

Budgetary Control

The management of the district in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Projects Fund

Accounts for resources, usually bond sale proceeds, used for activities related to the purchase or construction of major capital assets, i.e., a new school or major building renovations.

Classified Staff

Employees in positions that are classified according to the duties and responsibilities involved in the work and do not require licensing by the Teacher Standards and Practices Commission as a condition of employment.

Component Districts

Districts served by the ESD.

Contingency

A special amount budgeted each year for unforeseen expenditures. Transfer of general fund operating contingency funds to cover unanticipated expenditures requires board approval.

Cost Center

A subdivision of the district that is charged with carrying on one or more specific purposes such as a department or special program.



County School Fund

Distributed by ESD sources and includes property tax levy, state forest fees, and various fines such as gambling fees.

Debt Service Fund

A fund established to account for payment of general long-term debt principal and interest.

Deficit

The excess of the liabilities of a fund over its assets. Oregon school districts may not carry deficits in any fund.

Ending Fund Balance

Funds remaining after the fiscal year is closed and all expenditures and revenues are accounted for. The ending fund balance of the current fiscal year becomes the beginning fund balance of the next fiscal year.

E-Rate

E-Rate is a Federal program, created by the Federal Communication Commission (FCC) and administered by the Universal Service Administrative Company (USAC) that subsidizes Internet and Telecom services for schools and libraries.

Fiscal Year

The 12 month operating year for the District, beginning on July 1 and ending on June 30 of the following year.

Fixed Assets

Assets of a long term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund

A fiscal and accounting entity with a self-balancing set of accounts.

General Fund

A fund used to account for most operating activities except those activities required to be accounted for in another fund.

Grant

A donation or contribution in cash which may be made to support a specified purpose or function, or general purpose.

Licensed Staff

All licensed teachers, counselors, special education teachers, and other certified teaching staff under contract to the District. Also included in this group are child development specialists, student resource specialists, physical therapists, and occupational therapists.

Levy

Amount or rate of ad valorem tax certified by a local government for the support of governmental activities.

Measure 5

Property tax limitation passed by Oregon's voters in November 1990, limiting local property taxes for schools to \$5 per \$1,000 of assessed value.

Modified Accrual

The basis of accounting in which revenue is recorded when available and measurable.

Object

For fund accounting this term identifies and classifies the articles purchased or the service obtained.

Proposed Budget

Financial and operating plan for the district that the Superintendent is recommending to the public and budget committee.

Requirement

An expenditure or net decrease to a fund's resources.

Resolution

A formal order of a governing body.

Resources

Estimated beginning fund balances plus all anticipated revenues.

Revenue

Monies received or anticipated by a local government from either tax or non-tax sources.

Special Revenue Fund

A fund used to account for proceeds of specific revenue sources that are restricted to expenditures for specific purposes.

Supplemental Budget

A financial plan prepared after the regular budget has been adopted to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted.

Taxes

Compulsory charges levied by the District for the purpose of financing the operation of schools.

Transfers

Amounts distributed from one fund to finance activities in another fund. Interfund transfers require Board approval.

Transits

Funds transferred from the ESD to component districts.







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EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

May 29, 2026

To: Lane Education Service District School Board Members
From: Dr. Morgan Christensen - Executive Director of Human Resources

Re: HR Board Report - June 2026

SERVICE

As the 2025–26 school year comes to a close, Lane ESD is well-positioned for the upcoming year, with the majority of staffing assignments already secured for 2026–27. Early hiring has resulted in strong recruitment outcomes across several program areas and places the organization in a solid position heading into the summer months.

This success reflects the continued dedication of the Human Resources team and collaboration across departments. This year’s work included participation in regional recruitment events, strengthened partnerships with community and educator preparation programs, and ongoing improvements to hiring and onboarding practices designed to support a consistent and efficient candidate experience.

Collectively, these efforts continue to strengthen Lane ESD’s ability to recruit and retain highly qualified employees who support the diverse needs of students, staff, and school districts across the region.

STAFFING

Lane ESD continues active recruitment for both licensed and classified positions. Currently, seven vacancies remain posted within Special Education and School Improvement (HOPE Factory).

VACANCY NOTICES		
<i>Job ID #</i>	<i>Position</i>	<i>Closing Date</i>
1025	Substitute, Construction Manufacturing Teacher HOPE Factory (Candidate Pool)	Open Pool
1246	Teacher, Life Skills (2026-27)	Open Pool
1247	Speech Language Pathologist (2026-27)	Open Pool
1255	Special Education Instructional Assistant (Pool)	Open Pool

1264	Speech Language Pathologist (Rural)	Until Filled
1270	Teacher, Vision Impaired (For the 2026-27 School Year)	Until Filled
1283	Construction Manufacturing Assistant - Limited Duration 26-27 SchoolYR	Until Filled

Human Resources will continue recruitment throughout the summer to help ensure programs and services are appropriately staffed for the start of the 2026–27 school year.

School Improvement Team | Board Report | 06-02-26

Curriculum Leaders May Meeting

Based on attendance patterns from years past, we decided to cancel the June Curriculum Leaders meeting and used the May meeting for district celebrations, a preview of district instructional priorities, and feedback on School Improvement team services. We provided each district with a copy of their own service documentation support and collected input on our programming in addition to gathering information about new areas for support in the 26-27 school year.

Link to full [agenda](#).

Youth Voice Summit

Over 200 Lane County students gathered at Lane ESD on 5/28 for a day of shared learning and visioning for the future of education. This annual event allows us to capture the voices of our youth to inform both district and ESD decision-making and priorities, and provides the opportunity for youth leadership at a regional level.

First Foods Feast

Over 100 community members gathered at the LCC Longhouse on May 21 for the Native Youth Wellness Annual First Foods Feast. This gathering featured a Water, Air, and Land themed menu honoring plant and animal relatives while centering Native wellness, community, and joy.

OAESD SI Spotlight

Ana and Cassadie were the featured School Improvement directors at the May OAESD SI Director job-alike meeting and were able to share a snapshot of the Lane ESD SI projects and initiatives with other ESD representatives from across the state.

OAESD Presentation, Seaside COSA

Cassadie and Maddy presented the Rural District PD Collaborative work to an audience of ESD board members and staff at the OAESD annual spring conference. The session was well-attended and well-received and we are excited to share this work again at the COSA Seaside conference this month.

Mid for Mids

Math specialist Krista Hocker has been working with middle school math teachers and their supporting administrators to improve math instruction across the county in mid-sized districts. We are pleased to announce that Creswell has joined this group and brings our total to 5 participating districts (Fern Ridge, Junction City, Pleasant Hill, South Lane).

Pathways Scholars Interviews

The Lane Regional Pathways team (Zelene Flores, Erika Case, and Sharon England) are currently interviewing 26 potential pathways scholars for the 26-27 year and are excited to welcome this new cohort of future educators.

Rural District Planning for 26-27

The seven rural districts participating in the Rural Collab met last month to solidify plans for the 26-27 school year. Now that the many logistical challenges have been resolved, this group is eager to refine the approach and create an even more robust and meaningful professional development experience for their districts' teams for next year!

MEP Summer School

This summer we will be at Holt Elementary School and ready to serve pre-school through high school students with a unique and culturally relevant summer learning experience. We are thrilled to bring over 50 Guatemalan students from South Lane School District and are excited to welcome 4 binational teachers from Guatemala this summer.

Special Education Department Board Report 2026-27 School Year Leadership and Program Updates

June 2, 2026

The Special Education Department is pleased to share several leadership transitions and program developments that will strengthen services for students, families, and district partners throughout the region during the 2026-27 school year.

Leadership Updates

Several experienced leaders will assume new roles designed to support program growth, strengthen inclusive practices, and enhance services across our region.

- **Dr. Annie Galaxy** will transition from Assistant Director of Special Education to Program Administrator overseeing JDEP, RISE, MLK Alternative School, and the new LTCT programs at Serbu Youth Campus. Over the past year, Dr. Galaxy has partnered with Lane County Youth Services to provide leadership and stability during a period of organizational transition. Her continued leadership will support the expansion of alternative and therapeutic educational programming for students on the Serbu campus.
- **Savannah Ferguson** will assume the role of Assistant Director of Special Education – Life Skills. During her four years as a Life Skills Administrator, Savannah has demonstrated exceptional commitment to students, families, and staff while advancing inclusive opportunities for students with significant disabilities. Her leadership will help guide the continued development of Life Skills programming throughout the agency.
- **Brittney Spencer** will return to a school-based role as Life Skills Program Administrator for Springfield Public Schools' K–12 classrooms. In addition to this work, she will continue serving as the Regional Technical Assistance Provider (RTAP) for Lane County and remain an active member of the Rural Collaborative team. Her expertise in instructional coaching and professional learning will continue to support educators across the region.
- **Justin Radabaugh** will transition from his role as Lane School Administrator after nine years of service to become Program Administrator for Regional Inclusive Services. In addition to supporting regional inclusive programming, Justin will oversee the South Lane elementary Life Skills classroom, Speech and Language Pathologists, Interpreter Services, and the expansion of the ISP-B program at Westmoreland. His extensive experience in special education programming and inclusive practices will strengthen supports across multiple service areas.
- **Dr. Jarrod Norris** will continue serving as Eugene 4J Life Skills Program Administrator, supporting middle school, high school, and transition-aged programming. His strong

district partnerships and commitment to high-quality services remain valuable assets to students and staff.

The Lane School Program Administrator position will be posted this spring following staff engagement and feedback sessions.

Program Updates

The department continues to refine programming to better meet student needs and improve equitable access to services.

- A new **Life Skills classroom will open at Madison Middle School**, expanding services and creating additional opportunities for students with DHH support needs.
- The **Spencer Butte Middle School (SBMS)** will close as students are returned to their neighborhood regions.
- **Creslane Elementary Life Skills** will return to a district run program.
- Beginning in 2026-27, **Augmentative and Alternative Communication (AAC) services** will be included within the Life Skills program slot cost for all participating districts. This change will create a more equitable service model and ensure students have consistent access to communication support across all of our classrooms.
- The Serbu Youth Campus will be opening two LTCT classrooms in partnership with Eugene 4j and LESD for the 2026-27 school year.

Extended School Year (ESY)

The department is excited to launch its first fully coordinated **Rural Extended School Year (ESY) Program**. Rural ESY services will be offered during July and will follow schedules established in collaboration with partner districts. This expansion represents a significant milestone in providing consistent educational support and services for students during the summer months.

Looking Ahead

These leadership transitions and program enhancements position the department to continue expanding inclusive opportunities, strengthening specialized services, and supporting students with disabilities across the region. The Special Education Department remains committed to partnering with districts, families, and staff to ensure high-quality educational experiences for all students.



May 2026, IT Board Report

Staffing

- **Network/Administrator I:** Following our recent search, we are pleased to welcome Owen Marcone to our IT team in the role of Network/Administrator I. Bringing valuable local context and expertise from Junction City, Owen represents someone who will strengthen our core technical capabilities and enhance our overall agency support.

Classrooms

- **Clever-** We are on schedule for the rollout of Clever, our new single sign-on platform is designed to streamline and secure the digital learning environment for students. We are currently finalizing the preparatory phases and will continue to provide updates as we approach our go live date.

System Upgrades and Improvements

- **eFax-** Following a comprehensive evaluation, we have successfully identified our preferred vendor for the new eFax solution and initiated the Proof of Concept (PoC) phase. Over the next 30 days, our team will test the platform's capabilities against our requirements for security, compliance, and workflow integration.
- **SpEd Student Information System (SIS)-** We are maintaining steady momentum on the procurement phase of the new SpEd SIS. Our strategic roadmap positions the upcoming 2026–2027 school year as the target window to finalize vendor selection and initiate comprehensive implementation planning. This deliberate timeline ensures a seamless data transition, robust training for our staff, and safeguards operational continuity for student services.

Regional Initiatives and Support

- **Incident Response Planning (IRP) & Resiliency Storage:** Recognizing the evolving cybersecurity landscape, LESD IT is spearheading a proactive initiative to establish secure, offline storage for physical Incident Response Plans and critical operational documentation on behalf of the districts. In alignment with technology leaders across the county, this strategy safeguards our most vital workflows. Starting next month, these mission critical materials will be securely positioned to guarantee uninterrupted business continuity and operational command in the event of an electronic network disruption or ransomware event.



- **Regional Hardware Resilience & Disaster Recovery Network:** LESD IT is leading a collaborative initiative partnering with local district IT departments to establish a regional backup equipment network. By strategically planning and pooling mission critical hardware resources, this partnership creates a mutual aid framework for technology emergencies. This proactive strategy ensures districts can rapidly draw upon shared resources, minimizing downtime, safeguarding educational continuity, and maximizing regional fiscal efficiency.
- **Internal Vulnerability Scanning Initiative:** In alignment with our commitment to robust cybersecurity, LESD IT is actively collaborating with regional ESDs to evaluate models for an internal vulnerability scanning service. By exploring this shared services approach, we aim to leverage regional economies of scale ensuring we can deliver advanced, long-term threat detection capabilities across our districts in the most cost effective and fiscally responsible way.
- **Clever Strategic Partnership & Procurement Advantage:** LESD IT has successfully established a strategic partnership with Clever regarding our student Single Sign-On (SSO) platform. This unique collaboration positions LESD and our component districts as key advisory partners, granting us early access to test pre-release features and directly influence product development. Capitalizing on this relationship, our department has negotiated a 10% cost reduction for all future renewals and new purchases, delivering immediate and ongoing fiscal value to the region.

Notes from McKenzie | June 2, 2026

2026-27 budget was approved by our budget committee. With less funding due to lower enrollment, and no longer being supported by post-fire funding legislation, we will have a RIF but not as severe as initially expected. We are in classified bargaining now with less flexibility than we would like to have.

Many events happening as the year concludes:

- Spring Concert- K-12 music performance. The MS/HS band celebrated their year with a rafting trip today.

- Hosted 26 schools at HS track and field district meet

- Field trips and Outdoor School

- Tech Night and Market Night- both Corey Culp projects: The first ever Tech Night brought the community to classrooms for demonstrations of his "McKenzie Model" coding academy in which HS tech "ambassadors" teach programming to elementary students. Market Night is his marketing/entrepreneurship class opening their businesses for one night only. Many sell out early so it's best to get there early. All profits go to student scholarships.

And finally, graduation last Saturday, 100% of the class of 2026 graduated on time. 14 students walked and were awarded over \$300k, collectively, in scholarships.



LANE EDUCATION SERVICE DISTRICT

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EQUITY

COMMITMENT

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COLLABORATION

INTEGRITY

LANE EDUCATION SERVICE DISTRICT

1200 Hwy 99 N
Eugene, Oregon 97402

Board of Directors

May 5th, 2026
Work Session: 6:00 PM
Regular Meeting: 7:00 PM

1. Call Work Session: Budget Committee Meeting - 6:00 p.m.

Chair Leslie Harris called to Order at 6:04.

LESD Budget Committee Members Present: Mike Anderson (Creswell), Jenny Jonak (4J) (remote), Robyn Zygaitas (Bethel), LESD Board Chair Leslie Harris, Vice Chair Vanessa Truett, LESD Directors Sherry Duerst-Higgins, Linda Hamilton, Thomas Hiura, Nora Kent (remote)

Administration and Staff: Superintendent Tony Scurto, Assistant Superintendent Eric Anderson, Olivia Meyers-Buch (Executive Director of Business Services), Morgan Christensen (Executive Director of Human Resources), Ana Quintero-Arias (Co-Executive Director of School Improvement), Cassadie Mitchell (Co-Executive Director of School Improvement), Brandon Webb (Chief Information Officer), and Maria Schaad (recording secretary).

Guests: Lindsay Meyer (LCEA) and the community on line.

Chair Harris transitioned the Budget Committee and the first order of business.

1.A Election of Officers

1.A.1 Nominations for Presiding Officer

Director Duerst-Higgins nominated Mike Anderson for Presiding Officer. There were no other nominations. Board Chair Harris called for a motion naming Mike Anderson as Presiding Officer. Vice Chair Truett seconded. Budget Committee Members: Robyn Zygaitis, Mike Anderson, Sherry Duerst-Higgins, Thomas Hiura, Linda Hamilton, Leslie Harris, Vanessa Truett, and Nora Kent, voted yes.

Budget Committee Member, Mike Anderson was elected as Presiding Officer.

1.B. Welcome and Introductions

Presiding Officer Anderson welcomed everyone and invited Superintendent Scurto to present the Budget message.

1.C. Presentation of Superintendent Budget Message

Superintendent Scurto read the Superintendent Budget Message message aloud.

1.D. Review of Proposed Budget Document

Executive Director of Business Services, Olivia Meyers-Buch provided an overview of the proposed budget, LESD's purpose, how services are funded, budget development, timeline and summary of the proposed budget. The presentation continued with slides.

1.E. Committee Discussion



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The Budget Committee was invited to ask questions and discuss the proposed budget and presentation. Committee members raised questions regarding the EI/ECIS funding percentage and special education services.

Additional questions were asked regarding statewide budget reductions and the extent to which Lane ESD staffing is experiencing funding limitations. Director Meyers-Buch clarified that LESD staffing is aligned with component district service orders. It was noted that LESD staffing has not experienced significant reductions, as the staffing plan is closely aligned to district needs and service agreements.

Director Meyers-Buch further noted that, following the current fiscal year, staffing levels and allocations may shift in response to fluctuations in grants and contracted services.

The Presiding Officer moved to open the meeting for Public Comment.

1.F. Public Comment

The Presiding Officer invited the public to comment. No public comment was given in writing or in person.

1.G. Committee Action

Presiding Officer invited committee action

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approve the budget and the tax rate.

Director HARRIS seconded.

Board Secretary requested a Role Call Vote:

Presiding Officer continued with Role Call Vote:

Nora Kent - Yes

Jenny Jonak - Yes

Vanessa Truett - Yes

Leslie Harris - Yes

Thomas Hiura - Yes

Sherry Duerst-Higgins - Yes

Robyn Zygaitis - Yes

Superintendent Scurto thanked all Budget Committee members. No additional Budget Committee meetings are needed and the Budget will next be presented to the LESD Board for adoption in June.



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COLLABORATION

INTEGRITY

1.H. Adjourn Budget Committee

Presiding Officer Anderson Adjourned the Budget Committee at 6:44 p.m.

Board Chair Harris called for a 15 minute recess.

2. Recess - 6:45 p.m.

3. Call Regular Meeting to Order - 7:00 p.m.

Chair Leslie Harris called the Regular Meeting to Order at 7:01 p.m.

4. Welcome

Board Members Present: Board Chair Leslie Harris, Vice Chair Vanessa Truett, Directors Sherry Duerst-Higgins, Linda Hamilton, Thomas Hiura, and Nora Kent (remote)

Administration and Staff: Superintendent Tony Scurto, Assistant Superintendent Eric Anderson, Olivia Meyers-Buch (Executive Director of Business Services), Morgan Christiensen (Executive Director of Human Resources), Ana Quintero-Arias (Co-Executive Director of School Improvement), Cassadie Mitchell (Co-Executive Director of School Improvement), Brandon Webb (Chief Information Officer), and Maria Schaad (recording secretary).

LESD Board Liaisons Members Present: Scott Yakovich (Lowell Superintendent), Mike Anderson (Creswell), Ericka Thessen (4J) Robyn Zygaitas (Bethel).

Guests: TCN (online) and the community on line.

5. Lane Education Service District Statement of Accountability: Land Acknowledgement

The Statement was read aloud by Thomas Hiura

6. Public Participation

No public comment.

7. Agenda Review

The Agenda was accepted as presented.

8. Information from Admin Staff

Chair Harris invited the directors to offer their oral reports.

Technology Services - Chief Information Office | Brandon Webb

Brandon reported that Chris Robison, Director from Siuslaw School District, has joined the team. He noted that one technology position remains open.



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COLLABORATION

INTEGRITY

Brandon shared updates on several technology initiatives, including the implementation of Clever, which will simplify student login processes and improve accessibility, particularly for students who experience challenges accessing technology.

He also reported that the Technology Department is supporting the Special Education Department's transition of approximately 110 iPads for ATA. The devices will be updated over the coming months and prepared for use by the fall.

School Improvement - Co - Director | Ana Quintero-Arias

Ana shared several School Improvement updates. The department recently welcomed the Regional Educator Network (REN), with approximately 80 participants attending, as well as members of the State Early Assessment Consortium (EAC).

Several weeks earlier, Lane ESD hosted Dr. Essien, Assistant Superintendent with the Oregon Department of Education, as part of a statewide listening tour. During the visit, Dr. Essien toured several programs, including the 5 Powers Youth Voice initiative and work led by Shareen Springer. Ana reported that visitors left impressed with the work being accomplished.

Planning is underway for the Summer Migrant Education Program. The program has secured a facility for summer operations. A new component this year will be participation in a binational teacher exchange program that will bring teachers from Guatemala.

Ana also reported that the Lane Teacher Pathways Program received 28 new applications in addition to the 16 students currently participating. Scholarship awards are expected to be finalized by the end of the month.

She noted that School Improvement traditionally focuses on professional development and is currently emphasizing cross-department collaboration, particularly with Special Education. Current offerings include capacity-building supports and data review processes. Ana concluded by recognizing Teacher Appreciation Week and expressing appreciation for educators.

School Improvement - Co-Director | Cassadie Mitchell

Cassadie reported on the final Rural Collaborative gathering of the year, scheduled for May 8. The event will provide professional development opportunities for staff who do not have job-alike groups, with a focus on affinity-based collaboration, student experience, teaching, and instruction. The afternoon will include a team competition organized by Marcola School District. Representatives from ODE are expected to attend.

Cassadie and Maddy Ahearn (LESd) will also present on the Rural Collaborative at the Oregon Association of Education Service Districts (OAESD) conference, offering two presentations.

Cassadie shared information about the upcoming Youth Voice Summit, "Roses Through Concrete," scheduled for May 28. The summit theme recognizes the challenges students face and will provide opportunities for students to express themselves and explore strategies for maintaining engagement.



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LEADERSHIP

COLLABORATION

INTEGRITY

She also discussed a new collaboration effort among mid-sized districts, referred to as "Mid for the Mids." The initiative will focus on middle school mathematics and STEM education and is intended to support districts in light of new accountability measures.

Additionally, Cassadie reported that Lane ESD was well represented at the Oregon ACTE Conference, with four team presentations delivered by Lane ESD staff.

Human Resources | Morgan Christensen

Morgan provided an update on the UpBeat Survey. The second survey was distributed in April, and results will be reviewed and presented in greater detail in the fall. Regarding staffing, Morgan reported that the goal remains to achieve full staffing levels. Human Resources continues to develop employee pools to reduce reliance on contracted services and bring more work in-house. Recruitment and retention efforts have been successful, aided by staff participation in job fairs. The next recruitment event will be the Connected Lane County Job Fair on May 7. Morgan noted that Lane ESD continues to attract strong candidates and remains focused on recruiting high-quality talent.

Special Education and District Updates

Superintendent Scurto provided Special Education updates on behalf of Director Gillett. He reported that Special Education costs continue to increase and that the department is actively exploring strategies to address budgetary challenges. He also noted that the next Board meeting will be held at the Westmoreland Campus and will include a comprehensive Special Education presentation.

Superintendent Scurto also provided an update on the Summer Learning Grant program. Applications were submitted by Bethel, Creswell, Marcola, and Junction City; however, those districts were not awarded funding. Lowell, Oakridge, and Springfield received grants. He noted that the grant structure has changed from a one-year award cycle to a three-year funding model.

Assistant Superintendent Update

Assistant Superintendent Anderson shared information regarding STEM and ESD hubs and the collaboration that occurs among hubs and community partners. He also discussed ongoing work related to the UpBeat Survey, collaboration with the District Evaluation Committee (DEC), and efforts with LCEA to develop an evaluation system that allows staff to better understand and track their professional growth and development.

9. Board Advisors and Liaison Reports

Eugene School District 4J | Ericka Thessen

Ericka reported that Eugene School District 4J continues to navigate significant budget challenges due to an ongoing budget shortfall. She noted that Human Resources and Finance are working closely together to strengthen position control processes and ensure greater fiscal oversight.

The district has emphasized maintaining a clear and transparent process for budget reductions; however, the emergence of an additional budget shortfall has created further challenges. As part of



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COMMITMENT

LEADERSHIP

COLLABORATION

INTEGRITY

cost-saving measures, school meal services have been adjusted to limit breakfast and lunch offerings to one serving per student. Ericka shared that the district's scratch-cooking food program is no longer funded. Despite these challenges, she expressed hope that the district will successfully move through this difficult period.

Creswell School District | Mike Anderson

Mike Anderson reported that Creswell School District is not making budget cuts this year. He credited the district's financial stability in part to the previous superintendent's decision to leave certain vacant positions unfilled, which helped prepare the district for the current budget environment. Mike announced that Amy Aguero has been selected as the district's new superintendent and noted that there is considerable excitement surrounding the transition. He also shared progress on the district's new Career and Technical Education (CTE) building, with foundation work currently underway.

Bethel School District | Robyn Zygaitas

Robyn Zygaitas reported that Bethel School District is also engaged in its budget planning process. As part of budget reductions, the district will close its "Little Wolverines" preschool program. Community-based options will remain available to support young parents; however, the closure will impact the district's Early Childhood CTE program. Robyn also reported that Shasta Middle School will be closing. This follows the previous closure of Cascade Middle School. In addition, the district will reduce administrative staffing by three positions. At this time, Bethel has not implemented any reductions in force (RIFs) for employees.

Lowell School District | Scott Yavovich

Scott Yavovich reported that Lowell School District is joining the Rural Collaborative initiative and is enthusiastic about the opportunity for increased collaboration with neighboring districts.

The district's budget was approved the previous evening and will move forward to the Board for final adoption. While some budget reductions are included, they are minimal. Scott noted that district enrollment has declined, but there is optimism that future housing development in the community may help stabilize or increase enrollment. Scott also shared that Lowell's senior class consists of approximately 34 students, all of whom are expected to graduate. In student achievement news, a Lowell student was recently named the State Champion in the Solo Vocalists competition.

10. Action Items

Chair Harris introduced the consent agenda items

10.A. Consent Agenda

DIRECTOR DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the consent group as submitted and listed below

1. Lane ESD Board Meeting Minutes for April 7, 2026
2. Personnel Actions, April 2026



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COLLABORATION

INTEGRITY

Director Hiura seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, HIURA, KENT, AND TRUETT VOTING YES. (ESD Resolution #26-078)**

The vote passed (6:0:0)

10.B. Accept Financial Report

Executive Director of Business Services Olivia Meyers-Buch presented the financial report for the period ending March 31, 2026. She reported that the projected ending fund balance is just below 8%.

Olivia reviewed the appropriations report, which was included in the board materials. She noted that action will be requested at the June board meeting to approve appropriation adjustments.

She further explained that the current projections are performing as expected and that this time of year is when Business Services refines and narrows its financial projections as more complete revenue and expenditure information becomes available through the remainder of the fiscal year.

DIRECTOR HIURA MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the March 2026 Financial Report, as presented.

Director Duerst-Higgins seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, HIURA, TRUETT AND KENT VOTING YES. (ESD Resolution #26-079)**

The motion passed (6:0:0)

10.C. Grant Proposal

Superintendent Scurto presented a grant proposal related to the Native Youth Project. He explained that the grant opportunity is being offered through the Willamette Conservation District and reviewed the purpose and potential benefits of the project for participating students and communities.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approve the grant proposal.

Director Hamilton seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, HIURA TRUETT AND KENT VOTING YES. (ESD Resolution #26-080)**

The motion passed (6:0:0)

10.D. Acceptance of Resignation | Assistant Superintendent

Chair Harris shared that the Board received formal notice of the resignation of Assistant Superintendent Anderson, who has served with the ESD since October 2024.

Superintendent Scurto offered additional remarks regarding Assistant Superintendent Anderson's contributions to the organization, particularly his work advancing strategic planning efforts and supporting the needs of the ESD's component districts. He noted that important work lies ahead in



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COLLABORATION

INTEGRITY

these areas and expressed confidence that Mr. Anderson will continue that work in his new role with the Oregon Department of Education (ODE).

Superintendent Scurto thanked Assistant Superintendent Anderson for his service and shared that a transition plan is in place to ensure continuity of operations.

Assistant Superintendent Anderson expressed his appreciation to ESD staff, leadership, and regional partners. He stated that his experience at LESD has helped prepare him for his next professional role and thanked those with whom he has worked during his time at the ESD.

Director Duerst offered remarks recognizing Assistant Superintendent Anderson's contributions and wishing him success in his future endeavors.

DIRECTOR HAMILTON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD that Board accept the resignation of Eric Anderson, Assistant Superintendent, effective June 1, 2026.

Director Duerst-Higgins seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HAMILTON, HARRIS, HIURA, TRUETT AND KENT VOTING YES. (ESD Resolution #26-081)**

The motion passed (6:0:0:)

10.E. Excusal of Director Absence

Chair Harris proceeded with the Agenda.

10.F. Teacher Appreciation Week Proclamation

DIRECTOR HIURA MOVED:

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

WHEREAS, teachers encounter students of widely differing backgrounds; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Lane Education Service District Board of Directors proclaims May 4-8, 2026 to be Teacher Appreciation Week; and

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

Director Duerst-Higgins seconded, and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, HIURA, HAMILTON, HARRIS, KENT, AND TRUETT. VOTING YES. (ESD Resolution #26-082)**

The motion passed unanimously (6:0:0)



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COLLABORATION

INTEGRITY

11. Discussion/Reports

11.A. Legislative Update:

Superintendent Scurto provided updates on several state and regional education initiatives and activities. He discussed Senate Bill 141, noting its focus on growth targets, student achievement, and a new accountability system that will be implemented over the next four years. Superintendent Scurto reported that Education Service Districts (ESDs) have expanded efforts to provide cost-saving opportunities for school districts.

Superintendent Scurto also reviewed Governor Kotek's Executive Order on Preserving Instructional Time. He explained that, in response to budget reductions, some districts had considered shortening the school year by eliminating instructional days. Under the executive order, this practice will no longer be permitted. As a result, some districts may need to return to negotiations with employee unions to restore previously reduced instructional days.

In discussing the recent legislative session, Superintendent Scurto noted the challenges associated with Oregon's declining student enrollment, which is largely attributed to lower birth rates statewide.

11.B. Superintendent's Report

The Superintendent also shared updates on local activities. He reported that the fire truck has officially been added to the LESD fleet. Additionally, he noted that the Superintendent's Council recently welcomed a parent presenter and that several LESD board members and staff members will be attending the upcoming OAESD conference.

11.C. Policy

The first read of Policy section KL was presented to Board Directors.

11. D. Proposed Calendar

A draft of the proposed 2026-27 annual Board Calendar was presented to Board Directors for first read.

11.E. OASED

Directors attending discussed planning while attending the OAESD Conference.

11.F. Board Reports

12. Board Member Reports and Comments/Agenda Planning

12.A. Board Directors

Director Kent offered a brief update about Siuslaw School District and navigating through their budget adoption.

12.B. Agenda Planning



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INTEGRITY

This was not fully addressed.

13. Announcements/Correspondance

13.A. Announcements

No announcements.

14. Adjournment

The next regular meeting is scheduled to be held Tuesday, June 2nd, 2026, at the Westmoreland Campus, 1717 City View, Eugene. Chair Harris adjourned the meeting at 8:15 p.m.

ADJOURNMENT

Minutes Approved:

Leslie Harris, Chairperson

Tony Scurto, Superintendent



CONSENT AGENDA - ITEMS FOR ACTION PERSONNEL ACTIONS

May 29, 2026

Summary

The Superintendent submits the Personnel Report for Board review and approval, including recommended actions related to new appointments, hires, and separations of employment.

Recommendation

The Superintendent recommends that the Board approve the Personnel Report as presented in the Consent Agenda.

LICENSED STAFF

	<i>Employee ID #</i>	<i>Position</i>	<i>Effective Date</i>
Appointment / New Hire		None to report at this time	
Separation of Employment	13841	Assistant Superintendent	5/29/2026
	12921	Specialist, School Improvement	5/29/2026
	14190	School Nurse	6/12/2026
	14146	School Nurse	6/12/2026



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INTEGRITY

Prepared for: Lane ESD Board of Directors
Prepared by: Olivia Meyers Buch, Executive Director of Business Services
Meeting Date: June 2, 2026

April 2026 Financial Report (Unaudited)

General Fund Financial Report

The Financial Report for the General Fund for the period ending April 30, 2026 follows this report. Year-to-date operating revenues through April 30, 2026 total \$27,747,057 or 84.4% of total budgeted operating revenues as compared to \$25,074,071 or 87.2% through April 30, 2025. As usual, state school fund formula revenue (which includes property taxes) constitutes the majority of funds received. Total projected resources of \$34,998,231 is \$1,040,759 less than budgeted, which is primarily due to 1) adjustments to state school fund estimates that reflect a lower ADMw than what was originally projected by our districts; and 2) a reduction to the Life Skills menu service cost to our component districts.

Year-to-date operating expenditures through April 30, 2026 total \$18,902,810 or 65.0% of total budgeted operating expenditures as compared to \$17,823,409 or 69.7% through April 30, 2025. Total projected operating expenditures of \$27,039,387 is \$2,052,756 less than budgeted, which is primarily due to projected savings related to staffing vacancies going unfilled, a small reduction in PERS employer contributions, and savings in health benefits when employees elect to opt out of coverage. Total projected transfers and transits of \$4,221,721 is \$241,673 less than budgeted, which is primarily due to changes made to district service orders (including a significant change by our largest component district) after the budget was adopted.

Projected resources and requirements through April 30, 2026 result in an ending fund balance of \$3,737,124, with \$1,390,460 assigned (reserved) for districts. The remaining ending fund balance of \$2,346,664 is unassigned and represents 7.4% of projected operating revenues. The projected unassigned ending fund balance reflects an increase, or operating surplus, of \$67,388.

Appropriations

A summary of appropriations for all funds for the period ending April 30, 2026 follows this report. At this time, two appropriations in the General Fund (Instruction and Transfers of Funds), one appropriation in the Special Revenue Fund (Apportionment of Funds by ESD) and one appropriation in the Internal Service Fund (Instruction) are projected to be overspent, but will be corrected with board action to transfer appropriations and adopt a supplemental budget.

Cash and Investment Account Balances by Type

	Yield	Beginning Balance	Deposits	Withdrawals	Ending Balance
Municipal Investor Checking	0.35%	\$594,906	\$10,393,334	\$10,385,507	\$602,734
Oregon LGIP (4513)	4.00%	\$10,572,320	\$2,473,199	\$2,900,000	\$10,145,519
Oregon LGIP (3676)	4.00%	\$824,609	\$88,055	\$0	\$912,664
Total		\$11,991,835	\$12,954,588	\$13,285,507	\$11,660,916

Assurances

All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts have been reconciled to the general ledger as of April 30, 2026.

The adopted budget reflects expected expenditures. All payroll reports have been filed and payroll liabilities have been paid timely. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level.

There have been no significant changes to the internal control system, to the accounting system or accounting policies that are significant. The business services department is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement.

All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time. I know of no cases of fraud or other misconduct and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I feel is inaccurate.

Please contact me with questions or if you would like any additional information.

LANE EDUCATION SERVICE DISTRICT
General Fund Financial Report (Unaudited)
For the Period Ending April 30, 2026

	Fiscal Year 2024-25					Fiscal Year 2025-26					
	Final Budget	Actuals thru 4/30/2025	% of Budget	Actuals thru 6/30/2025	% of Budget	Adopted Budget	Actuals thru 4/30/2026	% of Budget	Projected thru 6/30/2026	% of Budget	Budget Variance
RESOURCES											
State School Fund Formula Revenue											
State School Fund - General Support	\$ 16,240,313	\$ 15,055,619	92.7%	\$ 16,547,846	101.9%	\$ 18,679,394	\$ 16,079,079	86.1%	\$ 17,809,836	95.3%	\$ (869,558)
Property Taxes Levied by District	9,038,376	8,760,103	96.9%	8,985,472	99.4%	9,359,045	9,088,602	97.1%	9,329,720	99.7%	(29,325)
Other Local Revenues	86,659	19,947	23.0%	30,374	35.1%	47,000	33,835	72.0%	47,500	101.1%	500
Services Provided to Districts	2,209,514	120,487	5.5%	1,961,361	88.8%	3,441,349	1,602,770	46.6%	3,020,210	87.8%	(421,139)
Fees Charged to Grants	600,000	467,788	78.0%	787,830	131.3%	700,000	426,720	61.0%	650,000	92.9%	(50,000)
Other Revenues	580,000	650,127	112.1%	996,757	171.9%	662,700	516,052	77.9%	786,743	118.7%	124,043
Total Operating Revenues	\$ 28,754,862	\$ 25,074,071	87.2%	\$ 29,309,639	101.9%	\$ 32,889,488	\$ 27,747,057	84.4%	\$ 31,644,009	96.2%	\$ (1,245,479)
Beginning Fund Balance (District Reserves)	1,103,757	1,286,636	116.6%	1,286,636	116.6%	1,234,309	1,074,947	87.1%	1,074,947	87.1%	(159,362)
Beginning Fund Balance	1,514,860	1,423,343	94.0%	1,423,343	94.0%	1,915,193	2,279,275	119.0%	2,279,275	119.0%	364,082
TOTAL RESOURCES	\$ 31,373,479	\$ 27,784,050	88.6%	\$ 32,019,618	102.1%	\$ 36,038,990	\$ 31,101,279	86.3%	\$ 34,998,231	97.1%	\$ (1,040,759)
REQUIREMENTS											
Salaries	\$ 11,436,471	\$ 8,206,843	71.8%	\$ 11,229,735	98.2%	\$ 12,931,449	\$ 8,748,298	67.7%	\$ 11,799,922	91.2%	\$ (1,131,527)
Associated Payroll Costs	7,495,703	4,885,009	65.2%	6,740,975	89.9%	8,752,295	5,323,979	60.8%	7,434,949	84.9%	(1,317,347)
Purchased Services	5,695,892	3,936,650	69.1%	5,696,187	100.0%	6,358,613	4,031,271	63.4%	6,695,195	105.3%	336,582
Supplies and Materials	662,884	452,100	68.2%	557,323	84.1%	724,853	466,775	64.4%	756,840	104.4%	31,987
Capital Outlay	-	-	#DIV/0!	39,123	#DIV/0!	-	19,470	#DIV/0!	19,665	#DIV/0!	19,665
Other Objects	269,700	342,808	127.1%	374,774	139.0%	324,933	313,018	96.3%	332,816	102.4%	7,883
Total Operating Expenditures	\$ 25,560,650	\$ 17,823,409	69.7%	\$ 24,638,117	96.4%	\$ 29,092,143	\$ 18,902,810	65.0%	\$ 27,039,387	92.9%	\$ (2,052,756)
Transfers											
Interfund Transfers	449,000	429,000	95.5%	449,713	100.2%	452,500	425,000	93.9%	465,000	102.8%	12,500
Transits to Districts	3,297,987	1,551,175	47.0%	3,577,566	108.5%	4,010,894	2,045,539	51.0%	3,756,721	93.7%	(254,173)
Other Uses of Funds											
Planned Reserve (District Reserves)	464,161	-	0.0%	-	0.0%	440,383	-	0.0%	-	0.0%	(440,383)
Planned Reserve	801,681	-	0.0%	-	0.0%	209,617	-	0.0%	-	0.0%	(209,617)
Reserved for Next Year	800,000	-	0.0%	-	0.0%	1,833,453	-	0.0%	-	0.0%	(1,833,453)
TOTAL REQUIREMENTS	\$ 31,373,479	\$ 19,803,584	63.1%	\$ 28,665,396	91.4%	\$ 36,038,990	\$ 21,373,348	59.3%	\$ 31,261,108	86.7%	\$ (4,777,882)
ENDING FUND BALANCE	-	\$ 7,980,466		\$ 3,354,222		-	\$ 9,727,931		\$ 3,737,124		
Assigned for Districts				\$ 1,074,947					\$ 1,390,460		
Unassigned Fund Balance				\$ 2,279,275	7.8%				\$ 2,346,664	7.4% *	
* Percent of Operating Revenues				\$ 3,354,222					\$ 3,737,124		

LANE EDUCATION SERVICE DISTRICT
Appropriation Monitoring
For the Period Ending April 30, 2026

		Fiscal Year 2025-26						
		Adopted Budget	Actuals thru 4/30/2026	% of Budget	Projected thru 6/30/2026	% of Budget	BUDGET VARIANCE	NOTES
GENERAL FUND	100							
Instruction		14,163,749	9,482,020	66.9%	14,195,678	100.2%	(31,929)	- pending appropriation transfer
Support Services		14,928,394	9,420,790	63.1%	12,843,709	86.0%	2,084,685	+
Transfers of Funds		452,500	425,000	93.9%	465,000	102.8%	(12,500)	- pending appropriation transfer
Apportionment of Funds by ESD		4,010,894	2,045,539	51.0%	3,756,721	93.7%	254,173	+
Contingencies		650,000	-	0.0%	-	0.0%	650,000	+
Unappropriated Ending Fund Balance		1,833,453	-	0.0%	-	0.0%	1,833,453	
Total		36,038,990	21,373,348	59.3%	31,261,108	86.7%	4,777,882	+
SPECIAL REVENUE FUND	200							
Instruction		3,739,197	2,028,408	54.2%	3,354,449	89.7%	384,748	+
Support Services		15,187,528	8,465,872	55.7%	15,017,551	98.9%	169,977	+
Enterprise and Community Services		80,000	53,060	66.3%	74,005	92.5%	5,995	+
Apportionment of Funds by ESD		22,548,273	17,060,281	75.7%	25,205,947	111.8%	(2,657,674)	- pending supplemental budget
Total		41,554,998	27,607,621	66.4%	43,651,953	105.0%	(2,096,955)	+
DEBT SERVICE FUND	300							
Support Services		5	1	11.0%	1	20.0%	4	+
Debt Service		954,698	62,349	6.5%	954,697	100.0%	1	+
Total		954,703	62,349	6.5%	954,698	100.0%	5	+
CAPITAL PROJECTS FUND	400							
Support Services		139,161	139,161	100.0%	139,161	100.0%	(0)	+
Debt Service		135,839	63,067	46.4%	135,839	100.0%	-	+
Total		275,000	202,229	73.5%	275,000	100.0%	(0)	+
INTERNAL SERVICE FUND	600							
Instruction		-	22,649	#DIV/0!	22,649	#DIV/0!	(22,649)	- pending appropriation transfer
Support Services		545,020	181,737	33.3%	350,000	64.2%	195,020	+
Total		545,020	204,386	37.5%	372,649	68.4%	172,371	+
GRAND TOTAL	ALL	79,368,711	49,449,933	243.3%	32,863,457	41.4%	2,853,302	

Lane Education Service District
Resolution

**Supplemental Budget for General Fund,
Special Revenue Fund, and Internal Service Fund**

WHEREAS, ORS 294.471 provides for a governing body to make supplemental budgets for the fiscal year in certain cases;

AND WHEREAS, the Special Revenue Fund requires a change in budgeted resources and appropriations which were not included in the adopted budget because the amounts were not known with certainty at the time the budget was prepared;

AND WHEREAS, the General Fund and Internal Service Fund requires transfers in budgeted appropriations to reflect projected expenditures.

BE IT RESOLVED, that the Board of the Lane Education Service District hereby adopts a supplemental budget to the 2025-26 budget for the General Fund, Special Revenue Fund, and Internal Service Fund as set forth below, and that the amounts for the 2025-26 fiscal year and for the purposes shown below are hereby appropriated as follows:

100 - GENERAL FUND

TOTAL RESOURCES – ADOPTED BUDGET	\$36,038,990	TOTAL REQUIREMENTS – ADOPTED BUDGET	\$36,038,990
Supplemental Budget			
		1000 - Instruction	800,000
		2000 - Support Services	(812,500)
		5200 - Transfers of Funds	12,500
		Total Requirements	-
TOTAL RESOURCES – AMENDED BUDGET	\$36,038,990	TOTAL REQUIREMENTS – AMENDED BUDGET	\$36,038,990

200 - SPECIAL REVENUE FUND

TOTAL RESOURCES – ADOPTED BUDGET	\$41,554,998	TOTAL REQUIREMENTS – ADOPTED BUDGET	\$41,554,998
Supplemental Budget			
State Sources	2,687,500	5300 - Apportionment of Funds by ESD	2,700,000
Other Sources - Interfund Transfers	12,500		
Total Resources	2,700,000	Total Requirements	2,700,000
TOTAL RESOURCES – AMENDED BUDGET	\$44,254,998	TOTAL REQUIREMENTS – AMENDED BUDGET	\$44,254,998

600 - INTERNAL SERVICE FUND

TOTAL RESOURCES – ADOPTED BUDGET	\$545,020	TOTAL REQUIREMENTS – ADOPTED BUDGET	\$545,020
Supplemental Budget			
		1000 - Instruction	50,000
		2000 - Support Services	(50,000)
		Total Requirements	-
TOTAL RESOURCES – AMENDED BUDGET	\$545,020	TOTAL REQUIREMENTS – AMENDED BUDGET	\$545,020

Adopted by the Board of Lane Education Service District at its regular meeting this 2nd day of June, 2026.

**LANE EDUCATION SERVICE DISTRICT
LANE COUNTY, OREGON**

Leslie Harris, Board Chair

ATTEST:

Tony Scurto, Clerk

Lane Education Service District

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Lane Education Service District hereby adopts the budget for fiscal year 2026-27 in the total of **\$81,234,074**. This budget is now on file at the Lane ESD Main Campus at 1200 Highway 99 N, Eugene, OR 97402.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are hereby appropriated:

100 - General Fund

1000 - Instruction	\$ 15,387,850
2000 - Support Services	14,886,891
5000 - Other Uses	2,348,007
5200 - Interfund Transfers	315,839
6000 - Contingency	2,234,228
Total	\$ 35,172,815

200 - Special Revenue Fund

1000 - Instruction	\$ 3,529,726
2000 - Support Services	13,680,821
3000 - Enterprise and Community Services	95,000
5000 - Other Uses	25,656,712
Total	\$ 42,962,260

300 - Debt Service Fund

2000 - Support Services	\$ 2
5100 - Debt Service	1,123,916
Total	\$ 1,123,918

600 - Internal Service Fund

1000 - Instruction	\$ 25,000
2000 - Support Services	365,214
Total	\$ 390,214

Total Appropriations, All Funds	\$ 79,649,207
Total Unappropriated and Reserve Amounts, All Funds	\$ 1,584,867
TOTAL ADOPTED BUDGET	\$ 81,234,074

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED, that the following ad valorem property taxes are hereby imposed for tax year 2026-27 upon the assessed value of all taxable property within the district:

- (1) At the rate of \$0.2232 per \$1,000 of assessed value for permanent rate tax;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Education Limitation

Permanent Rate Tax.....\$0.2232/\$1,000

The above resolution statements were approved and declared adopted on this 2nd day of June, 2026.

**LANE EDUCATION SERVICE DISTRICT
LANE COUNTY, OREGON**

Leslie Harris, Board Chair

ATTEST:

Tony Scurto, Clerk



2026-27 Calendar

Scheduled Regular Board Meetings and Work Sessions

Lane Education Service District Board of Directors

July 1, 2026 - June 30, 2027

Meeting Date	Meeting Type
Tuesday, July 28, 2026 (organization)	Regular Board Meeting Work Session (possible Board retreat)
Tuesday, September 1	Regular Board Meeting
Tuesday, October 6	Regular Board Meeting
November - two proposed options out of consideration for Election night: - Monday, November 2 - Tuesday, November 10	Regular Board Meeting
December - two proposed options as December 1 immediately follows the Thanksgiving Holiday) - Tuesday, December 1 - Tuesday, December 8	Regular Board Meeting
Tuesday, January 5, 2027	Regular Board Meeting
Tuesday, February 2	Regular Board Meeting
Tuesday, March 2	Regular Board Meeting
Tuesday, April 6	Regular Board Meeting Budget Committee Orientation



2026-27 Calendar

Tuesday, May 4	Regular Board Meeting Budget Committee Meeting
June - two options as June 1st is the Tuesday immediately following Memorial Day ○ Tuesday, June 1 ○ Tuesday, June 8	Regular Board Meeting

DRAFT

Lane Education Service District

Code: KAA
Adopted: 12/07/93
Revised/Readopted: 2/26/02
Orig. Code(s): KAA

Community Relations Goals and Objectives – **KEEP with Edits**

(Is there a “community relations program”? OSBA does not have a sample policy on this topic.)

The Board is committed to open, interactive communication both within the ESD and among its various constituencies.

The Board will use appropriate means and media to achieve the following objectives:

1. To foster public understanding of all aspects of ESD operations, ascertain public attitudes toward issues in education and identify the public’s expectations;
2. To develop staff understanding of ESD programs, services and activities and the inter-relatedness of each other’s work;
3. To inform Lane County educators about the facilities and services of the ESD that are of value to them in the work that they do for schools and to engage them in improving or developing services to best meet student needs;
4. To encourage all ESD personnel to demonstrate effective communication, service and commitment to the schools and communities we serve;
5. To effectively respond to public requests for information, and encourage input concerning ESD employees, programs or operations;
6. Promote cooperation and develop relationships between the ESD, component school districts and the community and share the leadership for improving community life.

Achieving these objectives requires that the Board and staff, individually and collectively, express positive attitudes toward the ESD in their daily contacts with component school districts, community members and one another; make systematic and continuing efforts to discover what the public and component school districts think and what citizens want to know; interpret programs, issues and accomplishments; develop an active partnership with the community in working toward improvement of the program, and take an active interest in the needs of the community to find ways to make the community a better place to live.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#) (7)

Lane Education Service District

Code: KBA
Adopted: 12/07/93
Readopted: 2/26/02; 3/16/04; 1/22/08;
11/15/11; 12/06/17; 2/07/23
Orig. Code(s): KBA

Public Records Request** - Approve with Edits

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

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

All such information will be made available to individuals with disabilities in an accessible format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts to disseminate information. Each administrator is authorized to use available means to keep parents and others in the particular ESD's community informed about the ESD's program and activities.

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

Employee and volunteer personal residential addresses, personal electronic mail addresses, social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the ESD are exempt from public disclosure pursuant to ORS 192.368-368 and ORS 192.355(3). ESD electronic mail addresses assigned by the ESD to ESD employees are not exempt. This exemption does not apply to a

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

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

substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[ORS Chapter 192](#)

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

[OAR 166-005-0010](#)

[OAR 166-400](#)

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

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

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

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

Lane Education Service District

Code: KBA-AR
Adopted: 1/12/94
Readopted: 2/26/02; 9/23/08; 11/07/17;
1/03/23
Orig. Code(s): KBA-AR

Public Records Request – **Adopt with Edits**

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

1. A public records request shall be submitted in writing through the superintendent at the ESD's main office at 1200 Highway 99 North, Eugene.
2. Upon receipt of a written request, the ESD shall respond within five business days¹ acknowledging receipt of the request or completing² the ESD's response to the request.

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

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

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

² The ESD response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

- a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;
- b. Compliance would demonstrably impede the ESD's ability to perform other necessary services; or
- c. Of the volume of the public records request being simultaneously processed by the ESD.

In these situations, the ESD shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The ESD may request additional information or clarification from the requester for the purpose of expediting the ESD's response to the request as permitted by law. If the ESD requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the ESD for information or clarification, the ESD shall close the request.
6. If a copy of a public record is requested, the ESD will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be made available in the form the record is maintained.
7. If a person who is a party to a civil judicial proceeding to which the ESD is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of ESD records and at the same time to the ESD's attorney.
8. Information will be made available to individuals with disabilities in an accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
9. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be charged to the requester. Labor will be calculated at the hourly rate of the employee affected.

Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

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

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

Lane Education Service District

Code: KBCA
Adopted: 12/7/93
Readopted: 2/26/02
Orig. Code(s): KBCA

Media Relations – Approve with Edits

Representatives of the local press, radio and TV are important links in the communication chain between the ESD and community. The maintenance of good working relationships with media representatives is essential to meeting those objectives of the ESD's community relations which require the support and cooperation of the news media.

When individual Board members receive requests from media representatives for information about Board meetings or actions, members will refer these representatives to the Board chair, who is the spokesperson for the Board. The chair may designate others to speak on behalf of the Board at their discretion. All other ESD communications with the media shall be the responsibility of the superintendent who may designate certain communication functions to staff.

The superintendent shall be responsible for:

1. Providing media representatives with information as requested and as required by law;
2. Keeping media representatives informed with regard to ESD programs and services;
3. Submitting, suggesting or requesting feature stories or articles which are of interest or importance;
4. Assisting the Board in the preparation of regular and special publications for the public;
5. Making presentations about the ESD to various community, civic and governing bodies

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 334.125\(7\)](#)

Lane Education Service District

Code: KBE
Adopted: 12/07/93
Readopted: 2/26/02
Orig. Code(s): KBE

Political Campaigns – **Propose Approve**

Lane ESD may not use funds, facilities or equipment to influence a political campaign, nor to advocate “yes” or “no” votes on elections or political campaigns.

The Board may vote to take positions on political issues and members may advocate for those positions in their capacity as Board members, provided that they do not use ESD funds, facilities or equipment in that advocacy.

END OF POLICY

Legal Reference(s):

[ORS 260.432](#)

[ORS 294.100](#)

[ORS 334.125](#)

SECRETARY OF STATE, ELECTIONS DIVISION, RESTRICTIONS ON POLITICAL CAMPAIGNING BY PUBLIC EMPLOYEES (1/2016).

Lane Education Service District

Code: KG
Adopted: 4/26/94
Revised/Readopted: 2/26/02
Orig. Code(s): KG

Community Use of ESD Facilities- **Approve with Edits**

The Board believes that the facilities of Lane ESD should be made available for community purposes when under the supervision of responsible persons, providing that such use does not interfere with the educational program of the ESD.

Application for the use of a meeting room for any meeting not sponsored by the superintendent and staff of the education service district shall be made by completing a room request form.

Requests will be granted according to the following order of preference:

1. Lane ESD program and activities;
2. Public schools (component school districts);
3. Adult education classes requested by the administrations of Lane Community College or the Division of Higher Education of Oregon institutions;
4. State agencies providing services to children, youths and families;
5. Other nonprofit groups of an educational, civic or service nature;
6. [Private or commercial groups.] *(The AR says these groups are not permitted.)*

The use of ESD facilities shall not be granted for private social functions or any purpose which is prohibited by law.

The Board shall require that all users of facilities comply with policies of this Board and the rules and regulations of the ESD.

During the regular workday, ESD meeting rooms and other public areas of the ESD center shall be available for the use of component school districts without charge for purposes which relate directly to the educational program and operation of the component school district.

Organizations which do not qualify for free use of facilities shall be requested to pay the costs related to their use of ESD meeting rooms and other public areas, according to the schedule of fees established. The schedule of fees shall be established by the administration, shall be reviewed annually and shall be revised annually, as needed.

Permission to use the building(s) does not imply sponsorship by the ESD or responsibility on its part for the content and quality of the program presented.

Lane ESD reserves the right to cancel at any time any and all permits issued for use of the building or its facilities when such action is necessary for the best interests of the education service district.

Use of ESD facilities during the evening or weekend shall be in accordance with this policy and administrative regulations or associated guidelines.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)
[ORS 334.175](#)

[ORS 334.185](#)

[OAR 581-024-0285](#)

Lane Education Service District

Code: KGB
Adopted: 2/28/95
Revised/Readopted: 2/26/02; 3/21/06
Orig. Code(s): KGB

Public Conduct on ESD Property – Approve with Edits

No person on ESD property or any ESD grounds, including parking lots, shall:

1. Haze, harass, intimidate, bully or menace another, or engage in behavior deemed by the ESD to endanger the safety of students, employees, self or others;
2. Use or engage in abusive verbal expression or physical conduct that interferes with the performance of students, event officials or sponsors of approved activities;
3. Damage the property of another or of the ESD;
4. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
5. Construct or transport to ESD property for temporary or permanent purposes any structure not approved for construction on, or transportation to, ESD property;
6. Uproot, pick, cut, mutilate or remove plant life or other natural resources of any kind. Roots, tubers, flowers and stems may not be collected. Soil or rock may not be dug up or removed;
7. Dump or spill any sewage, waste water or other fluids from any vehicle;
8. Use ESD waste containers or other ESD property for the deposit of waste or refuse generated from household, commercial, industrial, construction or other uses not related to approved use on ESD property;
9. Block, obstruct or interfere with vehicular or pedestrian traffic on any ESD road, parking area, walkway, pathway or common area. Occupying or impeding access to any ESD facility in a manner that interferes with the approved use of such facility by ESD employees, students or other authorized users is prohibited;
10. Fly, launch or otherwise operate motorized model airplanes/helicopters/rockets or other similar propulsion devices unless approved in advance by the ESD;
11. Operate an unmanned aircraft system (UAS) or drone unless granted permission from the superintendent or designee in accordance with Board policy ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone;
12. Distribute or post circulars, notices, leaflets, pamphlets or other written or printed material in violation of Board policy KJA - Materials Distribution;

13. Operate a concession, solicit, sell or offer for sale any goods, wares, merchandise, food, beverages or services without prior ESD approval. Public sales and solicitation on ESD property will be governed by Board policies KGA - Public Sales on ESD Property, KI - Public Solicitation in ESD Facilities and KJ - Advertising in ESD Facilities;
14. Operate a motor vehicle in an area other than on roads and in parking areas constructed or designated for motor vehicle use. Vehicles shall be driven in a safe manner, at posted speeds and will only be appropriately parked in areas designated by the ESD. Motorized vehicles such as minibikes, scooters, go-carts, all-terrain-vehicles, snowmobiles and other similar devices are prohibited on ESD grounds. Bicyclists must comply with motor vehicle and bike regulatory signs;
15. Use a skateboard, rollerblades, scooter or similar device;
16. Bring an animal into an ESD building without prior administrator approval. Animals serving the disabled are permitted as provided by law;
17. Camp overnight, loiter or otherwise be present on ESD property after the conclusion of approved activities or as otherwise posted or authorized by the ESD. Individuals are prohibited from entering any portion of ESD premises at any other time for purposes other than those which are lawful and authorized by ESD officials;
18. Use or operate any noise-producing machine, vehicle, device or instrument in a manner that, in the judgment of ESD officials, is disturbing to, or interferes with, the orderly conduct of ESD programs or approved activities;
19. Impede, delay or otherwise interfere with the orderly conduct of the ESD's educational program or any other activity taking place on ESD property which has been authorized by the ESD;
20. Bring, possess or use a weapon as prohibited by state and federal law;
21. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
22. Use, distribute or sell tobacco products or inhalant delivery systems, in any form;
23. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is evidence of membership or affiliation with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
24. Violate posted regulatory signs;
25. Willfully violate other ESD policies, administrative regulations or school rules designed to maintain public order on school property.

Persons having no legitimate purpose or business on ESD property, or those violating or threatening to violate the above rules, may be issued a trespass citation, ejected from the premises, excluded from ESD-approved activities temporarily or permanently and/or referred to law enforcement officials.

The superintendent will ensure that appropriate notice of these rules is provided.

END OF POLICY

Legal Reference(s):

ORS 161.015	ORS 166.210 to -166.370	ORS 806.060 to -806.080
ORS 164.245	ORS 334.125(7)	
ORS 164.255	ORS 339.883	OAR 333-015-0025 to -0090
ORS 166.025	ORS 431.840	OAR 581-021-0110
ORS 166.155 to -166.165	ORS 433.835 to -433.990	OAR 584-020-0040

Gun-Free Schools Act, 20 U.S.C. 7961 (2012).

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).

Lane Education Service District

Code: KGC/GBK
Adopted: 6/14/11
Revised/Readopted: 2/05/19
Orig. Code(s): KGC/GBK

Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems - Approve with Edits**

The Board establishes a school and working environment that is free of smoke, aerosols and vapors containing inhalants.

The use, distribution or sale of tobacco products or inhalant delivery systems by staff on ESD property, including parking lots, at ESD-sponsored events, in ESD-owned, rented or leased vehicles or otherwise, while on duty on or off ESD premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by all others on ESD property, in ESD vehicles or at ESD-sponsored events, on or off ESD premises, on all ESD grounds, including parking lots, is prohibited. Staff and/or all others authorized to use any private vehicle to transport ESD students to ESD-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purpose of this policy, “tobacco products” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff, in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, “inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff to display, promote or advertise tobacco products or inhalant delivery system are prohibited on all ESD grounds, including parking lots, at ESD-sponsored activities or in ESD vehicles. Advertising is prohibited in all ESD-sponsored publications in all ESD buildings, on ESD grounds, including parking lots and at all ESD-sponsored events. ESD acceptance of gifts or funds from the tobacco product or inhalant delivery system industries is similarly prohibited. The ESD will not contract with other public or private alternative schools that allow the use of tobacco products or inhalant delivery systems on campus.

Staff violations of this policy will lead to disciplinary action up to and including dismissal.

Violations by all others will result in appropriate sanctions as determined and imposed by the superintendent or Board.

Information about community resources and/or cessation programs to help staff maybe provided.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by persons under 21 years of age on or off ESD grounds or at ESD-sponsored activities.

This policy shall be enforced at all times. The superintendent will develop guidelines as necessary to implement this policy, including provisions for notification of the ESD's policy, through such means as staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the ESD's policy.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)
[ORS 336.227](#)
[ORS 339.883](#)

[ORS 431A.175](#)
[ORS 433.835 to -433.990](#)
[OAR 581-021-0110](#)

[OAR 581-053-0230\(9\)\(s\)](#)
[OAR 581-053-0330\(1\)\(m\)](#)
[OAR 581-053-0430\(12\)](#)
[OAR 581-053-0531\(11\)](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Lane Education Service District

Code: KGF/EDC
Adopted: 8/29/00
Readopted: 2/26/02
Orig. Code(s): KGF/EDC

Authorized Use of ESD Equipment and Materials – Approve with Edits

ESD materials and equipment will be used only for ESD purposes by ESD personnel on ESD properties.

Exceptions to this policy must be approved by the superintendent and shall be consistent with Oregon Revised Statute (ORS) Chapter 244 and the Oregon Government Ethics Commission guidance.

The ESD's equipment and properties are intended for use by employees of the ESD in carrying out the responsibilities of their assignments. In certain instances (for example, equipment and properties which are included as part of media services), such use will extend to the loaning of such ESD equipment or properties to authorized staff members of the ESD's component school districts for their use.

When fulfillment of an employee's responsibilities can be assisted by the use of certain items of ESD equipment or property at a location away from the normal workplace, such item(s) may be checked out for such off-premises use. The employee will be expected to use prescribed check-out procedures and to be responsible for safeguarding the equipment or properties during such period of use.

ESD equipment and properties which are deemed appropriate for off-premises use by ESD staff or by authorized component district employees may be rented to other entities if a current contractual agreement exists between the ESD and the entity in question. The rental fee shall cover all costs associated with making the item available.

ESD property pre-assigned to staff for the convenience of staff shall be used by staff subject to the ESD's right to inspection. The ESD may at any time, with or without notice, inspect any or all of such property. Any item contained in ESD's property that is not appropriately in the staff member's possession, or is an illegal or dangerous item, or an item prohibited by ESD policy or rules, may be seized by the ESD upon prompt notification thereafter to the employee. No staff member shall have any right of privacy with respect to use of any ESD property or information stored therein.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached ESD equipment list must be adhered to. In the event of excessive damage, a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 334.125\(7\)](#)

[OAR 581-024](#)-0240
[OAR 584-020](#)-0040

OREGON GOVERNMENT ETHICS COMMISSION, OREGON GOVERNMENT ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2010).

Lane Education Service District

Code: KH
Adopted: 9/27/94
Revised/Readopted: 2/26/02
Orig. Code(s): KH

Gifts, Grants and Donations – Approve (no edits)

(Does this all still make sense for ESD operations?)

The Board accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective program; it recognizes, however, that from time to time individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The superintendent will submit all gifts determined by the superintendent to be of a major nature to the Board for approval. The Board has the authority to accept such gifts and donations. The donor will be officially thanked and all major gifts accepted by Lane ESD will be publicly announced.

The superintendent is authorized to accept gifts to the ESD as determined by the superintendent to be of a minor nature and others whom they may designate will be authorized to accept such gifts for particular ESD programs on behalf of the Board. The donor will be officially thanked in the Board's name and all gifts will be reported to the Board and publicly announced.

The Board welcomes gifts of books and other materials that meet the same standards of selection as those applied to the purchase of instructional materials.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the ESD or the ownership of which would tend to deplete the resources of the ESD.

Any gift accepted by the ESD shall become the property of the ESD, may not be returned without the approval of the ESD and is subject to the same controls and regulations as are other properties of the ESD.

Gifts accepted shall be used for the purpose for which they were donated if that purpose is consistent with the powers and duties of the ESD. If the purpose for which the gift is donated is inconsistent with the powers and duties of the ESD, the donor will be so notified and the gift returned or in the event the gift cannot be returned it will be used in the best interests of the Board and of the ESD.

In no case shall acceptance of a gift be considered to be an endorsement by the ESD of a commercial product, business enterprise or institution of learning.

The Board may refuse to accept donations that it deems not to be in the ESD's best interest.

END OF POLICY

Legal Reference(s):

[ORS 294.338](#)
[ORS 334.125\(6\)\(e\), \(7\)](#)

[ORS 334.215](#)

[OAR 581-024-0310](#)

Lane Education Service District

Code: KI
Adopted: 2/05/19
Orig. Code(s): KI

Public Solicitation in ESD Facilities – Approve (no edits)

Fund raising by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent or designee.

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the ESD its programs or grounds, unless authorized by the superintendent or designee.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the ESD without first securing permission through the superintendent or designee.

Whenever possible, solicitation should occur during non-classroom time.

The ESD will not participate in any fund-raising drive which is not consistent with Board policy.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

[ORS 339.880](#)

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP 239 (1989)

Lane Education Service District

Code: KJ
Adopted: 2/26/02
Revised/Readopted: 8/27/02; 2/05/19
Orig. Code(s): KJ

Advertising in ESD Facilities – Approve with Edits

The Board recognizes that business and cultural organizations make available for public use information which is of value in advancing student education. This information may not be available through other sources.

The facilities, the staff or the students of the ESD shall not be used in any manner to advertise or promote commercial, cultural, organizational or other nonschool interests except that the ESD may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the superintendent or designee;
2. Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the ESD programs and services when such cooperation will not interfere with the business of the ESD;
3. Permit student participation in contests sponsored by outside interests when such activities contribute to the educational program;
4. Release promotional materials for component school district events;
5. Permit other exceptions when, in the judgment of the superintendent, the ESD will benefit. The superintendent may, at their option, refer specific cases to the Board for decision.

When a contract for advertising or other exclusive use contract is solicited for compensation, the ESD shall follow Board policy DJC - Bidding Requirements and, as appropriate, adopted public contracting rules as provided in DJC-AR - Exemptions from Competitive Bidding prior to contract approval. Competitive includes monetary as well as in-kind contributions, i.e., computers, other equipment or materials for contracts over [\$25,000], [the request for proposal (RFP)] process will be utilized.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)

[ORS 279C.335](#)

[ORS 334.125\(7\)](#)

Lane Education Service District

Code: KJA
Adopted: 12/7/93
Readopted: 2/26/02
Orig. Code(s): KJA

Materials Distribution – Approve (no edits)

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students shall be submitted to the superintendent or designee. Materials, as well as the proposed method of distribution shall both be subject to review.

Materials shall be reviewed and requests denied based on legitimate educational concerns as determined by the ESD. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates the law, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the ESD.

The superintendent or designee shall determine distribution procedures for all approved requests. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process;
3. Inclusion of materials in a direct mailing; or
4. Solicitation of ESD-related groups such as parent organizations to disseminate materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)

46 OR. ATTY. GEN. OP. 239 (1989).

Lane Education Service District

Code: KK
Adopted: 12/07/93
Revised/Readopted: 2/26/02
Orig. Code(s): KK

Visitors to ESD Facilities – Approve with Edits

To ensure that ESD operations are not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to ESD facilities must report to the main ESD office upon entering ESD property.

Such visitations should be arranged within considerations of the requirements of the educational program, the orderly administration of the ESD, ESD grounds and classrooms and the safety and welfare of students and staff.

Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.

1. Visitors must not contact individual students except as authorized by the program administrator and/or teachers.
2. When in the interest of orderly educational programs and the safety of students it is determined by the program administrator or designee that some specific visitor or visitors shall not be permitted to enter the school facilities, the program administrator or designee shall do the following:
 - a. Advise the person that admission is refused and give that person an explanation for the refusal;
 - b. If possible and appropriate, attempt to arrange alternative visitation of ESD facilities.
3. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.
4. A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, ESD or building regulations or would violate the law.
5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The main ESD office should be notified of any direction to leave and given a copy of any written notice.
6. Those who insist on remaining despite a request to leave and who thereby create a disruption of the carrying on of ESD business are subject to citizen's arrest and a report made to law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.

7. Any visitor who believes that they have had a visit unfairly limited may request a meeting with the superintendent. The superintendent may meet with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
8. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on ESD grounds, at an ESD-sponsored event or on the way to and from the ESD or school, shall be reported immediately to the program administrator or designee and the superintendent. The superintendent shall immediately contact any student or staff member involved.

Employees shall report any unauthorized person on ESD property to a program administrator or other administrator.

END OF POLICY

Legal Reference(s):

[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.025](#)
[ORS 166.155](#) to -166.165

[ORS 334.125\(7\)](#)

Lane Education Service District

Code: KL
Adopted: 12/07/93
Revised/Readopted: 2/26/02; 2/24/15; 3/29/16;
12/06/17; 12/03/19
Orig. Code(s): KL

Public Complaints** **Approve with Edits**

A parent or guardian of a student attending a school operated by the ESD or is receiving services from the ESD, a person who resides in the ESD, a staff member, or a student may petition the ESD with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the ESD's administrative office and on the home page of the ESD's website.

The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials or programs or services;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. **Involving** a staff member; or
7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR(1)-Public Complaint Procedure.

The ESD may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about ESD personnel will be investigated by the superintendent or designee, consistent with applicable provisions of the ESD's collective bargaining agreement, before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against a program administrator or supervisor should be filed with the superintendent. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the ESD.

The superintendent will administer the complaint process, as appropriate.

If a complainant, who is a parent or guardian of a student attending a school operated by the ESD, a student or is a person who resides in the ESD, alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant may appeal the ESD's final decision to the Deputy Superintendent of Public Instruction under OAR 581-075-0001 – 581-075-0045 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 334.125\(7\)](#)

[ORS 659.852](#)

[OAR 581-002-0001 – 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lane Education Service District

Code: KL-AR
Revised/Reviewed: 1/12/94; 2/26/02; 2/24/15;
2/23/16; 11/05/19; 11/07/23
Orig. Code(s): KL-AR(1)

Public Complaint Procedure

A parent or guardian of a student attending a school operated by the ESD or is receiving services from the ESD, or a person who resides in the ESD, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Supervisor: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The supervising administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the supervising administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

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

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session 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 ESD's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes 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.

The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 30 days from the receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain the reasons for the ESD's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the ESD and the complainant.

Complaints against an administrator or supervisor should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, 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 ESD's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The 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 ESD's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The 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 ESD's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The 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 ESD's decision.

The ESD'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 ESD's decision. If the complainant, who is a parent or guardian of a student attending school in the ESD or is receiving services from the ESD, a student or a person that resides in the ESD, and this complaint is not resolved through the complaint process, the complainant may appeal¹ with the ESD's final decision to the Deputy Superintendent of Public Instruction under OAR 581-075-0001 – 581-075-0045.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Lane Education Service District

COMPLAINT FORM

TO: ☐ Employee* ☐ Administrator/Supervisor* ☐ Superintendent ☐ Board chair ☐ Board vice chair

* Form available, but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: ESD Office

Lane Education Service District

Code: KN
Adopted: 8/30/94
Readopted: 2/26/02
Orig. Code(s): KN

Relations with Law Enforcement Agencies -**Approve with Edits**

It is the intent of the Board to maintain a cooperative relationship with law enforcement agencies. Law enforcement presence and participation in Lane ESD programs are encouraged to promote a positive attitude from students toward law enforcement. The Board recognizes that districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment and for safeguarding ESD property.

Law enforcement officials may enter school facilities if a crime has been committed on ESD property or to investigate matters concerning staff and students upon request initiated by either agency officials or by ESD administrators.

[The superintendent will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.] *(keep if adding ARs)*

END OF POLICY

Legal Reference(s):

[ORS 329.150](#)

[ORS 419B.015](#)

[ORS 419B.045](#)

Letter Opinion, Office of the Attorney General (August 18, 1986).

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011).

Lane Education Service District

Code: KN-AR(1)
Revised/Reviewed:

Relations with Law Enforcement Agencies** **Approve**

Request to Interview a Student or to Conduct an Investigation by Law Enforcement (Other Investigations)

1. Interviews or investigations by law enforcement officials **not** based on allegations of abuse of a child, a warrant for an arrest or search or probable cause that an illegal act or crime is occurring or has been committed on ESD property, may be permitted upon request and with [administrator] [or designee] approval.
2. The law enforcement official shall contact the [administrator] [or designee], provide adequate identification, inform the administrator of the nature of the investigation and provide the name of the student to be interviewed.
3. The [administrator] [or designee] shall verify and record the identity of the law enforcement official or other authority.
4. Requests to interview a student during ESD hours should be, in the opinion of the [administrator] [or designee], important and urgent to justify interrupting ESD activities.
5. The [administrator] [or designee] will attempt to notify the student's parent(s) prior to granting the interview.[If the parent(s) does not give consent to have their child interviewed, then the interview should not take place.]
6. If the parent(s) cannot be contacted, the [administrator] [or designee] may grant permission for the questioning to proceed if the student agrees to be interviewed or in the event of compelling emergency circumstances.
7. If the [administrator] [or designee] has been unable to contact the parent(s) then the [administrator] [or designee] shall make a reasonable attempt to notify the parent(s) as soon as possible after the interview.
8. All such interviews shall be conducted in privacy, out of the view of staff, students and others.
9. An [administrator] [or designee] shall be present at all times during the interview unless the student's parent(s) is present and asks the [administrator] [or designee] not to participate or the ESD official is otherwise prohibited from being present by law.
10. The [administrator] [or designee] shall maintain a written record of all such interviews conducted.

Questioning of a Student Suspected of a Crime, Arrest of a Student or Taking a Student into Custody

1. When a student is a suspect in a criminal act and is to be questioned by a law enforcement official for the purpose of establishing involvement in the act, questioning will be allowed on ESD property only with parental consent. Normally, such questioning should occur outside ESD hours, off ESD property.
2. At no time will a student be released to a law enforcement officer without one of the following:
 - a. A warrant;
 - b. A court order;
 - c. Arrest;
 - d. Protective custody resulting from abuse of a child investigation;
 - e. Permission of the parent.
3. In all cases, **other than** abuse of a child cases, where a student is to be taken from the building by a law enforcement official, the [administrator] [or designee] will verify the official's identity and make a reasonable effort to notify the student's parent(s). Law enforcement officials have the primary responsibility for notifying the parent(s) in such instances. [Administrators must request law enforcement officials to complete the appropriate form provided by the ESD. (See KN-AR(2) - Investigations Conducted on ESD Premises)]

Abuse of a Child Investigations

Any investigation of abuse of a child will be directed by the Oregon Department of Human Services (DHS) or law enforcement officials as required by law. The DHS or law enforcement agency will first notify the administrator of the investigation, unless the administrator is a subject of the investigation. [The [administrator] [or designee] must request the investigating official fill out the appropriate form (See JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the investigating official refuses to fill out or sign the form, the administrator may complete the form but should not deny the official's request to interview the student on ESD property.] If the investigating official does not have adequate identification the administrator shall refuse access to the student. The administrator or designee may be present at the interview of the student at the discretion of the investigating official. When the subject matter of the interview or investigation involves abuse of a child, administrators and ESD employees shall not notify the parents.

Administrator-Initiated Requests

On occasion, [administrators] may need, or be required to seek law enforcement assistance. Any student violation of the ESD's weapons policy shall be reported to the appropriate law enforcement agency. Abuse of a child also requires immediate referral to the DHS or law enforcement officials. Additionally, [administrators] and/or designee(s) [may report to law enforcement officials, other violations of law occurring on ESD property or at ESD-sponsored activities, as deemed appropriate.] [shall report to law enforcement officials the following violations:

(ESDs may add additional student violations that administrators are required to report to law enforcement officials, as appropriate.).]

Lane Education Service District

Code: KN-AR(2)
Revised/Reviewed:

Investigations Conducted on ESD Premises - **Approve**

When an administrator is notified that law enforcement would like to interview a student at the ESD for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on ESD property.

I, _____ (Name) of _____ (Agency)
declare that I have the authority to conduct this student interview based on the following:

1. ☐ Warrant (attach copy)
2. ☐ Court order (attach copy)
3. ☐ Exigent circumstances (briefly describe): _____

4. ☐ Parental consent

Parent or guardian's name: _____
Date consent granted: _____
5. ☐ This interview is not considered a "seizure" pursuant to state and federal law.

Signature of interviewer

Date

Name of student to be interviewed

Date of interview

- ☐ Student not available for interview
☐ Student refused to be interviewed

Name of school official (administrator/
designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.

Lane Education Service District

Code: KBCAA/GBEBE/JHCCC
Adopted: 6/28/94
Revised/Readopted: 2/26/02
Orig. Code(s): KBCAA/GBEBE/JHCCC

News/Media - HIV, AIDS or HBV – **Propose DELETE**

Lane ESD shall appoint an ESD spokesperson who shall develop news releases or conduct news conferences regarding rumored or identified HIV, AIDS or HBV¹ cases.

The release/news conference shall stress:

1. ESD's and school districts are not informed of a person infected with HIV, AIDS or HBV unless the infected person or his/her parent or guardian releases the information;
2. ESD's and school districts, if informed, may not release the information unless the infected person or parent or guardian gives permission for such release;
3. ESD's and school districts may not prevent an employee from working if he/she is able to perform his/her job responsibilities. Students have a right to continue to attend school.

If a news conference is held, the ESD shall ask the local health department or other health authorities to assist the ESD spokesperson with the news conference.

END OF POLICY

Legal Reference(s):

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)
[ORS 342.850 \(7\)](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-012-0270](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 333-018-0030](#)
[OAR 581-022-1440](#)

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

Lane Education Service District

Code: KC
Adopted: 4/26/94
Readopted: 2/26/02
Orig. Code(s): KC

Community Involvement in Decision Making – **Proposed Delete**

(OSBA does not have a sample policy for this. Keep?)

The Board endorses the concept that community participation in Lane ESD affairs is essential for the system and the community to maintain mutual confidence and respect and work together to improve the quality of education for students in the district.

The ESD residents are encouraged to express their ideas, concerns and judgments about the ESD through such means as:

1. Written suggestions or proposals;
2. Presentations at hearings, when an opportunity is provided;
3. Responses to surveys or other means of requesting feedback;
4. Public comment at Board meetings when an opportunity is provided; and
5. Service on advisory committees, improvement teams and/or site councils.

END OF POLICY

Legal Reference(s):

[ORS 329.125](#)
ORS 334.125

Lane Education Service District

Code: KK-AR
Adopted: 1/12/94
Revised/Readopted: 2/26/02
Orig. Code(s): KK-AR

Visitors to ESD Facilities – **Propose DELETE**

(Does this convey something that would not already be in an IEP?)

Procedures for requests to visit special education programs are as follows:

1. A parent or guardian of students enrolled in the special education program may visit a student's classroom or program at their convenience;
2. Through a note or phone call to the teacher in advance, a parent or guardian may schedule time in the classroom to coincide with specific instructional activities they wish to see;
- 3.

Lane Education Service District

Code: KL-AR(2)
Revised/Reviewed: 11/07/17; 11/05/19
Orig. Code(s): KL-AR(2)

Appeal to the Deputy Superintendent of Public Instruction **Propose DELETE**

(The relevant OARs are identified in KL-AR and have recently been revised; it no longer makes sense to rewrite the OAR into an AR.)

An appeal process has been established by the Oregon Department of Education (ODE) by Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023¹ for complaints that allege violation of OAR Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 – 339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint and Seclusion), or ORS) 659.852 (Retaliation).

The complainant may appeal the ESD's final decision for a complaint to the Deputy Superintendent of Public Instruction if:

1. The complainant has exhausted the ESD's complaint procedures except as otherwise allowed by Oregon Revised Statute;
2. The ESD failed to render a written decision within 30 days of the submission of the complaint at any step unless the ESD and complainant have agreed in writing to a longer time period for that step; or
3. The ESD failed to resolve the complaint within 90 days of the initial filing of the complaint, regardless of the number of steps in the ESD complaint process, unless the ESD and the complainant have agreed in writing to a longer time period.

The appeal may include a complaint alleging a violation of ORS 659.852 if the complainant alleges that retaliation occurred in response to a complaint for which the complainant received the ESD's final decision for a complaint.

The appeal must be received by ODE no later than:

1. One year after the date of the final decision by the ESD; or
2. If the ESD fails to resolve the complaint, no later than two years after the date on which the complainant first filed the complaint with the ESD.

The complaint upon which the appeal is based must have been initially filed with the ESD by the later of the following two dates:

1. The date occurring two years after the date on which the alleged violation or unlawful incident occurred or on which the complainant discovered the alleged violation or unlawful incident²; or

¹ The following is not a representation of the complete rules. See complete rules available on the Oregon Administrative Rules.

² If the alleged violation or unlawful incident is of a continuing nature, the date on which the alleged violation or unlawful incident occurred is the most recent date on which the alleged violation or unlawful incident occurred.

2. The date occurring one year after the date on which the affected student graduated from, moved away from or otherwise left the ESD.

The appeal shall:

1. Be in writing;
2. Submitted in person, by mail, or electronically.

The appeal must contain:

1. The name of the person filing the appeal;
2. The phone number, address, or email address, if available, of the person filing the appeal;
3. The name of the student if the person filing the appeal is filing on behalf of the student;
4. A statement of the facts on which the appeal is based; and
5. Other information requested by ODE.

Upon receipt of an appeal, ODE will determine whether the appeal satisfies the requirements of OAR 581-002-0003 and OAR 581-002-0005.

After these determinations, ODE will give notice to the complainant and the ESD whether the appeal has been accepted.

If ODE has accepted an appeal and gave notice to the complainant and the ESD involved, the ESD shall submit a written response and all correspondence, documents, and other information ODE requested within 30 days of receipt of the notice.

The ESD's written response shall include:

1. A statement of facts;
2. A description of ESD action taken in response to the complaint; or if none was taken, an explanation of the reason(s) why no action was taken;
3. Any stipulation reached concerning settlement of the complaint; and
4. A list of any complaints filed with another agency by the complainant concerning the subject of the appeal to the extent that the ESD is aware of such complaints.

The Director of ODE may for good cause extend the time by which an ESD must make a submission described above.

Upon receipt of the ESD's written response, ODE will conduct an investigation to determine whether the ESD violated a rule or law described in OAR 581-002-0003.

ODE shall issue a final order pursuant to OAR 581-002-0017.

Lane Education Service District

Code: KNA
Adopted: 9/27/94
Revised/Readopted: 2/26/02
Orig. Code(s): KNA

Cooperation with Private Entities – Propose DELETE

Cooperation with private entities is encouraged when such cooperation does not detract from the quality of public education and serves in the public interest.

Lane ESD may provide services to private entities.

Services may be provided to private entities when such services:

1. Do not detract from the ability of the ESD to serve the students and programs of the ESD and/or the clients being served under Board policies;
2. Are provided on the basis of a written contract or agreement;
3. Are fully self-supporting;
4. Do not, in the opinion of the superintendent, erode the ability of the ESD to provide services to the component school districts; and
5. Are appropriate for the ESD to provide.

The ESD, along with other ESD's, component school districts or other public/private entities under contract with an ESD, may cooperate in providing services and facilities.

END OF POLICY

Legal Reference(s):

[ORS 334.005](#)
[ORS 334.185](#)
[ORS 418.760](#)

Letter Opinion, Office of the Attorney General (August 18, 1986).

Lane Education Service District

Code: LE
Adopted: 4/26/94
Revised/Readopted: 2/26/02
Orig. Code(s): LE

Relations to Community Agencies – **Propose DELETE**

The Board desires that staff and students of Lane ESD and its component school districts benefit in every feasible way from resources available from within the community including public agencies, private entities, and/or colleges and universities. The superintendent is to keep the Board informed of opportunities for shared and cooperative services between the ESD and other community entities.

Additionally, staff members are encouraged to seek out and use the services of individuals who are willing to serve ESD programs as instructional resource persons.

END OF POLICY

Legal Reference(s):

[ORS 329](#).150
[ORS 336](#).183

Lane Education Service District

Code: LGA
Adopted: 12/7/93
Readopted: 2/26/02
Orig. Code(s): LGA

Compliance with Standards** **Propose DELETE**

(See KL-AR(2))

The Board recognizes the need to comply with the educational standards as outlined by the State Board of Education. The superintendent is directed to ensure Lane ESD meets all requirements, as applicable.

It is also recognized that the ESD may petition the State Superintendent of Public Instruction for a waiver of a specific standard. A petition shall specify the reason(s) the ESD is seeking the waiver and other relevant information. If it is determined the request conforms with the intent of the standards, the state superintendent shall recommend the waiver to the State Board. Requirements in Oregon Revised Statutes may not be waived.

The ESD will maintain a record of any waivers which have been requested by the ESD and approved by the State Board of Education.

Procedures shall be developed whereby residents of the ESD or any parent of students attending in the ESD may make an appeal or complaint alleging violation of standard. The ESD shall also include a procedure for direct appeal to the State Superintendent of Public Instruction of an alleged standards violation.

END OF POLICY

Legal Reference(s):

[ORS 327.103](#)
[ORS 329.085](#)
[ORS 336.035 - 336.088](#)
[OAR 581-022-0102 to -1940](#)
[OAR 581-024-0200 to -0310](#)

Lane Education Service District

Code: LGA-AR(1)
Adopted: 1/12/94
Revised/Readopted: 2/26/02
Orig. Code(s): LGA-AR(1)

Public Appeals and Complaints about Alleged Violations of Standards – **Propose DELETE**

The Board recognizes a need to implement a procedure for the prompt resolution of complaints alleging violations of standards as outlined by the Oregon Department of Education.

Any complainant who resides in the ESD qualifies to participate in the procedure described below:

1. All complaints related to violation of state standards made to personnel shall be reported immediately to the immediate supervisor, whether these come by telephone, letter or by personal conference;
2. The supervisor shall report the complainant to the appropriate ESD director who will contact the complainant to discuss the nature of the alleged standards violation;
3. If the complainant wishes to pursue the matter further, he/she shall be supplied with a printed form, Request for Investigation of a Standard (Exhibit A), which must be filled out and submitted to the superintendent and Board chair before formal consideration shall be given to the complaint;
4. The standard which is the subject of the complaint shall not be altered pending final action by the Board;
5. The superintendent will arrange for a review committee of five consisting of the superintendent, an administrator, a Board member, a lay person and the appropriate content area specialist:
 - a. The lay person and Board member shall be appointed by the Board chair;
 - b. The committee shall meet as soon as possible and return a written report of its findings to the superintendent within three weeks of its appointment;
 - c. The committee may recommend that the matter be determined to be:
 - (1) In total compliance;
 - (2) In partial compliance (specification shall be stated for total compliance);
 - (3) In noncompliance.
 - d. The superintendent shall immediately report the recommendation of the review committee to the Board, whose decision shall be final;
 - e. The decision of the Board shall be transmitted to the superintendent in charge of standards, to the appropriate professional personnel and to the complainant.

Standards include all those areas as outlined in the Standards for Education Service Districts provided by the Oregon Department of Education.

EXHIBIT A

REQUEST FOR INVESTIGATION OF A STANDARD

DATE: _____

REQUEST INITIATED BY: _____

PERSON MAKING REQUEST REPRESENTS:

E

Name

SELF: ☐ _____

Name of Group

GROUP: ☐ _____

1. What is the standard?

2. What is the alleged violation?

3. What is the recommendation(s) to rectify the alleged violation?

Signature

Date

Received by the superintendent on: _____

Date

Lane Education Service District

Code: LGA-AR(2)
Adopted: 1/12/94
Readopted: 2/26/02
Orig. Code(s): LGA-AR(2)

Direct Appeals to the State Superintendent of Public Instruction about Alleged Violation of Standards – **Propose DELETE**

After exhausting local procedures, as described in the policy and procedure Public Appeals and Complaints about Alleged Violation of Standards or 45 or more days after filing a written complaint alleging violation of standards with Lane ESD (whichever occurs first), any complainant who resides in the ESD may make a direct appeal to the State Superintendent of Public Instruction.

The appeal shall be in writing and shall contain:

- a. The name and address of the person bringing the appeal and the ESD in which that person resides;
 - b. The name and address of the ESD which is alleged to have violated standards; and
 - c. A brief statement indicating how the ESD is alleged to have violated standards.
1. Upon receipt of the appeal, the State Superintendent shall give notice of the appeal by sending a copy of the appeal, via certified mail, to the ESD. Within 30 days of receipt of notice, the ESD shall file a written report with the State Superintendent which shall include:
 - a. A statement of facts;
 - b. A statement of action, if any, taken in response to the complaint; if none was taken, the reason(s) why no action was taken;
 - c. A stipulation, if one was reached, of the settlement of the complaint; and
 - d. A list of any complaints filed with another agency by the party concerning the subject of the appeal.

The State Superintendent may for good cause extend the time for the filing of a report by the ESD.

2. Upon receipt of the report, the State Superintendent shall review the appeal and report and determine whether a violation of standards has been properly alleged, and that the requirements contained in Sections (1) and (2) of this rule have been satisfied. After this determination, the State Superintendent may dismiss the appeal or may notify all parties that the appeal has been accepted.
3. If the appeal is accepted, the State Superintendent shall take such action as is deemed appropriate, including, but not limited to:
 - a. Appointing a conciliator to meet with the parties to work toward a settlement. If no settlement is reached within 45 days, the State Superintendent may schedule a contested case hearing as provided in ORS 183.410 to 183.470 or allow additional time for conciliation;
 - b. Scheduling a visit to the ESD to determine whether the ESD is in compliance with standards; or

c. Appointing a fact-finder to conduct an investigation and file a written report which shall indicate whether the fact-finder believes the allegations in the appeal are supported by fact.

4. At any time during an appeal the parties may agree to settle the issue. The party bringing the appeal may at any time file a written request that the appeal be withdrawn. When such a request is received, the State Superintendent shall terminate all further action regarding the appeal.
5. After a final review, the State Superintendent may find the ESD deficient under ORS 327.103.

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EXHIBIT A

REQUEST FOR INVESTIGATION OF A STANDARD

DATE: _____

REQUEST INITIATED BY: _____

PERSON MAKING REQUEST REPRESENTS: SELF: ☐ _____ GROUP: ☐ _____

1. What is the standard?
2. What is the alleged violation?
3. What is the recommendation(s) to rectify the alleged violation?

Signature

Date

Received by the superintendent on: _____
Date

Lane Education Service District

Code: EFA
Adopted: 9/26/06
Readopted: 2/24/15
Orig. Code(s): EFA

Local Wellness Program (Version 1)

The ESD is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive ESD nutrition program consistent with state and federal requirements for ESDs sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods in ESD programs, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)^{1}

The ESD will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The ESD will communicate information about opportunities [in community news, on the ESD's website, on school websites, and/or in ESD or school communications]. The ESD will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

Notification of Policy

The ESD will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the ESD website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The ESD will publicize the name and contact information of the ESD or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the ESD's website and in ESD communications.

Nutrition Promotion and Nutrition Education

¹ {USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).}

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, [pre]kindergarten through grade 12, and coordinated with the ESD's nutrition and food services operation.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

Nutrition Guidelines

It is the intent of the Board that ESD schools be proactive in encouraging students to make nutritious food choices. All foods and beverages offered on the school campus will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

The ESD controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards². These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

Exceptions are foods and beverages provided in the following instances:

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

(how this is done is included in EFAA and its AR)

Physical Activity

A quality physical education program is an essential component for all students to learn about and participate in physical activity.

Students with disabilities shall have suitably adapted physical education incorporated as part of the individualized education program developed for the student under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction shall have suitably adapted physical education incorporated as part of an individualized health plan developed for the student by the ESD.

² Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Physical activity should be included in a school's daily education program for grades [pre-]K through 12, and include regular, instructional physical education as well as co-curricular activities, and recess.

The ESD will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Reimbursable School Meals

(this will be in EFAA and its AR if adopted) The ESD may participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP, SBP, Special Milk Program (SMP), Summer Food Service Program (SFSP), or others.

The ESD's available meal program(s) operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

School Employee Wellness

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

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

Triennial Progress Assessments

At least once every three years, the ESD will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the ESD are in compliance with the policy;
2. The extent to which the ESD's policy compares to model local school wellness policy³; and
3. A description of the progress made in attaining the goals of the ESD's policy.

The ESD will publish the triennial progress report on the ESD website when available. The ESD will update or modify the policy based on results of the triennial assessment.

END OF POLICY

³ {Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

Legal Reference(s):

[ORS 329.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 334.125](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

[House Bill 3199](#) (2023).

Lane Education Service District

Code: EFA
Adopted: 9/26/06
Readopted: 2/24/15
Orig. Code(s): EFA

Local Wellness Program (Version 1)

The ESD is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive ESD nutrition program consistent with state and federal requirements for ESDs sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods in ESD programs, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)^{1}

The ESD will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The ESD will communicate information about opportunities [in community news, on the ESD's website, on school websites, and/or in ESD or school communications]. The ESD will ensure that communications are culturally and linguistically appropriate to the community.

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The ESD controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards². These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

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(how this is done is included in EFAA and its AR)

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Physical activity should be included in a school's daily education program for grades [pre-]K through 12, and include regular, instructional physical education as well as co-curricular activities, and recess.

The ESD will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

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At least once every three years, the ESD will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the ESD are in compliance with the policy;
2. The extent to which the ESD's policy compares to model local school wellness policy³; and
3. A description of the progress made in attaining the goals of the ESD's policy.

The ESD will publish the triennial progress report on the ESD website when available. The ESD will update or modify the policy based on results of the triennial assessment.

END OF POLICY

³ {Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.}

Legal Reference(s):

[ORS 329.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 334.125](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

[House Bill 3199](#) (2023).

OSBA Model Sample ESD Policy

Code:
Adopted:

BDDG

Recordings and Minutes of Board Meetings

The Board will ensure a [{¹}video] recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the ESD's website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format². Alternatively, the ESD may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form³.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁴;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time{⁵} after the meeting. These minutes [will be published to the ESD website and] may be requested from the ESD office.

Recordings or minutes⁶ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with

¹ {If the ESD lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

² Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

⁴ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁵ {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

⁶ "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)

[OAR 166-017-0005 - 0095](#)

[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

OSBA Model Sample ESD Policy

Code: BDDG
Adopted:

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

All minutes shall be available to the public within a reasonable time. The public and patrons of the ESD may receive, upon request, copies of minutes through the [superintendent's office]. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The ESD will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 334.100](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

¹ Oregon Administrative Rule 166-400-0010(9)

OSBA Model Sample ESD Policy

Code: EBB
Adopted:

Integrated Pest Management

{ORS 634.740 requires each “governing body responsible for a school” to adopt policies regarding pest management. If the ESD operates a school, this policy is required.}

To ensure the health and safety concerns of student, staff and community members, the Board^{ESD} shall adopt an integrated pest management plan (IPM)^{1} which emphasizes the least possible risk to students, staff and community members and shall adopt a list² of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the ESD’s website³.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of ESD buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;

¹ {See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts. }

² See ORS 634.705(5).

³ Inclusion of the list and IPM in the ESD’s Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the ESD’s website.

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes ESD staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~ESD shall designate the~~ **[Facilities Manager]** is designated as the Integrated Pest Management Plan Coordinator(s) ~~give them~~ and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator(s) shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; ~~and~~
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Safety Data Sheet (SDS);
 - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
 - d. The pest condition that prompted the application;
 - e. The approximate amount and concentration of pesticide applied;
 - f. The location and description of the area where the pesticide was applied;
 - g. The type of application and whether the application was effective;
 - h. The name(s) of the person(s) applying the pesticide;

- i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - j. The dates and times for the placement and removal of warning signs; and
 - k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to ~~Board~~ policy KL - Public Complaints~~;~~ and
10. Conduct outreach to ESD staff about the ESD's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.⁴ The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)

[ORS 634.700 - 634.750](#)

⁴ For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

OSBA Model Sample ESD Policy

Code: ECAA
Adopted:

Access to Buildings

The Board directs the superintendent to control access to ESD buildings as appropriate and necessary to protect property, students and personnel. The superintendent or designee will develop procedures to control access to buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for ESD property (e.g., keys, access cards) in their possession.

Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

[¹] When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.]

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)

[ORS 339.408](#)

¹ {This paragraph is intended for ESDs operating schools.}

OSBA Model Sample ESD Policy

Code: GBA
Adopted:

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the ESD regardless of race¹, color, national origin, religion, sex, sexual orientation, gender identity, age, marital status, pregnancy, childbirth or a related medical condition², veterans' status³, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The ESD administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the ~~district~~ ESD alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be ~~provided communicated to all students, parents of students and employees through handbooks and will~~ be published on the ESD website.

~~[The superintendent may develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.]~~

END OF POLICY

Legal Reference(s):

[OR 174.100](#)
[OR 243.317](#) – ~~243.323~~ 05

[ORS 326.051](#)
[ORS 334.125](#)(5)

~~[ORS 342.934](#)~~
[ORS 408.225](#) – 408.237

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 ~~(as amended by House Bill 2935 (2021))~~.

² ~~This unlawful employment practice~~ [Certain protections related to pregnancy, childbirth or a related medical condition ~~as described in House Bill 2341 (2019) (added to ORS 659A)~~ applies only to employers who employ six or more persons (see ORS 659A.106 and ORS 659A.148).] {Remove if ESD has six or more employees.}

³ ~~The ESD grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.~~

⁴ ~~[This unlawful employment practice~~ Certain protections related to disability ~~as described in ORS 659A.112~~ applies only to employers who employ six or more persons (ORS 659A.106).] {Remove if ESD has six or more employees.}

~~ORS 408.230~~
~~ORS 408.235~~
~~ORS 652.210 - 652.220~~
~~ORS 659.805~~
~~ORS 659.850~~
~~ORS 659A.003~~
~~ORS 659A.006~~
~~ORS 659A.009~~
~~ORS 659A.029~~
~~ORS 659A.030~~
~~ORS 659A.040 — 659A.052~~

~~ORS 659A.082~~
~~ORS 659A.109~~
~~ORS 659A.112~~
~~ORS 659A.147~~
~~ORS 659A.233~~
~~ORS 659A.236~~
~~ORS 659A.309~~
~~ORS 659A.321~~
~~ORS 659A.409~~
~~ORS 659A.820~~
~~OAR 581-021-0045~~

~~OAR 581-024-0245~~
~~OAR 839-003-0000~~
~~OAR 839-003-0000~~
~~OAR 839-006-0435 - 0480~~
~~OAR 839-006-0440~~
~~OAR 839-006-0450~~
~~OAR 839-006-0455~~
~~OAR 839-006-0460~~
~~OAR 839-006-0465~~

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2018~~2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e. et. seq. (~~2018~~2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (~~2018~~2024); 29 C.F.R Part 1626 (~~2019~~2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2018~~2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (~~2018~~2024); 34 C.F.R. Part 104 (~~2019~~2024).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (~~2018~~2024);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (~~2018~~2024); 29 C.F.R. Part 1630 (~~2019~~2025); 28 C.F.R. Part 35 (~~2019~~2025).
~~Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).~~
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2018~~2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2018~~2024).
~~Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).~~
~~Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).~~
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (~~2018~~2024).

OSBA Model Sample ESD Administrative Regulation

Code: GBA-AR
Revised/Reviewed:

Veterans² and State Servicemember Preference

Oregon's ~~veterans' preference~~ law requires the ESD to grant a preference to qualified and eligible veterans, ~~and~~ disabled veterans, state servicemembers and former state servicemembers at each stage ~~in~~ during the hiring ~~and~~ or promotion process who claim a preference. To be **qualified** for ~~veterans'~~ preference, an ~~veteran or disabled veteran~~ applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for ~~veterans'~~ preference¹ ~~a veteran or disabled veteran~~ an applicant must provide certification they are a veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

The ESD is not obligated to hire or promote a qualified and eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember. The ESD is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the ~~veterans'~~ preference has been applied.

~~A veteran may submit a written request to the ESD for an explanation of the reasons why they were not selected for the position. The ESD shall provide the reasons for not selecting the candidate when requested.~~

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the ESD's policy is to provide ~~veterans and disabled veterans with~~ a preference as required by Oregon law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials.³

¹ See Oregon Revised Statute (ORS) 408.225.

² See Oregon Revised Statute (ORS) 408.225 ~~and OAR 839-006-0040~~ for definitions of veteran, ~~and~~ disabled veteran, state servicemember and former state servicemember.

³ ~~See Verification of Veteran's Preference (OAR 839-006-0465).~~ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

Selection Procedures^{4}

- Step 1: Before the review of any applications the [human resources director] will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The [human resources director] will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the [human resources director] shall evaluate whether the skill experience obtained in the military service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the [human resources director] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the [human resources director] shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: ~~The [human resources director] makes the offer to the applicant with the highest final score. The ESD is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The ESD is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.~~ The ESD will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The ESD may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

In the event the ESD chooses not to appoint an applicant covered by this administrative regulation, the ESD shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant.

Filing a Complaint

A veteran, or disabled veteran, state servicemember or former state servicemember is encouraged to contact the [human resources office] if they have there are any concerns or questions concerning the application of or the process used for veterans' preference.

⁴ {If the ESD chooses not to use a scored system, the law requires that the ESD give special consideration in the ESD's hiring decision to veterans, disabled veterans, state servicemembers and former state servicemembers and the ESD will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c). }

| An ~~veteran or disabled veteran~~ applicant claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

OSBA Model Sample ESD Policy

Code: GBN/JBA
Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or ESD staff member's ability to perform their job; or

¹ {Some ESDs choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the ESD chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (AC), Workplace Harassment (GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (GBNAA/JHFF).}

³ "Third party" means a person who is not a student or a school or ESD staff member and who is: 1) on or immediately adjacent to school grounds or ESD property; 2) at a school-sponsored activity or program; or 3) off school grounds or ESD property if a student or a school or ESD staff member acts toward the person in a manner that creates a hostile environment for the person while on school or ESD property, or at a school- or ESD-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent⁴.^{5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [⁶] physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Molly Gillett, Executive Director Special Education at 541-461-8200 or mgillett@lesd.k12.or.us

Morgan Christensen, Human Resources Executive Director at 541-461-8232 or mchristensen@lesd.k12.or.us

[This] ~~[These]~~ individual~~s~~ ~~[is]~~ ~~[are]~~ responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. ~~[The Human Resource Director This person]~~ is also designated as the Title IX coordinator.^{7} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~[immediately]~~ report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

⁴ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the ESD would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The ESD has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the ESD's legal counsel.}

⁷ {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. ~~Interviews with those involved;~~
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.~~}~~

The ESD will use [a reasonable person] standard when determining whether a hostile environment exists. ~~[A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. {⁸}]~~

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. ~~[Discipline of staff and students engaging in sexual harassment;~~
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for ESD electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding ESD procedures and resources.~~}~~

When a student or staff member is harassed by a third party, the ESD will consider the following:

⁸ {OSBA strongly recommends the Board receive input from ESD administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

1. Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;
2. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;
3. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;
4. Limiting attendance at ESD events; and
5. Providing for additional supervision, including law enforcement if necessary, at ESD events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person⁹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include¹⁰:

⁹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the ESD should consider when to contact the person's parent.

¹⁰ Remember confidentiality laws when providing any information.

1. Name and contact information for all persons designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or ESD that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

†Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.†

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD's education program or activity¹¹;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

¹¹ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (Title 34 C.F.R. § 106.44(a))

~~{The Human Resource Director Person or position}~~ is designated as the Title IX coordinator ~~{and can be contacted at [541-461-8232]}~~. The Title IX coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX coordinator on the ESD website and in each handbook. ^{12}

Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹³ The ESD shall treat complainants and respondents equitably by providing supportive measures¹⁴ to the complainant and by following a grievance procedure¹⁵ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁶

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁷ The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

¹² {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹³ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁴ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESD's educational environment, or deter sexual harassment.¹⁴ The ESD must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁵ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁶ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁷ The ESD may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

2. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary¹⁸, or both.]

No Retaliation

Neither the ESD or any person may retaliate¹⁹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator] shall be prominently published in the [school] [ESD] student handbook and on the [school] [ESD]-website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or ESD staff member, or third party] [person] upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 334.125](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

¹⁸ Of the United States Department of Education

¹⁹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Lane Education Service District

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 10/07/25
Orig. Code(s): GCBDA/GDBDA-AR(1)

Family and Medical Leave

Employee Eligibility

FMLA benefits are available to employees who have been employed by the ESD for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 ESD employees within 75 miles of the worksite.

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 to requalify as an eligible employee.~~

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days¹ immediately prior to the first day of the start of the requested leave.² In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the ESD must consider days, paid or unpaid, an employee is maintained on payroll.

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

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

1. An employee who has worked for the ESD for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the ESD 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 the ESD is eligible to take leave for purposes of OFLA if the employee:~~

- ~~1. Separates from employment with the ESD, irrespective of any reason:
 - ~~a. Is eligible to take leave OFLA at the time the employee separates; and~~
 - ~~b. Is reemployed by the ESD within 180 days of separation from employment; or~~~~

¹ ~~Thirty days during a declared public health emergency.~~

² ~~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.~~

~~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.~~

An employee of the ESD who has separated and is reemployed within 180 days or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

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 the ESD 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 ESD 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.

When an employee requests OFLA leave, or when the ESD acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the ESD will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
- ~~2.—An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;~~
- ~~3.2.—~~An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the ESD must consider days, paid or unpaid, an employee is maintained on payroll.~~

Leave under the Oregon Military Family Leave Act (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 average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.~~

³ As defined in ORS 656.005.

Qualifying Reason

Eligible employees may access FMLA leave entitlements 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 care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed child in foster care^{7} under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for covered service member if the eligible employee is the spouse, child or next-of-kin of the ~~who is a covered~~ servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken for an employee's child who is suffering from an illness, injury, or condition that requires home care; ~~Under OFLA, sick child leave taken includes leave~~ to care for an

⁴ 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.

⁵ 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.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁷ {ORS 659A.159 uses the term "foster child." ESDs can choose to use either "foster child" or "child in foster care" throughout this AR.}

employee's child whose school or child care provider has been closed⁸ in conjunction with a statewide public health emergency declared by a public health official.⁹

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.¹⁰ When such leave is used for a family member who is related by affinity, the ESD requires an attestation form signed and submitted by the employee.
- ~~4. Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.~~
- ~~5. Leave previously protected by OFLA¹¹: 1) leave to which an eligible employee was entitled under ORS 659A.150—ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150—ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).~~

Eligible employees may also access OMFLA for the purpose of spending time with a spouse or 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.

Definitions

1. Family member:
 - a. For the purposes of FMLA, “family member” means:
 - (1) Spouse¹²;
 - (2) Parent¹³; or

⁸ “Closure” (OAR 839-009-0210(5)) 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 as defined in OAR 839-009-0210(4).

⁹ The ESD may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health 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;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. 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.

¹⁰ Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

~~¹¹ OAR 839-009-0215. OFLA: Leave Previously Protected by OFLA.~~

¹² “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

¹³ “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

- (3) Child¹⁴; ~~or~~
(4) ~~Persons who are “in loco parentis.”~~

b. For the purposes of OFLA, “family member” means an eligible employee’s:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.¹⁵

2. Child:

- a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, 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 disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means the eligible employees biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
- d. For the purposes of ~~child placement leave and sick child leave~~ ~~only~~ under OFLA, the child must be under the age of 18 or ~~an adult dependent child~~ substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or 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.

¹⁴ “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

¹⁵ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

- b. For the purposes of OFLA, “in loco parentis” means person in the place of ~~a~~^{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, “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent 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 covered servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

- a. ~~A~~^{For the purposes of FMLA, “covered servicemember” means a} current member of the Armed Forces, including a member of the National Guard or Reserves, who:

- (1) ~~Is~~^{is} undergoing medical treatment, recuperation or therapy;
- (2) ~~Is~~^{is} otherwise in outpatient status; or
- (3) ~~Is~~^{is} otherwise on the temporary disability retired list for a serious injury or illness; or

- b. ~~A~~^a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- 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 to the first date the eligible employee takes FMLA leave to care for the covered veteran.

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 for FMLA, ~~PFMLI, and OFLA~~, the ESD ~~uses~~^{will use} [the calendar year] [any fixed 12-month “leave year”] ~~[the 12-month period measured forward~~

from the date the employee's leave begins to a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave].

For the purposes of calculating an employee's leave period for OFLA, the ESD will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

~~The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.~~

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the ESD's designated 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 ESD's designated leave period (12-month period)¹⁶. Spouses who work for the ESD and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the ESD's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
3. Care for the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

~~In addition to the 24 weeks of possible OFLA leave identified above, an eligible employee is entitled to a total of two weeks of child placement leave within an OFLA leave year until January 1, 2025. The~~

¹⁶ 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 ESD'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.

~~adoption or foster placement of multiple children at one time entitles the employee to take only one two-week period of child placement leave.~~

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the ESD. Under OFLA, family members who work for the ESD may be restricted from taking concurrent OFLA qualified leave.¹⁷

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 designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick ~~time~~leave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

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 12¹⁸. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁹. 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.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.²⁰ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the ESD is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

¹⁷ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, on or more of the employees is taking bereavement leave.

¹⁸ 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.

¹⁹ 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.

²⁰ See 29 CFR § 825.200(h).

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

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is 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.

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 ESD 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(32).

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

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.

Alternate Work Assignment

Under FMLA, the ESD may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered servicemember. However, the ESD may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the ESD may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the 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 agreement, as well as with state and federal law;

4. 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
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The ESD may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer 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 agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

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 signers²⁴ interpreters²⁴ for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA 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. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA

²⁴ 29 CFR 825.600(e) uses "signers."

leave entitlement. In any such situation, the eligible instructional 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 instructional 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 covered servicemember or for the employee's own serious medical condition, the ESD may require the eligible instructional employee to choose either 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 to an available 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 regular position.

2. If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the ESD may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the ESD may require the employee to delay the taking of leave until the notice provision is met.

3. Limitation on Leave Near the End of the Term²²

When an eligible instructional employee requests leave near the end of the term, the ESD may require the following:

- a. When the qualified leave begins more than five weeks before the end of the term, the ESD may require the employee to continue taking leave until the end of the term if:
 - (1) The leave will last at least three weeks; and
 - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the ESD to remain on leave until the end of the term if:
 - (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 term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for

²² "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA.
29 CFR § 825.602(b)

a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

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

For the purposes of OFLA leave, if an employee²³ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the ESD may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the ESD to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period^{24} ~~to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave.~~ [The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave.] The ESD will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-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 ESD policy provide otherwise.²⁵ 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 ESD's policies provide otherwise.

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

²³ Applies only to an employee who is employed principally in an instructional capacity by the ESD.

²⁴ {Select one of the two bracketed options based on ESD practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) ~~(as amended by SB 1515 (2024))~~ for additional guidance.}

²⁵ 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 ESD'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 ESD 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 Verification

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the ESD may require the employee to obtain and present a Fitness-for-Duty Certification. If the ESD is going to require a Fitness-for-Duty Certification upon return to work, the ESD must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For purposes of **FMLA and OFLA**, an eligible employee requesting FMLA 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 ESD. ~~An eligible employee able to give advance notice of the need to take FMLA leave must follow the ESD's known, reasonable and customary procedures for requesting any kind of leave.~~

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the ESD. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²⁶ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the ESD 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 ESD's notice procedures.

²⁶ Oral notice may be given by any other person on behalf of the employee taking the leave.

The ESD may request additional information²⁷ to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The ESD may designate the employee as provisionally on FMLA 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 leave must follow the ESD'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. In most situations, as soon as practicable 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 ESD delaying the employee's leave up to 30 days after the notice is ultimately given.²⁸

For the purposes of OFLA, an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice²⁹ within 24 hours before or after commencement of the leave.

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

For purposes of OMFLA, an employee must provide the ESD with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Medical Verification

Under FMLA, the ESD may require an eligible employee to provide medical certification, when appropriate³⁰, to support the stated reason for such leave. In most cases, the ESD will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the ESD's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the ESD may require an eligible employee to provide medical verification, when appropriate³¹, to support the stated reason for qualifying OFLA leave. The ESD will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the ESD may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such

²⁷ See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA. ~~Except in cases to verify OFLA bereavement leave unless the ESD requires the use of an attestation form for purposes of determining affinity.~~

²⁸ See 29 CFR § 825.304.

²⁹ Notice may be given by any other person on behalf of the employee taking the leave.

³⁰ Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

³¹ Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

medical verification within 15 calendar days after receipt of the ESD's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the ESD, or be paid as otherwise allowed by law. The ESD will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The ESD may not require an employee to obtain a second opinion.

Under OFLA, the ESD may request verification for the need for leave 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. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The ESD will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.³² The ESD will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.³³

Record Keeping

The ESD 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.

Federal vs. State Law

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and

³² 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.}

³³ <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.}

| if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and ~~OFLA or other~~ state leave entitlements run concurrently when for the same purpose.

Corrected 5/29/26

OSBA Model Sample ESD Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al.,
OAR 581-021-0038 and federal Title IX laws.}

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or ESD staff member's ability to perform their job; or

¹ {Some ESDs choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the ESD chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (AC), Workplace Harassment (GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (JHFF/GBNAA).}

³ "Third party" means a person who is not a student or a school or ESD staff member and who is: 1) on or immediately adjacent to school grounds or ESD property; 2) at a school-sponsored activity or program; or 3) off school grounds or ESD property if a student or a school or ESD staff member acts toward the person in a manner that creates a hostile environment for the person while on school or ESD property, or at a school- or ESD-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent⁴.^{5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{6}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance⁷.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

^{7} Molly Gillett, Executive Director Special Education at 541-461-8200 or mgillett@lesd.k12.or.us

Morgan Christensen, Human Resources Executive Director at 541-461-8232 or mchristensen@lesd.k12.or.us

[This] ~~[These]~~ individual[s] [is] ~~[are]~~ responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. ~~[This person is]~~ **The Human Resource Director is also designated as the Title IX coordinator.**^{8} ~~[See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.]~~

Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~[immediately]~~ report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

⁴ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the ESD would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy." The bracketed list in this policy reflects OSBA's recommendations. The ESD has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by ESD's legal counsel.}

⁷ {The ESD must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

⁸ {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. ~~Interviews with those involved;~~
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.~~]~~

The ESD will use [a reasonable person] standard when determining whether a hostile environment exists. ~~[A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]~~⁹

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. ~~[Discipline of staff and students engaging in sexual harassment;~~
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for ESD electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding ESD procedures and resources.~~]~~

⁹ {OSBA strongly recommends the Board receive input from ESD administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

When a student or staff member is harassed by a third party, the ESD will consider the following:

1. Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;
2. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;
3. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;
4. Limiting attendance at ESD events; and
5. Providing for additional supervision, including law enforcement if necessary, at ESD events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person¹⁰ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

¹⁰ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the ESD should consider when to contact the person's parent.

The written notification must include¹¹:

1. Name and contact information for all persons designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or ESD that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the

¹¹ Remember confidentiality laws when providing any information.

conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

{Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.}

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD's education program or activity¹²;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

¹² "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (Title 34 C.F.R. § 106.44(a))

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

~~{The Human Resource Director Person or position}~~ is designated as the Title IX coordinator ~~{and can be contacted at [541-461-8232]}.~~ The Title IX coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX coordinator on the ESD website and in each handbook.^{13}

Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹⁴ The ESD shall treat complainants and respondents equitably by providing supportive measures¹⁵ to the complainant and by following a grievance procedure¹⁶ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁷

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁸ The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

¹³ {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹⁴ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁵ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESD's educational environment, or deter sexual harassment.¹⁵ The ESD must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁶ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁷ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁸ The ESD may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
2. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary¹⁹, or both.]

No Retaliation

Neither the ESD or any person may retaliate²⁰ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX coordinator]-shall be prominently published in the [school]-[ESD] student handbook and on the [school]-[ESD] website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or ESD staff member, or third party] [person] upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 334.125](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

¹⁹ Of the United States Department of Education

²⁰ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Report for Nora Kent: June 2, 2026

We completed the Budget Committee process for Siuslaw School District on May 13. We were able to add back on private contractors for sports for the coming year, as well as FTE for the School Nurse. He is now employed at .85 FTE.

It was an interesting process with many questions and challenges. There were many public comments. Good to see that citizens in the community have input that made a difference.

Juneteenth Celebration- Florence Organizes and Siuslaw Vision are collaborating to create a family friendly Community Juneteenth Celebration on June 19th. Thanks to a generous donation from Oregon Blacks for Youth and Families, we will offer a free picnic and many activities for families. City Councilor Greg Evans and Toni Galvan, Mapleton student from LESD Youth Voice, will share remarks. The Siuslaw School District is helping us promote the event.